

## 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, assistants, 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 or for any employee who decides to not continue working at BCA. There will be no monetary compensation for unused sick or personal days upon termination of employment. 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 or for employees who decides to not continue working at BCA.

**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 are discouraged from taking personal leave time the day before or the day after a major 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. Once an employee has exhausted all of their sick leave, they may use personal leave to cover time lost. In the event a teacher uses all allotted leave time for the year, their paycheck for that pay period will be reduced by the cost of hiring a substitute for the additional time missed. This deduction will be based on the hourly sub pay rate. Once all allotted leave time is used and a teacher needs to be absent for an extended period of time (more than five successive days), the teacher's salary will be reduced by their daily pay rate. The teacher's yearly salary may be adjusted so that they might receive equal paychecks for the remainder of the year. If an assistant teacher has used all of their leave time, they will experience the deduction of a day's pay for each additional absence.

**Paid Time Off:** Employees may use one of their sick days as a personal day if they desire. This would allow full time employees three personal days for each school year.

**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 if the work day falls on a day they are contracted to work.

**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.

**After School Clubs:** Staff members may participate in offering after school clubs for BCA students. The clubs rotate each grading period and are available for elementary and middle school students. The academy charges \$40 per club (usually). This fee is paid directly to the teacher of the club. All expenses for the club must be taken from that money. All remaining funds are to compensate the teacher for his or her time. Club duration is for one hour, one day a week for approx. seven weeks. All clubs begin at 3:20 pm.

**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 begin on the date of employment.

**Medical Insurance:** BCA provides health insurance for full time employees (37 ½ hrs./week). The insurance provider is United Healthcare. 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 immediately contact the Administrator or Assistant Principal who will have them complete the appropriate forms. The Administrator 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)
- ◆ Shirts 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 and jeans are not acceptable. Leggings may be worn under acceptable skirts or dresses.
- ◆ Clothing should be comfortable, permit freedom of movement and reflect our Christian emphasis
- ◆ No flip-flop shoes (rubber soles)
- ◆ If a top is sleeveless, it should fit close enough that undergarments do not show in the armhole.
- ◆ Visible body modifications (e.g. piercings, extended earlobes, etc.) are not allowed
- ◆ Female faculty members may wear earrings. Visible piercings in places other than the ear are not acceptable.

- ◆ Visible tattoos are not acceptable.
- ◆ Hats are to be removed when entering the building.
- ◆ Hair coloring, cuts and styles should be in good taste. Hair color, cut and style that is extreme in the opinion of the administration must be corrected as soon as possible.

#### 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 (no 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. Hair coloring, cuts or styles should be in good taste. Hair colors, cuts and styles that is extreme in the opinion of the administration must be corrected as soon as possible.
- ◆ Visible body modifications (e.g. piercings, extended earlobes, etc.) are not allowed
- ◆ Visible tattoos are not acceptable.
- ◆ Earrings are not appropriate

### **DRESS CODE FOR STUDENTS**

The Bethesda Christian Academy's dress code is designed to serve as a guide to parents on the proper attire for students. The Biblical principal of modesty is the standard applied. A student's attire should manifest his/her respect for the school and others by displaying a serious and conscientious attitude about the school and his/her education. Wearing clothing that falls short of this standard tends to negatively influence discipline, manners, habits and overall behavior. BCA seeks to cultivate a higher level of excellence for its students.

#### **Elementary (K-5) Dress Code:**

- ★ All clothing (tops and bottoms) should be sized appropriately – neither too large nor too small.
- ★ Relaxed fit jeans are permissible if not **torn, ragged, tight fitting or sagging**. Kindergarten and first grade students must wear a top that covers their bottom when wearing leggings or form fitting knit pants. Tops for second grade ladies and above are to be no shorter than four inches above the knee when wearing leggings or form fitting knit pants.
- ★ **Dresses and skirts are to be modest in length**. For girls in grades 4 and above skirts should always touch the top of the knee when standing. If a long skirt with a slit is worn, the slit should be modest and not higher than one inch above the knee. No dresses are allowed on PE day. Please check your child's daily schedule.
- ★ Shirts should be long enough to cover the waistband of pants when sitting, standing, or bending over.
- ★ Tank tops, halters and exposed midriffs are not acceptable.
- ★ Female students may wear sleeveless shirts if the entire shoulder is covered.
- ★ Sleeveless shirts are inappropriate for male students.

- ★ Tee-shirts and sweat shirts are acceptable as long as logos, prints or lettering are not offensive to a Christian environment (ads for beer, cigarettes, violent content, rock/pop groups, activities or items that the school makes a stand against).
- ★ **Dress shorts** of modest length are acceptable. Appropriate length for all students is no more than 4 inches above the knee. Biker shorts, **athletic shorts** and tight fitting shorts are not acceptable. If shorts of appropriate length cannot be found students should wear pants or capris. Shorts, pants or skirts should not have printed words running across the seat of the clothing.
- ★ Socks and tennis shoes are required for physical education class. Sandals with a heel strap are permitted. Sandals without a heel strap should not be worn to school.
- ★ Hair must be kept neat and clean. Boy's haircuts should not be over the collar in the back and should be above the eyebrows and ears.
- ★ Hair coloring, cuts and styles for all students should be in good taste. Hair color, cut and style that is extreme in the opinion of the administration must be corrected before the student returns to school. Mo-hawk styled cuts are not permissible at BCA.
- ★ Visible body modifications (e.g. piercings, extended earlobes, etc.) are not acceptable.
  - Female students may wear earrings, Visible piercings in places other than the ear are not acceptable.
  - Male students may not wear earrings.
- ★ Visible tattoos are not acceptable.
- ★ Hats are to be removed when entering the building.
- ★ Boys and girls are NOT to wear athletic styled pants or shorts to school.
- ★ Due to the fact that styles and fads come and go, the judgment of the administration will be the final authority in determining acceptable styles and fads.

### **Middle School Dress Code:**

- \* All clothing (tops and bottoms should be sized appropriately - neither too large nor too small.
- \* Pants and skirts should fit at the waist.
- \* Jeans are permissible if not **torn, ragged, tight fitting or sagging** *Please purchase relax fit jeans. Skinny jeans are not acceptable.*  
Tops for second grade ladies and above are to be no shorter than four inches above the knee when wearing leggings or form fitting knit pants
- \* **Dresses and skirts are to touch the knee when standing.** If a long skirt with a slit is worn-the slit may be no higher than one inch above the knee.
- \* Shirts should be long enough to cover the waistband of pants while sitting, standing or bending over. **Necklines are to be modest.**
- \* Girl's shirts may not be form fitting. If an inappropriate shirt is worn to school, female students will be provided with a school shirt to wear until appropriate clothing can be obtained.
- \* Tank tops, halters and exposed midriffs are not acceptable. Sleeveless shirts may be worn by females only and must have the entire shoulder covered.
- \* Tee-shirts and sweat-shirts are acceptable as long as logos, prints, or lettering are not offensive to a Christian environment (ads for beer, cigarettes, violent content, rock/pop groups, activities or items that the school makes a stand against).

