



# Bethesda Christian Academy

## Substitute Teacher Handbook

Dear Substitute Teacher,

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

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

Partners in Christian Education,

Joey Johnson  
BCA School Administrator

# Bethesda Christian Academy

# Substitute Teacher Checklist

- \_\_\_\_\_ Report to the academy office and check in with the Headmaster Computer system.
- \_\_\_\_\_ Payment will be made twice a month for all substitute teachers---on the 1<sup>st</sup> and the 15<sup>th</sup> of each month. Completed tax forms should be submitted to the academy office prior to your first day of employment.
- \_\_\_\_\_ Report to the library for staff devotions and prayer at 7:20 am.
- \_\_\_\_\_ Locate the substitute teacher folder and lesson plans.
- \_\_\_\_\_ Check the teacher's mailbox for attendance and lunch folders and other important notices. (mailboxes are located in staff workroom).
- \_\_\_\_\_ Report to your assigned class and become familiar with the following items:
  - class schedules
  - lesson plans
  - seating charts
  - fire/disaster procedures
- \_\_\_\_\_ Write your name on the board.
- \_\_\_\_\_ Greet students and introduce yourself.
- \_\_\_\_\_ Begin instruction immediately upon the ringing of the bell. Morning work should be ready for all students as they enter the classroom at 7:40am.
- \_\_\_\_\_ Check attendance and lunch following the teacher's directions and school policy. Attendance and lunch forms should be placed outside classroom door by 8:15 am (these will be picked up by office staff).
- \_\_\_\_\_ Keep bulletins, memos and other information for the teacher.
- \_\_\_\_\_ Call on teachers in close proximity for help on any particular problem if principal or assistant principle is not available. You may contact the academy office by way of the intercom system located directly beside each classroom door.
- \_\_\_\_\_ Complete Substitute Teacher Report and leave in the teacher's mailbox.
- \_\_\_\_\_ Students should be taken to car line and after school based on school policy. K-4 students should report to car line at 2:50 pm. 5-8 should report to car line at 2:55 pm.

\_\_\_\_\_ Follow good housekeeping procedures. Return all materials and supplies to the proper place. At the end of the day: Turn out lights, Close windows and blinds, Set thermostat to 75 in hot weather or 65 in cold weather.

**Emergency Contact Information:**

School Phone Number: 919-598-0190

**Seeds For Thought**

**The Greatest of These**

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

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

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

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

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

Paraphrase of I Corinthians 13

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

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

### **General Code of Ethics**

1. Be kind, fair, and professional in all relationships. Always exemplify a

Christian spirit.

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

## **STATEMENTS OF PRINCIPLE**

## STATEMENT OF EDUCATIONAL PHILOSOPHY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## **THE SCRIPTURES**

We believe

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

## **THE GODHEAD**

We believe that

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

## **THE LORD, JESUS CHRIST**

We believe in

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

## **THE HOLY SPIRIT**

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

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

## **MAN**

We believe that

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

## **SALVATION**

We believe that

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

## **FUTURE THINGS**

We believe in

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

## **STATEMENT OF MISSION**

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

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

## **CONCISE MISSION STATEMENT**

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

### **CONCISE VISION STATEMENT**

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

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

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

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

#### **Core Value Statements**

1. Biblical Scripture is recognized, in its entirety, to be the infallible rule of faith and conduct.
2. BCA will strive to lead each student to a personal relationship with our Lord Jesus Christ.
3. High academic standards are maintained with internal and external evaluations.
4. Students should be trained in a manner that promotes a natural choice towards scriptural behavior that reflects God's Word having been written on his/her heart.

5. BCA strives to provide an appropriate atmosphere and environment which will inspire students to grow to their full potential spiritually, intellectually, physically and socially.
6. The teaching of the Bible, as a core subject, is essential to the academic curriculum.
7. The BCA staff will strive to impart Christian values to each student by precept and example.
8. BCA stresses knowledge and skills while encouraging the development of individual talents and abilities.
9. BCA will promote the student's pride in good workmanship and in doing assignments to the best of their ability.
10. BCA will encourage respect toward and pride in our Christian and American heritage.
11. BCA will encourage the worthwhile use of leisure time by introducing students to physical education, art, music and literature.
12. BCA provides comprehensive instruction in the skills necessary for computation, communication and reasoning.

