

Dear Parents and Students,

Welcome to Bethel Christian Academy, Campus 1. It is our privilege to be able to offer you many fine educational and spiritual opportunities. We trust you will take advantage of these opportunities and find the time spent at Bethel Christian Academy worthwhile and fulfilling, both academically and spiritually. The faculty and administration are willing to assist you in any way possible.

It is our desire to see you become a part of our learning community by getting involved in the many activities and events that occur throughout the year. Your support and participation are a crucial part of what we do. As we work together, we make Bethel Christian Academy a school that you can be proud of and a school that your child can be proud to attend.

This handbook lists school policies and procedures as well as general information. Knowledge of the information in the handbook will assist you throughout the school year. Please refer to it whenever a question arises.

May this be a great year in the Lord and a time for you to experience the joy of walking in the center of His will with like-minded friends. May the Lord bless you as you grow in the knowledge and grace of our Lord Jesus Christ.

We, the administration and staff, are delighted to have you with us.

Alice F. Green  
Principal

Claire M. Dant  
Assistant Principal

# Table of Contents

## Welcome

Page(s)

**I. Who We Are.....6 - 10**

- Statement of Faith
- Core Values
- Admissions Policy
- Statement of Nondiscrimination
- Mission Statement
- Vision
- Goals & Objectives
- Educational Philosophy

**II. Discipline Philosophy.....11 – 14**

- Discipline Philosophy
- Discipline Policies and Procedures
- Classroom Discipline
- Behavioral Offenses
- Detention
- Suspension
- Expulsion
- Corporal Punishment

**III. Dress Code.....14 - 17**

- Hairstyles
- Cosmetics
- Nail Polish
- Jewelry/Decorative Items
- Undershirts
- Dress for Extended Care
- Identification of Clothing
- K3 – K5 Change of Clothes
- Uniform Options
- PE Uniform
- Field Trip Attire
- Colder Weather
- Items Not Permitted
- K3 – K5 Exceptions

**IV. Academic Issues & Awards.....17 – 25**

- Curriculum
- Library
- Computer Lab
- Technology Policy
- Internet Use
- Tape Recording
- Art
- Music
- Physical Education
- Chapel
- Selection of Literature
- Homework
- Organizational Skills
- Field Trips

- Honor Roll
- Academic Failure
- Student-of-the-Month Award
- Student-of-the-Year Award
- Grading Scale
- Behavior & Work Habits Rubric
- Penmanship Rubric

**V. Attendance.....26 - 28**

- Excused Absences
- Unexcused Absences
- Planned Absences
- Returning to School after an Absence
- Tardiness to School

**VII. Medical Policies.....28 - 32**

- School Emergency Medical Consent Card
- Medication
- Illness
- Injury or Illness at School
- Food Policy & Management of Food Allergies

**VIII. Security Policies.....32 - 33**

- Building Security
- Release of Students
- Security of Personal Property

**IX. Communication.....33 - 36**

- Edline Student Accounts
- BCA Web Site
- Weekly News
- Missing Homework
- Academic Progress
- Behavior Report
- Mid-Term Reports
- Report Cards
- Parent-Teacher Fellowship (PTF)
- Parent / Teacher Conferences
- Scheduling Conferences
- Visiting the Classroom
- Handling Concerns and Complaints
- Weather Announcements

**X. Volunteers.....37**

- Teacher Support
- Coaches

**XI. Fund-Raising & Contributions.....37 - 38**

- Annual Fund Raisers
- Read-A-Thon
- Box Tops for Education
- Giant/Safeway Receipts
- Tax Deductible Gifts

**XII. Annual Events.....38 - 39**

- Veterans Day Program
- Grandparents Day
- Christmas Program
- Easter Program
- Academic Fair
- Carnival
- K5 Graduation

**XIII. Financial Information.....39 - 40**

- Payment Schedule
- Other Fees
- Withdrawal

**XIV. Transportation.....40 - 42**

- Arrival
- Buses
- Bus Conduct
- Departure

**XV. Miscellaneous.....42 - 44**

- Hot Lunch
- Parties

- Lost and Found
- Use of Telephone
- School Colors & Mascot
- Safety Patrol
- Extended Care

**BCA reserves the right to make changes to policies or procedures at any time when deemed necessary by the administration and/or school board. Parents will be informed of such changes when they occur.**

*Please Note: Extended Care hours are considered part of the BCA school day. As such, all BCA*

*policies apply during Extended Care.*

## STATEMENT OF FAITH

1. We believe in the scriptures of the Old and New Testaments as verbally inspired of God, and inerrant in the original writings and that they are of supreme and final authority in faith and life. (II Tim. 3:16,17; II Peter 1:20,21; Matt. 5:18; John 16:12,13)
2. We believe in one God, eternally existing in three persons - Father, Son, and Holy Spirit. (Ps. 83:18; Ex. 15:11; Mark 12:30; II Cor. 13:14; John 10:30; John 17:5,10; Phil. 2:5,6; Eph. 1:3-14)
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man. (John 1:12,14; Luke 1:35)
4. We believe that man was created in the image of God, and that he sinned. He thereby incurred not only physical death but also spiritual death which is separation from God, and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility become sinners in thought, word, and deed. (Gen. 1:26,27; Rom. 3:22,23; 5:12; Eph. 2:1-3,12)
5. We believe that the Lord Jesus Christ died for our sins according to the scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood. (Rom. 3:24,25; I Peter 2:24; Eph. 1:7; I Peter 1:3-5)
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate. (Acts 1:9,10; Heb. 9:24; 7:25; Rom. 8:34; I John 2:1,2)
7. We believe in the local church, which was established by Jesus Christ. We believe in water baptism by immersion, as a public confession of our identification with Christ. (Acts 14:27; 20:17, 28-32; I Tim. 1:1-13; Titus 1:5-11; Heb. 20:25; Acts 2:41,42; I Cor. 1:2)
8. We believe in "that blessed hope", the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ. (I Thess. 4:13-18; Zech. 14:4-11; Rev. 19:11-16; 20:1-6; I Thess. 1:10; 5:9; Rev. 3:10)
9. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost. (Matt. 25:46; John 5:28,29; 11:25,26; Rev. 20:5,6,12,13)

# Bethel Christian Academy

## Core Values

### Authentic Christianity

- Salvation through faith in Jesus Christ
- The Word of God as the standard of truth
- Integrity in relationships
- Partnership with parents
- Participation in community

### Integration of Faith with Learning

- God's Word relevant to every area
- A Christian world view extending to all disciplines

### Academic Excellence

- Excellent Christian teachers
- Rigorous academic program
- Engaging learning environment
- Mastery-based learning

### Fulfillment of God-Given Purpose

- Vision that challenges students to fulfill the plan of God for their lives
- Development of gifts and talents
- Meaningful opportunities for ministry and outreach

## **ADMISSIONS POLICY**

Bethel Christian Academy (BCA) is a ministry of Bethel Assembly of God. BCA does not require that families be professing Christians in order to enroll their children in the school. However, it should be understood that BCA exists unashamedly for the purpose of reaching families with the gospel of Jesus Christ and training and equipping young people to serve Him.

Students are accepted for admission based on an evaluation of previous grades and behavior, a qualifying score on the BCA entrance exam, and a pre-enrollment interview. Parents are asked to sign an agreement in support of the BCA Core Values.

Bethel Christian Academy (BCA) accepts four and five-year olds into the K4 or K5 kindergarten programs primarily on the basis of age by September 1. Children who do not meet the age cut-off will be considered for enrollment if their parents: 1) provide documentation supporting their child's academic achievement, and 2) provide a recommendation from a previous teacher. In addition, the child must undergo an informal assessment of readiness and academic skills.

BCA accepts three-year olds into the K3 kindergarten program primarily on the basis of age by June 1. Students must be fully toilet-trained.

All new students are admitted under a Performance Plan by which their academic progress and their behavior are evaluated during their first quarter of attendance. Bethel Christian Academy is not equipped to facilitate special needs students.

Enrollment of children in Bethel Christian Academy is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff, and its policies.

### **Statement of Nondiscrimination**

Bethel Christian Academy does not discriminate on the basis of race, color, gender, nationality, or ethnic origin in its admission policies, educational policies, or financial programs.

# MISSION STATEMENT

The mission of Bethel Christian Academy is to create an authentic Christian learning community to train students to know, love, and serve the Lord Jesus Christ and to equip them spiritually and academically to be a “light in today’s darkness.”

## VISION

The Bethel Christian Academy vision is to produce young people who demonstrate their commitment to Christ by exhibiting love toward others, strong biblical convictions, and a desire to impact the world for Him through the use of their gifts, talents, and the knowledge and skills they have acquired.

