

BETHLEHEM CHRISTIAN ACADEMY

PARENT/STUDENT
HANDBOOK
2012-2013



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.



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

Bethlehem Christian Academy

Parent/Student Handbook

2012-2013

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Bethlehem Christian Academy

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**
- **that 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.

School Information

School Address: 548 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
Full Day Preschool:	8:30am- 3:00pm
Elementary:	8:30am-3:00pm
Middle/High:	8:10am-3:15pm
Before-School Care:	7:30am-8:30am
After-School Program:	3:00pm-6:00pm

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 and admissions policies.

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

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 is not equipped nor it's teachers, staff and administration 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 has positive behavior, and has 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 they should formally do so through the school's main office. 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.

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. A fee is charged and is the responsibility of the parent/guardian.

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 2012-2013

Registration and Matriculation

Registration:	(nonrefundable)	\$220
Matriculation Fee*:	(Due in full by June 1 nonrefundable)	
K5-5th:		\$350
6th-12th:		\$400

*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, classroom fees, technology fees and yearbook.

Tuition Schedule

Installment Payments – 12 installment payments- Each payment is due and payable by the first of the month from June 1, 2012 through May 1, 2013.

Grades	<u>Twelve-Month Installment</u>	<u>Lump Sum</u>
K5 – 5 th Grade	\$510	\$6120
6 th – 12 th Grade	\$550	\$6600

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.

Athletic Fees

All Middle School, Junior Varsity & Varsity Sports **Varies Per Sport**

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 free tuition for the fifth child and up.

Graduation Fee

K5 Graduation (due by April 1, 2013) **\$25.00**

Middle/High Locker Fee **\$10.00**

Parking Permit **\$25.00**

Elementary Class Fee **\$25.00**

Late Payment Fee

\$25.00

This fee will be charged per student/per month if the appropriate tuition payment is not received by the 5th of the month.

Returned Check Fee

\$25.00

This fee will be charged for each returned check.

Before-School Program

7:30am-8:30am

\$5/day
\$20/week

Afterschool Program

3:00pm-6pm

\$15/day
\$50/week

Payment Procedures

A **monthly bill** will be sent prior to the first day of each month stating monthly tuition and any outstanding balances on your child's account. Please return payment with this bill by the 5th of each month.

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 may be sent in with your child to give to their teacher or paid directly to the financial office.
- 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.

Withdrawals

- 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.
- 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 the next child on the waiting list.

Academic Policies

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.

Elementary Program

Curriculum

Reading/Language Arts

Abeka Phonics/Reading
Six Traits +One
Daily Oral Language and Daily Grammar Practice

Math

Envision Math

Science

Purposeful Design

Social Studies

Combination of BJU Press and various other publications.

Bible

Biblical Choices/252 Basics

Our variety of curriculum was chosen with much research in order to create a wealth of resources for knowledge. Our teachers are encouraged to include a variety of experiments and activities, which enhance learning.

Elementary Assessments

- Basic Literacy Test (BLT) - An assessment given to lower elementary students as they progress through BCA. This performance test will show dates in which students accomplish goals in their educational journey at BCA and will be shared during parent conferences.
- Writing Assessment – Writing is an important skill for all students to acquire. Student’s writing will be assessed based on a standardized rubric and a portfolio of writing will be kept during the year.
- STAR Reading/STAR Math – Computer-based assessments are given a minimum of three times per year beginning in first grade. Student progress is tracked and data used to determine a plan of action to assist students in advancing in comprehension and math skills.

Homework

Homework is an integral part of the school program in aiding students to advance their studies. It is given as drill and practice, for remedial help, and for special projects. Daily homework assignments may be checked on Renweb. Due to the dynamics of the classroom and student comprehension of the materials taught, teachers may adjust homework assignments.

All students are required to have their homework ready to turn in at the time designated by the teacher. A penalty may be given for failure to turn in homework or not turning it in on time.

Computer Lab - Technology

Students enjoy the benefit of a computer lab that specializes in individual reading levels and skill development. Interactive technology is currently provided in the computer lab for all classes to enjoy. Interactive boards are being added to the elementary classrooms as funding allows.

Grading/Report Cards

Grades for most subjects will be on a numerical basis using the following grading scale:

Elementary Grading Scale:

A	90-100
B	80-89
C	70-79
D	60-59
F	0-58

Letter Grade Assignments:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grades are based upon work completed during each grading period with the issuance of four report cards. Report cards are sent home at the end of each quarter (four times yearly). A signature is required on the report card envelope and should be returned within three days.

Parent Access to Grades

Student's progress is available to parents through the Renweb data management program via the internet. You will receive a password specific for your child's information from the school. It is necessary for you to provide the school with your e-mail address in order to receive this password. If a parent does not have computer accessibility, hard copies of the progress report may also be requested by contacting the teacher.