### **Expected Student Outcomes**

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

Students at BCA will:

Wisdom/Academic Outcomes:

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

Favor with God/Spiritual Outcomes:

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

Statue/Physical Outcomes:

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

Man/Social Outcomes;

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

**Gender Identity Policy**

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

**Statement on Marriage, Gender and Sexuality**

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

### **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).

## Substitute Teacher Information

### **PERSONNEL INFORMATION**

#### **Payment Schedule**

Substitute teacher checks are issued bi-monthly, on the 1<sup>st</sup> and/or the 15<sup>th</sup> of the month. Paychecks are created by ADP Business Solutions. Checks are direct deposited to your local bank. If there is a discrepancy with your pay, please inform the assistant principal.

#### **Payment Scale**

Full day substitutes will be paid a daily rate of \$100.  
Half day substitutes will be paid a daily rate of \$50.

#### **Personnel File**

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

1. A completed application
2. Completed TP/Physical Form
3. Copy of applicant’s driver license number
4. Copy of the applicant’s social security card

5. Completed background check form
6. NC State and Federal tax forms

### **Hours of Employment**

A full day substitute teacher should report to the library from morning devotions at 7:20 am. The full day substitute teacher may leave the academy after car line dismissal at 3:15. Part-time substitute teacher hours will be decided upon as needed.

### **EMPLOYEE HARASSMENT POLICY**

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

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

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

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

1. Unwanted sexual advances or proposition;
2. Offering employment benefits in exchange for sexual favors;

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

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

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

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

All complaints will be promptly investigated.

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

Jonathan Barbee - Lead Pastor - Bethesda Baptist Church  
843-902-0209

Joey Johnson - Administrator of Bethesda Christian Academy  
919-598-0190

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

Stephanie Holt- School Board Chairperson  
919-810-5840



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

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

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

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

**DRESS STANDARDS**

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

**Female Faculty Members**

- ◆ All clothing should be modest and loose fitting.
- ◆ Dresses and skirts should be long enough to touch the top of the knee.
- ◆ Dress pants are acceptable (no denim or colored jeans).
- ◆ Shirts should be long enough so that when one bends over to help a student, the top does not ride up and show ones back.
- ◆ Slits in skirts and dresses should be small and modest being no higher than two inches above the knee
- ◆ Dress shirts and blouses are acceptable (T-shirts are not allowed)
- ◆ Shirts with written advertisement should not be worn to school
- ◆ Shorts and jeans are not acceptable.
- ◆ Leggings may be worn under tops, skirts or dresses but are to be no more than 4" above the knee.
- ◆ Clothing should be comfortable, permit freedom of movement and reflect our Christian emphasis
- ◆ No flip-flop shoes (rubber soles)

- ◆ If a top is sleeveless, it should fit close enough that undergarments do not show in the armhole.
- ◆ Visible body modifications (e.g. piercings, extended earlobes, etc.) are not allowed
- ◆ Female faculty members may wear earrings. Visible piercings in places other than the ear are not acceptable.
- ◆ Visible tattoos are not acceptable.
- ◆ Hats are to be removed when entering the building.
- ◆ Hair coloring, cuts and styles should be in good taste. Hair color, cut and style that is extreme in the opinion of the administration must be corrected as soon as possible.

### Male Faculty Members

- ◆ Males should wear dress pants or khakis (no jeans or shorts)
- ◆ Ties are appropriate but not required
- ◆ Dress or colored shirts are acceptable (no T-shirts or tank tops)
- ◆ Shirts must be tucked in
- ◆ Hair should be clean, neat and not below the collar or below the top of the ear. Hair coloring, cuts or styles should be in good taste. Hair colors, cuts and styles that is extreme in the opinion of the administration must be corrected as soon as possible.
- ◆ Visible body modifications (e.g. piercings, extended earlobes, etc.) are not allowed
- ◆ Visible tattoos are not acceptable.
- ◆ Earrings are not appropriate

