

Bethesda Christian Academy

Substitute Teacher Handbook

Dear Substitute Teacher,

On behalf of the faculty of Bethesda Christian Academy, I would like to personally thank you for your willingness to serve as a substitute teacher. It takes each of us doing our part to partner with Christian families to inform the student's mind, affect the student's heart and increase the student's personal talents as they seek to become Ambassadors for Christ. Therefore, you are a vital part of BCA.

This handbook was designated with you in mind. Hopefully, you will find the information beneficial. If you have additional questions, please do not hesitate to contact us. Thank you again for offering your time and talents to minister to the students at BCA as a substitute teacher.

Partners in Christian Education,

Tony Manning M.Ed.
School Administrator

Seeds For Thought

The Greatest of These

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

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

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

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

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

Paraphrase of I Corinthians 13

A Teacher's Prayer

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

General Code of Ethics

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

STATEMENTS OF PRINCIPLE

STATEMENT OF EDUCATIONAL PHILOSOPHY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Statement of Faith

(Doctrinal Position)

THE SCRIPTURES

We believe

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

THE GODHEAD

We believe that

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

THE LORD, JESUS CHRIST

We believe in

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

THE HOLY SPIRIT

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

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

MAN

We believe that

- a. man was originally created in the image of God.
- b. Adam fell through the sin of disobedience, and therefore...
- c. all mankind needs redemption.

SALVATION

We believe that

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

FUTURE THINGS

We believe in

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

STATEMENT OF MISSION

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

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

CONCISE MISSION STATEMENT

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

CONCISE VISION STATEMENT

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

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.

Substitute Teacher Information

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 Substitute Teachers

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

Male Substitute Teachers

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

Bethesda Christian Academy Aids Policy For Students

The AIDS epidemic is a serious world problem which, at some point, may need to be addressed by the school community. Because transmission of the disease is not by casual contact, students who are or become infected with a virus such as HIV, Hepatitis B, or other blood borne pathogenic diseases will not be excluded from enrollment in Bethesda

Christian Academy or restricted from school services or facilities unless medically-based judgments on a case-by-case basis establish that such exclusions or restrictions are necessary in order to preserve the health and or welfare of the students or other persons in the Bethesda community.

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

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

INTERNET ACCEPTABLE USE POLICY

Bethesda Christian Academy provides a computer lab with Internet access for students, faculty, and staff. The Internet allows students the opportunity to enhance educational activities, to expand research capabilities, to learn new concepts, and to promote life-long learning.

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

Acceptable Uses

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

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

1. Users must respect the privacy of others. Users shall not intentionally obtain copies of or modify files, passwords, or data that belongs to anyone else. Users should not represent themselves as someone else by using another's account. No one should forward material from the Academy without prior consent of administration or technology co-ordinator.
2. Users must respect the integrity of computing systems. For example, no one should develop programs that harass other users or attempt to infiltrate a computer or computing system.
3. No advertising for profit or campaigns for political office are allowed.

4. Users must respect the rights of others and not use language that is abusive, profane, or sexually offensive.
5. E-mail is not guaranteed to be private. Messages dealing with illegal activities may be reported to the appropriate authority.
6. Users must exercise care in protecting their passwords. Any abuse of a staff member's account by someone else is the staff member's responsibility. Staff members who believe that someone else may have their password should immediately change it and report the problem to the system administrator.
7. Users must abide by all existing federal and state laws regarding electronic communication. This includes, but is not limited to, accessing information without authorization, giving passwords out, or causing a system to malfunction.
8. Access to the Internet is a privilege. Anyone found using access in a way deemed inappropriate will be denied privileges and may be subjected to disciplinary action, including termination of privileges.
9. Students should not reveal their name, address, personal information, and school name when using the Internet.
10. Students are to use the Internet for educational purposes only.
11. Students should not store any inappropriate, illegal, or obscene material on school owned equipment.
12. Students should not access their e-mail accounts from school owned computers. In addition, students should not access personal Web pages or Web logs (blogs).
13. Without prior staff approval, downloading of music to a school owned computer or personal music device is unacceptable.
14. Students are not allowed to visit Internet game sites without the permission of a staff member. If students are given permission to access Internet game sites, there will be an acceptable list of sites provided to them.
15. Students must appropriately cite all information taken from an Internet site.

