

## Seeds For Thought

### **The Greatest of These**

Though I speak with the tongues of scholarship and though I use approved methods of education, and fail to win my pupils to Christ or to build them up in Christian character, I am become as a moan of the wind in a Syrian desert.

And though I have the best of teaching skills and understand all mysteries of child psychology, and though I have all Biblical knowledge, and lose not myself in the task of winning students to Christ, I become as a cloud of mist in the open sea.

And though I read all Christian school literature, and attend Christian school conventions and workshops and summer schools, and yet am satisfied with less than winning to Christ and establishing my pupils in Christian character and service, it profiteth little.

The soul-winning teacher, the character building teacher, suffereth long and is kind; she envieth not others; she vaunteth not herself, is not puffed up with intellectual pride.

Such a teacher doth not behave herself unseemingly, seeketh not her own comfort, is not easily provoked. Beareth all things, believeth all things, hopeth all things. And now abideth knowledge, methods, soul winning, these three, but the greatest of these is soul winning.

Paraphrase of I Corinthians 13

### **A Teacher's Prayer**

|                                      |   |                               |
|--------------------------------------|---|-------------------------------|
| I want to teach my students how      | ~ | To live this life on earth    |
| To face its struggles and its strife | ~ | And to improve their worth    |
| Not just the lesson in a book        | ~ | Or how the rivers flow        |
| But how to choose the proper path    | ~ | Wherever they may go          |
| To understand eternal truth          | ~ | And know the right from wrong |
| And gather all the beauty of         | ~ | A flower and a song           |
| For if I help the world to grow      | ~ | In wisdom and in grace        |
| Then I shall feel that I have won    | ~ | And I have filled my place    |
| And so I ask your guidance, God      | ~ | That I may do my part         |
| For character and confidence         | ~ | And happiness of heart.       |

## General Code of Ethics

1. Be kind, fair, and professional in all relationships. Always exemplify a Christian spirit.
2. When another teacher is handling a situation, do not interfere unless your help is requested. If the teacher is present, you may call attention to a situation if she does not see it.
3. Take pride in your work, in our school, and in your profession. Be a “good housekeeper” both indoors and outdoors. It is important that our school be clean and attractive when visitors come in.
4. Be humble, patient, and sincere. Maintain a deep love for ALL children.
5. Cultivate a sense of humor and use it. You will need it!
6. Have faith in youth. See the potential greatness in each child. Ask yourself, “What is God’s plan for this young life?”
7. Realize your own limitations. Seek help when needed. Have an open mind. Keep growing professionally.
8. Keep a sparkle in your personality and a smile in your voice. Be enthusiastic and enjoy being with children.
9. Use your voice as a teaching tool. A soft, pleasant voice will receive better response than a loud, gruff one. Get on a child’s eye level by kneeling or sitting. Do not touch, push or pull a child when speaking to him/her.
10. Strive to use the “Fish Philosophy” with your students and with your peers. Have fun at work (play); Make someone’s day every day; Be Present; Choose your Attitude.

# STATEMENTS OF PRINCIPLE

## STATEMENT OF EDUCATIONAL PHILOSOPHY

The Bethesda Christian Academy philosophy of education is distinctive. Its uniqueness lies in its core convictions about the nature of God and the nature of man. This uniqueness determines the distinctive aspects of the Christian education offered to each student. Our philosophy is prayerfully designed and undertaken, in dependence on the Holy Spirit, to accomplish these primary things: to **inform** the student's mind and to **affect** the student's heart.

The student whose mind is **informed** by the Scriptures and whose heart is **affected** with a love for Christ will be equipped to live obediently, with wise and courageous effectiveness. That student will carry the banner of God's truth into his world.

### **The two core convictions of our Philosophy of Education are as follows:**

First, there is one true God. He has revealed Himself in the Scriptures of the Old and New Testaments as the eternal, all-powerful, Creator-God.

Second, each student--although created to live in intimacy with God--is born with a sinful nature. This fallen nature affects every aspect of his or her being, resulting in rebellion against God's authority and truth. The student, therefore, seeks to live in self-sufficiency and independence of Him. Although deeply fallen, he or she is greatly loved and highly valued by God, as demonstrated in the saving work of Jesus Christ.

These two core convictions have implications for every area of both the content and atmosphere of this school, and are visible in **four distinctive aspects of our Philosophy of Education:**

The first distinctive lies in our **commitment to ground each student in a Biblical World View**. Each student will be prepared by this grounding to understand, evaluate and--in a wise and influential way--relate to the world in which he or she lives. The goal is for the student to think like Christ as he or she faces the issues of life. The world in which the students are called to live will be increasingly hostile to Christian truth and character. It will continue to advocate secularism, humanism and anti-Christian values as it attempts to find solutions to complex social, political and moral issues. In a world where Christian truth no longer holds prominent influence, students will find a Biblical World View essential to their being able to articulate their faith in a compelling and effective way, and thus will bring Christian influence to this world.

The second distinctive is a **commitment to academic excellence.**

Our commitment to excellence goes beyond the traditional approach of memorizing factual information. This commitment encourages such things as understanding, insight, wisdom, critical thinking and decision-making skills. This emphasis will be applied to every subject and every issue studied by the student as we instruct and prepare our students with a college preparatory style education. This quick-paced technique will include adequate homework, projects, oral presentations, as well as formal evaluation.

Our goal is to expose students to such a depth and breadth of knowledge that those who are so equipped will gain the ability to think innovatively and independently, while understanding a broad range of subjects. The result will be a student with a Biblically-informed world view who can think critically, and can understand, evaluate and apply sound judgment to the issues in a wise, constructive and Christ-honoring way.

A **commitment to partnership** - both with the parents of the student and with the family's local church-makes up the third distinctive, springing from the conviction that the student will not develop to his or her full potential without the complete co-operative involvement of all three influences: Parents, Church, and School. There is no question: parent and church participation are essential to every student's whole education.

Bethesda Christian Academy, therefore, encourages parents to be involved in both the school's ministry and in their child's education. And to enable real involvement, one ministry of the Academy will be to equip parents to understand both the material taught and the methodology of the instruction. Information will also be shared and emphasis placed on Christian child development, in order to give parents support in their primary responsibility of instructing and nurturing their children.

The fourth point of distinction is our **commitment to establish an atmosphere--and demonstrate a sense--of genuine love, acceptance, and concern for each student.**

This atmosphere of acceptance will create the context within which each student will feel secure and loved, and within which the Holy Spirit can minister to each child.

Recognizing that each child is unique, and has been gifted differently, this nurturing atmosphere will enable each student to identify and develop his or her gifts.

Also....teachers, aides, administrative staff, other students and parents will be encouraged to model and promote a personal, saving relationship with Jesus Christ as the foundation for a godly life.

Out of the nurturing, encouraging atmosphere will come students who not only know Jesus Christ as Savior, but who are also motivated with a love for learning, a willingness to assume personal responsibility for their behavior and a respect for God-ordained authority.

## **Statement of Faith** (Doctrinal Position)

### **THE SCRIPTURES**

We believe

- a. the Bible, in its entirety, to be the Word of God.
- b. that it is the infallible rule of faith and conduct.

### **THE GODHEAD**

We believe that

- a. the Godhead exists in three Persons: Father, Son and Holy Spirit.
- b. these three Persons are one God, having precisely the same nature, attributes and perfections.

### **THE LORD, JESUS CHRIST**

We believe in

- a. His eternal existence as God.
- b. His Incarnation and Virgin Birth.
- c. His death on the cross, as the substitutionary atonement for sin.
- d. His literal, bodily resurrection from the dead.
- e. His present ministry of intercession in Heaven.
- d. His personal, future return to earth.

### **THE HOLY SPIRIT**

We believe that the Holy Spirit, the Third Person of the Godhead

- a. convicts men of sin, and--with salvation--regenerates, baptizes, indwells, seals and bestows spiritual gifts.
- b. empowers believers day by day.
- c. is the Teacher of the Word of God, and the Guide for daily living.

### **MAN**

We believe that

- a. man was originally created in the image of God.

- b. Adam fell through the sin of disobedience, and therefore...
- c. all mankind needs redemption.

## **SALVATION**

We believe that

- a. salvation is by grace, a free gift from God apart from any work of man.
- b. salvation requires repentance, a turning from one's own way to God's way.
- c. salvation is through personal faith in the Lord, Jesus Christ.
- d. all who receive Jesus Christ are regenerated by the Holy Spirit, and become the children of God.
- e. true salvation will be manifested by a changed life.

## **FUTURE THINGS**

We believe in

- a. the personal, visible, bodily return of Jesus Christ to the earth.
- b. the bodily resurrection of the just to an eternal abode in the presence of God.
- c. the bodily resurrection of the unjust to judgment and everlasting punishment.

## **STATEMENT OF MISSION**

In view of the preceding statements, we have set out to accomplish the following five-part mission in submission to the leading and the power of God:

- 1. To prepare each child to seek, to know, and to follow the Lord's will for his or her life.
- 2. To minister and witness to the family of each child, as well as to the child.
- 3. To develop Christian education in each child with Christ Himself as the model. That character will include:
  - a. being able to accept and share love
  - b. being a witness for Christ
  - c. having respect, affection and reverence for the Word of God
  - d. having a love for God the Father, Jesus Christ and the Holy Spirit
  - e. being truthful
  - f. being responsible
  - g. developing a personal sense of worth and confidence
- 4. To foster a desire for academic excellence and a love for learning without replacing God's wisdom with man's.
- 5. To achieve the foregoing steps through the ministry of a staff committed to

excellence and submitted to the Lordship of Christ.

### **CONCISE MISSION STATEMENT**

Bethesda Christian Academy partners with Christian families to inform the student's mind, to affect the student's heart, and to increase the student's personal talents as they seek to be an Ambassador for Christ.

### **CONCISE VISION STATEMENT**

Bethesda Christian Academy seeks to be the cornerstone in aiding students to become men and women of God by developing their spiritual, academic, physical and social gifts.