Honor Roll

1st Honor Roll

All **A**'s for all academic subjects

2nd Honor Roll

All **A**'s and **B**'s

Extra-Curricular Opportunities For Elementary Students

Bethlehem Christian Academy believes in the education of the whole child, therefore, we seek to provide enrichment programs for our students. These classes will enable our students to have an opportunity to investigate certain areas of interest. We provide trained professionals in these areas of interest. These programs are not required. An additional fee is required for any extra-curricular class your child wishes to participate in. The payment plan is specific to each program. Please check the school website for information on these opportunities. Some activities offered at BCA for 2012-2013 will include Student Council, youth sports teams, etc.

Bible/Chapel

Chapel services are held each week for lower elementary (K-2nd) and also for upper elementary (3rd-5th). No special uniform (other than standard uniform dress) is required for chapel days. Chapel times are up beat and inspirational. Parents are invited to attend chapel services. These services are held in the BFBC sanctuary.

Discover Program

The Discover Program exists at the elementary level in order to help students in need of additional support reach their maximum potential. Students who qualify for this service will be provided with additional support in a small group setting with no more than four children at one time. Students qualify for services based on teacher referrals and supporting data in combination with parent and Discover Program coordinator approval. This program is open to all students, but children with a medical or psycho-educational disability, disorder, or impairment may take primary consideration in placement availability. Students participating in the program will be re-evaluated each semester based on academic growth and classroom performance. In addition to providing more intensive academic instruction, the Discover Program also acts as a resource for both parents and teachers in identifying students and providing them with appropriate strategies for success.

Bethlehem Christian Academy strives to keep parent cost to a minimum while providing an excellent academic foundation. In order to effectively provide intense instruction, there is an additional fee for any service provided.

Middle /High School Academic Program

Middle/High Curriculum

English –Literature

ABeka Literature & Grammar, Daily Grammar Practice, Progeny Press, and various literature publications

Math

Glencoe-McGrawHill

Social Studies

BJU Press

Bible

Positive Action, Purposeful Design, 252 Basics, and various other publications

Science

BJU Press, Glencoe-McGrawHill

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 Honors 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 guidance department. Twenty-four credits are required to graduate. Students are offered twenty-eight credits (grades 9 – 12).

Graduation Requirements

<u>Core Subjects:</u>	<u>2012-2013</u>
English	4 credits
Math	4 credits
Science (Biology, Chemistry, Physics)	4 credits
Social Studies	3 credits
Foreign Language	2 credits
<u>Non-Core Subjects:</u>	
Bible	4 credits
PE & Health	1 credit
Fine Arts	1 credit
Elective (Core or Non-Core)	1 credits
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. Computer and Selective Studies courses are included in elective credits.

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 diploma selection begin in the ninth grade. Students will select College Prep. or Honors (College Prep with distinction) tracks for their academic studies. Honors track is 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.

Middle School Grading

- Report cards are issued four times per year.
- Grades are calculated quarterly with a minimum of one benchmark evaluation 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 receive three grades of 70 or below in a class to discuss concerns. Conversations will be documented as part of the Student Support Process (SSP).
- 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.

Middle School Grading Scale:

A	90-100
B	80-89
C	75-79
D	70-74
F	0-69

- * Middle School 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.
- 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 receive three grades of 70 or below in a class to discuss concerns. Conversations will be documented as part of the SSP process.
- 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:

A	90-100	4.0
B	80-89	3.0
C	75-79	2.0
D	70-74	1.0
F	0-69	0.0

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

Retention

Middle School (6th-8th)

- Retention is recommended when a student fails two or more academic subject areas (Bible, English, Science, Math, or Social Studies) and/or lacks developmental social skills. If a student fails one class, 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.
- Student Support Plan (SSP) 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 in summer school to receive credit.

Student Support Process (SSP)

A Student Support Process meeting can be held for any student that is experiencing difficulty academically, behaviorally, spiritually, or in any other area that is having an adverse affect on their classroom performance. This process begins with documented actions and interventions made by the classroom teacher. After an SSP referral has been made, a team of teachers, the parents, and the student will meet to discuss possible accommodations that may be allowed for added support. A follow-up meeting will then be scheduled to evaluate progress and make plans for any further support.

Exams

High School (9th-12th) students may be given exams in all major subjects. These exams will be comprehensive, testing/evaluation material covered during the semester. Students who have an "A" average in a class, are in good disciplinary standing, have completed iServe requirements, and have no more than eight absences in the semester (whether authorized or unauthorized), will be exempt from taking three semester exams.

Any make-up exams will be given as designated by the teacher or administration.

Teachers will assign review homework and will do extensive review during class to prepare students for the exams.

Middle-High School 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) middle school students will receive a maximum grade of 80, high school 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.
- 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.

Strategic Studies

The BCA Strategic Studies 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 Strategic Studies class.

There is an additional charge beyond the expense of regular tuition for any and all levels of support.

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, iServe, iWorship, and iConnect. 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.

iServe

Bethlehem Christian Academy is pleased to include in its high school curriculum a service program requiring eight hours for grades 9 and 10 and twelve hours for grades 11 and 12. 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."

Guidelines and requirements for the iServe Program:

- In order to graduate or be promoted to the next grade, students must complete their hours and submit their completed iServe report form to the guidance office by the last day of the school year. (eight hours for grade 9 and 10 and twelve hours for grades 11 – 12).
- If all hours for the school year are completed during the summer before, then

requirements are met for the year.