## GOALS AND OBJECTIVES

1. To provide a Christ-centered education where the Word of God is an integral part of the entire curriculum and faith is integrated with all learning.
2. To instill an internal moral code of behavior in each student based on God’s Word that will guide him/her in the decisions of life.
3. To maintain high academic standards with an educational program that will prepare a student to reach his/her fullest potential for the glory of God.
4. To train the whole individual:
  - A. ***Spiritually:*** to know Christ personally and to yield to His will in every area of life (John 3:16)
  - B. ***Mentally:*** to relate all truth to His truth and to discover and develop individual aptitudes; to cultivate critical thinking skills (Prov. 4:7)
  - C. ***Socially:*** to understand and practice biblical principles for interpersonal relationships including conflict resolution (Matt. 7:12)
  - D. ***Emotionally:*** to build a Christ-controlled personality, enabling each child to adjust to life’s circumstances in a God-honoring way; to develop self-discipline (II Tim. 1:7)
  - E. ***Physically:*** to develop a respect for the body as the temple of the Holy Spirit; to teach intelligent care of the body, and to encourage the yielding of the body as an instrument for God’s use (I Cor. 6:19,20)

## EDUCATIONAL PHILOSOPHY

“The fear of the Lord is the beginning of knowledge.” Proverbs 1:7

The concepts of a Christian school philosophy of education are derived from the Bible. Therefore, at the foundation of education at BCA are the following convictions:

- God is. He is sovereign in His world, and He is personal.
- Christ is the Creator and the Sustainer of the Universe.
- Reality and truth are known through God’s general revelation in creation and through His specific revelation, the Bible, which is the Word of God.
- Jesus Christ is the Truth and He is the Source of all truth, for in Him are hidden all the treasures of wisdom and knowledge.
- True values are perceived in the Word of God, not in the reasoning of man apart from God.
- Life has a purpose. Man is to live his life as a response to his Creator and Savior, enjoying Him and endeavoring to please Him.
- God gives differing abilities to each student. In addition, spiritual gifts are bestowed at salvation.
- Parents are responsible for the education of their children in the home, in the church, and in the school.

## **DISCIPLINE PHILOSOPHY**

Discipline is a biblical principle by which individuals are trained in righteousness (Heb. 12:6-11). Consistent, loving discipline enables students to learn to do what is right and to grow in every area of their lives. We recognize that “no discipline seems pleasant, but painful” to the one being trained by it. However, the fruit of righteousness that results from discipline will ultimately benefit the individual and those around him/her. Our commitment is to apply discipline “with great patience and careful instruction” and to base all correction on the Word of God (II Tim. 4:2). When correction is necessary, our goal will be to lead the student to repentance and restoration in a spirit of grace while preserving his/her personal dignity.

## **DISCIPLINE POLICIES AND PROCEDURES**

### **Classroom Discipline**

It is expected that BCA students conduct themselves in such a manner as to contribute to a positive learning environment. Attentiveness, diligence, and respect are expected in the classroom. When a student exhibits exemplary behavior above and beyond what is expected, he/she may earn recognition from the teacher. Students may be commended for:

- Classroom conduct
- Classroom participation
- Orderly desk/notebook
- Showing Christ’s love
- Demonstrating a servant’s heart

Teachers may also reward individual students or the entire class through the use of other recognition or reward systems.

In order to maintain a classroom environment that is conducive to learning, the following behavior is not permitted:

- Being disruptive – intentionally causing a disturbance that draws class attention away from the learning task at hand
- Out of order – doing anything other than the task at hand whether it causes a disturbance or not
- Talking – persistent communicating during a time with talking is not permitted
- Rudeness – speaking in an unkind, disrespectful, or demeaning manner to anyone; teasing
- Attitude lacking – displaying in word or action an unwillingness to submit to the instruction or correction of a teacher

When a student persists in engaging in any of these behaviors, the teacher will record the incident and will issue a consequence. Consequences may be a brief “time-out” during recess, lunch with the teacher, or a phone call to the parent, or another creative means of addressing the specific behavior. Minor behavior incidents are reported to the parent via the student’s account on RenWeb. If a student receives an excessive number of behavioral corrections (whether multiple warnings or incidents with consequences) in a week, an email notification will be sent to the parents via RenWeb.

- Intentional disobedience/rebellion – serious, willful rebellion/defiance

Intentional disobedience is considered a serious behavioral offense (See **Behavioral Offenses** below.) and is addressed as such. When it occurs, the behavior will be documented on a Choices Form and the student will be taken to

the administrator. The teacher or administrator will contact the parents to explain the incident and to discuss the disciplinary action to be taken.

It is expected that students will be cooperative and obedient. If a pattern of misbehavior is noted, a conference may be scheduled with the teacher or the administrator and the parent(s). The student may be placed on a behavioral plan for a greater degree of accountability. Students who continue to demonstrate an inability or unwillingness to comply with behavioral expectations may be asked to withdraw or may not be accepted for re-enrollment.

### **Behavioral Offenses**

Unfortunately, at times students commit offenses of a more serious nature. The offenses listed below may result in suspension from BCA.

- Willful rebellion/defiance
- Destruction of property
- Profanity
- Lying
- Cheating
- Stealing
- Forging a parent’s signature
- Teasing/bullying
- Gossiping

- Threatening (possible expulsion)
- Harassment (incl. sexual) (possible expulsion)
- Fighting
- Possession of alcoholic beverages, drugs, or cigarettes (incl. prescribed medications)
- Leaving school grounds
- Possession of a weapon
- Inappropriate relationships (There is to be no physical contact or public displays of affection.)
- Offenses via the Internet including, but not limited to, gossip, slander, threatening, teasing, bullying, profanity, crude communication, lying, and harassment, whether perpetrated on school property or from another location.

*This list of potential behavioral offenses is not exhaustive. The administration reserves the right to use its discretion in determining whether other behavior is serious enough to warrant suspension or expulsion. In addition, it should be noted that engaging in illegal or biblically immoral behavior at any time, including when off the school campus, is grounds for suspension or expulsion*

If a behavioral offense occurs, the parent will be contacted by the teacher who witnessed the offense or by an administrator. A Choices behavioral referral form will be completed and a copy will be sent to the parent to document the offense and to indicate the consequence. A meeting may be scheduled with the administrator at the parent's request.

If a second behavioral offense occurs, a conference with the parent, student, and administrator will be scheduled. The administrator may place the student on a behavioral Performance Plan.

### **Detention**

The administrator may issue lunch or after-school detention as a consequence for misbehavior rather than suspension. Detention consists of the student remaining in an isolated, but monitored, location where he/she completes a written assignment regarding his/her misbehavior.

### **Suspension**

If a behavioral offense requiring suspension occurs, the parent will be contacted by an administrator the day the offense is discovered. A Choices behavioral referral form will be completed and a copy will be sent to the parent to document the offense and the disciplinary action to be taken. A meeting may be scheduled with the administrator at the parent's request.

Students who are suspended for a behavioral offense will automatically receive a "Needs Improvement" on their quarterly report card for Conduct. Since a student is not present in the class during suspension, he/she is not eligible for a "Perfect Attendance" award.

In the event that a student commits a second behavioral offense requiring suspension, the parent will be contacted to schedule a meeting for the parents and the student with the administrators. Prior to beginning the second suspension period, the requirements for ending the suspension will be agreed upon in writing.

After two suspensions, the student will be placed on behavioral probation for the remainder of the school year. Any additional behavioral offenses that occur during that period will result in the student being expelled or asked to withdraw.

Students who have been suspended more than once during the course of one academic year will be allowed to re-enroll only under a Re-enrollment Performance Plan.

### ***In-School Suspension***

In-school suspensions are served at the school from 8:30 a.m. to 3:00 p.m. The student should be in uniform, but will be kept in an isolated, but monitored, location working on written assignments related to the student's offense. The student must be picked up promptly at 3:00 p.m. unless other specific arrangements have been made with the administrator. The student will not be permitted to participate in Extended Care activities, but if arrangements have been made for the student to be on campus after 3:00 p.m., the parent will be charged for Extended Care.

The administrator will release the student from suspension when there is evidence in writing that the student understands his/her offense and has a plan for avoiding a repetition. If the suspension needs to be extended beyond one day, a meeting with the parent will be required. For longer term suspension periods, clear requirements for the student's reinstatement will be provided to the parent(s) in writing.