### **Vision: Faculty/Staff**

Our vision is to retain a faculty and staff which demonstrates certain characteristics in the spiritual, personal and academic aspects of their lives. We believe that the faculty and staff should continually aspire to growth and improvement. The faculty and staff at Bethesda Christian Academy should be committed to:

1. Having a personal relationship with Jesus Christ
2. Serving Jesus Christ
3. Leading students to Christ
4. Making and sharing decisions based on Biblical criteria
5. Being sensitive to the needs of individual students and fellow staff members
6. Encouraging students and one another
7. Demonstrating the fruits of the Spirit
8. Being teachable
9. Reflecting Christian values
10. Exhibiting a Christian influence
11. Being individuals of integrity
12. Striving for academic excellence
13. Being well qualified to teach in their area
14. Stimulating initiative in students and encouraging them to reach their potential
15. Transferring information successfully, thereby producing students with the ability to use that information
16. Being organized and prepared
17. To minister and witness to the family of each child, as well as to the child.

### **Core Value Statements**

1. Biblical Scripture is recognized, in its entirety, to be the infallible rule of faith and conduct.

2. BCA will strive to lead each student to a personal relationship with our Lord Jesus Christ.
3. High academic standards are maintained with internal and external evaluations.
4. Students should be trained in a manner that promotes a natural choice towards scriptural behavior that reflects God's Word having been written on his/her heart.
5. BCA strives to provide an appropriate atmosphere and environment which will inspire students to grow to their full potential spiritually, intellectually, physically and socially.
6. The teaching of the Bible, as a core subject, is essential to the academic curriculum.
7. The BCA staff will strive to impart Christian values to each student by precept and example.
8. BCA stresses knowledge and skills while encouraging the development of individual talents and abilities.
9. BCA will promote the student's pride in good workmanship and in doing assignments to the best of their ability.
10. BCA will encourage respect toward and pride in our Christian and American heritage.
11. BCA will encourage the worthwhile use of leisure time by introducing students to physical education, art, music and literature.
12. BCA provides comprehensive instruction in the skills necessary for computation, communication and reasoning.

### **Personnel Information**

**Contracts:** Contracts are issued for 10 month intervals. In early spring, Teachers are asked to begin praying specifically for God's leading regarding the next school year. Contract renewal is a serious matter that requires time with God. The administrator will also be praying and seeking the mind of Christ regarding each teacher. Decisions regarding contracts should be mutually agreed upon by the teacher, administrator and the school board by early June.

**Fringe Benefits:** It is understood that the academy is not liable to reimburse any teacher for any benefit not used in the fringe benefit package. Teachers may not choose to receive cash in lieu of any benefit. Benefits are scheduled to end on the last school day of each school year for any employee not offered a new contract. Employees may elect to obtain group health coverage during the designated sign up period held at the beginning of each school year. Unnecessary changes will not be made throughout the school year. Cobra Continuation Service is available to provide health insurance for up to 18 months for employees not offered a contract.

**Sick Days:** All full time teachers shall be permitted a total of five sick days per year. A pro-rated payroll deduction, equal to the fee for a one day substitute, will be made for each absence over the allotted days for both full and part time Teachers. These

days may accumulate at 5 days per year up to a total of 30 days. Part-time teachers receive 1 day of sick leave per days worked during the week (a teacher that works three days per week receives 3 sick days per year).

**Personal Days:** All full time teachers shall be permitted a total of two personal days per year. All arrangements for personal leave must be approved by the administrator at least two weeks in advance of the leave. All school personnel are discouraged from taking personal leave days the last four(4) weeks of school. School personnel may not take personal leave time the day before a scheduled holiday. The administration has the right to approve or deny leave requests based on what it determines to be in the best interests of the academy. Part time teachers shall be permitted one personal day per year. A pro-rated payroll deduction will be made for each day absent over the allotted days for both full and part-time teachers.

**Vacation Days:** The teacher will receive all standard academy holidays including Christmas and spring vacations unless weather or some other unforeseen conditions eliminate such vacations from the school calendar.

**Work Days:** During the year, there will be required work days. Full-Time Teachers will be expected to work from 8:00 until 3:00 and assistant teachers will work from 8:00 until 12:00. Part-Time Teachers are expected to work from 8:00 until 12:00.

**Funeral Leave:** Full time and part-time faculty members are eligible for three bereavement days for an immediate family member. Full time and part-time faculty members are eligible for one bereavement day for any non-immediate family member.

**Staff Tutoring:** Teachers are encouraged to offer tutoring to students at BCA. The tutoring should be a private contract between the teacher and the parent. Tutoring should begin after the staff dismissal time of 3:25.

**Tuition Remission:** A 50 % discount on Bethesda Christian Academy's base tuition will be available to all full-time employees who have children enrolled in the Academy. A 25% discount on Bethesda Christian Academy's base tuition will be available to all part-time employees who have children enrolled in the Academy. Discounts are not retroactive to an eligible employee's entered-on-duty-date.

**Medical Insurance:** BCA provides health insurance for full time employees (37 ½ hr./week). The insurance provider is Blue Cross and Blue Shield-Medpoint. This plan will expect a co-payment when you receive certain services. Long term disability is also provided for eligible employees. If you do not desire this coverage due to having previous insurance, you will be asked to sign a waiver stating that you do not desire to have this health insurance.

**Workman's Compensation:** All employees are covered by Workmen's Compensation. In the event of a job related injury, the employee should contact the

Principal or Assistant Principal who will have them complete the appropriate forms. The Principal or Assistant Principal will then process them accordingly.

**Dress Standards:** How we dress says a lot about how we feel about ourselves. It also determines how the students respond to us. If we are clean, neat and professional looking, we will feel better about ourselves and we will command respect from our students. Faculty members of BCA must be above reproach in their own personal attire. Our appearance is noted by parents, visitors and our children.

#### Female Faculty Members

- \* All clothing should be modest and loose fitting
- \* Dresses and skirts should be long enough to touch the top of the knee
- \* Dress pants are acceptable( no denim or colored jeans- no casual pants with outside stitched pockets).
- \* Shirts should be tucked in unless specifically made to be worn out and should be long enough so that when one bends over to help a student, the top does not ride up and show ones back
- \* Slits in skirts and dresses should be small and modest being no higher than two inches above the knee
- \* Dress shirts and blouses are acceptable (T-shirts are not allowed)
- \* Shirts with written advertisement should not be worn to school
- \* Shorts, jeans and leggings are not acceptable
- \* Clothing should be comfortable, permit freedom of movement and reflect our Christian emphasis
- \* No flip-flop type shoes (strapless sandals) should be worn
- \* Tennis shoes (not athletic-type) are allowed
- \* On Chapel day all female staff members are required to wear a dress or Skirt unless the high for the day is 40 or below.
- \* If a top is sleeveless, it should fit close enough that undergarments do not show in the armhole.

#### Male Faculty Members

- \* Males should wear dress pants or khakis ( no jeans or shorts)
- \* Ties are appropriate but not required
- \* Dress or colored shirts are acceptable (not T-shirts or tank tops)
- \* Shirts must be tucked in
- \* Hair should be clean, neat and not below the collar or below the top of the ear
- \* Earrings are not appropriate

**Team Cooperation:** We are all striving to work together toward one goal and that is for the Christian education of our children. We cannot do that if we are not in harmony with God and with our fellow workers. If you are concerned about a particular situation then you should first seek out the administrator. Many of our problems can be worked out without involving anyone else and possibly sparing some hurt feelings. Watch what you say about other Teachers. We need to be supportive of each other and build each other up. We will all make mistakes and we will all have a “bad day,” so we need to

be willing to overlook each other's faults and be patient with one another. BCA will not continue the employment of anyone who indulges in the above mentioned attitudes or someone who is not in agreement with the school's policies. Let's lift each other up in prayer and ask Christ to help us truly love one another. Philippians 4:8 and II Peter 1:3-7.

**Faculty Absences:** A teacher who is too sick to teach his or her class should report by phone to the Administrator by 6:15 a.m. if possible. **Do not leave a message on the school phone or a home phone. It is a must that the employee has talked with someone to insure that coverage has been arranged.** Please mention any extra duties that you are responsible for. All necessary teaching materials should be in your substitute folder. Lesson plan books, attendance books and curriculum materials should be ready and easily accessible. In case of an extended period of illness, whenever possible, the teacher should do daily planning in cooperation with the substitute teacher. If at all possible, teachers will be asked to e-mail current lesson plan to the administration team for substitute use.

**Criminal Background Checks:** BCA will require criminal background checks on all employees. Expenses will be covered by the academy.

**Observations/Evaluations:** Observations are done on a regular basis by the academy administration. The purpose of observations is to assist the teacher in improving instructional skills. At the beginning of each school year the teacher, with the help of the academy administration, will set goals to work toward during the year. Frequent observations can help the teacher achieve these goals. At least one formal observation will be completed during the academic school year. One self evaluation will be completed by each teacher within a given school year. One summative evaluation will be held with each teacher near the end of the school year.

**Parent Conferences:** It is expected for staff members to keep parents current on the academic, social and spiritual progress of their children. Elementary staff members are required to hold at least one parent conference at the end of the first grading period. These conferences should be scheduled before 7:45 or after 3:00 each day. Conferences may be scheduled during the day on staff work days. Middle school teachers should request a parent conference as needed. Parents should always be notified if students make below a C on any test, quiz or project. Parents should be notified if students demonstrate a consistent pattern of late assignments or poor grades.

**Mentors:** New teachers will be issued a mentor for their first year at BCA. This mentor will help the new teacher enhance their teaching skills, become familiar with school procedures observe and assist as needed. Mentors will follow all mentorship procedures listed in the BCA Policy Handbook.

**Visitors:** All visitors must sign in at the academy office. Visits from friends and family should be scheduled after school hours if at all possible. All visitors are asked to

wear a visitor's badge while on campus. If an employee meets someone without a visitor's badge, they should direct them to the academy office to obtain the needed badge.

**Leaving Campus:** Any time a staff member needs to leave campus, they are required to check out and inform the office that they are leaving the campus. Staff members should check back in upon return to the campus. Personal leave or sick time will not be deducted from any employee who leaves the campus for fifteen minutes or less.

