



Student Handbook

BILINGUAL CHRISTIAN ACADEMY & TECHNOLOGY INC

LAKE WALES CAMPUS

SCHOOL YEAR: 2024-2025

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, including family vacation during school days, will be considered an Unexcused Absence

Twenty (20) 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.

Unless the parents can show that they weren't aware of the absences or tried their best to keep the kids in school, they may be found guilty of a misdemeanor (punishable by to 60 days in jail or jail time plus a \$500 fine).

20 Unexcused absences = Grade Level Retention

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:

- Meeting with a Dean or Principal
- In-School Suspension
- Work Detail

- Administrative Act
- Lunch Detention

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 PraxiSchool platform. **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. **0 days of out of school suspension**

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

- Homecoming Events
- Field Trips
- Prom or Concert
- Grad Bash

III. Dress Code

All students at BCAT are expected to adhere to the BCAT Dress Code Policy. Please refer to the Dress Code Policy located at www.BCATofLakeWales.com, under Parents, under School Uniform for details.

A higher standard of uniform encourages greater respect for individual students and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. The school administration reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines and every student shall wear a school uniform **which includes the student's photo ID.**

ID:

The student's ID is needed to get into the building eventually, it's scanned for the student's attendance and lunch, and it's required at dismissal procedures. Make sure to bring it everyday to school. **Without it, the student will not be able to come inside the building.**

HAIR:

Hair must be neat and clean with **no "unnatural" colors**, (i.e. florescent, bright colors like bright yellow, green, blue, red, purple, pink, orange, etc.). No mohawks are allowed. Boys must maintain a short and

neat haircut, no long hair or big afros touching the shoulders allowed. No hats, caps or bandanas may be worn. Essentially, no headwear except hair bows, hair bands, etc. for girls only. If you have any questions, please contact the school office.

NAILS:

Girls are allowed to wear acrylic nails with an appropriate length (**no more than 1/2 inches**) that does not disturb their typing or writing during class. Girls can color their nails with modest designs not offensive to others. Boys are **NOT ALLOWED** to color their nails or have long nails.

NOTE: For safety reasons, BCAT Sport doesn't allow long nails at all.

SHOES:

Students must always wear closed heels and closed toes sport shoes (tennis Shoes). No sandals, crocks, flip flops, high heels, heavy military type boots or shoes with metal tips with non-marking soles, may be worn. Preferible black.

SOCKS:

Socks must be worn at all times for safety and health purposes.

SHIRTS:

Uniform shirts must be tucked in. Polo shirts must be purchased through the approved uniform vendor in the school colors with the school emblem embroidered on the front. **These are the only shirts permitted to be worn in school.** The required colors are as followed:

School	Grade	Polo Shirt Color with LOGO
Elementary School	KG – 5 th	Red Polo with logo
Middle School	6 th – 8 th	Royal Blue with logo
High School	9 th – 12 th	White with logo

****Student I.D.'s must be worn on front where visible at all times**** Fee for not having your ID is \$2.00 daily.

BOTTOMS:

Girls: Girls (K-12) are allowed to wear skirts, shorts or skorts on **COLOR: Blue Gold Plaid.** Also long black jeans pants, not ripped, will be allowed.

French Toast Uniform Company, www.frenchtoast.com (Type the Item # on the search bar)
Item #1397 Plaid Plated Two-Tab Skort / Item #1065 At Knee Plaid Pleated Skirts /
Item #1690 Below the Knee Plaid Pleated Skirts **COLOR: Blue Gold Plaid.**

SKIRTS, SHORTS OR SKORTS MUST BE AT LEAST 2" ABOVE KNEE. NO LEGGINS, NO MINI SKIRTS OR SHORT PANTS ARE ALLOWED.)

Boys: Only Black bottoms or Black Jeans are Allowed for all grade levels KG – 12th Grades. **NO RIPPED JEANS WILL BE ALLOWED.** All bottoms must be **worn with a belt** through the belt loops, worn at the waist and be in good repair.

SCHOOL SPIRIT T-SHIRTS:

School Spirit Shirts can be worn on Fridays or during any school activity with Blue Jean. The T-Shirt can be purchased directly at the school. The blue jeans cannot be short (2"+ above knee) or ripped. NO jean or blue Leggins allowed.