MONITORING

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

DISCLAIMER OF ALL WARRANTIES

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

PERSONAL INTERNET USE

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

PENALTIES FOR IMPROPER USE

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

BUILDING RESPONSIBILITIES

Each teacher is responsible for his or her own teaching room. Many rooms must be shared with the church. Please take care of personal items that need to be moved or covered on Friday for church on Sunday. Let's all work with the church in a cooperative spirit as this is the Christ-like way.

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

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

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

Trash Cans: Trash cans should be placed outside the classroom door before dismissing each class to car line.

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.

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: Substitute teachers will receive a classroom when they check in to the academy office. This key will be used to keep your classroom door locked throughout the school day. The key should be returned to the academy office at the end of the day.

Doors: 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.**

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 PROCEDURES

Attendance

Each substitute teacher will need to keep an accurate record of attendance for the students. An Attendance Form will be picked up from the academy office each morning and turned back in to the office each morning by 8:30 so that the office can keep an over-all attendance file. The attendance forms should be sent to the office via two students.

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

Substitute 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	Unexcused Absence

A/S Suspended Absence

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

Tornado Drills

The procedure for tornado drills is the same as for the fire drills except that the designated area of safety will be in the school hallways or other designated areas. Students will learn the “Duck and Tuck” method used in tornado drills. The designated area of safety is located in the back of the Substitute Teacher’s Handbook.

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 Substitute Teacher’s Handbook.

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

Playground Equipment

Playground equipment will be available to each classroom. It is the responsibility of each teacher to maintain all equipment. Teachers should inform the administrator of equipment that goes into the woods. Students should never be allowed to go into the woods to obtain equipment. Playground equipment should be picked up from the academy office prior to recess time. The teacher should send two students to the office to obtain the equipment. When recess is over, two students should return all playground equipment to the academy office.

Student Dismissal

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

Lunchroom Procedures

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

- Prayer should be said before leaving the classroom.
- Students should go to the bathroom as a class before lunch to wash their hands.
- Lunch should begin with a 10 minute silent period - this encourages the students to eat (this is designed for students in grades K-4)
- Students are to remain seated in the lunchroom at all times.
- Students are to clean up all food and paper on and under their table.
- Students should be dismissed one table at a time to put up trays and throw away trash.
- After lunch, the Teacher should allow all of the students to go to the restroom. The Teacher is required to monitor the restrooms.
- Please make sure a student or the teacher washes off the tables and sweeps the floor after the class has finished using them.
- Substitute teachers are encouraged to sit at the lunchroom tables with their students.

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 (please send the lunch form with two students). Students who wish to purchase milk or ice cream may do so on a daily basis. Lunch money does not need to be recorded or counted by the classroom teacher. Middle school students will not need to return their lunch menus each week. Teachers will fill out a provided slip each day

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

Disciplinary Policies and Procedures

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

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

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

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

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

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

5. DO NOT USE TIME-OUT AS THE FIRST STEP IN DISCIPLINE. TIME-OUT SHOULD BE A LAST RESPONSE FOR THE TEACHER.

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

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

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

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

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

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

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

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

BCA CODE OF CONDUCT

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

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

School Wide Policies

1. Students strive to exhibit Christ-like behavior at all times.
2. Students respect and follow adult directions.
3. Walk within school buildings
4. Low talking in hallways and lunchroom.
5. All persons exercise safety on BCA campus.
6. School property is respected. (Damage caused by a student will be paid for by the student)
7. Students show respect for person, property and individual differences, in attitude, words and actions.
8. Students do not bring gum or soda to school, no toys or electronic devices are allowed except with permission of the teacher.
9. Students are to dress in an appropriate way, no hats or scarves are to be worn in the building.
10. Public displays of affection are not permissible on school grounds or at school sponsored events - including hand holding, embracing, kissing, etc.
11. Only movies with a rating of G are permissible for school viewing.
12. Beepers and cell phones are not permissible during school hours.
13. Students should never leave the school property without permission.

