

# STUDENT HANDBOOK

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## STATEMENTS OF PRINCIPLE

### STATEMENT OF EDUCATIONAL PHILOSOPHY

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

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

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

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

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

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

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

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

Our commitment to excellence goes beyond the traditional approach of memorizing factual information. This commitment encourages such things as understanding, insight, wisdom, critical thinking and decision-making skills. This emphasis will be applied to every subject and every issue studied by the student as we instruct and prepare our

students with a college preparatory style education. This quick-paced technique will include adequate homework, projects, oral presentations, as well as formal evaluation.

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

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

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

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

This atmosphere of acceptance will create the context within which each student will feel secure and loved, and within which the Holy Spirit can minister to each child. Recognizing that each child is unique, and has been gifted differently, this nurturing atmosphere will enable each student to identify and develop his or her gifts. Also....teachers, aides, administrative staff, other students and parents will be encouraged to model and promote a personal, saving relationship with Jesus Christ as the foundation for a godly life.

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

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

## **THE SCRIPTURES**

We believe

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

## **THE GODHEAD**

We believe that

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

## **THE LORD, JESUS CHRIST**

We believe in

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

## **THE HOLY SPIRIT**

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

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

## **MAN**

We believe that

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

## **SALVATION**

We believe that

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

## **FUTURE THINGS**

We believe in

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

## **STATEMENT OF MISSION**

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

1. To prepare each child to seek, to know, and to follow the Lord's will for his or her life.
2. To minister and witness to the family of each child, as well as to the child.
3. To develop Christian education in each child with Christ Himself as the model.

That character will include:

- a. being able to accept and share love
  - b. being a witness for Christ
  - c. having respect, affection and reverence for the Word of God
  - d. having a love for God the Father, Jesus Christ and the Holy Spirit
  - e. being truthful
  - f. being responsible
  - g. developing a personal sense of worth and confidence
4. To foster a desire for academic excellence and a love for learning without replacing God's wisdom with man's.
  5. To achieve the foregoing steps through the ministry of a staff committed to excellence and submitted to the Lordship of Christ.

## **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.

## **VISION STATEMENT**

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

## **CORE VALUE STATEMENTS**

1. Biblical Scripture is recognized, in its entirety, to be the infallible rule of faith and conduct.
2. BCA will strive to lead each student to a personal relationship with our Lord

Jesus Christ.

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

### **Student Lifestyle Statement:**

BCA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, homosexual acts, bi-sexual acts; gender identity different than the birth sex at the chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

### **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.

## **ORGANIZATION**

The organizational diagram below is intended to serve BCA at the present time

Bethesda Baptist Church  
 Bethesda Christian Academy School Board  
 Administrator  
 Assistant Principal  
 Teachers  
 Assistant Teachers  
 Support Staff  
 PTF Executive Committee (officers from each PTF team)

## **TEACHER QUALIFICATIONS AND GOVERNMENT STANDARDS**

### **TEACHER QUALIFICATIONS**

We seek to only employ teachers qualified by education and training for their positions-including appropriate college degrees and/or state and ACSI certification. But their most important qualifications are that they are **born again** (John 3:3-6 and 1 Peter 1:3), and that they are **called to teach** a Christ-centered curriculum in the context of a Christian school.

### **GOVERNMENT STANDARDS**

BCA meets the standards set forth by the Fire, Health, and Safety Department of North Carolina. It is not certified by the state because that would require the teaching of specific curricula that are in conflict with our beliefs and stated goals. BCA is recognized by the state of North Carolina as an accredited, private, religious school.

The Academy also meets the standards set forth by the Federal Government regarding racial non-discrimination. We do not discriminate with respect to race or national origin, either in the hiring of employees or the enrollment of students.

## **CRIMINAL BACKGROUND CHECK**

BCA performs a criminal background check on all employees. Background checks will be performed on all coaches, bus drivers, and volunteers who have unsupervised access to students.

## **ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)**

ACSI is an internationally-recognized accrediting body and resource for Christian schools of which BCA is a member. BCA obtained full dual accreditation from ACSI as well as AdvancED during the 2005-2006 school year. We have continued to meet all requirements to maintain this accreditation status. Of the many services they can provide, two are of special significance to us:

1. **Accreditation** - By conforming to the high standards set by ACSI and submitting to their evaluations, we will help assure our students that their BCA studies will receive transfer credit when they transfer into other schools or school systems.
2. **Continuing Education for Teachers** - Each year, ACSI offers courses which provide teachers from member schools continued training, by which they may keep their skills sharp and learn additional skills. ACSI training also meets the continuing education requirements for state-certified teachers.

## **OFFICE SCHEDULE**

BCA's office is open from 8:00 am-4:00 pm, Monday through Friday. If you should call outside of these hours, please leave a message and your call will be returned in a timely manner. The academy phone number is 919-598-0190. E-mail addresses for all staff members may be obtained from the academy website at [bcacrusaders.org](http://bcacrusaders.org).

## **ADMISSIONS POLICY**

### **GENERAL REQUIREMENTS**

#### **Spiritual Requirements**

BCA is a discipleship school seeking to partner with Christian families in the education of their child/children. Parents are asked to read and support the BCA Statement of Faith. During the parent interview, parents will be asked to share the testimony of their salvation experience. Parents will be asked to articulate their desire for a Christian education, to agree to support the educational program of the academy, and to assure their willingness to assume the financial responsibilities for their child.

#### **Church Involvement**

A pastoral reference form is a part of each student application.

## **Parent Interview**

A satisfactory interview with the parents and the Admissions Committee is required. Students in grade six and above will also attend this interview.

## **Entrance Testing**

Students entering grades one and above will complete a portion of the Terra Nova Achievement Test. Students entering Kindergarten will take a modified achievement test approved by ACSI. These entrance tests are used to determine grade placement and capability for the prospective student to fit the education requirement of the academy.

## **Admissions Procedure**

To apply for admittance to BCA, the following items must be submitted to the academy office:

1. A complete application for each child
  - ★ Registration fee- This is a non-refundable fee unless the Academy does not accept the student
  - ★ Pastoral Reference
  - ★ Statement of co-operation signed by parents
  - ★ A signed Records Release form for students in first grade and above
  - ★ Report cards and standardized testing information
  - ★ Copy of the child's birth certificate if enrolling in Kindergarten
  - ★ A completed Student Evaluation Form for any kindergarten student who has attended a daycare or preschool.
  
