

Beverly Heights Christian Academy

Head. Heart. Hands.



**ACADEMY HANDBOOK
2024-2025**





*A distinctively Christian and integrated
education that forms the next generation
of heads, hearts, and hands into the image
and likeness of Jesus Christ—our Creator,
Redeemer, and King.*

This is the Beverly Way.

ACADEMY HANDBOOK

2024-20245

1207 Washington Road ■ Mt. Lebanon, PA 15228 ■
Preschool and Academy: 412-561-7200
Church Office: 412-561-5100
<https://beverlyheights.org/preschool>
Kyle David Bennett, Ph.D., Director of Education
kyle@beverlyheights.org
(412) 561-5100 ext. 227
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schace@beverlyheights.org
(412) 561-5100 ext. 229

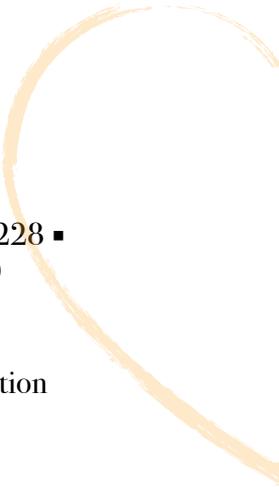


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NEED A BIBLE?

Beverly Heights Christian Academy values the Word of God. God spoke so that we can know how to live life more abundantly. Would you like to have a Bible to read to your children? If so, please email Dr. Bennett at kyle@beverlyheights.org.

BHCA POLICIES

Morning Matins

Every weekday from 9:30 - 9:45 A.M., the Preschool and Academy will gather for worship in the sanctuary upstairs. Parents and family are invited. Please enter the sanctuary through the red doors on Washington Road and sit behind the children. Please silence your cell phones.



Field Trips

Beverly Heights is committed to enhancing classroom learning with meaningful field trips. Field trips are selected for educational and/or recreational value. Field trip attendance is required; they are an integral part of the curriculum. Parents are responsible for transportation to and from the field trip site.

Report Cards

Report cards are issued at the end of each semester, two times a year. Their purpose is to inform parents or guardians of their child's academic progress throughout the year. Grading keys are included with every report to help parents understand the status of their child's academic growth and educational needs. Parents are encouraged to contact teachers at any time to discuss the ongoing academic progress of their child. We believe that

positive home/academy communication is key to student success. Two times a year, we will have parent-teacher conferences.

Grading Policy

E = Exceeds

The student exceeds grade-level knowledge of a concept.

M = Meets Expectations

The student consistently demonstrates understanding of application of a concept or skill.

AP = Approaching

The student is working toward competency in the concept or skill. Further practice and use of this skill or concept is needed.

NY = Not Yet

The student does not yet demonstrate an understanding of the concept or skill.

NA = Not Applicable



Water Bottles

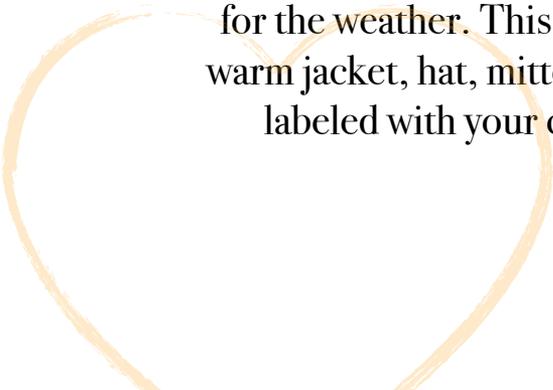
Please send your child to school each day with a reusable water bottle. Ensure your child's name is clearly labeled.

Clothing

Please dress your child in comfortable clothes.

Tennis shoes or other sturdy, rubber soled shoes are best to ensure your child's safe participation in any active play. Sandals and Crocs are not appropriate for our playground, which has a covering of mulch.

We plan on playing outdoors as often as we can, even on cold days, so please make sure your child is dressed appropriately for the weather. This could include a warm jacket, hat, mittens or gloves, all labeled with your child's name.



Birthdays

Your child is a gift from God and we want to celebrate him or her. We will celebrate your child's birthday (or half-birthday if your child was born in the summer) at Morning Matins (worship) up in the sanctuary at 9:30 a.m. Parents are welcome to join.