- Families, groups of students, and clubs are encouraged to serve together. Service with a church or for any charitable or nonprofit organization will count for iServe hours.
- Students should get approval from the guidance office prior to the semester deadline to obtain approval for projects if unsure. In general, church service hours must be in addition to church attendance. No iServe hours should be completed for family members or BCA staff without prior approval.
- Seniors who do not fulfill the iServe requirement before graduation will have final transcripts withheld until the hours are completed and documentation has been received.

iConnect

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.” iConnect is a program to connect our students in small discipleship groups allowing character development lessons, prayer time, and student mentoring. All BCA students in middle 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.

iWorship

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 worshippers and BCA seeks to develop worshippers of God. iWorship 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 .

iWorship 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.

Middle/High School 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:

- a. All students in middle/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).
- b. 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.
- c. Students who attend school and do not dress out for physical education 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.
- d. No jewelry is to be worn during class.

- e. No horseplay will be allowed at any time.
- f. 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 physical education uniform. The uniform is navy shorts and gray shirt which will be available for purchase at the school during orientation. 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 P.E. class. Clothing must not be left in the changing areas. Any articles of clothing left will be taken to the Middle/High school office and students will be charged one dollar for pick up.

Middle/High Media Center Procedures

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

General Policies

- a. Grades 6-12 may check out two books at a time.
- b. Books are checked out for a two week loan period.
- c. Students may not check out another book if they have an overdue book.
- d. No eating or drinking in the library.
- e. Students must remain quiet and on task in the library.
- f. 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

Computers are available for student research; however, all students must follow the "Accepted-Use Policy" found in this handbook.

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.

Students wishing to receive afterschool tutoring may sign up for any available times in 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 the monthly billing. 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.

Athletic Policy

Participation Fee

There will be a participation fee charged for each sport at the varsity, junior varsity, or middle school 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

An annual sports physical form completed within the past 12 months by a licensed physician will be required for each student who desires to participate on any organized athletic team. Each participant will also need to have a completed BCA emergency information form or section of online enrollment for the current school year and a “Hold Harmless Agreement” on file in the Athletic office.

Academic Eligibility

The semester average is a numerical average of the two quarter grades for each semester. If a student fails two courses, he/she remains ineligible for the entire following semester. 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.

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.

Traveling To Events

Parents are required to sign a Transportation Release Form or online waiver stating the following:

I agree to allow my child to participate in all school activities including school sponsored trips away from the school premises, and as consideration for the benefits derived, I absolve the school and its representatives and agents from liability to me or my child because of injury to my child at school or during any school activity. I further authorize the school to secure necessary emergency medical attention for my child in the event of any injury at school or on a school sponsored trip away from the school. I understand all charges for such treatment are my responsibility to pay. I will take full responsibility for my child's behavior and will stand behind any disciplinary action taken by the school.

Required Forms

No athlete will be allowed to participate in an athletic contest at BCA until the handbook, medical consent, and transportation waiver have been signed and returned and all fees have been paid, unless otherwise approved by administration.

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:

Campylobacter	Chickenpox	Common cold
Conjunctivitis	Diphtheria	Strep throat
Hepatitis A	H. Flu	Herpes Simplex I
Impetigo	Influenza	Lice
Measles	Meningococcal	Salmonella
Ringworm	Rotavirus	Viral Gastroenteritis
Scabies	Shigellosis	

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 an elementary student remains in the office for more than three hours, they will be considered absent for the entire school day. If middle-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 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 clinic. Verbal authorization is not sufficient; we must have current paperwork and medication in the school clinic.

• 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 *Authorization for Medication Form* or section of online enrollment 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 a doctor's statement.

- **Prescription Medications**

Prescription medications taken during school hours are discouraged. If prescription medication must be taken at school, the parent/guardian must complete the *Authorization for Medication Form* or section of online enrollment. 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.

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 Form. It is the parent's responsibility to inform the BCA staff of any allergies or medical conditions.

Reporting Child Abuse

In our attempt to provide the best care to children, we follow the policies required of us by the State of Georgia regarding the reporting of suspicion of child abuse.

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. If you wish to volunteer your time at BCA, this can be arranged through your child's teacher or through the development department.

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. Our first minutes in class are crucial and set the stage for the academic day. We ask that parents do not walk to the classrooms so our teachers can begin their day with the focus on the students. If you want to volunteer in the classroom, please make arrangements with the teacher. We ask that this be after 9am so we will have successfully started our day giving 100% attention to your child.

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 to report allegations of suspected child abuse to the Department of Family and Children Services (DFCS) 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. It is BCA's policy not to contact parents in advance of making a report to DFCS. Appropriate BCA staff will make such reports in the best interest of the child and do not, once cause to suspect is established, have any legal alternative except to make the report to DFCS for their investigation and review. 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. All visitors must sign in at the main office whenever entering the facility.

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. Student safety is taken very seriously.