2. A complete and up-to-date Immunization Record is required by law before your child can begin school. The required immunizations are:
  - ★ 5 DTAP
  - ★ 4 Polio
  - ★ 2 MMR
  - ★ 1 Hib
  - ★ 3 HE
  - ★ 1 Varicella (chickenpox) unless documentation of disease history

After receiving the application and required information, an interview appointment is made. A satisfactory interview with the parents and the Admissions Committee is required. Students in grade six and above may also attend this interview.

Students and parents must agree with the school's philosophy, Statement of Faith, and abide by the established procedures of the Academy.

## **Admissions Approval**

Parents will receive a verbal and or written notification of their child's acceptance or non-acceptance based on the parent interview and testing results.

## **Acceptance Priorities**

1. Staff
2. Sibling of current BCA students
3. Bethesda Baptist Church members
4. Families active in a local church

## **Waiting List**

Once the enrollment for each class is reached, we will begin a "waiting list" of possible students. Students desiring to be placed on the "waiting list" must follow the above procedures.

## **Appeals Procedure**

A written appeal may be submitted to the Chairman of the School Board within five days of receiving notification of non-acceptance. The request will be reviewed by the School Board at their next scheduled meeting. Parents will receive a written notification of the board's decision.

## **SCHOOL POLICY AND ACADEMIC MATTERS**

### **CLASSROOM PRINCIPLES**

Both Deuteronomy 6:6,7 and Ephesians 6:4 make it clear that God gives the responsibility for teaching a child to the child's parents. This academy exists to act as an extension of the home and to be a partner with the parents it represents. It does not remove authority from the parents, but rather acts on the parents' behalf.

The following principles are established to provide a classroom environment which will promote learning for everyone:

- ★ The teacher has the authority in the classroom and is responsible to administer discipline consistent with school policy.
- ★ The teacher is also responsible to provide a classroom atmosphere conducive to learning and consistent with school policy.
- ★ Personal citizenship is one of the main lessons in every class and will be encouraged. Students are expected to be responsible, respectful, and self-disciplined in their classroom behavior.

## ATTENDANCE

Since regular attendance is an essential ingredient to the learning process:

- ★ A pupil who is absent must bring a written excuse to the teacher within two days of returning to school. An e-mailed written excuse sent to the office is acceptable.
- ★ Phone calls cannot replace written excuses.
- ★ Penalties will be implemented if a written excuse is not submitted in the appropriate time period. (Refer to unexcused absence penalties.)
- ★ A pupil must be in attendance three and one half hours (3½) during the day to receive credit for that day.

## MAKE-UP WORK

Students who are out of school will have three days to make up any missed assignments or re-scheduled tests. Elementary students may visit the academy office after 3:00 each day to pick up any missed assignments. Middle school students will be asked to obtain their missed assignment from their individual teachers upon returning to school or they may download them from the individual teacher's web page-if available

## 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.

## 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 tardies during a grading period, there will be a grading penalty beginning with the 4<sup>th</sup> 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.

**Six unexcused tardies make a student ineligible for perfect attendance.**

### **REPORT CARDS**

The purpose of our report system is to give parents and students an indication of the progress or lack of progress which is being made by individual students. BCA has a nine week grading period. Report cards may be held if a student has a delinquent tuition or lunch account, or if a student has outstanding library fines or has not turned in all athletic uniforms.

### **Grading Scale**

**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

### **Grading Scale for Kindergarten:**

- 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

S = Satisfactory

N = Needs Improvement

Middle School will receive numeric values for elective classes.

## **CLASSWORK AND HOMEWORK**

- ★ Each teacher may assign homework to aid pupils in learning.
- ★ Homework assignments for elementary students will be left to the discretion of the individual teacher who has been directed to follow a graduated time system of a maximum of sixty to ninety minutes for work per night.

K - 1	25-30 minutes
2 <sup>nd</sup> grade	30-35 minutes
3 <sup>rd</sup> grade	35-40 minutes
4 <sup>th</sup> grade	40-50 minutes
5 <sup>th</sup> grade	50-60 minutes
6 <sup>th</sup> -8 <sup>th</sup> grade	60-90 minutes

- ★ 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 thirty minutes per subject per night.
- ★ Students in grades six and above are allowed to receive homework assignments on Wednesday nights and weekends.
- ★ 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 and will be considered homework due the following day.
- ★ Elementary students may have scheduled test and quizzes on Thursday with three days prior notice.
- ★ Middle school students will not normally have more than two major test or one test and two quizzes scheduled for the same day.
- ★ Elementary and middle school students may be assigned project work that could be worked on during the week or weekend.



- ★ All work should be clear and legible. A teacher may refuse to accept any work which does not meet these two standards. The teacher may allow the student to resubmit the work for partial credit.
- ★ 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.
- ★ Elementary and middle school homework that is not completed and returned the following morning will automatically receive a zero. The student will still be expected to complete the assignment with no points given.
- ★ Students will be given up to three days to complete all work, including tests, missed during an absence.

## **PROGRESS REPORTS**

Kindergarten students will receive a mid-nine weeks progress report to inform the parents of the student's progress. Progress reports are to be signed and returned on the following day. Students in grades one through eight will not be issued progress reports due to the fact that individual student grades will be able to be viewed on-line throughout the school year. Grades will be downloaded to the school site on a consistent basis. We ask that parents create a routine of checking student grades once a week. Listed below are step by step instructions for using Head Master On-Line:

- ★ Visit the school website at [bcacrusaders.org](http://bcacrusaders.org)
- ★ Locate **grades on-line** under the "For Parents" tab.
- ★ Insert your individual username and password, which you received at Open House, into the designated area and select log in.
- ★ You will be asked to change your password the first time you log in.
- ★ Information for the current grading period will appear on the screen.
- ★ If you forget your password, click on "forgot my password" to reset the system. The academy office will not be able to reset your password.
- ★ Click on the words DETAILS to view individual assignments and grades.
- ★ Teachers will place grades in the computer in a timely manner. We encourage you to check grades once a week.
- ★ Students who do not complete and return homework on the date it is due will automatically receive a zero in the grading system.
- ★ If you have questions about your child's grade, please contact the individual teacher who teaches that class. All teacher e-mail addresses may be obtained from the school website. The addresses are listed under the "Faculty and Staff" tab.

## **Honor Roll**

Students who maintain an A or AB honor roll will be recognized at the end of the first, second, and third nine week grading periods.

## RE-TESTING

Teachers will not be allowed to have students 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 will review the material and then re-test the group.

