

Welcome to the 2016-17 school year at the Bryn Athyn Church School. For more than one hundred years, we have been educating students in the light of the Lord's three-fold Word, preparing them to be useful in this life and guiding them towards a life in Heaven.

The students' success is best supported by a positive home-school relationship. Our hope is that the handbook which follows will help us partner together by sharing a common set of policies and procedures. Many parents and teachers find it useful to keep a copy to refer back to throughout the year when they have questions. As with any living document, there are often changes made to this handbook from year to year. For this reason, it is useful to read through the handbook even if you are familiar with a previous version.

It is a humbling honor and a privilege to have your child attend our school this year. We are looking forward to participating in your child's growth and to building memories together this year. Thank you for your support and your trust, which will help make this another wonderful year at BACS.

Sincerely,

A handwritten signature in cursive script, appearing to read "Greg Henderson".

Greg Henderson
Principal

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1. NEW CHURCH EDUCATION

1.1 Mission and Governance

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

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

1.2 Core New Church Beliefs

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

The New Church teaches that:

- There is one God, the Creator and Redeemer of humankind, and He is the Lord Jesus Christ.
- The Heavenly Doctrines given through Swedenborg reveal a spiritual meaning within the Bible that applies universally to people today.
- The Lord gives every person the ability to recognize good and evil and the freedom to choose between them.
- Each of us continues life as a complete person immediately after the death of the body. We go to either heaven or hell according to our choices between good and evil during life in this world.
- We do the Lord's will and express our love for Him when we obey the Ten Commandments, shun evils as sins against Him, fulfill the duties of our occupation, and show love for our neighbor by performing unselfish services for family, community, country, and church.

- Marriage is a holy covenant, made before the Lord, between one man and one woman. True marriage, held to faithfully in this life, continues forever in heaven.
- The Lord has given the Word so that people may know and love Him and live the life that will lead to heaven. If people respond in this way, the Lord can bless them with all happiness to eternity.

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

1.3 Teachings at the Heart of New Church Education

- Life on earth is a preparation for eternal life.
- Knowledge concerning the Lord as revealed in the Word is the most important knowledge people can have. (AE 1096)
- All instruction is designed to open a way for the Lord's presence with His children. (AC 1495, 3690:2, 6333:4, 7012)
- Knowledge from the Word that is properly organized can serve to open the way to the Lord as no other knowledge can. (AC 1461, 1902, 3665:5)
- Properly organized knowledge from the Word is essential to the formation of spiritual qualities and values. This knowledge is the basis for genuine moral and civil values. (AC 1486, 1901, 1964, 3667:3, 6047)
- Knowledge about the natural world is meant to illustrate and confirm spiritual truths if properly ordered and organized by those truths. Three central teachings affirm this principle:
 - Everything is created by God.
 - Everything is created for a purpose.
 - All things reflect an image of the Lord's kingdom. (AC 1434, 1472, 1964, 5276:2; HH 56, 356; TCR 11:3, 508)
- The Lord gives parents a love of caring for children, which involves protecting and educating them in a sphere of innocence. (CL 386)
- Innocence in childhood should be preserved and protected by a suitable and orderly atmosphere fostered by parents and teachers, so that children will gain the most complete affirmation of what is good and true. (AC 1472, 1992:4, 2689:3, 5135)
- Every falsity implanted in childhood and youth is a stumbling block to the perception and reception of truths from the Word. Therefore, "nothing is more important to a person than to know what is true." (AC 794, 875, 1188, 2243, 5128:2; AE 478)
- For all of the above reasons, the education of children is a primary work of charity. (Char. 174)

1.4 The Purpose of New Church Education

New Church education begins in the home where the foundations are laid by the parents. The greatest single influence in the life of a child is affection for his or her parents, and it is through this first-formed affection that the Lord instills the spiritual delights called remains. When a child's social and

academic needs grow beyond what a home typically provides, formal education in a school setting provides for a child's further development. The school then works in cooperation with the home, building upon what has already been established in the home. It is essential that together the home and school reflect and implement the life and faith of the New Church.

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

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

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

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

1.5 Description of School Seal

The Bryn Athyn Church School seal was developed by students, art teachers, and local artists in 1980. Every child submitted a design and common themes were collected by the teachers: The Lord as the Tree of Life, who brought the Crown of Revelation – the New Church – to mankind; the rainbow symbolizing the threefold Word connecting heaven with earth; and the lamb, which represents innocence, especially with the children who look to the Lord for all things.

1980)

(From *New Church Home*

2. PARENT SCHOOL RELATIONSHIP

2.1 A Cooperative Relationship

The education of a BACS student is most successful when a mutually supportive relationship exists between home and school. Parents are vital to the New Church education of a child, actively serving as role models for a spiritual, moral and civil life. The school strives to support families in embodying New Church principles in the home, and appreciates the efforts parents make to support the decisions and expectations of their child at school.

We ask that all members of the school community support the Bryn Athyn Church School's mission and core religious beliefs. Parents support a child's New Church education by:

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

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

2.2 Tuition and Fees

The Bryn Athyn Church School collects tuition to help subsidize the cost of educating each student. The Bryn Athyn Church has approved the tuition of \$7,950 and comprehensive fee of \$1,050 for the 2015-2016 school year. Those families who do not qualify for financial aid are responsible for both

tuition and comprehensive fees (\$9,000). The Bryn Athyn Church School has long been committed to providing families an affordable education. We offer need-based aid to all who qualify. In fact, each student receives some form of aid as the actual cost of educating a BACS student is closer to \$14,000.

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

2.3 Principal's Council

An important means of communication between home and school is the Principal's Council. The council is composed of up to twelve parents, teacher representatives from several grade levels, the school pastor, vice principal and principal. It performs the classic threefold function of a council – an avenue of communication from parents to the school, an avenue of communication from the school to parents, and a forum to discuss issues related to the school. The council conducts monthly meetings with agenda items and methods for follow-through from previous meetings.

The names of members and their contact information are published in every issue of the *CommuniK-8or*. Please feel free to contact them if you have any questions or suggestions. If you might be interested in serving on the council, let a member and/or the principal know.

