

Dear BCA Campus 2 Students,

Welcome to Bethel Christian Academy (BCA) Campus 2. 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 your time at Bethel Christian Academy worthwhile and fulfilling, both academically and spiritually. The faculty and administration are willing to assist you in any way possible.

We believe that you have been called to BCA “for such a time as this.” It is our desire to provide a learning environment in which you can grow spiritually, socially, and academically so that you can fulfill the purpose of God for your life. This handbook lists school policies as well as general information that will help you to understand our vision and to know how you can fit in and become a valuable part of this exciting learning community.

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. Middle school students are required to sign a Code of Conduct. Parents must agree to support the BCA Core Values and the enforcement of the student Code of Conduct.

All new students are admitted under a Performance Plan by which their academic progress and their behavior are evaluated during the 1st quarter of attendance. Bethel Christian Academy is not equipped to facilitate the needs of special needs students.

Enrollment of students 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

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 impart to each student a sense of purpose and vision that will challenge him/her to give his/her utmost to fulfill the plan for which God has called him/her.
5. To train the whole individual:
 - A. ***Spiritually:*** to know Christ personally and to yield to His will in every area of his 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. The role of the school is to partner with parents in educating their children.

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.

Code of Conduct

Each BCA middle school student must be willing to conduct him/herself as follows:

- Speak and act respectfully to my classmates and teachers.
- Refrain from unwholesome talk, and only say things that will benefit those who hear me.
- Submit to the authorities over me.
- Comply with school rules.
- Receive correction willingly.
- If a disagreement with a teacher arises, respectfully discuss the situation with the teacher in private.

Specific School Rules

- Be in proper uniform/abide by the dress code
- No gum chewing on school grounds
- Be on time to school/class
- Be prepared for class
- Do assigned work
- Raise hand to be acknowledged before speaking in class
- Respect the property of the school and of other students

Opportunities for Student Involvement

- Welcome Team
- Peer tutoring
- Social, spiritual, and service activities
- Sports teams

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.

Classroom Discipline Policies and Procedures for Middle School

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 when 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 chooses to engage 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, an essay assignment, or a phone call to the parent. Minor behavior incidents are reported to the parent via the student’s account on Edline. However, if a pattern of misbehavior in class persists, the parent may expect a call from the teacher and/or a conference with the administrator.

The average BCA student receives fewer than one behavioral consequence a week. Students who receive an excessive number of behavioral consequences in a quarter are considered to be in non-compliance with the BCA Code of Conduct. A conference will be scheduled with the student, the parent(s), and the administrator. The administrator may place the student on a behavioral Performance Plan for a greater degree of accountability. Students who continue to demonstrate an inability or unwillingness to comply with the Code of Conduct will be asked to withdraw or will not be accepted for re-enrollment.

- Unprepared for class – coming to class without textbook, paper, pencil, etc.
- Late to class – coming to class after the period begins without a legitimate late pass from the teacher or staff member in whose presence the student was

When a student comes to class late or unprepared to do the work required due to lacking the necessary materials, he/she may have points deducted from his/her grade. A school store is available to the students before the start of classes each morning and at lunch time so that supplies may be purchased if necessary. Students may pay cash for the items or may have them billed to the parent if the parent signs an authorization to be billed. However, only amounts exceeding \$2.00 will be billed.

5th Grade Classroom Discipline Policies and Procedures

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 receive a commendation from the teacher on the weekly progress report on Edline.

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. A tally may also result in a consequence such as a 5-minute time-out during recess. “Work not in” tallies may result in 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. The tallies a student receives during the week will be listed in the “Comments” section at the bottom of the weekly report posted 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 behavioral referral form and the student will be sent 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 and/or a daily accountability system.

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.

Campus 2 Behavioral Offense Policies and Procedures

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/crude communication
- Lying
- Cheating
- Stealing
- Forging a parent’s signature
- Threatening (possible expulsion)
- Harassment (incl. sexual) (possible expulsion)
- Gossip/slander
- Teasing/bullying

- Fighting
- Possession of inappropriate items (e.g., alcoholic beverages, drugs (incl. prescribed medications) or cigarettes)
- Leaving a designated area without permission
- 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. A student may be asked by the administrator to be given access to online accounts in the course of investigating such behavioral offenses.