OUTWEAR:

Only solid color black, gray, white or navy-blue jackets, sweatshirts, sweaters or cardigans with open or zip in the front, may be worn while on campus or in class. **INSIDE SCHOOL PREMISES NO HOODIES OR DESIGNS OTHER THAN THE SCHOOL LOGO WILL BE ALLOWED.**

JEWELRY:

For safety purposes, **Girls** may only wear small earrings or studs in their ear lobes. **Boys (males) are not allowed to wear earrings or studs (metal or clear) in their ear lobes. NO ALTERNATIVES LIKE CLEAR JEWELRY, COVERING OR BANDAGES ARE ALLOWED.** Students are not allowed to wear necklaces or bracelets with anything offensive, immodest, or deemed inappropriate by the faculty, including religion's symbols other than Christianity. **FACE, TONGUE, OR ANY OTHER BODY PIERCING WILL NOT BE ALLOWED.** If you have questions in regards accepted Christian symbols, please reach the School Principal directly.

Apple Watch or Smart Watch will be considered as a cell phone, for what the student is required to turn it in with their cell phones every morning as part of our safety morning procedures. No compliance with this rule will result in the watch to be confiscated and will not be returned to the students. The parents must come to claim any confiscated item directly.

*****Parents are solely responsible to check their child before leaving home to ensure compliance with our policies.**

DISCIPLINARY ACTION:

THE STUDENT'S ID IS PART OF THE UNIFORM! Every student will scan their ID for Attendance purpose and to enter the building eventually. Students out of uniform and ID's will be given notices. After the third notice for uniform violations, parents will be called and required to bring the correct uniform to school before the child can return to class or he will be sent home. Uniform compliance is necessary for students to be invited for continuing attendance.

If your child must start school without the required uniform, please staple a copy of your uniform order receipt to the inside of your child's agenda book. By doing this we understand that your child's uniform has been ordered and will arrive soon. While waiting for the order students must wear polo shirts in the required school colors depending on your child's level or grade along with Black shorts/slacks/skorts.

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

NOTICE: Please understand that our Dress Code Policy could be updated during the school year to incorporate new rules. If this is the case, you will receive an updated version highlighting the new additions for you to sign and return to the school immediately. Not compliance with our policies could end up in disciplinary actions including suspension/expulsion. Bilingual Academy & Technology of Lake Wales Inc. reserves the right to admission.

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.

*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.

***** 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.**

***** Any misuse resulting in damages to any laptop or desktop, the parent will be liable and responsible to pay the school the full cost of computer or laptop (no repairs allowed) and the student will be subject to out-school suspension.**

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). No mohawks are allowed. Boys must maintain a short and neat haircut, no long hair or big afros touching the shoulders allowed. No hats, caps or bandanas may be worn.

A girl's hair must be neat and clean with **no "unnatural" colors**, (i.e. florescent, bright colors like bright yellow, green, blue, red, purple, pink, orange, etc.). No mohawks are allowed. No hats, caps or bandanas may be worn. Essentially, no headwear except hair bows, hair bands, etc. for girls only. If you have any questions, please contact the school office.

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.

(PLEASE REFER TO OUR STUDENT'S DRESS CODE POLICY ON SECTION III FOR MORE DETAILS)

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, (TEACHERS AND STUDENTS) demonstrating integrity in all actions, and adhering to ethical standards both inside and outside the classroom. **No Profanity allowed.**

* **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 and 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.

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

BCAT schools accept all the Florida School Choice Scholarships. The Abigail Borrero Sponsorship Program is an internal scholarship offered exclusively at BCAT Schools to students that had been approved for any Step-Up or AAA Scholarships and it will be used only as secondary sponsorship. The approval of this scholarship is conditional to the student attendance through the end of the school year and not having more than 20 absences. At the end of the year, the Abigail Borrero Sponsorship Program will absorb any remaining balance related to the covered tuition fees only, as described in the School's Tuition Fee Schedule.

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. GRADUATION

BCAT celebrates a graduation ceremony for the following grade levels: Pre-K, 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 February 1 st	100%	\$200
2. On or after February 2 nd to March 1	75%	\$150
3. On or after March 2 nd to April 2 nd	50%	\$100
4. On or after April 3 rd to May 2 nd	25%	\$50
5. On or after May 3 rd	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 (8th 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 event.

(PLEASE REFER TO OUR SCHOOL CALENDAR FOR OTHER IMPORTANT DATES AND DATES)

X. END OF THE SCHOOL YEAR

BCAT is always in constant contact 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, or any other, **the school will retain any report cards or transcripts, until payment is made, and the student account shows no outstanding balance.**

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.