## CHEATING

The BCA Code of Conduct states that all academic pursuits will be the result of a student's 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:

- ★ The student will receive a zero on the assignment or test.
- ★ The administrator will be notified and the student will meet with the administrator.
- ★ Parents will be contacted by the teacher.
- ★ If the student holds a leadership position in the class, a club, or on a sports team, they will lose this position.
- ★ **A second offense may cause the student to automatically fail the class for that grading period.**

## PARENT-TEACHER CONFERENCES

- ★ Parents of students in grades K-5 will attend a required conference at the end of the first nine weeks grading period at which time report cards will be issued.
- ★ Teachers are *unavailable* for conferences between 7:40 and 8:00 am each morning and between 3:00 and 3:20 pm each afternoon.
- ★ A conference may be scheduled at any time of the year if requested by parents or teachers. Please contact your child's teacher to schedule a convenient meeting time.
- ★ Teachers will be happy to talk to you by telephone if you will call the office and leave your number for a return call, or send a note by your child.
- ★ All notes to teachers should be placed in sealed envelopes.
- ★ Please NO SURPRISE CONFERENCE VISITS!
- ★ Teachers may be contacted by e-mail. BCA maintains e-mail accounts for all teaching staff members. E-mail addresses are located on the academy website. Staff members are required to respond to your e-mail within 24 hours.

## STANDARDIZED TESTING

In the spring of each year, Bethesda Christian Academy will administer a standardized test to all students as one measure of student progress and of teaching effectiveness. We may also require students applying to BCA to take a standardized test as an aid to proper placement.

## **NEWSLETTERS**

Teachers of K-3 will prepare weekly newsletters which will be sent home each Friday and placed on the teacher web page each week. Teachers in grades 4-5 will post weekly news letters on their individual web pages.

## **TUTORING SERVICES**

On-sight staff tutoring services are available for students who may need additional assistance with schoolwork. It will be the parent's responsibility to acquire and pay for these additional services for their students. A list of teachers who are available for tutoring may be obtained from the academy office. Private company tutoring recommendations are also available from the academy office.

## **FIELD TRIPS**

Field trips are used to enhance the BCA academic program. Parents are invited and encouraged to attend these trips. Due to the fact that field trips are designed for a specific grade level, we ask that older or younger BCA siblings not attend.

If a field trip requires travel out of the state of North Carolina, the BCA bus will not be used. Chartered transportation may be secured. In addition, chartered transportation may be required in the event we are unable to secure a BCA bus driver for a specific trip.

If you feel that your child should not attend a specific field trip, they will need to complete a written report on the subject covered by the trip for their absence to be excused.

Electronic devices (other than cell phones) are not allowed on any BCA field trip. Phones are asked to be turned off during field trips until the appropriate time to contact parents.

## **DISCIPLINE**

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. Teachers will establish rules and methods for classroom control, and will seek to exhibit an attitude of love toward the misbehaving child even 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 climate for learning may be established. Each teacher has a set of class rules posted and follows a set of specific behavior plans. At the beginning of the year, parents will have the opportunity to discuss grade level policies and individual classroom rules with their classroom teacher. Parents will be invited to take a role regarding their child's

school behavior since a strong collaboration between school and home maximizes the child's chances of school success. We are proud of our student's behavior. We hope that you will support us in our efforts to enforce an effective discipline program.

### **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 word that I speak will be good and will be spoken with the intention of building up my peers and those around me. "Speak not evil one of another." (James 4:11). "Let no corrupt (rotten) communication come out of your mouth." (Ephesians 4:29)
- 5.** I will respect the property of others and the property that God has provided for my use at the Academy and Church. "Let him who stole, steal no more." (Ephesians 4:28)
- 6.** I will obey instructions that are given to me by my teachers, supervisors, and administrators. "Do everything without complaining or arguing" (Philippians 2:14)
- 7.** I will treat my fellow students with kindness. "Be kind one to another, tenderhearted, forgiving one another." (Ephesians 4:32) "The servant of the Lord must not strike." (1 Timothy 5:22a) "Live in Peace with each other." (1 Thessalonians 5:13)
- 8.** I will keep myself from all affairs that do not concern me. "Don't share in the sins of others." (1 Timothy 5:22b)
- 9.** I will work diligently to the best of my ability in all things that I do. "We do not want you to become lazy." (Hebrews 5:12a) "And whatever you do, do it heartily, as to the Lord and not to men." (Colossians 3:23)
- 10.** I will take care of the body that God has given me, and will try to keep it healthy. "...You are the temple of God and the Spirit of God dwells in you." (1 Corinthians 3:16)
- 11.** I will demonstrate in all things an attitude that is consistent with the example of Jesus Christ. "He who knows to do good, and does it not, to him it is a sin." (James 4:17)
- 12.** I will dress and act modestly. "I will set no wicked thing before my eyes." (Psalm 101:3) "Avoid the appearance of evil." (1 Thessalonians 5:22)

## **SCHOOL WIDE POLICIES**

1. Students strive to exhibit Christ-like behavior at all times.
2. Students respect and follow adult directions.
3. Students walk within school buildings.
4. Low talking in hallways and lunchroom is required.
5. All persons exercise safety on BCA campus.
6. School property is respected. (Damage caused by a student will be paid for by the student)
7. Students show respect for person, property and individual differences in attitude, words and actions.
8. Students do not bring gum or soda to school, no toys or electronic devices are allowed except with permission of the teacher.
9. Students are to dress in an appropriate way. No hats or scarves are to be worn on your head while in the building.
10. Public displays of affection are not permissible on school grounds or at school sponsored events – including hand holding, embracing, kissing, etc.
11. Only movies with a rating of G are permissible for school viewing without consent 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.

## **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 weapons, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography.
6. Bullying behavior which is deemed excessive

Any student engaging in above listed behavior can **immediately be referred to the office and may be suspended from school.** Students who are sent to the Administrator more than once – during a single grading period – may be suspended from school for at least one day.