2.4 Volunteering

Our school community is strengthened by a strong bond between home and school, most frequently realized through parents and teachers working together. To this end we offer the opportunity for parents to be involved in the life of BACS through volunteering. Each class has a class parent volunteer, who provides many useful services, such as organizing food for educational festivals, arranging parent chaperons for school trips, etc. If you are interested in placing your name on a list for being a class parent for the following year, please contact Jahnna Henderson or Heather Klein (jahnna@comcast.net, hjkhome@comcast.net), our head class parents. Otherwise, look for communication from your child's classroom teacher or the class parent during the school year for ways to help out in your child's classroom.

Another way to volunteer at BACS is to contact our volunteer coordinator, Mary Beth DeGeorge (MaryBeth.DeGeorge@bacs-gc.org). Mary Beth coordinates regular volunteer projects for parents and community members at BACS. These volunteer activities greatly enhance the learning that occurs for our students, as well as providing an opportunity for parents and community members to be directly involved in the life of the school. Volunteer activities range from organizing tasks (photocopying, putting up

bulletin boards, etc.) to working directly with students. If you're interested in learning more about volunteer opportunities, contact Mary Beth DeGeorge.

2.5 Communication Protocol

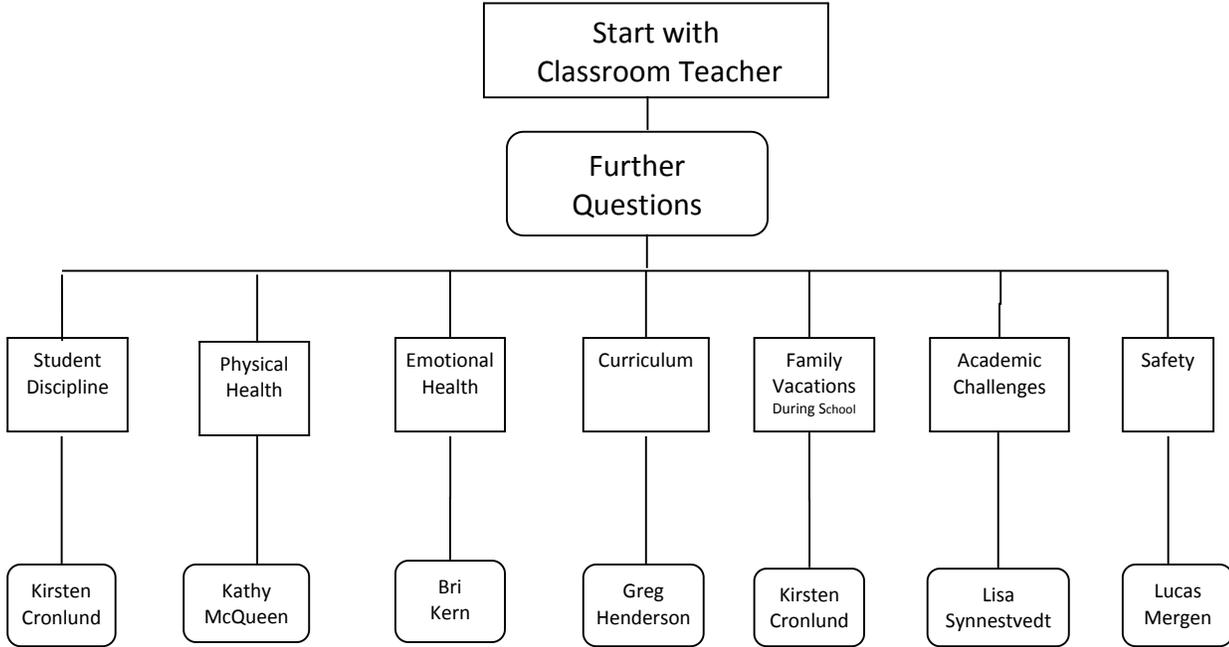
BACS fosters close communication between the school and home to promote a mutually supportive learning environment for your child. We endorse a proactive approach to addressing problems and concerns. Parents should communicate with their child's teacher first about any matters that may affect their child's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

Please contact the following people about the other school related matters listed below:

Topic	Person	Role
Religion Program	Phil Schnarr	School Pastor
Music Lessons	Nathan Odhner	Music Lessons Director
After School Sports	Kaylee King	After School Program Coordinator
ACE Program	Kaylee King	After School Program Coordinator
School Technology	Lucas Mergen	Technology Director
Busing	Natalie Lambertus	School Secretary
Visiting Students	Kirsten Cronlund	Vice Principal
Educational Testing	Lisa Synnestvedt	Student Support Director
BACS Volunteering	Mary Beth DeGeorge	Volunteer Coordinator
School Safety/Security	Lucas Mergen	Safety Coordinator
Tuition/School Finances	Stewart Asplundh	Treasurer
Enrollment/Admissions	Joanne Kiel	Enrollment Management Coordinator
Bryn Athyn Church Outreach	Erik Buss	Assistant Pastor
Bryn Athyn Church	Eric Carswell	Pastor

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

Whom Do I Contact?



Principal	Greg Henderson
Vice Principal	Kirsten Cronlund
Student Support	Lisa Synnestvedt
School Counselor	Bri Kern
School Nurse	Kathy McQueen

3. ATTENDANCE AND TRANSPORTATION

3.1 Daily Schedule

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

7:30am	Bused students begin to arrive
7:45am	School opens
8:00am	All students in their classrooms
8:05am	Morning worship begins
8:30am	Classes begin
12:15pm	Dismissal for kindergarten
12:15pm	Lunch begins for grades 1-6
12:30pm	Lunch begins for Grades 7-8
1:00pm	Classes resume for grades 1-8
2:30pm	Dismissal for grades 1-8

School dismisses Friday at 12:15 for the entire school.

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

3.2 Absence

Absence from school gets in the way of student learning, so the state of Pennsylvania has clearly defined expectations about how much time a student is required to be at school. The Bryn Athyn Church School abides by those requirements, and has the following plan for supporting families in getting their children to school regularly. The policy below outlines attendance expectations and the plan for what will happen in the case of student absence.

