

STAFF HANDBOOK INDEX

SEED FOR THOUGHT	5
GENERAL CODE OF ETHICS	6
PHILOSOPHY AND BELIEFS	7
STATEMENT OF EDUCATIONAL PHILOSOPHY	7
STATEMENT OF FAITH	9
STATEMENT OF MISSION	10
CONCISE MISSION STATEMENT	10
CONCISE VISION STATEMENT	11
VISION:FACULTY/STAFF	11
CORE VALUE STATEMENT	11
EXPECTED STUDENT OUTCOMES	12
WISDOM/ACADEMIC	12
FAVOR WITH GOD/SPIRITUAL OUTCOMES	13
STATUE/PHYSICAL OUTCOMES	13
MAN/SOCIAL OUTCOMES	13
GENDER IDENTITY POLICY	13
STATEMENT ON MARRIAGE, GENDER AND SEXUALITY	13
LIFESTYLE STATEMENT	14
PERSONNEL INFORMATION	
CONTRACTS	14
FRINGE BENEFITS	15
SICK DAYS	15
PERSONAL DAYS	15
SICK LEAVE TRANSFER POLICY	15
PAID TIME OFF	15
VACATION DAYS	16
FACULTY ABSENCES	16
LEAVING CAMPUS	16
WORK DAYS	17
FUNERAL LEAVE	17
STAFF TUTORING	17
AFTER SCHOOL CLUBS	17
TUITION REMISSION	17
MEDICAL INSURANCE	17
WORKMEN'S COMPENSATION	18
UNEMPLOYMENT INSURANCE	18
CRIMINAL BACKGROUND CHECKS	18
SALARY	18
PAYROLL	18
LUNCH FEES	18
PHONE CALLS	18
HEALTH OF STAFF	18
DRESS STANDARDS	18
FEMALE FACULTY MEMBERS	19

MALE FAULTY MEMBERS	19
STUDENTS	
ELEMENTARY	20
MIDDLE SCHOOL	21
CHAPEL DRESS	22
BREAKING DRESS CODE	22
EMPLOYMENT HARASSMENT POLICY	22
EDUCATIONAL RESPONSIBILITIES	
TEAM COOPERATION	25
CONTINUING EDUCATION PROCEDURE	25
OBSERVATIONS/EVALUATIONS	25
PARENT CONFERENCES	25
MENTORS	26
VISITORS	26
FACULTY MEETINGS	26
GRADE LEVEL MEETINGS	26
WORKSHOPS/CONVENTIONS	26
MISREPRESENTATION OF INFORMATION	26
BETHESDA CHRISTIAN ACADEMY AIDS POLICY FOR STUDENTS	26
MEDIA	27
SPECIAL EVENTS	27
SPORTING EVENTS	27
STUDENT COUNCIL/NATIONAL JUNIOR HONOR SOCIETY	27
TECHNOLOGY	
INTERNET ACCEPTABLE USE POLICY	27
TECHNOLOGY OBJECTIVE	31
CYBER SAFETY	31
BRING YOUR OWN DEVICE	32
INTERNET AVAILABILTY	34
SCHOOL E-MAIL ACCOUNTS	34
TEACHER WEB PAGES	34
AFTERSCHOOL INFORMATION	34
BUILDING RESPONSIBILITIES	
DOORS	35
BACK COUNTERS	35
FLOORS	35
CHAIRS	35
LIGHTS	35
THERMOSTAT	35
REPAIR REQUEST	35
KEYS	35
BLINDS	35
WINDOWS	36
RESTROOM VISITS	36
CLASSROOM APPEARANCE	36
BULLETIN BOARDS	36

WALLS	36
TEACHER/STUDENT DESK	36
HALLWAYS	36
CLASSROOM PROCEDURES	
ATTENDANCE	37
EXCUSED ABSENCES	38
WRITTEN ABSENCES	38
TARDIES	38
EARLY DISMISSAL	39
STUDENT TEXTBOOKS	39
SCRIPTURE MEMORY POLICY	39
RUBRICS	39
RUNNING RECORDS	40
RAZ KIDS	40
CHAPEL	40
ILLNESS	41
INJURY	41
FIELD TRIPS	41
CLASS PARTIES	42
HOLIDAY ACTIVITIES	42
SNACKS	42
BIRTHDAY CELEBRATION	42
HONOR ROLL	42
FIRE DRILL	42
SEVERE WEATHER	43
BUS EVACUATION DRILL	43
LOCK DOWN DRILL	43
CRISIS MANAGEMENT PLAN	43
REIMBURSEMENT POLICY	43
SCHOOL CREDIT CARD USAGE	44
PLEDGES	44
PRAYER	44
RECESS	44
PLAYGROUND EQUIPMENT	44
RULES	45
WEATHER DELAYS	45
FUNDRAISING/FUNDRAISING CRITERIA	45
ELECTIVE TEACHER BEHAVIOR LOG	45
COMMUNICATION FILE	46
WEATHER POLICY	46
SIGNS AND SYMPTOMS OF HEAT STRESS	46
DAILY RESPONSIBILITIES	
TEACHER HOURS	47
TEACHER WORK DAY HOURS	47
MORNING DEVOTIONS	47
MORNING PROCEUDRE	47

SCHOOL HOURS	47
STUDENT ARRIVAL	47
STUDENT DISMISSAL	48
LUNCHROOM PROCEDURES	48
DISCIPLINE	
POLICIES AND PROCEDURES	49
BCA CODE OF CONDUCT	51
SCHOOL WIDE POLICIES	52
SEVERE CLAUSE	53
DISCIPLINE METHODS	54
ELEMENTARY	54
HONOR CODE	54
BCA 4 th and 5 th Grade Elementary Discipline Report	54
MIDDLE SCHOOL	56
Honor Code	56
Middle School Discipline Report	58
Punch Card Procedures	60
Crusader Cash	61
EXPULSION	61
TEACHING POLICIES/MATERIAL	
NINE WEEK PLANNING	61
SCOPE AND SEQUENCE/UNIT STUDIES	61
LESSON PLANS	62
DAILY SCHEDULE	62
CUMULATIVE FOLDERS	62
ACADEMIC JOURNALS	62
GRIEVANCE PROCEDURES	62
PARENT RELATIONS	63
ETHICS	63
NEWSLETTERS	63
CORRESPONDENCE	63
GRADING	63
TESTING/TESTING POLICY/RE-TESTING/BUY BACK POINTS	65
HOMEWORK	65
CHEATING	66
REPORT CARDS	66
ON-LINE GRADES	67
ELECTIVE GRADES	67
PROGRESS REPORTS	67
COMMUNICATION FILE	67
PRINTING COURTESY	67
BULLYING POLICY	68
TRANSPORTATION POLICIES AND PROCEDURES	72
PEANUT ALLERGY POLICIES AND PROCEDURES	79
YEARLY MEMORY VERSES	81

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.

Expected Student Outcomes

It is our desire, at Bethesda Christian Academy, to have our students grow as Christ grew in: Wisdom (Academically), Statue (Physically), and in Favor with God (Spiritually) and in Favor with Man (Socially). We want our graduates to be a modern day Daniel or Esther, embracing and demonstrating a Biblical world view.

Students at BCA will:

Wisdom/Academic Outcomes:

1. Comprehend and command the fundamental processes used in reading, writing, speaking, listening, calculating and reasoning.
2. Develop creative and critical thinking ability, and demonstrate logical reasoning associated with higher order thinking skills from a Biblical perspective.
3. Be challenged to pursue independent research study and develop in-depth knowledge in their personal interests.
4. Learn organizational and study skills that will enhance their academic success and encourage life long learning.
5. Embrace technology in all forms of learning, research, and academic endeavors.
6. Appreciate fine arts through the development of their own understanding and personal expression.

Favor with God/Spiritual Outcomes:

1. Establish a foundation of Christian Leadership skills that will foster a personal relationship with our Lord Jesus Christ.

2. Be expected to be bold in their faith and take a stand for Christ and Christian principals during times of testing.
3. Embrace a Biblical world view.
4. Strive to be Holy as God is Holy, demonstrating Godly character and applying Biblical principles in real life situations.
5. Memorize scripture that they may “hide God’s Word in their hearts”.

Statue/Physical Outcomes:

1. View their bodies as God’s Temple.
2. Practice good health habits by making healthy food choices, participating in regular exercise and maintaining good personal hygiene.
3. Perform flexibility, endurance and strengthening routines that promote better health and positive body image.
4. Learn and value team concepts by participating in team sports/activities.
5. Strive to develop individual talents in athletics and engage in wholesome competition.
6. Understand and celebrate the marvels and intricacy of the human body.
7. View their choice of a healthy, physical lifestyle as pleasing to God.