- \* **Dress shorts** of modest length are acceptable. **Athletic** and biker style shorts are not acceptable. Appropriate length for all students is no more than 4 inches above the knee. If shorts of appropriate length cannot be found, students should wear pants or capris. Shorts, pants or skirts should not have printed wording running across the seat of the clothing.
- \* Socks and tennis shoes are required for physical education classes. Sandals/Dress shoes without a strap are permitted (no flip-flop sandals). A flip flop is any sandal with a rubber bottom.)
- \* Hair must be kept neat and clean. Boy's haircuts should not be over the collar in the back and should be above the eyebrows and ears.
- \* Hair coloring cuts and styles for all students should be in good taste. Hair color, cut and style that is extreme in the opinion of the administration must be corrected before the student returns to school. Mo-hawk styled cuts are not permissible at BCA.
- \* Visible body modifications (e.g. piercings, extended earlobes, etc.) are not acceptable.
  - Female students may wear earrings. Visible piercings in places other than the ear are not acceptable.
  - Male students may not wear earrings.
- \* Visible tattoos are not acceptable.
- \* Hats and scarves are to be removed when entering the building. If students participate in the Saint Baldrick Challenge they may wear hats for two weeks after the event.
- \* Athletic pants sweat pants or athletic shorts should NOT be worn by boys or girls.

## **CHAPEL DRESS**

In order to honor our Lord and Savior the students and staff of BCA will uphold the following dress code for chapel day:

- \* No tee-shirts, sweatshirts or athletic style shirts are permitted on chapel day.
- \* All boys must wear collared shirts on chapel day. Girl's shirts with a short tail should not reveal the midriff/or back while sitting, standing or bending over.
- \* **All boys must have their shirts tucked in on chapel day. The shirts should stay tucked in all day on chapel day.**
- \* Boys are to wear belts on chapel day if there are belt loops on their pants.
- \* Elementary girls may wear skirts, dresses, shorts or pants (shorts and pants should be docker style only – no jean material or athletic style pants or shorts – including sweat pants).
- \* Elementary boys are to wear docker style pants or shorts – no jeans or athletic style pants or shorts – including sweat pants).
- \* **Middle school girls are to wear skirts, dresses or dress pants on chapel day.**
- \* **Middle school boys are to wear docker style pants – no jeans, athletic wear or shorts – including sweat pants.**

## **BREAKING DRESS CODE**

- \* If a student comes to school dressed inappropriately, a school issued note will be sent home with the child to remind them that dress code has been broken.

- \* Middle school students will be asked to rectify the dress code violation by being in proper dress code on the day following the violation. (If a boy forgot to wear a collared shirt to school on Tuesday, they would be expected to wear the collared shirt on Wednesday.)
- \* Once a student receives his/her third dress code violation – a parent will be called and asked to bring the student additional clothing or make sure the student’s hair meets dress code standards. The student will remain in the academy office until appropriate clothing can be obtained.

**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. 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 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 or Assistant Principal by 6:30 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.

**Continuing Education Procedure:** All full time staff members are expected to obtain a minimum of 2 CEU’s each school year. BCA will pay the required fees to help each full time teacher obtain and maintain his or her ACSI Certification. BCA will only pay a portion of classes teachers desire to take that are not needed for their certification. If BCA pays for a class for a staff member and the staff member does not pass the class or does not complete the class, the staff member will be responsible for reimbursing the academy the cost of the class.

**Observations/Evaluations:** Observations are done on a regular basis by the academy administration or designee. 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 (K-5) 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 should request a parent conference as needed. Parents should always be notified (by e-mail or phone) 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. Mentors will receive a yearly stipend for their service.

**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 inform the office that they are leaving the campus. Staff members should inform the office upon returning to 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. 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 they 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 Monday and Wednesday through Friday 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 Procedure:** Teachers are required 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 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:** Teachers and assistant teachers will be paid in 24 equal installments on the first and the fifteenth of each month, beginning on 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 your ADP on-line account. **Paychecks cannot be issued early to any staff member. Paychecks are created by ADP Business Solutions.**

**Lunch Fees:** The cost of lunch for all BCA employees and students of employees is \$2.75 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 set on vibrate during the work day.

**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 of each school year.

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.

**Media:** 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  
919-596-2158

Tony Manning - Administrator of Bethesda Christian Academy  
919-598-0190

Brenda Brown - Assistant Principal of Bethesda Christian Academy  
919-598-0190

Cheryl Caddell - School Board Chairperson  
919-818-7727

**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 and staff 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 and staff 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 coordinator.
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. Users 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.
16. Sending of inappropriate or threatening messages through any form of social media will be considered bullying.
17. Creating, sharing or posting inappropriate or threatening information or pictures on websites will be considered bullying.

### **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.

**SOCIAL NETWORKING**

Staff members are required not to engage in social networking with their current students. Staff members who maintain webpages, Facebook accounts and other types of social networking options should make sure all content reflect the lifestyle statement of BCA. Inappropriate material or material deemed inappropriate by the administration and school board, posted through a social networking site is possible cause for employment penalty or termination.

**PENALTIES FOR IMPROPER USE**

Any user violating this policy may be restricted from usage of BCA computers or BCA Internet access and may be subject to employment penalty or termination.

**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:

1. 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.
2. 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.
3. I will monitor students when they are using the computer lab.
4. 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: \_\_\_\_\_

### **TECHNOLOGY OBJECTIVE**

The technology goals for BCA align with the National Education Technology Standards for the Digital-Age Classroom. Our “BRING YOUR OWN DEVICE” initiative dramatically advances student learning and increases opportunities for collaboration and differentiated instruction. Technology tools are used to challenge students in higher-level thinking skills, inspire students to become lifelong learners, and prepare Bethesda students for digital citizenship. Computers will not be used every day. Teachers will instruct students on when they should bring their devices to school.