- A maximum of ten days of cumulative excused absences verified by parental notification may be permitted during a school year. All absences beyond ten cumulative days will require an excuse from a physician. Doctors' notes can be provided at any time during the year; those provided before a student reaches 10 absences will offset the need for doctors' notes later in the year.
- Unexcused absences are considered unlawful. After each unexcused absence the school will communicate with the family, and all unexcused absences beyond three will be reported to the school district in which the student resides.

3.3 Excused Absence

An absence is considered excused if it is the result of

- Illness
- Family emergency
- Death of a family member

- Medical or dental appointments
- Authorized school activities
- Pre-approved educational travel

In order for the absence to be considered excused, a parent or guardian of the student must provide a note, email or phone call to the school that explains the reason for the absence, and the reason must fit within the guidelines listed above. If not given on the day of absence, parent notification must be produced within three days of the student's return to school following the absence. If no notification is ever produced it will be considered an unexcused absence.

If a student must miss more than 10 days of school, he/she will be required to bring in a doctor's note on the date of return to school following his/her absence for each future absence. If notes are provided for illnesses prior to 10 absences, those notes will offset the need for doctors' notes beyond the 10 days. (e.g. A student who brings a doctor's note for absence #3 and 4 will be required to bring additional doctors' notes beginning on the 12th absence from school.)

*Note: Students who are absent on a given day are not permitted to attend school-sponsored events during that day or evening. This even applies to students who have a half day absence for the latter half of the school day if the absence is not due to medical or dental appointments. Special permission to participate may be granted by the vice principal.

3.4 Absence for Health Department Exclusion

Students who are excluded from BACS because of health department regulations in cases of health epidemics will not accrue absences that apply to the upper limit of 10 excused. The absences from exclusion will be recorded, but will be treated differently and will not lead to further action.

3.5 Absence for Travel or Vacation

We request that parents plan around the school calendar when scheduling vacations. Children should not be taken out of school for leisure vacation when school is in session. Absences for these vacations will be considered unexcused. BACS recognizes that a rare opportunity may arise for a family to take a trip with educational value for which an exception may be made.

For an exception to be made, a parent or guardian must submit a Pre-Approved Educational Travel Form at least five days prior to the trip (found on the BACS website or obtained from the school secretary). If the form is not submitted, the absence will be recorded as unexcused.

3.6 Lateness

The BACS school day officially begins at 8:00 am. Students are expected to be **in their classrooms** by that time. Students who arrive promptly often have the opportunity to get a head start on handing in homework, catch up on unfinished assignments, or get ahead on long term assignments. Arriving on time helps

students to be ready for a successful school day and contributes to a calm and orderly start to the day. Students arriving after 8:00, consequently, are at a disadvantage and often miss important information. For these reasons, we have the following guidelines to support students in their timely arrival for school.

3.7 Half Absence

A student is considered late if he/she arrives after 8:00am. Students arriving after 11:00 are considered absent for half of the school day. Likewise, students dismissed before 11:00 are also considered absent for half the day.

3.8 Excused Lateness

Lateness will be excused if it falls into the following categories:

- The student's bus is late
- A major traffic delay (due to an accident, flooding, etc.)
- A medical or dental appointment

3.9 Unexcused Lateness

The school will keep records of excused lateness and unexcused lateness. There will be no follow-up action with regard to excused lateness, except in cases where students accrue a significant number and the student's education is negatively impacted. At such a point, a phone conversation or a meeting with the parents will be initiated by the classroom teacher to let the parents know that problems are developing, and to help problem-solve better solutions (e.g. alternative times for orthodontist appointments, etc.).

All students (K-8)

Each time a student arrives in his/her classroom after 8:00, the email below will be sent home to parents. This note is intended to inform parents that their child arrived late, since parents may not be aware of this fact. Parents can use this information to problem-solve around improving timeliness.

Dear (Parent name),

This is an automatically generated letter. The purpose is to communicate that (student name) did not make it into the classroom by the 8:00am morning bell. We noted her arrival at (time).

We value your partnership. Please contact me directly at kirsten.cronlund@bacs-gc.org if you have any questions, or if there is any way I can support a timely arrival in order to encourage a safe, calm, and successful start to (student name)'s school day.

Sincerely,

Kirsten Cronlund

Primary Students (K-3)

When a primary student accrues three unexcused latenesses in a term, the parents will receive a call from the classroom teacher. After a total of five unexcused late arrivals, the vice principal will request a meeting with the parents to problem solve and offer support in getting the student to school on time.

Intermediate Students (4-6)

When an intermediate student accrues three unexcused latenesses in a term, the parents will receive a call from the classroom teacher. After a total of five unexcused late arrivals, the vice principal will request a meeting with the parents to problem solve and offer support in getting the student to school on time. The intermediate student will also be given detention for each additional lateness which follows the fifth one.

Upper Students (7-8)

When an upper unit student accrues three unexcused latenesses in a term, the parents will receive a call from the classroom teacher. The upper unit student will be given detention for each additional lateness beyond which follows the third one. If an upper unit student accrues a total of five unexcused latenesses, the vice principal will request a meeting with the parents and upper unit student to problem solve and offer support in getting the student to school on time.

3.10 Communicating Absences

When a student will be missing school we ask parents to notify both the school secretary and the classroom teacher, preferably by email, with reasons for the absence, prior to the start of the school day. We account for the whereabouts of all students, so if a student does not show up for school then we need to locate him/her to ensure that he/she is safe.

3.11 Daily Dismissal

Children must follow their family's daily pick-up plan. Regularly bused students should provide written notification to the school secretary if they will not use the bus service that day. Primary students should provide a note to their teacher and the school secretary whenever deviating from their daily pickup plan. Arrange play dates directly with your child or other parents. Please call our school secretary only when unforeseen circumstances require last minute changes in plans.

In cases where custody is shared, we require up-to-date information about who is designated to drop off and pick up students, including any relevant legal documents. Such information must be signed by both parents, unless a document is issued from a court that prohibits one parent from having access to his/her child. Parents in such situations must submit to the vice principal a written pick-up plan at the beginning of each school year.