Man/Social Outcomes;

1. Apply Biblical views and teachings to personal and social relationships.
2. Understand the privileges and demonstrate responsibilities of citizenship.
3. Develop their God-given personal talents and become contributing members to society.
4. Treat their family, neighbors and others with compassion and respect as unique individuals created in God’s image.
5. Show respect to all who are in authority.
6. React to people and situations by illustrating self-control, justice and mercy.
7. Value the natural environment and practice responsible stewardship of God’s creation.
8. Develop qualities of leadership that can be used in the local church, community, school and workplace.

Gender Identity Policy

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one’s biological sex is a rejection of the image of God within that person, thus a student’s gender is denoted by what is listed on the original birth certificate.

Statement on Marriage, Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female.

These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-15)

Lifestyle Statement:

Bethesda Christian Academy is a non-profit Christian school representing Jesus Christ throughout the evangelical Christian Community. Bethesda Christian Academy requires its employees to be born-again believers, living their lives as Christian role models (Romans 10:9-10; 1 Timothy 4:12). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The teacher agrees that Scripture dictates the standard of sexual behavior. Moral misconduct, including but not limited to homosexual or heterosexual, as defined by Scripture violates the bona fide occupational requirement of employees being Christian role models. Employees acknowledge that the unique roles of male and female are clearly defined in Scripture (Romans 1:21-32;1 Corinthians 6:9-20).

Personnel will maintain a lifestyle based on Biblical standards of conduct. * Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Bethesda Christian Academy that each employee will have a lifestyle where “...[Christ] might have the pre-eminence.” Colossians 1:18.

Romans 12:1-2

1 Corinthians 6:9-20

Ephesians 4:1-11; 5:3-5

1Thessalonians 4:3-8

1 Timothy 4:12

11 Timothy 2:19-22

1 Peter 1:15-16; 2:14-17

1 John 3: 1-3

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. Contracts are not guaranteed from year to year.

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. 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. 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 staff member uses all allotted leave time for the year, their paycheck for that pay period will be reduced by the deduction of a day's pay for each additional absence. 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 yearly salary may be adjusted so that they might receive equal paychecks for the remainder of the year.

Sick Leave Transfer Policy: In an effort to minister to fellow staff members, the BCA Sick Leave Transfer Policy will allow staff members to donate unused sick leave to fellow staff members.

Procedures for the donor:

- Administration, teachers, assistant teachers, and cafeteria workers may participate.
- Participation is not compulsory.
- An employee must have a remaining balance of 40 sick hours after a donation has been made.
- An employee may donate no more than 40 hours within a school year (Aug. to May).

- An employee must fill out a Voluntary Sick Leave Donation Agreement and submit to the academy office to donate time to a fellow employee.

Procedures for the recipient:

- The employee must suffer from an extensive illness or accident which results in an absence from work of at least 10 consecutive working days. Normal pregnancy, minor illness, or conditions resulting from any occupationally-related accident or illness for which Workers’ Compensation benefits have been awarded are not a part of this program.
- The employee must have used all sick time, personal time and flex time before becoming eligible for this program.
- An employee may receive payment for no more than 20 days within a school year (Aug. to May).

Voluntary Sick Leave Donation Agreement

Date:

Name:

I desire to donate ____ hours of unused sick leave to

Signed by employee

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.

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.

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.

Work Days: During the year, there will be required work days. Full-Time Staff 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 the first staff workday from 8:00 until 3:00 as well as all workdays scheduled on their regular days of employment.

Funeral Leave: Full time and part-time faculty members are eligible for five 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 \$50 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 3:25 pm.

Tuition Remission: A 50% discount on Bethesda Christian Academy's base tuition will be available to all classroom teachers and assistants who have children enrolled in the Academy. A 25% discount on Bethesda Christian Academy's base tuition will be available to all non-classroom 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 (32 ½ hrs./week). 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.

Workers 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.

Unemployment Insurance: Non-profit's are not required to carry unemployment insurance.

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

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 required at teacher meetings, parent-teacher conferences, PTF events, Open House, and school sponsored events without extra pay. If a teacher is unable to attend a required school sponsored event there will be a reduction in leave hours or salary.

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. Pay statements may be obtained from your ADP online 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 \$3.00 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. Cell phones should only be used for personal reasons during your break times except in the case of an emergency. 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.

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 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 tops, skirts or dresses but are to be no more than 4" above the knee.
- ◆ Clothing should be comfortable, permit freedom of movement and reflect our Christian emphasis
- ◆ 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
- ◆ Any tattoo that could be perceived as offensive or hostile or diminish your effectiveness as a role model for our students must be covered during the school day. Tattoos are permitted as long as they are not above the collar and are not considered lewd or offensive by the administrative staff.
- ◆ 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
- ◆ Any tattoo that could be perceived as offensive or hostile or diminish your effectiveness as a role model for our students must be covered during the school day. Tattoos are permitted as long as they are not above the collar and are not considered lewd or offensive by the administrative staff.
- ◆ 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 may be 2 inches above the knee. If a long skirt with a slit is worn, the slit should be modest and not higher than two inches 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.
- ★ Flip flips are not acceptable.
- ★ Hair must be kept neat and clean.
- ★ 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.
- ★ 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 unless a special day is announced by the administration.
- * 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 be no more than two inches above the knee when standing.** If a long skirt with a slit is worn-the slit may be no higher than two inches 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.
Flip flops are unacceptable.
- * Hair must be kept neat and clean.
- * 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.
- * 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 unless a special day is announced by the administration.

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 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 dockler style only – no jean material or athletic style pants or shorts – including sweat pants).
- * Elementary boys are to wear dockler 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 girls may wear leggings every day of the week but their tops, skirts or dresses must be not more than 4" above their knee.**
- * **Middle school boys are to wear dockler 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.
- * 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.

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, physical challenger, appearance 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, physical challenger 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 physical challenger 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 physical challenger,

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:

Pastor - Bethesda Baptist Church – Jonathan Barbee
919-596-2158

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

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

Stephanie Holt- School Board Chairperson
919-810-5840

– School Board Vice Chair

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.

EDUCATIONAL RESPONSIBILITIES

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.

Continuing Education Procedure: All teaching staff are expected to obtain a minimum of 2 CEU’s each school year. BCA will pay the required fees to help each 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. 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. Middle school should request a parent conference as needed.

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.

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. 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.

Misrepresentation of Information: All employees will be required to sign the following statement of agreement. It shall be done by 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.

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

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.

TECHNOLOGY

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.

BRING YOUR OWN DEVICE

Students in grades six through eight will be allowed to bring their own computer device to school. A cellphone is NOT an acceptable alternative computing device.

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**

INTERNET 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.

Doors may be decorated with signage, lettering, etc. Doors may not be covered completely with bulletin paper. Door numbers and windows may not be covered at any time.

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

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 /sweep the floor 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.

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 never be set lower than 70 during the day. Upon leaving for the afternoon, thermostats should be set at 75.

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. Misplaced or broken keys should be reported to the administrator as soon as possible.

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.

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.

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!**

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 middle school classroom teacher will need to keep an accurate

record of attendance for each of their classes in their grade book. A separate Attendance Form will be turned in to the office each morning by 8:15 so the office can keep an overall attendance file. 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

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. Teachers should send home reminder notices to parents indicating that a written excuse is needed for the child's absence.**
- 4. 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(100°) has returned to normal. Students should be vomit and diarrhea free for 24 hours before returning to school.*)
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. Students have three days, after returning to school to complete all missed assignments. Teachers will issue a date that tests and quizzes need to be made up.

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.

TARDIES

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

- ★ Students may begin to enter their classrooms no earlier than 7:40 am.
- ★ Students are considered tardy at 7:55 am and will not be admitted into the classroom without a tardy slip which will be issued from the office.

More than **3** unexcused tardies in a nine week grading period will result in the following penalties:

Elementary

Students receive a weekly classwork grade for their morning work. If a student should receive 3 unexcused during a grading period, there will be a grading penalty beginning with the 4th unexcused tardy.

Middle School:

The punch card will now be used in homeroom. Once a student has three unexcused tardies during a grading period, they will receive a punch on their card for being unprepared for each successive tardy. Once they have used all of their punches, they will follow the punch card guidelines.

Students with six unexcused tardies will be ineligible for the perfect attendance award at the end of the school year.

BCA's Responsibilities

Office – We will let homeroom teachers know if a student should have three unexcused tardies during a grading period.

