

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

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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, and 3) submit a completed readiness checklist that is satisfactory. 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

VISION

The Bethel Christian Academy vision is committed teachers, parents, and students working together in unity to help students to grow in their knowledge of Jesus Christ and to develop their ability to impact the world for Him.

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
- One week without a tally

Teachers may also reward individual students or the entire class through the use of other recognition or reward systems. Our objective is to focus on the positive.

The following “How I Act” tally system is used in the classroom to enable the teacher to maintain a respectful, non-disruptive environment for learning by addressing inappropriate behavior.

- H** ullabaloo (intentionally causing a disruption)
- O** ut of order (doing other than the task at hand)
- W** ork not in (failure to do homework or seatwork)

- I** ntentional disobedience (serious, willful rebellion/defiance)

- A** ttitude lacking (displaying in word or action and unwillingness to submit)
- C** ourtesy lacking (intentional rudeness, teasing, disrespect to others)
- T** alking (talking during a time when talking is not permitted)

If a student persists in violating one of the categories above, he/she is given a tally in that category which is recorded by the teacher on a form at the teacher’s desk. A tally may also result in a consequence such as a 5-minute time-out during recess. “Work not in” tallies may be handled by requiring the student to complete the missing work during a break or lunch time, rather than giving a 5-minute time-out. For each tally given, the teacher will discuss the violation with the student privately to assure that he/she understands his/her offense and has the opportunity to repent and ask forgiveness. Parents will be notified of tallies that a student receives via the student’s account on Edline.

Intentional Disobedience tallies are given for serious expressions of willful rebellion or defiance. Intentional disobedience is considered a serious behavioral offense (See **Behavioral Offenses** below.) and is addressed as such. When it occurs, this 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 required.

Three tallies in one day for the same offense, is considered equivalent to “Intentional Disobedience” and the same procedure will be followed.

More than three behavioral tallies in one week are considered to be too many. If a student receives more than three tallies, the parent will be contacted by the teacher.

If a student receives excessive tallies for a second week, the parent will be contacted to schedule a conference with the teacher. A third week of excessive tallies will require a meeting of the parents with the administrator and may result in the student being placed on a behavioral Performance Plan.

Students who continue to demonstrate an inability or unwillingness to comply with BCA behavioral standards, either by continuing to earn too many tallies or by repeated behavioral offenses, will be asked to withdraw or will 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. The detention period is approximately one hour.

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.

The suspension period will begin the day following discovery of the offense and will continue for a minimum of one school day. The student is to arrive at the school at 8:30 a.m. in uniform. The student must be picked up promptly at 3:00 p.m. No Extended Care will be provided.

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 the course of one academic year 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 will be kept in an isolated, but monitored location working on written assignments related to the student's offense.

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) in writing. 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

Students are expected to be in their proper school uniform every day. Clothes should always look clean and well kept (ironed, with replaced buttons and fixed hems as necessary). Boys are required to keep shirts buttoned and tucked in. If a student is not dressed appropriately in uniform, the parent will receive a Uniform Violation notice. After three Uniform Violation notices, the parent will be asked to meet with the administrator.

Hairstyles

Boys' hair length should not extend below the collar. Fad/unconventional hairstyles are not permitted. This includes, but is not limited to, 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 plain white shirt must be worn. 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 sports, Tae Kwon Do, dance instruction).

Identification of Clothing

Since the students wear uniforms, 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. Please label all items and place in a gallon-sized Ziploc bag.

Elementary School Uniform Options

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

Girls' Options (Option components are not interchangeable.)

Option #1

- 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 or former gray logo gym shirt (Gray torch logo gym shirt will be phased out by the 2009-2010 school year.)
- *Navy blue logo gym shorts (Blue torch logo gym shorts will be phased out by the 2009-2010 school year.)
- *Navy blue logo sweatpants & *sweatshirt (Sweatpants to be worn over the shorts during the school day. Wearing a sweatshirt is optional.)
- White crew socks
- Sneakers with non-marking soles

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
- Black shoes

Colder Weather

The *maroon cardigan and the *BCA logo fleece jacket may be worn. BCA Christmas program sweatshirts may be worn with the pants options for colder months. Non-uniform sweaters and jackets are not permitted in the classrooms.

Clothing Items Not Permitted

- Shorts
- Corduroy pants
- Boots

- Long-sleeved shirts under short-sleeved uniform shirts

K3 – K5 Exceptions

K3 and K4 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.

