OUR MISSION:

The academy will seek to create a desire to know and serve God in the heart of each student by equipping them academically, physically, spiritually, and socially to fulfill God’s purpose for their lives.
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Dear Families,

It is with great pleasure that I welcome you to a new year at Bethlehem Christian Academy. This will be an exciting year to be a part of this school, and we are proud you have chosen to share this journey with us. Carefully read this Parent/Student Handbook and familiarize both yourself and your child with its contents. This handbook outlines the operating procedures and general information you will need to know for this school year.

There are many exciting events held each year at the school. We encourage you to become an active part of your child’s school by participating in these events and activities. God has blessed our school tremendously, and we are honored you are a part of our family. It is our goal to share with you the awesome responsibility of teaching your child. By putting Christ as the center focus of our education plan, we strive for excellence.

Sincerely,

Rhonda Whiting, Head of School
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Foundational Documents

Our Vision
A vision statement outlines what an organization believes it is called to accomplish. It focuses on tomorrow; it provides criteria for decision-making; and it is timeless.

The vision of Bethlehem Christian Academy is to produce students...
- who are fully devoted followers of God.
- who are thoroughly prepared to fulfill the will of God in their life.
- who will powerfully demonstrate their Biblical worldview through character, wisdom, leadership, service and achievement.

Our Mission
A mission statement outlines what an organization seeks to accomplish on a daily basis. It is a means of describing how a vision for the future is lived out in the present.

The Academy will seek to create a desire to know and serve God in the heart of each student by equipping them academically, physically, spiritually, and socially to fulfill God’s purpose for their lives. (Luke 2:52)

School Scripture
Ephesians 6:10

Philosophy
Bethlehem Christian Academy exists to effectively educate and prepare students for a successful future as godly members of their family, church, community, and world.

Bethlehem Christian Academy’s educational programs or courses of instruction shall be conducted consistently with the teaching of the inerrant Word of God. Any assertion or belief which conflicts with or questions a Bible truth is a pagan deception and distortion of the truth which will be disclaimed as false. It is the responsibility of every instructor or teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

Bethlehem Christian Academy shall endeavor to build the academic, physical, spiritual, and social lives of our students within the framework of a Christian worldview (Luke 2:52).

Bethlehem Christian Academy has an evangelical view of Christian education. The school will partner with the family and church in bringing the student to faith in Christ.

Bethlehem Christian Academy believes parents have the primary responsibility for the nurture, maturation, and development of their children.

Governed by the Board of Directors
The Bethlehem Christian Academy Board of Directors is responsible for establishing the operational and personnel policies and the promotion of the Academy.
Knights Code

A BCA Knight Accepts Responsibility, Demonstrates Humility, Leads Courageously and Rejects Passivity

**Courageous**: Be strong and courageous! Do not be afraid of them! The LORD your God will go ahead of you. He will neither fail you nor forsake you. (Deuteronomy 31:6)

**Loyalty**: For I desire loyalty and not sacrifice, And the knowledge of God more than burnt offerings. (Hosea 6:6)

**Kindness**: What is desired in a man is kindness, And a poor man is better than a liar. (Proverbs 19:22)

**Humility**: Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. (Philippians 2:3)

**Honesty**: Therefore, putting away lying, "Let each one of you speak truth with his neighbor," for we are members of one another. (Ephesians 4:25)

**Self-discipline**: 7 Do not waste time arguing over godless ideas and old wives' tales. Spend your time and energy in training yourself for spiritual fitness. 8 Physical exercise has some value, but spiritual exercise is much more important, for it promises a reward in both this life and the next. (1 Timothy 4:7-8)

**Perseverance**: Blessed is the man who perseveres under trial, because when he has stood the test, he will receive the crown of life that God has promised to those who love him. (James 1:12)

**Excellence**: Remember that in a race everyone runs, but only one person gets the prize. You also must run in such a way that you will win. (1 Corinthians 9:24)

**Integrity**: People with integrity have firm footing, but those who follow crooked paths will slip and fall. (Proverbs 10:9)

**Servant-leadership**: 26 But among you it should be quite different. Whoever wants to be a leader among you must be your servant, 27 and whoever wants to be first must become your servant. (Matthew 20:26-27)
Statement of Faith

A. The Holy Scriptures: The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man. All Scripture is inspired by God and is totally true and trustworthy. (2 Timothy 3:15-17; Hebrews 1:1-2; 4:12)

B. God: There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe.
   1. God the Father: God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. (Genesis 1:1; 2:7; Deuteronomy 6:4; 1 John 5:7).
   2. God the Son: Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the Virgin Mary. (Matthew 1:18-23; Mark 1:1; 3:11; John 1:1-18)
   3. God the Holy Spirit: The Holy Spirit is the Spirit of God, fully divine. He convicts men of sin, of righteousness, and of judgment. He enlightens and empowers the believer and the church in worship, evangelism, and service. (Genesis 1:2; 1 Corinthians 2:10-14; Hebrews 9:8, 14; 2 Peter 1:21; Revelation 1:10; 22:17)

C. Creation: We believe that God created the universe in six literal, 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin. (Gen. 1-2; Ex. 20:11)

D. Mankind: Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. (Genesis 1:26-30; 2:5, 7, 18-22; 3:9-6)

E. Salvation: Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith in Jesus Christ as Lord. (John 3:3-21,36; Romans 1:16-18; 5:8-10; 10:9-10,13; Ephesians 2:8-22)

F. Eternal Security and the Purposes of Grace: Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. (John 1:12-14; 10:27-29; Romans 5:1-10; 8:28-39; Hebrews 11:39–12:2)

G. The Church:
   1. We believe that the local church, which is the body and the bride of Christ, is solely made up of born-again persons. (1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27)
   2. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. (1 Tim 2:9-14; 3:1-15)
   3. We believe in the autonomy of the local church free of any external tie or control. (Acts 13:1-4; 15:19-31; 20:28; Rom. 16:1; 4; 1 Cor. 3:9, 16; 5:4-7, 13; 1 Pet. 5:1-4)

H. The Kingdom: The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age. (Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.)

I. Stewardship and Giving: God is the source of all blessings, temporal and spiritual. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth. (Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4 1 Corinthians 4:1-2; 6:19-20; 12)

J. Separation: We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord. God commands His people to separate from all religious apostasy, unbiblical behavior and
appearance of evil. (Rom. 12:1-2; 14:13; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11; 1 Cor. 6:19-20; 1 Thess. 5:22)

K. The Second Coming and the Eternal Destiny of Man: God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth. (Ps 89:3-4; Dan 2:31-45; Zech 14:4-11; 1 Thess 1:10, 4:13-18; Titus 2:13; Rev 3:10, 19:11-16, 20:1-6)

L. Education: Christianity is the faith of enlightenment and intelligence. In Christian education there should be a proper balance between academic freedom and academic responsibility. (Deuteronomy 4:1,5; Nehemiah 8:1-8; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17)

M. Evangelism and Missions: It is the duty and privilege of every follower of Christ to endeavor to make disciples of all nations. (Matthew 28:18-20; Acts 1:8; Romans 10:13-15; Ephesians 3:1-11)


O. The Personality of Satan: We believe that Satan is a real being, the author of sin and the cause of the fall of man; that he is the open and declared enemy of God and man. (Job 1:6-7; Isa. 14:12-17; Matt. 4:2-11; 25:41; Eph 6:12; Rev. 20:10)

P. Civil Government: We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. (Rom. 13:1-7; Eph 5:22-24; Heb. 13:17; 1 Pet. 2:13-14) Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. (Genesis 1:27; 2:7; Matthew 6:6-7, 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7)

Q. The Christian and the Social Order: In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including but not limited to adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. (Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; Mark 1:29-34; 2:3; 10:21; Luke 4:18-21; 10:27-37; John 15:12; 17:15; Romans 12–14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8)

R. Human Sexuality:

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, pedophilia, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 1:27; 2:24; 19:5,13; 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

2. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

S. Family Relationships:

1. We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12)

2. God has ordained the family as the foundational institution of human society. It is composed of
persons related to one another by marriage, blood, or adoption. God’s intention is for marriage to be the uniting of one man and one woman in covenant commitment for a lifetime. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ.

3. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to teach their children spiritual and moral values and to lead them, through prayer, consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents. (Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; Proverbs 1:8; 5:15-20; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7)

T. Divorce and Remarriage: We believe that God disapproves of divorce. The Biblical exceptions for remarriage are the death or adultery of a spouse. God’s standard for marriage requires sexual purity and faithfulness between husband and wife. (Mal. 2:14-17; Matt. 19:3-12; Rom. 7:1-3; 1 Tim. 3:2, 12; Titus 1:6; Heb 13:4)

U. Abortion: We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well being of the mother are acceptable. (Job 3:16; Ps. 51:5; 139:14-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44)

V. Love: We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers and those who oppose us. Although we must sometimes confront people and or issues, we must do so graciously, gently, patiently, humbly and in a spirit of Christian love. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 John 3:17-18)

W. Lawsuits Between Believers: We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. (1 Cor. 6:1-8; Eph. 4:31-32)

**Code of Conduct**

BCA believes that BCA students and families represent the ideals, values and beliefs of the school to the community. BCA expects students and families to support the BCA Statement of Faith and the following beliefs:

- BCA believes in the God-given worth of human beings, from conception to death, as the unique image-bearers of God (Gen. 1:27; Ps. 8:3-8; 139:13-16).
- BCA believes that Scripture clearly defines God’s intention for traditional marriage as the union of one male and one female, and that Romans 1:24-32 condemns the homosexual lifestyle (Rom. 12:1-2; 1 Cor. 6:9-20; Eph. 4:1-11, 5:3-5; 1 Thess. 4:3-8; 1 Tim. 4:12; 2 Tim. 2:19-22; 1 Pet. 1:15-16, 2:15-17; 1 Jn. 3:1-3).
School Information

School Address: 544 Hwy 11 North
Bethlehem, GA 30620

Head of School Rhonda Whiting
Phone: 770 307-1574
Website: www.BethlehemChristianAcademy.org
Fax: 678-425-6553

School Hours
Half-Day Preschool: 9:00am-12:00pm
Half-Day PreK4: 8:20am-12:00pm
Full Day Preschool: 8:20am-3:15pm
Elementary: 8:20am-3:15pm
Jr. High/High: 8:00am-3:00pm
Before-School Care: 7:30am-8:20am
After-School Program: 3:00pm-6:00pm

Policy of Agreement
Upon acceptance into BCA, students and their parents are informed of its policies and asked for this support. While the school does not wish to project itself in the student’s home and encroach upon the authority of the parents, the school must of necessity be concerned with any action which may affect the student, interfere with the instructional process, or reflect unfavorably on the student body or the school. With this need in mind, the following guidelines have been established.

Enrollment Agreement for Parents and Students
As stated in the BCA Enrollment Agreement, parents and students are to abide by the academic and standards and policies of the School, and understand that failure to abide may, at the sole discretion of the School, result in sanctions up to and including separation from the school with any outstanding financial obligation for the remaining portion of the school year immediately due.
Jr. High/High School Faculty & Staff

We believe at the heart of a great education is a team of dedicated faculty and staff who lead by example, partnering with parents to provide a nurturing, Christ-centered environment where children feel safe to learn and grow. Our mission-driven teachers, coaches, and staff invest in our students to teach life lessons, model character and help them to discover their God-given gifts.

**Administrative Team**

- **Head of School** | Rhonda Whiting
- **Academic Dean** | Jennifer Clifford
- **Athletics Director/VP** | Lance Fendley
- **Spiritual Director** | Mike Elmankabady
- **Guidance Director** | Christy Pence
- **Jr. High Guidance Counselor** | April Kennedy
- **Admissions** | Cindy Adams
- **Registrar** | Jan Gibson
- **Jr. High Office Assistant** | Susan Bryson
- **High School Office Assistant** | Karen Parker
- **Administrative Assistant** | Alison Crook
Admission Policies

Policy Interpretation
All written policies and areas of concern either specifically or not specifically covered in the Parent/Student Handbook are subject to clarification and/or change by the school leadership. Policies dealing with appropriate behavior will transcend the school boundaries and apply both in and out of school. Age requirements must be met by September 1. The administration has the final authority for acceptance and class placement.

Notice of Nondiscriminatory Policy As To Students
Bethlehem Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school administered programs.

The following are to be completed prior to enrollment:
- Enrollment Application
- Paid, non-refundable registration fee for each student
- A current Certificate of Immunization is required prior to the student’s first day of class. It is Georgia law that all children in public and private schools have Form 3231 before attending
- Form 3300 is required for all Academy students (K4-12th grade)
- Transcripts and student records are required for students transferring into BCA from another school
- Admissions Interview 6th-12th Grades
- Pastor reference letter 6th-12th Grades

Admission Standards
We reserve the right to deny entrance to any student if, in the opinion of the administration, it is in the best interest of the school and/or the student.