The vision of “BRING YOUR OWN DEVICE-B.Y.O.D.” is to embrace technology in all areas of the school and transform the classroom into a digital learning environment. The goal of this new initiative is to embrace technology to better engage and empower students to excel as lifelong learners. The initiative enhances the current curriculum and equips, challenges, and inspires students as 21st century learners to impact their world for Christ. The B.Y.O.D. initiative aligns with and advances BCA’s mission, vision, and core values.

As part of the technology initiative, Bethesda Christian Academy uses digital resources to transform and accelerate education through technology for all students in kindergarten through eighth grades. Launched in August 2015, the students in grades six through eight

will be allowed to bring approved laptops and tablets to school to enhance learning and to help create an environment that embraces technology.

## **CYBER SAFETY**

Technology and the Internet can provide a wealth of information and tools for enhancing our students educational experience in a positive way. A key part of this initiative is to help our students and parents to use the internet safely and to be good digital citizens. It is critical that parents monitor their child's use of the internet and digital tools and to set expectations for their child. Students also need to understand their parent's expectations. Listed below are some excellent sites that discuss Internet Safety that can be used as resources to educate parents and prompt discussions with their children.

[Wired Kids.org](#) – A child friendly site that has games and information geared for younger children

[Wiredkids.com](#) – Website dedicated to protecting all Internet users, especially children, from cybercrime and abuse.

[Wired Safety](#) – Internet safety and help group site

[Cyber Angels](#) – Internet safety education program

[Stop Cyberbullying](#) – Cyber bullying information presented for kids, tweens, and teens

[NetSmartz](#) – Lots of good information on all types of issues associated with technology such as blogging, cell phones, etc.

[NetSmartz Kids](#) – games and activities for younger children to learn about internet safety.

The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global internet to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. All laptops and tablets will be filtered through the BCA filtering and monitoring system. Classroom teachers and IT coordinators will monitor internet use. Administration and the IT coordinators will also be able to view student internet site histories. Parents are always responsible for monitoring student internet use at home. Suggestions and resources will be discussed at parent orientation.

## **PROVIDING YOUR OWN LAPTOP**

Students in grades six through eight will be allowed to bring their own computer device to school. A cell-phone is NOT an acceptable alternative computing device. An alternative device must be a laptop or tablet.

Students bringing their own computers from home are responsible for:

1. Signing the Acceptable Use Policy and Personal Computer Use Agreement.
2. Bringing the laptop to school each day necessary and taking it home each day. Failure to bring in a laptop or a failed battery are not acceptable excuses for late or incomplete work. Laptops will not be used each day. Teachers will inform students of when laptops may be used.
3. Charging the laptop at home. Students are expected to bring in charged laptops each day. Students will NOT be allowed to charge their computer devices while at school.

4. Taking the laptop to all classes unless specifically instructed not to by the teacher.
5. Granting access to the laptop upon request by a teacher, administrator or member of the technology department.

It is recommended students also:

1. Carry the laptop in a laptop carrying case at all times when not in use.
2. Do not leave laptops in unsupervised or unsecured locations.

BCA is not responsible for repairs to personal computers. In the case of a stolen or lost personal computer/tablet, the school will conduct a thorough investigation. If the laptop cannot be recovered, the school is not responsible for replacing the computer.

### **STUDENT LAPTOP AGREEMENT**

1. I understand the laptop and charger is the responsibility of the individual student.
2. I have signed the BCA Acceptable Use Policy.
3. I will follow the Acceptable Use Policy and use the laptop appropriately.
4. I will care for the laptop and not leave the laptop in an unsupervised or unsecured location.
5. I am responsible for damage or loss of my computer/tablet by abuse or neglect.
6. I will bring my laptop to school on necessary days, as instructed by my teacher.
7. I will charge my laptop at home.
8. I will carry my laptop in an approved carrying case.
9. I understand that the laptop may be inspected at any time.
10. When entering a class I understand I will not open my laptop without teacher permission.
11. I understand that I should shut the lid of the laptop when it is unattended on the desk or when asked to by the teacher.
12. Headphones are prohibited in class unless permission is granted by the teacher.
13. Laptops and tablets should only be used for school related purposes during the instructional day.
14. Cyber bullying such as personal attacks and/or threats on/against anyone will not be tolerated and should be reported immediately.
15. The student should conduct himself in a responsible, ethical and polite manner on the internet and follow rules of “netiquette” both at school and at home.
16. The student should use appropriate language in all communications and avoid profanity, obscenity and offensive or inflammatory speech including chat status/social media posts.
17. Only appropriate and approved websites are to be accessed while on the property of BCA.
18. Students are not authorized to use another student’s laptop. In addition, the student is not permitted to allow others to access his laptop.
19. Students should not reveal identifying information, files or communications through the internet.

### **PARENTAL RESPONSIBILITIES**

1. Parents are responsible for reviewing the Acceptable Use Policy with their child.

2. Parents are responsible for monitoring their child’s internet activities on a regular basis.
3. Parents are responsible for monitoring the music that their child may install onto the laptop to ensure it meets family guidelines.
4. It is strongly suggested that parents allow students to only use laptops in a common area where activities can be monitored.

**OFFENSES AND CONSEQUENCES**

Misuse of technology resources will result in discipline, legal and/or monetary consequences, including loss of privileges or suspension.

**IN ORDER TO USE A LAPTOP/TABLET AT SCHOOL, BOTH PARENTS AND STUDENTS MUST ACKNOWLEDGE THAT THEY AGREE TO THE TERMS AS OUTLINED IN THE POLICY.**

\_\_\_\_\_ **STUDENT SIGNATURE/DATE**

\_\_\_\_\_ **PARENT 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, assistant and café employees 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.

**TEACHER WEB PAGES**

Teachers will create BCA Webpages. These pages should be kept current with important announcements, newsletters, assignments and other information deemed necessary by the teaching and administrative staff.

**Aftercare Information**

After school care is provided for students in grades kindergarten through eight beginning 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. **On the last Friday of each month, we ask that classroom teachers leave a note, card of encouragement, prayer requests and praises, etc. in the classroom for the adult Sunday school class as we seek to partner with the church.**

**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.

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

**Trash Cans/Recycle Cans:** Trash cans and recycle cans should be left in the classrooms at the end of each school day.

**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. 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.

**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 on 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.

**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, staple, 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 8:15 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. **Only staff members should take daily attendance. This is not a student responsibility.**

- 1. A pupil who is absent must bring a written excuse to the teacher within two days of returning to school. E-mailed notes are acceptable. Please print the note off and deliver to the office.**
- 2. Excuses are to be turned into the office with the attendance folder.**
- 3. Phone calls cannot replace written excuses.**
- 4. Teachers should send home reminder notices to parents indicating that a written excuse is needed for the child's absence.**
- 5. 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 day's 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.