Emergency Evacuation

In case an emergency situation requires BCA to evacuate our facility, dismissal will first be to Bethlehem First Baptist Church or the school ball field if weather/safety permits. If these areas are not safe, our students will be transported to the Barrow County Recreation Department or Bethlehem First Methodist for pick up. 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 5 and 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 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, then the 1st evacuation point in the BCA Emergency Plan will be utilized and students will be transported by the BCA bus to this location 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 points for BCA are: 1st Evacuation Point: Bethlehem First Methodist Church (across Hwy 316); 2nd Evacuation Point: Winder Recreation Center; 3rd Evacuation Point: Church at Winder.

Morning & Afternoon Carpool Procedures

Carpool Times

Grade	Hours	Morning Drop-off	Afternoon Pick-up
Preschool Full Day	8:30am – 3:00pm	8:10am	3:00pm
Preschool ½ Day	9:00am – 12:00 noon	8:50am	12:00pm
Elementary	8:30am - 3:00pm	8:10am	3:00pm
Middle School	8:10am – 3:15pm	7:55am	3:15pm
High School	8:10am – 3:15pm	7:55am	3:15pm

Morning Drop-off Procedures

- Middle/High students may be dropped off at the lower level portico until 8:30am.
- All vehicles must enter on the left drive of the facility and form two lanes. Elementary should line up in the left lane. Middle 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 must enter the left drive of facility, park in the designated parking lot, and enter the building through the Connector. Student drivers must check in if they arrive after the tardy bell has rung.
- If a student arrives after 8:30am, 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.
- 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.

Afternoon Pick-Up Procedures

- Do not form a carpool line until 10 minutes prior to school release time.
- Students not picked up on time in 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. This is for the safety of your student.
- 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 backup into the main highway.
- **Elementary parents should use the left lane and Middle/High parents should use the right lane.** Parents are expected to be courteous to BCA families during carpool hours.
- This policy is set for the safety of the children. 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.
- All Middle/High School students should be picked up in carpool unless written documentation is in the office that students are approved drivers or may ride home with an approved driver.
- 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 child(ren):

- Be patient, careful, and watchful
- Go slowly: 5MPH Speed Limit
- Face forward when moving
- Have your child preparing to exit the car while you are still in line. Once the door is open, they should be ready to get out
- Stay in your car and allow school personnel or their designee to assist your child in or out of the vehicle

Before-School Drop-Off begins at 7:30 a.m. There is an additional cost for early care. Students must be checked in at the appropriate classroom. Carpool is not available for early care students. Preschool siblings must be taken to the Before-School program by a responsible older sibling or by the parent. Elementary or Preschool students arriving to school before 8:10am will be in the Before-School program. Middle/High school students arriving before their first class must go to the Café, younger students must go to the Before-school program and charges will be applied to your next month's tuition bill.

After-School (for Elementary & Full Day Preschool)* is offered at BCA from 3-6pm each day (there is an additional fee for afterschool care). Parents must come into the school office to pick up a student from After-School.

Study Hall (for Middle/High School)* is offered until 4pm. Any student not under the supervision of a sponsor or coach will be sent to Study Hall after school. Parents will be charged a fee for any student not picked up by 4pm.

Middle-High School Younger Siblings*

High school drivers must go through carpool to pick up elementary age siblings.

*Unless a student is enrolled in BCA's After-School or Study Hall, we cannot provide supervision for students after school hours. BCA is not responsible for students who go to the church facility after school. Students are not allowed to stay at the school until time for church services to begin on Wednesdays. Students must be released to a parent/guardian or leave campus, in the case of a student driver, at the end of the school day. Only the students under the direct supervision of a teacher are allowed on campus after dismissal.

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 en 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 for \$25 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 Director of Guidance and Student Life three days in advance during the school year prior to your receiving your Certificate of Attendance.

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. There has been significant research which says there is an increase in learning when students are in uniform.
- All student uniforms must be purchased through Uniform Depot or Buckhead Uniforms only.
- In order to avoid distraction from the learning environment, fads or trends may not be added to the school uniform. At the discretion of administration certain accessories may be prohibited.
- A used uniform closet is available. Donations to the closet are accepted as long as the clothing is cleaned and in wearable condition.
- Sweatshirts and jackets worn to school must have BCA logo if they will be worn inside the building. If they do not have a logo, they must be removed once inside. They may be worn during recess only.
- Students not following the uniform policy will be required to change. If a change can not be brought to the school, a uniform will be taken from the school closet in order for the student to be in code while at school. Multiple infractions will be cause for disciplinary action.
- One's personal appearance is an important part of a Christian testimony. The appearance of our students to a large degree determines the image of our school.
- We expect students enrolled here to cooperate with us in maintaining a good testimony in this area.
- Approved BCA spirit wear may be worn on Friday as "uniform" in grades K – 5.
- Casual Fridays may be earned in Grades 6-12 if students are in good disciplinary standing.

The way students dress strongly influences their behavior, self-image, and the effort they exert in school. It is our desire to encourage students in developing an attitude about their appearance which will show a high degree of self-respect and self-worth while conforming to Biblical principles. As administration and faculty, our desire is to be an extension of the home and thus help your child develop a habit of modest dress. The administration will be the final authority on any questions regarding the dress code.