ACADEMIC ISSUES & AWARDS

Curriculum

BCA uses a variety of curricula including A Beka, ACSI, Bob Jones, Life Way, 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 a student's quarterly grade being dropped one full letter grade. All exceptions must be cleared *in advance* with the music director.

Physical Education

Students in grades K4 - 4th 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. It may be possible for a different book to be assigned to that student.

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 - 2nd graders on which assignments are listed for each day. Parents are required to sign the homework sheet each night. BCA provides 3rd and 4th 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 the student's combined calendar on Edline 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 - 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.

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 the student's academic progress report on Edline. 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 1st through 4th 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. Each student is required to have a 3-ring binder that has a zipper closure (2-inch rings for 1st 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 (3rd 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. **We are not using 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.***

Honor Roll

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

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

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

All core classes count towards Honor Roll.

Academic Failure

Students who receive a final grade of F in any academic subject (math, English, reading, science, history, or Bible) will be retained in their current grade unless they attend BCA Summer School to repeat the class and pass with a grade of C or better. Summer school repeat classes are held three hours per day for eight weeks.

Students who earn a final grade of D in any academic subject (math, English, reading, science, history, or Bible) will be required to attend one 4-week session of BCA Summer School and to earn a grade of C or better in order to re-enroll for the following school year. Students who have earned D's will have the notation "promoted with reservation" on their 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 and a report from the tutor regarding the student's progress must be provided prior to processing of the student's re-enrollment for the next school year.

Student-of-the-Month Award

Students who have exemplified a high standard in attitude, cooperation, attendance, and general behavior are honored as Student-of-the-Month. Students are chosen by their home room teacher.

Student-of-the-Year Award

Each year a student is selected from K5 - 1st grade and 2nd - 5th 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. Teachers submit nomination essays to the administrators, who along with other designated persons, select which student will receive the award. 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	

Behavior (Obedience and Getting Along With Others)

Excellent	Student requires little or no correction.
Good	Student occasionally needs verbal correction; he/she responds appropriately.
Satisfactory	Student does not always respond to verbal correction; may require additional consequences.
Needs Improvement	Student often does not respond to correction with changed behavior and/or lacks a submissive attitude.

Work Habits (Attentiveness, Following Directions, Use of Time, and Work Quality)

Excellent	Student is consistently attentive in class, follows directions, completes work on time, and produces high quality work.
Good	Student is usually attentive in class, follows directions, completes work on time, and produces above average work.
Satisfactory	Student is occasionally inattentive requiring redirection and may need directions repeated. Assignments are occasionally late or incomplete and/or the student produces average work.
Needs Improvement	Student is often inattentive and/or does not follow directions. Assignments are often late or incomplete and/or student produces below average work.

Penmanship

For students in 1st through 4th grade, handwriting is graded using the following rubric. Penmanship in all schoolwork is also

considered toward the report card grade. On the report card, an overall grade will be given.

Criteria	E (Excellent)	G (Good)	S (Satisfactory)	N (Needs Improvement)
Letter Formation	Letters are formed correctly.	Letters are formed correctly.	Some letters are formed incorrectly.	Many letters are formed incorrectly.
Letter Slant and Spacing	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.
Neatness	There are no visible marks or smudges on the paper.	There are no visible marks or smudges on the paper.	There are few visible marks or smudges on the paper.	There are many visible marks or smudges on the paper.
Size and Relationship to Line	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 regular in 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 arriving after 10:00 a.m. or leaving before 1:00 p.m. will be credited with one-half day of attendance. Attendance of less than three class hours will be considered one full day's absence. If a student is absent from school for an accumulated number of **thirty-five** days per school year, he/she will not be promoted.

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) are to 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 8:30 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, the reason for the tardiness must be stated in writing and signed by a parent or guardian at the time of arrival.

If a student is tardy to school without a written explanation from the parent, 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. Please call the school office to update your child's card should any changes take place during the school year. Parents are asked to respond to the school's call immediately.

If the 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).

The school nurse will maintain a record of every time a medication is given and that form will be kept in the health room.

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.

The following may only be given with a doctor's order: Tylenol, aspirin, throat lozenges, cough drops, vitamins, etc. This form with dosage and time requirements will be kept on file with the school nurse. Upon administering medication, a note will go home stating when, how much, and what medicine was given.