**It is the elementary classroom teacher's responsibility to make sure that all missed assignments are in the academy office no later than 3:00 each day. Middle school students should be instructed to obtain their make-up work from their individual**

teachers on the day that they return to school or they may obtain the missed work from the individual teacher webpages. 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. It is the teacher’s responsibility to make sure all tests and quizzes have been rescheduled.

## **EXCUSED ABSENCES**

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 and turned in to the teacher within 3 days of returning to school. Teachers will issue a date that tests and quizzes need to be made up.

## **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.

## **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.

1. Students may begin to enter their classrooms at 7:40 am.
2. 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.
3. Six unexcused tardies will result in the student not being eligible for perfect attendance. Once the elementary student has obtained four unexcused tardies (within one grading period) the office will contact the parent to inform them that at the sixth unexcused tardy the student will be issued a lunch detention. Each additional unexcused tardy, within the grading period, will result in an additional lunch detention.

## **Middle School**

1. **If a student has six unexcused tardies to homeroom during a grading period, their grade in their first period class will be lowered by 1 point. If the student continues to be tardy during that same grading period, their grade,**

- in their first period class, will continue to be lowered by 1 point for the next five tardies.**
2. For each six tardies acquired during a single class period, the grade issued at the end of that grading period will be lowered by 1 point.
  3. 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. A form is located in the front 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.

**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 are 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 or New King James. 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:** First thru eighth grade teachers 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 enable 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 kindergarten through three will be trained to use a running record as one technique for evaluating a student's reading performance. Teachers in grades first through third 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/Raz-Kids:** Teachers in grades kindergarten through fifth will receive training to use the accelerated reader program or raz-kids reading. This reading system will help students obtain practice with vocabulary, reading comprehension and context clues. Students will be expected to use the accelerated reader or raz-kids program a minimum of twice a week. The following guidelines should be followed when using accelerated reader:

1. The classroom teacher will assess 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 books, 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.

**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. Enrichment teachers who are on campus during chapel time are expected to attend.

The Sanctuary rules are as follows:

- No running, playing or gum chewing.
- Students are encouraged not to visit the restroom 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 to ensure no paper or trash is left in the pew.

**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 them 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. **ANYTIME A STUDENT IS SENT TO THE OFFICE—DUE TO ILLNESS—A STUDENT ILLNESS FORM MUST BE COMPLETED AND SENT WITH THE CHILD.**

**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 LEAVE A CHILD 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.

**Field Trips:** Field trips have been pre-determined for each grade level. At the beginning of the school year, parents will be supplied with field trip information which includes dates, cost for students and cost for parents. Teachers are asked to keep records of which parents will be attending each field trip. A copy of the attendance list as well as all monies are to be given to the academy office. This allows each child's account to be charged for their field trip. Field trips have been designed for each individual class and age group. Siblings are asked NOT to attend field trips.

**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. Students and parents should be encouraged to bring healthy snacks. Please encourage parents not to send juice. Water is available in each classroom. Students are not allowed to purchase soft drinks from the teacher workroom until after school each day. Each classroom is a peanut free zone. Remind students they are not allowed to bring peanut related items to school for snack. If a student does bring a peanut related item to school, please follow the peanut free policy. Peanut related items may be brought for lunch since students with nut allergies will sit in a separate area of the café from students who bring peanut related items.

**Honor Roll:** Students with either A or A/B honor roll will be honored during a 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

- 1 Immediately after hearing the alarm, teachers should remind designated students to shut all windows and doors. Lights should be turned off.
- 2 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.
- 3 Students should not stop until they reach their designated area.
- 4 Teachers should carry their attendance book with them when they leave the classroom. Teachers should walk near the end of the class line.
- 5 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.
- 6 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 Drill:** The procedure for a tornado drill is the same as for the fire drill 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 a tornado drill.

**Bus Evacuation Drill:** Staff members will be trained to execute a bus evacuation drill. A minimum of one drill will be practiced during a school year. Details of this plan are included at the back of this handbook.

**Lock-Down Drill:** Staff members will be trained in BCA’s lock-down procedures. Guidelines may be found in Emergency Evacuation folders posted in each classroom . A minimum of one drill will be practiced during a school year.

**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 charged or for reimbursements should be turned in to the academy office within two weeks 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).

**School Credit Card Usage:** Any staff member needing to use the school credit card must complete a “Credit Card Request Form” before the credit card will be issued. Once the purchase has been made a receipt for the purchase must be returned to the academy office and placed with the Credit Card Request Form.

**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. In an attempt to meet NC exercise guidelines, each elementary teacher is to schedule an organized game one day a week. The organized game must be listed in your weekly lesson plans. 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. If two staff members are on the playground at the same time, each staff member should be located on a different bench to be able to supervise the entire playground at one time.

**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. Frisbees and corn hole bean bags may be checked out from the academy office for use during recess.

**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 ALERT-NOW. Makeup days will be determined by the Administrator and the School Board. If there is a weather delay, teachers should report to work based on the 7:20 start time (example: if school is delayed by 2 hours then teachers should report to work at 9:20).

### **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 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.

**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.

**School Hours:** School begins at 7:55 a.m. and ends at 3:00 p.m. 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. 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:** Students should be ready to leave their classrooms 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. Assigned teachers will stay with the class and help place students inside cars. After school students will be dropped off at the designated area 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. Staff members should remain on duty until all students are picked up. If the teacher is still waiting for parents to arrive at 3:20, please take the student to after school care.

**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 to 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.
- If you have a student with a peanut allergy, please follow the peanut allergy policy which includes allowing the student who bring peanut related items to school to sit in the peanut zone within the BCA Café.

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

|                  |   |
|------------------|---|
| Ice Cream        | \$.50 or \$.75 or \$1.00 (depending on type of ice cream purchased) |
| Chips            | \$.50   |
| Milk             | \$.50   |
| Cookies          | \$.50   |
| Fruit (MS/Staff) | \$.50   |
| Cereal           | \$.50   |
| Extra Entrée     | \$1.00  |
| Muffins          | \$1.25  |
| Staff Lunch      | \$2.75  |
| Staff Children   | \$2.75  |

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  
Ham/Turkey Sandwich Platter

All orders for specials must be in the office by 9:00 am. If a student or staff member comes in later than 9:00, he or she will need to purchase the hot lunch entrée for the day.

**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. Please refer the "Student Behavior Management Process Flowchart" to determine when students should be sent to the office.
  - 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
  - Any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol or pornography found on their person or locker.
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 A STARTING POINT IN THE CORRECTION PROCESS. TIME-OUT SHOULD BE A LAST RESPONSE.**
    - **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.
    - **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.