**Faculty Meetings:** Attendance, for all full and part time teachers, is required at faculty meetings on the first Wednesday of each month, beginning at 3:15 pm. Assistants will be required to attend a monthly assistants meeting which will be held on the first Thursday of each month. The meetings will vary in content and purpose, including challenges and instruction on Christian education, curriculum development, discussions concerning different aspects of the school program, professional development, etc. Special meetings will be called from time to time to address upcoming events or to improve our instructional techniques.

**Grade Level Meetings:** Full-time faculty will meet with their grade level on a consistent basis. It is suggested that grade levels plan to meet together on the third Wednesday of each month, beginning at 3:15 pm. The meetings will be designed to discuss curriculum, objectives, field trips, teaching techniques, time lines and more.

**Workshops/Conventions:** Staff members are encouraged to attend workshops/conventions throughout the school year. Any workshop/convention that has been paid for by the academy should be attended. If a staff member does not attend the workshop/convention after it has been paid for will be expected to reimburse the academy the expense of the workshop/convention. All full time teachers are expected to obtain at least 2 CEU's per school year.

**Morning Devotions:** Attendance is required each morning at 7:25 for morning devotions. This will give us the opportunity to share praises and burdens with one another as well as challenge us to meet the daily demands of both our professional and personal lives. All children of staff members are to attend before school care during the devotional time. Students may be picked up from before school care at the end of devotions.

**Morning/Afternoon Check-In:** Each staff member will be issued a "Jiffy Pass" scanning key at the beginning of each school year. Staff members should swipe their key at the Identification Scan Station, located in the academy office. Staff members not scanned in by the designated time listed in their contract will be considered late (7:25 am for faculty; 8:00 for café employees). Staff members may be subject to a loss of personal time and/or benefit increases if they check in late. Staff members are required to swipe their key at the Identification Scan Station, at the end of each work day. Assistant teachers should check out at 12:00 noon; café employees should check out at 1:00 pm; full time assistants should check out at 3:00 pm and full time teachers should check out at 3:25 pm. Administration will check in and out each day based upon their contract

guidelines. Each Friday, full time teachers may check out as soon as they have finished car line responsibilities. Teachers will not need to stay in the building until 3:25 on Friday afternoons.

**Morning Procedure:** Teachers are encouraged to be stationed at their classroom door by 7:40 am each morning. This gives staff members the opportunity to greet parents and students while making sure that students in the classroom are not left unattended. Students should never be left unattended in the classroom. Teachers should ensure that morning assignments are clear for all students. Students should be trained on the morning routine, thus making sure that students begin their day in a structured, safe manner.

**Salary:** The Bethesda Christian Academy School Board annually approves any raises within the salary schedule. Your salary is a confidential matter and should only be discussed between you and the Administrator. Training and experience have a direct influence on your pay. Attendance is expected at teachers meetings, parent-teacher conferences, parent-teacher meetings, Open House, and school sponsored events without extra pay. Registration for CPR and First Aid will be paid by the school. All teachers and assistants are expected to attend. Fees for attending workshops and conferences will be paid by the school at the discretion of the Administrator and the School Board.

**Payroll:** All full time teachers will be paid in 24 equal installments on the first and the fifteenth of each month, beginning on the 15th of August. All teacher assistants and part time teachers may be paid in 24 equal installments on the first and fifteenth of each month, beginning with the 15th of August. All paychecks will be direct deposited to your local bank. Every employee must have an account set up at their local bank. Pay statements may be obtained from the academy financial secretary. **Paychecks can not be issued early to any staff member. Paychecks are created by PAYCHEX Business Solutions.**

**Lunch Fees:** The cost of lunch for all BCA employees and students of employees is \$1.75 per meal.

**Phone Calls:** Phone messages will be taken during an employee's normal work hours and will be delivered to your mailbox. Staff members will not be called to the phone unless it is an emergency. Please use your break times to make personal phone calls. Please keep personal cell phones turned off during the work day. If you are expecting an important call--you should inform the office that your cell phone will be on in the classroom.

**Health of Staff:** The staff should put forth every effort to maintain good physical and emotional health. It is mandatory that each new employee submit a physical and TB test prior to the first day students arrive on the property. Faculty members are subject to additional physicals at the request of the administration. Please keep your emergency information updated on a yearly basis. Staff emergency information cards will be kept in the academy office.

**Misrepresentation of Information:** All employees will be required to sign the following statement of agreement. It shall be done on all incoming personnel at the time they are employed and on all current employees no later than August 30, 2008.

It shall be understood that any employee who misrepresents information at the time of employment or anytime thereafter shall be subject to immediate dismissal.

Employee \_\_\_\_\_  
Academy Administrator \_\_\_\_\_ Date \_\_\_\_\_

**Bethesda Christian Academy Aids Policy For Students:** The AIDS epidemic is a serious world problem which, at some point, may need to be addressed by the school community. Because transmission of the disease is not by casual contact, students who are or become infected with a virus such as HIV, Hepatitis B, or other blood borne pathogenic diseases will not be excluded from enrollment in Bethesda Christian Academy or restricted from school services or facilities unless medically-based judgments on a case-by-case basis establish that such exclusions or restrictions are necessary in order to preserve the health and or welfare of the students or other persons in the Bethesda community.

A committee made up of school board members, administrators and physicians will make recommendations and decisions pertaining to individuals with blood borne pathogenic diseases on a case-by-case basis.

Only the Academy Administrator will serve as spokesperson for Bethesda Christian Academy in dealing with the media.

### **EMPLOYEE HARASSMENT POLICY**

**POLICY:** This school is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

**DEFINITION OF HARASSMENT:** "Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age, made by someone from or in the work setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment.
2. Submission to, or rejection of, the conduct by the individual is used as the

basis of employment decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment.
4. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.
5. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

**EXAMPLES OF HARASSMENT:** Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct which would violate this policy are the following;

1. Unwanted sexual advances or proposition;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, gender, disability or age;
5. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the school premises, or circulated in the workplace;
6. Epithets, slurs, negative stereotyping, or threatening, intimidation, or hostile acts, that relate to race, color, gender, national origin, age or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

**WHAT TO DO IF YOU EXPERIENCE OR OBSERVE HARASSMENT:**

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Employees who observe conduct of a harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

**WHERE TO REPORT HARASSMENT:** The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

Jacob Green - Lead Pastor - Bethesda Baptist Church  
596-2158

Tony Manning - Principal of Bethesda Christian Academy  
598-0190

Brenda Brown - Assistant Principal of Bethesda Christian Academy  
598-0190

Candace Black - School Board Chairperson  
596-4464

**CONFIDENTIALITY:** Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify appropriate government officials as the circumstances warrant.

**PROTECTION AGAINST RETALIATION:** It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment.

**PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION:**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the **administrator**. If the complaint should be against the administrator, the school board chair will be informed. The administrator or school board chair will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

**INTERNET ACCEPTABLE USE POLICY**

Bethesda Christian Academy provides a computer lab with Internet access for students, faculty, and staff. The Internet allows students the opportunity to enhance educational

activities, to expand research capabilities, to learn new concepts, and to promote life-long learning.

The following Acceptable Use Policy sets guidelines for student, faculty, and staff usage of the Internet. Each year, students who will be accessing the Internet must acquaint themselves with this policy and sign the Acceptable Use Agreement. In addition, parents will be asked sign this agreement. BCA may revise this policy as deemed necessary. Students, faculty, staff, and parents will be made aware of changes which have been implemented. Usage of the Internet is a privilege, not a right, and violation of this policy may result in the loss of privileges to use the computer lab and access the Internet.

### **Acceptable Uses**

Usage of the Internet should be guided by the BCA General Code of Conduct which states that students will at all times exhibit Christ-like behavior. Students will be instructed in the proper usage of Internet resources. However, the ultimate responsibility for student actions while using the Internet rest with the student and their parent/guardian.

The following guidelines detail acceptable usages of the BCA computer lab and the Internet.

1. Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files, passwords, or data that belongs to anyone else. Users should not represent themselves as someone else by using another's account. No one should forward material from the Academy without prior consent of administration or technology co-ordinator.
2. Users must respect the integrity of computing systems. For example, no one should develop programs that harass other users or attempt to infiltrate a computer or computing system.
3. No advertising for profit or campaigns for political office are allowed.
4. Users must respect the rights of others and not use language that is abusive, profane, or sexually offensive.
5. E-mail is not guaranteed to be private. Messages dealing with illegal activities may be reported to the appropriate authority.
6. Users must exercise care in protecting their passwords. Any abuse of a staff member's account by someone else is the staff member's responsibility. Staff members who believe that someone else may have their password should immediately change it and report the problem to the system administrator.
7. Users must abide by all existing federal and state laws regarding electronic communication. This includes, but is not limited to, accessing information without authorization, giving passwords out, or causing a system to malfunction.
8. Access to the Internet is a privilege. Anyone found using access in a way deemed inappropriate will be denied privileges and may be subjected to disciplinary action, including termination of privileges.
9. Students should not reveal their name, address, personal information, and school name when using the Internet.

10. Students are to use the Internet for educational purposes only.
11. Students should not store any inappropriate, illegal, or obscene material on school owned equipment.
12. Students should not access their e-mail accounts from school owned computers. In addition, students should not access personal Web pages or Web logs (blogs).
13. Without prior staff approval, downloading of music to a school owned computer or personal music device is unacceptable.
14. Students are not allowed to visit Internet game sites without the permission of a staff member. If students are given permission to access Internet game sites, there will be an acceptable list of sites provided to them.
15. Students must appropriately cite all information taken from an Internet site.

### **MONITORING**

BCA staff will strive to consistently monitor computer and internet usage. The BCA lab is equipped with a Web-blocker program. As efficient as this may be, there is no guarantee that it is 100% effective. At no time should this program be disabled. If staff members need additional access to the Internet, they may use one of the administrative computers which do not have a blocking system installed on them.

### **DISCLAIMER OF ALL WARRANTIES**

BCA can in no way guarantee the services provided by school access to the Internet or school computers. BCA is not responsible for any damages an Internet user might suffer. BCA accepts no liability in connection with data loss resulting from viruses, backup device failure, interruptions in service, delays, non-deliveries, failure to deliver, or mistaken deliveries. Information obtained from the Internet is used at the user's risk. BCA is not responsible for the accuracy of information obtained through school provided Internet service.

