

## CODE OF CONDUCT

The code of conduct for students at Bentonville Christian Academy is to:

1. demonstrate Christian character and attitude
2. treat others with kindness and respect
3. walk and keep their voices at the correct level inside the building
4. accept responsibility for their own actions
5. obey those in authority, classroom rules, school rules, and the student handbook
6. cooperate and participate in learning activities
7. dress appropriately and modestly
8. take pride in BCA
9. bring honor to yourself, your family, your school, and your God

### DRESS CODE

Please have your child wear play clothes that are comfortable. Any child wearing a dress or skirt needs to also have shorts or leggings with that outfit.

Spaghetti straps, backless shirts, and shirts failing to cover the stomach area are not appropriate and should not be worn.

BCA Preschool requires children to wear appropriate shoes. Shoes or sandals without a back strap, such as flip-flops, are not appropriate. If your child wears shoes which easily pop off, such as crocs or those without laces and they become a distraction during lessons BCA will notify you and ask that alternate shoes be provided.

Please provide outer garments such as coats, gloves, and hats for outdoor play when the weather is cool or cold. During the fall and spring, remember that recess is often in the cool of the morning. The afternoon may be fine without extra clothing but it is still needed in the mornings.

### CHILD'S PERSONAL SUPPLIES AND TOYS

Each child will have a hook/space on which to place his/her backpack and lunchbox. Each day, pre-kindergarten and kindergarten children will bring their backpack with the following items: a complete change of clothes appropriate for the season; blanket; and sleeping friend, if needed. At the end of each day the children will return these items to their backpack, take them home, and return them the next morning.

Be sure to check your child's daily folder and take-home behavior reports, art projects, etc in the folder and in the location your child's teacher indicates.

Please refrain from bringing your child's personal toys to school. The only exception to this would be special sleeping friends for nap time or a toy brought in for Show and Tell. BCA is not responsible for any broken, damaged, or missing personal toys.

### Level I Infractions:

- Violations of code of conduct, school rules, classroom rules, playground rules, and/or staff instructions.
- Refusal to participate in classroom activities.
- General misbehavior, such as, horseplay, excessive noisiness, or dress code violations.
- Disruptive behavior that interrupts classroom activities, chapel, recess, lunch, and/or field trips.
- Sharing student logins and/or passwords.

### Level I Disciplinary Options, Responses, and Consequences

- Verbal correction
- Verbal warning
- Time Out
- Teacher-Student Conference

- Class-Period Detention
- Lunch Detention
- Restricted use of technology
- Other appropriate staff/teacher developed consequence

### Level II Infractions

- Repeated violation of Level I infractions
- Out of assigned area
- Leaving school grounds without permission
- Disruptive behavior on bus or during school transportation, including not following directions of bus driver or staff member supervising transportation.
- Using or sharing a teacher or staff member's login and/or password.
- Cheating, plagiarism, or copying the work of another person
- Skipping class
- Possession of matches, lighter, or other ignition device
- Inappropriate display of affection
- Posting or distributing unauthorized materials, electronically or non-electronically
- Inappropriate conduct at extracurricular activities or field trips
- Unauthorized use of electronics
- Major cafeteria disturbances, including throwing food or any other items
- Any act that interferes with the orderly educational process
- Accessing materials and/or sites on the Internet that are inappropriate, including attempting to circumnavigate the Internet filter on any device: school-owned, personally-owned, or parent-owned.

### Level II Disciplinary Options, Responses, and Consequences

- Parental contact via written form and/or email
- Parent contact via phone call and/or text
- Student-Headmaster Conference
- Lunch Detention
- Alternate Recess
- Exclusion from extracurricular activities, field trips, and/or other school sponsored events.
- Removal and/or revocation of bus/school transportation privileges.
- Behavior contract
- Time Out
- Confiscation of electronic device used inappropriately, including personally-owned and parent-owned devices
- Any other appropriate disciplinary consequences determined by Headmaster, or designee

### Level III Infractions

- Chronic or repeated level I and/or level II infractions
- Fighting, hitting, kicking, pushing, slapping, and other similar behavior
- Gambling
- Misdemeanor stealing or theft of property, in an amount under \$750
- Possession of a knife
- Smoking, using, or possessing tobacco, tobacco products, and/or nicotine products.
- Interfering with school authorities
- Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities, including boycotts, sit-ins, trespassing, and walkouts.
- Refusal to comply with reasonable requests of school staff and/or defiance of school employee authority.