During in-school suspensions, the student will be given any class assignments that can be done independently. They may be done during the day after the suspension assignments are completed or at home that evening. Students will be expected to take any tests or quizzes given that day. However, the student will receive a zero for any in-class activity or assignment that requires his/her presence in the classroom.

### ***Out-of School Suspensions***

Out-of-school suspensions may be necessary in instances in which it is deemed in the best interest of the student body to have the student completely removed from the school environment for a period. Clear requirements for the student's reinstatement will be provided to the parent(s). Students who receive out-of-school suspension will not be permitted to make up class work, quizzes, or tests that are missed. The student will receive zeroes.

### **Expulsion**

If a student has been unresponsive to correction during the suspension process and/or there is no significant behavioral change over the time period determined by the administration, the student will be expelled or asked to withdraw from BCA.

The administrators reserve the right to expel for any one-time offense deemed of a serious enough nature.

### **Corporal Punishment**

While BCA acknowledges that the use of corporal punishment is a biblical form of discipline (Proverbs 23:13,14) and supports a family's right to choose it, the school believes that it is best for parents to administer it. Therefore, corporal punishment is not administered by the BCA administration or staff.

## **DRESS CODE**

As part of the BCA Statement of Cooperation and Agreement, students are expected to be in their proper school uniform every day. Clothes should always look clean and well kept. Students in grades 1 - 4 are required to keep shirts buttoned and tucked in. If a student is not in uniform, the parent will receive notification of the violation.

### **Hairstyles**

Boys' hair is to be kept short. Fad or unconventional hairstyles are not permitted. This includes, but is not limited to, length, hair dye and unconventional cuts or styling as determined by the administration. All students are expected to keep their hair clean, well-kept, and out of their eyes.

### **Cosmetics**

Elementary school girls are not permitted to wear make-up.

### **Nail Polish**

Girls are allowed to wear light pink, pearl, beige, or clear nail polish. A student who comes to school with another color will be required to remove it.

### **Jewelry/Decorative Items**

The only jewelry elementary school girls may wear is one single small stud earring in each ear. All other jewelry/decorative items should remain home. Boys may not wear earrings or other jewelry.

### **Undershirts**

When an undershirt is necessary, a white, grey, or black undershirt may be worn that is not readily visible through the student's shirt. T-shirts with any emblem, decal, or artwork are not permitted. Undershirts should fit so as not to extend beyond the outer shirt.

### **Dress for Extended Care**

Students who remain at school for afternoon Extended Care are to remain in their school uniform unless participating in a BCA-sponsored activity that requires other attire (e.g., BCA intramural sports,).

### **Identification of Clothing**

Since the students wear the same uniform, it is necessary that all items of clothing be marked with the student's name. BCA cannot be held responsible for the loss of a student's clothing.

### **K3 through K5 Change of Clothes**

Each student must have a complete change of clothes which consists of uniform pants and shirt, socks, and underwear. All items are to be labeled and placed in a gallon-sized Ziploc bag.

## ***Elementary School Uniform Options***

## **Girls' Options (Option components are not interchangeable.)**

### **Option #1**

- White Peter Pan blouse (short or long sleeves)
- \*Plaid jumper (Jumpers must be no shorter than mid-knee.)
- \*Maroon knee socks or maroon ribbed tights
- Black shoes with heel not to exceed one inch

### **Option #2**

- \*White, cardinal, or navy blue golf shirt (short or long sleeves) with BCA logo
- Navy blue or khaki uniform pants (no short pants)
- Plain black belt (no rivets, cutouts, or other decoration)
- Navy blue or beige socks to match pants
- Black shoes with heel not to exceed one inch

## **Boys' Uniform**

- \*White, cardinal, or navy blue golf shirt (short or long sleeves) with BCA logo
- Navy blue or khaki uniform pants (no short pants)
- Plain black belt
- Navy blue or beige socks to match pants
- Black shoes

## ***ALL CAMPUS 1 STUDENTS***

### **P.E. Uniform**

- \*White logo gym shirt
- \*Navy blue logo gym shorts
- \*Navy blue logo sweatpants & \*sweatshirt (Sweatpants to be worn over the shorts during the school day. Wearing a sweatshirt is optional.)
- White crew socks
- Athletic shoes (not fashion sneakers)

### **Field Trip Attire** (Each student must have a field trip uniform.)

- \*Cardinal golf shirt (short or long sleeves) with BCA logo
- Navy blue uniform pants
- Plain black belt
- Navy blue socks
- Athletic shoes (not fashion sneakers)

### **Colder Weather**

The \*maroon cardigan and the \*BCA logo fleece jacket may be worn. Non-uniform sweaters and jackets are not permitted in the classrooms. Girls may wear either uniform maroon tights or black tights with maroon knee socks with jumpers.

**\*These particular uniform items MUST be purchased from the Flynn & O'Hara Uniform Company.**

### **Clothing Items Not Permitted**

- Shorts
- Corduroy pants
- Casual pants (e.g., pockets on the leg, top-stitching on seams or pockets, back pockets with flaps, boot-cut or bell-bottom style)
- Boots
- Long-sleeved shirts under short-sleeved uniform shirts

## **K3 – K5 Exceptions**

K3 –K5 students may wear sneakers with their regular uniform and are not required to wear belts. K3 through K5 students are not required to have a P.E. uniform. They should simply wear sneakers with their regular uniform on their designated P.E. day. K3-K5 students are not held to as high a standard regarding having shirts tucked in, etc.

## **ACADEMIC ISSUES & AWARDS**

## **Curriculum**

BCA uses a variety of curricula including A Beka, ACSI, Bob Jones, Saxon Math, Shurley English, and Christian Schools International.

## **Library**

Students may check out books from the school library for two weeks to read at home. No new books may be taken out until checked-out books are returned. If

a book is not returned or is damaged, the cost of the book will be added to the student's account at the end of the school year.

Donations are always appreciated as long as the books are in excellent/good condition and are appropriate reading material. Books may be donated by bringing them to the Campus 1 front office.

## **Computer Lab**

Grades 1 through 4 have computer class weekly where they learn keyboarding and software applications. Teachers may also use the computer lab to provide Internet resources to support instruction or for students to complete projects requiring computer use. The computer lab may be used after school hours if a student is working directly with a teacher on a school-related assignment.

## **Technology Policy**

Students have access to school computers for the purpose of research and/or producing school-related assignments. To safeguard the computer equipment and ensure the safety of BCA students, the following restrictions regarding computer use apply:

- Students may not use school computers without the supervision of BCA staff or faculty.
- Computers may be used only for school-related assignments.
- No food or drink may be consumed in the library/computer lab..
- No applications or games may be installed on school computers by a student or faculty member without express authorization from the administration.
- Established procedures for storing data will be used at all times.

## **Internet Use**

Because the Internet is an excellent resource to further students' studies, BCA has provided each student with the capability to gain limited Internet access in the media center. When accessing the Internet, the following rules must be followed:

- Students will only use the Internet for approved course work. Other use is strictly prohibited.
- No personal information (e.g., pictures, addresses, telephone numbers, and parents' names) will be posted on the Internet.
- Students who encounter inappropriate materials must immediately report the occurrence to the media supervisor.
- Students may view published web pages and cite information obtained from them appropriately. Caution must be taken to avoid plagiarism.
- Students will not vandalize, damage, or disable the work of another individual or organization.
- Students will not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files.
- Students will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery or language.
- Students will not use school-provided Internet access for illegal purposes or for non-approved commercial purposes.
- Students and parents are required to sign an Acceptable Use Agreement each year in order to be allowed to use school computers.

## **Tape Recording**

Bethel Christian Academy realizes that there are limited circumstances when students may need to either tape record a class lecture or have another student tape record a class for them. However, it is the school policy that any students wishing to tape record a class or any part of the school day must obtain permission in advance from the administrator. Any student who tape records a class or any part of the school day, regardless of the reason, without the express permission of the administrator is subject to suspension or expulsion.

## **Art**

All students attend an art class weekly. Basic principles of art using multiple media are taught.

## **Music**

All students attend a general music class weekly. The class covers basic music theory as well as instrumental and vocal music.

All Campus 1 students participate in two programs a year, Christmas and Easter. *All concerts & programs are mandatory.* Unexcused absences will result in the student receiving a zero for the performance, except in the case of an emergency. All other exceptions must be arranged well *in advance* with the music teacher.

## **Physical Education**

Students in grades K4 - 4<sup>th</sup> have P.E. once a week. In this class, students learn the rules and play various sports. They also learn how to be physically fit. Students participate in the President's Physical Fitness Challenge each year. A student's grade will be affected if he/she is not properly dressed for P.E. (Please refer to the Dress Code section.)