3.12 School Busing

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

Some school districts allow students to bring friends home with them on the bus. Requests for a permission slip must be made to the school secretary by 8:00am.

3.13 Crossing Guards

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

3.14 School Closings, Delayed Openings, and Cancellations

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

Parents should assume BACS is holding classes even in inclement weather, unless notified otherwise. Notification of late openings or school cancellation will be announced through the Call-em All system, and will also be posted on the BACS website and Facebook page.

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

Emergency dismissals are called in extreme conditions. You will be contacted if your child is to be sent home. Early in the year parents will be asked to give the school instructions for their child in the case of an emergency dismissal. These instructions will be one of the following: express bus, express walk, or hold until an authorized adult provides instructions. **The school will contact you with a Call-em-All message or in person. We ask that parents not tie up phone lines by calling the school during an emergency dismissal.**

Important Emergency Dismissal Information:

- Do not call classrooms. If you must call the school, please call the secretary.
- Pick-ups may only occur at the Society Building. Parents may not enter the school building during an emergency dismissal so that we can keep track of all students.
- Students might not be released until conditions are determined to be safe.
- Special arrangements (play dates, for example) based on normal dismissal times will not be honored in the case of an emergency dismissal. Students

will not be released without parent approval to neighbors or relatives not listed as emergency contacts or designated in advance.

For more information about these procedures, contact the safety coordinator, Lucas Mergen (lucas.mergen@bacs-gc.org or 215-947-4086 ext. 249).

3.15 Bicycles, Skateboards, Roller Skates, Scooters, etc.

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

Bicycles must be parked in or near the stands provided.

4. COMMUNICATION

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

4.1 Parents' Rights to School Communication

School communications and student reports will be shared with each of the student's parents unless court orders indicate otherwise.

4.2 Email

Please make sure to carefully read email updates you receive from the school. They include important, timely information, and it is our primary means of communicating information to parents.

4.3 *CommuniK-8or*

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

4.4 BACS Website and Facebook Page

The school's website can be found at <http://brynathynchurchschool.org/>. Useful information is posted there, such as the school calendar and this handbook. The Bryn Athyn Church School Facebook page also regularly posts upcoming events, as well as pictures of recent events.

4.5 Call-em All

BACS uses the Call-em All system to convey important information to parents such as delayed school openings, cancellations and emergency closing information (see section 3.13).

4.6 Incoming Calls

Please contact the school secretary to convey routine messages to teachers. Please do not call teachers during class hours.

4.7 Use of School and Cell Phones

Faculty and staff may give students permission to use school phones in emergencies. Students may also be given permission to use their own cell phones in emergencies or at other times, determined by the teacher or other school personnel, but students will otherwise not be permitted to use their phones during the school day.

5. ACADEMICS

5.1 Homework

Homework is an integral part of the educational experience at BACS. Homework serves a variety of uses, including:

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

On a typical night the average student should spend the following amount of time on homework (including credit reading):

K – 5 minutes (recitation only)

1st – 15 minutes

2nd – 25 minutes

3rd – 35 minutes

4th – 45 minutes

5th – 55 minutes

6th – 65 minutes

7th – 70 minutes

8th – 80 minutes

The total amount of time each individual student spends on homework will vary. The Primary Unit does not give homework on holidays and weekends. The Intermediate Unit does not assign homework on holidays and usually not on the weekends. Long-term projects are an exception. The Upper Unit does not give homework over holidays. Homework may be assigned over the weekend for classes that meet on Monday. Generally, tests will not be given on Monday. Make up work may be assigned over weekends and holidays.

Parents' Role

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

5.2 Study Hall

Students in grades four through eight will be assigned a study hall when they do not complete homework or classwork by a specified date or time. BACS has a centralized system for study hall, which runs as follows:

- A teacher will supervise study hall in the computer lab every day of the school week.
- Students will be informed that they have study hall, and an automated email will also go home to parents that day. **Study hall will be served the day after it is received, and most likely the only way parents will be notified is via email.** Parents should check email every evening to see if their child has study hall the following day (duties will be served on Monday if they are earned on Friday).
- Study hall will begin five minutes after the school day ends (2:35 on Monday through Thursday, and 12:20 on Friday). Some study hall assignments will last fifteen minutes (for 4th graders), but most are thirty minutes long. Parents will be informed of the length of their child's study hall in the email that goes home the day before it is to be served. Parents should make arrangements to pick children up from outside the front office at the end of study hall. Parents may instruct children to walk home.
- Students who are involved in extra-curricular activities will still be required to serve study hall before they may go to their activities. Students in after-school sports are to go to the locker room immediately after school to change into athletic clothing, but they must report to study hall by 2:40 (Monday through Thursday) and 12:25 (Friday).
- Students who are up to five minutes late for study hall will serve an additional ten minutes of study hall that day. If they are more than five minutes late, they will be assigned a detention for the following day in addition to the completion of the remainder of their original study hall. For example, a student arriving at 2:45 will serve his or her regular study hall that day and will also be expected to serve a full detention the following day.
- In the event that a student does not show up for study hall on the day it is to be served, he or she will serve detention the following day and study hall the day after that. This will be considered two infractions.
- If a student misbehaves during study hall, he or she will be assigned an additional detention for the following day.
- When an intermediate or upper unit student accrues ten study halls in a term, the student will be expected to attend study hall every day for the remainder of the term.
- Parents should contact the vice principal (Kirsten.cronlund@bacs-gc.org or 215-947-4086, ext. 214) in the case of extenuating circumstances which prohibit students from serving study hall on a particular day. Exceptions are things like an important doctor's appointment that would be difficult to reschedule or childcare issues.

5.3 Diplomas and Certificates of Attendance

Students who complete eighth grade in a satisfactory manner will receive a diploma. Eighth grade students who have a failing average for the year in two core subjects will receive a certificate of attendance instead of a diploma.

5.4 School Supplies

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

5.5 Library Information

The Bryn Athyn Church School library is open from 8:00 to 3:00 Monday through Thursday during regularly scheduled school days. It closes at 12:30 on Friday and is closed during the weekends and all holidays.