Bethlehem Christian Academy believes in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled; who manifest a disruptive behavior which impedes this school’s philosophies or policies; or who have needs that cannot be met at BCA. We believe the standards of Bethlehem Christian Academy are easier to maintain when the student’s and parent’s attitudes are in agreement with the school’s policies/procedures and who work in a cooperative spirit with the administration. This cooperation with the school is necessary in order to support the standards of Bethlehem Christian Academy. Bethlehem Christian Academy has the right to deny admission to families they feel are not in full support of the school, teachers, staff and the administration.

BCA’s teachers, staff, and administration are not equipped to educate children with certain learning disabilities or with ADD/ADHD. If students diagnosed with these conditions are accepted into BCA, it is up to the parent to provide services other than what the classroom teachers or Discover program would do within the classroom.

For students entering 6th – 12th grades, spiritual disposition and development is considered, as well as academic, behavioral, and social needs.

It is the policy of Bethlehem Christian Academy that students who transfer from home school and/or a non-accredited school must provide documentation of courses completed, grades earned, and scores from standardized tests.
Re-enrollment Procedures
Re-enrollment students must be in compliance with all requirements for enrollment. Attendance at BCA is a privilege. The school reserves the right to refuse re-enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations of the school. In addition, no family may be re-admitted unless all financial obligations have been met from the previous school year. The student must also have a positive behavior, and have made academic progress.

Withdrawals and Dismissals
When accepted as a student of Bethlehem Christian Academy, the agreement that is entered into between the school and the student and his/her family is expected to be a yearly commitment. However, if parents wish to withdraw their child, they should formally do so through the school’s main office. This request must start with a letter explaining the reasons why a withdrawal is requested along with the BCA Withdrawal Form. BCA Families understand that once they accept the school’s offer to enroll at BCA that it is their responsibility to pay the full tuition for the year even if they choose to withdraw their child from BCA during the school year for any reason.

Report cards and transcripts are released to students, parents, or other schools only when the student’s account is current and withdrawal procedures have been completed.

Testing
In an effort to meet the needs of our students, educational testing may be required before a student can enroll or re-enroll for the following school year.

New Student Probation
All new students to BCA are accepted on academic and behavioral probation for the first semester.

Class and Grade Placement
The administration has the sole responsibility and discretion for placing students in the proper grade and class based on information gathered. Much prayer is used in assigning teachers to students and much prayer and time is spent in the hiring of all the staff at BCA. Therefore, parent requests are not used at BCA as a means of student placement.

Current Records On File
Parents are responsible to ensure BCA has all current required information for their child on file.
Financial Policies 2016-2017

Registration and Matriculation

Enrollment Fees (nonrefundable) $220

*Matriculation Fee (Due in full by June 1 nonrefundable)
  K5-5th $350
  6th-8th $400
  9th-12th $450

*This fee covers costs including, but not limited to; ACSI students dues, achievement testing, student accident insurance, usage of all textbooks and equipment which remain the property of the school. This fee does not cover the cost of the yearbook.

**Sustaining Fund Fee (nonrefundable) $16.67/month

**Sustaining Funds Fee Defined - In general, these funds generate sufficient revenue to sustain additional expenses incurred by BCA during a school year in these areas: Dues, Grounds, Insurance, Legal, Maintenance, Technology Advancements, Utilities, Etc.

Tuition Schedule

SMART Tuition Management Co. will handle all tuition payments and will arrange an installment program right for you and your family. An icon with a link to SMART website can be found on BCA’s website.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Twelve-Month Installment</th>
<th>Lump Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>K5 – 5th Grade</td>
<td>$662</td>
<td>$7944</td>
</tr>
<tr>
<td>6th – 8th Grade</td>
<td>$723</td>
<td>$8676</td>
</tr>
<tr>
<td>9th – 12th Grade</td>
<td>$750</td>
<td>$9000</td>
</tr>
</tbody>
</table>

Bethlehem Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, scholarship programs, and other school administered programs. This Financial Policy is subject to errors, omissions, and changes without notice.

Tuition Discount

Multi-Student Discount
Multiple student discounts are given for families with more than one student enrolled at BCA. Monthly tuition is discounted 10% for the second child, 25% for the third child, 50% for the fourth child and up.

Late Payment Fee $50.00
Returned Check Fee $25.00
This fee will be charged for each returned check.

Parking Permit $25
Lost Lock Fee $10

Trip/Spiritual Emphasis Retreats

Class Trips and Spiritual Emphasis Retreats are taken in various grades (i.e. 5th Grade Wasega, 8th Grade Golden Isels, Jr. High uKnight, HS igKnight). The cost for these trips varies depending on transportation and the number of students participating. The trip coordinator in charge will give detailed description of the trip, total cost, and payment options.

Graduation Fee
K5 Graduation (added to April billing on SMART account) $25.00
Senior Class Graduation (added to April billing on SMART account) $200.00

Course Fees Varies Per Course
See course syllabus for fees associated with course; all fees will be added to your SMART account.

Athletic Fees Varies Per Sport
All Junior Youth, Jr. High, Junior Varsity & Varsity Sports

Before-School Program $5/day or $20/week
Offered Monday- Friday from 7:30am-8:15am (not on school holidays)
**Afterschool Program**
Offered Monday- Friday from 3:30-6pm (not on school holidays or early release)  
$15/day or $50/week

**Payment Procedures**
SMART Tuition Management Co. will handle all tuition payments and will arrange an installment program right for you and your family. An icon with a link to SMART website can be found on BCA’s website.

Please identify all checks/cash in order that the school office understands exactly what you are paying for each month. If funds are received not marked, then it will be applied to any charges on the student’s account.

- Tuition payments will be paid online and handled through SMART.
- There are no tuition deductions for your child’s absences due to illness or any other cause.
- Payment for outsourced enrichment classes/companies must be made according to the specific class/program guidelines.
- Issues concerning payment for outsourced enrichment classes that are given directly to the outsourced company should be handled directly with the enrichment teachers/companies.
- When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.
- You authorize us to collect a fee as indicated above through electronic fund transfer from your account if your payment is returned unpaid.

**Delinquent Accounts**
Bethlehem Christian Academy reserves the right to take appropriate action in dealing with delinquent accounts. Such actions may include, but not limited to, efforts to collect any past due amounts. Failure of BCA to exercise this right hereunder shall not be considered or deemed a waiver of any such rights.

All tuition and fees, as set by BCA and agreed upon by families in the Family Contract, must be paid on a timely basis. Should an account become delinquent, the following guidelines shall apply:

1. A late fee of $50 will be charged per family account/per month if the appropriate payment is not received by BCA or BCA’s Tuition Management Affiliate by its due date.
2. **Once an account becomes 30 days past due,** a reminder phone call will be made and a copy of this policy and the family’s past due statement will be mailed to the home address. RenWeb access will be denied until the account is brought current.
3. **Once an account becomes 60 days past due,** an additional phone call will be made and a copy of this policy and the family’s past due statement will be mailed to the home address. Parents will be notified that all report cards and transcripts will not be released until the family brings their account current. No student (K5-12th) with a past due account will be allowed to participate in graduation exercises. Families that are 60+ days late who are utilizing the postal mail system to BCA’s Tuition Management Affiliate will be required to switch to ACH auto drafts for their payment method.
4. **Once an account becomes 90 days past due,** the Business Office will request by phone or mail to meet with the parents during BCA’s normal business hours. The purpose of this meeting will be twofold. First, to discuss the family’s financial situation in a supportive nonjudgmental way. Second, to serve as notice to the ramifications of becoming 90+ days past due. The overall intent of this meeting is to lay out the next steps if a solution is not met. BCA believes that once an account becomes 90+ days past due, the family is making a voluntary decision to withdraw their student(s) from BCA. No student will be considered for re-enrollment until the account is current.
5. BCA reserves the right to turn past due accounts over to a collection agency. All fees associated with the collection efforts will be the responsibility of the parent or legal guardian.

**Withdrawals**
- BCA Families understand that once they accept the school’s offer to enroll at BCA that it is their responsibility to pay the full tuition for the year even if they choose to withdraw their child from BCA during the school year for any reason.
- If payment of tuition is one month late, or your child is continuously absent for 2 weeks without contact from the parents; the child may be automatically withdrawn and replaced with a child in the waiting pool.
Morning & Afternoon Carpool Procedures

Carpool Times

<table>
<thead>
<tr>
<th>Grade</th>
<th>Hours</th>
<th>Morning Drop-off</th>
<th>Afternoon Pick-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool Full Day</td>
<td>8:20am – 3:15pm</td>
<td>8:00am</td>
<td>3:15pm</td>
</tr>
<tr>
<td>PreK4 ½ Day</td>
<td>8:20am-12:00 noon</td>
<td>8:00am</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>Preschool ½ Day</td>
<td>9:00am – 12:00 noon</td>
<td>8:45am</td>
<td>12:00 noon</td>
</tr>
<tr>
<td>Elementary</td>
<td>8:20am - 3:15pm</td>
<td>8:00am</td>
<td>3:15pm</td>
</tr>
<tr>
<td>Jr. High School</td>
<td>8:00am – 3:00pm</td>
<td>7:45am</td>
<td>3:00pm</td>
</tr>
<tr>
<td>High School</td>
<td>8:00am – 3:00pm</td>
<td>7:45am</td>
<td>3:00pm</td>
</tr>
</tbody>
</table>

Morning Drop-off Procedures

- Jr. High/High students may be dropped off at the lower level portico until 8:00am. If students arrive prior to 7:45am they will be held in the gym.
- Full day preschool, PreK4 ½ day, and elementary students may be dropped off between the hours of 8:00am-8:15am.
- All vehicles must enter on the left drive of the facility and form two lanes. Elementary should line up in the left lane. Jr. High and High school students should line up in the right lane. Two lanes of traffic may exit on the right drive during carpool hours.
- Student drivers park in the designated student parking area.
- If carpool with BCA personnel has ended, elementary students may not be dropped off to walk into the school without being escorted by a parent or guardian.
- If an elementary student arrives after 8:20am, it will be necessary for the parent to sign the student in at the front office.
- Parents are not allowed to walk their student to the classroom. This enables our classes to continue without interruption.

Afternoon Pick-Up Procedures

- Do not form a carpool line until 10 minutes prior to school release time.
- Students not picked up by the conclusion of afternoon carpool will be sent to the After-School Program. The appropriate charges for After-School care will be applied to your next tuition bill.
- All parents must use the carpool lines for pick-up in the afternoon.
- Early pick-ups should be made at least 15 minutes prior to afternoon carpool. Pick-ups after this time will have to wait until the classes are dismissed.
- It will be necessary to make two lines of traffic and merge as you pick-up your child. Please help us make sure the traffic does not back up into the main highway.
- **Elementary parents should use the left lane and Jr. High/High parents should use the right lane.**
- Parents are expected to be courteous to other BCA families during carpool hours.
- If you must enter the building to talk to your child’s teacher, please park in the parking area after you have picked up your child in the carpool line.
- Written notes must be provided for any student leaving campus with anyone besides their documented driver.

Car Line Etiquette

When picking up and dropping off your children:

- Be patient, careful, and watchful
- Go slowly: 5MPH Speed Limit
- Face forward when moving
When dropping off your child should be prepared to exit the car once the door is open.
Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle.

After-School (for Jr. High 6-8th grade) is offered until 6:00 pm each day. Parents will be charged an Afterschool fee for any student not picked up during carpool. After-School is not available on early release days. Cost: $15/day $50/week

*Students waiting for rides may not linger on campus, as there is no supervision provide for that purpose. Any student that is not picked up in carpool or under the supervision of a coach or sponsor must go to After-School and will be charged the daily fee. All other areas of the campus are off-limits.

Arrival & Dismissal

Arrival time: The homeroom warning bell is at 7:55am. A student arriving after 8:00am, must sign in at the High school office. Jr. High/High School students should leave campus immediately after their school day, parties, or school athletic events. Parents are expected to be on the campus promptly to take them home. The school day ends at 3:00pm. Students should be picked up in afternoon carpool or leave campus at 3:00-3:15pm, unless they are involved in an academic, athletic, fine arts activity or study hall.

Check out: Students leaving school early for any appointment must present a parent’s signed written note to the High School office before 9am. (E-mail or fax is not valid). Before leaving school, the student must sign out in this office. If a student becomes ill during the day or needs to check out for any other unexpected reason, he or she must have permission from their teacher. The student must also be signed out in the high school office by a parent or authorized emergency contact.

Excessive Absence: A student who during a semester incurs excessive absences (10 per semester) may not be granted a passing grade or credit for the course. Exceptions will be made for a long-term illness. A doctor’s note may be required.

Work missed: All work missed because of an absence must be made up to the satisfaction of the teacher. Students are allowed the same number of days to complete work missed as days they have been absent because of the illness. Teachers will work with the student to establish a schedule for making up work and tests in a timely manner. Assessments and assignments due on the first day absent can be expected to be made up on the first day of return.

Physical Education Excuses: Excuses will be granted for non-participation due to illness provided students submit a note from their parents to the PE teacher or PE Dept. Chair by the beginning of the period. If an extended (more than one week) illness or medical condition prevents students from participating in physical education, they must have a medical excuse from their doctor. In this case student must receive medical clearance to resume P.E. activities.