### DRESS CODE FOR STUDENTS

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

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

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

- ★ Shirts should be long enough to cover the waistband of pants when sitting, standing, or bending over.
- ★ Tank tops, halters and exposed midriffs are not acceptable.
- ★ Female students may wear sleeveless shirts if the entire shoulder is covered.
- ★ Sleeveless shirts are inappropriate for male students.
- ★ Tee-shirts and sweat shirts are acceptable as long as logos, prints or lettering are not offensive to a Christian environment (ads for beer, cigarettes, violent content, rock/pop groups, activities or items that the school makes a stand against).
- ★ **Dress shorts** of modest length are acceptable. Appropriate length for all students is no more than 4 inches above the knee. Biker shorts, athletic shorts and tight fitting shorts are not acceptable. If shorts of appropriate length cannot be found students should wear pants or capris. Shorts, pants or skirts should not have printed words running across the seat of the clothing.
- ★ Socks and tennis shoes are required for physical education class. Sandals with a heel strap may be worn on other days. Sandals without a heel strap should not be worn to school.
- ★ Hair must be kept neat and clean. Boy's haircuts should not be over the collar in the back and should be above the eyebrows and ears.
- ★ Hair coloring, cuts and styles for all students should be in good taste. Hair color, cut and style that is extreme in the opinion of the administration must be corrected before the student returns to school.
- ★ 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 touch the knee when standing.** If a long skirt with a slit is worn-the slit may be no higher than one inch above the knee.
- \* Shirts should be long enough to cover the waistband of pants while sitting, standing or bending over. **Necklines are to be modest.**

- \* Girl's shirts may not be form fitting. If an inappropriate shirt is worn to school, female students will be provided with a school shirt to wear until appropriate clothing can be obtained.
- \* Tank tops, halters and exposed midriffs are not acceptable. Sleeveless shirts may be worn by females only and must have the entire shoulder covered.
- \* Tee-shirts and sweat-shirts are acceptable as long as logos, prints, or lettering are not offensive to a Christian environment (ads for beer, cigarettes, violent content, rock/pop groups, activities or items that the school makes a stand against).
- \* **Dress shorts** of modest length are acceptable. **Athletic** and biker style shorts are not acceptable. Appropriate length for all students is no more than 4 inches above the knee. If shorts of appropriate length cannot be found, students should wear pants or capris. Shorts, pants or skirts should not have printed wording running across the seat of the clothing.
- \* Socks and tennis shoes are required for physical education classes. Sandals/Dress shoes without a strap are permitted (no flip-flop sandals). A flip flop is any sandal with a rubber bottom.)
- \* Hair must be kept neat and clean. Boy's haircuts should not be over the collar in the back and should be above the eyebrows and ears.
- \* Hair coloring cuts and styles for all students should be in good taste. Hair color, cut and style that is extreme in the opinion of the administration must be corrected before the student returns to school.
- \* 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 dockers 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 dockers 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 has received two alerts, the office is to be notified. Teachers are required to keep a Dress Code Alert folder.

**First Aid/ CPR Training:** Bethesda Christian Academy staff should be certified in First Aid and CPR. All bodily fluids should be treated as potentially harmful. All staff should use standard precautions when treating students. Because transmission of the disease is not by casual contact, students who are or become infected with a virus such as HIV, Hepatitis B, or other blood borne pathogenic diseases will not be excluded from enrollment in Bethesda Christian Academy or restricted from school services or facilities unless medically-based judgments on a case-by-case basis establish that such exclusions or restrictions are necessary in order to preserve the health and or welfare of the students or other persons in the Bethesda community.

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

### **INTERNET ACCEPTABLE USE POLICY**

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

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

#### **Acceptable Uses**

Usage of the Internet should be guided by the BCA General Code of Conduct which states that students will always exhibit Christ-like behavior. Students will be instructed in

the proper usage of Internet resources. However, the ultimate responsibility for student actions while using the Internet rest with the student and their parent/guardian.