The Bryn Athyn Church School library is open to all families connected to the Bryn Athyn Church.

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

Overdue Materials:

Primary students are reminded verbally during their library classes that they have overdue books. Older students are also verbally reminded about their overdue books during lunch recess and when they use the library during the week. All students and/or parents can get a printed list of checked out and overdue materials upon request.

Formal notices are emailed to the parents of the student on an as needed basis or upon request.

Primary Grades:

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

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

Intermediate Grades:

Library and research skills are taught to the intermediate grades during the year. These classes vary from four to ten weeks in length. The intermediate grades do not have scheduled times in which to select books for their recreational enjoyment. They are encouraged to come in during lunch break and after school to select books.

Upper Grades:

Library classes are not formally scheduled for the upper grades. The library is scheduled on an as needed basis. It is mainly used for reference materials and book reports. Seventh and eighth grade students may borrow books during the lunch break and after school, or during the school day with permission from their teacher.

6. BEHAVIOR

6.1 Student Behavior

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

The object of the BACS behavior system is to create a charitable, safe, orderly, and happy environment for all students and teachers. Rules are based on principles drawn from the Word and on principles of respect for one another and oneself. Each unit and classroom has its own rules, which are published in classroom handbooks.

The BACS behavior system supports students’ development of empathy and self-regulation by outlining developmentally-appropriate positive behavior expectations and education about what those behaviors look like in different settings. BACS students are expected to practice courteous manners, speech, and gestures because they are external signs of charity, and students are expected to treat all property with respect. Students are supported to learn from their mistakes and to take every opportunity to grow and develop with regard to their behavior and its impact on those around them.

6.2 BACS Code of Conduct

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

6.3 Major School Rules

1. Students will respect the Lord by speaking of Him respectfully, holding sacred the things of the Word, and not taking His name in vain. While there may be times in a child’s life when he/she may hear people referring to God’s name as part of an exclamation or to express surprise, this is not acceptable at BACS.
2. Students will respect every member of the BACS community, expressing appreciation and recognition for each person’s gifts from the Lord. Students are taught and expected to use language that is culturally and racially respectful, and are expected to engage in appropriate and respectful behavior with members of the opposite sex. Students will avoid the use of foul, profane, racist, sexist, or sexually inappropriate language or gestures. Students will not create or possess pornographic materials.
3. Students will engage in upright and honest behavior, avoiding behaviors such as lying, cheating, plagiarism, and forgery.
4. Students will uphold all federal, state, and local laws.
5. Students will promote and support the health and safety of others and oneself including:
 - Avoiding the use, possession, or distribution of controlled substances (inhalants, acids, alcohol, tobacco products, drug paraphernalia, etc.).

- Not bringing weapons to school (e.g. knives, slingshots, guns, and fireworks).
6. Students will not steal.
 7. Students will not vandalize.
 8. Students will not jeopardize the good name of Bryn Athyn Church School.
 9. Students will not have repeated violations of the rules governing student behavior.

6.4 Other School Rules

Students may not:

1. Throw snowballs on campus.
2. Climb trees on campus.
3. Climb on ladders or scale any contraptions without written parental permission.
4. Climb on the roof of buildings.
5. Remain on school grounds from 2:45-3:00 Mondays through Thursdays and from 12:30-12:45 on Fridays.
6. Chew gum on campus.

6.5 Enforcement of BACS Rules

Minor Behavior Infractions:

Minor infractions described here and/or in classroom handbooks will be addressed by the classroom teacher. Faculty members will notify the vice principal of a student who continues to engage in repeated minor behavior infractions, since repeat minor infractions become a major school infraction. Efforts will be made by classroom teachers, the school counselor, and the vice principal to engage students in problem solving so that they can experience growth and learning with regard to their behavior and its impact on others. Students are invited to engage in this collaborative activity, to self-reflect, and to participate in making amends where appropriate when they have caused harm to another. The BACS detention policy also supports students' growth in the area of self-regulation.

Detention

Students in grades four through eight will be assigned a detention for behavioral infractions such as disregarding a teacher's behavioral instructions, receiving more than an allowable number of behavior warnings, or disrespecting another student.

- A teacher will supervise detention every day of the school week.
- Students will be informed that they have detention, and an automated email will also go home to parents that day. **Detentions will be served the day after they are received, and most likely the only way parents will be notified is via email.** Parents should check email every evening to see if their child has detention the following day (duties will be served on Monday if they are earned on Friday).
- Detention will begin five minutes after the school day ends (2:35 on Monday through Thursday, and 12:20 on Friday). Some detention assignments will last fifteen minutes (for 4th graders), but most will last thirty minutes.

Parents will be informed of the length of their child's detention in the email that goes home the day before it is to be served. Parents should make arrangements to pick children up from outside the conference room at the end of detention. Parents may instruct children to walk home.

- Students who are involved in extra-curricular activities will still be required to serve detention before they are to go to their activities. Students in after-school sports may go to the locker room to change into athletic clothing, but they must report to detention by 2:40 (Monday through Thursday) and 12:25 (Friday).
- Students who are up to five minutes late for detention will serve an additional ten minutes of detention that day. If they are more than five minutes late, they will be assigned a detention for the following day in addition to the completion of the remainder of their original detention. For example, a student arriving at 2:45 will serve his or her regular detention that day and will also be expected to serve a full detention the following day.
- In the event that a student does not show up for detention on the day it is to be served, he or she will serve detention the following day and detention the day after that. This will be considered two infractions.
- If a student misbehaves during detention, he or she will be assigned an additional detention for the following day.
- When an upper or Intermediate Unit student accrues three detentions within a five-day period, he or she will serve an in-school suspension. The vice principal will schedule a meeting with the parents, and the student will be expected to see the school counselor to support him or her in making positive behavior choices.
- Parents should contact the vice principal (Kirsten.cronlund@bacs-gc.org or 215-947-4086, ext. 214) in the case of extenuating circumstances which prohibit students from serving detention on a particular day. Exceptions are things like an important doctor's appointment that would be difficult to reschedule or childcare issues.