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, teacher, and administrator will be scheduled. The administrator may place the student on a behavioral Performance Plan and/or a daily accountability system.

Detention

The administrator may issue lunch or after-school detention as a consequence for misbehavior rather than suspension. Detention consists of the student being detained in an isolated, but monitored, location while he/she completes a written assignment regarding his/her misbehavior. After-school detention is for one hour after school at Campus 1.

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 Campus 2 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 and administrator 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. This determination will be made by the administration. 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 administration reserves the right to expel for any one-time offense deemed of a serious enough nature.

DRESS CODE

It is the desire of the BCA administration to provide an environment in which students can focus on their schoolwork and on developing their identity in Christ. Experimenting with the styles of the surrounding culture is best left out of the Christian school environment as it distracts from that focus. We ask that parents and students submit to the spirit of this policy by avoiding dress and grooming choices that may be questionable.

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). Students are required to keep shirts buttoned and tucked in. If a student is not dressed appropriately in uniform, the student will receive a uniform violation. After three uniform violations, the student will be required to serve lunch detention.

Persistent uniform violations will be deemed non-compliance with the Code of Conduct and a parent conference with the administrator may be scheduled.

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

Middle school girls are permitted to use moderate applications of make-up. The administration reserves the right to define "moderate" when questions arise. 5th grade 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

Jewelry and other decorative items (e.g., brightly colored scarves and headbands) are not part of the BCA uniform. Girls may wear only one single small stud earring in each ear and a single small ring. 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.

NUT Day ("No Uniform Today" Day)

Middle school students have the opportunity to earn one day each quarter on which they are not required to wear their school uniform. A student who maintains an excellent appearance in uniform for the entire quarter (no violations in what is worn or

in neatness of appearance) will be given a pass to participate in the designated NUT Day. The student will receive a copy of the NUT Day dress code with his/her first NUT Day pass. If a student violates the NUT Day dress code, he/she will be disqualified from all future NUT Days for the school year.

CAMPUS 2 UNIFORM OPTIONS

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

Girls' Options (Option components are not interchangeable.)

Option #1 for Middle School Girls Only

- White oxford blouse (short or long sleeves)
- *Plaid uniform skirt (**Skirts must be no shorter than mid-knee.**)
- *Maroon knee socks or maroon ribbed tights
- Black shoes with heels not to exceed one inch

Option #1 for 5th Grade Girls Only

- 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 for All Girls

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

P.E. Uniform

- *White or former gray logo gym shirt (Gray with torch logo gym shirt will be phased out by the 2009-2010 school year.)
- *Navy blue logo gym shorts (Blue with 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 (All students 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
- Plain black shoes

Sports Uniforms

The sports fees cover the cost of team uniforms for BCA competitive sports teams. In addition, boys are required to wear a dress shirt and tie to school on game days.

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

ACADEMIC ISSUES & AWARDS

Curriculum

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

Library

Students may check out books from the school library at Campus 1 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.

On occasion, the students may be transported to the Howard County Library in Savage to obtain research materials.

Computer Lab

All students 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 at Campus 1 or 2 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 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.

Electives and Specials Classes

Art

All 5th grade students take art. Art is an elective for middle school students. Basic art activities as well as specialized classes such as portrait drawing or watercolor painting may be offered.

Vocal Music

All 5th grade students take music. Middle school students may elect to take this class. Vocal music class is for those who want to use their voices to express God's love and truth to glorify Him, to edify His people, and to reach out with a clear gospel message to those who do not know Him. Students will learn to identify such music, to sing as a chorus, in small ensembles, and as soloists. Music theory is included in this class. Campus 2 music students participate in several programs throughout the year.

Drama (Middle School only)

The focus of this class is to use drama to dynamically communicate God's principles and His love. Foundations will be laid regarding the effective use of movement, music, staging, vocal expression, and character interaction. Students will learn and create skits, mimes, drama to music, and will perform a drama/musical production in cooperation with the music classes at Christmas, Easter, and at the spring Evening of Excellence.