Staff –

First-fifth grade will have morning work assignments each day. This does not have to be graded work but some type of review. If a student is on time each day of the week, they receive a 100 on their morning work for that week. If a student should have three unexcused tardies, their morning work grade goes down by 10 points per day for each successive tardy. Teachers will decide if this grade goes under language or math and it should be a classwork grade. Morning work grades are entered each week.

Middle school homeroom teachers will be responsible for punching a students punch card once they have been alerted that the student has 3 unexcused tardies.

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 called to the office and has been signed out.**

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

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 will be allowed to memorize Bible verses in the KJV, the NKJ or the ESV version of the Bible. Teachers will use the ESV for Bible memorization. Parents may elect to have their children test using the KJV or the NKJ version. Monthly Bible verses will be placed in the weekly newsletter or on class website. 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.

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 a minimum of one running record per student within each semester. 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.

Raz-Kids: Teachers in grades kindergarten through third will receive training to use 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 Raz-Kids program a minimum of twice a week.

1. Kindergarten teachers will use Raz Kids to supplement the Abeka reading program. Guidelines will be set by the teachers.
2. Kindergarten passwords will be set by teachers and will consist of symbols.

First-Third Grade Guidelines

1. Students are expected to read approximately 30 minutes a week (at school) with Raz- Kids.
2. Students are expected to read 30 minutes or more per week (at home) to complete the 60 minute Raz- Kids requirement per week.
3. Classroom teachers will run a Raz-Kids report every Monday to verify students read for 60 minutes during the previous week. This is a weekly grade for each student.
4. The teacher should check the report carefully to make sure students are utilizing the program correctly. Students should listen to the book, read the book and then take the quiz. If students are not using the program correctly, the student and their parent should be contacted to inform them of the correct procedure for using Raz-Kids.
5. Books rooms should be set up for all students allowing them access to books one level above and one level below their reading level.
6. Teachers should provide an end of the year report consisting of reading levels for each student in their class. This report will be provided to the next grade level to guide teachers as they assess reading levels for their new class.
7. Beginning with the 2017-2018 school year, each student's password in should be their birthdate in this format: month/day – ex. June 3 would be 0603.

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.

- Student 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.
- Teachers are asked not to use cell phones during chapel programs.

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 (100° or higher) 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 elementary 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.

Birthday Celebration: Individual classroom teachers will set the guidelines for celebrating birthdays in their classroom. Individual party invitations should only be distributed at school if everyone in the class is invited. The office will be glad to supply addresses if needed.

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 a 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.

Severe Weather: The procedure for a tornado/severe weather 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 possible).

School Credit Card Usage: Any staff member needing to use the school credit card must complete a “Prior Approval 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).

Pledge to the American Flag: "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

Pledge to the Christian Flag: "I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe. Amen."

Pledge to the Bible: I pledge allegiance to the Bible God's Holy word, and will make it as a lamp unto my feet, a light unto my path, and hide its words in my heart that I may not sin against God.

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. 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. If two staff members are on the playground at the same time, each staff member should be positioned where they are 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.

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. 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 fundraiser.

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 after the fundraising project is completed.

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.

Elective Teacher Behavior Log: Each homeroom class will be issued a behavior log to be used by all elective teachers. The log is to be taken to each elective for the elective teachers to inform you of positive and negative student behavior. Teachers are asked to follow the guidelines in the Behavior log for notifying parents of behavior problems.

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

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

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. Part time 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.

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.

Morning Devotions: Attendance is required Monday, Tuesday, Thursday and 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. Staff members are asked not to schedule conferences or meetings during devotion time for the first semester. Staff members will be earning a Bible credit for discussions which take place during devotion for first semester.

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.

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.

Student Arrival: Students may begin to arrive at the Academy as early as 7:20. 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. 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 lobby area. The lobby 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 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.

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 lunch form who is eating 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.

DISCIPLINE

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. 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 may 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.
-
- 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.” (1Timothy 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.” (1Timothy 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 is expected.
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. If a student packs a soda for lunch, a staff member will take the soda and provide the student with milk or water. The student may pick the soda up at the end of the day.
9. Students are to dress in an appropriate way, no hats or scarves are to be worn in

- the building without prior approval from the administration.
10. Public displays of affection are not permissible on school grounds or at school sponsored events - including hand holding, embracing, kissing, etc.
 11. Movies with a rating of G are preferred for school viewing. PG movies may be shown with prior approval from the administration.
 12. Electronic devices (not pre-approved by the academy) are not permissible during school hours. Student cell phones must be turned off during the day unless being used for a class assignment. If an elementary student brings a phone to school, it is to be kept in their bookbag during the day. As middle school students enter the classroom, their phones are to be placed face down on the desk during the class period. Phones that are used during the school day, without permission of the staff, will become the property of BCA and must be picked up by a parent from the academy office.
 13. Students should never leave the school property without permission.
 14. Students in grades K-4 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.

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 including inappropriate social web posting
5. Possession on their person or in their locker of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography.
6. Bullying is unacceptable in any form.

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

METHODS OF DISCIPLINE

ELEMENTARY

Students 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.**
- ★ **Fourth and fifth grade classes will use the Elementary Discipline Report and follow the discipline procedures detailed in the report.**

Honor Code

BCA has an established honor code for students in grades four through eight. If a student violates the honor code, the teachers should complete the appropriate form and submit to the administration.

BCA 4th 5th Grade Elementary Discipline Report

Student's Name: _____ **Homeroom Teacher:** _____
Date: _____

Current Offenses: (Teacher should list details for each offense reported)

Level One: Lunch Detention

- ___ a. inappropriate behavior (based on severity of behavior)
 - direct disobedience
 - disruption of class/activity
- ___ b. cell phone (cannot use during school hours; 1st offense)
- ___ c. lying (1st offense)
- ___ d. other (background/incident/details)

Level Two: Afterschool Detention

- ___ a. inappropriate behavior: (based on severity of behavior)
 - direct disobedience
 - disruption of class/activity
- ___ b. inappropriate/crude/abusive language/profanity and/or action (printed, nonverbal, or oral)
- ___ c. disrespect toward God, staff member, or another student
- ___ d. lying (2nd offense)

- ___ e. stealing (1st offense)
- ___ f. cell phone (2nd offense)
- ___ g. fighting (1st offense)
- ___ h. bullying (1st offense)
- ___ i. disrespect of school property
- ___ j. inappropriate use of computers while on campus (1st offense)

Level Three: Suspension

- ___ a. inappropriate behavior (based on severity of behavior)
 - direct disobedience
 - disruption of class/activity
- ___ b. bullying (2nd offense)
- ___ c. lying (3rd offense)
- ___ d. stealing (2nd offense)
- ___ e. fighting (2nd offense)
- ___ f. cell phone (3rd offense)
- ___ g. destruction of school property
- ___ h. inappropriate use of computers while on campus (2nd offense)
- ___ i. suspension or dismissal for possession of tobacco, alcohol, drugs or weapons
- ___ j. further suspension or dismissal for violation of disciplinary probation

Background/incident/details:

The level of the Discipline Report issued will be determined by the teacher and/or principal. The level checked is the one issued.

_____ **Level 1 Discipline Report (Lunch Detention)**

_____ **Level 2 Discipline Report (Afterschool Detention)**

_____ **Level 3 Discipline Report (Suspension)**

Level 1 Discipline Report: Teacher counsels with student. A phone call will be made by the teacher to the parent of the student detailing the incident. For each Level 1 Report a lunch detention is served. After receiving three Level 1

Discipline Reports a parent-teacher-student conference will be held. Receiving five Level 1 Discipline Reports results in an afterschool detention and parent, teacher, student and principal conference. After five Level 1 infractions, the student automatically moves to Level 2.

Level 2 Discipline Report: The administrator counsels with the student. A phone call will be made, by the teacher, explaining the incident. The administration will call the parent to explain the consequences of the incident. For each Level 2 Report an afterschool detention is served. Receiving the fourth Level 2 Discipline Report equals a suspension and a parent-student-principal conference. After four Level 2 infractions, the student automatically moves to Level 3.

Level 3 Discipline Report: Administration meets with student and parent. Level 3 Discipline Report equals suspension, or dismissal at the discretion of the administrator.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Teacher/Principal Signature _____ Date _____

Middle School

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.