## 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 4<sup>th</sup> 5<sup>th</sup> 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; 1<sup>st</sup> offense)
- \_\_\_ c. lying (1<sup>st</sup> 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 (2<sup>nd</sup> offense)
- \_\_\_ e. stealing (1<sup>st</sup> offense)
- \_\_\_ f. cell phone (2<sup>nd</sup> offense)
- \_\_\_ g. fighting (1<sup>st</sup> offense)
- \_\_\_ h . bullying (1<sup>st</sup> offense)
- \_\_\_ i. disrespect of school property
- \_\_\_ j. inappropriate use of computers while on campus (1<sup>st</sup> offense)

**Level Three: Suspension**

- \_\_\_ a. inappropriate behavior (based on severity of behavior)
  - direct disobedience
  - disruption of class/activity
- \_\_\_ b. bullying (2<sup>nd</sup> offense)
- \_\_\_ c. lying (3<sup>rd</sup> offense)
- \_\_\_ d. stealing (2<sup>nd</sup> offense)
- \_\_\_ e. fighting (2<sup>nd</sup> offense)
- \_\_\_ f. cell phone (3<sup>rd</sup> offense)
- \_\_\_ g. destruction of school property
- \_\_\_ h. inappropriate use of computers while on campus (2<sup>nd</sup> 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:**

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**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; 1<sup>st</sup> offense)

- \_\_\_ c. inappropriate use of computer (1<sup>st</sup> offense)
- \_\_\_ d. lying (1<sup>st</sup> offense)
- \_\_\_ e. dress code violation (2<sup>nd</sup> 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 (2<sup>nd</sup> offense)
- \_\_\_ d. stealing (1<sup>st</sup> offense)
- \_\_\_ e. cell phone (2<sup>nd</sup> offense)
- \_\_\_ f. bullying (1<sup>st</sup> offense)
- \_\_\_ g. disrespect of school property
- \_\_\_ h. inappropriate use of computer (2<sup>nd</sup> offense)

**Level Three: Suspension**

- \_\_\_ a. inappropriate behavior (based on severity of behavior)
  - direct disobedience
  - disruption of class/activity
- \_\_\_ b. bullying (2<sup>nd</sup> offense)—up to 5 days suspension
- \_\_\_ c. lying (3<sup>rd</sup> offense)
- \_\_\_ d. stealing (2<sup>nd</sup> offense)
- \_\_\_ e. fighting (1<sup>st</sup> offense)
- \_\_\_ f. cell phone/computer (3<sup>rd</sup> offense)
- \_\_\_ g. destruction of school property
- \_\_\_ h. possession of pornography and computer/internet use for pornographic, defiant, or vicious purposes (1<sup>st</sup> 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:**

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**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**

### **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 docker style only – no jean material or athletic style pants or shorts – including sweat pants).
- \* Elementary boys are to wear docker style pants or shorts – no jeans or athletic style pants or shorts – including sweat pants).
- \* **Middle school girls are to wear skirts, dresses or dress pants on chapel day. Middle school 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 docker style pants – no jeans, athletic wear or shorts – including sweat pants.**

### **BREAKING DRESS CODE**

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

### **HOT LUNCH INFORMATION**

Nutritious hot lunches are provided at a cost of \$4.00 per day. Students may purchase milk, ice cream, cookies, chips, muffins, and cereal in addition to their lunch.

- \* Weekly menus will be sent home with each student on Friday. The menu is also available on-line. Students in K-5<sup>th</sup> grade should return these menus to the student’s teacher on Monday morning indicating which days the student will be eating hot lunch.
- \* Students will be using lunch accounts to purchase meals. Parents will place a specific amount of money on a child’s lunch account and each time a meal, extra milk or additional item is purchased the appropriate amount will be deducted from the total account.
- \* Because of our hot lunch option, students will not be allowed to bring in food items that require heating.
- \* If a child forgets their lunch box, they will be served a hot lunch and it will be charged to their account.
- \* To encourage healthy habits, we ask that students have milk, juice boxes, or water for lunch – **no soft drinks are allowed.**
- \* Low balance notices will be sent each week with students who have \$15 or less on their account.
- \* Parents may purchase lunch for \$4.00. Teachers should be informed in the morning – before 9:00 am – so they might add your name to the lunch order. Parents may order hot lunch or the middle school special for the day.



## **Middle School Specials**

Middle school students will have the option of purchasing specialty lunches during each week. The specialty lunches will be documented on each weekly menu form. The specialty lunch choices will be made available at the discretion of the Café Manager.

All orders for special lunches must be in by 9:00 am. If a student arrives to school later than 9:00 am, they may have the regular hot lunch planned for that day.

Periodically, BCA will cater lunch from Dominoes or Chick-Fil-A. On these days lunch will cost slightly more than the average lunch price of \$4.00. This amount is deducted from your child's lunch account just like a regular lunch day.

## **SNACK TIME**

### **Elementary and Middle School**

Parents will need to provide a nutritional snack for their child.

Suggestions include:

- |           |              |            |
|-----------|--------------|------------|
| *fruit    | *bagels      | *trail mix |
| *crackers | *popcorn     |            |
| *cheese   | *pretzels    |            |
| *yogurt   | *energy bars |            |

Please avoid high sugar snacks such as cookies, candy, red juice or caffeine drinks. Classrooms are peanut free zones. We ask for students to NOT bring any snack to school that may contain peanuts.

BCA will host a "Peanut Zone" in the BCA Café and thus students may bring peanut items to eat while in the cafeteria. Students who need a "Peanut Inclusive" environment, will be able to enjoy lunch in the "Peanut Zone".

## **CLASS PARTIES**

Class parties are limited to the following:

### **Elementary (K-5)**

- |             |              |
|-------------|--------------|
| *Christmas  | *Easter      |
| *Valentines | *End of Year |

### **Middle School**

Middle school classes may have parties at the discretion of the homeroom teacher. These parties usually include a celebration at Christmas, Easter and the End of the Year.

**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.

## **CHAPEL SERVICES**

Students at BCA will attend weekly chapel services in the church sanctuary. Students in grades kindergarten through fifth will worship together and students in grade six and above will worship together. Chapel consists of pledges, praise music, special announcements and class presentations as well as a challenge from God's Word. Parents are always welcome to attend chapel. Chapel takes place on Wednesday and chapel dress is expected every Wednesday of the school year (except for picture day).

## **PLEDGES**

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

**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 for all who believe."

**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."

## **COMMUNICATION WITH PARENTS**

- \* All **elementary students** should receive a folder each Friday with information for parents or teachers will keep parents informed through the teacher webpage. Elementary parents, please sign the folder and return to school on Monday. Middle school parents will be kept informed with school information through the middle school website.
- \* Parents will receive periodic updates by mail or e-mail. Please help the school office stay current by updating your e-mail addresses periodically.
- \* To keep parents informed of school events, reminder boards will be posted outside the middle school buildings. There is also a communication board located in the main hall beside the academy office.
- \* Announcements will also be posted on the calendar on our website: [bcacrusaders.org](http://bcacrusaders.org)
- \* A technology based information system will be used to inform parents of emergency situations, delays and closing. In addition, you will receive weekly phone announcements on Sunday at 7:30 pm.