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
 - Hair should not extend below the middle of the ear
 - Hair should not 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
- No facial hair is allowed 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 the knee
- Shirts will be tucked in and buttoned fully excluding the very top button
- Sweatshirts must have a BCA logo. It should be over a BCA shirt if student removes the sweatshirt at any time during the school day
- Jackets worn in the classroom, at chapel, or special assembly must have a logo
- Belts should be worn if the attire is equipped with belt loops
- Shoes must be black, brown, navy, gray or white. Athletic shoes must be non-marking and should be traditional colors (loud/neon colors are not permitted). No open toe or backless shoes permitted. Students may not wear athletic sandals, flip flops, crocs, or slippers
- Any visible portion of an undershirt or turtleneck must be white, light blue, navy blue, or grey. No writing should show through the outer shirt
- Pocket chains are not allowed. No dog chains, chokers or spikes allowed

Girls:

- Girls are not permitted to have visible tattoos or have 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
- Jumper length will be no shorter than the top of the knee
- Skirt length will be no shorter than the top of the knee
- Skorts and shorts 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 very top button
- Jackets worn in the classroom, at chapel, or special assembly must be a school jacket
- Sweatshirts must have a BCA logo. It should be over a BCA shirt if student removes the sweatshirt at any time during the school day
- Belts must be worn if the attire is equipped with belt loops
- Shoes must be black, brown, navy, gray or white. Athletic shoes must be non-marking and should be traditional colors (loud/neon colors are not permitted). No open toe or backless shoes permitted. Students may not wear athletic sandals, flip flops, crocs, shoes with a heel higher than one and a half inches, or slippers
- Only solid-colored leggings and/or socks (navy, white, cream) may be worn
- Any visible portion of an undershirt or turtleneck must be white, light blue, navy blue, 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

Elementary:

- Navy logoed polo shirt

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

Middle/High School:

Boys

- Navy logo polo shirt
- White oxford and uniform tie
- Khaki pants w/belt
- Traditional shoes (black, brown, navy, or white)

Girls

- Navy logo polo shirt with Khaki pants or skirt
- White oxford with plaid skirt
- Socks or tights, and traditional shoes (black, brown, navy, or white)

P.E. Uniforms

P.E. uniforms for middle-high school students will consist of navy shorts and a school-designed gray t-shirt. This uniform may be purchased at the school during Orientation. Dress code rules still apply for P.E. apparel. P.E. uniforms are only to be worn during P.E. class.

Middle-High School 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 are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of BCA.
- Students may wear polo style, Oxford-style button down, or BCA spirit shirts. Shirts must be buttoned fully, excluding the top button for Oxford-style shirts and top two buttons for polo styles.
- Shorts- Boys and girls may wear modest walking shorts (minimum of two inches above the knees). All shorts must be hemmed. No athletic shorts.
- Pants- Boys and girls may wear modest jeans or cargo pants/shorts. They must have no holes. No athletic or sweat pants.
- Girls- See through clothing, tight clothes, etc. may not be worn. No sleeveless shirts or dresses may be worn. Loose-fitting Capri's are acceptable. Shirts must have a modest neck line.
- No flip flops, crocs, athletic sandals, or slippers may be worn.

Special Occasion Dress

- Remember the too rule – not too tight, not too loose, not too long, and not too short.
- Approved tennis shoes or school shoes allowed, no crocs, no flip-flops.
- Jeans or pants are acceptable (no holes, no frays, neat in appearance).
- Lower school (K5-5th) may wear uniform shorts with a spirit wear top.

5th Grade Academy Awards, Junior/Senior Banquets, Graduation, and Other Special Gatherings

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, 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

Grades K5-5th

Standard Uniform – classic navy with BCA logo: any style khaki uniform pants, capri's, skirt, skort or shorts. Teachers may specify alternate attire prior to field trips when appropriate.

Grades 6th-12th:

Standard Uniform – classic navy with BCA logo: any style khaki uniform pants, capri's, skirt, skort or shorts. Teachers may specify alternate attire prior to field trips when appropriate.

Consequences for Infractions

Elementary

The classroom teacher will primarily monitor the dress code. If the teacher recognizes a dress code infraction, the teacher will point it out to the child privately. A dress code notice will be sent home to the parent defining the situation. On the 3rd infraction, the parent will be contacted to bring in the appropriate uniform piece. Students with extreme infractions will be sent home to change or will be required to change into a uniform from the uniform closet.

Middle/High

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, a teacher will fill out a *Notice of Discipline* form and turn it in to Director of Guidance and Student Life.

The Director of Guidance will log the infraction into Renweb and the Discipline Panel administer appropriate consequences.

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

Attendance Policy

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. The office will give a written warning when absences reach 10 and 15 days. All students missing 20 days or more in a school year will be forwarded to the Board of Directors for possible retention.

Middle-High School Attendance

Middle-High School attendance will be taken each class period. Students with over 10 unauthorized absences from a class may fail it for the semester due to poor attendance.

Regular attendance is essential for the proper educational progress of students and repeated absences will strongly impact their performance.

Students are allowed to have up to ten authorized absences per semester. Students with more than eight absences (either authorized or unauthorized) are not allowed to exempt the semester exam for that class, no matter the grade.