- **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!
  - **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.
  - **Teachers should send discipline notes home with students who have broken school rules.** A phone call should also be made to the parents.
  - **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.
6. 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.” (1 Thessalonians 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 unless approval is given by the administration.
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 their 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.

## METHOD OF DISCIPLINE

### Elementary

Students in kindergarten-fifth grade will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. Teachers will use various discipline strategies including contracts, conference with the child, time out, and parent contact. Factors that will be considered will include seriousness of the offense, the student's age, frequency of misbehavior, and the student's attitude.

- ★ **Students who are referred to the office more than once in a single grading period may be suspended for one instructional day.**
- ★ **Elementary students who engage in fighting with another student may be suspended from school for at least one day. The definition of fighting will be determined by the Administration.**

### Middle School

**Middle School Demerit/Merit System** – The goal of the merit and demerit system at BCA is to encourage appropriate behavior for an ambassador of Christ and to make the learning environment positive for all. Students and teachers are encouraged to be prepared, be productive, be punctual, be polite and be positive as we seek to give God our very best each day. Listed below are guidelines for avoiding demerits and for living a life worthy of your calling. This list is not meant to be finite but merely a broad guideline of encouraged behavior for our students.

#### **Merit/Demerit System:**

Students will be educated on the Middle School Expectations during the first week of school. The expectations include:

1. **Be Prepared:** Have all supplies necessary for a specific class.
2. **Be Productive:** Stay on task; submit assignments and take notes. Manage your time wisely both in and between classes.
3. **Be Punctual:** Be on time for specific classes and meetings.
4. **Be Polite:** Practice good manners and common courtesies when interacting with others (in person or online).
5. **Be Positive:** Do your best at all times. Be a positive role model for others and model proper behavior.

#### **Punch Card Procedures:**

1. Students will receive one card per nine week period. It is the student's responsibility to keep up with the card. If a student does not have the card or they have used all spaces on the punch card, they will receive a demerit for the offense.
2. Bathroom: Students will have 7 opportunities to use the restroom during any class

within the 9-weeks time frame. This does not include homeroom or any class change times.

3. Tardy: Students have 7 opportunities to be late to class without receiving a demerit for any class period. This does not pertain to the first class period.
4. Unprepared: Students will be given 7 chances to be unprepared for any class period. This may include not having paper/notebook, textbooks, pencil or planner. This does not include not having an assignment to turn in.
5. Grace: This gives students one opportunity per class period for one assignment not to be counted as late and the assignment will not receive a zero. Students may not use the grace more than once in any class. This is also not an automatic 100 as a grade. The assignment must be turned in by the next class period.

### **Demerit/Kudos System:**

Demerits may be issued for the following, but are not limited to:

- Being unprepared for class
- Being off topic in class (not taking notes, talking to peers, not completing group work)
- Tardiness (not applicable to the first period class)
- Not practicing good manners and common courtesies (unkind words or gestures)
- Not modeling proper behavior (any characteristics that are not Christ-like)
- Disrespect towards peers or teachers
- Chewing gum on campus
- Breaking Dress Code
- Cheating
- Cell phones or other devices not being turned off

**Demerits:** Once a student receives 5 demerits they will be assigned to an afterschool detention that is held every Monday from 3:00 until 4:00. During detention, students will be asked to serve the school by completing supplementary academic assignments, cleaning certain areas of the school, picking up trash or completing a service project. Teachers and Administration have the right to weight the notations of demerits to a higher level pending the severity of the action. If a student is sent to the office they will automatically receive at least one demerit.

Teachers will turn in demerit slips to the designated middle school representative 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 obtain individual transportation to any practice/game that may fall on the assigned detention day. Middle school teachers will create a rotating schedule to staff after school detention.

**Crusader Kudos:** Crusader Kudos will be given to any middle school student who is going above and beyond expectations. The Kudos may be given out by any middle

school or elective teacher. The teacher will sign the Crusader Kudo to thank the student for being a positive influence for the academy. It is the student's responsibility to write their name on the Crusader Kudo and place it in the designated box in their homeroom. On the last day of the week, the homeroom teacher will draw one Crusader Kudo out of the designated box. The student whose name is drawn will win a prize certificate. It is the student's responsibility to keep track of the prize certificate until they decide to redeem it. If a Crusader Kudo or prize certificate is lost, it will not be replaced. At the end of the first semester, the homeroom with the highest percentage of Crusader Kudos will be awarded a class prize.

If at any time parents have questions or concerns about their child's behavior, they may 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.

**Lesson Plans:** An outline of each day's presentation, including complete assignments, is to be shown in your lesson plan or on your website 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, e-mailed or they may be placed on the teacher web page.) Teachers must inform the administrator as to which lesson plan method they will be using. 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. Homework and lesson outlines for the week should be placed on individual teacher webpages before 8:00 am each Monday.

**Attendance Book:** Teachers in grades three and above are to keep daily attendance records in their grade book. Teachers should mark each student's name daily with one of the following codes:

- . Present
- T Tardy
- A Absent
- A/E Excused Absence
- A/U Un-excused Absence
- A/S Suspended Absence

**Cumulative Folders:** Each student has an individual cumulative record. These records are stored in a secure location and may be checked out from office personnel. Records may not be taken to individual classrooms as teachers or assistants work on them. At the end of the year, teachers should place a copy of the completed report card in the cumulative record folder. There will be instructions given out at the end of the year detailing procedures for completing the cumulative records for the year. During the year, classroom teachers should save examples of each student's work to be placed in the cumulative records. An example from the first and end of the year should be included. Teachers and assistants are the only personnel allowed to work on cumulative 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 "PG." It is our preference that only "G" rated films are used to help enhance curriculum. If you want to show a video, 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. Kindergarten students and above will be tested each spring, using the Terra Nova 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, e-mails 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 send periodic updates by e-mail, phone or by writing in the planner. 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. or between 3:00 and 3:20 on your assigned dismissal duty days. Teachers are encouraged to keep records of parent communication.

**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-3 will need to prepare a weekly newsletter which will

be sent home on Friday and placed on the teacher web page each week Teachers in grades 4-5 will prepare a weekly newsletter which will be placed on the teacher web page each week. 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 or may be emailed to the administrator so they might be approved. Middle school students will receive weekly correspondence through teacher webpages and school e-mails.