## **STUDENT PLANNERS**

- \* To help students organize their school responsibilities, students in grades two and above will be issued student planners at the beginning of each school year.
- \* Parents of students in grades two through five are asked to sign the planner each night.

## **STUDENT TEXTBOOKS**

Textbooks issued to students during the school year will consist of consumable and non-consumable materials. If books are lost or damaged during the year, replacement costs are the responsibility of individual families.

## **COMMUNICATION WITH STUDENTS**

Lunches, homework, books and other items should be left with the office to be delivered to your child. If you need to send a message to your child during school, please call the office and a message will be delivered to your child. Except for emergencies, we do not call students to the phone. A message may be given to a student to call a parent during a convenient break (i.e., lunch). Please do not call your child on their cell phone during the school day.

## **SCHOOL MASCOT AND COLORS**

The BCA school colors are blue, white and silver (gray). Our mascot is the Crusader for Christ.

## **STUDENT INSURANCE**

In the event of a school-related injury, BCA carries ACSI Student Insurance on each student. Parents should file with their insurance company first. Upon doing so, contact the academy office to obtain forms for this additional insurance coverage.

## **LOST AND FOUND**

Lost and found items will be placed in the lobby once a month. Items not picked up will be contributed to a local charity. During the month you may check in the office for lost and found items.

## **SCHOOL VERSE**

The BCA school verse is Ephesians 6:1 “And take the helmet of salvation and the sword of the Spirit, which is the Word of God.”

## **PRIVATE FINE ARTS INSTRUCTIONS**

We believe that the fine arts are a vital part of a well-rounded Christian life and give opportunity to develop and express God-given talents. Private music instruction is available after school hours. Upon contacting the school office, you will be given the name of a teacher, and you will be responsible for contacting the teacher to set up your lesson time. Recitals are presented by students taking instrumental music lessons.

## **BAND**

Beginning, intermediate, advanced and praise band instruction is available to students in grades five and above. Students participating in a band will be charged a \$55 band fee per year. This fee will be charged to your child's FACTS account. In addition, a student's account may be charged for band books, reeds, etc. These charges will appear on your child's FACTS account.

## **SPORTS**

BCA offers a middle school sports program consisting of intramural events and competitive events with other Christian schools. Guidelines for participation in the Sports Program will be issued to all interested students at the beginning of each year. Students will be charged a \$100 sports fee for each sport in which they participate. This fee will be charged to your child's FACTS account before the first official game of each season. Students with outstanding balances will not be allowed to participate in the sports program. If a parent or student has questions or suggestions relating to the athletic department, they should contact the BCA Athletic Director. The Athletic Director may be reached by e-mail (address located on the school web site) or by calling 919-598-0190 Ext. 2020.

Sport Schedule:

- Fall: Girl's Volleyball and Boy's Soccer  
Boy's and Girl's Cross Country
- Winter: Boy's and Girl's Basketball and Cheerleading
- Spring: Girl's Soccer, Co-Ed Golf, Boy's Baseball

## **ACSI COMPETITIONS**

**Piano Festival** – A Christian music competition with other area Christian schools seeking to develop gifts and talents to be used in the local church.

**Art Festival** – BCA will host an art week each school year with winning pieces being displayed at either the ACSI Art Competition or the NC State Fair.

**Science Enrichment** – a local event, allowing students the opportunity to explore the scientific process.

**Writing Enrichment** – a local event allowing students the opportunity to broaden their writing ability.

**Band Festival** – BCA intermediate and advanced bands will participate in selected band festivals and competitions.

**Field Day** – Students will have the opportunity to employ the skills learned throughout the year in this age-appropriate activity.

**Spiritual and Mission Emphasis Week** – Students will be challenged during this week to examine their spiritual growth. Opportunities will also be given for students to experience how God is working the lives of others.

**Student Council** – Members are elected by their fellow students to serve on this council which helps plan student activities.

**National Junior Honor Society** – BCA has been an active participant in the National Junior Honor Society since the 2006-2007 school year.

**After School Clubs** – BCA will host a variety of after school clubs for elementary students throughout the year. These clubs may range from academic to social in nature. All families will be informed of the various club opportunities.

## **SCHOOL EVENTS**

BCA will host several special activities during the school year to make each student's educational experience complete. These events include, but are not limited to Grandparents Day, Fall Musicals, Parent Celebration, Field Day, Kindergarten Graduation, Fifth Grade Awards, Spring Programs, Christian School Sunday, ACSI competitions, Family Fun Nights, Sporting Events, Eighth Grade Celebration, Middle School Drama and more.

## **SCHOOL PICTURES**

Individual student pictures are taken every fall and full body pictures are taken each spring. Dates will be announced. Students may purchase a yearbook which highlights the various accomplishments of the year.

## **MEDICATION**

All medications are to be dispensed from the office. Medical forms are available in the academy office and can be downloaded from the academy website.

\* If your child is on prescription medication (either every day or for a short period of time), we must have the Physician Statement of Need filled out and signed by the doctor,

- \* If you are requesting that we give your child non-prescription medication, you will need to fill out the request form for non-prescription medication.
- \* Non-prescription medications that are to be given over an extended period of time must have a Physician Statement of Need.
- \* We must have these forms on file in the office in order to give these medications to your child.
- \* We ask that you not send medication to school in your child's book bag but that you stop by the office and leave the forms and the medication with the office staff.

## **STUDENT ACCIDENTS AT SCHOOL**

Safety precautions are always taken at school. However, if an accident does occur attempts will be made to notify parents. Prompt action will be taken and emergency personnel will be called if deemed necessary. Accident reports are completed by individual staff members. A copy of the accident report is sent home with each child and a copy is placed in the academy office.

## **PARENT TEACHER FELLOWSHIP**

Participation in your child's school life at BCA is a key ingredient for a successful educational experience. Our parent-teacher-association is the Parent Teacher Fellowship. It provides parents with opportunities to become involved in important projects and activities. Each parent is expected to be a part of PTF and to serve on at least one committee. Detailed information is given out at the beginning of each school year to describe the various ways parents can become involved with the PTF.