Parents and visitors entering the building for any reason including conference, during the school day must check in with the front office.
Academic Policies

Registration for Classes
Returning students will receive registration materials along with instructions for filling out their requests. Courses with no options are already selected on the course request form. The Guidance Counselor and Academic Dean will approve students for honors and AP courses. Because the scheduling and staffing of classes begins immediately after requests are received, the choices made on these forms are important.

Students new to BCA will receive course request information via email. These forms and students previous records will determine class placement for new students.

Learning Support
Tutoring: Any high school student with a grade below a 70 average must attend that teacher’s scheduled academic lab.

Curriculum
Bethlehem Christian Academy will use a collection of various curricula in order to provide our students with the best overall academic experience.

Textbook and Instructional Materials
Our textbooks and curriculum materials include some standard texts used in public and private schools, along with many textbooks from Christian publishers dealing with the same subject matter but from a Christian perspective. Our preference would be to use all Christian texts, but in some subjects an academically superior text is available from a secular publisher. When we choose a secular textbook, it is with the understanding that it is the teacher who makes the curriculum “Christian.”
We can guide our students in the development of critical thinking skills and discernment in evaluating printed material. Exposure to false worldviews will prepare our students for future educational experiences, especially if they choose to attend a state university.

The safekeeping of books is the responsibility of the student to whom they are assigned. Lost or damaged books will be charged to the student responsible for the books since all books are the property of BCA. All non-consumable books should be covered to help prolong the use of the book. Students may be required to purchase supplementary books for some classes (i.e. novels for English, etc.) All textbooks are to be handled with care and are not to be marked on or defaced in any way.

English –Literature Easy Grammar, IEW Writing, Progeny Press, and various literature publications
Math Big Ideas Learning, Brooks/Cole Cengage Learning; Houghton Mifflin Harcourt, Pearson
Social Studies Bright Ideas Press/Mystery of History, FableVision Learning & Glencoe (Geography); YWAM Missionary biographies, Clairmont Press (Georgia History); BJU Press; Dave Ramsey/Financial Peace; and various other publications.
Bible Positive Action, Purposeful Design, 252 Basics, and various other publications
Science FOSS; Apologia, Pearson

Courses Required
As BCA students begin their high school career, it is important to understand the requirements for attending various colleges and begin to prepare now. The following information will be helpful for a basic understanding of the requirements needed in high school. Whether BCA students follow the College Prep or Honor course sequence, they will be prepared for higher education when they pass these courses.
All graduation requirements must be satisfied before a student is permitted to participate in the graduation ceremony or receive a diploma.

A student may not take a course in summer school that is offered at BCA during the school year unless they failed the course or have special permission from the Director of Guidance. Twenty-four credits are required to graduate. Students are offered twenty-eight credits (grades 9 – 12).

**Graduation Requirements**

**Core Subjects:**
- English: 4 credits
- Math: 4 credits
- Science (Biology, Chemistry, Physics): 4 credits
- Social Studies: 3 credits
- Foreign Language: 2 credits

**Non-Core Subjects:**
- Bible: 4 credits
- PE & Health: 1 credit
- Fine Arts: 1 credit
- Elective (Core or Non-Core): 1 credit

**Total:** 24 credits

**Elective Credits**

One or more elective credits may be taken from core courses and non-core courses. For example, three years of Social Studies is required. A fourth year of Social Studies is counted as an elective. One year of fine arts is required. Each additional year of a fine art would count as an elective. Other elective courses will be offered based upon student interest, need, and staffing.

**Assessments**

Assessments given at BCA are only one measure for grouping or making educational recommendations. Any test is only an indicator of an individual’s success at the time the test is taken. Your child’s daily classroom performance, participation, and learning provide a more comprehensive picture than one standardized test.

- **Jr. High**
  - National Assessments
    - Terra Nova
      - Grades 6-8
      - Spring Administration
  - School Benchmark Assessments
    - Quarter Exams*
      - Grades 6-8
      - 5x/year-diagnostic beginning+quarterly
    - *Academic Courses
  - Local Assessments
    - Unit Tests
      - Grades 6-8
      - Ongoing

- **High School**
  - National Assessments
    - PSAT
      - Grades 9-11
      - Fall Administration
    - SAT
      - Grades 10-12
      - Ongoing
    - ACT
      - Grades 10-12
      - Ongoing
    - AP
      - Grades 9-12
      - Spring Administration
  - School Benchmark Assessments
    - Semester Exams*
      - Grades 9-12
      - 3x/year-diagnostic beginning+semester
    - *Academic Courses
  - Local Assessments
    - Unit Tests
      - Grades 9-12
      - Ongoing
Student Activities
Clubs – Clubs are offered at the Elementary, Jr. High, and High School levels.

Student Government- Class Officer Qualifications- Those who run for class office must have a passing average in every subject at the time the elections are held. Exemplary behavior for the year must have been shown. There are additional rules which will be posted at the time of elections which govern procedures for preparing, rehearsing, and giving speeches, etc. which must be followed. The violation of any rule will result in the candidate’s disqualification. Those who wish to run for a class office are themselves responsible for reading and following all rules which apply.

Knights Ambassador Council- Ambassadors are appointed by faculty and administration of BCA. Knights Ambassador Council are representative of the ideal student of BCA and must conduct themselves accordingly at all times. There are certain requirements which all student leaders must uphold. These guidelines are shared at the time a student is asked to join the Council.

School Social Functions
School-Sponsored- Special social functions are arranged for Jr. High (6-8th) and High School Students (9-12th). Non-BCA students must be pre-approved to attend school-sponsored events.

Private- Invitations to private social functions may not be handed out at school unless the entire class is invited. Flyers and other advertisements for non-school functions must be approved by the Guidance Counselor.

Publications and Logo Wear
Individuals are not authorized to design or create BCA logos, mascots, letterhead stationery, note paper, business cards, invitations, articles of clothing, bumper stickers, etc. BCA’s policy on publications and logo wear concerns publication and clothing that carry the name BCA or are produced through the use of funds, equipment, or employees of BCA. The marketing dept. can be contacted for clarification of this policy.

Schedule Changes
Schedule changes are only made for academic reasons and will be handled at the discretion of the guidance department on an individual basis. Schedule changes will not be made due to preference or convenience, but only for the academic interest and well-being of students.

BCA High School Graduation Diplomas and Requirements
❖ Requirements for graduation and course selection begin in the spring of 8th grade. Registration for Honors and AP courses are based on the approval of the Guidance Department.
❖ Records may be warranted in evaluating the academic work of transfer students.
❖ All diploma programs offered at BCA are College Preparatory.
❖ No “first impulse” course for credit may be taken during summer school without prior permission from the Director of Guidance and Student Life. Only make up courses are permitted to be taken.

Incomplete Work
Work in any course which is incomplete at the end of the semester, will receive a grade of zero. All grade changes for the academic year must be completed during the first three weeks of the new reporting period (or within three weeks of the closing of school if awarded during the last semester) or zeroes will be calculated into the final grade. Incomplete work is only for extreme circumstances. Arrangements for making up incomplete work and grade changes must be made through the guidance office.

Jr. High Grading
❖ Report cards are issued four times per year.
❖ Grades are calculated quarterly with one exam weighted at 10% of the quarter average.
Letter grades are used in the Academy using the grading scale below.

Report cards must be signed and returned within 3 school days. Academic failures should never be a surprise to a parent. Teachers will contact parents any time students are in danger of failing to discuss concerns. Conversations will be documented.

Parents desiring to access student grades on a more frequent basis may do so via Renweb.

The Director of Guidance will send electronic midterm progress reports for all students.

**Jr. High Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>74-79</td>
</tr>
<tr>
<td>D</td>
<td>70-73</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

* Jr. High students with the highest cumulative GPA in each grade level will be recognized at the Year-End school celebration.

**High School Grading**

- Report cards are issued two times per year at the end of each semester. Progress reports are issued electronically quarterly.
- Grades are calculated with the final exam as 20% of the average.
- Letter grades are used in the Academy using the grading scale below.
- Academic failures should never be a surprise to a parent. Teachers will contact parents any time students are in danger of failing to discuss concerns. Conversations will be documented.
- Parents desiring to access student grades on a more frequent basis may do so via Renweb.
- The Director of Guidance will send electronic midterm progress reports for all students.

**High School Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>74-79</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>70-73</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
<td>0.0</td>
</tr>
</tbody>
</table>

* High School students with the highest cumulative GPA in each grade level will be recognized at the Year-End school celebration.

**Valedictorian/Salutatorian**

BCA's Valedictorian is the student who possesses the highest cumulative GPA in the senior class at the end of mid-semester of 2nd semester of the senior year. This ranking will be based on the cumulative average of seven semesters of High School grades. The Salutatorian is the student who ranks second in her class by this system. Both Valedictorian and Salutatorian will be seniors who, at graduation, have completed at least six semesters at BCA.
Retention
Jr. High (6th-8th)
❖ Retention is recommended when a student earns a failing grade in one or more academic subject area (Bible, English, Science, Math, or Social Studies) and/or lacks developmental social skills, or has excessive absences (10 or more) as determined by administration. If a student earns a failing grade in one or more academic subject area, he/she will be required to make it up in summer school or pass a summer assignment in order to earn credit for the class.
❖ Documentation must be completed for all students recommended for retention.
❖ The teachers/administration will determine whether the student should be retained.

High School (9-12th)
The Director of Guidance and Student Life will work with students who fail a class to seek options of staying on track for graduation requirements. Any core class failed must be made up to receive credit.

Accommodations for Disabilities
BCA grants reasonable accommodations to students with documented disabilities. Admissions to students with documented disabilities is on a case by case basis as the admissions team determines BCA’s ability to meet the student’s individual needs. BCA is unable to follow an IEP. In order for a Jr. High/High student to qualify for special accommodations, including extended time on academic assessments, the students must have on file a psychological-educational evaluation written by a qualified professional approved by the Guidance Dept. The evaluation must be current (completed within the last 3 years) and must specify the diagnosis, document the functional limitations associated with the disability and detail the proposed accommodations with rationale. While the student is enrolled at BCA, the psychological-educational evaluation is kept private. By placing this evaluation on file with the school, the parent(s) or legal guardians grant access to its contents to the Guidance Counselor, Academic Partnership Program (APP) Staff, and the student’s current classroom teachers. At the end of the school year, the file is transitioned from Elementary to Jr. High to High School.

Academic Partnership Program (APP)
The BCA APP program supports students in the sixth grade and up who may be struggling academically as a result of a variety of learning conditions. Only students who have current psycho-educational testing and a diagnosed condition (SLD, OHI, ADHD, ADD) can be enrolled in the program. An individualized Plan of Action will be developed to include classroom accommodations as well as teacher/parent/student responsibilities and expectations. Students may receive support at different levels consisting of one or more of the following: individual monitoring by program director, individual weekly progress meetings, monitoring and implementation of accommodations needed for test taking and classroom procedures, small group instruction, and/or daily support in a separate class. There is an additional charge beyond the expense of regular tuition for any and all levels of support.

APP Goal
A fundamental goal of the APP is to develop self-regulated, lifelong learning skills. Appropriate efforts will be made to build in each student’s compensatory skills that help each student cope with any disability.

Exams
High School (9th-12th) students may be given exams in all core academic subjects. These exams will be comprehensive, testing/evaluation of objectives covered during the semester. Students must meet the following criteria for each class in which they seek to exempt a semester exam:
❖ Students must have an A average in the class by the announced cut-off date.
❖ Students may have no more than 6 absences in the class, excused or unexcused, during the semester. Four tardies in a class equals one absence for calculating this exemption policy.
• Students may not have had any disciplinary out-of-school suspensions or in-school, all-day Academy Detentions during the semester.
• Up to three exam exemptions per semester are permitted, however each student must take at least two core academic or foreign language exams per semester.
• Seniors must take at least two 1st semester exams in any non-AP core/foreign language classes.
• AP exams count as a semester exam during spring semester.
• Seniors may exempt all spring semester exams if they meet the exemption criteria.

Jr. High (6th-8th) students are given comprehensive quarterly exams in core academic subjects over objectives covered during the quarter. There are no exemptions for Jr. High students.

**Homework**
- All assignments are expected to be completed on time each day.
- Grades and assignments can be monitored on Renweb. Assignments should be posted by Monday morning each week. Teachers may make adjustments to assignments during the week based on classroom instruction.
- Teachers will collect homework assignments on the date due. Renweb will automatically notify parents of any missing assignments. In order to communicate with parents, a zero will be entered into Renweb for any missing assignments on the date due. This will allow parents to encourage students to turn in the assignment in a timely manner for partial credit.
- If homework is turned in one, two, or three days late (not counting work missed due to absences) Jr. High school students will receive a maximum grade of 80, HS students will receive a maximum grade of 75.
- In case of any absence from class, students will be given one day for each day they are absent to turn in assignments or to make up tests/quizzes. Assessments and assignments due on the first day absent can be expected to be made up on the first day of return.
- BCA teachers will maintain regular procedures for late work and make-up work in order to encourage academic success.
- If an extended absence occurs due to illness or a prior arrangement, please give the teacher advance notice. The office staff will be happy to get any needed books and materials from the student’s locker if the parents call and make this request. Exceptions may be made to the make-up work policy in cases of extended absence.