**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.

**Grading**

BCA uses the following grading scale for grades 1-8:

| Letter Grade | Percentage Grade |
|--------------|------------------|
| A            | 93-100           |
| B            | 85-92            |
| C            | 77-84            |
| D            | 70-76            |
| F            | 69 & below       |

**Kindergarten Grading Scale:**

|    |   |
|----|---|
| 3  | Indicates the student is beginning to work toward the grade level Standards. The student needs more time, experience and possible intervention for concepts, processes and skills to develop. |
| 2  | Indicates the student is progressing toward/approaching proficiency in the grade level standards.   |
| 1  | Indicates the student consistently and independently demonstrates mastery of/proficiency in grade level standards.  |
| NA | Not appropriate to assess at this time  |

**ELECTIVE GRADES**

**Kindergarten**

0 = Outstanding                      S = Satisfactory                      N = Needs Improvement

**Elementary**

E = Excellent (97)              S = Satisfactory (89)              N = Needs Improvement (81)

Middle School will receive numeric values for elective classes.

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

**Weekly Grades:** Teachers should take at least two grade per subject per week. These grades could include preparation and participation grades. This is in addition to any test or quiz given that week. Review material should be provided for students in grades three and above. Be careful with the number of participation grades taken during a grading period.

**Testing Policy:** Teachers are required to administer a minimum of two tests in each subject taught during each grading period. If quizzes are given to students, a minimum of two quizzes must be administered during the given grading period.

**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. They have been directed to follow a graduated time system of a maximum of sixty to ninety minutes of work per night.
  - A. K-1 (25-30 minutes total)
  - B. 2<sup>nd</sup> grade (30-35 minutes total)
  - C. 3<sup>rd</sup> grade (35-40 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 receive a zero for the assignment. Teachers should notify parents after a child has earned two zeros for incomplete homework. If the student continues to not complete homework a meeting with the administration will be scheduled.
11. Students will be given up to three days to complete and turn in 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 administrator will be notified and the student will meet with the administrator.
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 kindergarten 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 card. 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. At the end of each grade period, teachers should create list of students who obtained all A's or all A's and B's for that particular grading period. This list should be placed in the administrator's mailbox.

**On-Line Grades:** First thru eighth grade teachers will be expected to maintain grades on-line. Parents and students will have the ability 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. Assignments should be graded within a three day time span if at all possible. Grades will be downloaded to the server each day. 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 middle school elective teachers will be expected to enter grades into the computer system at the end of 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 Worlds Day, 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 student behavior.

**Student Council/National Junior Honor Society:** Student Council/National Junior Honor Society staff members who choose to be a staff representative for the above listed groups, will receive a yearly stipend.

**Communication File:** All teachers are required to keep an e-mail file of all parent/student communication.

**Printing Courtesy:** It is the desire of the administration to equip teachers with every tool necessary to establish a quality classroom. Please be courteous when printing documents to the office printer. Teachers should always inform the office before printing to the color laser printer to make sure that it is a proper time to print. Only print items that are necessary for instruction. Students will be given an allotted number of printed pages per semester to help print reports and assignments. Once that allotment has been used, students will need to print the remaining copies at home. Assignments completed at school should be printed at school.

**Weather Policy:** If the temperature is 32 degrees or below, students should not have outside recess.

When the heat index exceeds 90 degrees, teachers should use caution when going

outside. Water breaks must be taken every 15 minutes for at least 5 minutes. Plenty of water needs to be available. Any student that says they are getting too hot must be allowed to sit out. Teachers should use extreme discretion. If the heat index reaches 100 degrees, recess is cancelled or must be moved inside.

### **Signs and Symptoms of Heat Stress:**

Early Stages (sometimes called heat exhaustion)

- Cool, moist, pale, ashen or flushed skin
- Headache, nausea, dizziness
- Weakness, exhaustion
- Heavy sweating

Late Stages (sometimes called heat stroke)

- Red, hot, dry skin
- Changes in level of consciousness
- Vomiting

**Care Related to Heat Stress:** The administrator or athletic director should be contacted immediately when any student exhibits signs and symptoms of heat illness. The following care is recommended for an athlete exhibiting signs and symptoms of heat illness:

- Cessation of activity
- Move the athlete to a cool place
- Loosen tight clothing
- Remove perspiration-soaked clothing
- Apply cool, wet cloths to the skin
- Fan the athlete
- If conscious, give cool water to drink

If at any time the student exhibits the following signs and symptoms: refuses water; vomits; skin is unusually red, hot and dry for the weather conditions or starts to lose consciousness, complete the following:

- Send someone to call EMS
- Place the athlete on his or her side
- Continue to cool the athlete by using ice or cold packs on the wrists, ankles, groin, and neck and in the armpits.
- Continue to check breathing and pulse

Reviewed December, 2015

# Bethesda Christian Academy

## Bullying Policy

### **Purpose**

North Carolina state law requires schools to develop and adopt policies to prevent student harassment and bullying. Policies must define bullying, prohibit bullying on school property, or at school-sponsored activities and state the consequences of engaging in bullying behavior. It also requires school employees to report incidents of bullying to the school principal or other school administrators. Additionally, it calls for the policy to be clearly communicated and available to teachers, parents, students and other stakeholders.

Bethesda Christian Academy, in compliance with this legislation, and in full support of, our student body has adopted the following policy. BCA seeks to provide the best educational and spiritual setting for all students and strives to promote an environment where students are able to learn, free from harassment and bullying.

### **What is Bullying?**

Bullying is identified as any behavior, verbal or non-verbal that is intentionally intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect.

### **Bullying Behaviors**

The following is a list of behaviors that may demonstrate bullying. A student who demonstrates a bullying behavior may not be a bully. It is the goal of BCA to reduce bullying by addressing these types of behaviors as they occur.

### **Physical Behavior**

1. Intentionally endangering the welfare of others. Such behaviors are not limited to but may include the following:
  - a. Hitting
  - b. Kicking
  - c. Punching
  - d. Pushing
  - e. Tripping
  - f. Spitting on
  - g. Poking
  - h. Blocking
2. Other examples of physical bullying include:
  - a. Unwanted touches

- b. Rude gestures
- c. Taking or damaging another's property
- d. Extortion of money or other items
- e. Making someone do something they otherwise would not do

### **Verbal Behavior**

Verbal bullying includes but is not limited to the following:

- a. Name calling
- b. Teasing
- c. Bossing
- d. Threatening
- e. Making fun of another's appearance, physical characteristics or cultural background
- f. Making fun of another's actions

### **Indirect Behavior**

Indirect bullying includes but is not limited to the following:

- a. Exclusion from activities or social groups
- b. Spreading rumors
- c. Circulating inappropriate notes or drawings
- d. Using other people to threaten, intimidate, or humiliate another
- e. Negative or rude body language

### **Cyber Bullying**

In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviors will be considered bullying:

- a. Sending of inappropriate or threatening messages through any form of social media
- b. Creating, sharing or posting inappropriate or threatening information or pictures on websites

### **Reporting Bullying**

It is the responsibility of all faculty and staff members to report occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify a teacher or administrator. Those parents or students who report such behaviors should not be the target of retaliation or reprisal in any way. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from the school.