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

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

### **PERSONAL INTERNET USE**

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

### **PENALTIES FOR IMPROPER USE**

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

### **BRING YOUR OWN DEVICE**

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**

## **BUILDING RESPONSIBILITIES**

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

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

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

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

**Chairs:** Student chairs should be stacked or placed on top of desks/tables before dismissing each class to car line.

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

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

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

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

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

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

## **CLASSROOM PROCEDURES**

### **Attendance**

Each substitute teacher will need to keep an accurate record of attendance for the students. An Attendance Form will be picked up from the academy office each morning and turned back in to the office each morning by 8:15 so that the office can keep an over-all attendance file. The attendance forms should be sent to the office via two students.

Students are to be in school three and a half hours a day to be counted present. Make up work is required by all students.

Substitute teachers should mark each student's name daily, with one of the following codes:

.	Present
T	Tardy
A	Absent
A/E	Excused Absence
A/U	Unexcused Absence
A/S	Suspended Absence

### **Fire Drill:**

All teachers should follow the suggested guidelines:

The first fire drill will be announced in advance to faculty and students. Others will follow unannounced. Fire drills are scheduled one per month

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

### **Tornado Drills**

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

### **Crisis Management Plan**

BCA has a plan in place for bomb threats, campus intruders and other emergency situations. This plan is located at the back of the Substitute Teacher’s Handbook.

### **Pledges**

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

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

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

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

### **Prayer**

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

### **Recess**

Students in grades K-5 should have 30 minutes of recess every day. For fourth grade students and above, P.E. time may take the place of this 30 minutes recess period. In an attempt to meet NC exercise guidelines, each elementary teacher is to schedule an organized game one day a week. Wednesday will be designated as organized game day. The organized game must be listed in your weekly lesson plans. Children must be taught about the different pieces of playground equipment so they might enjoy it and also be safe. Teachers should never leave a class alone on the playground. Do not use the equipment to sit on or rest on. This time is not your break. Move around and be where the children are playing as much as possible. If you are close by, then you can correct and guide the children and possibly prevent serious accidents. Carelessness, roughness or unclean talk will not be tolerated. Do not stay out on the playground longer than 30 minutes. We need to use every moment possible to teach our students. If two staff members are on the playground at the same time, each staff member should be located on a different bench to be able to supervise the entire playground at one time.

**Playground Equipment:** Playground equipment will be available to each classroom. It is the responsibility of each teacher to maintain all equipment. Teachers should inform the administrator of equipment that goes into the woods. Students should never be allowed to go into the woods to obtain equipment. Frisbees and corn hole bean bags may be checked out from the academy office for use during recess.

### **Student Dismissal**

Students should be ready to leave their classrooms at 2:55 p.m. Do not permit noisy ‘hustle and bustle’ as the students prepare for dismissal. The key to a good orderly dismissal is proper planning ahead so that the class has ample time to get ready. The teacher or assistant should walk the children out to the car line. Assigned teachers will stay with the class and help place students inside cars. After school students will be dropped off at the designated area as the remaining students are making their way to the blue carpet area. The blue carpet area is a quiet zone. Please refrain from visiting with

parents or staff during this time. Staff members should remain on duty until all students are picked up. If the teacher is still waiting for parents to arrive at 3:20, please take the student to after school care.

### **Lunchroom Procedures**

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

- Prayer should be said before leaving the classroom.
- Students should go to the bathroom as a class before lunch to wash their hands.
- Lunch should begin with a 10 minute silent period - this encourages the students to eat (this is designed for students in grades K-3)
- Students are to remain seated in the lunchroom at all times.
- Students are to clean up all food and paper on and under their table.
- Students should be dismissed one table at a time to put up trays and to throw away trash.
- After lunch, the Teacher should allow all the students to go to the restroom. The Teacher is required to monitor the restrooms.
- Please make sure a student or the teacher washes off the tables and sweeps the floor after the class has finished using them.
- If you have a student with a peanut allergy, please follow the peanut allergy policy which includes allowing the student who bring peanut related items to school to sit in the peanut zone within the BCA Café.