Major Rule Infractions:

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

1. Parents will be notified of major rule infractions and consequences by the vice principal.
2. Students breaking a major school rule may be dismissed from school by the principal.

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

- Personal conference with student
- Personal or phone conference with parent
- Withdrawal of privileges (e.g. recess)
- Detention

- Suspension (in or out of school)
- Probationary period
- Dismissal from school
- Other appropriate responses

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

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

The vice principal will review student's probation status at the end of each term.

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

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

Intermediate and Upper Unit Homework Policy

Homework completion is an important part of academic and study habit training. Therefore, the timely completion of assignments is expected, and serious consequences follow for disregard of this expectation. In the 4th- 8th grades, students receiving more than ten study halls for missed assignments will be required to attend study hall every day for the remainder of the term. If a student who has been assigned study hall every day continues to disregard homework assignments, he or she will experience further disciplinary action.

Suspension

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

Withdrawal from School

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

Dismissal

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

Readmission Policy

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

6.6 Care for School Property

Students are involved in the cleaning of classrooms and the school to foster an orderly sphere. Students demonstrating disrespect for school facilities will face disciplinary action.

Some specific guidelines:

1. Students are to treat textbooks with respect.
2. No stickers are to be placed on the inside or outside of lockers.
3. Lockers are to be kept tidy.
4. Upper unit locker doors must be closed and latched as designed without forcing hinges.

Note – School personnel may inspect lockers. Students must provide the classroom teacher combinations or keys to locks placed on student lockers.

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

6.7 Bullying

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

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

To combat bullying behavior, BACS takes a multifaceted approach, including extensive supervision, education for the students about what is considered bullying behavior, significant consequences, help for those who are targeted, and an annual survey to determine the effectiveness of the program.

The prevention program focuses upon regular education and practice of positive behaviors, as well as what to do when you or someone else is bullied. Teachers also host regular discussions on charitable interactions and bullying interactions (bullying).

When a teacher identifies bullying behavior, students are given the opportunity to learn from their mistakes, either by making amends directly and/or by being issued a bully warning or strike. Parents are notified by the classroom teacher, who outlines expectations for future positive behavior and consequences for future bullying behavior. Such consequences range from a discussion about the serious nature of bullying to restorative action to detention or suspension, and can ultimately lead to dismissal from school as described in section 6.5. There is a progression from warnings to strikes, which tracks patterns of behavior. Support is provided for the student who has been on the receiving end of bullying behavior and for the student who has exhibited bullying behavior – both through individual counseling and instruction and, in some cases, a reward system to encourage a change of behavior.

6.8 Cell Phones

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

- Cell phones should be turned off and not be used during the instructional day (7:45-2:30) or during any school-sponsored event, such as after school sports, play rehearsal, etc.
- Students may use cell phones at dismissal but they may not use them in the hallways.
- Cell phones should be kept in student lockers or backpacks during the instructional day (not in students' pockets). They should be out of sight, and be turned off or on silent ring at all times during the instructional day.
- Cell phones may not be used for games, audio recording, taking photographs, playing music, or any other feature at any time during the instructional day, except when given permission by their teacher.
- Cell phones may never be used in bathrooms or locker rooms.
- Use of cell phones for field trips and sporting events during or after school hours will be at the discretion of the teacher/coach.

Consequences:

1st offense: Cell phone is confiscated and returned to the student at the end of the school day.

2nd offense: Cell phone is confiscated and returned to the student's parent or guardian at the end of the school day.

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

6.9 Personal Electronic Devices and Student Camera Use

Students may bring in and use personal electronic devices for reading and note taking purposes only, and only with prior teacher permission. Students may take photographs during field trips and special events with permission from their teacher, but no pictures may be taken during the school day except with a school device under teacher supervision.

7. DRESS CODE

7.1 Introduction

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

If there is a medical reason why a student cannot comply with the dress code for an ongoing need, a doctor's note and a conversation with the vice principal is required.

7.2 General Clothing Requirements

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

GENERAL GUIDELINES FOR ALL CLOTHING

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

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

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

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

Special notes about BACS plaid. When plaid items are worn, all other clothing must be white, light blue, navy blue, khaki, or red. BACS plaid is available through different vendors under different names: at Flynn and O'Hara (<https://www.fando.net/home.asp>) you can register your child as a BACS student

and you will be automatically offered the correct plaid; at Lands' End the BACS plaid is called classic navy large plaid; and at French Toast (<http://www.frenchtoast.com/>) it is called navy/red. Please confirm that you have the correct plaid if you have any questions.

Pants and Shorts:

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

No:

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

Skirts and Jumpers:

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

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

Dresses – Permitted for K-3rd grades only:

Acceptable dresses are **uniform-style** polo dresses in any solid color with the exception of black, metallic, or neon colors. Dresses should be no more than 4 inches from the floor when kneeling.

Shirts:

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

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

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

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

Sweaters/Fleeces/Sweatshirts:

Acceptable sweaters and fleeces are traditional, uniform-style in white, navy blue, or red. Sweaters and fleeces can be cardigan or pull-over styles with zippers or buttons. Sweater and fleece vests are permitted.

Students are allowed to wear the BACS sweatshirt but are not permitted to wear any other sweatshirts, hoodies, or coats in the classroom. If your child tends to get cold at school, you will need to send him/her with a regulation sweater, fleece, or BACS sweatshirt.

Sweaters and BACS sweatshirts may have hoods, but hoods must not be worn up in the school building.

Students are required to wear a dress code compliant shirt underneath sweaters, fleeces and sweatshirts.

Belts:

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

Belts are permitted but not required for K-3rd grade. Belts are required for any 4th-6th grade student if the shirt is tucked in and the skirt or pants have belt loops. Belts are also part of formal event wear, see below. Belts are required for any 7th – 8th grade student (and for 4th-6th graders when requested by the school), boy or girl, whenever pants are worn.

Ties:

Ties are optional, except for during formal event wear occasions, when they are required for boys. For boys, acceptable ties are neatly tied standard ties or bow ties that are BACS plaid or any solid color with the exception of black, metallic, or neon colors. For girls, acceptable ties are neatly tied standard ties or cross ties in BACS plaid (standard ties should not be worn with a Peter Pan collar). All ties should be worn with a button-up shirt that is completely buttoned.

