

PARENT/SCHOOL TEAMWORK

The education and training of your child is an objective we are all working toward. Success is dependent upon our ability to work together.

We will:

- use progress reports
- use notes from teachers and staff
- call when the situation requires direct talks

Will you:

- call us if you have questions?
- call for a conference if you have concerns?

We will:

- use our resources to the best of our ability to provide your child with a good education.
- work hard to provide an environment that is safe and enjoyable for your child to learn and grow in
- support parents or guardians by never speaking negatively about them before the children.

Will you:

- support us with regular and on-time attendance of your child?
- check to make sure he/she comes dressed appropriately and is well groomed?
- support us verbally before your child, and by calling us in private with questions and concerns?

2015-2016 Academic Year Statement of Agreement

I have received a BLK4C Christian Academy Parent/Student Handbook and agree to abide by the policies and procedures therein.

Parent/Guardian Signature

Student's Name (please print)

Parent/Guardian Signature

Date



PARENT/STUDENT HANDBOOK

2015-2016

Lead Pastor

Bishop Juan Rivera

School Director

Martha L. Reyes-Rodriguez

332 Mohawk Rd.

Clermont, Florida 34715

PH: 352-241-7910

Cell: 352-272-3176

FAX: 352-241-8626

WELCOME

Welcome to Better Life K4C Christian Academy!

Here at Better Life K4C Christian Academy we are all about serving our community, therefore we understand the need of having a solid faith based Christian education preparing future leaders. We offer a positive, uplifting, Christian education program for your children at an affordable cost during their school years. We feel that providing a program that enriches your child in their education, faith, abilities, and in relationships goes a long way to developing as a whole the person and character of our children. We will provide activities that support this enrichment in their education along with activities that will provide fun and entertainment along with opportunities to introduce your child to things this world has to offer. We look forward to having you and your child become a part of the Better Life Family.

Proverbs 22:6

"Train up a child in the way he should go: and when he is old, he will not depart from it."

Please read through this packet carefully, make sure you understand everything outlined.

Table of Contents

Welcome	2
Declaration of Faith	3
Philosophy	4
Admissions	5
School Information & Policies	6
Financial Policies	10
Attendance	12
Dress Code	13
Emergency & Medical Procedures	16
Discipline	18
Parent/School Teamwork	24

All complaints will be promptly investigated. Because false reports of harassment can have serious effects on innocent persons, a false report that is found to be false and to have been made knowingly and willfully will subject the reporter to the same sanctions as may be imposed for confirmed harassment.

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

BLK4C Christian Academy Parent/Student Handbook was last updated on August, 2015.

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, drawings, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
- Suggestive or obscene comments
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Unwelcome physical conduct such as touching, clinching, caressing, assaulting, impeding or blocking movements
- Coerced sexual acts.

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature is also encouraged to report the matter to one of the school officials designated below:

Bishop Juan Rivera – Lead Pastor/Principal and Chief Administrator

(352) 241-7910

Martha Reyes – School Director

(352) 241-7910

Please note that the School Board may amend this list of individuals as necessary. Any changes or additions to this list will be published and kept on file in the school office.

DECLARATION OF FAITH

Better Life K4C Christian Academy is a ministry of the Better Life Worship Center, Clermont, Florida. Better Life holds to the following Declaration of Faith:

We Believe:

1. In the verbal inspiration of the Bible.
2. In one God eternally existing in three persons; namely, the Father, Son, and Holy Ghost.
3. That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as our Intercessor.
4. That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
5. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
6. In sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word, and by the Holy Ghost.
7. Holiness to be God's standard of living for His people.
8. In the baptism of the Holy Ghost subsequent to a clean heart.
9. In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
10. In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
11. Divine healing is provided for all in the atonement.
12. In the Lord's Supper and washing of the saint's feet.
13. In the pre-millennial second coming of Jesus. First, to resurrect the righteous and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
14. In bodily resurrection, eternal life for the righteous, and eternal punishment for the wicked.