### **PERSONAL INTERNET USE**

Families must recognize that home and personal usage of the Internet may have an impact on the academy, staff and other students. Students who send threatening messages to or about another student may face school discipline if this action causes a disruption to the operation of the academy.

### **PENALTIES FOR IMPROPER USE**

Any user violating this policy may be restricted from usage of BCA computers or BCA Internet access.

## **COMPUTER USER AGREEMENT**

**STUDENT**

I have read and agree to abide by the Acceptable Use Policy of Bethesda Christian Academy. I understand that a violation of this policy may result in the loss of access privileges.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grade: \_\_\_\_\_

**PARENT/GUARDIAN:**

As a parent, I have read the Internet Acceptable Use policy. I understand that school access is designed for educational purposes only. In addition, I recognize that although there is a filtering system on the computer it is impossible to filter all objectionable material. I will not hold the academy responsible for information which students may access by accident. If my child should cause disruption to the academy due to personal usage of the Internet, I understand they may face school discipline.

Please initial the appropriate line:

\_\_\_ I give permission for my child to access the Internet at BCA

\_\_\_ I do not give permission for my child to access the Internet at BCA

Parent or Legal Guardian (please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF COMPUTER USER AGREEMENT**

I have read and agree to abide by the Acceptable Use Policy of Bethesda Christian

Academy. I agree to the additional guidelines:

\* My BCA provided e-mail account may also be used for personal e-mail. I agree to check daily for messages from parents. When using for personal matters, I agree to follow the acceptable guidelines set forth in this policy.

\* I will remind my students of acceptable usage when making Internet assignments. When grading papers, I will check to be sure that students have appropriately sited Internet sites which were used to obtain information.

\* I will monitor students when they are using the computer lab.

\* Although I may allow other staff members (assistants) to enter grades for my classes and give them access to my password, I accept full responsibility for the accuracy of the grades entered.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **AVAILABILITY**

Internet access is available to staff members of BCA. Staff members have access to e-mail and the World Wide Web. The use of the Internet may be monitored to ensure that it is being used for appropriate purposes.

### **SCHOOL E-MAIL ACCOUNTS**

Each teacher will be issued a school e-mail account. This account is accessible by the school web site. Teachers are required to check their e-mail accounts on a daily basis. Parent concerns, questions or praises should be addressed within a 24 hour time period.

### **Aftercare Information**

After school care is provided for students in grades kindergarten through fourth beginning at 2:45 p.m. and ending at 5:30 p.m. After school care is provided for students in grades five and above at 3:00 p.m. and ending at 5:30 p.m. Any student remaining on the school grounds at 3:20 pm will be sent to after school and their account will be charged.

### **Building Responsibilities**

Each teacher is responsible for his or her own teaching room. Many rooms must

be shared with the church. Please take care of personal items that need to be moved or covered on Friday for church on Sunday. Let's all work with the church in a cooperative spirit as this is the Christ-like way.

**Doors:** As part of the security plan for BCA, all classroom doors should be locked at all times. This will ensure that visitors may not be able to walk directly into a classroom. Lock your classroom door when you leave your classroom. This includes during lunch, at recess and in the afternoons.

**Tile Floor:** Tile floor should be swept on Tuesday and Thursday afternoon. This will allow the cleaning staff the opportunity to mop and buff the floors during the week.

**Back Counters:** Back counters should be cleared each Friday afternoon, allowing the cleaning staff the opportunity to disinfect the counter and sink.

**Trash Cans:** Trash cans should be left in the classrooms at the end of each school day. The cleaning staff does not require that trash cans be placed in the hallway. Teachers who reside in the BCA Cottages should leave their trash cans inside the classrooms.

**Floors:** Students should be encouraged to pick up paper, pencils, paper clips, etc off of the floor each afternoon, before reporting to car line. This will help us teach our students that we respect and honor the school that our Lord has blessed us with.

**Chairs:** Student chairs should be stacked or placed on top of desks/tables before dismissing each class to car line. Teachers should instruct students in the proper procedure for stacking chairs to diminish the number of broken and cracked chairs.

**Lights:** During the school day, if your class leaves the room, turn off all the lights. At the end of the school day, as you leave, please turn off all classroom and bathroom lights. When your class visits the restroom, please make sure that the lights are turned off when your class leaves that area.

**Thermostat:** Rooms that have thermostats in them should be checked at the end of each day and the thermostat set at the appropriate level for non-use. Do not turn off your thermostat.

**Repair Request:** If you need to report a maintenance concern or problem, please fill out a Repair Request Form and turn it in to the Administration. These forms are located in the academy office.

**Keys:** Teachers are given keys to their classroom at the beginning of the school year. Keys remain the property of BCA and must be returned at the end of the year. Please do not loan your keys to students. If they need to get into a room, they should see the appropriate classroom Teacher. Misplaced or broken keys should be reported to the

administrator as soon as possible.

**Doors:** Classroom doors may be decorated with signage, lettering, etc. Doors may not be covered with bulletin board paper. Door numbers and windows may not be covered at any time.

**Blinds:** Teachers should close the blinds on all windows each afternoon before going home. Windows should be checked to make sure that all locks are secure. **Do not place items on your window ledge causing blinds not to be lowered completely.**

**Windows:** In order for the building to look as uniformed as possible, please refrain from placing items on the windows that can be seen from the parking lot.

**Restrooms:** Teachers are responsible for checking group restrooms before the class returns to the classroom. Water should be turned off---lights should be turned off--paper should be off the floor--toilets should be flushed.

**Tape/Staples:** Teachers are discouraged from using scotch tape or staples to secure items to the wall. Painter's tape or masking tape should be used to secure items to the wall. When displaying work, keep in mind that only 20 percent of the wall space should be covered to ensure proper fire safety regulations.

## **Classroom Appearance**

Students need to learn to take care of their classrooms. For this reason, please make the appearance of the room a priority. Assign weekly monitors to check the appearance of the room before lunch and at the end of the day. Bookshelves, window sills and desks should be dusted once a week in an attempt to teach the children to respect the things that God has given us.

**Bulletin Boards:** Bulletin boards make an attractive room. Take time and think about the layout of your boards. Bulletin boards should display student's work, reinforce the various unit of study and reflect the school's Christian views. **Please make sure that at least one bulletin board is of a religious nature.** Boards should be changed at least once every two months. Holiday boards should be changed immediately after the holiday. Background paper is stored in the Teacher Resource Room. Please be courteous to others by leaving the resources available in a neat, organized fashion when you have finished with them.

**Walls:** Walls may be tastefully decorated. Please use masking tape or painters tape on walls and not sticky tak, staples or thumb tacks. Displays in the hallways should only be placed on cork strips or bulletin boards--**never straight on the wall!** Do not staple items to the walls. Fire code suggests that only 20% of a wall be covered with consumable items. Please remember that we share the building with the church and we need to do our best to keep the rooms attractive, orderly and usable. Do not place

stickers on lockers, book shelves or coat racks. **Less is often better than more!**

**Floors:** Students should be held accountable for the floor area surrounding their desks. Books, bags, coats, etc. should not be in the aisle or beside any student's desk. Floors should be inspected at least twice each day for paper and other large debris. (Although the custodian will vacuum the carpets daily, students are to be held responsible for trash on the floor.) Chairs are to be picked up and put on top of tables or desks at the end of the day before going to car line. Do not use tape of the floors

**Teacher/Student Desks:** As Teachers, we set the example for our students. Thus, Teachers' desks should be kept neat and organized-inside and out! Take time to clean your desk each afternoon before you leave school. Before you leave on Friday, take time to clean and straighten the inside of your desk drawers. Fourth and fifth grade students are to place all items from their desk in their lockers on Friday afternoon. Your students will respond better to your cleaning instructions if you have set the right example.

**Chalkboards:** Boards should be cleaned at least once a week. Please make sure that the boards are erased on Wednesdays and Fridays so they are ready for church use.

**Erasers:** Erasers should be cleaned away from the building by clapping two erasers together (if using a chalkboard). Students should never hit erasers against the building. Erasers should be cleaned at least once per week.

**Hallways:** Each elementary teacher will have a designated spot to display student work. Please place strong, academic items in this area for parents to view. All hall displays should be placed on a bulletin board or cork strip. Do not tape, staples, etc. student work directly on hallway walls.

## **Classroom Procedures**

**Attendance:** Each classroom teacher will need to keep an accurate record of attendance for the children in the front of her grade book. A separate Attendance Form will be turned in to the office each morning by 8:30 so that the office can keep an over-all attendance file. The attendance forms should be sent to the office via two students. Below is the attendance policy from the student handbook.

- \* **A pupil who is absent must bring a written excuse to the teacher within two days of returning to school.**
- \* **Excuses are to be turned into the office with the attendance folder.**
- \* **Phone calls cannot replace written excuses.**
- \* **Teachers should send home reminder notices to parents indicating that a written excuse is needed for the child's absence.**
- \* **Penalties will be implemented if a written excuse is not submitted in the appropriate time period.** (Refer to unexcused absence penalties.)

In the event a parent does not come by the office to pick up a tardy slip or students come to school after the office has recorded attendance, please take a moment to check the previous days attendance to see if any absences need to be changed to tardy.

Students must be at school until 11:30 each day to be counted present. Make up work is required by all students.

Elementary teachers should have make up work in the office each afternoon by 2:30 p.m. Middle school students will be encouraged to obtain their make up work from the various teachers upon their return to school. All teachers should complete the “While You Were Out” form for each student who was absent.

**Student Textbooks:** Textbooks issued to students during an academic year will consist of consumable and non-consumable materials. If books are lost or damaged during the year, replacement cost is the responsibility of individual families. All hardback books are to be covered. Teachers are responsible for maintaining an inventory of all books distributed to students. Books should be numbered. Students should be assigned a specific number and a record of those numbers should be maintained by the classroom teacher.