**Physical Education Requirements**

Physical education is intended to give students an opportunity to have physical exercise as well as to develop skills and coordination that are necessary to properly perform tasks in their school career. Therefore:

- All students in Jr. High/High School must be completely dressed out each day that they are to participate in physical education to receive credit for being in class (proper uniform and requirements for dressing out are found in the paragraph below under Physical Education Uniform).
- Any student missing more than 10 days per semester of physical education during any one year could fail physical education and have to repeat it.
- Students who attend school and do not dress out for PE without a medical excuse will be given grace for the first offense and then could lose points off their quarter grade for each day missed.
- No jewelry is to be worn during class.
- No horseplay will be allowed at any time.
- All injuries must be reported to the instructor immediately.

**Physical Education Uniform (Grades 6th-12th)**

All students will be required to completely dress out each day in the BCA standard PE uniform. The uniform is available for purchase at either school approved uniform stores and through web orders. They will have
five minutes after the second bell to change into their school uniform and be in line for roll call without being considered tardy. Students must change back into their school uniform after PE class. Clothing must not be left in the changing areas. Any articles of clothing left will be taken to the Jr. High/High School office.

**Media Center Procedures**
The BCA lower level Media Center is designed for a place of study and research for students.

**General Policies**
- May check out two books at a time.
- Books are checked out for a two week loan period.
- Students may not check out another book if they have an overdue book.
- No eating or drinking in the media center.
- Students must remain quiet and on task in the media center.
- Students will be responsible for damage or loss of books checked out in their name.

**Hours of Operation**
The media center is open throughout the day for classes or individual student use. Students may not come individually if the media center has been reserved for a large group. There may be times the media center is closed. Students must always check availability with the media center personnel since schedules may change due to varied usage. The media center closes for early release days.

**Media Center Technology**
All students must follow the “Responsible-Use Policy” found in this handbook when using technology in the Media Center.

Students not following the guidelines above or who become loud or disruptive to other students in the media center may be subject to disciplinary action or may be asked to leave the media center.

**Overdue Books**
Notice for overdue materials will be generated on a regular basis. No fines are assessed for late materials, but once a student receives his/her 4th overdue notice, it will be assumed that the book is lost and a bill covering the replacement will be added to their SMART account. Of course, should the book be returned, there would be no further financial obligation. Refunds for books found at a later time will not be reimbursed. All financial obligations to the library/media center must be satisfied before report cards and/or transcripts will be issued at the end of the year.

**Printing**
Non-color printouts are $ .10 per page. Color printouts are $ .25 per page. Students found misusing the printer will be held responsible and may lose the privilege to print in the future.
Technology

All students 6th-12th grades will need their own personal laptop or tablet (with keyboard). Students are expected to abide by the Responsible Use Policy and the Jr. High/High School Guidelines which govern the use of technology.

BCA’s Students Responsible Use Policy

*A BCA student is expected to exemplify the discipline guidelines at all times when using technology.*

Safety and Privacy
- I will adhere to the age requirements and guidelines of all websites
- I will protect my personal information and respect the privacy of others’ information
- I will respect my teachers by keeping all communication school related
- I will show respect for myself and others by accessing, posting and hosting information and images that reflect positively on myself and others.

Digital Citizenship
- I will be honest about my identity and when I represent myself online in any online communication
- I will use electronic devices appropriately, communicating and interacting with others in respectful ways.
- I will not access or use hate-based or sexually explicit materials, nor will I disparage others.
- I will show my respect for intellect and creativity by asking permission, giving credit and observing the law.

Classroom Use
- I will follow all guidelines set by my teacher(s) regarding the use of electronic devices

Conservation of Resources
- I will respect and preserve resources by conserving paper, bandwidth and storage space

Network Security
- I will respect the connected nature of our digital community and will not tamper in any way with electronic devices owned or operated by the school.

Care of Computer
- I will care responsibly for the computers at BCA or one that has been entrusted to me, following the proper use and care guidelines.

Bethlehem Christian Academy reserves the right to access, view, or monitor any information stored on or transmitted over the School's technology resources, on or over personal equipment that has been brought to school or used to access the school’s network and on or over personal equipment that violates any aspect of this policy.

BCA’s Guidelines for Use of Technology

Safety and Privacy
- I will protect my personal information and that of others by keeping all such information private, including full names, email addresses, and cell phone numbers, not posting or distributing this information online.
- I will create passwords to protect my information. I will share my passwords only with my parents and teachers as appropriate.
- I will not sign up myself or others for “junk” or “spam” email nor will I forward such email.
- I will not log in to sites when I do not meet the age requirement.
- To protect my information and identity, I will not leave my computer unsecured at any time.
- I will not pretend to be someone older when online.

Digital Citizenship Guidelines
- I will assess how much time I spend with digital media and balance that with offline activities.
- I will refrain from playing games on a digital device during the school day between 7:45am-3:30pm.
- I will use social media only for school-related purposes during the school day.
- I will abstain from posting anything online that an individual might not want to be shared.
I will refrain from posting anything hurtful or inappropriate online, whether in my own name, anonymously, or by using another identity. I will not post anything about others that could compromise their reputation or relationships with others. This includes:
- Calling people names or insulting individuals based on race, religion, national origin, disability, gender, sexual orientation, or any other type of group or stereotype,
- Creating sites or pages to demean someone in the community

I will monitor and take responsibility for my digital presence/footprint, remove or seek help removing anything inappropriate and use privacy settings to control access my personal information and that of others.

I will take into account the form (e.g. email, test, post, etc), audience and purpose of online communications and use the appropriate level of language and formality.

I will inform a trusted adult when:
- Teasing crosses the line and is hurtful
- People engage in hate-speech
- Any physical threats are made
- Someone feels isolated
- An individual is receiving an excessive number of messages
- An individual is being excluded in a hurtful way
- A posting is sexually explicit

Research and Information Literacy
- I will choose the appropriate method for accessing information.
- I will evaluate the information find to the best of my ability; I will consider the following criteria:
  - Authority: is the source/author credible?
  - Accuracy: Is the information current?
  - Bias: Is the information objective?
- I will use the information responsibly, citing sources and adhering to copyright law. I will not copy information and present it as my own work nor copy/distribute illegal software or other materials such as downloaded music or videos.

Network Security
- I will not damage school equipment or property of others nor disrupt the network.
- I will not attempt to access or alter parts of the network that I have been given permission to use, such as another person's files or network tools.
- I will not attempt to bypass the security restrictions on my computer or on the network.
- I will report to my teachers any apparent problems with viruses or spyware as soon as they arise.
- I will not attempt to use another person's login or give my login information to other students.

Conservation of Resources
- I will conserve resources by printing only what is necessary, limiting the amount of information I store on the network, and obeying school guidelines restricting recreational use.

Care of the Computer
- I will bring my computer to school charged every day.
- I will not install any software on the school-owned computers without authorization.
- When moving about with my laptop, I will keep the lid closed so that it is in standby mode, remove jump drives, and transport it in an approved carrying case.
- I will place my laptop in a locked secure location when it is not in my possession.
- If I damage my laptop, I will report it immediately to my teacher. Examples of misuse that can damage a laptop include: dropping, placing heavy objects on top of the laptop, or exposing the laptop to food, liquids, or excessive heat or cold. I understand that I am responsible for the repair of any damaged laptop due to misuse.
- I will back up my data regularly.
- I will only use approved cleaners that are designed for LCD screens (regular glass cleaner that contain alcohol or ammonia will cause damage).
- I will clean the keyboard, track pad and surfaces with a slightly damp cloth while the computer is turned off. I will never spray cleaners directly on my computer.
I will never use a pencil, eraser or other object on the track pad.
I will not place stickers on the laptop owned by the school. I will not remove or cover the identifying stickers places on the school-owned equipment.
I will not touch the screen with sharp or pointed objects.
I will not place anything between the screen and the keyboard when I close the computer.
I will use my laptop on a sturdy surface that allows for adequate air circulation. Placing the laptop on a pillow during use or blocking the side air vents can cause it to overheat.
I will restart my laptop and log in at school at least once a week to ensure that I am getting the latest updates.
I will save and close documents and quit applications that I am not currently using in order to keep my laptop running optimally.
I will conserve battery life by doing the following: turning off the keyboard backlight (F5), turning down the screen brightness (F1), turning off Bluetooth and closing applications.

**Sexting Policy**
In keeping with the school’s responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of sexting. “Sexting” is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion. Students are required to immediately report any such activities to a teacher or administrator.
Spiritual Development

As stated in our mission, the spiritual development of students at BCA is a vital part of their education. BCA seeks to foster spiritual development in all our students by providing opportunities for spiritual growth through Bible courses, chapel services, and discipleship. In addition to these regular weekly programs, yearly spiritual emphasis retreats are planned.

Bible Courses
Bible is the foundational subject in our school. All students are required to have a traditional translation of the Bible for classes. Acceptable translations are King James Version, New King James Version, New American Standard Version, New International Version, Holman CSB or New Living Translation.

Service
Bethlehem Christian Academy is pleased to include in its high school curriculum a service program requiring for grades nine through twelve. Guidelines will be communicated to students through Bible Classes. One of the objectives from the BCA Vision is, “to produce students who are fully devoted followers of God that are thoroughly prepared to fulfill the will of God in their lives...who will powerfully demonstrate their Biblical worldview through character, wisdom, leadership, service, and achievement.” We believe the service program is an exciting way to encourage students to practice Ephesians 2:10, which states, “For we are God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.”

Discipleship
One of the objectives from the BCA Vision is, “to produce students who are fully devoted followers of God that are thoroughly prepared to fulfill the will of God in their lives...who will powerfully demonstrate their Biblical worldview through character, wisdom, leadership, service, and achievement.” Our discipleship programs connect our students in small discipleship groups allowing character development lessons, prayer time, and student mentoring. All BCA students in Jr. and High School will be divided in gender specific small groups and meet regularly throughout the school year to learn God’s word as applicable to current issues teens face while connecting with one another.

Worship Chapels and Spiritual Retreats
John 4: 23-24 states, “But the hour is coming, and now is here, when the true worshippers will worship the Father in spirit and truth; for the Father is seeking such to worship Him. God is Spirit, and those who worship Him must worship in spirit and truth.” God seeks true worshipers and BCA seeks to develop worshipers of God. Chapel is a weekly time of corporate praise, worship, and Bible study where students come together as one to glorify the one true and living God.

Chapel is structured to communicate the timeless truths of God’s Word in a way that engages the hearts and minds of our students. In addition to praise and worship, music and verbal exposition of biblical truth are woven together in an effective and coherent manner.
Athletic Policy

BCA’s athletic program is an outstanding one, including competitive activities such as football, softball, volleyball, basketball, baseball, track and field, tennis, cheerleading, and golf.

**Participation Fee**
There will be a participation fee charged for each sport at the High School or Jr. High level. This fee is used to defray part of the cost of officials, facilities maintenance, travel, equipment, uniforms, and coaching expenses. If cuts are made on any of the squads, the fee will be refunded.

**Physical and Emergency Information Forms**
Any student who desires to participate on any organized athletic team must have a current sports physical form completed by a licensed physician on file with the Athletic Department. Each participant will also need to complete a yearly emergency information form and a liability waiver which will be filed in the Athletic office.

No athlete will be allowed to participate in an athletic contest at BCA until the athletic handbook and physical form have been signed and returned and all fees have been paid.

**Academic Eligibility**
If a student fails two or more courses, he/she remains ineligible for the entire following grading period. If a student fails two courses during spring semester, he/she will be academically ineligible the following fall unless classes are passed during summer school.

Any athlete failing one course on Monday must attend academic lab for that course during the week and consequences may be given by the coach. Any athlete failing two courses on Monday must attend academic labs for those courses during the week and will be on academic probation and are suspended from all games or matches until they are no longer failing three classes.

**Insurance**
Athletes must be covered by parent’s insurance. Our accident insurance provides secondary coverage for injuries to students engaged in BCA functions or sanctioned activities.

**Game Participation Policy**
Players must attend every scheduled practice (unless excused by the coach) and be prepared to help their team in whatever way possible for every game.

**Attendance Requirements**
While some extra-curricular events are demanding, it is imperative that a student’s first commitment is to their academics. Students must be present in at least 50% of their classes to participate in an extra-curricular activity that day unless arrangements have been made with the coach or activity sponsor. Students arriving late to school after an extra-curricula event for an unexcused reason may be disciplined by their coach or sponsor.

If a student misses school due to participation in a school-sponsored activity, he/she will not be counted absent. Students must take responsibility in making up any missed work due to sporting events.

**Athletic Dress Code**
The dress for all athletic events must be of the highest Christian testimony. Therefore, the Athletic Director reserves the right to establish a dress code giving specific guidelines for game days and other athletic events.