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

Baked Potato Bar  
Ham/Turkey Sandwich Platter

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

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

## **Elective Teacher Behavior Log**

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

### **Illness**

When a student becomes sick during the school day, the teacher should take his or her temperature. If the student is running a fever (100° or higher) send them to the office. Always send another student or an assistant with the sick child. If he or she is not running a fever, have them put their head on the desk and rest for a while. Keep a check on the child--never leave him or her unattended. The office is unable to give medication to any student without parent permission. Please do not send a child to the office for medication unless you know there is written permission on file in the office. **ANYTIME A STUDENT IS SENT TO THE OFFICE—DUE TO ILLNESS—A STUDENT ILLNESS FORM MUST BE COMPLETED AND SENT WITH THE CHILD.**

### **Injury**

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

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

An accident form must be filled out on any accident. Once the form has been filled out properly, place it in the administrator's mailbox.

## **Disciplinary Policies and Procedures**

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

1. Discipline and order are necessary for any school to maintain control and to teach effectively. We expect children to learn self-control and respect for authority and

property and to use time wisely. To accomplish these goals, certain behavior by students cannot be tolerated and should result in action by the teacher and/or the administration. Please refer the “Student Behavior Management Process Flowchart” to determine when students should be sent to the office.

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

2. Positive reinforcement is a strong tool when working with children. We must always take a positive approach with a Christ-like attitude. Use methods of positive reinforcement and motivational ideas to challenge a student. Rely heavily on praise, rewards, and maintaining an atmosphere that is mentally and physically interesting and challenging to children.
3. Maintaining this atmosphere often requires firm discipline. Since each child is unique, discipline is most effective when sensitively tailored to meet the needs of each personality. What works for one child may not be effective for another.
4. All classroom rules should be made known at the beginning of the school year. Be consistent and loving. Be firm in the beginning and follow up with the appropriate response. Keep your standards high. Some behavior is best when ignored. Put your emphasis on preventing rather than punishing. Anticipate problems before they happen.
5. **DO NOT USE TIME-OUT AS THE FIRST STEP IN DISCIPLINE. TIME-OUT SHOULD BE A LAST RESPONSE FOR THE TEACHER.**
  - A. Warning. Begin with verbal explanations of appropriate or inappropriate behavior and then progress to firmer spoken communication. Do not scream at the children or speak in a rude tone of voice. Would you want your own child talked to that way? Do not touch the children when disciplining them. The student will

- be warned and expected to respond immediately and to refrain from continuing the behavior.
- B. Restriction. Take the child out of a situation and focus his/her attention to another activity. This may take care of the problem. If this action or other unacceptable behavior continues after the warning, the student will be notified that he is restricted from participating in the activity within the group until further notice. The student must respond appropriately, immediately, and may not discuss the situation or talk back to the teacher at this time. After the restriction is removed, the student may speak or confer politely with the teacher.
  - C. Time-Out. For some children with stronger wills, we find that stronger actions must be taken after several warnings. These stronger actions may include taking away a short period of play time or other activity that is important to the child. Do not let a child sit for a longer than appropriate time. Usually one minute per year of the child is sufficient. When the time-out is over, speak to the child in love and reassure him/her that you still love them. The student must go immediately to time-out without discussion and remain there until further notice from the teacher. During "time-out" it is suggested that the child not be able to finish his work, but to sit there and think about why he is there and develop a plan for correcting his behavior. Before a student leaves the time-out area, the teacher will discuss the situation with the student. If a student abides by class rules, remains courteous, and maintains control of himself, he will be allowed to rejoin the class. Notice may be necessary to parents if behavior persists. Students should never be placed in the hallway alone!
  - D. Further Restrictions. Students who cannot comply or use disruptive behavior in class will then have field trips and special activities taken away for a period of time.
  - E. Teachers should send discipline notes home with students who have broken school rules. A phone call should also be made to the parents.
  - F. Suspension. If all steps and possibilities have been exhausted, the child will be carried to the administrator for the possibility of suspension. Students who are referred to the office (with a completed discipline note) more than once in a single grading period will be suspended for 1 instructional day. Students who engage in fighting with another student will automatically be suspended from school for at least 1 day. The definition of fighting will be determined by the Administration.
6. If a discipline problem arises that the teacher and administrator cannot handle without the parent's advice and support, a conference between parents and school staff will be scheduled. Written documentation concerning the problems will be presented to the child's parents. Updates on the child's behavior will be written and sent home within the next two weeks. A follow-up conference will be held during the next month if needed.