## **Chapel**

Once a week the students participate in a Chapel service in which they have the opportunity to worship and hear a message that is relevant to them. Parents are welcome to attend as well. Once a month, student awards are presented during Chapel.

## **Selection of Literature**

The reading and evaluation of great literature is an essential part of each BCA student's education. Literature is evaluated by the administration to assess its appropriateness considering the maturity and reading ability of the students and the instructional goals of the course. The inherent worth of the literary work in terms of moral tone, gratuitousness of evil, and explicitness of evil is also evaluated. Because the teacher can point out an author's scripturally foolish perspective, works may be chosen to be used in the controlled environment of the classroom, which are not suitable for independent, undirected reading. If a parent has a concern about a literature selection, the parent should contact the teacher.

## **Homework**

The purpose of homework is to support and enhance classroom instruction. It is assigned to achieve specific instructional objectives.

A homework assignment sheet is provided for K5 - 2<sup>nd</sup> graders on which assignments are listed for each day. BCA provides 3<sup>rd</sup> and 4<sup>th</sup> graders with an assignment planner in which to write all homework assignments. Time is given in class to copy assignments from the board. In addition, homework is posted on RenWeb on a weekly basis. This is as a reference for parents in the event that a question arises. It is not meant to be the primary source of homework information although every effort is made to keep it accurate and up-to-date.

No written homework is assigned on Wednesday to allow families time to attend mid-week church services. However, study for tests and quizzes may be required.

Because students need time to pursue non-school-related activities and to enjoy family time, it is BCA policy that homework not be excessive. It should be understood; however, that what is excessive for one student may not be excessive for most of his/her classmates.

The following times for homework are to be expected:

K5: as needed (not exceeding 1 hour/week)

1<sup>st</sup>/ 2nd graders: 1-2 hours/week

3rd/4th graders: 3-4 hours/week

Students who do not complete class assignments in the time allotted during class may be required to complete them at home. This work is not considered assigned homework, but indicates a lack of productivity in class and may result in the student spending more time than expected working at home. Some class work, however, cannot be completed at home and failure to compete it in class will adversely affect a student's grade.

Students are expected to turn in homework on the day that it is due. Late homework is deducted a full letter grade and will only be accepted one day after the due date. Missing assignments are posted at the beginning of each week on RenWeb. Since by that time a student may already have received a zero for an assignment, parents should monitor that homework was completed and placed in the appropriate place in the student binder to be turned in on time.

## Organizational Skills

Research has determined that the primary factor in a student's school success is organization – an organized student is a successful student. BCA supports this objective by requiring that all 1<sup>st</sup> through 4<sup>th</sup> grade students utilize a specific organizational system for all school supplies and schoolwork. The necessary supplies are listed on the school supply list and teachers instruct the students in the proper setup of the student binder and the procedures for staying organized.

The student binder is the core component of the BCA organizational system beginning at 1<sup>st</sup> grade. Each student is required to have a 3-ring binder that has a zipper closure (2-inch rings for 1<sup>st</sup> grade, 3-inch rings for all other grades). The binder is to contain:

- zippered pencil case (stocked with required items)
- 2-pocket folder (for home-school communication)  
**This is not a homework folder.**
- an assignment planner (3<sup>rd</sup> grade and up, provided by BCA)
- blank notebook paper (no spiral notebooks)
- at least 10 plastic dividers with tabs, but NO pockets

It is the student's responsibility to keep the binder stocked with paper and other supplies as listed on the school supply list. The teacher will train the students in the proper set up of the binder and will conduct regular binder checks. The students will regularly "purge" the binder of old school work with the teacher in class. Parents should not attempt to clean out the binder to avoid discarding things that may still be needed. They may, however, assure that everything in the binder is in its proper place.

In order for the binder system to work effectively, a few things are of paramount importance.

- Every worksheet, test, handout, homework assignment, etc. must be placed in the appropriate subject section of the binder using the holes (not slipped into page protectors).
- Students are not to put work papers in "pockets" in the binder nor in folders. **BCA does not use a separate homework folder.**
- Most recent papers are to be placed in the front of each section (right after the divider) to be easily accessible.

## Field Trips

Field trips are a worthwhile way to teach concepts and expose students to experiences they would not otherwise receive at school. Each class will attend three field trips scheduled at various times throughout the year. Notification of the specific time and place of each trip will be provided as date for the trip approaches. Written parental permission is required for a student to go on a field trip. Although BCA has procedures to care for students with medical issues on field trips, parents of students with severe medical conditions will be given the option of attending as a chaperone. BCA policy is that if a student is considered medically unstable or is deemed to be ill on the day of the field trip, he/she will not be allowed to participate. Although all the teachers are trained in basic first aid procedures they are not trained nor equipped to deal with severe medical emergencies.

If a parent does not wish a student to attend a field trip, it is school policy for the student to remain at home for that day working on a pre-assigned project/written assignment, due the following day.

Parents will be given an opportunity to chaperone on most field trips. The teacher will confirm with parents their selection to be chaperones. ***Parents are not allowed to take younger siblings on field trips.***

It should be noted that all school rules apply on all field trips and on all school-sponsored events on the school campus and away from it. Students may not bring cameras on field trips. Parents may bring cameras on field trips, but may not post photos of students other than their own on any Internet site.

## Honor Roll

**B Honor Roll:** Students who have earned all A's and B's and have at least a "Good" in Conduct.

**A Honor Roll:** Students who have earned all A's and one B and have at least a "Good" in Conduct.

**Principal's Honor Roll:** Students who have earned all A's and have at least a "Good" in Conduct.

All core classes count towards Honor Roll.

## Academic Failure

1<sup>st</sup> or 2<sup>nd</sup> grade students who earn a final grade of F in a core subject (math, grammar/writing, reading,) and 3<sup>rd</sup> or 4<sup>th</sup> grade students who earn a final grade of F in any academic subject will be retained in their current grade. They may be promoted if they attend BCA Summer School to repeat the class and pass with a grade of C or better. Summer school repeat classes are held usually three hours per

day for eight weeks and require an additional tuition fee. If there are not enough students to hold a class, the parent must meet the summer school requirement through private tutoring at their own expense. Documentation of 60 hours of private tutoring must be provided and an assessment must be conducted to determine if the student has mastered the required skills and/or knowledge.

1<sup>st</sup> or 2<sup>nd</sup> grade students who earn a final grade of D in a core subject (math, grammar/writing, reading,) and 3<sup>rd</sup> or 4<sup>th</sup> grade students who earn a final grade of D in any academic subject will be required to attend a remedial session of BCA Summer School (3 hours/day usually for 4 weeks) and to earn a grade of C or better in order to re-enroll for the following school year. If there are not enough students to hold a class, the parent must meet the summer school requirement through private tutoring at their own expense. Documentation of 30 hours of private tutoring must be provided and an assessment must be conducted to determine if the student has mastered the required skills and/or knowledge. Students who have earned a final grade of D will have the notation “Promoted with Reservation” on his/her final report card.

Summer School grades will not change a student’s final grade for the school year, but will be added to their academic record.

Students who have earned a D are given the option to receive 30 hours of private tutoring to meet the Summer School requirement. The tutoring must be approved in advance by the BCA administration. A report from the tutor regarding the hours tutored and the student’s progress must be provided, and an assessment conducted prior to processing of the student’s re-enrollment for the next school year.

**K5 Kindergarten**

Because BCA is a mastery-based program, K5 students who earn a final grade of N (Needs Improvement) in both Reading and Math will not be promoted to 1<sup>st</sup> grade. Students who earn a final grade of N in one core area (Reading OR Math) will be required to receive 30 hours of private tutoring with a BCA-approved tutor in order to re-enroll in the next grade level. The student’s report card will include the notation “Promoted with Reservation.”

**Student-of-the-Month Award**

Students who have exemplified a high standard in attitude, behavior, Christian character, and academic diligence are honored as Student-of-the-Month. Students are selected by the teachers.

**Student-of-the-Year Award**

Each year a student is selected from K5-1<sup>st</sup> grade and 2<sup>nd</sup> – 5<sup>th</sup> grade to receive the Student-of-the-Year award. The selection is made based on character development, academic achievement, leadership ability, serving, and spiritual understanding. This award is presented at a special Awards Assembly.

**Grading Scale**

K3, K4, and K5 students receive:

- E – Excellent [High proficiency]
- G – Good [Expected proficiency]
- S – Satisfactory [Developing proficiency]
- N – Needs Improvement [Lacks proficiency]

**Grades 1 - 4**

98 – 100 =	A+	88 – 89 =	B+	78 – 79 =	C+
93 – 97 =	A	83 – 87 =	B	73 – 77 =	C
90 – 92 =	A-	80 – 82 =	B-	70 – 72 =	C-
68 - 69 =	D+	59 - =			F (Failing)
63 - 67 =	D	I =			Incomplete
60 - 62 =	D-	(M) =			Modification*

\*Modifications are made only for students who have been documented special needs.