Socks:

Acceptable socks and tights are plain, cabled, or ribbed in solid black, brown, red, navy blue, gray, tan or white. Socks must be visible above the shoe. Small logos are permitted on socks, as long as both the logo and the sock are in the acceptable colors listed above. Logos can be a different color than the sock.

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

dress code compliant socks. (This means the socks no longer need to match the color of the leggings.)

Shoes and Sandals:

Acceptable shoes and sandals are conservative, practical, simple, safe and secure fitting, closed-toe shoes or sandals that sit below the ankle. Shoes' uppers and laces should be solid black, brown, navy blue, gray, white, or tan, or a combination of two of these colors (as long as that combination is not stripes or patterns). Soles of shoes and sandals should be black, brown, navy blue, tan, gray, or white and are not required to match the upper. Shoes may have a small amount of decorative stitching in any color.

Shoes should always be securely and neatly fastened (tied, buckled, velcroed, etc.) and sandals should, at a minimum, have a strap across the foot and around the back of the ankle.

Socks must always be worn with shoes.

No:

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

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

P.E. SHOES: Please see section 7.4 P.E. Clothing Guidelines below for important information about P.E. shoes.

7.3 Event Wear

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

Casual Event Wear:

Casual event wear is required for field trips and at some other times, specified by the classroom teacher. Casual event wear requires students to wear a red polo shirt with their regular school bottoms.

Formal Event wear:

Formal event wear is required for school opening, some field trips, the Christmas program, the spring concert, and graduation. Formal event wear requires students to wear a white button-up shirt with their regular school bottoms (including khaki). Boys are required to wear a BACS plaid tie. Girls are permitted to wear plaid ties.

All students are required to tuck in their shirts and a belt is required for intermediate and upper students if there are belt loops.

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

7.4 P.E. Clothing Guidelines

Primary grades

Primary grade students wear their school clothes to PE.

Shoe options for PE class:

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

Intermediate and Upper grades

Intermediate and Upper grade students will be issued a PE uniform by the PE teachers in their first class. The uniforms stay at school and are laundered regularly on school premises.

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

Students are encouraged to:

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

7.5 Jewelry

1. All jewelry should be minimal (no large showy costume jewelry), and bracelets should be no wider than ½ inch.
2. Visible body piercings, other than ear piercing, are not acceptable. Students will be asked to remove any jewelry from these piercings.
3. Earring length should follow the guidelines below:
 - Primary Grades (K-3): no longer than ½ inch
 - Intermediate Grades (4-6): no longer than 1 inch
 - Upper Grades (7-8): no longer than 1½ inches
4. Sunglasses are not to be worn at school.

7.6 Hair

1. Hair should be neat, clean, nicely groomed and kept out of the eyes. Also

unacceptable are distracting variations of hair style, or hair that calls undue attention to a student.

2. Hair, for boys and girls in the intermediate and upper grades (4-8), should be cut such that eyebrows are visible. Students with hair that falls into their eyes, who do not want to cut it, may discreetly use hair products such as rubber bands, clips, or hairspray to keep their hair out of their eyes.
3. Hair must be tied back for PE classes.
4. Head scarves and bonnets may be worn. They may be solid black, white, red, dark green, light or navy blue — in shades that match the uniform.
5. Students in the primary and intermediate grades (K-6) may not come to school with his or her hair dyed any color. In the upper grades (7-8) students' hair must remain its natural color. Very light, blended highlighting is acceptable.
6. Boys should have a clean shaven appearance (no moustaches or beards).

7.7 Make-up

1. Students in the primary and intermediate grades (K-6) may not wear make-up. Students in the upper grades (7-8) may wear very light make-up.
2. Any color nail polish is acceptable for all students with the exception of black or near-black colors.

8. STUDENT SERVICES

8.1 General Information

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

Student Support Center (SSC)

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

MCIU

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

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

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

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

Enrichment

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

Academic Support

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

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

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

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

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

8.2 School Counselor

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

8.3 Sexual Abuse Prevention and Treatment Education (SAPTE)

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

Parents are given the option to have their children excused from SAPTE lessons. An alternative activity will be provided for these students. If parents have any questions or concerns, they may preview the lessons at any time. Contact the school office to make an appointment. (215-947-4086)

8.4 Student/Teacher Education Program Support (STEPS)

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

- Providing support to at-risk students - usually those with both academic and behavioral challenges
- Creating a team of professionals and parents
- Considering potential factors into a student's difficulty
- Developing an educationally appropriate support plan
- Monitoring to support continued student success using a strengths-based perspective in all areas of a student's life.

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

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

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

8.5 Reporting Child Abuse

Child abuse is a very serious offense that threatens the innocence of children. Physical, emotional, and/or sexual abuse all leave long lasting scars and gives the child additional opportunity to infect and damage a growing child. The protection of

children is a primary responsibility for BACS. The Bryn Athyn Church School developed a program for protecting children against abuse. We follow the General Church Child Protection Policy – Guarding Against Sexual Abuse. The General Church Abuse Committee may be informed of allegations involving church members or students.

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

9. HEALTH

9.1 Health Care

Kathy McQueen, RN, is the full-time nurse at BACS and is based out of our health office located in the intermediate wing. BACS maintains a relationship with *Bayada Nurses* should we require additional nursing support.