A doctor's excuse for absences is kept on file to document the student's reason for absence if applicable.

Authorized Absences

Any absence for which we get a parental notification is "authorized". Please send doctor's excuses to be turned in to the middle/high office for our 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.
- 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.

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 will be taken. A student must be in school for a minimum of 3 1/2 hours to

be considered present.

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 the front desk by a parent or guardian before coming to class.
- If an excessive number of tardies are accumulated, the administration may assign one absence for every six tardies.
- Students that are not in school for 3 1/2 hours are considered absent.
- Middle/high 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.
- In middle/high school, on the fifth unexcused tardy to any class other than the first one of the day during each academic quarter, a student will receive a Notice of Discipline.
- Middle/high 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. Please go to Parents Web for any change in pick-up.
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.

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 reward 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, all of which are virtues pleasing to God, create an atmosphere conducive to learning and create a positive testimony for the individual and for the school.

The following 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 standards 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.

Elementary School (K5-5th) Discipline Procedures

We will seek to find the most natural consequence as discipline for any misbehavior in hopes of teaching our children. Each individual elementary teacher has his/her own behavior management plan. This plan will be approved by the administration. Minor infractions of individual classroom rules will be dealt with by the teacher in each respective classroom. Verbal correction is attempted first. If this is not successful, temporary time out may be used. Other discipline may include time out in another classroom, written apologies, cleaning up after damage to property, conflict resolution, detention, and in-school suspension. The following violations, however, are subject to documented discipline procedures:

- Showing disrespect toward anyone in authority
- Noisy, disruptive behavior or outburst
- Bullying, teasing, or making fun of another child
- Vulgar or unwholesome language
- Lying, cheating, and stealing
- Fighting
- Repeated dress code violations
- Excessive tardiness
- Being in off-limit areas
- Physical contact between boys and girls
- Possession of controlled substance
- Disrespect to school property

In most cases, parents will be notified by teachers or the administration for assistance prior to a child receiving significant consequences. However, if the problem is serious enough or becomes repetitive, the student and/or parents will be referred to the administration. Physical acts of aggression toward other students and teachers will be addressed immediately. Parents will be contacted by the teacher and/or administration if this behavior is repeated. The administration reserves the right to dismiss a student from the program when such behavior cannot be controlled.

Middle/High School 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. In middle/high school, BCA will implement the "Three Strikes and You're Out" management plan for level one infractions in the classroom. After the third strike in a class period, the student will receive a discipline referral and be removed from the classroom. Level two and three infractions warrant an immediate discipline referral.

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.
- Afternoon Work Detail: The student will work on assigned cleaning and maintenance duties.
- 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 for 30 min. or an hour. Students must bring materials/books to study or read during this time. 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. There is a \$15 fee for detention.
- Discipline Panel: A preapproved 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.
- In-School Suspension: All work will be assigned and completed independently by the student while separated from the normal class routine. Absences are unexcused. Academic work will be provided, but credit may be at a maximum of 80%. The student will pay the fee of \$55 per day for supervision.
- 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.
- Reprimand: "Reprimand" is checked on the Notice of Discipline. A detention may also be assigned. The number of reprimands may affect final exam exemption as explained under "Final Exams"
- 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.
- Warning: "Warning" is checked on the Notice of Discipline and no casual day is allowed for that week. Another Notice of Discipline may lead to a reprimand or other consequence.

Level 1 Infractions

At this level, the school is attempting to address behavior at the beginning stages of the problem and offer opportunities for the problem to be corrected. 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
- Chewing gum in the school building after warning
- Dress code violation

- Food and beverage consumed in undesignated areas at undesignated times (none in hallway)
- Inappropriate public display of affection
- Noisy, minor disruptive behavior in classrooms, hallways, lunchroom/café, restrooms and chapel/discipleship groups
- Tardies (Notice of Discipline on 5th tardy)
- Use of radios, MP3 players, IPODS, cell phones, game devices, personal electronics, etc. at school or on school trips without permission of faculty and/or administration

These infractions may result in detention (\$15 fee), afternoon work detail, written reprimand, or warning.

Level 2 Infractions

Level 1 infractions that are repetitive and/or infractions considered more serious are as follows (as determined by the administration):

- Damage to school property
- Disrespect of authority
- Excessive dress code violations
- Excessive tardies
- Gambling
- Improper driving or use of cars
- Inappropriate behavior at school dances/events
- Integrity issues*
- Physical contact
- Physical fighting
- Profanity
- Repeated disruptive behavior problems
- Three total reprimands
- Violation of Acceptable Use Policy

These infractions may result in detention (\$15 fee), loss of final exam exemption, In-school suspension (\$55 fee), suspension from school or expulsion from school.

*Integrity is of the utmost importance at BCA. 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. A student found to have cheated would receive, at a minimum, the following consequences:

- Zero on the assignment
- A reprimand
- Possible loss of exam exemptions
- In School Suspension (ISS) for which the parent pays \$55 per day for the supervision by the substitute. This fee is due prior to or on the day of the suspension.

