



# Student Handbook

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BILINGUAL CHRISTIAN ACADEMY & TECHNOLOGY, INC.

## I. ATTENDANCE/TARDY POLICY EXCUSED ABSENCES

Absences shall be excused for the following reasons only:

- Illness or injury of the student
- Illness, injury or death in the immediate family of the student
- Educational Opportunities which are deemed by the Principal
- Pre-arranged Excused Absences.

All others will be considered an Unexcused Absence.

**Twenty unexcused absences during the school year equals grade retention.** Not only grades matter, but absences play a big role in grade level promotion. A student shouldn't have more than ten unexcused absences during each semester.

### \*\*\*TRUANCY\*\*\*

The statute defines a "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school education. If a student is identify as a truant, and the school has exhausted all possible solutions to this situation, including parent's meetings, parent/student contracts, etc., then the school may file a truancy petition pursuant to **Section 984.141** of the Florida Statutes, in juvenile court. If the court determines that the student was truant, the court will order the student to attend school, the parent to ensure the student attends school, and implement alternative sanctions such as mandatory community service hours for up to 6 months, mandatory counseling, mandatory mental health services, or mandatory vocational, job training, or employment services. If a student doesn't obey the court orders the case will be referred to the case staffing committee under **Section 984.12** of the Florida Statutes with a recommendation to file a child-in-need-of-services petition pursuant to **Section 984.15** of the Florida Statutes. If a student continues to disobey the courts orders, they may face additional punishment including juvenile detention.

- **10 unexcused absences in 1 semester** = the student will be suspended from participation in any sport program event, dance program event or practice, until he/she **shows 30 days of interrupted attendance.**
- **20 unexcused absences during the year** = the student will be **retained** in the same grade level. The student no longer qualifies for the BCAT Sport Program.
- **4 unexcused tardiness = 1 unexcused absence**

## TARDY POLICY

Students must be in the classroom when the tardy bell rings, which is 5 minutes after their start time. If the student is not in the classroom when the tardy bell rings, or 5 minutes after their start time, the student will be considered tardy to class. Students who violate this policy can expect one or more of the following responses:

- Parent's meeting with a Dean or Principal
- Student In-School Suspension (\$50.00 fee)

- Student after school detention (\$25.00 fee)
- Work Detail
- Administrative Act
- Student Lunch Detention (\$25.00 fee)

All students must report to class whether they are tardy or late. Teachers will allow the student in the class and the teacher will mark the student Tardy or Late in MySchoolWorx and/or Praxxi. **Four unexcused tardies equals to one unexcused absence.**

## II. BCAT STANDARDS OF PARTICIPATION

At Bilingual Christian Academy & Technology, Inc., we believe that students should maintain high standards in academics, behavior, and attendance. The following Standards of Participation should be met by all BCAT students to maintain eligibility for extra-curricular events and activities.

1. **2.0 Grade Point Average (weighted) 2.**
2. **Less than 10 absences for Semester 1 events.**
3. **Less than 15 absences for Semester 2 events**
4. **0 days of out of school suspension**

Events and activities included under the Osceola High School Standards of Participation include, but are not limited to:

- Homecoming Events
- Field Trips
- Prom
- Grad Bash

## III. Dress Code

All students at BCAT are expected to adhere to the BCAT Dress Code Policy.

### TOPS:

- Collared polo shirt with the **School Logo**, in a color according to the grade level of the student:
  - Gold polo – elementary
  - Orange polo – Middle School
  - Black polo- High School
- School athletic or club sponsored T-shirts may be worn on the assigned days of the week.
- Spirit Shirt and PE T-shirts are allowed on Tuesdays unless another day is announced by the administration.
- **NO DESIGNS, STRIPES, SHEER**, short shirts that shows the student's belly button, SWEATSHIRTS on top of your polo school shirt (Unless is a school provided sweatshirt with the logo).
- **Jackets must be purchased at the same place of uniforms and should have the school logo.**