## **BCA CODE OF CONDUCT**

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

## **School Wide Policies**

1. Students strive to exhibit Christ-like behavior at all times.
2. Students respect and follow adult directions.
3. Walk within school buildings
4. Low talking in hallways and lunchroom is expected.
5. All persons exercise safety on BCA campus.
6. School property is respected. (Damage caused by a student will be paid for by the student)
7. Students show respect for person, property and individual differences, in attitude, words and actions.
8. Students do not bring gum or soda to school; no toys or electronic devices are allowed except with permission of the teacher. If a student packs a soda for lunch, a staff member will take the soda and provide the student with milk or water. The student may pick the soda up at the end of the day.
9. Students are to dress in an appropriate way, no hats or scarves are to be worn in the building without prior approval from the administration.
10. Public displays of affection are not permissible on school grounds or at school sponsored events - including hand holding, embracing, kissing, etc.
11. Movies with a rating of G are preferred for school viewing. PG movies may be shown with prior approval from the administration.
12. Electronic devices (not pre-approved by the academy) are not permissible during school hours. Student cell phones must be turned off during the day unless being used for a class assignment. It is recommended that phones be kept in lockers, purses or book bags during the school day. Phones that are used during the school day, without permission of the staff, will become the property of BCA and must be picked up by a parent from the academy office.
13. Students should never leave the school property without permission.
14. Students in grades K-4 should maintain a silent lunch for the first 10 minutes of lunch, to ensure that students take the time to eat their lunch.
15. Students in grades K-3 should be encouraged to walk quietly down the hall with their hands placed behind their backs. This encourages all students to follow the same procedure and reminds each student to be responsible for their body.
16. Students in grades K-3 should go to the restroom as a group—when appropriate. Students in grades 4-5 may visit the restroom in small groups while the teacher stands in the hall.

## **Severe Clause**

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

pornography.

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

### **METHODS OF DISCIPLINE**

#### **Elementary**

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

- ★ **Students who are referred to the office more than once in a single grading period may be suspended for one instructional day.**
- ★ **Elementary students who engage in fighting with another student may be suspended from school for at least one day. The definition of fighting will be determined by the Administration.**
- ★ **Fourth and fifth grade classes will use the Elementary Discipline Report and follow the discipline procedures detailed in the report.**

### **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 \_\_\_\_\_

### **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. 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. If a student has to be given a new punch card, they will be assigned to attend Study Hall.



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 class period.

**Crusader Kudos:** Crusader Kudos will be given to any middle school student who is going above and beyond expectations. The Kudos may be given out by any middle school or elective teacher. The teacher will sign the Crusader Kudo to thank the student for being a positive influence for the academy. It is the student's responsibility to write their name on the Crusader Kudo and place it in the designated box in their homeroom. On the last day of the week, the homeroom teacher will draw one Crusader Kudo out of the designated box. The student whose name is drawn will win a prize certificate. It is the student's responsibility to keep track of the prize certificate until they decide to redeem it. If a Crusader Kudo or prize certificate is lost, it will not be replaced. At the end of the first semester, the homeroom with the least number of Honor Code violations will be awarded a class prize.

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

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

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

# Bethesda Christian Academy School Bus Evacuation Policy

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

## **When To Evacuate:**

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

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

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

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

## **Evacuation Procedures:**

1. Park the bus as close to the shoulder of the road as possible.
  - a. Turn hazard lights on
  - b. Set the parking brake
  - c. Turn the engine off
2. Stand facing the rear of the bus.
3. Give the command: "Remain seated; prepare to evacuate."
4. Turn toward the front of the bus.
5. Move backwards to the first occupied seat.
6. Starting with either the left or the right seat:
  - a. Touch the should of the person nearest to the aisle to indicate that the passengers in that seat are to move off.
  - b. Keep the passengers in the seat opposite in their seat by holding the hand palm out in a restraining gesture until the aisle is clear.
  - c. Move out the passengers in the opposite seat, suing 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.

-Adopted February, 2011

# BCA's Peanut Allergy Policies and Procedures

Dear BCA Families:

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

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

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

## **BCA Peanut/Nut Policy**

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

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

#### Helpful Hints

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

-adopted September, 2012; updated, August, 2014