BCA Middle School Honor Code

Purpose: The purpose of Bethesda Christian Academy's Honor Code is to encourage students to build and maintain a strong system of integrity in their academics and behavior as they seek to become solid ambassadors of Christ. This applies to all academic work and interactions with others. Because we encourage respect for individuality and diversity, our goal in the administration of discipline is to correct – thus

directing the child toward right behavior rather than simply to punish the child for wrong behavior. The academy staff has established rules and procedures for classroom control providing an attitude of love toward the misbehaving child while disapproving and correcting the action. Students are expected to make every effort to practice self-discipline. We feel that students should conduct themselves so that mutual respect is displayed for all individuals so that a proper climate for learning may be established. It is the Academy's belief that all students are committed to an environment of honor and are willing to do everything possible to prevent honor code violations, as God always expects us to give Him our very best. The Honor Code will be signed by each student in middle school during a chapel assembly. The pledge is as follows: "I pledge on my honor not to bully, cheat, lie, plagiarize, steal, vandalize or use profane/vulgar language or gestures, as I seek to honor God with my very best. I realize that my violation of this code will result in disciplinary action ranging from detention to suspension or dismissal."

Bullying: It is the policy of BCA to maintain a safe environment that is free from bullying. Students, staff and the school community are expected to conduct themselves in a respectful, Christ-like manner, while demonstrating respect and dignity towards others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward another student. Consequences range from afterschool detention to suspension. Dismissal may be appropriate for repeated offenses of bullying.

Cheating: If a student gives or receives any unauthorized assistance on homework, quizzes, tests, papers, or projects, he or she has violated the Honor Code and will receive a zero for the stated assignment.

Lying: A student who provides information known to be untruthful to a member of the Academy staff is in violation of trust and the Honor Code. Consequences range from lunch detention to one to five days of suspension for repeated offenses.

Plagiarism: Plagiarism is the act of using another person's ideas or expressions without acknowledging the source. Downloading or "cutting and pasting" information directly into a paper without citation is a form of plagiarism. Students will be required to re-do the assignment during lunch detention/s. A ten point grading penalty will be applied to the assignment.

Profanity/Vulgarity: A student who uses or shares profanity (cursing and swearing) and/or vulgar remarks or gestures, verbally or written, will receive one to five days suspension. A verbal/written apology may be required. Flagrantly abusive profanity and/or vulgarity could result in dismissal.

Stealing: The taking of any property or work, whether in a locked or unsecured location, without the permission of the owner, is strictly forbidden. Consequences may result in afterschool detention to suspension, a written apology and restitution for the stolen property.

Vandalism: Breaking, defacing, or destroying public or private property is forbidden. Consequences may result in afterschool detention or a one to five day suspension and restitution for damages.

Drugs/Alcohol/Pornography: Possession/distribution/solicitation of any type of drug, drug paraphernalia, cigarettes, alcohol, or pornography is forbidden and may result in suspension or dismissal.

Additional Updated Policies

Suspension: Suspension may be given for a period of up to five days. Suspension is an unexcused absence from school. Students are expected to complete all missed assignments. For every day of suspension, a 2 point deduction per class for the current grading period will be assessed. A student who is suspended is automatically placed on disciplinary probation (four to nine weeks). Examples of suspension is fighting, flagrantly abusive languages and/or disrespectful conduct, inappropriate use of God's name, Honor Code violations, skipping class, repeated afterschool detentions, possession, use, solicitation of illegal drugs of any kind, or bringing guns, knives, weapons or their facsimiles on campus.

Dismissal: The academy reserves the right to suspend or dismiss a student at any time during the school year. A student who persistently neglects work, who consistently fails to meet academic standards or who consistently exercises poor citizenship may be asked to withdraw from the Academy. Dismissal will be administered by the administration and the school board will be notified. Parents/guardians have the right to appeal the decision, in writing, to the school board, within three days of dismissal. A student may not attend classes during a request for an appeal.

Guns and Weapon Policy: Bethesda Christian Academy does not allow guns, knives, weapons, or their facsimiles on campus. Violations of this policy may result in the immediate dismissal of the participating student or students and at, a minimum, students will be suspended for a period of one to five days. If a gun, knife, weapon or a facsimile is brought on campus, parents of that class, will be notified of the situation in a timely manner.

BCA Middle School Discipline Report

Student's Name: _____ **Homeroom Teacher:** _____

Date: _____

Current Offenses: (Teacher should list details for each offense reported)

Level One: Lunch Detention

____ a. inappropriate behavior (based on severity of behavior)

-direct disobedience

-disruption of class/activity

____ b. cell phone (using at school without teacher permission; 1st offense)

- ___ c. inappropriate use of computer (1st offense)
- ___ d. lying (1st offense)
- ___ e. dress code violation (2nd offense)
- ___ e. other (background/incident/details)

Level Two: Afterschool Detention

- ___ a. inappropriate behavior (based on severity of behavior)
 - direct disobedience
 - disruption of class/activity
- ___ b. inappropriate/crude/abusive language and/or action (printed, nonverbal, or oral)
- ___ c. lying (2nd offense)
- ___ d. stealing (1st offense)
- ___ e. cell phone (2nd offense)
- ___ f. bullying (1st offense)
- ___ g. disrespect of school property
- ___ h. inappropriate use of computer (2nd offense)

Level Three: Suspension

- ___ a. inappropriate behavior (based on severity of behavior)
 - direct disobedience
 - disruption of class/activity
- ___ b. bullying (2nd offense)—up to 5 days suspension
- ___ c. lying (3rd offense)
- ___ d. stealing (2nd offense)
- ___ e. fighting (1st offense)
- ___ f. cell phone/computer (3rd offense)
- ___ g. destruction of school property
- ___ h. possession of pornography and computer/internet use for pornographic, defiant, or vicious purposes (1st offense)
- ___ i. suspension or dismissal for use/possession/distribution/solicitation of tobacco, alcohol, drugs or weapons
- ___ j. further suspension or dismissal for violation of disciplinary probation
- ___ k. Profanity/vulgarity (verbal, nonverbal, electronic media or printed)—up to 5 days suspension

Background/incident/details:

The level of the Discipline Report issued will be determined by the teacher and/or

principal. The level checked is the one issued.

_____ **Level 1 Discipline Report (Lunch Detention)**

_____ **Level 2 Discipline Report (Afterschool Detention)**

_____ **Level 3 Discipline Report (Suspension)**

Level 1 Discipline Report: Teacher counsels with the student. A phone call will be made, by the teacher, to the student's parent detailing the incident. For each Level 1 Report a lunch detention is served. After receiving three Level 1 Discipline Reports a parent-student-teacher conference will be held. Receiving five Level 1 Discipline Reports results in an afterschool detention and parent, teacher, student and administrator conference. After five Level 1 infractions, the student automatically moves to Level 2.

Level 2 Discipline Report: Administration counsels with the student. A phone call will be made, by the teacher, explaining the incident. The administration will call the parent to explain the consequences of the incident. For each Level 2 Report an afterschool detention will be served. Receiving the fourth Level 2 Discipline Report results in suspension and a parent/student/administrator conference. After four Level 2 infractions, the student automatically moves to Level 3.

Level 3 Discipline Report: Administrator meets with the student and parent. Level 3 Discipline Report results in suspension or dismissal at the discretion of the administrator.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Teacher/Principal Signature _____ Date _____

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 Level 1 Discipline report 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 at which time they will receive a Level 1 referral. 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 day's class period.

Crusader Cash:

Crusader Cash will be given to middle school students who are going above and beyond expectations. The cash may be given out by any middle school or elective teacher. The teacher will provide Crusaders Cash to thank the student for being a positive influence for the academy. Teachers will strive to give out 5 rewards each day. It is the student's responsibility to keep up with their Crusaders Cash. If a student misplaces his or her Crusaders Cash, it will not be replaced. Once a semester the academy will host an auction where students will be able to spend the Crusaders Cash they have collected throughout the semester. Students may earn Crusaders Cash for a variety of reasons:

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

Nine Week Planning: At the beginning of each grading period, teachers are to complete a nine week overview. The overview will help us stay on schedule with the curriculum. As a part of the planning guide, teachers will be updating units. When units are updated, a date should be placed beside each activity completed. If an activity has not been used for three years, it can be deleted from the unit study. New activities should be

Scope and Sequences/Unit Studies: Scope and Sequences and unit studies have been created for each grade level. Teachers are expected to use these as they plan instruction. Unit studies are expected to be updated at the end of each nine week period. When units are updated, a date should be placed beside each activity completed during the current school year. If an activity has not been used for three years, it can be deleted from the unit study. New activities should be italicized. Scope and Sequences should also

be updated.

Lesson Plans: An outline of each day's presentation, including complete assignments, is to be shown in your lesson plan for one week in advance. Elementary lesson plans are to be electronically submitted to the administrator and assistant principal by 8:00 pm. on Sunday. Middle school staff will use Plan Book to prepare their lesson plans and they will place plans on their website by 8:00 pm on Sunday. Lesson plans should be thorough including daily plans, homework and teacher read aloud novels.

Daily Schedule: A daily schedule should be posted outside each elementary classroom.