**Scripture Memory Policy:** The students at Bethesda Christian Academy should be given the opportunity to memorize scripture in an attempt to strengthen their spiritual walk. Students should always be given the scripture in the King James Version and in the New International Version. It is suggested that weekly bible verses be placed in the weekly newsletter or be printed and distributed to each student. Families have the responsibility of deciding which version of the bible their family will utilize.

**Rubrics:** Teachers in grades 1-8 are expected to create and use rubrics in an attempt to grade classroom projects. A rubric will ensure students understand what is expected for each project and will avail the teacher in grading without bias. Each teacher is expected to use a minimum of one rubric per school year. Each teacher created rubric should be submitted to the office for feedback as we attempt to implement this new teaching procedure.

**Running Records:** Teachers in grades K-3 will be trained to use a running record as one technique for evaluating a student’s reading performance. Teachers in grades 1-3 will be expected to complete one running record per student within each semester. A copy of the running record will be submitted to the academy office and a copy will be kept in the child’s classroom folder. Kindergarten teachers should attempt to complete one running record during the last nine weeks of the school year. A copy of the running record report should be placed in the student cum folder.

**Accelerated Reader:** Teachers in grades K-3 will receive training to use the

accelerated reader program. This reading system will help students obtain practice with vocabulary, reading comprehension and context clues. Students will be expected to use the accelerated reader program a minimum of twice a week. The following guidelines should be followed when using accelerated reader:

1. The classroom teacher will access each student to determine a basic reading level.
2. Students will be allowed to pick out a book from the academy library, public library or home that fits their designated reading level. Teachers should keep appropriate accelerated reader books in their classroom for student use (these books should be separate from the classroom library).
3. Students read the book on their own and attempt to complete the accelerated reader activities within 48 hours. Students should only read one book at a time.
4. A student should complete a minimum of 5 books with 85% accuracy or better before advancing to the next reading level. Book levels may vary .5 to .7 points. Realizing that some students are not strong test performers, a student may be moved to a new reading level after completing 10 book, even if the student has not completed the activities with a 90% accuracy rate.
5. Teachers should print out weekly reports indicating the various student activities that have been completed. A copy of the report should be sent home and a copy kept at school for grading purposes. Grading guidelines will be determined per grade level. All guidelines should be submitted to the academy office for final approval.

## **EXCUSED ABSENCES**

**It is the elementary classroom teacher's responsibility to make sure that all missed assignments are in the academy office no later than 2:45 each day. Middle school teachers should make sure that all missed work is placed in the office if the student missing more than one school day. Middle school students will obtain their make-up work from their individual teachers on the day that they return to school. BCA will use a "While You Were Out" form to indicate all work that needs to be made up. The date that tests and quizzes need to be taken should be listed on the "While You Were Out" form.**

1. **Verified illness** ( *It is our policy that a child must be kept at home for 24 hours after an elevated temperature has returned to normal*)
2. **Verified doctor or dental appointment**
3. **Bereavement/Wedding (immediate family members)**
4. **Pre-planned trips of an educational nature** that have been arranged in advance:
  - \* All missed assignments must be completed within 3 days of returning to school. Teachers will issue a date that tests and quizzes need to be made up.
  - \* A report detailing the educational activities of the trip should be submitted to the classroom teacher within a week of return.

Kindergarten reports should include a picture (camera or hand drawn) and a description of the activity written by the student.

First through fourth grades should include pictures and a story of the activities.

Fifth grade and above should prepare a daily journal which details their activities including historical information, interesting facts, etc.

There should be an activity for each day of excused absence.

\* Arrange with the teacher a week in advance of trip to receive assignments which will be due.

**\*If assignments are received prior to the excused absence—they are due the day the student returns to school.**

## **UNEXCUSED AND EXCESSIVE ABSENCES**

Unexcused and excessive absences have grading penalties:

\*Each unexcused absence will result in the final nine week grade being reduced by 1 point per subject per absence.

\*Suspension is considered an unexcused absence and will result in the final grade being reduced by 1 point per subject.

## **TARDIES**

For students to receive the best advantage of their educational experience, it is important for all students to arrive at school on time. Students who are late begin their day feeling rushed and overwhelmed.

\* Students may begin to enter their classrooms at 7:40 am.

\* Students are considered tardy at 7:55 am and will not be admitted into the classroom without a tardy slip which will be issued from the office.

\*6 unexcused tardies will result in the student not being eligible for perfect attendance. Once the elementary student has obtained six unexcused tardies (within one grading period) the student will be issued a lunch detention for the sixth tardy and each consecutive tardy.

## **Middle School**

\* **6 tardies** acquired during a single class period will result in the final nine week grade for that class being lowered by 1 point. 6 tardies to homeroom, acquired during a nine week period will result in the final nine week grade for the first period class being lowered by 1 point.

\* additional tardies will result in a required conference with the parent, student and administration.

**Written Excuses:** When a child is absent from school, a note should come to

school with the child stating why the child was out. If a note is not brought in within two days of returning to school, the absence can be listed as unexcused. Teachers should turn in these notes to the office on the day they are received. You will find a form in the back of the handbook which should be sent home with the student if they fail to bring a note on the day of return. Try to always send the remind notices home with the child if a note does not come to you on the first day the student returns to school.

**Early Dismissal:** When a student needs to leave before dismissal time, they must be signed out in the academy office. Please do not allow a student to leave your class until he or she has been signed out in the office.

**Chapel:** Chapel will be held once a week in the Church Sanctuary. Students are expected to behave with respect and reverence for God's House. Teachers will be asked to take an active role in planning and organizing chapel services. We must make it a priority to teach and reinforce acceptable behavior patterns. Special teachers who are on campus during chapel time are expected to attend.

The Sanctuary rules are as follows:

- No running, playing or gum chewing.
- No going to the bathroom during chapel.
- Students should bring their Bible to chapel--nothing else (beginning in grade four).
- Teachers should check the rows students were sitting in after every assembly in the Sanctuary.

**Illness:** When a student becomes sick during the school day, the teacher should take his or her temperature. If the student is running a fever, send him to the office. Always send another student or an assistant with the sick child. If he or she is not running a fever, have them put their head on the desk and rest for a while. Keep a check on the child--never leave him or her unattended. The office is unable to give medication to any student without parent permission. Please do not send a child to the office for medication unless you know there is written permission on file in the office.

**Injury:** If a student is injured during the course of the school day, notify the office immediately. If office personnel are not immediately available, get another faculty/staff person to assist you. Follow standard first aid procedures. Blood related accidents should never be dealt with until you are protected. It will not hurt the child's nose to drip blood until you have on protective gloves. Do not expose yourself unnecessarily. The floor or the child's clothing can be cleaned. Your health is more important. Treat each blood-related accident as a potential threat. Keep gloves in your pocket when on the playground or in the gym where accidents are more common. Please dispose of bloody items by placing them in a plastic bag. It is required that all BCA employees take first aid kits to all playground activities.

In case of an accident keep calm and try not to alarm those around you. Send a

reliable child for help if on the playground alone. Never make statements to parents that might later be construed as negligence on the part of yourself or coworkers. We must all work together and support one another.

An accident form must be filled out on any accident. Once the form has been filled out properly, place it in the administrator's mailbox. **NEVER LEAVE A CHILD ALONE!!!!**

**Field Trips:** All field trips must be pre-approved. There are forms available in the office. All forms must be completed two weeks prior to leaving on a field trip. Teachers are asked to keep field trip money locked in their room or placed in the school safe until all monies are collected. You will be provided with a field trip accounting form which should be filled out and turned into the office with all money. If a field trip is planned on chapel day, it must begin after or end before chapel. When figuring the total cost for field trips--include \$2.00 per child to help with transportation expenses. **Field trips have been designed for each individual class and age group. Siblings and staff children are encouraged to only attend field trips that have been designed for their particular class.**

**Class Parties:** Class parties are limited to the following:

**Elementary: (K-5)** Christmas, Valentines, Easter, End of Year

**Middle School:** Homeroom classes may have class parties at the discretion of each homeroom teacher.

Classroom supply money should not be used for scheduled parties. It is requested that the party menu include some healthy choices. Only caffeine free soft drinks should be provided for classroom activities, rewards, and holiday celebrations. Staff members should limit the reward activities for individual classrooms. No class should schedule an off-campus lunch without prior permission from the administrative team. Please be aware of all classroom allergies when planning parties or rewards. Teachers may use classroom supply funds to obtain rewards for your students.

**Holiday Activities:** In order to respect the views of all parents, we make every effort to avoid controversial topics and images. Since some of our parents take exception to Santa Claus, elves, and the Easter Bunny we will not focus on these ideas in our classroom. All holiday activities and parties must be pre-approved by the administrator.

**Please Note: The Academy does not acknowledge any significance related to October 31.**

**Snacks:** A 15 minute nutrition break is available for students in K-5. Students and parents should be encouraged to bring healthy snacks. Please encourage parents not to send juice. Water is available in each classroom. Middle school will not have a specified snack time. Students are not allowed to purchase snacks or soft drinks from the teacher workroom until after school each day.

**Honor Roll:** Students with either A or A/B honor roll will be honored at chapel at the end of the first, second and third nine weeks.

**Fire Drills:** All teachers should follow the suggested guidelines:

- The first fire drill will be announced in advance to faculty and students. Others will follow unannounced. Fire drills are scheduled one per month
- Immediately after hearing the alarm, teachers should remind designated students to shut all windows and doors. Lights should be turned off.
- Students should leave the classroom during a drill in single file and proceed to the designated area with no talking, no running, no pushing, but with orderly rapid movements.
- Students should not stop until they reach their designated area.
- Teachers should carry their attendance book with them when they leave the classroom. Teachers should walk near the end of the class line.
- After the class reaches its area, the teacher should take roll. There should be no talking outside. If a student is missing, the teacher should immediately notify the Administrator.
- When all students are accounted for and rooms have been checked, the Administrator will signal for students to return to their classes. Students should remain in line--walking, not running.

**Tornado Drills:** The procedure for tornado drills is the same as for the fire drills except that the designated area of safety will be in the school hallways or other designated areas. Students will learn the “Duck and Tuck” method used in tornado drills.