Other violations of integrity or a repeated cheating episode may result in suspension from school, suspension from extracurricular activities, or expulsion from BCA at the discretion of the administration or Disciplinary Panel.

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 off or on 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
- 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 fireworks
- Pre-marital sex
- Use of any tobacco products
- Vandalism
- Violation of the Acceptable Use Policy

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.

Discipline Panel

In situations involving serious behavioral issues, the administration will seek counsel from a Discipline Panel appointed by the Head of School. This panel will generally be convened in situations where multiple-day suspensions and/or dismissals are warranted.

The Discipline Panel is made up of five to seven members from the BCA faculty, staff, and administration/board.

Prohibited Items

Items that are not permitted in school, such as skateboards, rip sticks, playing cards, laser pens, comic books, etc., will be collected by the teacher and may not necessarily be returned. Elementary school students should not bring toys to school except on designated days. BCA is not responsible for lost, broken or stolen items.

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.

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. 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 spirit of the school's standards, would be sufficient reason to ask him/her to withdraw from BCA.

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.

Parent-Teacher Conferences A parent conference may be requested by the teacher, Elementary Principal, Director of Guidance, Head of School, or the parent. We request childcare for younger siblings be secured prior to a conference. It is often in the best interest of the child if they are not present during the conference. Parents may request a conference with their child's teacher at any time during the year.

Schedule Times to Meet With the Teacher

It is our desire to keep you well informed. Please refrain from walking your child to class to talk with the classroom teacher. These small conferences should be scheduled as well. Remember, our teachers have obligations to the students for the day. If you need to talk with your child's teacher, please feel free to call the school and set up an appointment or leave a message at the front desk. Our teaching time begins the minute the first student walks into the classroom. This time is valuable. Teachers will make parent contacts after school hours.

Computer-Use Policy

BCA is pleased to offer network computers and Internet access to its students. The Internet is a valuable tool for educational research.

Any use of the school network or Internet is for school-use only. A user of the network will be held accountable for the use of the computer, including any use of it by someone else using his/her password. Inappropriate use can result in restriction or cancellation of access privileges, in addition to disciplinary action.

BCA provides filtered internet access to its students. No Internet filter will block all undesirable sites from being loaded. It is, therefore, the joint responsibility of the school and the student user to make proper use of the Internet.

BCA reserves the right to review, monitor and restrict at any time information stored on or transmitted on the BCA network. BCA may monitor a student's Internet activity at any time. Students should not expect privacy in their Internet activity.

BCA may monitor the student's e-mail transmissions and receptions at any time. Students should not discuss confidential issues via school e-mail.

Internet and the BCA network access is a privilege, not a right. Students who abuse the Internet and/or BCA network may be subject to disciplinary actions.

BCA makes no warranties or guarantees of any kind, whether expressed or implied, that the functions or services provided by, or through, the BCA network will be error free or without defect.

Each year students are required to sign a Computer Use Agreement. Failure to abide by the agreement may result in loss of privileges and/or disciplinary consequences.

Students are not allowed to use computers designated for teacher use.

Any student involved in efforts to hack into any of the school's computer programs will be

subject to severe consequences, including the possibility of suspension or dismissal. Students who have their own websites, e-mail, or participate in social networking (Facebook, etc) should be very conscientious in the content. Consent should be carefully monitored. Any student who uses his/her website, e-mail, or social networking to promote sexual impropriety, profane language, the use of illegal substances, the abuse of legal substances, harassment of a sexual impropriety or racial nature, etc., will be subject to disciplinary consequences. Any content, which is threatening or demeaning in nature toward a member of the school staff or student body will be dealt with severely. Because a website is a public forum, derogatory criticisms of the school, its staff, and/or student body are unacceptable and will be dealt with accordingly.

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.

Student Responsibilities

Students are responsible for good behavior on the BCA network just as they are in the classroom. BCA reserves the right to discipline students for "standard of conduct" violations using off campus e-mail and Internet activity. Should a student inadvertently access an unacceptable website, he/she should immediately notify the teacher in charge.

Students are prohibited to use school computer/internet resources and computer accounts:

- To access, upload, install, upgrade software programs from home or over the internet onto the school's local hard disk or network disk
- To access, upload, download or distribute obscene materials
- To transmit obscene abusive, offensive, disrespectful material
- To violate any local, state or federal statute
- To vandalize, damage, or disable the property of another person or organization
- To access another person's materials, information, or files without the implied or direct permission of that person
- To violate copyright, or otherwise use another person's intellectual property without his/her prior approval or proper citation
- To waste limited resources including the use of chain letters and messages broadcast to mailing lists and individuals
- To play computer games unless part of an educational exercise
- To use an IM (Instant Messaging) service or any chat rooms
- To log-on with another person's name or to send a message with someone else's name as author
- To harass another individual by acting in a manner that distresses or annoys another person
- To post false or defamatory information about an individual or organization
- To post private information about themselves or other individuals
- To reveal the full name, personal address, or telephone number of any student or school

staff member or even the threat to do such an act

- To offer, provide, or purchase commercial products or services or to gamble

Any student engaging in any of the above-referenced activities may have his/her access privileges revoked and other disciplinary measures may result.