PHILOSOPHY

Better Life K4C Christian Academy believes that the purpose of Christian education is to offer assistance to parents as they fulfill their Biblical calling to diligently teach God's commandments to their children (Deuteronomy 6:6-9). The ultimate responsibility for Christian education belongs to the parents, but Christian educators work in harmony with the home and the church to "train up a child in the way he should go" (Proverbs 22:6). To that end, Light Christian Academy strives to provide a nurturing, educational environment that is Christ-centered.

First, the school is to be socially Christ-centered. We seek to instruct children in godly and moral conduct that will help them become wise and mature adults. This instruction is accomplished through an attitude that all things are to be done to the glory of God (1 Corinthians 10:31). The Christian school setting provides opportunities for students to grow socially and physically through educational trips, community projects, activities, and physical fitness programs.

BLK4C Academy recognizes that many parents who are not Christians may appreciate the value of Christian education in training, teaching, and equipping their children. BLK4C Christian Academy will strive to accomplish its goal with children from non-Christian homes. However, students may be refused enrollment in the school when the administration believes that the relationship between the home and the school is not in harmony with the school's stated philosophy and goals.

of provoking another student, and that the student used reasonable force and restraint in protecting him/herself.

Profane, Obscene, or Abusive Language/Materials – Proverbs 4:24; Ephesians 5:4

The use of either oral or written language, gestures, objects, or pictures which are morally unacceptable, vulgar, or threatening are not permitted at all.

Sexual Harassment

BLK4C Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to or rejection to the conduct by an individual is used as a basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.
- Acts or circumstances constituting harassment can originate with either gender and can impact either gender. That is, even though many people tend to think of sexual harassment as male harassment of females, it is possible for sexual harassment to be committed by females against males.

Defacing, Destroying, or Misusing Property – 2 Chronicles 7:16

Students must respect BLK4C Christian Academy's campus and the property of other students, administrators, staff, and faculty. Any student who destroys or defaces property will be held financially responsible for the damages.

Inappropriate Behavior – 1 John 4:7-8; 1 Peter 2:13-14

Threatening – the declaration of intent by word or act to do violence to another person/property or forcing another person to do something or preventing another person from doing something by coercion, bullying, or making him/her afraid.

Extortion – the use of threat or intimidation to obtain anything of value from another person including, but not limited to, money.

Racial Harassment – consists of all forms of discrimination prohibited by Title VI, including race, color, and national origin. This includes any verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any person based upon race, when such conduct interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment. General Harassment – consists of using unwelcoming gestures, words, or written statements to annoy, demean, denigrate, defamed, malign, or ridicule another person.

Fighting/Horse-play – James 4:1-3; Romans 12:17

The actual or intentional striking or laying hands on another against his/her will or mutual participation will be considered fighting. Horseplay is engaging in rowdy, rough behavior that interferes with the safe or purposeful order of the school.

"6-inch Rule" – Engaging in fighting, horseplay, or displays of affection (see p 26) is considered a violation of what BLK4C Christian Academy commonly calls the "6-inch rule," meaning that the student instigating the behavior has not shown respect for another individual's personal space. Students violating the "6-inch rule" are subject to disciplinary actions.

Self-Defense – Students have the right to protect themselves from uninvited harm. A valid claim of self-defense requires the danger of bodily harm to have been imminent, that the student was unable to escape the conflict, that the student did not say or do anything for the purpose

ADMISSIONS

BLK4C Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

Registration

Each prospective applicant and his or her parent/guardian must do the following to register the student for BLK4C Christian Academy:

1. Arrange an interview with the administration.
2. Complete and return an application form and pay the appropriate registration/testing fee or submit a scholarship award letter.
3. Take diagnostic/placement tests as necessary.
4. Submit the following documents to BLK4C Christian Academy:
 - a. A copy of the student's birth certificate
 - b. A copy of the student's Social Security card
 - c. A State of Florida immunization record, showing that the student has met all of the state and local requirements for immunization.
 - d. A State of Florida health record or form, showing that the student has met all of the state and local requirements for health examinations.
 - e. A copy of the student's most recent report card.
 - f. A copy of the student's transcript if student is in high school or has completed classes for high school credit.

5. Upon acceptance, sign all necessary forms, including Statement of Support.
 - a. Please note that if parents are divorced or separated, the parent who has custody must sign the forms. If the student's parents have joint custody, both parents must sign all forms and contracts.