- Changing school records, including grades
- Forging parent/guardian or school employee signature
- Failure to follow behavior contract
- Indecent/unsolicited sexual proposal, sexual harassment, or any sexual act
- Threats of bodily harm
- Any action that substantially harms another student's physical or emotional health or well-being
- Selling or soliciting for sale any merchandise on school grounds or at school activities without the authorization of the Headmaster.
- Disrespect towards school/church employees, volunteers, or visitors.
- Participation in or promotion of gang activities or similar groups
- Visual display of gang-related signs or symbols on the body, clothing, with the body, accessories, or with any school-owned, personally-owned, parent-owned items.
- Failure to cover any tattoo
- Use of profanity, vulgar language, obscene gestures, using the Lord's name in vain, cursing
- Possession and/or use of fireworks, devices that make loud noises (poppers), smoke bombs, stink bombs, or any other pyrotechnic or any type of device that disrupts the operation of the school
- Misuse of lasers (pens, pointers)
- Possession of live ammunition, bullets, or similar items
- Bullying, threats, verbal abuse, or acts of intimidation, including those related to slurs, name-calling, or derogatory statements to another person because of that person's race, color, religion, national origin, disability, physical/personal appearance, or sexual orientation. Bullying is defined as an act or speech that subjects a person(s) to indignity, humiliation, intimidation, physical abuse or threat of physical abuse, social or other isolation, shame, or disgrace.
- Cyberbullying, which is defined as the use of the Internet, cell phones, or other devices to send, post, or text-message images and material intended to hurt or embarrass another person. This may include, but is not limited to, continuing to send messages to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums and posting false statements as fact intended to humiliate the victim; disclosure of personal data such as the victim's real name, address, or school on Web sites or forums; posing as the victim for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or e-mails to the victim; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target, which is determined to have a material and substantial interference with the operation of the school, its activities, or with the rights of any person.
- Assault not involving bodily injury.
- Misdemeanor criminal mischief (such as, vandalism) resulting in the destruction or defacing of any property, including electronics, in an amount greater than \$20 but less than \$1,500. This includes rendering any devices/items inoperable, deleting data using magnets, intentionally introducing viruses, malware, worms, trojans, or tampering with programs, apps, devices, items, or data without authority.
- Hacking or gaining unauthorized access to school or other databases without permission.
- Use of school devices (or any device during school time and/or on school grounds) to transmit, receive, view, or display obscene, vulgar, sexually explicitly, or racist, media/information/graphics/data that advocates unlawful activities or provides guidance/instruction for the construction or production of weapons, illegal devices, or controlled substances to any person or to oneself.
- Use of school devices (or any device during school time and/or on school grounds) to incite violence or aggressive and/or disruptive action by any person(s).
- Use of school devices (or any device during school time and/or on school grounds) to purchase anything.
- Sending/forwarding messages containing offensive language.

- Sexting or using a device of any ownership to send/possess message(s) containing images reasonably interpreted as indecent or sexually suggestive while at school, on school grounds, or at a school activity.
- Extortion, defined as, obtaining money or information from another person by coercion or intimidation of a value less than \$1,500
- Possession/use of any prescription or nonprescription drug, medicine, vitamins, or other unlawful chemical in violation of the Medication section of this handbook.
- Refusal to cooperate in, or interference with, a random or indicated metal-detector or drug dog safety search.
- Hazing, which means any intentional, knowing, or reckless act directed against a student by one person alone or acting with others that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization or general classification of students whose members are or include other students
- Assisting directly or indirectly with the promotion of any infraction/behavior prohibited by this handbook, code of conduct, or staff instructions.
- Any other acts of serious misconduct that disrupt the operation of the school.

### Level III Disciplinary Options, Responses, and Consequences

- Headmaster/student/parent conference
- Restitution or restoration as applicable for vandalism, damage, or destruction of property
- Exclusion from extracurricular activities, field trips, and/or other school sponsored events, including major events, such as, awards ceremonies, graduations, etc.
- In School Suspension
- Out of School Suspension
- Removal and/or revocation of bus/school transportation privileges for up to one calendar year
- Restriction of electronics usage for up to one calendar year
- Referral to Bentonville Police Department for violation of laws or suspected/confirmed gang-related activities
- Confiscation of electronic device used inappropriately, including personally-owned and parent-owned devices, which may be shared with law enforcement
- Any other appropriate disciplinary consequences determined by Headmaster, designee, or school board.