All concerts & programs are mandatory. Unexcused absences will result in a student's quarterly grade being dropped one letter grade. All exceptions must be cleared ***in advance*** with the drama or music teacher.

Physical Education/Health

All Campus 2 students have P.E. once a week. In this class, students play various sports. Instruction in physical fitness is also emphasized and the students participate in the President's Physical Fitness Challenge in the fall and in the spring. A student's grade will be affected if he/she is not properly dressed for P.E. A unit of health is included. (Please refer to the Dress Code section.)

Spanish

Spanish classes offered are in conversational Spanish. Middle school students may elect to take this course. All 5th grade students take an introductory Spanish class. The class is offered once a week.

Worship Dance

Worship dance may be offered as a weekly class, but after-school opportunities are usually available for students who want to participate as part of school programs.

Current Events

Taught by the history teacher, this class will explore the news events of our world in the light of the Bible. The students will be encouraged to develop a strong Christian world view as they analyze and discuss topics in the news.

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 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.

BCA provides Campus 2 students 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. Middle school students should expect 6-8 hours of homework per week. 5th grade students should expect approximately 5 hours of assigned homework per week. It is the student's responsibility to plan out long-term assignments to avoid an overload of homework at the last minute when projects are due. Students taking Algebra I should expect their homework load to be somewhat in excess of the above-stated guideline due to the advanced nature of the course.

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 check to see that homework was completed each day 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 Campus 2 students utilize a specific organizational system for all school supplies and schoolwork. The required 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 containing 3-inch rings and a zipper closure.

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 (provided by BCA)
- blank college-rule notebook paper
- 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 and students should not attempt to clean out the binder at home to avoid discarding things that may still be needed. Parents should, however, check to assure that everything in the binder is in its proper place and hold the student accountable for complying with the requirements.

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.
- Students are not to put work papers in "pockets" in the binder nor in folders.
We are not using a separate homework folder. Students are not to use spiral notebooks.
- 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 during the school year. They are scheduled at various times throughout the year. Notification of the specific time and place of each trip will be provided during the year. Written parental permission is required for a student to go on a field trip. Although BCA has procedures to take care of 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's policy is that if a student considered medically unstable or determined to be ill on the day of the field trip they 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.

If a student fails to return written permission from home to attend a field trip, he/she will not be allowed to call the parent for verbal permission. The parent will be notified and requested to pick the student up from school.

Parents will be given an opportunity to chaperone on field trips. If selected, the parent will receive confirmation notification from the teacher or the school office. ***Parents are not allowed to take younger siblings on field trips.***

Academic Performance

Honor Roll

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

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

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

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 selected by the teachers.

Student-of-the-Year Award

At the end of the year, a student is selected from 2nd - 5th grade and middle school 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.

Middle School Sequence of Courses

The following sequence of courses is subject to change.

Sixth Grade

Bible
Grammar and Composition
Literature
New World History and Geography
General Science
Saxon Math 76
Computer/Keyboarding
Physical Education/Health

Seventh Grade

Bible
Grammar and Composition
Literature
World History
Life Science
Saxon Math 87
Computer/Keyboarding
Physical Education/Health

Eighth Grade

Bible
Grammar and Composition
Literature
American History
Earth Science
Pre-Algebra or Algebra I
Computer/Keyboarding
Physical Education/Health

Middle School Electives

Art
Music
Drama
Life Skills
Spanish
Current Events
Newspaper

Grading Scale

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 prepared and attentive in class, follows directions, completes work on time, and produces high quality work.
Good	Student is usually prepared and attentive in class, follows directions, completes work on time, and produces above average work.
Satisfactory	Student is occasionally unprepared or 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 unprepared or inattentive and/or does not follow directions. Assignments are often late or incomplete and/or student produces below average work.

Penmanship

For students in 5th grade, handwriting is graded using the rubric below. 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.

EXTRA-CURRICULAR SPORTS

Academic Eligibility Policy/Procedure

Students wishing to participate in the sports programs at Bethel Christian Academy must maintain at least a C in all subjects. Eligibility is determined at the end of each quarterly grading period. If a student falls below a C at the evaluation period, he/she will be placed on academic probation. Ineligible athletes may practice with the team, but may not travel to away games nor play in home or away games. Student athletes may become eligible again at the next evaluation period if their grades rise to C or above. If a student athlete improves his/her grade(s) prior to the next evaluation period, he/she may appeal to the administrator in writing to be reinstated early. If the grades have not risen to a C by the end of the evaluation period, the student will be removed from the team.