If you wish to distribute birthday invitations to children in the class, please do so outside of classroom time.

If you would like to send in a small treat to share with the class on your child's birthday, please call or email the teacher *in advance*. Birthday treats must also be free of nuts and not processed on shared equipment.

Holiday Information

Because we are a *Christian* Academy rooted in worship of our Lord, Jesus

Christ, we do not celebrate Halloween and we do not encourage discussions of Santa Claus or an Easter Bunny. When children mention these, we redirect the conversation.

Lending Library

Beverly Heights Church has a wonderful children's library available to all families.

It is located on the B-level. Before checking out a book, be sure to fill out a registration card and follow the posted check-out process.

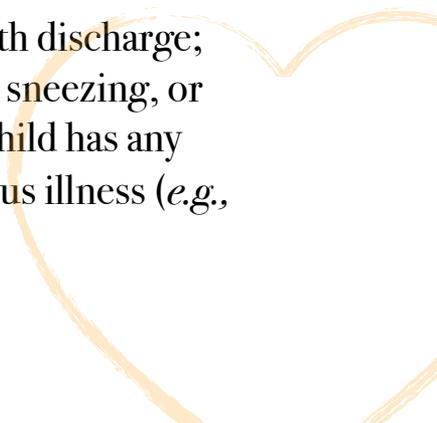
Playground

When a Preschool or Academy class is on the playground, no other adults or children will be admitted. There is a playground for toddlers that may be used for younger children, if not occupied by a class.



Illness

For the welfare of your child and in consideration of other children and families, parents should carefully check the child's health before sending them to school. Your child should not attend school with any of the following conditions:

- 1) Fever, vomiting, or diarrhea has occurred within 24 hours. Do not administer Tylenol or Ibuprofen to mask a fever. Your child must be fever-free (without the aid of a fever-reducing medication) and symptom-free for 24 hours before they may return to school.
 - 2) Nasal drainage is not clear
 - 3) Red, itching eyes with discharge; excessive coughing, sneezing, or runny nose; your child has any symptoms of contagious illness (*e.g.*,
- 

flu, rash, etc.).

4) Head lice

All cases of head lice must be reported to the Director of Education, Dr. Kyle David Bennett (kyle@beverlyheights.org) and School Administrator, Sarah Chace (schace@beverlyheights.org). Any child having head lice must remain at home.

The child may return to the classroom after treatment has been completed and an examination shows the student is free of lice and nits. Staff will examine the child to confirm they may return to the classroom. The importance of reporting an incidence of head lice cannot be overstated. Parents who treat their child for lice, yet do not report it, risk the infestation of others and/or the re-infestation of their own child. All reports will be kept confidential.

If your child will be absent, call the school or your child's teacher *before class begins*

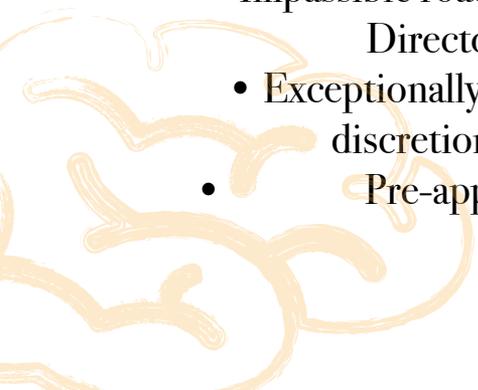
If it is close to the start of class, email or text the teacher.

Please understand that if your child does not meet these wellness guidelines the teacher may send your child home. Children should not attend school until they are completely well and able to fully participate.

Attendance

According to Pennsylvania's Compulsory Attendance Laws, absence from school may be excused for the following reasons:

- Illness or quarantine
- Court appearances
- Recognized religious holidays/service
 - Health-related appointments
 - Death in the immediate family
 - School-sanctioned absences
- Impassible roads (as determined by the Director of Education)
- Exceptionally urgent reasons (at the discretion of the teacher)
- Pre-approved absences



Tardiness

Punctuality is an essential component of a successful school experience. Being late to class is disruptive to all and should be avoided. All tardies are recorded as part of the student's record. Students are considered tardy if they are not in their classroom by 8:45 a.m.. A tardy is considered "excused" for the following reasons:

Medical appointments

Family emergencies

Weather-related or construction delays

Illness

Five or more tardies per semester is considered excessive and will be recorded on the report card.