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, elementary 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.

Academic Journals: Academic journals will be created for each elementary student. These journals will address areas of needed improvement for each student. There will be assignments for the teacher, the student and the parent to work together to increase student achievement.

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

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 before 3:25 pm on Friday. Teachers in grades 4-5 will prepare a weekly newsletter which will be placed on the teacher web page before 3:25 pm on Friday. Middle school students will receive weekly correspondence through teacher webpages and school e-mails. This newsletter should include: overview of the week, important school dates, reminders of projects, and dates for quizzes and test. K-3 newsletters should be placed in the administrator's box by Thursday morning. Fourth and above should e-mail their newsletters to the administrator so they might be approved.

Correspondence: Beginning with the 2019-2020 school year, BCA will begin to use Bloomz school wide.

Grading

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

Letter Grade	Percentage Grade
A	90-100
B	80-89

C	70-79
D	60-69
F	59 & 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 (95) S = Satisfactory (85) N = Needs Improvement (65)

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 grades 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 for test should be provided for students. Be careful with the number of participation grades taken during a grading period. Refer to the tardy policy for morning work guidelines.

Testing: All students in first grade and above are tested on a regular basis 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 a standardized. 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.

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.

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.

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. 2nd grade (30-35 minutes total)
 - C. 3rd grade (35-40 minutes total)
 - D. 4th grade (40-50 minutes total)
 - E. 5th grade (50-60 minutes total)
 - F. 6th-8th 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 missed during an excused absence. Teachers should inform students of new test dates.

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. 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.

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.

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.

1st Offense: Meet with the Administrator; parents contacted

2nd Offense: Meet with the Administrator and parents; 2 days of lunch detention

3rd Offense: 1 to 2 days of suspension

4th 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)

Transportation Policies and Procedures

School Vehicle:

2001 International Bus

48-Passenger

Student Activities

Positional Statement:

Bethesda Christian Academy makes it a practice to provide transportation for students and staff to sanctioned, off campus school activities. Currently, the academy has a bus capable of seating 48 passengers and a driver for this purpose. The bus is to be considered the preferred and primary means of transporting student groups. Private vehicles will not be used to carry students except under special and pre-arranged circumstances.

Transportation Policies:

Out of concern for the safety of students and staff, to guard the academy's liability and to provide for the equitable and efficient use of equipment the following transportation policies will be followed:

1. The Administrator, Assistant Principal or Athletic Director will be appointed and assigned the following responsibilities:
 - a. See that all policies and procedures are followed.
 - b. Formulate rules, regulations and procedures to be followed with respect to academy transportation, facilities and personnel.
 - c. Be fully informed of state and local bus regulations and insure that the school is in compliance.
 - d. Schedule usage and regulate the operation of each vehicle.
 - e. Insure that regular preventative maintenance, routine servicing and needed repairs are attended to properly.
2. The academy will comply with all local, state and federal laws pertaining to student transportation.
3. Personal and Property Liability Insurance, in an amount approved by the academy's insurance carrier, shall be maintained on each vehicle.
4. Bus drivers must maintain a current N.C. CDL licensure with passenger endorsement. The academy will pay for each driver to maintain the CDL license. Van drivers must be approved by the academy and have a current N.C. driver's license.
5. Only BCA and BBC groups may request and be authorized to use academy vehicles.
6. All groups must have adequate supervision. (A minimum of one adult per ten students for students in grades k-five.)
7. Each student will be charged a minimum of \$1 per field trip to assist in gas

- payments.
8. Any mechanical problems or unusual incidents are to be recorded on the Trip Report Form.
 9. A vehicle logbook is to be maintained in each vehicle.
 10. The school bus is limited to traveling 100 miles from the academy. If the distance to be traveled exceeds these limits, leased transportation will be arranged.
 11. Background checks will be made for all persons applying for driver approval.

Policy For Routine Safety and Servicing:

Vehicles must be inspected yearly according to state transportation guidelines. Inspection reports are kept in a file in the academy office.

Vehicles are serviced, at a minimum of, every summer for routine maintenance.

Repairs are made as needed when observed during routine maintenance and /or by users of the vehicle.

Bus drivers inspect and complete the Bus Report each time the bus is used for a field trip. **The bus is inspected every Monday to prepare for sporting events.** These reports are kept inside the bus. If a driver notices any concerns while inspecting the bus, they report these concerns to the Administrator or Athletic Director.

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. A record, stating when the bus evacuation drill was held, is kept in the academy office.

Policy for Reporting School Vehicle Accidents:

Each time a faculty member or a 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.

Bus Rules:

1. There are 48 seats on the bus plus the driver. A minimum of one adult must be on the bus with students (not counting the bus driver). Elementary students are to have a minimum of one adult per ten students.
2. School and classroom behavior standards apply on school and private vehicles.
3. On all field trips, unless specific permission is given, audio equipment is prohibited. *Chaperones are encouraged to bring their cell phones with them for*

safety reasons.

4. Authority of the driver is the same as that of a teacher. Student should address and obey the driver with courtesy and respect.
5. The driver and students are responsible for keeping the vehicle clean and in good condition. Care must be exercised so there will be no damage to the seats or interior of the vehicle. There is to be no climbing over the seats of the vehicle at any time Any destructive abuse of the vehicle by a student may result in disciplinary action, the curtailment from all use of school transportation and the complete reparation of the school's property.
6. 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.
7. Students should use inside voices while riding the bus. If the noise volume becomes too loud, the students may have to ride in silence. This is for safety reasons. The bus driver must be able to hear road traffic.
8. The Academy has established the following guidelines in order to insure the safety and responsible supervision of students:
 - a. Students are to remain seated 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 of the windows is not allowed.
 - d. There is no eating or drinking on the bus.
10. Boys and girls are not to be seated together on the bus.
11. All windows will remain up unless given permission to put down. All windows must be put up before students exit the bus.

Private Vehicle Transportation:

In the event BCA has to use parent vehicles to transport students, the following guidelines apply:

1. All students must be buckled while in the vehicle.
2. All students less than eight (8) years old or weighing less than 80 pounds must be in a booster seat.
3. Students should return with the same person and vehicle that transported them to the event. Only an administrator or teacher can make an exception to this guideline.
4. When transporting students in a personal vehicle, be sure you understand the route to be taken. Children should enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway. Never leave children unattended in a vehicle.

Public Information:

There are occasions when the news media may take a particular interest in some event or activity of the school or in emergency situations (serious injury or loss of life, major property damage). In these cases, the spokesperson is as follows:

1. The Administrator/Principal
2. The Assistant Principal
3. The pastor/elder representative of Bethesda Baptist Church
4. The chairman of the BCA School Board/Athletic Director

The information supplied to the spokespersons should include:

1. The number of students
2. The number of employees
3. A diagram/description of the situation
4. The phone number of the person contacting the school spokesperson

Questions to be answered promptly:

1. What happened?
2. Is anyone hurt, killed or missing (withhold information until families are notified)?
3. Is the situation under control now?
4. What action is now being taken, if any?
5. How much damage, if any?
6. What aid has been enlisted, if any?

Follow up letter of appreciation should be written to individuals and agencies that helped during the emergency.

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 if 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 light 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 opposite seat by holding the palm of the hand 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. 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 door on the up side to evacuate students.
9. Check the bus from the very back seat to the front, making sure it is empty.
10. Have evacuating students move to a safe distance (100 ft) and keep them there as a group, away from any dangerous areas.
11. Continue to check for students while removing the fire extinguisher or first aid kit, if needed.
12. Call or have someone call the fire department and the school spokesperson as necessary.

A fire at the front of the bus may make the front entrance unusable and an alternate route of evacuation necessary.
13. In case of fire, the bus driver should follow the below instructions:
 - a. Park the bus quickly and safely.
 - b. Evacuate the students as far from the bus as possible.
 - c. Notify the local fire department of the bus's location and students' conditions.
 - d. Give first aid if necessary.

- e. Notify the appropriate school authority.
 - f. Do not attempt to fight the fire.
 - g. Control students and keep them at a safe distance.
 - h. Check with the Fire Department about any items left on the bus.
 - i. Do not re-enter unless authorized by the officials.
 - j. Reload the students once the back-up transportation arrives.
14. In the event that the driver is injured, a monitor near the front of the bus will assume authority.
15. During severe weather, park the bus, if necessary. If a funnel cloud is spotted, park the bus, evacuate the bus and have students lie on the ground in ditches until the cloud passes.

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.

