

# DISMISSAL POLICY

What is our objective as a body of learning? At BCA, we value each student as an individual and as part of a community; we seek to recognize and to develop all aspects of their personhood with excellence, according to God's highest purpose for their "heart, soul, and mind."

On occasion, it is necessary to dismiss students from BCA, but the procedure is very deliberate and methodical with the best interest of the student and the school in mind.

At least 24 hours before any dismissal, the student will always receive a meeting with the Principal and/or the Student Life Director, outlining the potential consequences of their situation.

The parents are contacted at this time.

When the final decision has been made to dismiss a student, these procedures will be followed:

- I. Parents will be informed of the decision and the procedure outlined below.
- II. If requested and if appropriate, the student will be provided with an environment and a time after school to say goodbye to his or her friends.
- III. If the student does not leave on the day of dismissal, he/she will spend the night in a campus home out of the dorm, restricted from the opportunity to influence other BCA students.
- IV. In advance of the student's departure, the student will meet with the Principal and/or the Student Life Director, debriefing their behaviour, their heart attitude, their treatment in the discipline process, and their intentions of an appeal.
- V. The following day, the student will leave campus as early as possible at the expense of the student's family (drive their own vehicle, parent pick-up, bus, flight). These arrangements will be made with regard to the family's schedule and needs, so we are careful to be disciplining the student and not the parents.
- VI. After dismissal, if the resident student has any residual luggage, it will be boxed up and shipped to their home immediately at the student's expense.
- VII. One week after dismissal, a member of the Student Life Team will phone the student to see how they are doing back home and to offer some encouragement.
- VIII. A dismissed student is not allowed back on campus for three months, and after that, if they wish to return for a visit, they must secure permission from the Student Life Director. If they wish to return to attend school, they must serve a probationary waiting period and fulfill a prescribed restorative program determined by the Student Life Director and/or the Principal.

- IX. Efforts will be made to connect the dismissed student with someone who would positively influence and help them in the community. //

If a dismissed student wishes to finish incomplete courses through BCA, the following procedures will be undertaken:

- I. Students may be allowed to finish courses only if their dismissal occurs after midterm exams and only if the dismissal is not related to the violation of the "BCA Attendance Policy" or the "BCA Academic Dishonesty Policy".
- II. The student will be assessed a flat fee of \$100 for the administration and shipping of materials.
- III. For each course the student wishes to complete, he or she will be charged \$25 per week for each week left in the term until the end of the final exam period.