### BOTTOMS:

- **Elementary** – Black or brown pants. Shorts/Skirts/Skorts must extend to mid-thigh. Must be worn at the natural waistline (all students). **NO side lines, logos or any designs on the pants.**
- **Middle School** – Black pants. Shorts/Skirts/Skorts must extend to mid-thigh. Must be worn at the natural waistline (all students). **No side lines, logos or any designs on the pants.**

- **High School** – Khaki pants. Shorts/Skirts/Skorts must extend to mid-thigh. Must be worn at the natural waistline (all students). **NO side lines, logos or any designs on the pants.**
- **Absolutely NO: Leggings, sweatpants, jersey joggers, yoga pants, dresses, gym shorts, track pants, athletic pants, pajama pants, NO ripped or frayed pants.**

#### **SHOES:**

- Sneakers, closed flats, or flat boots may be worn provided they do not interfere with the safety and welfare of the student and do not interfere with classroom policies (ex. Science, PE, etc.)
- NO SLIPPERS, SANDALS, high heels, sneakers resembling crocks or sleeping shoes.

#### **HEADWEAR:**

- NO hats, hoods, durags, headgear, bandanas, combs, scarves, headwraps, bonnets or any head covering unless approved by the principal. Religious head covering must be accompanied by a parent-signed affidavit.

**\*\*Student I.D.'s must be worn on front where visible at all times\*\***

**Fee for not having your ID is \$2.00 daily.**

**If a student is not in dress code, parents will be called so they can bring their uniforms. 1st out of Dress Code violation will receive a warning, any other dress code violations after the first one, could face afterschool detention or lunch detention, with a \$25.00 penalty fee. When available, if the parent can't make it to the school to bring the student's uniform, the school may provide an appropriate uniform for the student to wear that they and return it to school the next day. Failure to bring the provided uniform back to school the next day will result on the student being required to pay the price of \$15.00 for the shirt and \$15.00 for the pants.**

\*Game day attire is approved by Mrs. J. Rodriguez or school Principal, prior to the start of the season and will be communicated to players by the coaches. \*

#### **IV. CELL PHONE POLICY**

- Students must surrender their cell phone at the front office upon arrival to the school.
- At BCAT, students are not allowed to talk on the phone or on Face Time during school hours.
- **Apple Watches, Android Watches, and all other related watches** will be considered as cellphones, therefore, they will be collected at the school entrance. If you don't want your student to turn them in, please refrain from using them to school.

**\*\*\* Refusal to Surrender the Phone to a Teacher or Administration = 2 Days After School Detention (\$25.00 Penalty Fee Per Day). \*\*\***

#### **V. TECHNOLOGY USAGE**

- BCAT provides laptops and/or Desktop Computers for the students to complete their assignments at school. It is the student's responsibility to always remain in the Digital Curriculum or authorized websites.
- Students are NOT ALLOWED to use the school computers for social media, such as Instagram, Facebook, Twitter, Tick Tock, or any other.
- Students are NOT ALLOWED to use the computers' cameras to record personal videos, or make any kind of video calls, or regular calls from them.

- Students will be held financially responsible for the cost of repair or replacement if found guilty of damaging, breaking, or vandalizing any school-issued computers or laptops.

**\*\*\* Using the school computers inappropriately may result in a School Suspension, IN-School Suspension (\$50.00 Penalty per day) or Expulsion. If after a thoroughly evaluation of the case, the student is not expelled, the student may be banned from using the school's digital curriculum again.\*\*\***

## **VI. STUDENT'S APPEARANCE: TATTOOS**

BCAT does not accept tattoos in our students. If an exception is granted and a student is accepted with a visible tattoo, the student commits to not doing any more tattoos while being a student at Bilingual Christian Academy and Technology, Inc. **If the student proceeds to break this arrangement and decides to have a new tattoo while being enrolled in BCAT, the student's enrollment will be revoked without any notices.**

**Boy's hair** is to be neat, clean, and not extend beyond the shirt collar. Cuts must be age appropriate, and no unusual coloring is allowed (examples: green, yellow, purple, electric blue, pink).

**A girl's hair** must be neat, clean, and not interfere with her vision. No unusual coloring is allowed. Unusual colors are defined as yellow, green, purple, or blue. Students who arrive out of uniform will not be admitted to class until dress code requirements are met. **The administration reserves the right to have students remove excessive jewelry or makeup.** Excessive jewelry, loop earrings, pen or marker drawings on the body are unacceptable. No body piercing is allowed.