The PTF is made up of parents, teachers, and academy staff who desire to work for excellence through services to our school. Its activities are coordinated by PTF officers and representatives from parents, teachers, office staff, along with the Academy Administrator or his designee. The objectives of the PTF are:

1. To provide a forum for Bethesda parents and teachers to meet together to promote better communication and to share in Christian fellowship;
2. To provide ongoing education for parents and others to the philosophy, ideals, and goals of Christian education;
3. To coordinate school fund-raisers which provide revenues for otherwise unbudgeted items or services for the academic program;
4. To provide an opportunity for students to perform and otherwise demonstrate special skills learned during the year.

PTF Committees include:

- **Parent Athletic Advisory Council** organizes and executes the needs of the middle school sports program. Responsibilities include: maintaining and operating the concession stands and admissions stands at various sporting events; planning the

Sports Banquet held at the end of the school year; and assisting with fundraisers for the athletic program.

- **Label & Community Committee** organizes additional fundraising efforts for BCA through Campbell's Labels for Education, Box Tops for Education, grocery and retail store loyalty cards and SCRIP gift card sales.
- **Partners in Prayer** meet weekly to pray for BCA, its families and the special needs of individual school family members.
- 
- **Staff Appreciation Committee** collects donations to provide staff members with gifts on their birthdays, holidays and/or special occasions throughout the school year; hosts Staff Appreciation Week; and hosts staff members and their families for lunch on Christian School Sunday.

## **CRISIS MANAGEMENT**

**BCA has a plan in place for natural disasters, bomb threats and emergency situations. This plan is a part of the Staff Manual and is located in the academy office.**

## **INTERNET ACCEPTABLE USE POLICY**

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

The following Acceptable Use Policy sets guidelines for student, faculty, and staff usage of the Internet. Each year, students who will be accessing the Internet must acquaint themselves with this policy and sign the Acceptable Use Agreement. In addition, parents will be asked to 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 GCA 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.

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



15. Students must appropriately cite all information taken from an Internet site.

### **MONITORING**

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

### **DISCLAIMER OF ALL WARRANTIES**

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

### **PERSONAL INTERNET USE**

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

### **B.Y.O.D**

Your child will be using his/her portable laptop device to connect to the myriad of online resources we have in store for them. In addition to select programs chosen by their teacher, they will also have access to the following features:

- Dedicated High Speed Internet (*exclusive network for Middle School Students ONLY*)
- Secure Online Experience (*all online access is monitored and logged*)
- Desktop and Online Versions of Microsoft Office 2016 (*the latest version*)
- 5 Copies of Microsoft Office 2019 for Personal Use (*you will be able to download and install the latest version of MS Office on a PC, MAC, or Tablet*)
- 1 Terabyte (1TB) of Online Cloud Backup & Storage (*students will NEVER lose their online homework*)
- Personal @BCAcrusaders.org E-Mail Address (*required*)
- Online Text Books (*grade or class specific*)
- Online Homework Submission and Classroom Collaboration using Microsoft OneNote for Classrooms, and Microsoft Teams

Based on BCA's prior years' experience incorporating their BYOD program, we learned a lot from the teachers, students, and parents regarding what worked, what didn't work that well, and how we could improve the program. Based on that research, below are

the newest system requirements for your student to have a successful experience in the **BCA BYOD Program**.

**NOTE: Every middle school student is REQUIRED to have access to a technology device for the 2019-2020 school year.**

**BYOD Must Have Requirements:**

- **APPROVED OPERATING SYSTEMS: Windows 10** (*Home and Pro versions*) and **MAC OS X v10.7** (*or higher*)
- **APPROVED DEVICES: ONLY Windows Laptops, OS X MacBooks, and Microsoft Surface PCs**
- **Must be at least 11"** (*No larger than 15" recommended due to size and weight*)
- **Memory or RAM: 4GB minimum** (*more memory/RAM can make the PC slightly faster*)
- **Hard Drive: 128GB minimum - Solid-State Drive (SSD) or 7200RPM (SATA) ONLY** (*larger hard drives store more data/files/apps/pictures; Absolutely NO 4200RPM and 5400RPM hard drives*)
- **Chosen device MUST have a keyboard and a touchpad/mouse** (*touchscreen only is not acceptable*)
- **Minimum 6 Hours Battery Life: Please refer to PC manufacturer's documentation**
- **Protective Case/Cover/Sleeve, or backpack with padded laptop compartment** (*not just a standard backpack*)
- **Headphones**
- **MUST be fully charged before the start of the school day** (*charge every night*)

**PENALTIES FOR IMPROPER USE**

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

**COMPUTER USER AGREEMENT**

**STUDENT**

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

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

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

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

**PARENT/GUARDIAN:**

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

Please initial the appropriate line:

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

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

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

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

## **TECHNOLOGY OBJECTIVE**

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

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

As part of the technology initiative, Bethesda Christian Academy uses digital resources to transform and accelerate education through technology for all students in kindergarten through eighth grades. Launched in August 2015, the students in grades six through eight will be allowed to bring approved laptops and tablets to school to enhance learning and to help create an environment that embraces technology.

## **CYBER SAFETY**

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

Wired Kids.org – A child friendly site that has games and information geared for younger children

Wiredkids.com – Website dedicated to protecting all Internet users, especially children, from cybercrime and abuse.

Wired Safety – Internet safety and help group site  
Cyber Angels – Internet safety education program  
Stop Cyberbullying – Cyber bullying information presented for kids, tweens, and teens  
NetSmartz – Lots of good information on all types of issues associated with technology such as blogging, cell phones, etc.  
NetSmartz Kids – games and activities for younger children to learn about internet safety.

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

## **PROVIDING YOUR OWN LAPTOP**

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

Students bringing their own computers from home are responsible for:

1. Signing the Acceptable Use Policy and Personal Computer Use Agreement.
2. Bringing the laptop to school each day necessary and taking it home each day. Failure to bring in a laptop or a failed battery are not acceptable excuses for late or incomplete work. Laptops will not be used each day. Teachers will inform students of when laptops may be used.
3. Charging the laptop at home. Students are expected to bring in charged laptops each day. Students will NOT be allowed to charge their computer devices while at school.
4. Taking the laptop to all classes unless specifically instructed not to by the teacher.
5. Granting access to the laptop upon request by a teacher, administrator or member of the technology department.

It is recommended students also:

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

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

## **STUDENT LAPTOP AGREEMENT**

1. I understand the laptop and charger is the responsibility of the individual student.
2. I have signed the BCA Acceptable Use Policy.