Snow Days

BHCA parents will be notified of school closings and delays via text and email. The Academy will be closed if Mt. Lebanon

schools are closed due to weather. If the Mt. Lebanon schools are operating on a delay, classes will start at **10:30 a.m.**

Please note that there may be occasions when the Mt. Lebanon school district would close for reasons that are not weather related (power outages, water problems). In these cases, the Academy will not necessarily follow the Mt. Lebanon schedule if the church is not affected by the circumstances of the district.

If you have questions about the weather and school cancellation on a particular day, you may contact your child's teacher to inquire.

Arrival Procedures

Classes begin at 8:30 A.M. Please park in the lower lot and escort your children through the South entrance of the building. Doors into the classroom will open when it is time for the class to begin.

Please ensure your child arrives on time to join his or her class and be ready for the day.

When you arrive with your child, please go to the B-level and accompany your child to the adult restrooms. Please encourage your child to use the bathroom at this time. To decrease the chance of spreading germs, children need to wash their hands before entering the classroom.

Parents then walk with your child to the classroom door, where the teacher will greet your child and welcome them into the classroom, after which you are free to leave.

Pickup Changes

Children need to be picked up by their parents after school. If there is a caregiver who will be picking up your child *daily*, please inform the teacher.

If you know at drop off that another person will be picking up your child, please inform the teacher and list the name & phone number of that person on the clipboard located outside the classroom door.

If during the school day you need to change the person picking up your child, text your teacher directly.

If the teacher does not know your designated pick-up person, we may ask for identification to ensure everyone's safety.

If you need to pick your child up early, inform the teacher at the beginning of class.

Please inform the Sarah Chace (schace@beverlyheights.org), School Administrator, of any changes to your emergency contacts.



Pre-Arranged Absences

If an absence has been pre-arranged, the student will make up the work missed either before departure or upon return from the trip. Major assignments that are due during the absence must be turned in before the student leaves for the trip.

Security

The Academy has a security system which locks the double doors on each end of the B-level hall. The security system will be activated each day when classes begin. Late comers may need to go to the C-level and use the intercom to be escorted to the classroom.

Communication

Communication between teachers and parents is an important component of our philosophy. Teachers strive to be available

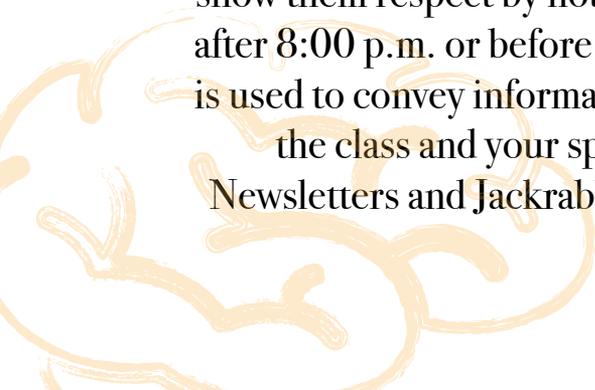
to parents through the year. Parents may email the teacher or call the school and leave a message. Please give a time and phone number to use in reaching you.

Our Director of Education, Dr. Kyle David Bennett (kyle@beverlyheights.org) and School Administrator, Sarah Chace (schace@beverlyheights.org) are on site and are always happy to talk with you about your child. Please allow 24 hours (during the school week) for a teacher or staff member to respond to your email.

Staff are not required to respond to parent emails during the weekend, as this time is set aside for them to be with their family and rest.

If a teacher or staff member has provided you with their cell phone number, please show them respect by not contacting them after 8:00 p.m. or before 7:00 a.m.. Email is used to convey information to you about the class and your specific child.

Newsletters and Jackrabbit reminders or





announcements will also be sent via email.

Please make sure your email address is updated in Jackrabbit.

Student Discipline Policy

Beverly Heights Christian Academy believes, in accordance with Scripture, the primary responsibility of raising a child to be that of the parents. However, when a child is under the care of the School, we are honored to thoughtfully support the role of guiding, encouraging, and correcting children as part of the partnership we have with families.