**Boys: Absolutely no piercing jewelry at all. No loop earrings while in school or representing the school in any activity, including but not limited to basketball games, football games, school parties, school fieldtrips, etc.**

**If a student is not in dress code, parents will be called so they can bring their uniforms. 1st out of Dress Code violation will receive a warning, any other dress code violations after the first one, could face afterschool detention or lunch detention, with a \$25.00 penalty fee.**

## **VII. BCAT POLICY ON ACADEMIC INTEGRITY**

At Bilingual Christian Academy and Technology, we hold academy integrity in high regard and strive to maintain a culture of honesty, fairness, and ethical behavior. Our policies regarding academy integrity are designed to promote academic excellence, character development, and a positive learning environment. Here are some key aspects of our policy:

**\*Academy Honesty:** We expect all students to uphold the highest standards of academic honesty. This includes submitting their own work, properly citing sources, and refraining from plagiarism or cheating in any form. Students are encouraged to develop their critical thinking and problem-solving skills through their own efforts and seek guidance when needed.

**\* Code of Conduct:** We have a comprehensive code of conduct that outlines the expected behavior and values of our students. This includes respecting others, demonstrating integrity in all actions, and adhering to ethical standards both inside and outside the classroom.

**\* Disciplinary Actions:** In the event that a student violates the academy's integrity policy, disciplinary actions will be taken based on the severity of the offense. **These actions may include warnings, academic**

**penalties, parent conferences, community service, loss of privileges, or in extreme cases, suspension, or expulsion.** The intention is to teach students about the consequences of their actions while offering an opportunity for growth and improvement.

**\* Education and Awareness:** We believe in educating our students about the importance of integrity and its role in personal and professional development. We provide regular workshops, discussions, and educational materials to help students understand the significance of honesty, trustworthiness, and ethical behavior.

**\*Reporting Breaches:** We have a confidential reporting system in place that allows students, staff and parents to report any suspected breaches of academic integrity. All reports are taken seriously, and appropriate investigations are conducted to ensure fairness and justice.

**\* Parental Involvement:** We actively engage parents in promoting academic integrity by keeping them informed about our policies, conducting parent-teacher conferences, and encouraging open communication. Parents are encouraged to reinforce the importance of integrity at home and support their children in upholding these values.

#### **\* Parent Dress Code Policy**

At Bilingual Christian Academy & Technology, Inc., we strive to maintain a respectful and modest environment on our campus. All parents and visitors are expected to follow appropriate dress standards while on school premises.

Please note the following guidelines:

- Attire that is excessively tight, transparent, or reveals undergarments or intimate areas (such as the midriff, cleavage, or other inappropriate exposure) is not permitted.
- Leggings and similar garments must be worn with tops that provide full coverage.
- Skirts, dresses, and shorts must be no shorter than two fingers above the knee.

**BCAT personnel reserve the right to deny access to the school premises to anyone not in compliance with these guidelines.** We appreciate your cooperation in upholding the values and environment we promote for our students.

By implementing and consistently reinforcing these policies, Bilingual Christian Academy and Technology aims to foster a community where integrity is valued and upheld by all the school community.

### **VIII. ABIGAIL BORRERO SPONSORSHIP POLICY**

BCAT Schools accept all Florida School Choice Scholarships. The **Abigail Borrero Sponsorship Program** is an internal scholarship offered exclusively at BCAT Schools to select students who have been approved for a Step-Up or AAA Scholarship. This scholarship serves only as a *secondary sponsorship* and is not automatically granted to all scholarship recipients.

Approval of the Abigail Borrero Sponsorship is **subject to available funds for each specific school year** and is conditional upon the student:

- Remaining enrolled through the end of the academic year, and
- Having no more than 20 absences.