Most graded assignments and written assessments are scored for actual number correct out of the possible points or for percentage correct. However, some activities and assignments may be scored using a more subjective method as described in the following table or by using a criteria-based scoring rubric. When these symbols or a letter grade are written on an assignment, it holds the numeric value shown on the chart below.

A+ √++ = 100%	Exemplary; exceeds expectations
A √+ = 95%	High proficiency in meeting the assignment objectives

B √ = 85%	Expected proficiency in meeting the assignment objectives
C √- = 75%	Developing proficiency in meeting assignment objectives
√-- = 65%	Lacks proficiency in meeting assignment objectives, but some skill evident
F = teacher assigns %	Did not finish assignment, did not meet basic requirements, no proficiency demonstrated

## Conduct and Work Habits

### Conduct

The quarterly Conduct considers respectfulness, self-control, obedience, and getting along with others. Behavior information is available on RenWeb and is updated on a weekly basis. If a student has required an excessive number of corrections for behavior in a week (whether multiple warnings or incidents with consequences), an email message containing the behavioral information will be sent to the parent. This weekly behavioral information will be used to determine the student's Conduct grade on the quarterly report card based on the rubric below.

<b>Excellent</b>	Requires little or no correction.
<b>Good</b>	Occasionally needs verbal correction; he/she responds appropriately.
<b>Needs Improvement</b>	Requires multiple warnings and often requires additional consequences.
<b>Unsatisfactory</b>	Does not respond to correction with changed behavior and/or lacks a submissive attitude.

### Work Habits

Students are expected to be prepared and attentive in class, to follow directions, and to complete work on time and in a quality manner. A student's personal work and study habits can impact his/her academic performance. Therefore, the teacher will inform parents when a particular work or study habit is having a negative impact on the student's grade and comments may appear on the report card indicating a student's performance in this area.

### Penmanship

For students in 1<sup>st</sup> through 4<sup>th</sup> grade, handwriting is graded using the following rubric. On the report card, an overall grade will be given.

Criteria	<b>E</b> (Excellent)	<b>G</b> (Good)	<b>S</b> (Satisfactory)	<b>N</b> (Needs Improvement)
<b>Letter Formation</b>	Letters are formed correctly.	Letters are formed correctly.	Some letters are formed incorrectly.	Many letters are formed incorrectly.
<b>Letter Slant and Spacing</b>	All letters have uniform slant and appropriate spacing.	All letters have uniform slant and appropriate spacing with few exceptions.	Some inconsistency regarding slant and spacing.	Much variation in slant and inappropriate spacing of letters and/or words.
<b>Neatness</b>	There are no visible marks or smudges.	There are no visible marks or smudges.	There are few visible marks or smudges.	There are many visible marks or smudges.
<b>Size and Relationship to Line</b>	All letters are a consistent size and correctly in/on the lines.	All letters are a consistent size and in/on the lines with few exceptions.	Some inconsistency regarding letter size and placement in/on the line.	Much variation in letter size and placement in/on the line.

## ATTENDANCE

In order to gain the most from school, each student must be in regular attendance. Parents are encouraged to establish a pattern of regular attendance unless health prohibits. Parents are asked not to take the student out of school for an extended period of time.

If a student is kept home for health reasons, a call must be made to the school before 10:00 a.m. At this time, the parent may request homework assignments for the day. These assignments may be picked up at the front office after 1:30 p.m.

Chronic absenteeism on quiz, test, or exam days will be brought to the attention of the administrators.

Students who arrive late, leave early, or are removed from class for a middle-of-the-day appointment that results in being away from

school for 3 hours or more will be credited with one-half day of attendance. They will not be eligible for the Perfect Attendance award. If a student is absent from school for an accumulated number of **thirty-five** days per school year, he/she will not be promoted.

Students serving suspensions of any kind are considered absent for purposes of “Perfect Attendance.” See “Discipline Policies” for information regarding missed work due to suspension.

## **Excused Absences**

Examples of excused absences are:

- Personal illness
- Death in family
- Appointment with doctor or dentist. (Such appointments should be made after school hours if at all possible.)
- Major traffic accidents and road conditions making travel dangerous.
- Family vacation (Prior notice is required.)

*In order for an absence to be considered excused, the reason for the absence must be stated in writing and signed by a parent or guardian.*

For excused absences, work may be made up. Work must be made up in the time equal to the number of days absent (i.e., one day absent - all make-up work, tests, and quizzes must be made up in one day; two days absent - all make-up work, tests, and quizzes must be completed within two days after returning.).

This is to continue up to five days. Five days are the maximum number of days allowed for make-up work.

## **Unexcused Absences**

If a student is absent from school without a written explanation from the parent upon returning to school, the absence is considered unexcused. A student with an unexcused absence will receive a zero for all missed assignments and tests for that day. Assignments that were due that day may be considered late and the grade deducted accordingly.

## **Planned Absences**

The student’s teacher(s) should be notified at least two days prior to any planned absence. If prior notification is not received, the absence will be considered **unexcused** and the student **will receive zeroes for assignments missed on that day. Assignments that were due that day may be considered late and the grade deducted accordingly.**

Teachers who are notified in advance will provide the student with his/her work, which must be handed in the first day the student returns to class.

## **Returning to School after an Absence**

Upon returning from an absence, all students must furnish a written note from their parent or guardian stating the date(s) and reason for the absence, and the signature of the parent or guardian. Students should give absence notes to their home room teacher who will submit them to the nurse’s office.

Should a student be absent for three consecutive days, the school nurse should be notified, and a written note from a doctor is required.

Communicable illnesses (i.e., chicken pox, measles, lice, etc.) require a written note from the doctor the day the student returns. No student will be allowed back into class without a doctor’s authorization

## **Tardiness to School**

There is much to do in any given school day and it is important that every student arrive at school with sufficient time to unpack his/her backpack and prepare for instruction. It is strongly recommended that students arrive at Campus 1 by 8:15 a.m. to have the necessary time to get to their home room class and get settled by 8:30 a.m. when instruction begins. Arrival to the classroom after 8:30 a.m. is disruptive.

A student is officially tardy to school if he/she comes into the building after 8:25 a.m. He/she must be signed in at the school office and receive a *late pass*. In

order for tardiness to be considered excused, a note from the parent or guardian must be provided at the time of arrival. Otherwise, the tardiness is considered unexcused.

## MEDICAL POLICIES

The Health Department requires immunization records for all students. No student will be permitted to attend school without a completed immunization form or waiver on file with the school nurse by the first day of school. New immunization records are only required when the student receives a new vaccine.

A doctor and the parent must complete a Health Inventory Form for each student. These forms may be obtained from the school nurse and will remain on file in the health office. The forms are to be updated when there is a change in the student's physical condition.

A room will be available for students when they are ill or need to take medication. If the nurse is not available, a trained medication technician will be available to assist these students.

All students who wish to participate in after-school sports must undergo an annual **sports physical** and submit a sports authorization form signed by the doctor. This form must be submitted to the school before a student may practice or participate in after-school sports. This policy applies to intramural as well as competitive sports.

### School Emergency Medical Consent Card

Parents are to complete and sign an Emergency Medical Consent Card giving Bethel Christian Academy and its officers permission to obtain medical assistance if an injury seems serious. This includes having the child transported to a medical facility if necessary. The emergency contact person cannot be the parent. The parent will automatically be called first. These cards must be kept updated throughout the year including parents' work phone numbers and cell numbers. Updates may be made by calling the school office or by accessing the web forms on RenWeb.

If the emergency card is not on file by the Wednesday of the first week of school of the new school year, the student will not be allowed to attend classes until the emergency card is received.

*\*If a student is sent home during the school day due to sickness or is home all day sick, he/she will not be permitted to attend any after-school activities.*

### Medication

*BCA follows Maryland statutes regarding medication.* No prescription or over-the-counter medications (including aspirin, Tylenol, ibuprofen, cough drops, throat lozenges, vitamins, and homeopathic remedies) will be given to any student for any reason without a **written doctor's order**. A doctor's order for medication must be completed every year. This form with dosage and time requirements will be kept on file with the school nurse. Whenever possible, students should take medication at home. However, when necessary, a Medication Technician will administer medication at school.