Students must demonstrate acceptable behavior in all school situations to maintain eligibility to participate in sports. A Behavior grade of at least Satisfactory is required. Behavior grades will not be re-evaluated prior to the next evaluation period. A student who is suspended for any behavioral offense may be removed immediately from the team at the judgment of the administration.

Athletic Participation

It will be necessary for students to attend practices scheduled after school hours. It is the responsibility of the student to make prior arrangements to be picked up when practice is over. Students who are not picked up will be placed in Extended Care, and the parent will be charged.

Students wishing to participate in athletics must have an annual **sports physical**. The required form documenting the physical exam is in addition to the regular health inventory. If a student has been absent due to sickness during the school day, he/she will not be allowed to participate in a scheduled game the same afternoon.

A sports fee is charged for students who play basketball, baseball, or soccer to cover the cost of uniforms, referees, and league fees.

Sports Teams/Cheerleading Squad

Students in 5th grade and up may try out for the BCA sports teams. Traditionally, the school has soccer, basketball, and baseball teams. The cheerleading squad is also open to students in 5th grade and up.

School Colors & Mascot

BCA's school colors are navy blue and maroon. The school 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.

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 school office after 2:00 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 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 school office for transmission to the nurse.

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 2 by 8:00 a.m. to have the necessary time to get to the morning assembly by 8:15 a.m. During this

assembly, many important announcements are made. Class begins immediately following the assembly with no additional time for a student to go to his/her locker.

A student is officially tardy to school if he/she is not unpacked and in the fellowship hall when the morning assembly begins at 8:15 a.m. He/she must check in with the administrative assistant 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 upon arrival, the tardiness is considered unexcused.

Students who arrive at Campus 2 after 8:30 a.m. must be signed in at the school office by their parent and must receive a *late pass*. Students who are not signed in by a parent will be considered unexcused.

Tardiness to Class

There is sufficient time between classes or from lunch/recess for a student to get to the next class on time. Students who are late to class may have points deducted from their grade. Students who are legitimately kept late by a teacher or staff member should ask for a pass to enter their next class without penalty. Students should report to their classes early and then ask to be excused if they need to use the rest room.

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 (MT) 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 in

addition to the regular health inventory. The sports physical 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 can be made by calling the school office. Parents are to pick up their sick child within one hour of being called.

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).

The school nurse will maintain a record every time a medication is given and that form will be kept in the health room. Upon administering medication, a note will go home stating when, how much, and what medicine was given.

If a student must take medication at school under a doctor's order, the parent is to take the medicine to the school office as soon as he/she arrives at school. Medication is not to 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:

- 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 escorted to the school office. In case of injury, it is the teacher's responsibility to see that the student is taken to the school 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 student 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 student up immediately and take him/her home **within one hour**.

The parent may go directly to the Campus 2 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. Working parents must 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 student to BCA at Campus 2, they are aware that other students will be present and that the students will be playing on the blacktop, on the field or in the gym at Campus 1, and possibly on playground equipment. 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 Epi Pens 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 Health and Safety Manual.

SECURITY POLICIES

Building Security

To ensure the security of BCA students and staff, only the church 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 church 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 school 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 designated locker breaks. Lockers should be kept locked at all times. Students are not to give out their locker combinations to friends. 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 and students are provided with an activation code to access the 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 2 Weekly News is an email communication sent to keep parents informed of what is happening at school. There are times when information for Campus 2 differs from that of Campus 1. It is important to read all news communications carefully. 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 had any classroom misbehavior. This information is contained in the "Comments" section at the bottom of the Edline report.