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

## **PARENTAL RESPONSIBILITIES**

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

## **OFFENSES AND CONSEQUENCES**

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

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

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

\_\_\_\_\_ **PARENT SIGNATURE/DATE**

## **GENERAL SCHEDULE**

### **SCHOOL YEAR**

A school calendar can be located on the BCA website. This calendar will be kept current and will help you plan your weekly activities. Although we are sensitive to the needs of parents who have children in public school as well as at BCA, there will be some departures from the Durham Public School Schedule. We follow recommendations of the Department of Non-Public Instruction for North Carolina as we prepare our school calendar.

### **INCLEMENT WEATHER AND SNOW DAYS**

On days of heavy snowfall, icing, or other hazardous weather conditions, closing and re-opening announcements will be made on the following radio and television stations:

WRAL-TV (Channel 5)

WTVD-TV (Channel 11)

WRAL Radio (FM 101.5)

[www.bcacrusaders.org](http://www.bcacrusaders.org)

We will attempt to use the BCA Alert-Now phone system to inform families of closings, delays and/or re-openings.

Makeup days will be determined by the administrator and the School Board. There will be no after school care provided on days that BCA must close early due to inclement weather.

### **SCHOOL DAYS**

#### **School Hours**

7:25-7:35	Staff Devotions
7:25-7:40	Before School Care
7:40	Students may enter classrooms
7:55	Tardy bell rings
3:00	School Dismisses
3:00-5:30	After School Care

Any student not picked up by 3:20 pm will be sent to after school.

## BEFORE AND AFTER SCHOOL CARE

- Before school care begins at 7:25 am and last until 7:40 am
- There is no charge for before school care.
- Full-time after school payments are made through FACTS tuition management. Families are charged nine equal payments from September through May. Each payment is \$200. This amount will be added to your FACTS tuition bill during these nine months. Students using after school on a part time basis will have charges added to their FACTS account at the end of the month.
- Middle school and elementary students using after school care on an as needed basis will be charged \$50 per week if they attend three or more days during the week and \$12 per day if attend one or two days per week.

## DROP-OFF AND PICK-UP PROCEDURES

- All kindergarten through second grade students must be brought into the building each morning. This ensures that the children safely get into the building and find their classroom. This procedure will also allow great opportunity for you to familiarize yourself with your child's teacher and help keep you up to date on things that are going on at the academy.
- **To encourage personal responsibility, we strongly suggest that students unpack their belongings and enter classrooms alone. Teachers will be stationed at the door to assist you.**
- Third grade students and above may enter the building alone and proceed directly to before school care until 7:40 or to their classroom after 7:40. It is highly encouraged that parents come into the building at least once a week just to make sure they are not missing important posted information.
- **If you are coming into the building with your child, please park in the parking lot and not in the drive in front of the school. Cars should NEVER park in the drop off/loading zone in front of the school. This is a FIRE LANE!**
- If you are dropping your child off, please circle through the drive way located next to the school to let you child get out of the car. Please do not let your child run from the parking lot into the building.
- **PARKING IS NOT PERMITTED IN THE DRIVE WAY LOCATED NEXT TO THE BUILDING.**

## DISMISSAL PROCEDURES

- If your child will be picked up at 3:00 please take part in the car line.
- If you do not want to participate in the car pool line, we request that you wait until 3:20 to walk up to the lobby to obtain your student. Please do not walk up to the front doors of the school during car line. It is important that staff members are giving all of their attention to the students to ensure safety.
- Parents should NOT walk up during car line to have a discussion with any faculty member. All faculty members have major responsibilities during dismissal time.

- Teachers will be available the first two weeks of school to help direct traffic in the parking lot. If everyone will use the carline this will make end of the day pick up much easier, faster and safer!
- Parents will be issued car identification tags to be displayed on the passenger side sun visor. Please make sure these identification tags are given to whomever is responsible for picking up your children. Each family will receive two identification tags.

## **FUNERAL DISMISSAL**

Occasionally there is a BBC funeral which lasts beyond dismissal time. In the event of a funeral, we will place notices on the glass windows of the entrance doors the morning of the funeral. In the afternoon, instead of picking your child up on the school side of the building, you will enter the parking lot from the Ellis Road side and form a line beside the daycare building. The staff will bring the students to that side of the building to be placed in your car.

Parents of students in grades three and above should always look on the doors of the school as they drop their students off to see if there are any notices posted (other important notices are often posted on these doors.)

## **GENERAL FINANCIAL**

### **REGISTRATION FEE**

- An annual non-refundable registration fee is charged for each student who registers for the upcoming school year.
- Registration for the next academic year will begin no later than the beginning of February each year and the fee is due at this time.
- All fees must be current for a student to re-register.

### **TUITION**

- All tuition payments are made through the FACTS tuition management system. Families may choose to receive a monthly invoice; have their monthly tuition drafted on the 5<sup>th</sup> or the 20 of each month; or they may chose to pay FACTS by credit card.
- Detailed information about FACTS may be obtained from the official web site at [www.factsmgt.com](http://www.factsmgt.com).
- Accounts not paid in full by the end of the month in which payment is due will be considered delinquent.
- Parents may elect to pay tuition in either 11 or 12 monthly payments.
- Students may not be permitted to attend school until either the account is brought current or other arrangement concerning payment are made.
- Please refer to BCA's separate billing information sheet to become familiar with current tuition fees.
- Report cards may be withheld if accounts are delinquent.



- The final grade report of the school term is released after the account is paid in full. If a student's account becomes overdue, attendance may not continue, no records will be released, nor will re-enrollment be allowed until all account are paid up to date.
- Students with unpaid balances may be asked not to participate in Kindergarten graduation or the 8<sup>th</sup> grade awards ceremony.
- Students with outstanding balances are not allowed to participate in the sports program.
- Tuition payments are non-refundable. Students are considered enrolled for the entire school year. If a student should withdraw, a full month's tuition is due for any month in which the student attends one school day. Fees or incidental charges are not refundable.

## **ADDITIONAL EXPENDITURES**

Following is a list of additional expenditures you might expect during the school year.

- \* Lunch
- \* School pictures
- \* Sports fees
- \* Band fee
- \* Field trips – Each elementary class may take three field trips during the year. Middle school families can expect to spend between \$200 and \$250 for the two day field trip. Field trip balances will be charged to a families FACT account. The remaining balance will be divided into monthly payments.