All medications must be in their original containers. When filling a prescription, parents should request a school bottle from the pharmacy. All medications must be supplied by the parents for school use. Any leftover medications will be returned to the parent at the end of the school year.

In compliance with school health standards (COMAR 13A..05.05.05--.15), medications are stored in a locked cabinet. Access to this space is under the authority of the nurse and administrator.

Parents must give the first dose of any new prescription or over-the-counter medication prior to the student coming to school. This does not include PRN or emergency medications (e.g., EpiPen).

A record of when a medication is given will be kept in the health room. Upon administering medication, a note will go home notifying the parent what medication was given, at what time.

If a child must take medication at school under a doctor's order, the parent is to take the medicine to the front office as soon as he/she arrives at school. Medication should not be sent to school in lunch boxes or other containers. Students found with medication will have it taken away and parents will be notified. All medication is given by the nurse or designated personnel. If a student goes to morning Extended Care, all medications should be given to the adult worker. The school nurse will notify the parents when additional medication is needed at school.

### Illness

A student is considered sick if he/she has/is:

- A fever. That is defined as a temperature of 99 or greater. A student should be fever-free without medication for **more than 24** hours before returning to school.

- Vomiting or diarrhea. A student should not have thrown-up or had diarrhea for 24 hours before returning to school.
- Starting on antibiotics. A student is contagious until he/she has been on antibiotics for 24 hours.
- Yellow, green or any color mucous. Whether it is blown out or coughed up, colorful mucous indicates infection. A physician should evaluate the student because he/she may need antibiotics.
- Inflamed, crusty, red, or runny eyes. A student with these symptoms needs to be evaluated by a doctor for possible conjunctivitis. If bacterial conjunctivitis is diagnosed, the student will need antibiotic eye drops. The student must be symptom-free or on medication for 24 hours or have written clearance from a doctor to return to school.
- Stiff Neck. A student must be symptom-free or have a note from a doctor to return.
- Unusually sleepy, lethargic, or grumpy. A student must be symptom-free for 24 hours.
- Skin lesions that are severe, weeping, or pus filled. The student must be symptom-free or on medication for 24 hours or have written clearance from a doctor.
- Nausea. Student must be symptom-free for 24 hours before returning to school.
- Difficulty breathing or wheezing. A student must be symptom free for 24 hours.

The state health department has issued the following information regarding communicable diseases and quarantine times.

- Ringworm. A student suspected of having ringworm needs to be evaluated by a doctor. The student may return 24 hours after beginning of treatment and requires a doctor's statement to verify medication and treatment. Area must be covered with a dressing at school.
- Strep Throat. A student with sore throat and fever should be evaluated by a doctor for possible strep throat. A student may return 24-48 hours after beginning treatment.
- Chickenpox. Student may not return to school for 6 days from onset of rash and all pox should have dry scabs.
- Conjunctivitis. Student must be symptom-free, on antibiotics for 24 hours, or have written clearance from a doctor.
- Impetigo. A student may return 24 hours after beginning treatment or with written clearance from a doctor.
- Fifth's Disease. Parent must notify the school nurse.
- Lice. Student may return to school after receiving treatment with a pediculicide shampoo and all nits have been removed

Students displaying any of the above symptoms should not be sent to school. Parents will be called to pick them up.

### **Injury or Illness at School**

All students who are injured or become ill during the regular day will be brought to the nurse's office. In case of injury, it is the teacher's responsibility to see that the child is taken to the nurse's office and that an accident form is completed. Basic first aid will be provided. Parents will be notified if the injury is more serious than a minor bruise or scrape and proper professional medical attention will be sought. If a child is complaining of a sickness (e.g., headache, stomachache, sore throat) and/or is running a fever, the parent will be called and will be requested to come pick the child up immediately and take him/her home **within one hour**.

The parent is to sign in at the front office and proceed to the nurse's office to pick up the student. Working parents should make arrangements before the school year begins regarding who will be responsible for picking up a sick child. BCA does not have the resources to provide care for a sick child while parents complete their day at work or try to find someone to pick up their child.

When parents send a child to BCA, they are aware that other students will be present, that they will be playing on the field, on the blacktop, and on the playground equipment, and that there are inherent risks involved in the activities associated with multi-student play and playground play in general. As such there is an "Assumption of Risk" on the part of the parent that is not transferred to the school or the school personnel. Therefore, barring "contributory negligence" on the part of the school or the school personnel, the parent bears the sole responsibility for any medical expenses incurred as a result of injury while the student is on school property.

### **Food Policy and Management of Food Allergies**

Food allergies in children are on the rise. BCA will assist in providing students who have food allergies a safe school environment which allows them to participate in all aspects of school life with their peers. The school recognizes that nut and peanut allergens are the most likely to cause a life-threatening allergic reaction. BCA provides a table in the lunchroom where students who have food allergies may choose to sit and eat. Students are encouraged to wash their hands before and after eating. Students are prohibited from sharing food. All tables are cleaned between lunch shifts.

In classrooms where there is a child with a food allergy, parents will be informed of the allergy and asked not to send in snacks or treats containing these ingredients. When planning a party in the classroom, special arrangements can be made for students with allergies. If a parent is bringing in food for a birthday, notice should be given to the teacher so that student allergies can be taken into account.

Arrangements can be made with the teacher or school nurse for the refrigeration of foods for a child with allergies. When necessary, the teacher or nurse can microwave food for the child.

While it is important to prevent exposure to food allergens whenever possible, BCA cannot guarantee total elimination of these foods at school. The school does not completely ban any particular food. In addition, the school is not responsible for checking every ingredient in a meal when a child purchases hot lunch. It is the parent's responsibility to have checked the ingredients of the prepared food.

Parents are asked to fill out a health history for their child prior to school. All health records are reviewed and appropriate staff is informed that there is a child in the class who has a food allergy. Staff members who care for students are trained in the administration of the EpiPens in an emergency. The school cannot be held negligent in not providing for a child whose parent has not indicated the existence of an allergy.

\*For detailed information regarding BCA health policies, please refer to the BCA Health and Safety Manual.

## **SECURITY**

### **Building Security**

To ensure the security of BCA students and staff, all exterior doors are kept locked. No one is to be let into the building except through the front entrance. Parents and visitors are to sign in at the school office and get a visitor badge before proceeding into the building. If someone is noticed in the building without a visitor's badge, he/she will be directed to the front office to sign in. Parents are required to make an appointment to visit the classroom or to meet with a teacher.

### **Release of Students**

Students are released only into the care of their parents unless written authorization has been given to release the student to another individual on that day. Such written authorization is kept on file in the school office. When someone other than the parent arrives to pick up a student, he/she must be listed as an authorized individual and must show photo identification. In the case of parents who are separated or divorced, legal documentation must be on file indicating which parent has legal custody of the children or that the custody is joint. BCA cannot deny a parent access to his/her child or refuse to release the child to a parent without legal documentation.

### **Security of Personal Property**

In order to ensure that a student's personal property is not lost, stolen, or broken, BCA prohibits bringing any non-school-related items to school. If a student violates this prohibition, BCA cannot be held responsible for loss or damage. Should an item be brought to school against school policy, the item will be confiscated and must be claimed by a parent. This includes, but is not limited to, toys, hand-held electronic games, CD players, iPods, cell phones, cameras, and sports equipment. Reading material brought to school may be confiscated by the student's teacher or an administrator if it is deemed inappropriate for school. Prohibited items that are confiscated from students may be examined for content.

School-related items are to be kept with the student in the classroom or placed in the student's locker. Lockers are to be accessed only before and after school and during times designated by the teacher. In the event that an item becomes missing, the student should notify the teacher immediately so that a search can be conducted. Locker inspections are conducted on a regular basis, and the BCA administration reserves the right to search student lockers, backpacks, and personal possessions at will. Any student found to have taken another student's belongings will be subject to suspension.

Cameras may not be brought by students on field trips as there is a concern regarding the personal privacy of other students who may be photographed. Chaperones may bring cameras, but may not post photos of students other than their own on any Internet site.

## **COMMUNICATION**

Home-school communication is extremely important in establishing a partnership between parents and the school. BCA is committed to utilizing a number of means to provide parents with the information they need to enable their student(s) to excel.

## **RenWeb (online)**

Bethel Christian Academy provides up-to-date information regarding students through RenWeb online. Parents and students may access the student's account. The RenWeb web site provides academic and behavioral information from the student's teachers as well as displaying homework assignments and information about school events and activities. Teachers can be contacted using their BCA email address directly through RenWeb.