Severe Clause

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

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

Middle School Accountability System

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 honor God, others and the property of the school as well as to give God their 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 System

Under 5 demerits during 1 st grading period	Free Ice Cream
Under 5 demerits during 2 nd grading period	Free Ice Cream
Under 5 demerits during 3 rd grading period	Free Ice Cream
Under 5 demerits during 4 th grading period	Free Ice Cream
No detentions served all year	Gift Card

Demerits: If students chose to not follow the guidelines of the academy, they may be issued 1 demerit for each offense. Teachers and Administration have the right to weight the demerits to a high level pending the severity of the action.

Honoring God:

Dressing modestly and according to school policies
Being honest in all things
Avoiding profanity

Honoring Others:

Being on time to class
Being attentive during class lessons
Being respectful to teachers and classmates
Having only appropriate physical contact

Honoring Our Property and Provisions:

Avoiding gum and candy at school
Using technology appropriately
Using personal non academic accessories according to school rules
Maintaining a clean campus

6 demerits = 1 hour after school detention

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.

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

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

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

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

Elective Teacher Behavior Log

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

Payment Schedule

Substitute teacher checks are issued bi-monthly, on the 1st and/or the 15th of the month. Any adjustments must be approved by the school administrator. Checks will be mailed to your home or you may pick it up from the academy office. If there is a discrepancy with your pay, please inform the assistant principal.

Payment Scale

Full day substitutes will be paid a daily rate of \$70.

Half day substitutes will be paid a daily rate of \$35.

Personnel File

The administration of BCA, will compile a personnel file for each substitute teacher. The personnel file will consist of:

1. A completed application
2. Completed TP/Physical Form
3. Copy of applicant's driver license number
4. Copy of the applicant's social security card
5. Completed background check form
6. NC State and Federal tax forms

Hours of Employment

A full day substitute teacher should report to the library from morning devotions at 7:25 am. The full day substitute teacher may leave the academy after car line dismissal at 3:00. Part-time substitute teacher hours will be decided upon as needed.

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 you 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 should 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.

EMPLOYEE HARASSMENT POLICY

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

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

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

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

1. Unwanted sexual advances or proposition;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person’s race, color, national origin, gender, disability

or age;

5. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the school premises, or circulated in the workplace;
6. Epithets, slurs, negative stereotyping, or threatening, intimidation, or hostile acts, that relate to race, color, gender, national origin, age or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE HARASSMENT:

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

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

All complaints will be promptly investigated.

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

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

Tony Manning - Principal of Bethesda Christian Academy
598-0190

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

Candace Black - School Board Chairperson
596-4464

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

PROTECTION AGAINST RETALIATION: It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning

harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment.

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

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

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

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

In case of an accident keep calm and try not to alarm those around you. Send a reliable child for help if on the playground alone. Never make statements to parents that might later be construed as negligence on the part of yourself or coworkers. We must all work together and support one another.

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

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Introduction

The OSHA/VOSH 1910.1030 Bloodborne Pathogens Standard was issued to reduce the occupational transmission of infections caused by microorganisms which may be found in human blood and certain other potentially infectious materials. BCA has implemented this plan to minimize or prevent, when possible, exposure to blood or other infectious body fluids by our employees. This plan includes all employees who might be exposed to blood or other potentially infectious materials as a part of their daily duties.

Method of Compliance

Universal Precautions

All blood and/or potentially infectious materials shall be handled as if they are contaminated by a bloodborne pathogen.

Hand Washing/General Hygiene Measures

All employees should wash their hands with soap and water whenever they become contaminated. If other areas of the skin are contaminated, they should also be washed with soap and water as soon as possible. Eyes should be flushed with water if they become contaminated by a splash of blood. Employees should also wash their hands as soon as possible once protective gloves or other personal protective equipment have been removed.