**Crisis Management Plan:** BCA has a plan in place for bomb threats, campus intruders and other emergency situations. This plan is located at the back of the staff handbook.

**Reimbursement Policy:** Each teacher is given a specific allotment of funds to use for classroom expenses. You may charge items at designated school supply stores or you may personally purchase items and turn in receipts to the office for a reimbursement check. Receipts both for items changed or for reimbursements should be turned in to the academy office within two week of purchase. At the end of each nine weeks all purchases for that period should have been reported to the academy office. Receipts should be turned in for the year by May 1 (if at all possible).

**Pledges:** All students at BCA are to recite three pledges at the beginning of each school day. Prayer should always follow the pledges. (Pledge to the Bible; Pledge to the Christian Flag; Pledge to the American Flag).

**Prayer:** Every school day should begin with prayer. Each middle school class period should begin with prayer. Students should see by example the value we place in talking to our Heavenly Father. Take time to pray daily before your class leaves the classroom to go to lunch. Also, be sensitive to the leading of the Holy Spirit with regard to the needs of your students. If the class is tense or argumentative or struggling with a new concept, stop and lead them in prayer. Praying with students before tests and quizzes is also helpful.

**Recess:** Students in grades K-5 should have 30 minutes of recess every day. For fourth grade students and above, P.E. time may take the place of this 30 minutes recess period. First through fifth grade should limit recess time on P.E. day to 15-20 minutes. Structured activities should be scheduled as much as possible. Children must be taught about the different pieces of playground equipment so they might enjoy it and also be safe. Teachers should never leave a class alone on the playground. Do not use the equipment to sit on or rest on. This time is not your break. Move around and be where the children are playing as much as possible. If you are close by, then you can correct and guide the children and possibly prevent serious accidents. Carelessness, roughness or unclean talk will not be tolerated. Do not stay out on the playground longer than 30 minutes. We need to use every moment possible to teach our students. It is recommended that classroom teachers designate one day a week as class game day. This day should be designed to have all students play an organized game with the teacher--kickball, dodge ball, etc.

**Playground Equipment:** Playground equipment will be available to each classroom. It is the responsibility of each teacher to maintain all equipment. Teachers should inform the administrator of equipment that goes into the woods. Students should never be allowed to go into the woods to obtain equipment.

**Rules:** Class rules should be posted in each classroom. Spend time every day for the first two weeks of school working on habit/character training. Students should know your class rules inside and out. Parents should receive a copy of your class rules at Open House or during orientation. Please make sure that the rules are stated in a positive way (We can raise our hands when we talk---not Don't talk without raising your hand.)

**Weather Delays:** If at all possible we will try to remain open during bad weather. All employees are expected to report to work at their regular scheduled time unless instructed otherwise. This may mean leaving home earlier or riding with someone. If the Public Schools are closed, then it is likely that we will be closed also. However, the

Administrator will make every effort possible to broadcast our own closings and openings over the radio and television. Stay tuned to WRAL-TV (Channel 5); WRAL-TV (Channel 11); WRAL Radio FM 101.5. Updates will also be available on the school web site: [bcacrusaders.org](http://bcacrusaders.org). as well as through Saf-T-Net. Makeup days will be determined by the Administrator and the School Board.

## **Fundraising**

All fundraisers must have a request for approval presented to the Administration at least two months in advance of initiating any activity on that fund-raiser.

**Fundraising Criteria:** All fundraising activities must be presented to and approved by the Administration before solicitation can begin or announcements are made

A financial report must be provided to the Administration at the conclusion of the fundraising project.

Each project should have a purpose. ( No general fundraisers.)

### **Guidelines for fundraising:**

1. No raffles
2. No gambling
3. Products or services offered must be quality products at just prices.
4. Only approved vendors may sell in the name of the Academy
5. Theatrical productions should emphasize Christian themes.

**Restroom Visits:** Classrooms should set designated times for students to visit the restroom. Teachers must monitor the students during this time. After all students have visited the restroom the teacher should check each restroom to make sure that the water is not running, that paper has not been left on the floor and that the lights have been turned off.

## **Daily Responsibilities**

**Teachers Hours:** Teachers and assistant teachers are to arrive at school each morning by 7:20 am in time to attend morning devotions or morning duty. Assistants may leave school at 12:00 and teachers may leave school at 3:25 pm. Full time assistants may leave school at 3:00. Café employees may leave school based on the time listed in their annual contract. Staff members are to check in and out each day using the “Jiffy Pass” Identification Scan System, located in the academy office.

**Teacher Work Day Hours:** Teachers are to arrive at school by 8:00 and plan to leave at 3:00. Assistant Teachers are to arrive at school by 8:00 and plan to leave at 12:00. Elective Teachers and Part-Time Teachers are expected to attend all built in work days.

**School Hours:** School begins at 7:55 a.m. and ends at 2:45 p.m. for K-4 and 3:00

p.m. for grades 5 and above. Students will be allowed to enter the classroom beginning at 7:40. Full time teachers are expected to maintain campus hours from 7:20 am until 3:25 pm.

**Student Arrival:** Students may begin to arrive at the Academy as early as 7:25 a.m. Students should report to the computer lab for before school care until 7:40 a.m. Beginning at 7:40 the students will be allowed to go directly to their individual classrooms. Parents will be expected to walk students in grades K-2 into the school building and to the proper destination. No drop-offs will be allowed until the student is in the third grade. Teachers should be stationed at their classroom door beginning at 7:40. This will allow you to greet parents and supervise students who are in your classroom. Teachers should always have assignments ready for students as they enter the room each morning. A very structured, organized morning will help set the pace for the rest of the day.

**Student Dismissal:** Kindergarten through second grade students should be ready to leave their classrooms at 2:40 p.m. Third and fourth grade students should be ready to leave their classrooms at 2:45 p.m. Fifth grade and above leave the class at 2:55 p.m. Do not permit noisy ‘hustle and bustle’ as the students prepare for dismissal. The key to a good orderly dismissal is proper planning ahead so that the class has ample time to get ready. The teacher or assistant should walk the children out to the car line and stay with the class until his or her class has been placed in a car. After school students will be dropped off at the afterschool room as the remaining students are making their way to the blue carpet area. The blue carpet area is a quiet zone. Please refrain from visiting with parents or staff during this time. All staff members should remain on duty until all students are picked up. If the teacher is still waiting for parents to arrive 15 minutes after dismissal time, please take the student to the academy office or after school care and then contact the parent by phone in order to ensure that everything is fine and that the student will be picked up.

**Lunchroom Procedures:** As you prepare for lunch each day, try to enforce these general guidelines:

- Prayer should be said before leaving the classroom.
- Students should go to the bathroom as a class before lunch to wash their hands.
- Lunch should begin with a 10 minute silent period - this encourages the students to eat (this is designed for students in grades K-3)
- Students are to remain seated in the lunchroom at all times.
- Students are to clean up all food and paper on and under their table.
- Students should be dismissed one table at a time to put up trays and throw away trash.
- After lunch, the Teacher should allow all of the students to go to the restroom. The Teacher is required to monitor the restrooms.
- Please make sure a student or the teacher washes off the tables and

sweeps the floor after the class has finished using them.

**Lunch Prices:** The following prices will be charged for items in the lunchroom.

|                  |   |
|------------------|---|
| Ice Cream        | \$.50 or \$.75 (depending on type of ice cream purchased) |
| Chips            | \$.50   |
| Milk             | \$.40   |
| Cookies          | \$.50   |
| Fruit (MS/Staff) | \$.50   |
| Cereal           | \$.50   |
| Extra Entrée     | \$1.00  |
| Muffins          | \$1.00  |
| Staff Lunch      | \$1.75  |
| Staff Children   | \$1.75  |

Additional individual items not listed above will be available for purchase per the BCA Café Manager.

### **Middle School and Staff Specials:**

Specialty lunches are offered to middle school students and all staff members. These specialty lunches are available on various days of the week. Each week's lunch menu will list all available options.

Salad Bar  
Baked Potato Bar  
Sweet Potato Bar  
Ham/Turkey Sandwich Platter

All orders for specials must be in the office by 9:30 am. If a student or staff member comes in later than 9:30, he or she will need to purchase the hot lunch entrée for the day.

If a student forgets lunch and does not inform the teacher until lunch time, that student will be charged \$3.00 and a lunchroom note will be issued to the parents.

**Lunch Money Procedures:** Students in grades K-5 will receive a weekly lunch menu every Friday. This menu will be returned to school on Monday. Teachers will need to collect money and menus and record on a master lunch list who is going to eat hot lunch and who is bringing lunch from home. This master list and money will be placed in a lunch envelope and sent to the office each day. Students who wish to purchase milk or ice cream may do so on a daily basis. Lunch money does not need to be recorded or counted by the classroom teacher. Middle school students will not need to return their lunch menus each week. Teachers will fill out a provided slip each day telling the number of

students eating hot lunch and the number of students bringing lunch from home.

### **Disciplinary Policies and Procedures**

#### **Discipline Procedures: “Students should be taught to obey those in authority SWEETLY, COMPLETELY and QUICKLY.”**

1. Discipline and order are necessary for any school to maintain control and to teach effectively. We expect children to learn self-control and respect for authority and property and to use time wisely. In order to accomplish these goals, certain behavior by students cannot be tolerated and should result in action by the teacher and/or the administration.

- \*Use of physical force or verbal intimidation
- \*Leaving school property without permission
- \*Defacing and property of the school, church or another student (damage caused by a student will be paid for by the student)
- \*Bringing to school any article that distracts another
- \*Being disrespectful toward fellow students, teachers or staff in attitude, words or actions
- \*Using profanity or vulgarity
- \*Lying, cheating or stealing
- \*Inappropriate public display of affection toward members of the opposite sex, such as kissing, hand holding, embracing, etc.
- \*Involvement in immoral activities or activities that are contrary to the philosophy of Bethesda Christian Academy
- \*Obscene body language
- \*Possession on their person or locker any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol or pornography.

2. Positive reinforcement is a strong tool when working with children. We must always take a positive approach with a Christ-like attitude. Use methods of positive reinforcement and motivational ideas to challenge a student. Rely heavily on praise, rewards, and maintaining an atmosphere that is mentally and physically interesting and challenging to children.