Mid-Term Reports

Since parents are receiving detailed progress reports on a weekly basis, 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, a topic is presented, 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 Campus 2 conferences are scheduled through the Campus 2 school office. Since Campus 2 conferences are with all of the student's teachers, it is not possible to have a conference

with every parent on the day set aside for parent-teacher conferences. Therefore, these time slots are primarily for those parents whose students are earning two or more C's or a grade below a C. All other parents are welcome to schedule a conference with the teachers on another day after school. Middle school students are required to attend parent-teacher conferences. 5th grade students may attend at the parent's preference.

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 them. 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

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.**

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. Afternoon Extended Care will be cancelled for the day.

VOLUNTEERS

There are many ways parents may give of their time at BCA. Volunteer opportunities include the following:

- 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
- Help at the annual Field Day/Carnival

Teacher Support

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

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, contact the athletic director.

FUND-RAISING & CONTRIBUTIONS

Annual Fund-Raising

BCA does fund-raising during the school year. Most of 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 a certain number (this varies by 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 details.)

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

The week of Veterans Day, 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, Campus 2 fine arts students give an exciting musical and/or dramatic presentation centering on the birth of Christ.

Talent Show

During the year a talent show is scheduled providing students the opportunity to showcase their performing arts talent in various categories. These categories include dance, drama, martial arts, comedy, and instrumental and vocal music.

Easter Program

In the spring, students who are taking fine arts classes participate in a special Easter program combining drama and music.

Evening of Excellence

In the spring, all Campus 2 students participate in the Evening of Excellence by displaying projects created throughout the school year. Academic areas for which projects are displayed include writing, science, history, and art. In addition, Campus 2 students taking music and drama participate in the fine arts performance component of this event.

Carnival/Field Day

In May, BCA conducts a spring carnival and field day. There are activities and events for students of all ages.

8th Grade Graduation

Eighth-grade graduation is held on a special graduation night. All graduating students are required to attend. *(Please see page 44 for financial requirements for graduation.)*

5th Grade Promotion

The 5th grade promotion ceremony welcoming the students into middle school is held on the morning of the last day of school.

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 8th graders 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.

Sports Fee

Athletic fees are assessed for each individual sport for uniforms, transportation, league fees, and referee costs.

Damaged/Lost Book Fee

If a student damages or loses a non- consumable textbook, a fee will be assessed to cover replacement of the 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, 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.** Students involved in BCA extracurricular competitive sports are not charged for Extended Care during practice and game times.

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

Arrival

Students who arrive before 8:00 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. After 8:00 a.m., the parent is to pull up to the curb and discharge the student(s) at the top of the stairs at the back of the building. The driver should remain in the car while the student gets out of the car.

Buses

Busing is available to and from BCA Campus 1. 5th grade and middle school students

are then shuttled to and from Campus 2. All parents are asked to sign a yearly, one-time permission slip to allow their student(s) to be transported between campuses when necessary.

Families living in Howard County are encouraged to use the free public busing available. Bus routes and carpool lists are available in the Campus 1 front office. Bus schedules are also printed in the Laurel Leader newspaper approximately one week 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

Students at Campus 2 are to be picked up on a staggered schedule beginning with 5th grade at 2:45 p.m. 6th grade are picked up at 2:50 p.m. and 7th and 8th grade are picked up at 2:55 p.m. 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

Only students who ride the bus, are participating in sports, or attend afternoon Extended Care will be transported to Campus 1 on the BCA shuttle. Parents should not wait at Campus 1 for their student to be brought over from Campus 2.

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.

MISCELLANEOUS

Hot Lunch

Bethel Christian Academy offers a hot lunch program. A hot 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

Parents are welcome to provide refreshments during the lunch period for their student's birthday. In addition, there may be class or school-wide parties planned for a variety of reasons. Parents may be asked to provide food contributions. Invitations to personal parties are not to be distributed at school.

Lost and Found

The *lost and found* is located in the school office. Every 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 the case of an emergency, the school will contact a student's parents. Personal cell phones are not permitted and will be confiscated. Arrangements for after school activities should be made prior to the day of the activity. Personal messages from parents cannot be taken to children during school hours unless there is an emergency.

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. BCA does not accept responsibility for any students prior to 7:00 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 students once they have been signed out nor 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 44.). 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.

When it snows, BCA follows the same procedure as Howard County. On a 1-hour delay, Extended Care opens at the regular time. On a 2-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.**