The intention of all disciplinary measures is to act within the biblical standards of conduct and speech as is appropriate for a teacher and student relationship. BHCA will work with parents and students to establish individual behavior plans when deemed necessary. However, as a general guideline for classroom management, BHCA has established the following

principles for handling classroom
disruption/student misbehavior:

1. All classrooms at BHCA have a proactive approach to classroom management. This begins with establishing clear expectations, routines, and procedures.
2. All classroom teachers will praise in public and correct in private – our desire is for students to grow academically, spiritually, and emotionally. By setting clear expectations and addressing times of correction with grace and clarity, we do our very best to support the work our parents have already done in the home.



If private correction does not encourage a change in behavior, BHCA teachers will meet with parents to develop an individual behavior plan for continued disruptive or challenging classroom behavior.

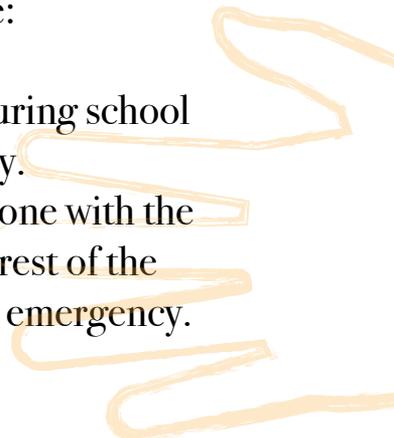
Student behavior requiring immediate disciplinary action could include but is not limited to the following:

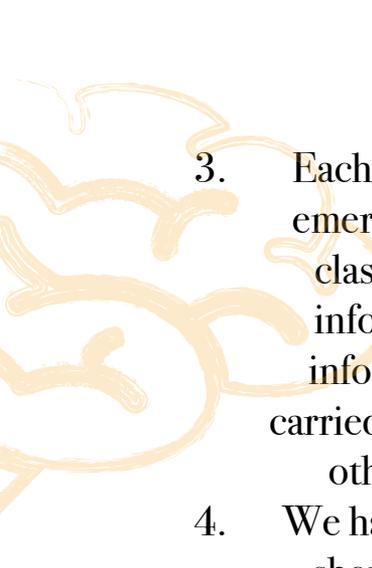
1. Inappropriate speech
 2. Inappropriate conduct (either harmful, sexual, or altogether negligent) whether to oneself, with another student, or with property belonging to another.
 3. An inability to meet the academic standard
 4. Accumulated absences
 5. Plagiarism
 6. Inappropriate speech or conduct on the part of a family member or friend that is disruptive to the learning environment at BHCA
 7. Any action which breaks state or federal law
 8. Any conviction by a state or federal court
 9. Consistent disruption of the class, affecting the learning environment of fellow students
- 

BHCA always desires to manage student behavior in accordance with what the teacher understands to be the parents' desires. However, BHCA also reserves the right to suspend or expel a student from class for any length of time deemed necessary by BHCA's leadership due to behavior that does not meet the standards agreed to upon enrollment.

Safety Policy

The safety of students is the most important thing to us each day. We have done our best to prepare for emergency situations, and will continue to plan and practice for a variety of possible emergencies. The proactive measures we have taken include:

1. The building is locked during school hours every day.
 2. Every classroom has a phone with the ability to intercom the rest of the building in the case of an emergency.
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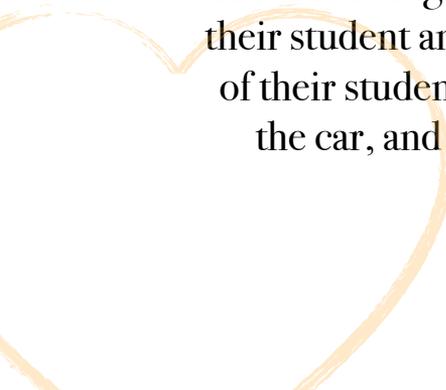
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3. Each classroom will have a fire and emergency packet. This includes a class roster, any special medical information, and parent contact information. This packet is to be carried by the teacher for fire drills or other emergency evacuations.
 4. We have planned meeting locations should evacuation be necessary.
 5. In addition to own our security, BHC has worked to build a relationship with local police. Local emergency responders are familiar with our space and building layout.
 6. We will have first aid kits in every classroom, as well as teachers who are first aid and CPR certified.
 7. All teachers and substitutes have child safety clearances. No adult will be left unattended with students who has not been hired by BHCA.