Food or drink should not be kept in areas where potentially infectious materials are present.

When handling blood or other potentially infectious materials, employees should minimize splashing, spraying, splattering and generation of droplets of these substances.

Sharps Management

A sharps container is located in the academy office. Needles and other contaminated broken glass are to be discarded into this disposable container as soon as possible after use.

Needles should not be bent, recapped, or removed. Breaking or shearing of needles is prohibited.

Sharps containers should be disposed of and replaced when full. The maintenance staff will be asked to take care of this.

Personal Protective Equipment

BCA will provide the needed personal protective equipment which will be used by the staff. This equipment is to be worn by employees when there is a danger that they will be exposed to blood or potentially infectious materials.

Disposable gloves should be worn on both hands when performing the following procedures:

1. Treating injuries, wounds, or bloody noses
2. Aiding vomiting students
3. Aiding students incontinent of urine and or/feces
4. Cleaning contaminated surfaces

When cleaning contaminated areas, paper towels should be used. Contaminated gloves and paper towels should be disposed of in a plastic garbage bag. The top of the bag should be closed securely. This bag should be placed into another garbage bag which is also securely closed before disposal.

Housekeeping

The BCA facilities should be kept clean and sanitary on a daily basis. Items used for cleaning should be disposable (ex. paper towels). Appropriate disinfectant should be used. The janitorial and kitchen staff are issued cleaning guidelines.

Procedures for Evaluation and Follow up of Exposure Incidents

Staff members should report any exposure incidents to the administration. These incidents will be reported investigated, and documented. In addition, the employee will be offered a confidential medical evaluation and follow up.

Employee Training

All employees will receive annual training regarding Blood Borne pathogens.

Record Keeping Procedures

Medical and training records will be maintained.

Bethesda Christian Academy

Substitute Teacher Checklist

- _____ Report to the academy office and check in with the Identi-Kid Computer system.
 - check in under substitute teacher
 - type in your name and the name of the teacher you are subbing for
 - print and wear the substitute teacher badge

- _____ Substitute Teachers will need to sign the payroll attendance book, located in the staff workroom to ensure payment for your services. Payment will be made twice a month for all substitute teachers---on the 1st and the 15th of each month. Completed tax forms should be submitted to the academy office prior to your first day of employment.

- _____ Report to the library for staff devotions and prayer at 7:25 am.

- _____ Locate the substitute teacher folder and lesson plans.

- _____ Check the teacher's mailbox for attendance and lunch folders and other important notices. (mailboxes are located in staff workroom).

- _____ Report to your assigned class and become familiar with the following items:
 - class schedules
 - lesson plans
 - seating charts
 - fire/disaster procedures

- _____ Place your name on the board.

- _____ Greet students and introduce yourself.

- _____ Begin instruction immediately upon the ringing of the bell. Daily Bites Morning Review should be on the overhead, ready for all students as they enter the classroom. (grades 1-5)

- _____ Check attendance and lunch following the teacher's directions and school policy. Attendance and lunch forms should be sent to the office by 8:30 am (please send these forms by two students).

- _____ Keep bulletins, memos and other information for the teacher.
- _____ Call on teachers in close proximity for help on any particular problem if principal or assistant principle is not available. You may contact the academy office by way of the intercom system located directly beside each classroom door.
- _____ Complete Substitute Teacher Report and leave in the teacher's mailbox.
- _____ Follow good housekeeping procedures. Return all materials and supplies to the proper place. Turn out lights, place trash cans in the hallway, close windows and blinds.
- _____ Students should be taken to car line and after school based on school policy. K-4 students should report to car line at 2:40 pm. 5-8 should report to car line at 2:55 pm.
- _____ Sign out in the academy office by using the Identi-Kid computer system.
- _____ Sign out in the payroll attendance book located in the staff workroom. Substitute teachers are allowed to leave when car dismissal has been completed.