## **Prevention and Education Procedures**

Written notices of what constitutes bullying or bullying behavior will be distributed to families at the beginning of each school year. A copy of the bullying policy will be posted on the school website and can be made available to any interest party if requested.

Employees, students, parents and others are encouraged to take advantage of any opportunity to participate in programs or activities which promote the knowledge and skills need to prevent and/or respond to bullying or bullying behavior.

Annually, as part of the in-service training for all school staff, the Administrator shall review the “No Bullying” policy because adults must take the initiative in combating bullying. They must be watchful for bullying warning signs, closely supervise children on the playground, in the classrooms, hallways, restrooms, etc.

At the beginning of the school year during an assembly, and as needed, the administration shall ensure that the student body is familiar with the “No Bullying” policy.

## **Responses to Bullying or Bullying Behaviors**

BCA recognizes that not all bullying behaviors should be considered bullying or willful violation of this policy. Consequences will only take effect after an incident has been thoroughly investigated. Any member of the school staff receiving a suspected bullying report shall address the matter as soon as possible. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.) The administration of Bethesda Christian Academy reserves the right to treat any single act of bullying as severe enough to warrant dismissal or suspension from school. Parents of all parties will be kept informed.

1<sup>st</sup> Offense: Meet with the Administrator; parents contacted

2<sup>nd</sup> Offense: Meet with the Administrator and parents; 2 days of lunch detention

3<sup>rd</sup> Offense: 1 to 2 days of suspension

4<sup>th</sup> Offense: Student may be recommended from dismissal from the Academy



# Bethesda Christian Academy “No Bullying”

We agree to do our part in preventing bullying at our school. We believe it is the equal right of everyone to enjoy our school and to have the confidence that it is a place where all will feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence and nationality.

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and/or excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

**As parents/guardians, we pledge to:**

1. Keep ourselves and our children informed and aware of the No Bullying Policies and Procedures.
2. Work in partnership with the school to encourage positive, Christ-like behavior, valuing differences, and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about school work, friendships, and relationships.
4. Inform faculty of changes in our children’s behavior or circumstances at home that may change a child’s behavior at school.
5. Alert faculty if any incidents of bullying have occurred.

**As a student, I pledge to:**

1. Learn about my school’s No Bullying Policies and Procedures
2. Show positive, Christ-like behavior and be sensitive to others.
3. Talk with my parents about my feelings about school work, friendships, and classmates.
4. Tell my parents or teachers if any bullying has occurred.
5. Remember to strive to be more like Jesus Christ each day.

By signing below, we, the parents and the student, agree to stand by the above pledges and to do our part in preventing bullying at Bethesda Christian Academy.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

Reviewed August, 2015

# **Bethesda Christian Academy**

## **Transportation Guidelines**

### **Policy for Routine Safety and Servicing of School Vehicles:**

1. Vehicles must be inspected yearly according to state transportation guidelines.
2. Vehicles are inspected at least quarterly for routine maintenance.
3. Repairs are made as needed when observed during routine maintenance and/or by users of the vehicle.
4. Bus drivers inspect and complete BUS REPORT each time the bus is used. These reports are kept inside the bus. If a driver notices any concerns while inspecting the bus, they report any concerns to the Administrator.
5. A Bus Evacuation Drill is scheduled and practiced a minimum of once per school year with all elementary and middle school students and staff members.

### **Policy for Reporting School Vehicle Accidents:**

Each time a faculty member or coach leaves the campus with students, he must carry Emergency Student Information Cards. In case of a major injury, the faculty member/coach should take the appropriate action to obtain professional help immediately and promptly notify the legal guardian. The Administrator should be contacted as soon as possible and procedures for reporting injuries will be followed from the BCA Crisis Management Plan.

### **Activity Bus Rules and Expectations:**

Field trips, retreats and sporting events require appropriate attire, vehicle seating, safety measures and student behavior in order to be effective and worthwhile. All drivers of school vehicles must be pre-approved by the school administration. When parents drive, there should be seat belts allotted to each student and adult.

1. School and classroom behavior standards apply on school and private vehicles.
2. On all field trips, unless specific permission is given, audio equipment is prohibited.
3. Authority of the driver is the same as that of a teacher. Students should address and obey the driver with courtesy and respect.
4. The driver and students are responsible to keep the vehicle clean and in good condition. Care must be exercised so there will be no damage to the seats or interior of a vehicle. There is to be no climbing over the seats of the vehicle at any time.
5. Order and discipline must be maintained. Anything that would distract the driver,

such as loud talking or abrupt movements, is unacceptable. Christian conduct is expected at all times.

6. The school has established the following guidelines in order to insure the safety and responsible supervision of students:
  - a. Students are to remain seated and buckled (if possible) at all times. When preparing to disembark, students should wait for directions from the adult in charge before leaving their seats.
  - b. In emergencies, students will exit according to specific instructions given by the adult in charge. (Bus Evacuation Policy established 2010)
  - c. No objects are to be tossed in or out of the vehicle. Arm waving and calling out the windows is not allowed.
7. Any destructive abuse of the vehicle by a student will result in disciplinary action, the curtailment from all use of school transportation and the complete reparation of the school's property.
8. All children in a personal vehicle, less than 8 years old or weighing less than 80 pounds, must be in a booster seat.

## **Bethesda Christian Academy School Bus Evacuation Policy**

Bethesda Christian Academy will ensure that once a year students will be instructed and participate in an emergency evacuation drill. The date and time of each drill will be recorded and placed on file in the academy office.