### Level IV Infractions

- Chronic or repeated Level III infractions
- Felony conduct
- Engaging in assault, which is defined as intentionally, knowingly, or recklessly causing bodily injury to another and which may include causing bodily injury by recklessly or intentionally pointing a laser pointer or laser pen at another student or a staff
- Selling, giving, delivering to another person, possessing, using, or being under the influence of marijuana, a controlled drug, or other controlled substance
- Selling, giving, delivering to another person, possessing, using, or being under the influence of a dangerous
- Possessing, using, or being under the influence of alcohol
- Selling, giving, or delivering an alcoholic beverage to another person
- Committing a serious act or offense while under the influence of alcohol
- Engaging in conduct that contains the elements of an offense relating to an abusable volatile chemical or possession, delivery to a minor, or possession of paraphernalia used with volatile chemicals
- Engaging in conduct that contains elements of the offense of public lewdness or indecent exposure, defined to include offenses against chastity, common decency, morals, and the like

- Felony stealing/theft of computer equipment or any other property in an amount greater than \$75
- Burglary of a school/church facility
- Defacing of school property with graffiti or other means that results in a loss or destruction to property in an amount less than \$20,000
- Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report o Engaging in assault not involving bodily injury, which is defined as intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative
- Participation in an illegal organization such as a fraternity, sorority, secret society, gang, cult, or other criminal combination prohibited by law that is defined as an organization composed at least in part of students and that seeks to perpetuate itself by recruiting members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization. Participation includes indirect participation such as recruiting and indirect guidance or leadership of the activities of gangs, cults, secret societies, and fraternities and sororities.
- Possession of BB guns, pellet guns, or air rifles
- Possession of electric stun guns or other protective devices designed to administer an electric shock
- Possession of replicas of guns that are sufficiently similar in appearance to a real gun such that, if pointed at or shown to another person, a reasonable person may (ARD) Committee determines that it is educationally appropriate and that the student has engaged in conduct for which referral to a DAEP is authorized. believe the student to be in possession of a firearm
- Possession of drug paraphernalia
- Use of computers or any other means to access and to tamper with BCA records, to include grade books or any other school records or any other records of a school-related activity maintained by BCA
- "Hacking" or breach of computer security or unauthorized access to HISD computer systems that results in loss or damage in an amount greater than \$1,500. A finding that the student accessed an HISD computer system constitutes a finding that the conduct occurred on school property or at a school-sponsored or school-related activity
- Conduct involving a public school that contains the elements of the offense of false alarm or report or terroristic threat. Terroristic threat is defined as threatening to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, or place to which the public has access by threats of violence or other means, or causing impairment or interruption of public communications; public transportation; the public water, gas, or power supply; or other public service
- Making a "hit list," in which a student makes a list of people to be harmed by means of a firearm, a knife, or any other object to be used with the intent to cause bodily harm
- Engaging in the offense of retaliation against any school employee by engaging in conduct such as intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person's performance of his or her official duties, unless the student engages in conduct punishable as a felony in retaliation against a person, in which case the student may be expelled.

#### Level IV Disciplinary Options, Responses, and Consequences

- Any appropriate disciplinary options, responses, and/or consequences from Level I, Level II, and/or Level III
- Expulsion
- Referral to Bentonville Police Department for violation of laws or suspected/confirmed gang-related activities

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- Confiscation of electronic device used inappropriately, including personally-owned and parent-owned devices, which may be shared with law enforcement
- Any other appropriate disciplinary consequences determined by Headmaster, designee, or school board.

Bentonville Christian Academy  
PARENTAL INVOLVEMENT PLAN

Bentonville Christian Academy (BCA) understands the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between BCA and those it serves. Therefore, BCA shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community.

To achieve such ends, BCA shall work to conduct the following activities:

1. Involve parents and the community in the development of the long range planning of the school through the **ANNUAL REPORT TO THE PUBLIC**.
2. Give the teachers the support necessary to enable them to plan and implement effective **PARENTAL INVOLVEMENT ACTIVITIES, PRACTICES, AND EVENTS**.
3. Continue to support the **PTO** organization and use the organization to keep parents aware of the content and achievement standards, student assessments and how BCA's curriculum is aligned with the assessments, and how parents can work with BCA to improve their child's academic achievement.
4. Provide parents with **INFORMATIONAL PACKETS** and training they need to be better able to help their child achieve.
5. The student/parent handbook will include information concerning the school's policies and procedures used to **RESOLVE PARENT CONCERNS**.
6. Support teachers, to conduct **EVENTS AND COMMUNIQUES** that will promote positive partnerships between the school and parents and help parents to be more involved in decisions affecting their child's academic success.
7. Designate a **PARENT FACILITATOR** to keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. The parent facilitator will also help parents use resources which help to foster parental involvement.
8. Keep parents aware of their child's academic progress through at least **TWO PARENT TEACHER CONFERENCES** per year.
9. **IMPROVE COMMUNICATION** between parents and the school via phone communication systems, email, BCA web page and various surveys, including electronic, online surveys.
10. Conduct **INFORMATIONAL MEETINGS** at area Churches of Christ throughout the school year explaining BCA's history, structure, and future plans.