**Attitude**
As a leader in the student body of BCA, it is important that a student athlete maintain a good testimony at all times. A cooperative spirit and attitude with staff and students is expected at all times.
**Discipline**
Students involved in BCA extra-curricular events are considered leaders in the school. As leaders, students must maintain a good disciplinary record in order to remain active in the activity. Students involved in major offenses may be suspended from the activity for a period of time. Guidelines and time frame for this suspension will be at the discretion of the athletic director/administration.

**League Requirements**
BCA may choose to participate in leagues such as GISA, GHSA, and NAML. The school will follow the guidelines and requirements of such leagues.
Health Policies

Employees are instructed in the universal precautions and procedures for general hygiene and are required to follow them.

**We require the State Health Immunization Form 3231.** An updated certificate of immunization is required each time immunization is issued. Students in K4 and in the Academy Classes (Kindergarten - 12th grade) should have Form 3300 on file in the school office. Exemptions to the Immunization Policy may be submitted to the Board through the Head of School.

**Illness**

Students are not allowed to attend school with any contagious symptom such as, but not limited to, the following:

- Fever of 100 or more *(A student sent home with a fever must be free of fever for 24 hours before returning to school. Exception: A child is free of fever the following day and brings a physician’s release stating the child is not contagious.)*
- Vomiting
- Diarrhea
- Any symptom of infectious childhood diseases
- Severe coughing
- Sore throat
- Pink eye or other eye infections
- Open lesions
- Undiagnosed rash

**The office must be notified if a child is diagnosed as having any of the following communicable diseases:**

<table>
<thead>
<tr>
<th>Campylobacter</th>
<th>Chickenpox</th>
<th>Common cold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis</td>
<td>Diphtheria</td>
<td>Strep throat</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>H. Flu</td>
<td>Herpes Simplex I</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Influenza</td>
<td>Lice</td>
</tr>
<tr>
<td>Measles</td>
<td>Meningococcal</td>
<td>Salmonella</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Rotavirus</td>
<td>Viral Gastroenteritis</td>
</tr>
<tr>
<td>Scabies</td>
<td>Shigellosis</td>
<td></td>
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</tbody>
</table>

Students may return to school after being released by a physician.

**Emergency Notification Procedure**

A parent is notified immediately of any illness or injury requiring professional medical attention. In the event a parent cannot be contacted, an emergency contact person will be notified. If none of these are available, the child’s physician may be contacted. If an illness or injury requires immediate professional medical attention, 911 will be called. Children are transported to the hospital listed on the registration card or the nearest hospital.

Parents will be notified by the school office if a student is exposed to a confirmed noticeable communicable disease (ex: chicken pox), an injury occurs while at BCA, or other emergencies occur (such as fire, physical plant problems or severe weather).
Non-Emergency Notification

- A parent is notified upon arrival if a student has become moderately ill or has an injury which does not warrant professional medical attention.
- When symptoms of illness occur during the day, a child is moved to a supervised area away from other children and provided the necessary attention until leaving the school or returning to the class.
- If Jr. High/High students miss four or more class hours, they will be considered absent for the entire school day.
- Parents will be contacted if BCA personnel notice an adverse reaction to medication approved by the parent for BCA to administer.

Incident Report Form

Incident Report Forms are completed by the teacher when an accident or injury occurs. Depending on the nature and/or magnitude of the injury, a parent signature may be required when the child is picked up.

Medications

When it is imperative for medications to be taken at school, the parent/guardian must give complete and detailed instructions to the dispensing of medication(s). All medications brought onto school grounds must be checked in to the school office. The student will be taken to the school clinic to authorized personnel assigned for medication dispensing. Neither the school nor its staff can guarantee any student will take a particular medication correctly. In no event is any representative of the school to assure a parent that anything more than a reasonable effort will be made to assist the student. BCA personnel will not distribute narcotic medication of any kind. Under no circumstances should any student have medication of any type on his or her person. This includes book bags, locker, purse, vehicles, etc.

DISCLAIMER: BCA strongly discourages that medications (prescription or over-the-counter) be taken at school. Whenever possible, parents should request that the physician write a prescription that can be taken before and after school. If this is not possible, please be sure to follow the policies as stated below.

IMPORTANT: All medications must come to and be dispensed through the school office in original container. Verbal authorization is not sufficient; we must have current paperwork and medication in the school office.

- Over-the-counter Medications - Only cases in which the student absolutely needs over-the-counter medication to attend school should the parent send over-the-counter medication to school. The parent must complete the Medication Authorization Form which includes student’s first and last names, grade, name of medication, date, dose, time to be given, and reason for taking medication. Medication must be received at the school office in the original child-proof container. Medication received in any other manner than as specified above will not be administered to your child. If over-the-counter medication is to be administered on a long-term basis or on an on-request basis, you must provide BCA with written consent.

- Prescription Medications - Prescription medications taken during school hours are discouraged. If prescription medication must be taken at school, the parent/guardian must complete the Medication Authorization Form. For long-term prescription medications, this form must be updated yearly. Prescriptions must be in the original child-proof prescription container.

- All medications not retrieved by the parents/guardians by the last day of school will be disposed of in accordance with State Pharmacy Regulations.

- If a parent or guardian is unable to deliver the medication to the school, he/she must call the school to report that the medication is being delivered by the student. Be sure to send the Medication Authorization Form as well.

- Students with emergency medications, such as in halers, epi-pens, or insulin, may carry and self-administer these medications only if the written permission of a licensed prescriber and the parent is on file with the school. Parents of children needing such emergency medications are advised to contact
the school so a care plan can be developed.

- Sharing and distributing prescription medication with others may result in a recommendation of expulsion.

**Special Needs/Allergies**
If your child has special food needs or allergies please make us aware of these by completing the Emergency Contact & Medical Information online during enrollment process. It is the parent’s responsibility to inform the BCA staff of any allergies or medical conditions.
Safety and Security Policies

All persons, parents, and visitors MUST check in at the front office to obtain a visitor pass upon entering the building. This is for the protection and security of all the children.

Emergency plans have been developed and are available for parent review. In order for BCA staff to give the students our undivided attention from the moment they enter the classroom and to provide safety during morning drop-off, parents are required to use carpool instead of entering the building. If you need to speak with your child’s teacher, please set up a conference time, leave a message in the office, e-mail or call after school hours.

A STUDENT MAY ONLY BE RELEASED TO AN AUTHORIZED PERSON. YOU MUST HAVE A CAR TAG.

Written permission must be sent that morning if there is any change from the usual authorized person to pick up your child. All names of anyone who is authorized to pick up your child must be listed on the Authorized Pick-Up Form and/or the Authorized pick-up section of your enrollment application. In case of an emergency, please call the school office with the name of the person to pick up your child. They will need a picture ID which will be photocopied for security reasons. You may update the names of those listed on your Authorized Pick-Up List at any time in Renweb Parents Web.

In the rare case of an extreme emergency, a parent may change the authorized pick-up via telephone with the proper identification and by following specific office requirements. This will only be used in case of extreme emergency.

Parental Access
Bethlehem Christian Academy welcomes parents to be an active part of their child’s education. To ensure the safety of our children, we ask you come directly to the school office upon entering the building to obtain a VISITOR PASS and sign in. Parents and visitors are not allowed in the classrooms prior to checking in at the office. While we appreciate our parent volunteers it is imperative that parents do not interfere with classroom instruction.

Communication with Students
Lunches, homework, books, and other items that may need to be delivered to your child should be left in the office. If you need to send a message to your child during school, please call the office, and the message will be delivered. We do not call students to the phone except in the case of an emergency. A message may be given to a student to call a parent during a convenient break (i.e., lunch). Students are not allowed to use cell phones during the school day. Therefore, any messages or calls should be directed to the school office.

Discretionary Searches
In order to ensure the safety and security of our students and staff, the administration reserves the right to search any book bag, locker, bag, handbag, and/or purse that is on the school property. No prior warning need be given for a search to take place.

Harassment Policy
Bethlehem Christian Academy is committed to maintaining an academic 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. BCA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, including possible expulsion. Students who feel they have been subjected to conduct of a harassing nature are encouraged to immediately report the matter to the administration. All complaints will be promptly investigated.
**Child Abuse Policy**
The state of Georgia requires Bethlehem Christian Academy’s staff and volunteers to be mandated reporters and to report allegations of suspected child abuse to the Department of Family and Children Services (DFACS) when there is cause to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. While BCA is expected to communicate with parents the well-being of their child, the administration is placed between the parent and the state, acting on behalf of the child and in accordance with state law. BCA may not always contact parents in advance of making a report to DFACS. Reports made by a BCA mandated reporter are in the best interest of the child. BCA may also undertake an inquiry of school personnel prior to making a report to determine whether or not there are sufficient grounds to require reporting.

**Closed Campus**
To provide the highest level of security for our students, BCA operates a closed campus. This means that once a student arrives at BCA, he/she cannot leave the campus without permission from the administrative office until the end of the school day. Appropriate reasons to check out of school early are listed in the attendance section. During the day, all visitors must enter through the front doors.

**Lock Down**
In the event of a lockdown, school personnel have been trained to ensure custody and accountability of all students. We will not be able to make or receive phone calls. Please do not text or call your student’s cell phone. We work closely with city and county police who will secure the area. If necessary, our campus will remain in lockdown mode until the police release us.

**Emergency Evacuation**
In case an emergency situation requires BCA to evacuate our facility, parents will be notified immediately. Pick up at an evacuation location will require a parent/guardian to present their security car tag to the classroom teacher in order for their child to be released.

**Weather Closing**
Channel 11 news will list Bethlehem Christian Academy if it is closed. If for some reason we feel it necessary to close even when our local school system is not, we will either send all families a message by our e-mail notification, or our personnel will contact you. If you ever have any questions, please call the school office at 770 307-1574.

**In Event of a Facilities Problem (Loss of Water, Heat, Electricity)**
In the event of a facilities problem (the loss of water, heat or electricity) the administration will assess the situation and verify the severity of the issue. If the situation cannot be repaired quickly, parents will be contacted via email or telephone to come and pick up their children in a typical carpool manner. If parents are unable to come, students will be moved to the church facility until parents can come. If the church facility is also compromised, students will be evacuated to wait until he/she can be picked up by notified parent or the all-clear is given to return to the school. Parents must use their carpool security tags for pick-up. The evacuation point will be communicated to parents via Renweb email at the time of an evacuation.
**Transportation Policies**

**Field Trips**
During the course of the year, field trips are scheduled and planned by the staff at BCA. Scheduling and planning of field trips is the responsibility of the classroom teacher. The following guidelines have been established:

- Students will wear their standard school uniform unless otherwise notified. *(see Field Trip Dress Code)*
- Students who have not demonstrated self-control within the classroom environment may not be allowed to accompany the class on a field trip. Students are expected to exhibit the same good behavior on a field trip as they do in a classroom.
- Chaperones should report any student’s misbehavior directly to the classroom teacher or staff member coordinating the field trip. At no time will a chaperone be allowed to discipline any child. All discipline is the responsibility of the classroom teacher.
- Field trips are part of the educational experience for the students. If parents attend the field trip, siblings are not to accompany them unless approval is acquired.
- A permission form must be signed by a parent or guardian for all trips away from school. This ensures that parents are adequately informed in advance of any anticipated field trip or excursion.

**Parents as Chaperones**
There are times throughout the school year when parents may be asked to serve as chaperones. Classroom teachers are allowed to set the number of chaperones needed depending upon the circumstances of the trip. The school requires parents to follow the same standards of dress and conduct as required of the faculty and staff. Chaperones are to be considered an extension of the school and Bethlehem Church.

**Bus Drivers**
A CDL licensed driver with a passenger and school bus endorsement is required for all school trips requiring the use of buses or vehicles designed to transport fifteen or more students.

**Field Trip/Sport Events Bus Rules**

- No pushing or shoving while entering or exiting the bus
- No standing while bus is in motion or in route
- No hand gestures to other vehicles
- No signs placed on or in windows
- No screaming or yelling permitted
- No whistles or noisemakers allowed by students or teachers
- No tampering with emergency exit doors or windows
- Seats will be assigned if needed

*Additional rules may be given to students at the time of the trip.*

**Driving to School**
Driving to school is a privilege that students can earn and keep by driving and parking in an appropriate manner and arriving on time. Student drivers who arrive late must check-in at the office upon arrival. Any act considered potentially dangerous to the driver and/or others, or which demonstrates a disregard for school policy, will be considered a violation. It could be as simple as parking in unassigned areas or as dangerous as speeding/reckless driving. All reports of unsafe driving will be seriously considered. The risk is too great. A possible consequence may be the loss of the privilege to drive to school for a period of time or indefinitely. Any student of legal driving age who intends to drive to school, either on a regular basis or occasionally must comply with the school policy and is required to register his/her vehicle in the office where he/she will be issued a parking permit.
Parking Permits

- Parking permits are required for all students desiring to park on campus for all or part of the school year. Permits may be purchased in the high school office and must be placed on the front window of the car. Students must park in their assigned space.
- Receipt of a Driver’s License does not guarantee a parking space. Priority will be given by grade level seniority and based on behavior.
- Students may not drive other students to or from school without the written permission and signed authorization form. These forms can be obtained from the school office.
- Loud noise, squealing tires, unsafe speed, or inappropriate handling of vehicles will result in suspension of driving privileges on the campus.
- Once a student arrives at school, the parking lot and their automobile are off limits until dismissal. This is for the protection of the students and the school.
- Cars are not to be used as lockers. All school materials, lunches, etc. must be brought in prior to the start of school.
- No changing clothes in vehicle or in the parking lot.
- Bethlehem Christian Academy is not responsible for student vehicles and/or property therein.
- Any violation of these policies may result in a reprimand and/or loss of a student’s parking privilege for no less than one week.