3. Maintaining this atmosphere often requires firm discipline. Since each child is unique, discipline is most effective when sensitively tailored to meet the needs of each personality. What works for one child may not be effective for another.

4. All classroom rules should be made known at the beginning of the school year. Be consistent and loving. Be firm in the beginning and follow up with the appropriate response. Keep your standards high. Some behavior is best when ignored. Put your emphasis on preventing rather than punishing. Anticipate problems before they happen.

5. DO NOT USE TIME-OUT AS THE FIRST STEP IN DISCIPLINE. TIME-

## OUT SHOULD BE A LAST RESPONSE FOR THE TEACHER.

A. Warning. Begin with verbal explanations of appropriate or inappropriate behavior and then progress to firmer spoken communication. Do not scream at the children or speak in a rude tone of voice. Would you want your own child talked to that way? Do not touch the children when disciplining them. The student will be warned and expected to respond immediately and to refrain from continuing the behavior.

B. Restriction. Take the child out of a situation and focus his/her attention to another activity. This may take care of the problem. If this action or other unacceptable behavior continues after the warning, the student will be notified that he is restricted from participating in the activity within the group until further notice. The student must respond appropriately, immediately, and may not discuss the situation or talk back to the teacher at this time. After the restriction is removed, the student may speak or confer politely with the teacher.

C. Time-Out. For some children with stronger wills, we find that stronger actions must be taken after several warnings. These stronger actions may include taking away a short period of play time or other activity that is important to the child. Do not let a child sit for a longer than appropriate time. Usually one minute per year of the child is sufficient. When the time-out is over, speak to the child in love and reassure him/her that you still love them. The student must go immediately to time-out without discussion and remain there until further notice from the teacher. During "time-out" it is suggested that the child not be able to finish his work, but to sit there and think about why he is there and develop a plan for correcting his behavior. Before a student leaves the time-out area, the teacher will discuss the situation with the student. If a student abides by class rules, remains courteous, and maintains control of himself, he will be allowed to rejoin the class. Notice may be necessary to parents if behavior persists. Students should never be placed in the hallway alone!

D. Further Restrictions. Students who cannot comply or use disruptive behavior in class will then have field trips and special activities taken away for a period of time.

E. Teachers should send discipline notes home with students who have broken school rules. A phone call should also be made to the parents.

F. Suspension. If all steps and possibilities have been exhausted, the child will be carried to the administrator for the possibility of suspension. Students who are referred to the office (with a completed discipline note) more than once in a single grading period will be suspended for 1 instructional day. Students who engage in fighting with another student will automatically be suspended from school for at least 1 day. The definition of fighting will be determined by the Administration.

G. If a discipline problem arises that the teacher and administrator cannot handle without the parent's advice and support, a conference between parents and school

staff will be scheduled. Written documentation concerning the problems will be presented to the child's parents. Updates on the child's behavior will be written and sent home within the next two weeks. A follow-up conference will be held during the next month if needed.

## **BCA CODE OF CONDUCT**

1. I will act honestly at all times and in all situations. "The Lord hates ... a proud look and a lying tongue." (Proverbs 6:17)
2. I will respect those people God has placed in authority over me. "Pray for rulers and for all who have authority so we can have quiet and peaceful lives..." (1 Timothy 2:2)
3. All academic pursuits will be the result of my own efforts and not that of others. "Provide things honest in the sight of all men." (Romans 12:17)
4. The words that I speak will be good and will be spoken with the intention of building up my peers and those around me. "Speak not evil one of another." (James 4:11). "Let no corrupt (rotten) communication come out of your mouth." (Ephesians 4:29)
5. I will respect the property of others and the property that God has provided for my use at the Academy and Church. "Let him who stole, steal no more." (Ephesians 4:28)
6. I will obey instructions that are given to me by my teachers, supervisors, and administrators. "Do everything without complaining or arguing" (Philippians 2:14)
7. I will treat my fellow students with kindness. "Be kind one to another, tenderhearted, forgiving one another." (Ephesians 4:32) "The servant of the Lord must not strike." (1 Timothy 5:22a) "Live in Peace with each other." (1 Thessalonians 5:13)
8. I will keep to myself in all affairs that do not concern me. "Don't share in the sins of others." (1 Timothy 5:22b)
9. I will work diligently to the best of my ability in all things that I do. "We do not want you to become lazy." (Hebrews 5:12a) "And whatever you do, do it heartily, as to the Lord and not to men." (Colossians 3:23)
10. I will take care of the body that God has given me, and will try to keep it healthy. "... You are the temple of God and the Spirit of God dwells in you." (1 Corinthians 3:16)
11. I will demonstrate in all things an attitude that is consistent with the example of Jesus Christ. "He who knows to do good, and does it not, to him it is sin." (James 4:17)

12. I will dress and act modestly. "I will set no wicked thing before my eyes." (Psalm 101:3) "Avoid the appearance of evil." (1Thessalonians 5:22)

## **SCHOOL WIDE POLICIES**

1. Students strive to exhibit Christ-like behavior at all times.
2. Students respect and follow adult directions.
3. Walk within school buildings
4. Low talking in hallways and lunchroom.
5. All persons exercise safety on BCA campus.
6. School property is respected. (Damage caused by a student will be paid for by the student)
7. Students show respect for person, property and individual differences, in attitude, words and actions.
8. Students do not bring gum or soda to school, no toys or electronic devices are allowed except with permission of the teacher.
9. Students are to dress in an appropriate way, no hats or scarves are to be worn in the building.
10. Public displays of affection are not permissible on school grounds or at school sponsored events - including hand holding, embracing, kissing, etc.
11. Only movies with a rating of G are permissible for school viewing.
12. Beepers and cell phones and other electronic devices (not pre-approved by the academy) are not permissible during school hours.
13. Students should never leave the school property without permission.
14. Students in grades K-3 should maintain a silent lunch for the first 10 minutes of lunch, to ensure that students take the time to eat their lunch.
15. Students in grades K-3 should be encouraged to walk quietly down the hall with the hands placed behind their backs. This encourages all students to follow the same procedure and reminds each student to be responsible for their body.
16. Students in grades K-3 should go to the restroom as a group—when appropriate. Students in grades 4-5 may visit the restroom in small groups while the teacher stands in the hall.
17. Students and teachers should not chew gum on school premises.

## **SEVERE CLAUSE**

1. Physical or verbal abuse (including the use of profanity or obscene body language)
2. Out of control behavior
3. Property abuse
4. Actions contrary to a biblical life style
5. Possession on their person or in their locker of any kind of weapon,

fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography.

Any student engaging in any of the above listed behavior can **immediately** be referred to the office.

## Middle School Demerit/Merit System

The purpose of the BCA Middle School discipline policy is to support a positive learning environment through the elevation of students', parents' and faculty members' awareness of and commitment to clear guidelines of expected behavior. Teachers must inform a parent by phone or e-mail if they issue a demerit that is worth more than 2 demerit points.

### Merit System

|  |  |
|--|--|
| Under 5 demerits during 1 <sup>st</sup> grading period | Free Ice Cream                                       |
| Under 5 demerits during 2 <sup>nd</sup> grading period | Free Ice Cream                                       |
| Under 5 demerits during 1 <sup>st</sup> semester       | Privilege of going off campus for lunch or breakfast |
| Under 5 demerits during 3 <sup>rd</sup> grading period | Free Ice Cream                                       |
| Under 5 demerits during 4 <sup>th</sup> grading period | Free Ice Cream                                       |
| Under 10 demerits ALL Year                             | Special Field Trip or Gift Card                      |

### Demerits

|  |      |
|--|------|
| Tardy to class   | 1    |
| Coming to class without necessary supplies (not including homework)                    | 1    |
| Violation of dress code  | 2    |
| Chewing gum  | 2    |
| Having non-academic accessories during school hours (cell-phone, ipod, cd player, etc) | 2    |
| Talking in class when asked not to talk  | 1    |
| Disrespect to those in authority   | 3    |
| Disrespect to another student  | 3    |
| Lying/Dishonesty   | 5    |
| Having improper physical contact (hitting, kissing, etc.)                              | 5    |
| Profanity  | 10   |
| Using technology inappropriately (Lab)   | 10   |
| Students are not allowed to log on to social web sites (Myspace, Facebook, etc)        |      |
| Damaging school property   | 5-15 |

6 demerits = 1 hour after school detention

Teachers will turn in demerit slips to Ms. Rekrut who will organize and contact parents and students to inform of the necessary after school detention. After school detention will be held each Monday afternoon until 4:00 pm. Parents will be asked to pick their student up at 4:00 or they may go to the after school program. A student who is assigned after school detention will be required to miss any practice/game that may fall on the assigned detention day. Middle school teachers will create a rotating schedule to staff after school detention.

If at any time you have questions or concerns about your child's behavior, please contact the Academy office.

**Expulsion** - The decision to expel any student is made upon the recommendation of the Academy Administrator. A student may be dismissed:

1. If the student violates the severe clause of BCA school wide policy or consistently violates school wide policy procedures.
2. If the parents do not co-operate with the school
3. If the absence policy/tardy policy is abused.

## **Teaching Policies/Materials**

**Yearly Overview:** At the beginning of each school year, Teachers are to complete a yearly overview of each subject taught. The overview will help us stay on schedule with the curriculum.

**Curriculum Guides/Unit Studies:** Curriculum guides and unit studies have been created for each grade level. Teachers are expected to use the curriculum guides as they plan instruction. Units should be updated throughout the year as adjustments are made to enhance the learning process. All curriculum guides and unit studies are expected to be updated and current before teachers are dismissed for the summer holiday. There are copies of the curriculum guides in each classroom and in the academy office.

**Plan Book:** An outline of each day's presentation, including complete assignments, is to be shown in your plan book for one week in advance. Lesson plans are to be turned in to the administrator by 8:00 a.m. on Monday of each week. (Plans may be placed in the administrator's mailbox.) Lesson plans should be thorough and legible enough to be usable by a substitute teacher in the event that you are unable to attend class. Plans should include at least one organized game that will be played at recess and should list the novel, books, etc. that the teacher will read to the class during the day. Homework for each day should be listed on the lesson plan.