## **BCA Web Site**

The BCA web site is maintained for the purpose of providing information about the school and school events on the Internet. Yearly and monthly calendars are available on the web site as well as events bulletins, and information regarding enrollment. The web site address is [www.bethelchristianacademy.com](http://www.bethelchristianacademy.com).

## **BCA Weekly News**

The BCA Weekly News is a school newsletter written to keep parents informed of what is happening at school. School news and important information is also posted on the RenWeb home page weekly. There are times when information for Campus 2 differs from that of Campus 1. It is important to read all news communications carefully.

## **Missing Homework**

If a student has had a missing homework assignment during the week, it will be noted on RenWeb. Since teachers update the RenWeb data on a weekly (not daily) basis, it is possible that by the time it appears on RenWeb, the student has already earned a zero. Therefore, it is important for parents to check homework each night and ensure that completed assignments are in the student's binder to be turned in on time.

## **Academic Progress**

Information regarding each student's academic progress and progress is available through the use of RenWeb. Grades on specific assignments and tests as well as the student's quarterly average are provided. In addition, emails are sent to the parents in the event that a student's quarterly average falls below a C. Teachers will also contact parents directly when a pattern of missing work or unpreparedness is noted that is impacting the student's performance.

## **Behavior Report**

Behavior information will be available on a weekly basis on RenWeb. In the event that a student receives an excessive number of behavioral corrections during the week, an email notification will be sent to the parent.

## **Mid-Term Reports**

Since parents are receiving weekly detailed progress reports, BCA does not publish a separate Mid-Term Report.

## **Report Cards**

Report cards give the students' letter grades for each class. Comments may be included as appropriate. Report cards are officially posted on Edline at the end of each quarter. Final report cards are mailed. Report cards will not be accessible unless the student's financial account is up-to-date during the school year and paid in full at the end of the year.

## **Parent-Teacher Association (PTA)**

In order to create a sense of community and to enhance the home-school relationships, parents are encouraged to join the PTA. During PTA meetings, updates regarding the school are communicated, a topic may be presented, and refreshments are served. It is a time for parents and teachers to get to know one another and to work together for the benefit of the school and the students. Parent involvement in planning events and suggesting topics for discussion is appreciated.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are held twice during the school year. All conferences are scheduled through the child's teacher. Parents are urged to attend these conferences in order to keep informed of their student's progress. Elementary school students do not attend the parent-teacher conference.

## **Scheduling Conferences**

Parents may call the school office or send an email when an appointment is desired with the teacher or administrator. Teachers may not be seen for impromptu conferences or discussions. All meetings must be scheduled in advance.

## **Visiting the Classroom**

Parents sometimes want to observe their student in the classroom environment. Observations in the classroom should be arranged in advance with teacher and are limited to one class period in order to avoid disruption to the classroom routine. Upon arrival, the parent is to sign in at the front office and obtain a visitor badge. The receptionist will notify the teacher of the parent's arrival.

## Handling Concerns or Complaints

The following procedure is used by BCA faculty and staff and is taught to the students. Parents are urged to use this procedure as well since it is the plan given in God's Word.

### If you have a concern/complaint:

- **Pray.** Seek God.
- Express your concern **promptly in a spirit of respect** to the proper person.
- Speak to the right person. Concerns about a particular problem or situation should be expressed **to the individual involved.** Do not broadcast it. Express your complaint **only** to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved. Your concern should be expressed to the administrator only if you cannot work it out with that individual. (Matthew 5:23,24)
- Express it clearly and respectfully. Make sure the person to whom you are expressing your complaint understands the details of the situation and **exactly what you are complaining about and why.** Please focus on the issue and refrain from general accusations or personal attacks. Clearly state what you would like the person to do.
- **Pray about it.** Ask God to help you to make your complaint in such a way that it will result in a stronger partnership with the individual and the betterment of the school. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it.

### If you overhear or are told a concern/complaint:

- Encourage the person who is communicating to express his/her concern/complaint only to the person who is a part of the problem or a part of the solution.
- Pray and ask God to take care of the situation. **Do not continue to listen to the details of the problem after you discern that you are not part of the problem or the solution.**

### If a complaint is made to or about you:

- Understand what the complaint is and why it is being made.
- Give it prompt attention and agree on an effective solution.
- Make it a growth experience and learn from any mistakes.

Be sure to allow ample time for a problem to be resolved before contacting the administrator. Most of the problems that arise can be resolved by keeping the channels of communication open with the teacher. However, if a problem is not resolved, please don't hesitate to contact the administrator for assistance in reaching a resolution.

## Weather Announcements

During the winter when it snows, BCA follows the same procedure as Howard County. BCA information is also posted on [www.bethelchristianacademy.com](http://www.bethelchristianacademy.com). On a one-hour delay, Extended Care opens one hour late – 8:00 a.m. On a two-hour delay, Extended Care opens two hours late - 9:00 a.m. **If school is cancelled for the entire day, there is no Extended Care.**

The ½-day K3 & K4 programs are cancelled if school is on a two-hour delay.

On occasion, extreme weather conditions make it necessary to close school earlier than usual. In such cases, announcements will be made on television and radio for Howard County; or if necessary, we will contact parents by email or by phone. All students must be picked up as soon as possible. If at any time school has to close early because of weather conditions, the bus riders will be provided bus transportation home. However, afternoon Extended Care will be cancelled.

## VOLUNTEERS

Parent volunteers are extremely important to the mission of BCA. There are many ways in which to volunteer:

- Coordinate parent volunteers
- Serve hot lunch and clean up the cafeteria
- Help with fund-raisers
- Facilitate or assist with after-school programs
- Copy and laminate
- Sew for Christmas and Spring Programs
- Coordinate the Uniform Swap
- Assist in the library
- Assist with the Book Fair
- Help with evening and/or special programs
- Help with parking lot traffic flow
- Help with vision and hearing screening

- Work at the annual Carnival/Field Day

## **Teacher Support**

Teachers appreciate the support provided by parents who are able to come into the school and do various tasks in and outside the classroom. An opportunity will be provided at the beginning of the school year to sign up for this area of service.

## **Coaches**

Coaches are needed for soccer, basketball, baseball, running club, and cheerleading squad. It is not necessary to have a child on the team in order to volunteer to coach. For more information about coaching requirements, see the P.E. teacher.

## **FUND-RAISING & CONTRIBUTIONS**

### **Annual Fund-Raising**

BCA does fund-raising during the school year. These funds are used for technology and other needs in the classroom (e.g., computer hardware and software, encyclopedias, and library books). We understand that you may not wish to sell items or do not have the time. Of course, any financial contribution to our fund-raising efforts would be welcome.

### **Read-A-Thon**

During the summer months, we promote reading for our students through a Read-A-Thon program. Students solicit pledges for each book that they read. Students reading the specified number for their grade level will be honored at a school-wide awards assembly.

Read-A-Thon packets are given out in May so that all questions can be answered before school lets out for the summer. When the students return in September, they turn in their pledges along with their signed reading list.

### **Box Tops for Education**

Bethel Christian Academy collects Box Tops for Education which go toward the purchase of needed equipment for the school (e.g., gym equipment, and projectors). We ask students to bring in Box Tops throughout the school year.

### **Giant and Safeway Receipts**

Parents are asked to select Bethel Christian Academy as their designated school on their Giant and/or Safeway club cards. From the total dollar amount that is credited to BCA, we are able to purchase things such as educational videos, printers, and athletic equipment.

### **Tax Deductible Gifts**

From time to time donated items are given to the school from private sources (e.g., computers, TV's, VCR's). We greatly appreciate these gifts and provide a letter that may be used for tax deduction purposes.

## **ANNUAL EVENTS**

### **Veterans Day**

In November, the Chapel service is dedicated to those who have served or are currently serving in the armed forces. Parents are welcome to join us for this special service.

### **Grandparents Day**

BCA designates a day each year to honor grandparents. Grandparents are welcome to visit with their grandchild/ren in the classroom, tour the facility, and have lunch. Please invite your child/ren's grandparents to attend.

### **Christmas Program**

In December, our students give an exciting musical and/or dramatic presentation centering on the birth of Christ.

### **Easter Program**

In the spring, our students give an exciting musical and/or dramatic presentation. The theme varies from year to year.

### **Academic Fair**

BCA conducts various types of events at which student work and projects are displayed. Academic areas for which projects may be displayed include writing, science, history, Bible, and art.

### **Carnival**

In May, BCA conducts a spring carnival at Campus I. There are activities and events for students of all ages.