Registration Fee

The registration fee covers the cost of enrollment and diagnostic testing. This fee must accompany the student application before processing can begin. It is not applied toward tuition and is **non-refundable**.

Step Up for Students

Students seeking enrollment who have been awarded Step Up for Students must provide a copy of their award letter.

Re-enrollment

Current students may apply for re-enrollment during the spring of each school year. The school reserves the right to refuse re-enrollment to students with poor academic, discipline, or attendance records. Reenrollment may also be refused to students or parents who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, or regulations of the school. In addition, students will not be re-enrolled until all financial obligations are brought current.

SCHOOL INFORMATION AND POLICIES

Administration

BLK4C Christian Academy is a ministry of Better Life Worship Center. The lead pastor of Better Life Worship Center, or a representative appointed by the lead pastor and approved by the school board, serves as chief administrator of the school. The school board is appointed by the lead pastor of Better Life Worship Center and is composed of the lead pastor, the elder board of BLWC, and individuals actively involved in the ministry and daily operation of BLK4 Christian Academy. BLK4C Christian Academy is located at 332 Mohawk Road Clermont. For the safety of our students, the learning center doors will be locked during school hours. School begins each day at 8:30am for all grades. Dismissal times Monday-Friday are 3:00pm for grades K4-5th.

Parent Conferences

School faculty and/or administration may request a conference with parents if a student's behavior warrants such action. Parent conferences will always be requested if the student is in danger of expulsion.

Discipline Offenses

Disrespect, Disorderly Behavior, Insubordination – Ephesians 6:1, 5-6

Students are expected to recognize and respect the authority of administrators and staff. Students may not engage in conduct that disrupts the orderly environment of the school.

Academic Dishonesty – Exodus 20:15, 17; Proverbs 10:9

Cheating - Giving your work to someone else, taking someone's work, and misrepresenting your work are considered cheating. BLK4C Christian Academy will not accept any form of cheating, including plagiarism.

Major Scoring Violations – Proverbs 10:9

A.C.E. curriculum provides students with the opportunity to check—with learning center supervisor oversight—their own work. Major scoring violations such as failing to check work and correct inaccurate answers are considered a form of cheating.

Stealing – Exodus 20:15

Students must respect the property of others and may not take or borrow without permission the property of another person or knowingly be in possession of stolen property or knowingly sell or distribute stolen property. Practical jokes in this area may also be regarded as stealing.

Lying – Proverbs 12:22; Proverbs 16:13

Failure to tell the truth either by omission or commission destroys the trust relationship that exists between the faculty and student. Truthfulness is a moral value to be highly prized and is a major factor in establishing one's character and reputation. A student may not intentionally provide false or misleading information to, or withhold valid information from, a school staff member.

Student Accident Insurance

BLK4C Christian Academy carries the required liability insurance but it is the responsibility of the parent/guardian to carry individual coverage for personal injury.

Communicable Disease

BLK4C Christian Academy desires to maintain a healthful environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly to other persons by a susceptible host, infected person, or animal.

A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administration. Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunizations are not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all the necessary action to control the spread of communicable disease within the school.

Head Lice

BLK4C Christian Academy staff may periodically check students for head lice. If a student is found to have lice, the student will be isolated and his or her parent/guardian will be called to pick up the child.

DISCIPLINE

The standards of conduct at BLK4C Christian Academy are based on the belief that God, through His Word, has provided standards for His children to follow. The intention of any corrective action used by BLK4C Christian Academy is to help the student conform his behavior to Biblical standards; punishment is never meant to demean or in any way harm a student.

Positive Incentives

Positive incentives motivate students to conduct themselves in a disciplined manner and to achieve academically.

Aftercare

BLK4C Christian Academy offers aftercare from 3:00pm to 6:00pm on Monday through Friday. The aftercare charges are

Morning 7:00 am to 8:30 am = \$15.00/week

Afternoon 3:00 pm to 6:00 pm = \$25.00/week

Both = \$35.00/week

Aftercare students have the option of bringing snacks.

Visitors

For the security of our campus and the safety of our students and staff, all visitors, including parents, are required to sign in and out at the school office.