**Attendance Book:** Attendance is to be kept in the front section of your grade book. Teachers should mark each student's name daily with one of the following codes:

. Present

|            |                    |
|------------|--------------------|
| <b>T</b>   | Tardy              |
| <b>A</b>   | Absent             |
| <b>A/E</b> | Excused Absence    |
| <b>A/U</b> | Un-excused Absence |
| <b>A/S</b> | Suspended Absence  |

**Cumulative Folders:** Each student has an individual cum record. These records are stored in the office stairwell and may be checked out from office personnel. Records may be taken to individual classrooms as teachers or assistants work on them. They should be returned to the office each day before teachers leave school. Please do not leave records in the room unattended.

At the end of each grading period - if you are using report cards that do not have carbon copies, please make a copy of each report card and place it in the individual cum folder. This gives the teacher a copy of the grades in the event a student does not return their report card. At the end of the year, teachers should place a copy of the completed report card in the cum record folder. There will be instructions given out at the end of the year detailing procedures for completing the cum records for the year. During the year, classroom teachers should save examples of each student's work to be placed in the cum records. An example from the first, middle and end of the year should be included. Teachers and assistants are the only personnel allowed to work on cum records. Please do not allow parents or students to help with compiling the records.

**Video/Audio Policies:** All videos and audios must be pre-approved by the academy administrator. Absolutely no videos will be approved with ratings below "General Audiences." If you want to show a video or use a cassette, please plan ahead!

**Testing:** All students in first grade and above are tested on a regular basis in order to monitor academic progress. Teachers use these grades to identify student strengths and weaknesses. Lesson plans are developed and adjusted to meet the specific needs of individual students and classes. First grade students and above will be tested each spring, using the Stanford Achievement Test. This test helps to monitor each student's academic progress in comparison to other students in the same grade level nationwide. We use the overall test results to identify areas of strength in our curriculum as well as areas where curriculum needs to be reviewed and enhanced.

**Re-Testing/Buy Back Points:** Teachers should not allow students to re-take tests unless a large percentage of the class did not perform well on the test. If the class did not perform well, the teacher should review the material and then re-test the group. Teachers who plan to utilize a "Buy Back Points" policy for tests, must have the policy reviewed and approved by the administration before it is published to students and parents. "Buy Back Points" are not encouraged for elementary students.

### **Grievance Procedure**

The procedure for handling problems among Christians is outlined in the Gospel of Matthew, Chapter 18. In practical terms, this scripture provides the framework for the grievance procedures at BCA.

1. When a problem arises, parents should schedule an appointment with the appropriate personnel. Most problems can be resolved at this stage if all parties will be straight forward and forgiving. Discussions between parents and academy personnel should remain confidential.
2. If both parties have met together and still remain dissatisfied, a conference should be scheduled with both parties and the academy administrator.
3. If the problem still cannot be resolved the academy administrator will notify the Pastor. The Pastor and the academy administrator will meet with both parties to discuss the matter. The final decision rests with the Pastor.

Christians should desire to live and work together in harmony. Therefore, when problems arise among God's family, all parties involved should work toward a swift and agreeable resolution.

### **Parent Relations**

It is important that we are friendly in a business-like manner with parents. Teachers are expected to cooperate fully with parents and to respond to any phone calls or written messages the same day. Some parents will request that you keep them regularly informed by phone of a student's progress in addition to reports sent home. Do not obligate yourself to do this, but assure the parent that you will welcome their inquiry about the student's progress any time they wish to telephone or write. If a parent comes to your door during class time, take care of him/her briefly and courteously. Offer to call them or to set an appointment for a conference at a convenient time. Notify the office of any such unscheduled visits. Conferences should not be scheduled between 7:40-7:55 am. Teachers should record all parent phone conversations in their teacher parent communication log.

**Ethics:** The following are some practical suggestions that will help our Academy be successful:

- Satisfied parents are informed parents.
- Show concern in a business-like manner. Be professional, not casual, with parents.
- Suggest ways to solve problems if you can. If you do not know a solution, refer the parents to the administrator.
- Do not apologize for any school policy.
- Do not discuss decisions or problems of students with parents unless they directly involve their own children.

**Newsletters:** Teachers of K-5 will need to prepare a weekly newsletter which will go home on Friday. This newsletter should include: overview of the week, important school dates, reminders of projects, and dates for quizzes and test. Newsletters should be placed in the administrator's box by Thursday morning so they might be approved. Middle school students will receive periodic newsletters.

**Correspondence:** All letters sent home to all class members' parents should be pre-approved by the academy administrator. Turn in proposed letters two days before you want to send them home. All notes sent home to individual parents must be written in the Teacher/Parent Notebook that has been given to you. Send the white copy home in a sealed envelope and keep the yellow copy. This is your documentation that you have contacted parents.

## **Grading**

**Grading Scale:** Once students at BCA begin to receive grades the following scale will be used:

|                 |   |
|-----------------|---|
| 93-100.....     | A |
| 85-92.....      | B |
| 77-84.....      | C |
| 70-76.....      | D |
| 69 & below..... | E |

Special teachers will use the following numeric scale when issuing grades:

Kindergarten: O = Outstanding S = Satisfactory N = Needs Improvement

1<sup>st</sup> - 5<sup>th</sup>: 1 = Very Good 2 = Satisfactory 3 = Needs Improvement

Middle School electives will receive some numeric grades and other courses will be graded with 1,2,3, 4 or 5. If the 1-5 is used, the numbers will transfer to the report card as follows:

1 = 97 2 = 89 3 = 81 4 = 74 5 = 69

Elective teachers should place grades in each teacher's mailbox or in the computer on the day after the grading period ends.

**Weekly Grades:** Teachers should take at least one grade per subject per week. This is in addition to any test given that week. Study guides should be prepared for students in grades three and above.

**Homework:** Each teacher may give necessary homework to aid pupils in learning.

1. Homework assignments for elementary students will be left to the discretion of the individual teacher who has been directed to follow a graduated time system of a maximum of sixty to ninety minutes of work per night.
  - A. K-1 (10-25 minutes total)
  - B. 2<sup>nd</sup> grade (20-30 minutes total)
  - C. 3<sup>rd</sup> grade (30-40 minutes total)
  - D. 4<sup>th</sup> grade (40-50 minutes total)
  - E. 5<sup>th</sup> grade (50-60 minutes total)
  - F. 6<sup>th</sup>-8<sup>th</sup> grades (60-90 minutes total)
2. Homework assignments for middle school students will be left to the discretion of the individual teachers who have been directed to follow a maximum time frame of 30 minutes in a given subject, per night.
3. Students in grades 6 and above are allowed to receive homework assignments on Wednesday nights and weekends.
4. Students in grades five and below will not normally receive homework assignments on Wednesday nights or weekends. Unfinished class work may be assigned to students on any given night.
5. Elementary students may have scheduled test and quizzes on Thursday with three days prior notice.
6. Middle school students will not normally have more than two major test scheduled for the same day.
7. Elementary and middle school students may be assigned project work that could be worked on during a weekend.
8. All work should be clear and legible. A teacher may refuse to accept any work which does not meet these two standards.
9. Written work in every class, beginning with grade three, is subject to being checked for spelling and grammar. Work may be graded on both content and grammar. Most classroom work will be sent home, weekly, for parent perusal.
10. Homework that is not completed and returned the following morning will automatically have ten points deducted from the grade. If the homework is not returned to the teacher on the second day, the student receives a zero for that assignment. Parents should be notified that the student has received a zero for not turning in a particular homework assignment.
11. Students will be given up to three days to complete all work, including tests,

missed during an excused absence.

**Cheating:** The BCA Code of Conduct states that all academic pursuits will be the result of a student's own efforts and not that of others. In the event it is determined that a student has been cheating, the following discipline procedures will be taken:

1. The student will receive a zero on the assignment or test.
2. The principal will be notified and the student will meet with the principal.
3. Parents will be contacted by the teacher.
4. If the student holds a leadership position in the class, a club or on a sports team, they will lose that position. The student will have violated the honor placed in him/her as a leader.
5. A second offense may cause the student to automatically fail the class for that grading period.
6. A second offense requires a conference with the principal, student, parent and teacher.

**Report Cards:** BCA is on a nine week grading cycle. Report cards will be sent home within a week of the end of the grading cycle. Copies of report cards are due in the office at 8:15 a.m. on the day before they are scheduled to go home. Parents are asked to review and sign each report. Students should return each signed report card within two days. Report cards will not be issued to students who have overdue library books, library fines or outstanding tuition balances. Copies of the final report card should be placed in student cum folders.

**On-Line Grades:** Teachers in grades one through eight will be expected to maintain grades on-line. Parents and students will have the availability to view grades from home on a daily basis. Teachers are expected to record grades in a timely manner. Grades should be recorded into the computer system at least once a week. Grades will be downloaded to the server each Wednesday. When viewing grades on line, remember the first screen will only show a cumulative grade for the year, it does not show how the student is performing at the current time. In order to obtain a current nine week report, teachers should click on each subject to bring up the various nine weeks grades. Assistants may place grades in the computer, but it is the teacher's responsibility to check the grades to ensure accuracy. Grades may be placed on the computer from the lab; the library; the academy office and various classrooms.

**Elective Grades:** All elective teachers will be expected to enter grades into the computer system before each grading period.

**Progress Reports:** Progress reports will be issued to all kindergarten families during the middle of each nine week grading period. These reports will help keep families informed of the progress their child is making throughout the school year.

**Special Events:** BCA will host many special events each year for our students

(Art Enrichment, Science Enrichment, Writing Enrichment, Math Olympics, etc.). All teachers will be expected to help with the organization of one of these educational opportunities.

**Sporting Events:** Staff members who choose to coach a middle school sports team will be paid for those services.

**Elective Teacher Behavior Log:** Each homeroom class will be issued a behavior log to be used by all elective teachers. The log notebook is to be taken to each elective in order for the elective teacher to inform you of positive and negative behavior.