PARENTS AND STUDENTS

Parent Responsibilities

Because Beverly Heights Christian Academy is not identified by the State of Pennsylvania as a school, it is imperative that we work closely with parents to ensure the student is properly registered as a homeschool student. Likewise, since we are a Christian institution of education, we expect and anticipate a close partnership with parents to ensure that every student is maturing adequately throughout the school year.

We hope to see parents providing emotional, spiritual, and physical leadership at home; we also hope to see parents mature their own academic understanding, reading books alongside their student and discussing the contents of their student's education at home, in the car, and in other non-academic

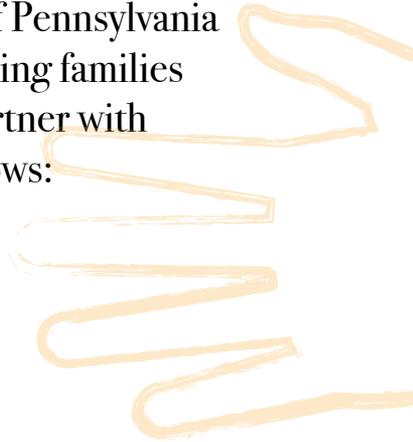


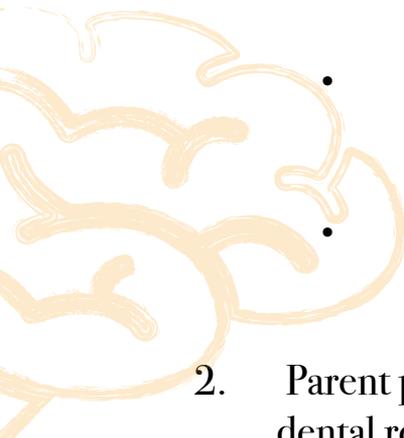
settings.

Parents set the framework and tone for a student's entire education. As primary educators, it is ultimately up to the parents to train their child in the way they should go. We, as teachers in specific academic subjects, are happy to partner with like-minded parents to faithfully mature their student in the Lord and in the great academic disciplines set before them.

PA Homeschool Requirements

Beverly Heights Christian Academy will guide families through the process, but official filing of paperwork will be the sole responsibility of parents. A summary of the year and what the state of Pennsylvania requires from homeschooling families (and how BHCA will partner with families) is as follows:

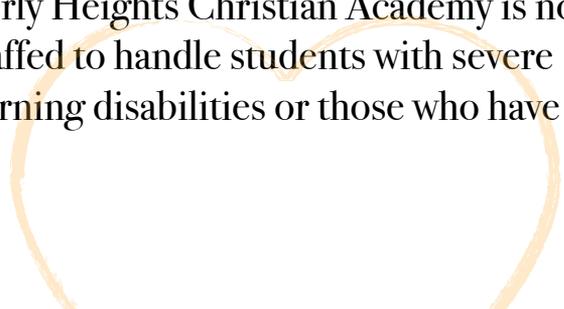


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1. Parent completes a notarized affidavit with educational objectives and submits to their local school district by August 1.
 - Parent will be named the supervisor of student's education in this document.
 - The Academy will provide copies of both of these documents.
 2. Parent provides updated health and dental records which must be signed by pediatrician and dentist.
 - BHCA will provide copies of needed forms.
 3. Compile a portfolio of student work which demonstrates learning and progress throughout the school year.
 - BHCA will collect all academic work samples for the portfolio.
 4. Keep a daily log which tracks a minimum of 180 days of instruction.
 - BHCA will track every day on campus.

- BHCA will provide a log for parents to use.
5. Standardized tests must be taken in grades 3,5, and 8.
- BHCA will help parents navigate the completion of these tests.
6. Use an approved evaluator to interview student, evaluate portfolio, and write formal evaluation to be submitted to superintendent by June 30.
- BHCA will provide a qualified evaluator to have the evaluation completed at BHCA. Parents may also use an independent evaluator of their choice.

Students with Learning Disabilities

Beverly Heights Christian Academy is not staffed to handle students with severe learning disabilities or those who have



severe behavioral problems. For the child's best interest, BHCA will seek to work as closely as possible with a parent of a struggling child to exhaust the resources available to them. BHCA reserves the right to forego the teaching and overseeing of a child's education when they conclude the child cannot meet either the social or academic standards set forth by BHCA. BHCA also reserves the right to decline admittance based on an IEP or modify an IEP based on resources available and faculty input.