Student Pick Up

In order to insure the safety of BLK4C Christian Academy students, each student is required to have on file with the office an Authorization to Pick Up Student Form. This form must contain the names, relationships and contact numbers of all individuals who are authorized to pick up the student from school. It will be the responsibility of the parent/guardian who enrolls the child at BLK4C Christian Academy to ensure this list remains accurate. Please inform those provided on the list that if they are unknown to school staff, they will be asked to present a picture I.D. before the child will be allowed to leave school. If parents are divorced or separated and one parent is not allowed to see or pick up the child, the school must have on file a copy of the court order of final judgment.

School Office

The school office is located at the reception of Better Life Worship Center. Administration can be reached by telephone at (352) 241-7910 or by email at pastormariabm@gmail.com. The school's fax number is (352) 241-8626.

Student Records

It is the responsibility of the parent/guardian to insure that BLK4C Christian Academy has the correct contact information on file in the school office for every student. Any changes to addresses or phone numbers must be submitted in writing to the school office. Records will be stored on site for 3 years.

Facilities

BLK4C Christian Academy uses the facilities of Better Life. All church facilities are multi-use facilities. Since any given room or area may be used by three or four different groups over a twenty-four hour period, it is absolutely critical that the building, grounds, and parking areas be maintained in constant readiness at all times. Maintenance crews at BLK4C Christian Academy work diligently to maintain the facilities, but students and faculty are expected to assist by keeping their areas neat and clean at all times. This includes rooms, halls, and grounds.

Lunches/Snacks

Lunches and snacks are to be provided by the parent.

School Supplies

BLK4C Christian Academy will provide a supply list for all students at open house. This list is available on the school's website under the Current Students tab or upon request from the school office.

Telephone Use

The school phone is reserved for official school business and emergencies. A student desiring to place an emergency call must have his/her supervisor's permission to go to the office to place the call.

Students who complete their daily goals may earn the privilege of using their phone or device during free time.

In the event of an emergency, parents are asked to contact the school office to get in touch with their children.

Medical Guidelines

Florida law does not allow school personnel to administer medication 20 without explicit written instructions. This includes prescription and non-prescription medication.

1. All medication brought to school must be turned in to the student's supervisor at the beginning of the school day.
2. All medication must come to school in a prescription bottle or manufacturer's package.
3. For each medication the school must have a completed "Authorization to Dispense Medication Form" or a written note from the parent stating the child's name, medication, dosage, time to be administered, and parent's signature.

Please note: Parents can authorize BLK4C Christian Academy to administer some over-the-counter medications for minor headaches and stomach aches. These medications are listed on the Permission & Medical Consent Form. If for any reason a parent needs to change this information, he or she must contact the school office. BLK4C Christian Academy will not administer any medications without parental permission.

The school will do its best to administer medication as requested, but the school cannot assume the responsibility of seeing that medicine is taken at the proper time or in the prescribed manner. Students requiring close attention in this area should remain under their parents' supervision.

Parents must inform the school in writing of any existing conditions that may cause a student to be unable to participate in school activities. Existing conditions include, but are not limited to, food allergies, health problems making a limited physical education program necessary, and sight or hearing problems affecting the student's classroom work and seating.

First Aid and Medical Care

Regulations limit minor medical care provided at the school to soap, water, ice, and bandages. For more serious medical conditions, the school office will contact the student's parent/guardian and ask him or her to come and pick up the student. If in the opinion of the administration, the situation requires the immediate care of paramedics or emergency medical technicians, the school will call 911 and make every effort to immediately contact the student's parent/guardian.

CONTACTING FACULTY AND ADMINISTRATION

Faculty and administrators are eager to assist students and parents regarding any needs or concerns they may have. It is the intent of the faculty and the administrators to make time in their schedules to quickly accommodate these needs as they arise. The following guidelines are provided to assist in directing your comments or questions to the proper individual:

1. Problems in the classroom (academic, discipline, communication): contact the learning center supervisor or administrator
2. Prearranged absences: contact the learning center supervisor
3. Homework assignments: contact the learning center supervisor
4. School fees, transcript requests, etc: contact the school office.