Illness

A student is considered sick if he/she has:

- 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 Disease. Parent must notify the school nurse.

- Lice. Student may return to school after receiving treatment with a pedicilizide 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 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 may go directly to the nurse's office to pick up the student within one hour. After one hour, the parent must speak to the administrator prior to picking up the student. If you are a working parent, arrangements must be made 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 both on the field 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 with 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.

Parents are asked to fill out a health history for their child prior to school. The RN reviews all the health records. Appropriate staff is informed that they have a child in their class who has a food allergy. Staff caring 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, only the front entrance is open during the school day. All other 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. 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 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. 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.

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.

Edline Student Accounts (online)

Bethel Christian Academy provides up-to-date information regarding students through Edline student accounts online. Parents are provided with an activation code to access their student's account. The Edline web site provides academic and behavioral information from the student's teachers as well as a calendar showing each student's homework assignments and other scheduled events and activities. BCA teachers can be contacted using the BCA email address that is posted on their Edline web page.

BCA Web Site

The BCA web site is maintained for the purpose of providing information about the school and school events on the Internet. A monthly calendar, events bulletins, and information regarding enrollment are some of the things available on this site. The web site address is www.bethelchristianacademy.com.

Weekly News

The Campus 1 Weekly News is an email communication sent to keep parents informed of what is happening at school. A yearly calendar is available for long-term planning, and a monthly calendar is provided at the beginning of each month. Both calendars may also be accessed on the BCA web site and Edline.

Missing Homework

If a student has had a missing homework assignment during the week, the parent will be notified via the student's account on Edline at the beginning of each week. Since it is possible that by that time the student has already earned a zero, it is important for parents to check homework each night and ensure that completed assignments are in the binder to be turned in on time.

Academic Progress

Through the use of Edline student accounts, BCA will provide weekly updates regarding student academic progress. Grades on specific assignments and tests as well as the student's quarterly (term) and yearly average are included on these reports.

Behavior Report

Parents will be notified via the student's account on Edline if a student has received any tallies during the week for classroom misbehavior. This information is contained in the "Comments" section at the bottom of the Edline report.

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 Fellowship (PTF)

In order to create a sense of community and to enhance the home-school relationship, BCA conducts PTF meetings throughout the school year. During these meetings, updates regarding the school are communicated, relevant topics are discussed, and refreshments are served. It is a time for parents and teachers to get to know one another. Parent involvement in planning meetings, suggesting topics, and informing other parents of the meetings 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 needed 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. Observation in the classroom should be arranged in advance with teacher and 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 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

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.**

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 if necessary. 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 for the day.

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
- Assist with the yearbook
- 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 athletic director.

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.

The Matthew Richards Scholarship Fund

In 1998, Gary and Allison Richards graciously created a scholarship fund in the name of their late son, Matthew. This scholarship fund is used to cover tuition costs for students with financial need. If you are a parent or grandparent looking to touch the lives of Bethel families in the future, donating into this fund will accomplish that goal. (See the financial office for information.)

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

Once a year BCA conducts an academic fair in which all students display projects and assignments worked on throughout the year. Academic areas for which projects are displayed include writing, science, history, and art.

Carnival/Field Day

In May, BCA conducts a spring carnival or field day 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. One payment for the entire year on or before August 1st (5% discount will be given to those paying tuition for the entire year).
2. Two equal payments - made on or before July 1st and December 1st.
3. Ten equal payments - due the 1st of each month - begin on or before July 1st.

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 in the amount of \$466.00. If the account is not paid when placed with preliminary collection services, fees will be assessed equal to 50% of the outstanding balance plus legal costs.

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.

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 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.

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:

- 1st Offense: Verbal warning
- 2nd Offense: 1 week of bus suspension
- 3rd 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 st and 2 nd grade
2:55 p.m.	3 rd and 4 th 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 – 2nd grade – Campus 1 first, then Campus 2
- Students in 3rd or 4th 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. Three options are available for purchasing hot lunch:

- You may purchase a meal plan to cover the entire year's lunches.
- You may purchase a meal ticket that covers ten lunch purchases.
- You may purchase individual lunches on the day of your meal.

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 4th 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 an S in behavior. Should a student's grades drop below a C or S in behavior, he/she will be removed from the Safety Patrol Team. 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

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 41.). 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.