## K5 Graduation

K5 students completing the kindergarten requirements will participate in a graduation ceremony at the end of the year. The date for this event is on the school calendar. *\*Please refer to the Financial section below for graduation requirements.*

## FINANCIAL INFORMATION

### Payment Schedule

Bethel Christian Academy offers three payment schedules:

1. Full tuition for the year paid on or before July 25. Any parent choosing this plan receives a 5% discount upon payment.
2. Two payments during the year, the first due on or before July 25, and the second due on or before December 1.
3. Multiple monthly payments of equal amount beginning July 25. All tuition must be paid by April 30 by direct debit or credit card.

All parents are required to complete a Direct Debit form. This form allows Bethel Christian Academy to directly withdraw fees owed on a predetermined date every month. There will be a \$35.00 charge from the school for any account where direct debit fails due to insufficient funds.

**Tuition accounts that become sixty days delinquent will result in a student's removal from class attendance.** Report cards will be held until a student's account is made current. Final report cards will not be released until the account is paid in full.

Bethel Christian Academy assesses a 1.5% finance charge per month on any unpaid balance. If a student's account becomes more than 60 days in arrears, Bethel Christian Academy reserves the right to assess a collection fee of 33% of the outstanding balance..

**Tuition Refund Policy:** Tuition is a yearly amount. Refunds are based on remaining full quarters of the school year. If the student is enrolled in school for any portion of a quarter, prepaid tuition for that quarter will not be refunded and tuition due will be billed.

### Other Fees

#### Graduation Fee

A graduation fee will be applied to the accounts of K5 students in April. If an account is past due, including the graduation fee at the time of graduation exercises, the student will not be allowed to participate.

#### Damaged/Lost Book Fee

If a student damages or loses a non-consumable textbook, a fee will be assessed to cover replacement of book. Parents are also billed for the replacement of lost consumable books.

#### Transcript/Records Fee

A fee of \$7.50 will be charged for each transcript or set of records requested to be sent to another school.

#### Extended Care Fee

All students grades K3 through 8th will be charged the hourly rate of \$5.00 whether using Extended Care on a daily or occasional basis. Families with more than one student will receive a discount of 50% for each additional student utilizing Extended Care. In addition, Extended Care enrichment activities (Tae Kwon Do, Latin, drawing class, intramural sports, etc.) may have a separate materials and participation fee. **If your child is involved in one of these activities you will be charged for Extended Care as well.**

It is school policy that students be supervised at all times. Therefore, children not picked up by 3:00 p.m. will be sent to Extended Care and parents will be charged.

***If children are not picked up by 6:00 p.m., parents will be charged \$1.00 for every minute thereafter. For the second child, parents are charged \$ .50 for every minute after 6:00 p.m.***

### Withdrawal

If it is necessary to withdraw a student before the end of the school year, a Withdrawal form must be completed and submitted to the Financial Office. The school will need a new address and the name of the new school to which the student will transfer.

## TRANSPORTATION

It is necessary that the circular drive in front of the school be used for unloading and loading students. In the morning, the parent is to pull up to the front curb and discharge the student(s). A parent should not get out of their car in the morning to assist with discharging. The driver should also remain in the car while teachers assist the students getting in the car in the afternoon. We encourage parents to carpool.

## Arrival

Students who arrive before 8:05 a.m. must be signed into the Extended Care program by their parent. Supervision of students by school staff begins at 7:00 a.m. when a student is signed into Extended Care. BCA assumes no responsibility for students prior to 7:00 a.m. or for students who have not been signed in to have their presence acknowledged.

For students who are arriving for the regular school day, the parent is to pull up to the front curb and discharge the student(s) after 8:05 a.m. The driver should remain in the car while the student gets out of the car.

## Buses

Busing is available. If you live in Howard County and are on the bus route, you are encouraged to use the free public busing available to you. Carpool lists and bus routes are available in the front office. Also, bus schedules are printed in the Laurel Leader newspaper approximately two weeks before school begins.

## Bus Conduct

Students are expected to maintain the same excellent behavior standards on the bus that they do during the school day. Any student not complying will receive the following:

- 1<sup>st</sup> Offense: Verbal warning
- 2<sup>nd</sup> Offense: 1 week of bus suspension
- 3<sup>rd</sup> Offense: No bus riding privileges

## Departure

Half-day K3 & K4 students are dismissed at 11:45 a.m.

Full-day students are dismissed on the following schedule:

2:40 p.m.	K3, K4, and K5
2:45 p.m.	1 <sup>st</sup> and 2 <sup>nd</sup> grade
2:55 p.m.	3 <sup>rd</sup> and 4 <sup>th</sup> grade

Parents are to drive up to the curb for the student rather than parking. All cars should display a BCA car sign with the student's name to identify the car as an authorized vehicle for picking up the student. Written authorization is required for anyone other than the student's parent(s) to pick up the student.

Parents who have students at both campuses should pick up their students as follows:

- Students in K3 – 2<sup>nd</sup> grade – Campus 1 first, then Campus 2
- Students in 3<sup>rd</sup> or 4<sup>th</sup> grade – Campus 2 first, then Campus 1

Parents are not to wait at Campus 1 for their Campus 2 student to be brought to them.

**Make only right-hand turns as you enter and exit the school parking lot. Please obey parking, entering, and exiting signs.**

Please **do not** park along the loading and unloading curb. If you must speak to a teacher, we ask that you set up a time for a conference after the school day has ended. Please also observe the parking times directly in front of the school - parking allowed only between 9:00 a.m. and 2:00 p.m.

All students are to remain on the school grounds upon arriving in the morning and are not to leave until dismissed at the end of the school day. Any student that is not picked up by 3:00 p.m. will be placed in Extended Care.

## MISCELLANEOUS

### Hot Lunch

Bethel Christian Academy offers a hot lunch program. A lunch menu is published monthly. Two options are available for purchasing hot lunch:

- Purchase of a meal plan to cover the entire year's lunches
- Purchase of a punch card that covers ten lunch purchases

Students who bring their lunch are not allowed to bring soda, and candy is discouraged. Students do not have access to a microwave oven.

## **Parties**

There are classroom parties during the school year. If parents wish, they may recognize their child's birthday by coordinating with the teacher regarding bringing in refreshments. Invitations to private parties may not be distributed at school.

## **Lost and Found**

The *Lost and Found* is located opposite the multi-purpose room. Once a month these items are given to a local charity. Students are responsible for having their name on their belongings. BCA accepts no responsibility for discarding or donating items that have been left unclaimed in the Lost and Found.

## **Use of Telephone**

Students are not allowed to use the school phone. In an emergency, the office staff will place a call to the parent. Personal messages from parents cannot be taken to children during school hours except for an emergency.

## **School Colors & Mascot**

BCA's school colors are navy blue and maroon. The school's mascot is the Eagle, taken from Isaiah 40:31 "*Those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.*" Our sports teams are the BCA Eagles.

## **Safety Patrol**

Safety Patrol students help in the unloading of fellow students from their cars during the morning hours. They also assist in other areas regarding the safety of students around the school.

Students in 4<sup>th</sup> grade are eligible to be selected for the Safety Patrol. The academic requirement is a grade of C or above in each subject and at least a G in Conduct. Should a student's grades drop below a C or G in Behavior, he/she will be removed from the Safety Patrol. Students must also set an example of Christ-like attitudes (e.g., behavior, respect, and obedience towards authority and fellow students) to continue to serve on the Safety Patrol. Safety Patrol participants are rewarded at the end of the school year to show appreciation for their service.

## **Extended Care**

Extended Care hours are considered part of the BCA school day. As such, all BCA policies apply during Extended Care.

The Extended Care program is available to Bethel Christian Academy students only. Morning hours at Campus 2 are from 7:00 - 8:00 a.m. The afternoon hours are from 3:00 - 6:00 p.m. All after-school Extended Care is at Campus 1. ***Parents must sign students into Extended Care in the morning and out in the afternoon.*** BCA does not assume responsibility for any students on the property after Extended Care closes (6:00 p.m. or when the last registered student is picked up.)

Extended Care is available on a half-hour basis (Please refer to the Financial section on page 40.). All students participating in after-school activities (excluding intramural athletics) will be billed an activity fee and for Extended Care. Parents will be billed monthly for all accrued charges. Extended Care charges will appear on their monthly statement. Extended Care privileges will cease should payments become sixty days delinquent.

During the winter when it snows, BCA follows the same procedure as Howard County. On a one-hour delay, Extended Care opens at the regular time. On a two-hour delay, Extended Care opens one hour late - 8:00 a.m. **If school is cancelled for the entire day, there is no Extended Care.**

***If students are not picked up by 6:00 p.m., parents will be charged \$1.00 for every minute thereafter. For the second child, parents are charged \$ .50 for every minute after 6:00 p.m.***