EMERGENCY AND MEDICAL PROCEDURES

Emergency Procedures

Storm Days: BLK4C Christian Academy will follow the Lake County Public School's decisions about suspending school on storm days.

Fire Drills/Tornado Alerts: Fire drills will be conducted on a regular basis. The student's learning center supervisor will review fire drill procedures with students, and fire drill routes will be posted according to regulation and practical safety measures. Tornado precautions will be taken when tornado warnings are issued by the weather service. Tornado drills are conducted each quarter.

Illness and Injury

Please do not send your child to school if he/she has a fever, diarrhea, vomiting, skin rash, severe sore throat or a bad cough. Staying at home will help your child to recover and protect the other children. Should a student become ill or develop a fever or rash the parent/guardian will be notified to pick up the child immediately.

Lost and Found

Lost and found items must be reported to or turned in at the school office. If items are not claimed within a reasonable time, they become the property of BLK4C Christian Academy and may be disposed of as the school administration deems best.

Media Policy

Occasionally, BLK4C Christian Academy places pictures in our local newspaper honoring our students for achievements such as making honor roll or placing in competitions. We also take pictures of our students for our school yearbook, social media page, and school website. BLK4C Christian Academy reserves the right to use a student's work, name, and/or image for school media purposes. Media may be in the form of a public newspaper, radio, television, organization pages on social media, or on the school's website. If you do not wish to have your child's image published, please contact the school office.

FINANCIAL POLICIES

Tuition Payment

Tuition costs can be paid as one payment or on a 10-month payment plan. One-time payment is due by August 10. Monthly payments are due by the 10th of each month, beginning August 17 and continuing through May 17. Payments can be made by check, cash, or on Visa or MasterCard debit or credit cards. Checks should be made payable to Better Life K4C Christian Academy. Payments can be made at the school office during school hours or mailed to 332 Mohawk Road Clermont, FL 34715.

Tuition Rates

Tuition will be pro-rated for students enrolling after the start of the term; tuition rates, book fees and registration fees remain the same. All students are required to pay a non-refundable registration fee of \$150 at the time of registration; this fee includes diagnostic testing for applicable students. Also there's a Book Tuition Fee of \$150 non-refundable.

Grade	Annual Tuition (Per Student)	Additional Fees (Per Student)
Kindergarten	\$3,600	Graduation Fee \$60
1st—6th	\$3,700	Annual Testing Fee \$40

Step Up for Students

Families with students receiving Step Up for Students income-based scholarships will receive a monthly invoice and are responsible for any private-pay account balance due, including aftercare charges and any other charges not covered by Step Up funding.

Late Payments

Payments not received by the 15th of the month will incur a late fee of \$30 per student. Student's grades and report cards may be withheld until accounts are brought current.

Honor Roll

Students can earn quarterly and yearly honor roll based on course work, scripture memorization, and behavior. To earn quarterly "A" Honor Roll, students must complete 3 PACEs in each of their assigned subjects during the quarter, say their monthly scriptures, and achieve a 94-100 PACE average. To earn "B" Honor Roll, students must complete 3 PACEs in each of their assigned subjects during the quarter, say their monthly scriptures, and achieve a 88-93 PACE average. To earn yearly "A" Honor Roll, students must complete 12 PACEs in each of their assigned subjects during the school year, say all of their monthly scriptures, and achieve a 94-100 PACE average. To earn yearly "B" Honor Roll, students must complete 12 PACEs in each of their assigned subjects during the school year, say all of their monthly scriptures, and achieve a 88-93 PACE average. For all Honor Roll awards and privileges, students must maintain a positive Christian testimony through appropriate behavior and obedience to school rules.

Achievement Testing

BLK4C Christian Academy requires students to complete standardized achievement testing in the spring of each academic year. The school utilizes standardized tests such as the Stanford 10 starting from 3rd grade on.

Report Cards

The grading system of our school is designed to give parents a true indication of the student's progress. Progress reports are given to the students each nine-week period. Parent/Supervisor conferences are scheduled at the end of the 1st and 3rd quarters to review student progress.