Adopted February, 2011

TRANSPORTATION CLEARANCE FORM
ACKNOWLEDGEMENT AND AGREEMENT OF RESPONSIBILITY

PERMISSION TO CARPOOL TO ATHLETIC OR FIELDTRIP EVENTS

I hereby understand that my child will occasionally be carpooling to athletic/fieldtrip events with another BCA approved driver. I also understand that the Driver has signed and agreed to the policy given by BCA. The Policy states, "The liability insurance of a BCA approved driver for athletic events/fieldtrips will be the primary insurance for injury to students and other passengers which may result from an accident involving that car. Bethesda Baptist Church/Bethesda Christian Academy insurance will be secondary and will cover liability after the limit of the BCA approved driver's insurance. Bethesda Baptist Church/Bethesda Christian Academy insurance does not cover the vehicle, just personal injury and property damage to other vehicles in excess of the other coverage."

_____	_____
Student Signature	Date
_____	_____
Parent Signature	Date

ACKNOWLEDGEMENT AND AGREEMENT OF RESPONSIBILITY OF DRIVERS FOR ATHLETIC OR FIELDTRIP EVENTS

The liability insurance of a BCA approved driver for athletic/fieldtrip events will be the primary insurance for injury to students and other passengers which may result from an accident involving that car. Bethesda Baptist Church/Bethesda Christian Academy insurance will be secondary and will cover liability after the limit of the BCA approved driver's insurance. Bethesda Baptist Church/Bethesda Christian Academy insurance does not cover the vehicle, just personal injury and property damage to other vehicles in excess of the other coverage. We are advising athletic/fieldtrip event drivers of this policy. Drivers will sign this form signifying that they are aware of their insurance liability for the event planned.

For _____ for the _____ year.
Driver's Name

My driver's liability insurance meets at least the State of North Carolina minimum.

Insurance Company	Policy#

Policy Holder	

Signature	Date

This form must be completely filled out and submitted to the Athletic Department or Academy office.

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 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

Elementary Bible Memory Verses for BCA

KINDERGARTEN

September: John 3:16 “For God so loved the world that He gave His only begotten son, that whoever believes in Him should not perish but have everlasting life.”

October: I Corinthians 15:3 “...Christ died for our sins according to the scriptures.”

November: Psalm 118:1 “O give thanks to the Lord, for He is good...”

December: Luke 2:11 “For there is born to you this day in the city of David a Savior who is Christ the Lord.”

January: James 2:10 “For whoever shall keep the whole law, and yet stumble in one point, He is guilty of all.”

February: I John 4:19 “We love Him because He first loved us.”

March: Psalm 147:5 “Great is our Lord, and mighty in power.”

April: I Corinthians 15:4 “And that He was buried, and that He rose again the third day according to the scriptures.”

May: Acts 16:31 “...Believe on the Lord Jesus Christ, and you will be saved...”

FIRST GRADE

September: John 14:6 “I am the way, the truth, and the life. No one comes to the Father except through me.”

October: Joshua 1:9 “Have I not commanded you? Be strong and of good courage...for the Lord your God is with you...”

November: Colossians 1:3 “We give thanks to the God and Father of our Lord Jesus Christ, praying always for you.”

December: I John 4:14 “...The Father has sent the Son as Savior of the world.”

January: Ephesians 6:1 “Children, obey your parents in the Lord, for this is right.”

February: Deuteronomy 6:5 “You shall love the Lord your God with all your heart, with all your soul, and with all your strength.”

March: Romans 3:23 “For all have sinned and fall short of the glory of God.”

April: Romans 6:23 “For the wages of sin is death but the gift of God is eternal life in Christ Jesus our Lord.”

May: Psalm 96:2 “Sing to the Lord, bless His name; Proclaim the good news of His salvation from day to day.”

SECOND GRADE

September: Jeremiah 32:27 “Behold, I am the Lord, the God of all flesh. Is there anything too hard for Me?”

October: Leviticus 19:2 “You shall be holy, For I the Lord your God am holy.”

November: I Thessalonians 5:17-18 “Pray without ceasing. In everything give thanks, for this is the will of God in Christ Jesus for you.”

December: Matthew 1:21 “And she will bring forth a Son, and you shall call His name Jesus, for He will save His people from their sins.”

January: Proverbs 20:11 “Even a child is known by his deeds, whether what he does is pure and right.”

February: I Peter 5:7 “Casting all your cares upon Him for he cares for you.”

March: Psalm 23:1-2 “The Lord is my shepherd; I shall not want. He makes me lie down in green pastures; He leads me beside still waters.”

April: Psalm 23:4 “Yea, though I walk through the valley of the shadow of death, I will fear no evil; for You are with me; Your rod and Your staff, they comfort me.”

May: Colossians 3:23 “And whatever you do, do it heartily, as to the Lord and not to men.”

THIRD GRADE

September: Ephesians 4:32 “And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.”

October: Philippians 2:14 “Do all things without complaining and disputing.”

November: Psalm 100:4 “Enter into His gates with thanksgiving, and into His courts with praise. Be thankful to Him, and bless His name.

December: Luke 2:10-11 “Then the angel said to them, do not be afraid, for behold, I bring you good tidings of great joy which will be to all people. For there is born to you this day in the city of David a Savior, who is Christ the Lord.”

January: Deuteronomy 31:8 “And the Lord, He is the one who goes before

you. He will be with you, He will not leave you nor forsake you; Do not fear nor be dismayed.”

February: Romans 5:8 “But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us.”

March: Luke 19:10 “The Son of Man has come to seek and to save that which was lost.”

April: Matthew 28:6 “He is not here; for He is risen, as He said. Come, see the place where the Lord lay.”

May: Romans 1:16 “For I am not ashamed of the gospel of Christ, for it is the power of God to salvation for everyone who believes...”

FOURTH GRADE

September: Revelations 4:11 “You are worthy, O Lord, to receive glory and honor and power; for You created all things, and by Your will they exist and were created.”

October: Deuteronomy 31:6 “Be strong and of good courage, do not fear nor be afraid of them; for the Lord your God, He is the One who goes with you. He will not leave you nor forsake you.”

November: Colossians 4:2 “Continue earnestly in prayer, being vigilant in it with thanksgiving.”

December: Isaiah 9:6 “For unto us a Child is born, unto us a Son is given; and the government will be upon His shoulder. And His name will be called Wonderful, Counselor, Mighty God, Everlasting Father, Prince of Peace.”

January: John 20:31 “But these are written that you may believe that Jesus is the Christ, the Son of God, and that believing you may have life in His name.”

February: Ephesians 2:4-5 “But God, who is rich in mercy, because of His great love with which He loved us, even when we were dead in trespasses, made us alive together with Christ (by grace you have been saved).”

March: Romans 15:4 “For whatever things were written before were written for our learning, that we through the patience and comfort of the Scriptures might have hope.”

April: Psalm 119:9-11 “How can a young man, cleanse his way? By taking heed according to Your word. With my whole heart I have sought you; oh, let me not wander from Your commandments! Your word I have hidden in my heart, that I might not sin against you.”

May: Philippians 4:4 “Rejoice in the Lord always. Again I will say, rejoice!”

FIFTH GRADE

September: Ephesians 5:1-2 “Therefore be imitators of God as dear children. And walk in love, as Christ has loved us and given Himself for us, an offering and a sacrifice to God for a sweet-smelling aroma.”

October: Galatians 6:9-10 “And let us not grow weary while doing good, for in due season we shall reap if we do not lose heart. Therefore, as we have opportunity, let us do good to all, especially to those who are in the household of faith.”

November: Deuteronomy 32:4 “He is the Rock, His work is perfect; all His ways are justice, a God of truth and without injustice; righteous and upright is He.”

December: Matthew 1:23 “Behold, the virgin shall be with child, and bear a Son, and they shall call His name Immanuel,” which is translated, “God with us.”

January: Jeremiah 29:11 “For I know the thoughts that I think toward you, says the Lord, thoughts of peace and not of evil, to give you a future and a hope.”

February: Matthew 22-37-39 “Jesus said to him, You shall love the Lord your God with all your heart, with all your soul, and with all your mind. This is the first and great commandment. And the second is like it: You shall love your neighbor as yourself.”

March: Galatians 5:22-23 “But the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, self-control. Against such there is no law.”

April: Philippians 4:6-7 “Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be made known to God; and the peace of God, which surpasses all understanding, will guard your hearts and minds through Christ Jesus.”

May: Romans 10:9-10 “..If you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved. For with the heart one believes unto righteousness, and with the mouth confession is made unto salvation.”

BCA Middle School Bible Verses 2019-2020

Ephesians 2:8-9 **SEPTEMBER** For by grace you have been saved through faith, and that not of yourselves; *it is* the gift of God, ⁹ not of works, lest anyone should boast.