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

9.2 Medical Forms

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

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

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

9.3 Immunizations

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

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

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

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

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

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

9.4 Communicable Diseases

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

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

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

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

CHICKEN POX:	until the last blister has scabbed over
CONJUNCTIVITIS (purulent):	twenty-four hours on antibiotic therapy and drainage subsides
GERMAN MEASLES (Rubella):	at least four days after the appearance of rash and symptoms have subsided
HEPATITIS A:	at least seven days after onset of illness/jaundice (note from doctor required)

IMPETIGO:	twenty-four hours on antibiotic therapy and/or note from doctor
LICE (head):	from end of school day until after first treatment with a pediculicide (consult your doctor)
MEASLES:	at least four days from onset of rash (further exclusion may be required by the Health Department)
MUMPS:	at least nine days after onset of symptoms or until parotid swelling goes down
PERTUSSIS:	five days on pertussis specific antibiotic therapy or twenty-one days with no antibiotic
RINGWORM:	until effective antifungal treatment has commenced and/or note from doctor
SCABIES:	until effective scabicial treatment has commenced and/or note from doctor
SCARLET FEVER:	at least twenty-four hours on antibiotic therapy and no fever
STREP THROAT:	at least twenty-four hours on antibiotic therapy and no fever
TONSILLITIS:	at least twenty-four hours on antibiotic therapy and no fever

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

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

9.5 Symptoms of Illness at School

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

9.6 Chronic Health Conditions

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

9.7 Injuries/Illness Requiring Exclusion from P.E.

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

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

When a student is diagnosed with a concussion a doctor's note must be submitted to the school nurse either clearing the student to participate in PE or outlining any physical restrictions, academic modifications or other accommodations. The note should include the length of time these restrictions should be in place and/or the date of the next appointment. An update should be provided by the doctor and submitted to the school nurse following each visit until the student is cleared to return to all activities.

A doctor's or parent's note for exclusion from PE class will be extended to physical activities (i.e. soccer, football etc.) during recess, lunch recess and after school sports.

9.8 Medications

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

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

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

attached.

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

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

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

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

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

9.9 Medical Leave Policy

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

There are generally three forms of medical leaves:

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

responsibility for keeping up with the course work lies with the student's family.

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

Medical Separation: A voluntary or mandated absence from the school for health reasons requiring more than one academic year. This leave is reserved for the student who has demonstrated efforts to adjust but for health reasons cannot meet the requirements for the school community, academically or socially.

9.10 Returning from the Medical Leave or Separation

Prior to a student's return to school, the school nurse, head teacher, vice principal, and principal will determine the exact timing of that return in consultation with the student's classroom teacher. The student's parents must provide the school nurse with information and access to the treating professionals, as well as reports of social and academic function in the alternate school. The decision regarding return will be communicated to the parents by the vice principal and the principal, who will determine the appropriate academic program.

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

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

10. EXTRA-CURRICULAR PROGRAMS

10.1 Extra-Curricular Activities

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

10.2 Music Lessons

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

10.3 After School Sports

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

To participate in after school sports students must have an annual sports physical submitted to the school nurse prior to the start of the program and meet other BACS health policies.

Our After School Sports Program has the following expectations:

- 1 Attendance is mandatory for students who sign up for the program. Starting time is 2:45. Lateness and absence must be accompanied with a note from parent or teacher. Absence and lateness to after school sports may be excused if a student must stay after school to receive extra help from a teacher.
- 2 Students unable to participate fully due to injury must inform the coach immediately.
- 3 Academics and good behavior come first. Students are required to be in good standing in all areas and with all teachers before attending after school sports.
- 4 If a student has two unexcused absences he or she will not be allowed to participate in the remainder of the program. The following constitute an unexcused absence:
 1. missing an entire practice or game
 2. lateness to three practices
- 5 All students must bring jackets, homework, etc. with them as they are not

allowed to re-enter the building after 2:45. At the conclusion of practice (4:00), students must leave promptly. Riders must be picked up by 4:15. Game days will necessarily vary.

- 6 All students are expected to demonstrate respectful and responsible behavior toward players, coaches and referees. Students whose behavior is not acceptable will be subject to disciplinary policies and procedures that apply during academic school hours.
- 7 After school sports permission slips must be handed in by the second practice or the student is not allowed to participate. If there is a particular problem with this deadline, the student must talk with the after school program coordinator before the first practice.
- 8 Spectators – We expect spectators to support all players, coaches and referees in a positive, charitable manner. Good sportsmanship is expected at all times.

Students may be held back from after-school sports programs to do make up work or serve detention or study hall. Parents must authorize students to be released early for games by providing a written statement. Students must be in good academic and behavioral standing.

For more information on after school sports call or email the After School Programs Coordinator.

10.4 After School Options

BACS offers the following after-school programs: Wonder Garden for Kindergarten students and ACE (After Class Enrichment) for all ages. Wonder Garden is an afternoon program for preschoolers and kindergartners. ACE is a variety of programs, lessons and activities such as dance, art, hobbies, and games. For more information on Wonder Garden call or email Joanne Kiel: joanne.kiel@bacs-gc.org; 215-239-5153. For more information on ACE call or email Kaylee King kaylee.king@bacs-gc.org

11. MISCELLANEOUS

11.1 Visual Images of Students

Students at BACS may have their photographs and/or video or digital images taken for internal purposes. Examples of these uses are identification for seating arrangements or health purposes such as critical medical conditions, internal publicity of school activities, hallway displays, instructional evaluations, etc. Images may have names posted with them.

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

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

11.3 BACS Campus

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

11.4 Personal Property

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

11.5 Playground Equipment Use

Classes use the playground equipment during the school day. Parents should not bring children to the playgrounds during school hours, but may use the playgrounds after 2:30 on school days.

11.6 Sharing Food with Classmates

Due to the high number of students with special food instructions, including allergies and other serious health concerns, BACS no longer allows students or parents to initiate bringing in food to share with classmates. This includes birthday and holiday celebrations. Teachers, however, may choose to initiate and manage a classroom event in which food is brought in by parents or students. Because there are a variety of food choices offered, the options are limited by the teacher who knows the dietary restrictions of the students in the class, and because the number of occurrences is limited, we feel that such occasions can be safely managed by the classroom teachers at this time.

11.7 Internet

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

11.8 Student Visitation

The Bryn Athyn Church School warmly welcomes visiting families. A parent or local guardian must contact the vice principal to obtain permission for a student visit at least a week prior to the requested date. Please contact the school secretary, Natalie Lambertus (215-947-4086 or natalie.lambertus@bacs-gc.org) for a visitor packet. The parent/guardian must complete the visitor packet permission form. We request that the parent/guardian review school expectations with the visiting student(s).

11.9 Home School Students

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

11.10 Party Invitation Guidelines

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