TUITION

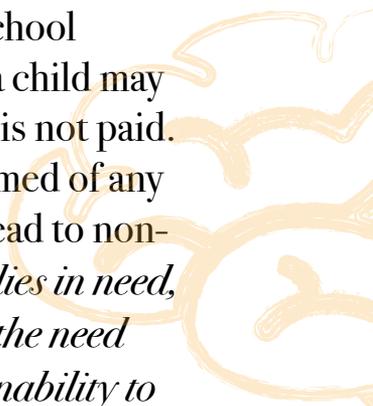
Our online payment system is called Jack Rabbit. Each family will be asked to create an account and chose a payment method.

Options are ACH or credit card.

Tuition is collected for 10 months. The first non-refundable payment is due June 1 and secures your child's space in their class for the following academic year.

Subsequent tuition payments are charged on the first business day of the month, September through May. After the 10th of the month, a \$15.00 fee is added to the tuition due for late payments.

If you cannot pay the tuition when it is due, please contact the Director of Education, Dr. Kyle David Bennett (kyle@beverlyheights.org), School Administrator, Sarah Chace (schace@beverlyheights.org) or our Academy Treasurer, Amy Lucas (amy@beverlyheights.org), *before* the due date. Unless provisions have been made by the Director/School Administrator/or Treasurer, a child may not attend school when tuition is not paid. We ask that you keep us informed of any financial difficulty that could lead to non-payment. *We wish to help families in need, but we must be informed of the need before, rather than after, the inability to pay.*

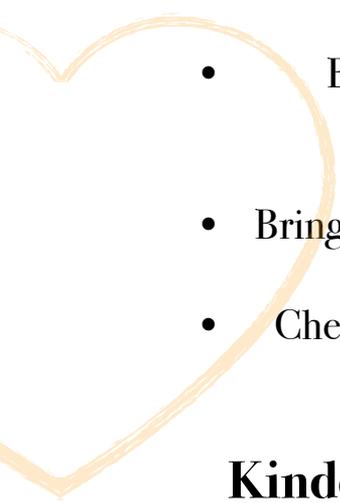


Parents may pay tuition ahead at any time.
Tax deductible contributions are always
welcome, and will benefit students in need
of a scholarship. The Beverly Heights
Church EIN number for tax purposes
is **25-0965248**.

KINDERGARTEN

First Week Reminders

For All Classes:

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- Bring completed Emergency Information card
 - Bring completed Child Health Report
 - Check address & email class list for accuracy

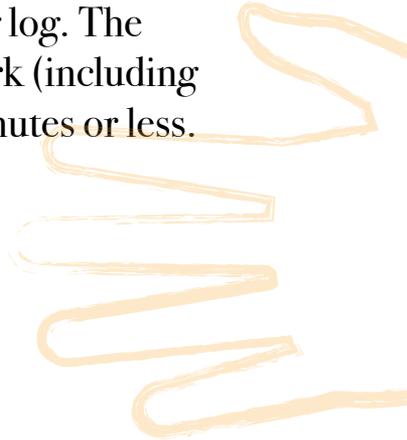
Kindergarten Monthly Units

September: Creation/Families

October: Animals
November: Food/Nutrition
December: Advent/Giving
January: Seasons
February: Our Five Senses
March : Houses and Homes
Around the World
April: Plants
May: Water

Kindergarten Homework

Homework will be assigned and sent home each Monday and will be due by Friday. Homework is a review of what we did the previous week. In addition to the homework pages, students will maintain a reading log. Parents are encouraged to read nightly to their child and record the book title on the reading log. The expectation is that homework (including daily reading) will be 30 minutes or less.



Kindergarten Snacks

Students will enjoy a snack each day around 10:00 A.M. Parents are asked to send in a small, healthy snack daily.