Certificate of Attendance

A Certificate of Attendance is necessary for students to get a drivers license. A form must be completed and turned in to the HS Office three days in advance during the school year prior to your receiving your Certificate of Attendance.

* Certificates expire after 30 days.
Dress Code

Dress Code Philosophy

- The dress of a student at BCA should show respect for personal appearance, the school, the learning process, and our Creator. Although a person’s spirituality cannot be measured by his/her dress, we do believe personal appearance is important in establishing the proper atmosphere for the learning process.
- Uniforms are required during the school hours. The dress code is required for all special events, afterschool activities, when representing BCA in events, activities, afterschool or when on campus.

Dress Code Policies

- Uniforms are required for students attending BCA in the academy classes.
- All student uniforms must be purchased through Buckhead Uniforms or Uniform Source only except as stipulated below for outerwear and pants.
- Fads or trends may not be added to the school uniform. At the discretion of administration certain accessories may be prohibited.
- Sweatshirts worn to school must have BCA logo.
- Students not following the uniform policy will be required to change. If a change cannot be brought to the school, a BCA lab coat will be provided to be worn for the remainder of the school day. Multiple infractions will be cause for disciplinary action.
- Outerwear can only be a non-BCA jacket if it is solid navy or black and full-zip.
- For students finding standard uniform pants difficult to fit, Khaki uniform pants and shorts may be purchased independently, but they must match the approved uniforms in style, type of fabric, and color. No cargo pants/shorts or jeggings are permitted. Pants should not fit too tightly.

Boys:

- Boys are not allowed to have pierced body parts, wear earrings, or visible tattoos.
- Boys must have a traditional hair style, neatly cut and groomed:
  - Hair should not extend below the eyebrows, middle of the ear, or extend below the collar.
  - No hair coloring that can be considered an unnatural hair color.
  - No hair styles that disrupt the learning environment (Mohawks and spikes, etc.).
- No hats and scarves may be worn inside the building.
- Facial hair should be well-kept and sideburns must not extend below the earlobe.
- Pants should be at the student’s waist.
- Shorts will be no shorter than 2 inches above the top of the knee and no longer than 2 inches below.
- Shirts will be tucked in and buttoned fully excluding the top button.
- Sweatshirts must have a BCA logo. It should be over a BCA uniform shirt.
- Belts should be worn if the attire is equipped with belt loops.
- Athletic shoes must be non-marking. Boots should be brown or black leather with rubber bottom (no cowboy boots, no work boots, and no dirty boots). No backless shoes or slippers permitted. Any visible portion of an undershirt or turtleneck must be white, light blue, navy blue, black or grey. No writing should show through the outer shirt.
- Pocket chains are not allowed. No dog chains, chokers or spikes allowed.

Girls:

- Not permitted visible tattoos or body piercing other than earrings (no more than two per ear).
- Exceptions from traditional hairstyles or colors are not allowed.
- All girls’ apparel must be worn modestly, not too tight.
- A white camisole must be worn under any white shirt.
Skirts and shorts length will be no shorter than two inches above the top of the knee.

All shirts, with the exception of fashion fit, will be tucked in and buttoned fully excluding the top button.

Sweatshirts must have a BCA logo. It should be over a BCA uniform shirt.

Belts must be worn if the attire is equipped with belt loops and shirt is tucked in.

Athletic shoes must be non-marking. Boots should be brown or black leather with rubber bottom (no cowboy boots, no work boots, and no dirty boots). Students may not wear backless shoes or slippers.

Only solid-colored leggings and/or socks (navy, black, gray, white, cream) may be worn.

Any visible portion of an undershirt or turtleneck must be white, light blue, navy blue, black or grey. No writing should show through the outer shirt.

Jewelry and accessories must be minimal and not a distraction. Pocket chains are not allowed. No dog chains, chokers or spikes allowed.

**Standard Uniform**

Students may be requested to wear a standard uniform for trips or special occasions

- Navy logoed polo shirt
- Khaki pants or skirt
- Belt, socks, and traditional shoes (black, brown, navy, or white)

**P.E. Uniforms**

P.E. uniforms for Jr. High-High School students will consist of navy shorts or sweatpants and a school-designed gray t-shirt or sweatshirt. This uniform may be purchased at either school approved uniform store. Dress code rules still apply for P.E. apparel. P.E. uniforms are only to be worn during P.E. class.

**Casual Day Incentive**

Students with no discipline referrals may earn casual day each Friday. Casual day dress code listed below must be followed.

**Casual Day Dress**

- The following minimum requirements must be kept in order to participate in casual day:
  - Students must wear shirts with a collar or BCA spirit apparel. (All BCA event or athletic shirts are allowed)
  - Shorts-Boys and girls may wear modest walking shorts (minimum of two inches above the knees). All shorts must be hemmed. Only BCA logo athletic shorts.
  - Pants-Boys and girls may wear modest blue or black jeans or cargo pants/shorts. They must have no holes. Only BCA logo athletic or sweat pants.
  - No backless shoes or slippers may be worn.

**Special Events**

All special gatherings and banquets sponsored by the school will have an acceptable dress code communicated by BCA administration. This communication will be given when all other details are given pertaining to the event. The following basics are required.

**Formal Dress Code (Homecoming, Jr/Sr Prom, Banquets, Graduation, Special Events, etc.)**

- Boys may wear dress shirts and ties with dress slacks and dress shoes. No cargo pants allowed.
- Girls may wear dressy slack outfits or dresses. Dresses and skirts must be no shorter than two inches above the knee. They must be modest and with the lowest point of the neckline no lower than two inches below the collarbone. No cleavage should be visible.
Field Trip Attire
Standard Uniform – classic navy with BCA logo: any style khaki uniform pants, capris, skirt, or shorts. Teachers may specify alternate attire prior to field trips, when appropriate, with administrative approval.

Consequences for Infractions
Teachers are responsible for monitoring that students are in proper uniform. If a student is found to be in violation of dress code and is unable to change immediately. Students will be sent to their division office where a BCA lab coat will be provided to be worn through the end of the school day. Infractions will be logged and the Discipline Panel will administer appropriate consequences.

The administration reserves the right to determine the final standards on all fashion and/or appearance trends.
Attendance Policy

- School Day attendance will be closely monitored and enrollment must be reported to the local school system for which your child is zoned. Each student is required to bring a note following each absence. There is a 20 day absentee limit for the school year regardless if absences are authorized or unauthorized. A student must be in school for a minimum of 3 ½ hours to be considered present. The office will give a warning when absences reach 5 and 7 days. When students reach 10 absences a parent conference will be scheduled. All students missing 20 days or more in a school year will be forwarded to the Board of Directors for possible retention.

- Jr. High/High School period attendance will be recorded each class period. Credit for courses in Jr. High and High school may not be awarded for a student with over 10 absences regardless if absences are authorized or unauthorized from a class in one semester. The office will give a warning when absences reach 5 and 7 days. When students reach 10 absences a parent conference will be scheduled.

Authorized Absences
Any absence for which we get a parental notification is “authorized”. Please send doctor’s excuses to be turned in to the office for documentation.

Unauthorized Absences
Any days missed by students skipping class, leaving class without approval, or when parent approval has not been given for the student’s absence is considered unauthorized.

Makeup Work
- In case of any absence from class, students will be given one day for each day they are absent to turn in assignments or to make up tests/quizzes.
- Assessments and assignments due on the first day absent can be expected to be made up on the first day of return.
- BCA teachers will maintain regular procedures for late work and make-up work in order to encourage academic success.
- If an extended absence occurs due to illness or a prior arrangement, please give the teacher advance notice. The office staff will be happy to get any needed books and materials from the student’s locker if the parents call and make this request. Exceptions may be made to the make-up work policy in cases of extended absence.

Certificate of Attendance
Please note that a Certificate of Attendance is required for a student to receive his/her driver’s license. This certificate requires attendance to be verified. Students may not have 10 or more unauthorized absences in the current or previous academic year. Allow three days’ notice to the High School office for all Certificate of Attendance requests. Certificates expire after 30 days.

Truancy/AWOL
From the time a student arrives on campus in the morning until the school dismisses, students are required to check out through the office before they leave school grounds. Students who leave campus without checking out or who are absent from school without their parent’s knowledge will be considered truant. Students who skip a class or classes will be considered AWOL. Students who miss school for invalid reasons will also be considered truant. Disciplinary action may be taken.

Tardy to School
Tardiness to class is not only a bad habit; it disrupts the learning process for the tardy student and the classmates who are interrupted.
Students who are tardy must be checked in at their division office by a parent/guardian before going to class.

Students that are not in school for 3 1/2 hours are considered absent.

Students who are not in their homeroom or classroom at the time the bell rings will be considered tardy. They are to report directly to the office upon arrival on campus.

Consequences for tardies are listed in the discipline and academic sections.

Students who miss over 50% of a class period will be considered absent for that class.

**Check-Out Procedures:**
When a student is to leave school during the day, the parents should follow these procedures:

1. Report to the office and complete the sign-out sheet.
2. The office will call the student from class. Students remain under the care of the staff until released to a parent. We do not allow children to wait outside the classroom or the building.
3. The names on your Authorized Pick-Up list may be updated on Parents Web anytime.
4. Student drivers may only check themselves out with parent’s written permission, for example doctor’s appointment, physical therapy, etc.
5. Student drivers may not leave campus for lunch. Seniors may leave campus on Fridays with parent written permission.
**Discipline Policy**

**BCA Philosophy of Discipline**
The purpose of the discipline policy at Bethlehem Christian Academy is to direct students toward self-discipline and to guide students as they develop academically, spiritually, physically and socially/emotionally to fulfill God’s plan for their lives. We seek to promote helpful and cooperative behavior and to discourage disruptive behavior fostering cooperation among administration, teachers, students and parents. Attending Bethlehem Christian Academy is a privilege. A student’s integrity, repentance, and cooperation in the discipline process speaks volumes regarding his/her desire to attend BCA and his/her willingness to accept responsibility for behavior. If a student is unwilling to accept responsibility or exhibits behavior deemed harmful to fellow students or the school in general, he/she may be dismissed. The lifestyle of a student is a reflection of the Christian principles and standards of BCA, therefore school policies apply to behavior both on and off campus while a student is enrolled. We believe that the classroom environment should allow students to learn and is essential to provide the guidelines necessary to establish expectations of acceptable behavior at BCA. Self-control, obedience, and respect create an atmosphere conducive to learning and create a positive testimony for the individual and for the school. Self-control, obedience, and respect are virtues pleasing to God.

The following school policies are positive behaviors expected of all students:
- Respect for authority (administration, faculty and staff)
- Respect for fellow students, visiting parents and guests
- Respect for school property
- Orderly and appropriate behavior during all school functions
- Cooperation with teachers’ classroom management plans
- Language conducive to building up rather than tearing down
- Being prompt and prepared for class
- At Bethlehem Christian Academy, we believe the classroom atmosphere should be one which allows students to learn in a safe and happy environment. It is, therefore, essential to provide guidelines to ensure this learning environment is protected. Each student should know and abide by the rules of the school and the classroom. It is our goal to help students learn to take responsibility of his or her behavior choices as part of the learning experience.
- Order is necessary in any school to maintain control and to effectively teach. To teach self-discipline and respect for authority, certain standards of conduct are maintained at BCA.
- Students are expected to comply with the standards and regulations of the school with a positive attitude. If there is a question concerning the violation of a rule, the student should discuss it with the teacher privately. Courtesy and respect for fellow students is also expected. A student who does not respond to corrective discipline appropriately and who displays an attitude which is consistently out of harmony with the spirit of the school will be considered for dismissal.

**These policies apply to behavior at sporting events, field trips, and other off-campus school activities.**
Since discipline is an act of love and the BCA teachers and administration love students enough to discipline them, violations of the rules are initially dealt with by the classroom teacher. Teachers are responsible for classroom management and discipline procedures. Parents should not discuss discipline issues with other parents.

Students who make unwise and/or foolish choices, but are willing to repent, accept the consequences of their actions, and learn so as not to repeat the offense, will be given every opportunity to be restored to good standing in the school. However, those who scoff at the policies and regard them, or their enforcement, with disdain or contempt, showing no desire for repentance or restoration, may not be permitted to continue at Bethlehem Christian Academy.
**Discipline Procedures**
The purpose of this section is to explain possible disciplinary actions. It is not all inclusive nor does it speak to every possible scenario. The intent is to work with the student and/or parents to honor God with the student’s behavior.