Hebrews 11:6 **OCTOBER** But without faith *it is* impossible to please *Him*, for he who comes to God must believe that He is, and *that* He is a rewarder of those who diligently seek Him.

Isaiah 26:3-4 **NOVEMBER** You will keep *him* in perfect peace, *Whose mind is stayed on You*, Because he trusts in You.
Trust in the LORD forever, For in God, the LORD, *is* everlasting strength.

Galatians 6:9 **DECEMBER** And let us not grow weary while doing good, for in due season we shall reap if we do not lose heart.

Proverbs 3:5-6 **JANUARY** Trust in the LORD with all your heart,
And lean not on your own understanding; In all your ways acknowledge Him, And He shall direct your paths.

Ephesians 4:2 **FEBRUARY** With all lowliness and gentleness, with longsuffering, bearing with one another in love.

Psalms 56:3-4 **MARCH** Whenever I am afraid, I will trust in You. In God (I will praise His word), In God I have put my trust;
I will not fear. What can flesh do to me.

John 14:13-14 **APRIL** And whatever you ask in My name, that I will do, that the Father may be glorified in the Son. If you ask anything in My name, I will do *it*.

Colossians 3:23-24 **MAY** And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.

Middle School Bible Verses 2020-2021

Isaiah 58:11New King James Version (NKJV) **SEPTEMBER**

¹¹ The LORD will guide you continually,
And satisfy your soul in drought,
And strengthen your bones;
You shall be like a watered garden,
And like a spring of water, whose waters do not fail.

Romans 3:23-24New King James Version (NKJV) **OCTOBER**

²³ for all have sinned and fall short of the glory of God, ²⁴ being justified freely by His grace through the redemption that is in Christ Jesus,

John 5:24New King James Version (NKJV) **NOVEMBER**

²⁴ “Most assuredly, I say to you, he who hears My word and believes in Him who sent Me has everlasting life, and shall not come into judgment, but has passed from death into life.

John 8:31-32New King James Version (NKJV) **DECEMBER**

³¹ Then Jesus said to those Jews who believed Him, “If you abide in My word, you are My disciples indeed. ³² And you shall know the truth, and the truth shall make you free.”

James 4:11New King James Version (NKJV) **JANUARY**

¹¹ Do not speak evil of one another, brethren. He who speaks evil of a brother and judges his brother, speaks evil of the law and judges the law. But if you judge the law, you are not a doer of the law but a judge.

Mark 12:29-30New King James Version (NKJV) **FEBRUARY**

²⁹ Jesus answered him, “The first of all the commandments *is*: ‘Hear, O Israel, the LORD our God, the LORD is one. ³⁰ And you shall love the LORD

your God with all your heart, with all your soul, with all your mind, and with all your strength.^[a] This *is* the first commandment.^[b]

James 4:17New King James Version (NKJV) **MARCH**

¹⁷ Therefore, to him who knows to do good and does not do *it*, to him it is sin.

Ephesians 6:10-11New King James Version (NKJV) **APRIL**

¹⁰ Finally, my brethren, be strong in the Lord and in the power of His might.

¹¹ Put on the whole armor of God, that you may be able to stand against the wiles of the devil.

1 Peter 5:6-7New King James Version (NKJV) **MAY**

⁶ Therefore humble yourselves under the mighty hand of God, that He may exalt you in due time, ⁷ casting all your care upon Him, for He cares for you.

Middle School Bible Verses 2021-2022

Psalm 119:11 “Your word I have hidden in my heart, That I might not sin against You.” **SEPTEMBER**

Romans 12:1-2 “I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. ² And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God.”

OCTOBER

I Corinthians 6:19-20 “Do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? ²⁰ For you were bought at a price; therefore glorify God in your body^[a] and in your spirit, which are God’s.” **NOVEMBER**

I Corinthians 10:13 “No temptation has overtaken you except such as is common to man; but God is faithful, who will not allow you to be tempted beyond what you are able, but with the temptation will also make the way of escape, that you may be able to bear it.” **DECEMBER**

I Corinthians 10:31 “Therefore, whether you eat or drink, or whatever you do, do all to the glory of God.” **JANUARY**

Philippians 4:8 “ Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things.” **FEBRUARY**

2 Timothy 3:16-17 “All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, ¹⁷ that the man of God may be complete, thoroughly equipped for every good work.” **MARCH**

John 14:6 “Jesus said to him, “I am the way, the truth, and the life. No one comes to the Father except through Me.” **APRIL**

Acts 4:12 “Nor is there salvation in any other, for there is no other name under heaven given among men by which we must be saved.” **MAY**

Verses should be learned in NKJV or KJV. The verses are listed above are written in the NKJV.

Bible verses are on a three year rotation.

CRISIS MANAGEMENT PLAN

The following Crisis Management Plan is provided to all staff members at the beginning of each year. It is their responsibility to thoroughly understand and act in accordance with this plan should the need arise.

INTRODUCTION

The intent of this Crisis Management Plan is to provide guidelines, structure, and a process for dealing with a range of crisis situations, which may interrupt the normal operation of school at our building and/or in our community. This plan provides a process to deal with any situation that has the potential to result in physical injury to one or more students, staff or community members. The manual provides information which BCA personnel will use to prevent and manage crisis and to minimize their impact on the school. Crisis situations may develop despite preventative measures. The Crisis Management Plan contains a systematic approach to managing and responding to crisis and is to be the blueprint to be utilized by teachers, administrators and support staff to protect and care for students.

The key elements of this Crisis Management Plan involve the following:

1. Keeping our students and staff safe and out of harm's way.
2. Dealing effectively and fairly with the news media
3. Stopping the rumor mill (internally and externally)
4. Identifying the specific role of each member of the school staff during a crisis

The Crisis Management Plan provides for crisis communication strategies, which include the following:

1. Procedure to alert and communicate with key stakeholders immediately of the crisis, its management and our response
2. Procedure to establish and identify a centralized spokesperson and to notify the entire staff
3. Process to determine and verify the facts
4. Follow-up information and actions

POLICY

BCA's School Board recognizes that circumstances may occur at BCA, which may necessitate the closing of school and/or require the assistance of community agencies. The board authorizes the administration to develop regulations and procedures designed to meet these emergency situations with special attention to situations involving danger to students and causing interference with the educational program.

CRISIS MANAGEMENT TEAM

A core team is identified to implement the initial action to be taken in a crisis. The administrator determines the size and scope of the crisis as well as the size of team needed to manage and respond to the particular crisis. This list also depicts the prioritized order of individuals to act if the principal not available.

Core Team:

1. Administrator/Assistant Principal(if the administrator/assistant principal is not available, see secretary and/or lead teacher(s))
2. Secretary
3. Lead teacher(s)
4. After School Director
5. BBC Representative

DUTIES OF THE CRISIS MANAGEMENT TEAM

The Crisis Management Team has the following duties in the event of a crisis situation at the school:

1. Verification of the information received and determination of the scope and size of the staff needed to manage/respond to the crisis.
2. Preparation of the plan of action to manage and/or response to the incident/crisis situation.

3. Preparation of a written statement relative to the event, which should include factual information about the event as well as the school's plan.
4. Set up a Crisis Center in the office that should be manned continually until the disturbance ceases.
5. Select the authorized spokesperson for the academy.

CRISIS KIT

The following items are kept in a crisis kit, located in the academy office. This kit is checked annually.

1. Megaphone
2. Battery operated radio
3. Updated roster of all students
4. Emergency forms for all students
5. First Aid kit
6. Flashlight
7. Building layout

CRISIS SITUATIONS

Crisis situations, which may arise that require intervention, management and response by our staff are as follows:

1. Building Site Incidents/ Crises
2. Injury
3. Threats to student/staff
4. Assault or kidnapping of a student and/or staff
5. Bomb threats

INJURY POLICY

Minor Injury

The classroom teacher should take care of minor injuries by washing the area with water and using first aid supplies. Blood related accidents should never be dealt with until you are protected. Follow guidelines for handling bloody items. First aid kits are located in the classrooms, gym, cafe and in the office.

Major Injury

If the injury is severe, the office should be notified at once. If the injury involves a broken limb or an undetermined injury of an apparently serious nature, the pupil should not be moved until the proper medical aid arrives. The administration determines if 911 emergency measures are required and handles parent notification. The administration also notifies the parents of injuries which need to be attended to or checked. BCA offers CPR training and first aid training for its faculty and staff. This certification is valid for a three year term.

Procedures

In emergencies, use the following procedures:

The teacher is to send two (2) students to the office and/or send a student to your "buddy" teacher's class for help.