### **When to Evacuate:**

Normally, passengers are safer inside the bus. For normal breakdowns, the students should be kept inside the bus. If the bus is located where there is a high risk of collision, a staff member will need to organize a careful and orderly evacuation of the school bus. Examples of high risk situations include:

- \*near a blind curve
- \*just over the crest of a hill
- \*on a railroad track

Or there is some danger that threatens the passengers, such as

- \*fire or smoke that may threaten the safety of the passengers
- \*danger of being submerged in water
- \*the bus has rolled or tipped over
- \*the bus is in danger of rolling or tipping over

### **Evacuation Procedures:**

1. Park the bus as close to the shoulder of the road as possible.

- a. Turn hazard lights on
  - b. Set the parking brake
  - c. Turn the engine off
2. Stand facing the rear of the bus.
3. Give the command: "Remain seated; prepare to evacuate."
4. Turn toward the front of the bus.
5. Move backwards to the first occupied seat.
6. Starting with either the left or the right seat:
  - a. Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
  - b. Keep the passengers in the seat opposite in their seat by holding the hand palm out in a restraining gesture until the aisle is clear.
  - c. Move out the passengers in the opposite seat, using the same signal as above.
7. Move backwards down the aisle, repeating this procedure at each seat until the bus is empty.
8. Check the bus from the very back seat to the front, making sure it is empty.
9. Have evacuating students move to a safe distance (100ft) and keep them there as a group, away from any dangerous areas.
10. Continue to check for students while removing the fire extinguisher or first aid kit, if needed.
11. Call or have someone call the fire department, the garage and the school as necessary.  
A fire at the front of the bus may make the front entrance unusable and an alternate route of evacuation necessary.
12. Normally, the front entrance will be available, but the emergency back door can be used as the primary exit during an emergency. When unloading using the back door, students should crouch, extend their arms to the monitors and hop down. Evacuation through both doors is fastest, with the rear monitor working forward seat by seat and the driver working backward seat by seat. The emergency windows can also be pushed out to facilitate evacuation. If the bus is on the side, use the roof hatches as well as the emergency doors on the up side to evacuate students.
13. In the event that the driver is injured, a monitor near the front of the bus will assume authority.

**Student reminders during an Emergency Evacuation:**

1. Listen to the driver's instructions for the correct exit.
2. Be calm, quiet and do not panic.
  - a. Leave your belongings behind.
  - b. Exit seat by seat alternating rows.
  - c. Leave the bus quickly without pushing or shouting.
  - d. Walk to a safe place and stay together.

-Reviewed and practiced September, 2015

# BCA's Peanut Allergy Policies and Procedures

Dear BCA Families:

This letter is to inform you that a student in your child's classroom has a severe peanut/nut allergy. Strict avoidance of peanut/nut products is the only way to prevent a life threatening allergic reaction. We are asking for your assistance in providing the student with a safe learning environment. If exposed to peanuts/nuts the student may develop a life-threatening allergic reaction that requires emergency medical treatment. The greatest potential for exposure at school is to peanut products and nut products. To reduce the risk of exposure, the classroom will strive to be peanut/nut free. **Please, do not send any peanut or tree nut containing products for your child to eat during snack in the classroom.** If you are providing special snack for the class or for a class celebration, please check all ingredients to ensure that no peanut/nut products have been used. Any exposure to peanuts or nuts through contact or ingestion can cause a severe reaction. If your child has eaten peanuts, peanut butter, or nuts prior to coming to school, please be sure your child's hands have been thoroughly washed prior to entering the academy.

Since lunch is eaten in the BCA Café, your child may bring peanut butter, peanuts or nut products for lunch, if necessary. It is our recommendation that you try your best to send your child non-peanut related items but we do understand that this is the only item some children will eat. Each family will be given colored wrist bands to connect to your child's lunchbox, indicating that the lunch contains some type of peanut related item. Please make sure this band is connected to your child's lunchbox. Additional wrist bands will be available from the academy office. Please inform us of your need and we will gladly send home additional bands for your family. In the cafeteria there will be a designated peanut zone table where any classmate with peanuts or nut products can sit. These students will be able to enjoy their lunch in the café and then will use baby wipes to clean their hands before leaving the café. This will help us keep our students away from possible harmful contaminants. This plan will help maintain safety in the classroom while allowing non-allergic classmates to enjoy peanut/nut products in a controlled environment. Following lunch, all students will be asked to clean their hands with soap and water. The café tables will be cleaned with an approved table sanitizer after each class has eaten.

We appreciate your support of these procedures. If you have any questions, please feel free to contact me at [Tony.Manning@BCACrusaders.org](mailto:Tony.Manning@BCACrusaders.org) or by calling 919-598-0190.

## **BCA Peanut/Nut Policy**

1. If a current student at Bethesda Christian Academy has a severe peanut/nut allergy, the administration will send out written information to each family of that particular class. It is the parent's responsibility to inform the academy staff of any allergy that their child may experience.
2. The child's classroom (not the entire school) will strive to be peanut/nut free.
  - a. Snacks eaten in the classroom should not contain nuts or peanuts.
  - b. Special occasion snacks provided by parents should be checked to ensure that the products do not contain peanuts/nuts.

- c. Children who bring snacks containing peanuts/nuts will eat them in a separate space—during snack time—and will wash their hands before returning to the classroom.
  - d. It is suggested that the parent of the student who has the allergy always has an extra approved snack for their child in case a special snack is brought to the classroom and the staff is unsure of the ingredient list.
3. A peanut/nut table will be provided in the BCA Café for children who have nuts/peanut items for lunch
  - a. Friends or classmates may eat at the peanut/nut table as long as they do not have an allergy to peanuts/nuts.
  - b. Children will be encouraged to wash their hands after eating to reduce the potential of cross-contamination of common materials in the school community (keyboards, balls, playground equipment, etc.).
  - c. Tables will be cleaned with an approved sanitizer after each lunch period.
4. If a child has eaten peanut butter, peanuts, or nuts before coming to school, please, have them wash their hands to help prevent accidental cross-contamination of common school items.
5. A list of students with allergies will be created each year and given to necessary teachers as well as the café staff.
6. If a child who suffers from a peanut allergy, has a reaction of some type, the child will be brought to the academy office to receive medical treatment based on the information provided by the parent. Parents will be notified by phone.
7. If families chose not to comply with the above listed policy, that family may be held liable for any injury that may occur because of non-compliance.

#### Helpful Hints

1. When grocery shopping, read the labels on pre-packaged foods very carefully. Watch for other names for peanuts: arachide, arachis oil, cacahouete, goober nuts, ground nuts, kernels, mandelonas, nut meats.
2. When preparing food, children and adults should wash their hands before and after handling food and before and after eating food.
3. Discourage children from sharing food at school.
4. Encourage children to respect other children's allergies and not tease them.
5. We encourage parents to consistently instruct their child—who may have an allergy—of what they should and should not eat.
6. It is recommended that a student who suffers with food allergies, always has an extra approved snack at school or in their book bag to utilize in case snacks are brought to school that are not allergy approved.

-adopted September, 2012; updated, August, 2014