**Teacher Action**
The classroom teacher will handle minor behaviors in the classroom. Teachers should use a variety of methods to help the student make better behavior decisions through the use of effective classroom management and positive discipline strategies. In Jr. High/High school, BCA teachers will implement their individual plan first. Level two and three infractions warrant an immediate discipline referral. Complete a Notice of Discipline Form when necessary and give it to the Vice Principal.

**Discipline Panel**
A Discipline Panel is appointed by the Head of School and meets as needed in regard to all discipline referrals. The Discipline Panel is made up of staff members from the BCA faculty, staff, and administration. The Vice Principal monitors the discipline procedures of the teachers as well as school-wide discipline. The Panel may use as a guide, the following administrative actions and levels of infractions when assigning discipline.

**Administrative Action**
Administrative action may be one or more of the following:

- **Administrative Meeting:** One or more administrators meet with student and parents to review the student’s disciplinary record and determine if it is in the best interest of the student and the school for the student to remain at Bethlehem Christian Academy. The administration has been granted the authority to issue consequences up to expulsion. Only the Head of School has the authority to expel a student.

- **Contract:** Written proposal clearly defining expected behaviors, consequences, and incentives. It will include a review period at which time it can be altered, renewed, or dropped.

- **Detention:** Detention is held after school. Students missing after school activities are responsible for communicating with their coaches/teachers. These individuals may add to their consequence for missing the after school activity.

- **Discipline Panel:** A discipline panel, set by the Head of School, will convene to review the discipline record of the student, meet with the parent(s) and student, issue consequences for the most severe offenses, and determine if it is in the best interest of the student and the school for the student to remain at BCA. This panel is authorized to issue consequences up to but not including expulsion. This panel may recommend expulsion of this student to the Head of the School for a final decision.

- **Withdrawal or Expulsion:** A student is asked to withdraw or expelled.

- **Out of School Suspension:** The student may not attend class or participate in any school activity. Absences are unexcused. Academic work will be provided, but credit will not be given for any work missed while on suspension.

- **Registration:** No registration for the next school year will be allowed when it is determined that it is in the best interest of the student or the school for him or her not to be at BCA regardless of whether registration has occurred.

- **Saturday School:** Saturday School is held from 9:00am-12noon on Saturdays. Students assigned to Saturday School will complete work detail and service on campus; there is a fee for Saturday School.

- **Academy Detention:** Student will attend school in isolation under supervision of a substitute teacher; there is a fee for Academic Detention.
Level 1 Infractions
At this level, the teacher is attempting to address behavior at the beginning stages of the problem and offer opportunities for the problem to be corrected. Teachers may choose an appropriate consequence for these infractions. Teachers will document all infractions at this level and communicate with parents. Documentation of parent contact will be saved in the Renweb Parent/Teacher Conference tab. The following infractions are typical but not all inclusive of those that may be handled as minor behavior issues:
- Being in off-limits areas without permission
- Repeated dress code violation
- Inappropriate public display of affection
- Noisy, minor disruptive behavior
- Horseplay/rough housing
- Unauthorized use of cell phones, game devices, personal electronics, etc.
- Excessive Tardies (3 or more)
- Disrespect of authority
- Failure to comply with teacher’s classroom procedures

Level 2 Infractions
Level 2 infractions that are repetitive and/or infractions considered more serious are as follows (as determined by the administration):
- Damage to school property
- Excessive dress code violations (6 or more)
- Gambling
- Improper driving or use of cars on campus
- Inappropriate behavior at school dances/events
- Integrity issues (Academic Dishonesty)
- Physical contact
- Fighting (verbal or physical)
- Profanity
- Inappropriate public display of affection
- Skipping class/AWOL
- Violation of Acceptable Use Policy/Technology Agreement

BCA’s Integrity Code
Integrity is of the utmost importance at BCA. Academic dishonesty includes: cheating, lying, stealing, and plagiarism. Cheating is unauthorized assistance sought, received, or offered on any type of schoolwork that could result in an unfair advantage. Lying is misrepresenting the truth in any form or manner. Stealing is taking anything that does not belong to you without explicit permission from the owner. Plagiarism the act of copying the ideas or words of another person without giving credit to that person. Academic dishonesty may result in the following consequences in collaboration with teacher and Academic Dean:
- Zero on the assignment
- Possible Administrative Referral

Level 3 Infractions
If a problem is repetitive and/or has a more serious nature (as determined by administration) which may put a student’s enrollment at BCA in jeopardy, the student and parents may be asked to meet with the administration or Discipline Panel. The following infractions are considered serious but not all inclusive and may occur on or off the school campus:
- Abortion
Acts of homosexuality or immoral sexual activity
Bullying (physical, psychological or cyber)
Conviction of a felony
Damage to school property
Fighting (verbal or physical)
Four or more reprimands
Improper driving or use of cars on campus
Involvement with any type of alcoholic beverages or illegal substances including non prescription drugs
Involvement with any improper use of prescription drugs
Involvement with the occult
Leaving campus without permission
Pornography
Possession of a knife or firearms
Possession of unauthorized object
Possession of fireworks
Pre-marital sex
Use of any tobacco products
Vandalism
Violation of the Acceptable Use Policy

Consequence: A student involved in any activity of a more severe nature (as determined by the administration) may be placed on indefinite suspension by the administration or Discipline Panel pending final decision, which could include dismissal. The Head of School has the responsibility to involve the appropriate law enforcement agency when necessary. The Head of School may intervene at any level of the discipline process.

Specific Discipline Consequences for the following behaviors for Jr. High and High School students will be monitored by the Head of the Discipline Panel. The following consequences will provide consistency for the students.

Cell Phones – Out of Sight-Out of Mind. If sighted the phone will be taken up and delivered to the office where the student may pick it up afterschool.

Punctuality
Tardiness
On 3rd Tardy per Class = 15 min detention with teacher
On 4th Tardy = 30 min detention with teacher
On 5+ Tardies = Administrative referall

Locker Check will be conducted by homeroom teachers periodically. Food and trash may not be kept in lockers. Locks must remain on the student’s locker and are not to be switched with other students.

Prohibited Items
Items that are not permitted on BCA campus include without limitation; skateboards, rip sticks, laser pens, etc. These items will be collected by the teacher and are not required to be returned. BCA is not responsible for lost, broken or stolen items.

Extreme Offenses
Students will be suspended or expelled if they possess any knife, firearm, explosive compound, weapon of any kind, or any item that would violate Georgia code 16-11-127.1.

Please Note: This information will serve as a guideline for the BCA Jr. High/High School discipline process. However, the faculty, administration, and school board shall have the right to modify them as they deem appropriate.
**Dismissal**

Every effort is made to help each child have a happy and profitable experience. If it should be determined by the faculty that a student has not satisfactorily adjusted and/or exhibits behavior which continues to disrupt the learning environment of the class and/or is detrimental to others, the school reserves the right to dismiss the student.

BCA reserves the right to expel students for reasons of non-cooperation, disciplinary problems, illness, delinquency in payment of fees, or inability of a child or parent to adjust to the school program, as determined by the administration and/or Board of Directors.

BCA reserves the right to require students to subscribe to standards that are believed to be necessary to create a campus atmosphere and community character that is desired. It should be understood that any behavior, either on campus or away, which indicates a student’s disregard for the school’s Honor Code, could be sufficient reason to ask him/her to withdraw from BCA.
Harassment Policy
BCA will not tolerate harassment of students or employees, based on race, color, gender, nationality origin, religion, age, sexual orientation, or disability. The following are some examples of inappropriate harassment behavior.

- Obscene or suggestive remarks or jokes, verbal abuse, insults
- Display of explicit, offensive or demeaning materials
- Physical or verbal hazing
- Threats
- Comments, whether written, verbal or electronic, which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, or class. BCA strives to maintain an environment where students and employees can study, work, and live free of harassment.

All complaints of harassment should be reported promptly to administration. Investigation will be conducted immediately and privately; and a determination of appropriate action will be made. The complainant should not discuss the matter with others to assure privacy of all parties is maintained.

Unlawful Use of Alcohol, Tobacco, and Illegal Drugs
In recognition of the fact that the use of alcohol, tobacco, and illegal drugs reduces an individual’s potential for learning and life; BCA has established rules of conduct to discourage such behavior. For students who break these rules, the school hopes to accomplish the following goals: impose appropriate sanctions in order to deter future violations; provide the opportunity for education about the dangers and consequences of such activities; and when possible, restore individuals to the school community as positive contributors.

Policy: BCA strictly prohibits the use and possession of alcohol, tobacco, or illegal drugs by its students both on campus and off-campus (as defined below).

“One-Campus” means the use or possession of alcohol, tobacco, or illegal drugs on school property OR at a school-related off-campus OR use of alcohol or illegal drugs prior to coming onto school property or to a school-related event off-campus.

“Off-Campus” means the use of possession of alcohol, tobacco, or illegal drugs off school property at an event unrelated to Bethlehem Christian Academy.

Right to Search
Bethlehem Christian Academy is committed to ensuring that its campus is drug-free. To accomplish that goal, BCA is allowed to search any students; electronic device, emails, their lockers, vehicles, and their personal belongings for the presence of alcohol, tobacco, or illegal drugs. If a student is suspected of being under the influence of alcohol or illegal drugs on-campus, the student may be required to submit a chemical test of his or her blood, urine or saliva. Such chemical testing may be conducted either on-campus or at an appropriate medical facility off-campus.

Duty to Report
Georgia law requires BCA to report immediately the name of any student who possesses or sells illegal drugs on campus or at any school-related function off-campus to the police or district attorney’s office.

Voluntary Disclosure
While a student is subject to the discipline process any time BCA becomes aware of specific conduct which violates the school’s policy concerning alcohol, tobacco, and illegal drugs, the school does want students to seek help in this area if needed. Accordingly, students and/or families who approach school counselors, administrators, or faculty members seeking general help—without reference to a specific incident or event—will
be referred to appropriate health care professionals without a discipline proceeding being commenced against the student.

**Discipline Guidelines**

BCA recognizes the importance of clearly apprising its students of the consequences of violating the school’s policy concerning alcohol, tobacco, and illegal drugs. Toward that end, the school has determined that certain sanctions shall accompany every violation of the policy. For purposes of these guidelines, the “school year” starts at the beginning of the summer term and ends at the conclusion of the spring term. Attendance at BCA is a privilege, not a right. Accordingly, BCA retains the right to expel a student for any violation of the school’s policy concerning alcohol and illegal drugs if the investigations and proceedings in either state or federal court shall have no binding effect on either the findings of the Discipline Panel or any sanctions which may be imposed by the school administration.
General Policies & Information

Parent Conferences & Communication
Our staff welcomes close communication between parents and the school. If you need to talk with your child’s teacher, please feel free to call and set up an appointment. Teacher contact information (e-mail address) is available on the school website. Appointments with the teacher must be set up immediately after school. Parents are asked to respect the privacy of teachers and staff members of the school by making inquiries concerning school matters during regular school hours. Please do not call school personnel at home unless it is an emergency.

Tutoring
Tutoring is available through various BCA teachers. If your child needs a tutor, please contact the office for a list of teachers offering this service after school. Each teacher sets their own fee for tutoring and this is not monitored by the BCA administration. Teachers may choose to offer their tutoring services and are paid directly by the parent.

Parental Supervision
All Jr. High students attending an event on campus should be accompanied by an adult responsible for that student for that event.

Property
All property, especially books, book bags, and clothing should be labeled with students’ names. BCA is not responsible for lost or stolen property.

To encourage the development of personal responsibility and organizational skills, students are discouraged from asking parents to bring school items left at home. Only in extraordinary circumstances should items be delivered to school. Students should be informed that items must be left in their appropriate division office for pickup.

Lockers
Lockers and locks will be assigned to each Jr. High/High School student. A locker usage fee is charged per year. The locks and lockers are property of BCA. If a student loses or fails to turn in a lock at the end of the year there will be a charge add to SMART account. The student and the student’s parents must agree to:

- Reimburse the school for damage to the locker as a result of abuse
- Not allow another student to use this locker or give out combination
- Not permit anyone to place any material in the locker that would be in violation of school policy realizing that the person assigned the locker will be held responsible for its contents
- Permit the school to inspect the locker from time to time as it deems appropriate
- Students are encouraged to keep lockers secured
- Clean out locker at the end of the school year

Students should not deface the lockers. Students are not allowed to place décor on the outside of lockers. BCA is not responsible for personal items in lockers.

Students should secure all valuables in their lockers e.g. iPods, wallets, cell phones, etc.

CD, MP3 players, iPods, digital cameras, and other electronic equipment of any kind are allowed only before and after school. If students listen to music on campus, lyrics should be school appropriate. They must be stored in lockers until the end of the school day.
Students may not deface school property or the property of others. Students are not allowed to write on the lockers or to place decals, stickers or pictures on the exterior of lockers. Decoration of lockers must be restricted to the interior of the locker and must be removed at the end of the school year.

Lockers should be closed and locked during class and at the end of the day. Students should not tamper with the locks.

**Storage of Books**- Books must be stored in lockers only. Any books left on benches, on floors, in stairwells, or anywhere other than inside lockers will be confiscated. Athletic bags and bulky items too large for lockers may be stored in designated areas. Student lockers must be kept free of trash and food.