At the end of the school year, the Abigail Borrero Sponsorship Program **may absorb any remaining balance** related to standard covered tuition fees **after the original scholarship has been applied and the parent's required monthly payments have been received in full.**

If the parent's financial responsibility is **not fully met by the end of the school year**, the student will be deemed ineligible for the Abigail Borrero Sponsorship Program, and **the parent will remain responsible for any outstanding balance.**

If the student is disenrolled before the end of the school year, the uncovered balances for the months serviced will be billed to the parents or legal guardians and you will have 30 days to pay your Invoice. After 30 days, it will be submitted to a Collection Agency.

## IX. DRUGS OR CONTROLLED SUBSTANCES

By enrolling to Bilingual Christian Academy & Technology, Inc., parents acknowledge that we are a drug free place. Therefore, BCAT performs random drug tests to their Middle School and High School students without previous notification to the parents. BCAT assigned personnel also perform random bag searches.

### Student Drug Testing Policy

At Bilingual Christian Academy & Technology, Inc., student safety and well-being are among our highest priorities. As part of our commitment to maintaining a drug-free environment, random drug testing may be conducted.

If a parent does not wish for their child to be tested without their presence, a **written request** must be submitted to the administration in advance. This letter must state the parent's desire to be notified on the day of testing and confirm their commitment to be present during the process. Please note that since tests are performed randomly, parents will be notified **on the same day** if testing is scheduled for their child.

In the event a student tests positive, he or she will be suspended and referred to a licensed health professional for appropriate support and intervention. The student will only be considered for **re-evaluation and potential readmission** after successfully completing the recommended treatment or counseling process. We appreciate your cooperation as we work together to promote a healthy and safe school environment.

## X. GRADUATION

BCAT celebrates a graduation ceremony for the following grade levels: Kindergarten, 5th grade, 8th grade, and Seniors (12th grade).

Graduation fees are not covered by any scholarship. It is the parent's responsibility to pay for that fee. The Graduation fee will be announced in August. Parents must ensure that payment of the graduation fee is covered by December of the current school year.

If the student fails the grade level and can't graduate, the school will only reimburse 50% of the paid graduation fees. If the student decides not to attend the graduation ceremony for any reason, the school will reimburse the student the graduation fee according to the time that the school was provided a written notice of the student's decision of not attending the school graduation ceremony:

Graduation Non-attending written notification received by...	Reimburse Percentage	<i>Example of Reimbursement % Using a Graduation Fee of \$200</i>
1. On or before January 15 <sup>th</sup>	100%	\$200
2. On or after January 16 <sup>th</sup> to March 1 <sup>st</sup>	75%	\$150
3. On or after March 2 <sup>nd</sup> to April 2 <sup>nd</sup>	50%	\$100
4. On or after April 3 <sup>rd</sup> to May 2 <sup>nd</sup>	25%	\$50
5. On or after May 3 <sup>rd</sup>	0	0

**IF the student doesn't show up at the graduation ceremony for any reason, there will be NO Graduation FEE REIMBURSEMENT.**

#### **UNIVERSAL GRADVENTURE AND GRAD BASH**

Gradventure (8<sup>th</sup> Grade) and Grad Bash (Seniors) are activities planned by Universal Studios, Orlando, not by BCAT. Therefore, the fee to assist at any of these events is not included in the School Graduation Fee. These are optional graduation activities; therefore, the student is not obligated to attend. Payment for Gradventure or Grad Bash. If a student submits payment for any of these activities and doesn't show up the day of the activity, there is no reimbursement for the paid ticket, nor can he/she transfer the ticket to another student. If the student cancels a month prior to the activity, there is NO REIMBURSEMENT as tickets are bought a month prior to the events.

#### **XI. END OF THE SCHOOL YEAR**

BCAT is always in constant communication with our parents. It is imperative that parents pay any outstanding fees on a weekly basis. If at the end of the school year there is an outstanding balance for any reasons such as detention fees, snacks, lunch, field trips, transportation, after school, before school, athletic fee, or any other, the school will retain any report cards or transcripts, until payment is made, and the student account shows no outstanding balance, and the student will be deemed not eligible for the Abigail Borrero Sponsorship Program.

**DISCLOSURE: BCAT RESERVES THE RIGHT OF ADMISSION.** BCAT also reserves the right to change anything established in this Student handbook as deemed necessary, without any prior written notification.