1. The teacher of each class is responsible for assuring that the signed Student Emergency Card (which is located in the administrator's office) is taken with the ill/injured child to the medical facility. In the case that a faculty/staff member is injured, be sure to check the Emergency Form located in the administrator's office and follow the instruction.
2. The administrator/assistant principal or teacher is to accompany the ill/injured child to the medical facility.

The first fire drill will be announced in advance to faculty and students. Others will follow unannounced. Fire drills are scheduled once a month. The evacuation plan is attached.

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

1. Tornado drills are held once a year. Students will learn the "Duck and Tuck" method used in tornado drills.
2. Students housed in the portable units should be evacuated to the main building if time permits. If not, students are to assume the appropriate position in the central storage room between the two classrooms. The evacuation plan is attached.
3. A pre-selected person is to see that 2 or 3 windows are opened to equalize the air pressure and to thus limit damage.
4. Students leave the classroom in a single file and proceed to the designated area with no talking, no running, no pushing, but with orderly rapid movements.
5. Upon reaching designated area, students should kneel down with their heads towards the floor. Hands should be placed on top of their head. Students assigned to the sanctuary should slide under the pews and place hands on top of their head.
6. After the class reaches its area, the teacher should take roll. There should be no talking. If a student is missing, the teachers should notify the administration.

7. 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.

Other Instructions:

The administrator should check the building to make sure all students or adults are away from windows. A designated person should remain by the phone. The office area serves as an Emergency Center. The administrator designates persons to help (1) direct traffic, (2) direct outside agencies reporting to the school, (3) be sure windows and doors are open. If electricity should go out, the administration has cell phones and a flashlight is located in the Crisis Management Kit, located in the administrator’s office.

Emergency Action Guidelines

Each classroom is supplied with an Emergency Folder which contains the following:

1. 2 red and green cards with room numbers
2. Emergency Actions Guide
3. Class Roster
4. Pen or Pencil

At the beginning of the school year, each teacher should place a class roll inside of the Emergency Folder. Special teachers will need to place a roll for each class taught. When sharing rooms, the same folder may be used for the regular class rolls and for special class rolls.

Two types of emergency announcements may be announced over the intercom. If a yellow code is used, staff will know that there is a possibility of a situation arising. In the event a red code is used, this signals an emergency and staff should follow the appropriate actions.

The following coded will be used in case of an emergency.

CODE	RESPONSES
Red Candle (This will be announced if fire alarm is not working)	Students should leave the classroom in a single file proceeding to the designated area. There should be no talking, running or pushing. Designated student or teacher assistant should shut all windows and doors. Teacher should take roll book with them and take roll when the class is in place. When the all clear is announced, students return to classrooms.
Yellow Security	All students report to classroom. All doors should be locked. Everyone remains in the classroom until Code Green is announced.
Red Security (Shut Down)	Office will announce Code 300. Students report to the nearest classroom.

Teacher locks doors and windows and turns off lights and closes blinds.
Teacher should use window cover over the window in the door.
Students sit against interior walls and remain quiet.
If a student is missing, text student name to 919-698-2611 and 919-698-2610.
If there is an intruder in the room, you may not be able to do this.
Green cards are placed in the window if everything is all right.
Red cards are placed in the window if there is a problem.
If there should be an intruder in your room when the office contacts you, announce Code 300, all clear.
If there is no intruder in the room when the office contacts you, respond anyway you like such as: We are fine.
Everyone remains in classrooms until Code Green is announced.

Yellow Weather

Account for all students.
Proceed as normal with your schedule.

Red Weather

Students proceed to their designated area.
Students housed in the modular units should come into the main building if time permits. If time does not permit, students in the modular units should proceed to the central storage room. Students should kneel down with their heads towards the floor and hands placed over their head. If students are in the sanctuary, they should slide under the pews and place their hands over their head.
Teachers should take roll once everyone is in place and notify the office if anyone should be missing.

Response to person with a weapon or similar threat:

When a threat of harm to students or staff is identified, a “CODE RED” situation is implemented immediately. The administrator determines the “CODE RED” situation and invokes the appropriate actions.

If a staff member/student hears gun shots or sees someone with a weapon in the building:

Do not investigate the matter. Notify the office immediately to report the incident. Give a description of the person and location in the building.

Armed individual comes into the classroom:

1. If possible, notify the administrator.
2. Do as the gunman demands.
 - a. Do not make sudden moves that could frighten the subject. Ask permission to move.
 - b. Never argue.
 - c. Take your time.
 - d. Keep your students as calm as possible

- e. Physical force should not be used unless someone's life is in imminent danger.
- 3. Talk to the gunman
 - a. Learn as much as you can about the gunman.
 - b. Keep the gunman's attention on you, not on your students.
 - c. If more than one person is involved, concentrate on only one person.
- 4. Be observant.
 - a. Mentally record a detailed description of the individual and weapon.
 - b. Identify a distinctive feature and continue to concentrate on that one item.
 - c. Remember what objects the intruder touches and preserve them for Law Enforcement.
 - d. It is critically important to preserve the crime scene and never touch or move or disturb any possible evidence or objects at that site.
- 5. If the gunman starts shooting:
 - a. Tell students to get down and lie on the floor
 - b. Take cover on the floor and /or behind equipment

Bomb Threat

Bomb threats generally fall into two categories. (1) A specific call with detailed instructions of when the bomb is to go off and where it is, or (2) a call with general information that a bomb is in the building. The person taking the call is to attempt to keep the caller on the line as long as possible. Once as much information as possible has been obtained, the administration is to be notified. Upon notification, the administration will notify the police. The administrator is to sound the fire alarm to evacuate the building. The Emergency Center is established in the office. In order for the building to be searched, it may be necessary to relocate the students. In the event relocation is necessary, students will be moved to the parking lot of the Bethesda Baptist Church office building or to the lawn area of the BBC Mission House.

Assault, Sexual Assault, Fighting

Staff members who witness the above actions should use a calm manner and approach the scene taking control of the situation. If there should be an injured person, first aid or appropriate medical treatment should be obtained. If necessary, 911 should be called. An injured person should never be left alone. An attempt should be made to obtain witnesses. Individuals involved in the incident should be escorted to the administrator's office and a written report of the incident should be provided to the administrator. The administrator will obtain statements from those involved and notify all parents. Appropriate actions shall be taken.

Kidnapping Situation

If an individual(s) attempts to remove a student(s) from school without appropriate authorization, the administrator should be notified immediately. The incident should be verified. Law enforcement should be notified to investigate the incident. Parents should be notified by the administration. The administrator and the School Board Chair should

decide if other parents need to be apprised of the situation by seeking advice from legal representation and the liability insurance carrier.

Student Demonstrations/Disturbances

The administrator makes decisions regarding the best action to take depending on the situation. Faculty/staff may be engaged to assist by directly working with students to calm them. The staff is required to discourage students from leaving the classroom, but should not forcibly detain students. Staff should keep students away from the window if the disturbance is outside. Staff should conduct business in a normal way if possible.

Student Suicide

Staff members should at all times be concerned and interested in the emotional health of each student. Students should feel that staff members are always available to listen to their concerns. Many times a student just needs to talk with someone other than family. If a student is showing prolonged signs of depression, the administration should be informed. The administration will be able to provide a list of pastors or counselors available for counseling. Parents should be contacted about any concerns.

SECURITY PROCEDURES

Securing Exterior Doors and Windows

1. Teachers should lock classroom doors when the classroom is empty during the day.
2. All windows and doors are to be closed and locked at the end of each day.
3. It is the responsibility of after school leaders to lock classrooms used during after school.
4. All classroom doors are locked once the school day begins and should remain locked throughout the day.
5. The front doors and back doors of the academy wing will be locked after morning announcements. The administration will leave one set of doors unlocked in the front lobby of the building for middle school student and parent use.

Visitors

All visitors are asked to report to the office and receive a pass. All staff are responsible to inquire of someone in the building to see if he/she needs assistance and direct the person to the office. The administration should be notified if they notice that the visitor does not proceed to the office. The office should also be notified if a staff member notices someone whom they do not recognize sitting in a vehicle in the parking lot. The following minors are allowed on the campus of BCA from 7:30 am to 5:30 am on days school is in session:

1. Students of BCA
2. BBC children/young people at a supervised activity
3. BBC & BCA faculty and staff children/young people not enrolled at BCA with administrative approval

The following minors are NOT allowed on the campus of BCA:

1. Neighborhood children/young people
2. BBC & BCA faculty and staff children/young people not enrolled at BCA without administrative approval

MEDIA CONTACT

Official statements issued by the academy should come from the administrator. This information should answer who, what, when, where, and how; but should not reveal names of students or employees. The statement which is made to the media should be shared with staff and students when appropriate, to ensure that accurate and consistent information is provided.