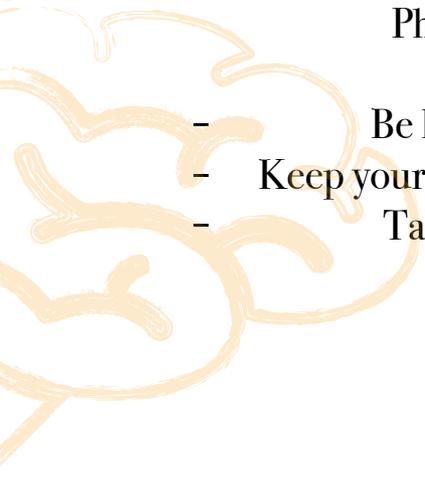
Snacks should not contain nuts or be processed on shared equipment to ensure the safety of students with allergies.

Kindergarten Honor Code

Serve Others

“Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.”

Philippians 2:3-4

- 
- Be kind and respectful.
 - Keep your hands and feet to yourself.
 - Take turns and share.

Work Diligently

“Whatever you do, work heartily, as for the Lord and not for men.” Colossians

3:23

- Always try your best.
- Never say “I can’t.”
- Do your own work.

Obey Authority

“Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.” Hebrews 13:17

- Listen to Mrs. Devlin.
- Follow directions.
- Raise your hand to speak.
-

Love God

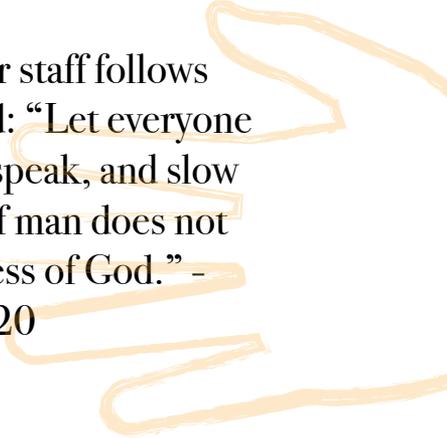
“And you shall love the Lord your God with all your heart and with all your soul



and with all your mind and with all your strength.” Mark 12:30

- Serve others.
- Work diligently.
- Obey authority.
- Give Thanks.

This is the guideline our staff follows when relating to each child: “Let everyone be quick to hear, slow to speak, and slow to anger, for the anger of man does not achieve the righteousness of God.” - James 1:19-20



PRESCHOOL & ACADEMY CLASSES

Little Seedlings:

Monday through Friday, 8:30-12 p.m.,
for children ages 18 months to 3 years
old.

Parent 2s:

Friday morning class for children who are
between 2 and 3 years old **and** a parent or
caregiver.

MWF 3s:

Monday/Wednesday/Friday, 9-11:30
a.m., for children who must be 3 years old
by September 1 and potty trained.

T/TH 3s:

Tuesday/Thursday, 9-11:30 a.m., for
children who must be 3 years old by
September 1 and potty trained.



4s (AM)

Monday/Tuesday/Wednesday/
Thursday, 9-11:30 a.m., for children who
must be 4 years old by September 1.

Kindergarten

Monday through Friday, 8:30 - 11:45 a.m.

Kindergarten Enrichment

Class for current kindergarteners.
Tuesday and Thursday, 12:30-3 p.m.

1st & 2nd Grade

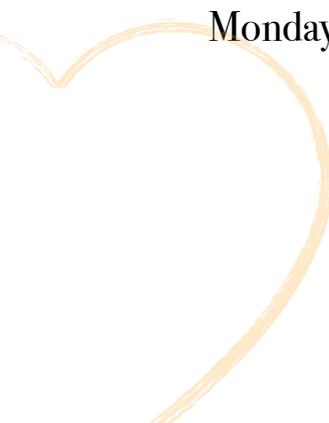
Monday through Friday, 8:30 a.m.-3:00
p.m.

3rd & 4th Grade

Monday through Friday, 8:30 a.m.-3:00
p.m.

5th through 8th Grade

Monday through Friday, 8:30 a.m.-3:00
p.m.



ACADEMY FACULTY

Kindergarten	Holly Devlin
1st and 2nd Grade	Mande Brodzinski
3rd and 4th Grade	Jen Palastro
5th through 8th	Karen Kress Kate McKerley
Music	Elissa Winkler Holly Devlin
Gym	Steve Brodzinski
Art	Debbie Will
Bible	Peter Chace Kyle Bennett
Symposium	Tom O'Boyle Megan Ferguson Bob Egeland

School Administrator

Sarah Chace

Director of Education

Kyle Bennett