## **DONATIONS**

Donations to BCA are tax deductible and provide additional resources for the academy.

## **ATHLETIC UNIFORM POLICY**

### 1. Uniforms

All teams will use school owned uniforms with the exception of cheerleading. These uniforms will be issued to the student athlete prior to the first scheduled game of the season. These uniforms are to be cared for according to the instructions on the uniform tag. These uniforms should not be altered or adjusted in any way. Uniforms must be turned in to the athletic office no later than one week following the last game to be played in that sport.

***Any uniform that is lost, not turned in, or deemed unsuitable for reuse by the Athletic Director will be the financial responsibility of the student athlete to whom it was originally issued. It must be paid for before the student will be allowed to participate in any other sports. Occasionally, some teams may decide to purchase "team" items. The individual student athlete will purchase these items. (i.e.) warm-ups, shoes, etc.***

### 2. Game Day Attire

All student-athletes may wear their jersey to school on game days to show school spirit and promote BCA athletics. Any sleeveless uniform top must be worn with an

appropriate undershirt during school hours. Athletic shorts and all other athletic equipment (i.e. sweat bands, hats, eye black, cleats, etc.) may not be worn during school until the team is given permission to dress out for the game.

# Bethesda Christian Academy

## Transportation Guidelines

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

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

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

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

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

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

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

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

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

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

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

### **When To Evacuate:**

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

Examples of high risk situations include:

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

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

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

### **Evacuation Procedures:**

1. Park the bus as close to the shoulder of the road as possible.
  - a. Turn hazard lights on
  - b. Set the parking brake

- c. Turn the engine off
2. Stand facing the rear of the bus.
3. Give the command: "Remain seated; prepare to evacuate."
4. Turn toward the front of the bus.
5. Move backwards to the first occupied seat.
6. Starting with either the left or the right seat:
  - a. Touch the shoulder of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
  - b. Keep the passengers in the seat opposite in their seat by holding the hand palm out in a restraining gesture until the aisle is clear.
  - c. Move out the passengers in the opposite seat, using the same signal as above.
7. Move backwards down the aisle, repeating this procedure at each seat until the bus is empty.
8. Check the bus from the very back seat to the front, making sure it is empty.
9. Have evacuating students move to a safe distance (100ft) and keep them there as a group, away from any dangerous areas.
10. Continue to check for students while removing the fire extinguisher or first aid kit, if needed.
11. Call or have someone call the fire department, the garage and the school as necessary.
 

A fire at the front of the bus may make the front entrance unusable and an alternate route of evacuation necessary.
12. Normally, the front entrance will be available, but the emergency back door can be used as the primary exit during an emergency. When unloading using the back door, students should crouch, extend their arms to the monitors and hop down. Evacuation through both doors is fastest, with the rear monitor working forward seat by seat and the driver working backward seat by seat. The emergency windows can also be pushed out to facilitate evacuation. If the bus is on the side, use the roof hatches as well as the emergency doors on the up side to evacuate students.
13. In the event that the driver is injured, a monitor near the front of the bus will assume authority.

**Student reminders during an Emergency Evacuation:**

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

Reviewed and practiced September, 2015

# Bethesda Christian Academy

## Bullying Policy

### **Purpose**

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

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

### **What is Bullying?**

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

### **Bullying Behaviors**

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

### **Physical Behavior**

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

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

### **Verbal Behavior**

Verbal bullying includes but is not limited to the following:

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

### **Indirect Behavior**

Indirect bullying includes but is not limited to the following:

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

### **Cyber Bullying**

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

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

### **Reporting Bullying**

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

## **Prevention and Education Procedures**

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

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

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

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

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

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

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

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

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

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



# Bethesda Christian Academy “No Bullying”

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

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

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

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

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

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

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

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

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

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

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

Reviewed August, 2015

# 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. This will help us keep our students away from possible harmful contaminants. This plan will help maintain safety in the classroom while allowing non-allergic classmates to enjoy peanut/nut products in a controlled environment. Following lunch, all students will be asked to clean their hands with soap and water. The café tables will be cleaned with an approved table sanitizer after each class has eaten.

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

## BCA Peanut/Nut Policy

1. If a current student at Bethesda Christian Academy has a severe peanut/nut allergy, the administration will send out written information to each family of that particular class. It is the parent's responsibility to inform the academy staff of any allergy 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 areas.
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.

## APPENDIX THE WAY OF SALVATION

While happiness is something that every human being seeks, we learn all too soon that it can be a fleeting thing, quickly replaced in its turn by despair and difficulty. But as hard as those can be to handle during our short time on earth, imagine being trapped in anguish and despair for all eternity!

Our choice is not whether we will live forever, but where. When the final judgment comes, there will only be two kinds of people, not “good” or “bad”, but saved and lost. Each of us gets to choose which we will be.

### OUR CONDITION

Romans 2:23 (Psalm 14:1-3)

Whether you think of sin as rebellious against God or just “missing the mark”, every single one of us is a sinner, because we are unable – often **unwilling** – to meet God’s standard or keep His law.

### OUR NEED

#### A. What we have earned – Romans 6:23 (Romans 4:4)

When we work we expect a wage, which is just payment for our labor. The bad news is sin also bears a wage. **Death.** Death is not just a physical separation from this earth. It is also a spiritual separation from God’s aloneness for all eternity.

#### B. What we cannot earn – Isaiah 64:6

Having sinned and earned a death sentence as a consequence, we may think it possible to rebalance the scales by doing more (or doing only) good deeds. The really bad news is that we are powerless to cover over past wrongs with present good, or to “un-break” God’s law.

### GOD’S PURPOSE AND PROVISION

#### A. His purpose: John 3:16 (2 Peter 3:9)

The good news is that God has provided for our rescue, not because we are worthy, but because he loves us-every one of us- and unwilling that any should perish. We can now choose **everlasting life** over **everlasting death.**

#### B. His Provision: Romans 5:8-10

The **great** news is He **didn’t wait until we got better** before He made our rescue possible. He did it while we were still His enemies. We can come just as we are.

## **OUR RESPONSE**

The prison gate has swung wide – we need only walk through, turning out back on sin, as God does: receive Christ into our life; trust in His sacrifice alone, and commit to being obedient to Him out of love.

- a. **Repent** – Acts 2:37, 38 and 3:19
- b. **Receive** – John 1:12
- c. **Believe/Trust** – Romans 10:9-10
- d. **Commit** – Romans 10:13