Bible Training

BLK4C Christian Academy believes that the Bible is the inspired Word of God and that as such it informs us of the person and will of God and provides practical direction for our lives. Students say monthly scriptures together every morning and study the Bible as part of their curriculum. All students are required to purchase an A.C.E. curriculum Bible to keep at school.

Monthly Scriptures

As part of the Bible training at BLK4C Christian Academy, students are required to memorize a selection of Scripture each month. Students have the opportunity to earn rewards, including honor roll, for learning verses.

Chapel

Students will attend a weekly chapel service. Chapel provides a time of worship and spiritual development. It allows students and faculty to praise and thank the Lord for His goodness and to apply the truths of God's Word to individual spiritual growth.

Homework

It is BLK4C Christian Academy policy to send home as homework any work that students did not complete during the school day. Students will bring home a homework slip for their parents to sign.

Grading Scale

BLK4C Christian Academy utilizes the following 4-point grade scale.

100-94 = A/4 points

93-88 = B/3 points

87-80 = C/2 points

79-61 = D/1 point (only considered a passing grade in non-ACE courses)

60-0 = F/ 0 points

Delinquent Accounts

If an account becomes more than 30 days past due the student will not be permitted to attend school at Light Christian Academy until the balance on the account has been paid or financial arrangements have been approved by school administration.

Returned Checks

A \$30 charge will be assessed for all returned checks.

Refund Policy

Should students be withdrawn or dismissed from BLK4C Christian Academy, a refund will be given for tuition that has been pre-paid, beginning with the next payment due date after the notice has been received in writing. Any refund given applies only to tuition that has already been paid and not to any fees or other expenses paid by the parent. All outstanding balances should be paid before records are transferred.

Attendance

Regular school attendance is required by law and provides students the opportunity to acquire specific skills and meet course goals and objectives that may not otherwise be possible if not in attendance. Allowing your child to miss classes when it is not absolutely necessary adds to the pressure your child encounters in school.

A written excuse signed by a parent/guardian must be submitted for each absence. Students with more than 5 unexcused absences per month (or 15 unexcused absences in 90 days) may be considered truant under Florida law and denied promotion.

Excused Absences

1. Personal illness or injury
2. Serious illness or death in the family
3. Medical or dental appointments communicated in writing in advance which cannot possibly be scheduled outside of school.

Leaving School

If it is necessary for a student to leave early from school or any school sponsored activity, the student must be signed out by a parent or authorized adult.

Tardiness

A student is considered tardy if arriving at his/her learning center after 8:30am.

Excused Tardy to School or Class

1. The parent or student's automobile breaks down in route to school.
2. The student experiences temporary illness.
3. There occurs unavoidable, reasonable circumstances.

Unexcused Tardy to School or Class

1. Oversleeping or arriving late for any reason not in keeping with reasonable prudence.
2. Every day traffic flow.
3. Poor planning on the student's part.

DRESS CODE

BLK4C Christian Academy operates under a uniform policy for all students in K through 6th grades. Students are required to adhere to the dress code policy at all school functions unless notified otherwise. Students not conforming to dress code policy may be sent home or subject to disciplinary measures. All uniforms should be clean and well-pressed.

Girls

Girls are required to wear navy blue or khaki skirt, pants, or jumper. Light blue or white shirt or polo. Must be tucked in. Shoes are to be black, clean and in good taste.

Boys

Boys are required to wear navy blue or khaki pants or shorts. Light blue or white shirt or polo. Shirts must be tucked in, and belts must be worn if belt loops are present. Shoes are to be black, clean and in good taste.

Uniform polo tops must include the BLK4C Christian Academy logo and must be purchased from BLK4C Christian Academy. All students are also required to purchase from the school at least one (1) short-sleeve t-shirt with the BLK4C Christian Academy logo to wear during special events such as field trips. Students are allowed to wear BLK4C Christian Academy logo t-shirts on Fridays.

Outerwear

All outerwear (jackets, hoodies, etc.) must have an BLK4C logo and must be purchased from the school. On the rare occasion of extremely cold temperatures, students will be permitted to wear heavier, non-logo jackets.

Backpacks, Purses, Other Accessories

Characters, logos, and slogans on backpacks, purses, lunchboxes, or other accessories should not represent evil of any sort.