**Search Policy**
Bethlehem Christian Academy reserves the right to invite Law Enforcement personnel on campus to provide assistance in searches at any time.

Lockers are school property and are subject to search by school officials at any time. Personal possessions, such as book bags, cell phones, gym bags, purse, and automobiles, while on campus, are subject to search by school officials at any time.

**Buying and Selling**- Students may not sell items on campus without permission from the Administration.

**Eating**- Food and drinks can only be consumed in the Café or in the designated courtyard areas. Students are expected to consume all drinks before entering the building. Water is the only drink allowed in the classrooms/hallways. Students should dispose of all litter in appropriate containers before entering the building. Chewing gum is prohibited in the building at all times.

**Cell Phones-Electronic Devices**

**Cell Phones**: These are permitted in Jr. High and High School after school only. They should not be seen or heard from the time a student arrives at school until dismissal. Students are not allowed to send text messages during the school day. Cell phones and all electronic devices must be turned off and remain in the student’s locker/backpack during the school day. If a cell phone is seen or heard it will be confiscated and turned in to the administration until the end of the day. During trips, students should keep the phones off while on the bus until told otherwise by coaches or supervisors. The school is not responsible for lost or broken devices.

Failure to follow these guidelines will result in disciplinary consequences. Parents who need to contact students during the school day should call the School Office.

On the second offense of the collection of a cell phone, IPOD, MP3 player, or other electronic device, the parent will need to come to the school to pick up the item. It will not be released to the student.

**Social Functions**
The school will not be held responsible for any social function that is not officially approved or sponsored by the school. All official school sponsored functions are posted on the school’s calendar and may be viewed on the school’s website.
Being in Off-Limits Areas
While students are encouraged to make our campus their home, for safety sake the following areas are off limits:

- Bethlehem Church- except for the express purpose of attending class, lunch, or a scheduled or supervised activity.
- Wooded areas off center campus
- The gym/high school unfinished classroom/activity areas.
- The gym, stage and backrooms, unless the student is engaged in an activity scheduled there.

Lunch
- All students will need to bring their lunch to school or participate in the school lunch program. If sending a lunch, please send in simple, yet nutritional lunches. Students are encouraged but not forced to eat.
- Students are allowed to use microwaves; however, it is the responsibility of the student himself.
- Lunch orders must be placed by the deadline indicated or a lunch will not be ordered.
- There will be no refunds due to absences.
- When a lunch is forgotten, or you are bringing your child lunch, please have the lunch in the school office before 11 am. If lunch is not provided at the time lunch begins, a school lunch will be given and charged to your SMART account.

Records
It is the responsibility of the parents to notify the administrator in writing of any change in address, phone numbers, schedule, or other pertinent information. BCA should have all current custody documents on file.

Messages
Please feel free to contact your student’s teacher with any questions or concerns. Since we cannot accept verbal messages except in the case of an emergency, please send a written note if you have information for your student’s teacher. Email is the preferred method of communication for parent/teacher contact.

Conflict Resolution
Matthew 18 sets the Biblical standard for dealing with conflict. The best chance for clarifying the situation or bringing restitution is to meet with the one most directly involved. Working with the classroom teacher is often the best way to resolve a concern. If a concern is not resolved at that level, then the issue may be brought to the Director of Guidance. Only after these avenues have been attempted may a parent submit a written grievance to the Head of School. The written grievance will be presented in a timely fashion to the Board of Directors if necessary. A response will be given after the next board meeting by either the Head of School or a board member. Contact to individual board members by parents or failure to submit the grievance in writing through the Head of School will not result in any action.

Christian Conciliation Statement
As Bethlehem Christian Academy has accepted your child into the school, we are making an agreement with you, the parent or guardian, to provide an opportunity for your child to receive a Christian education. If conflicts or disputes arise, we will make an effort to resolve these through the ordinary means of conference with teachers, administration, and the BCA Board of Directors. Recordings (audio or video) of any such meetings are prohibited. If our efforts were to fail to bring resolution to serious problems, we will follow procedures of arbitration outlined in our school by-laws. If you wish to read these procedures in more detail they can be provided for you at your request. Your signature of agreement to this handbook verifies your agreement to use binding arbitration as given in BCA’s binding arbitration policy.
**SUBMISSION TO ARBITRATION**

Believing that lawsuits between believers are prohibited by Scripture, all persons directly involved in BCA agree to submit to binding arbitration in any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

**NOTICE OF ARBITRATION**

In the event of any dispute, claim, question, or disagreement arising out of or relating to these bylaws or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to Section 4, below.

**LIMITATIONS ON ARBITRATION DECISIONS**

A. Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline as outlined under Section 3.04, were followed.

B. Should any dispute involve the removal from office of the pastor or any church officer, the arbitrators shall be limited to determining whether the procedures set forth in Section 3.04 were followed.

**ARBITRATION PROCEDURES**

The Procedures for Arbitration shall be as adopted by the Board of Directors.
School Advancement

Annual Fund
The BCA Annual Fund is vital to maintaining and improving education excellence at Bethlehem Christian Academy. Generous tax-deductible gifts to the BCA Annual Fund directly impact the everyday business of BCA as well as contribute to the expansion of current student programs.

A high level of participation is critical to reach our goal. Please consider participating at any level. Regardless of the amount of the gift, we thank you in advance for your support.

“Every man shall give as he is able, according to the blessing of the LORD your God which He has given you.”
Deuteronomy 16:17

Giving can be done in many ways here at BCA. Below you will find a few ways to help support our school.
- Annual Fund
- Effortless Earnings
- Endowment/Planned Giving
- Georgia Tax Credit/Pay it Forward
- Pillars/Business Partners
Parent Involvement

Parents are encouraged to be a part of their child’s education by joining in on various activities and special events at the school, such as:

- To share interest and talents
- Assistance with classroom activities
- Join a parent team (Teacher Appreciation Team, Booster Club)
- Become a prayer warrior by joining the Mom’s In Touch prayer group

Parent Volunteers

If you wish to volunteer at the school, please contact the Advancement Office. Bethlehem Christian Academy invites all parents to volunteer. We encourage the assistance of our parents in order to make our school the very best. There are many programs the parent volunteer group will help with during the school year. If you are interested in becoming a volunteer for a specific activity, please contact the school office for more information or continue to check on the school website for opportunities where volunteers are needed.

Volunteer Policy

A volunteer is a person who performs services for Bethlehem Christian Academy without the expectation of compensation. They are a vital link in the overall program of BCA and the accomplishment of its mission.

Volunteers must adhere to the following:

1. Volunteers shall be professing Christians and shall maintain the highest level of Christian conduct and commitment at all times.
2. Volunteers agree to actively perform their duties with a Christ-like attitude and to remain loyal to the mission, goals, and procedures of BCA.
3. Volunteers serve under the supervision of a Bethlehem Christian Academy staff member.
4. Volunteers will support the school faculty, administration and staff.
5. Volunteers may be utilized in all programs and activities of BCA.
6. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer.
7. Volunteers shall dress appropriately so as to present a good image of BCA (following dress code stated in Handbook).
8. Volunteers are expected to adhere to the Matthew 18 principle.
9. Volunteers who are under the direct supervision of a BCA staff member do not have to undergo a criminal background check.
10. Volunteers who at any time are working with students without a BCA staff member present must undergo a criminal background check.
11. Volunteers are mandated reporters.
12. Volunteers who accompany classes on overnight trips must undergo a criminal background check.
13. Volunteers must sign in with the receptionist upon arrival on the BCA campus.
14. Volunteers must wear a BCA visitor sticker at all times while on campus.
15. The service of all volunteers is at the discretion of the administration of BCA.

Teacher Appreciation

This committee coordinates events/activities which help honor our teachers by coordinating teacher appreciation week activities, birthday treats, etc.
**Booster Club**
Parents, grandparents, and friends work together with the school staff to promote and support the development of programs at BCA. All parents are invited to become a member of the Booster Club. Yearly dues are collected.

**Prayer Groups**
BCA has groups of moms who meet regularly to pray for BCA. More information as to meeting locations and times/dates are on the school’s website.

**BCA Grands**
Grandparents of BCA students work with the school to promote BCA and support students, staff, and events. BCA welcomes the involvement of all grandparents.

**Effortless Earnings Team**
Parents volunteer once a month sorting, counting, and mailing donations of box tops, ink cartridges, and Campbell’s labels. This program allows BCA to purchase PE equipment, Art, and office supplies.

**Lunch Bunch Crew**
Volunteers are assigned a specific day to assist the lunchroom coordinator with sorting, distributing, and setting up for students lunches. Volunteers will also monitor and assist students needs as they arise. In addition, volunteers help distribute ice cream.

**School Store Team**
“The Knights Armor” store will be open during specific hours of the school day. Parents will volunteer to work assigned specific days and hours.

**Special Events Team**
Throughout the year, volunteers work together to ensure our times of fellowship are exciting and fun!

**Media Center Team**
Parent assist the media center specialist in checking books in/out, reshelving books, working the book fairs, and helping students with academic work or studies.

**Resource Room Team**
Volunteers work in the resource room to prepare materials for teachers by making copies, laminating, cutting out materials, and gathering instructional materials.

**The Green Thumb Team**
Volunteers help with the beautification of BCA by gardening with students, organizing a recycling project, participating in campus clean up days, and more.
I/We __________________________, parent/legal guardians of __________________________ do hereby agree to the following Family Commitment Contracts. (Note: Please initial beside each statement.)

_______ 1. We agree to uphold the school consistently in prayer, to support the volunteer programs and fundraising efforts and to serve the school with our time and talents.

_______ 2. We agree that the school reserves the right to deny entrance or to dismiss any new family or re-applying family without any refund. Non-acceptance of application may be for reasons of non-cooperation in areas such as school policies, philosophy, and/or educational process. We further understand and agree that if at any time it becomes apparent to BCA that they are unable to serve a student, then the school reserves the right to dismiss that student without any refund.

_______ 3. We understand and accept the fact that the Administration has the responsibility and freedom to determine when it is in the student’s and/or school’s best interest for a student to withdraw. If this is determined in the case of our family, we will cooperate and support the decision to withdraw as quietly as possible, avoiding discussion with those not involved.

_______ 4. We agree to provide BCA with all required forms at time of enrollment.

_______ 5. We agree to set up an account with the SMART Tuition Management Co. who will handle all tuition payments and will arrange an installment program right for our family. If tuition payments are two months in arrears, the student must be withdrawn from the school.

_______ 6. We agree to pay all fees and tuition, as set by BCA, on a timely basis as established by the school. We understand and agree that if we become delinquent in payment of fees and/or tuition, BCA may take appropriate actions in dealing with delinquent accounts. These actions may include, but are not limited to, efforts to collect any past due amounts. Failure of BCA to exercise any rights hereunder shall not be considered or deemed a waiver of any such rights.

_______ 7. We agree to the school’s policy that all new students are accepted on academic and behavioral probation for the first semester attending BCA.

_______ 8. We agree that transcripts and school records will not be released if there is an outstanding balance on our account.

_______ 9. I understand that the BCA budget is based on the full tuition expected from each student enrolled. I understand that once I accept the school’s offer to enroll at BCA that it is my responsibility to pay the full tuition for the year even if I choose to withdraw my child from BCA during the school year for any reason.

_______ 10. We agree to notify the school by signing a Withdrawal Statement and submitting to the school’s main office if we choose to no longer attend BCA.

_______ 11. We agree to be responsible in providing the school with the most current custody or guardianship information and any vital health information that could be necessary in the proper care and safety of the student. We further understand and agree that in the event of legal separation and/or divorce to provide BCA with certified copies of court orders regarding custody and visitation.

_______ 12. We agree to use binding arbitration as given in BCA’s By-Laws, Appendix I, Binding Arbitration, as a means for conflict resolution that cannot be resolved among the BCA teachers, administration, or board.

_______ 13. We agree to follow scriptural principles when questions or areas of concern arise. We agree to go through the proper channels and the Biblical example of dealing with conflict as described in Matthew 18.

_______ 14. We understand and agree to abide by the policies and procedures in the Parent-Student Handbook.

_______ 15. We pledge our loyalty to the aims and ideals of the Academy, agree to abide by all policies of BCA, and will direct any criticisms to the appropriate person.

_______ 16. We support the school’s Statement of Faith and Code of Conduct beliefs.

_______ 17. We understand this to mean that this Family Commitment Contract is also a binding financial obligation. Tuition payments are due on the date stipulated under the plan chosen on the financial policy. The student activity and book usage fee is payable by June 1 for re-enrollment and at the time of acceptance for new applicants and is non-refundable.

Perpetual Contract Coverage:
By signing this contract, I agree that this contract is valid as long as I have my student at Bethlehem Christian Academy. Future re-enrollment via an online process shall not invalidate nor terminate this signed contract unless a new enrollment contract is signed, in which case the new enrollment contract will supersede any previously signed enrollment contract.

Parent/Legal Guardian’s Signature __________________________ Date __________________________

Parent/Legal Guardian’s Signature __________________________ Date __________________________

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