By signing this policy agreement, the student agrees to comply with this policy and understands that if the policy is violated the student's privilege to the service may be revoked and other disciplinary actions may result.

Cell Phones-Electronic Devices

Cell Phones: These are permitted in middle 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.

Electronic Listening Devices: (iPods, MP3 players, recorders, etc.): These items are only permitted during the school day if a teacher has granted permission for academic purposes. These devices will be permissible under specified guidelines during some co-curricular and extra-curricular activities. These devices may be taken up if seen or heard and is not a part of the school activity.

Electronic Recording Devices: (cameras, tape recorders, etc.): These items are only permitted during the school day if a teacher has granted permission for academic purposes. These devices may be permissible under specified guidelines during some co-curricular and extra-curricular activities. Any use of these items for the purpose of cheating, harassment, vulgarity, or any other activity deemed inappropriate by the administration may result in serious consequences.

Locker Agreement

Lockers and locks will be assigned to each Middle/High School student. A \$10.00 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 \$7.00 charge. 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.

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.

Social Functions

The school will not hold the school responsible for any party or any social function that is not officially approved or sponsored.

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.
- Due to safety and time restraints we are unable to heat up lunch items in a microwave. Middle-High students are allowed to use microwaves (if available); 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.
- A lunch voucher or refund for lunch will be given for bad weather days in which lunches were paid but not received. **There will be no refunds due to absences.**
- All bags, cups, boxes, etc., need to be labeled with the student's name.
- Lunch money must be sent in an envelope labeled with your child's name, teacher, "lunch", and the amount enclosed. Otherwise, the financial office will be unable to designate the funds.
- 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 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.

Personal Belongings

All materials necessary for a happy experience are provided in the classroom. **Personal toys, books, and other items are not to be brought to school unless requested by the teacher.** Toy guns are never permitted. The school or other children are not responsible for lost or broken items.

Birthdays

Birthdays will be celebrated during snack/lunch time by making arrangements with the teacher in advance.

Birthday Book Club

A book may be donated to our school library in honor of your child or a teacher. Your child's name or teacher's name will be put inside the cover of the book.

Book Clubs

The elementary students will receive Scholastic book order forms, as well as other book club offers. Parents are responsible to ensure good choices in these book clubs. Some books may not reflect the views of BCA, so parents will need to monitor their child's choices. This is a

great way, however, to add to your child's library at a low cost. We do not make a profit from these orders; however, our school receives books for the classroom according to the dollar amount ordered. You are not obligated to purchase anything. Checks should be made payable to the book club as indicated.

Lost and Found

Lost and found articles are taken to the school's lost and found area designated in the school clinic area, middle/high school office, or blue bench in the lower level entrance. Unclaimed articles will be donated to charity at the end of each month. Please label all your child's belongings.

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.

Before & After-School Program

Before-School Care

Before-School Care opens at 7:30 am. Parents wishing to utilize this service must register prior to the first day of care needed. The Before-Care program does not have a carpool system. Parents must walk students in and check them into the program with the teacher. Before-School care charges will be applied to the monthly tuition bill. Before-School care is available to students preschool age 4 and up.

After-School Care

After-School care is available for elementary and full day preschool students until 6 pm each day.

All students not picked up on time in regular carpool will be sent to the After-School program and the fee will be applied to the next tuition bill.

If a student is participating in an extra-curricular activity, which does not immediately begin after school, they will be required to check into the Afterschool program or stay with the sponsor or coach until start time.

All students must be picked up from After-School by 6pm. Late charges will be applied for students staying after 6pm. Habitual tardiness on the part of the person picking up the student could result in dismissal from the After-School program.

After-School program is not available on Early Release Days or any school holiday or teacher workday.

In the event of an emergency, parents may contact the Afterschool personnel at 770 307-1574.

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 Student and Staff. 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. Either the Head of School or a board member will give a response after the next board meeting. 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. If our efforts were to fail to bring resolution to serious problems, we will follow procedures of arbitration outlined in our church 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 Article 13 of Bethlehem Church By-Laws.

School Development

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
- Discussion of talents and careers
- Help with parties and field trips
- 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 who accompany classes on overnight trips must undergo a criminal background check.
12. Volunteers must sign in with the receptionist upon arrival on the BCA campus.
13. Volunteers must wear a BCA visitor sticker at all times while on campus.
14. The service of all volunteers is at the discretion of the administration of BCA.

Room Parent

Each homeroom class will have a room parent that will adhere to the Volunteer Policy previously stated in the Parent Handbook. A room parent is someone who volunteers to assist the teacher. The extent of parental involvement varies from teacher to teacher. Although the primary role of a room parent is to host the classroom parties and help out with other school events, some teachers may rely on parents to help out with other classroom duties. More specific guidelines are located in the Room Parent packet that volunteers will receive at the first room parent meeting.

Teacher Appreciation

This committee coordinates events/activities which help honor our teachers by coordinating teacher appreciation week activities, birthday treats, etc.

Booster Clubs

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.

FAMILY COMMITMENTS

I/We _____, parent/legal guardians of _____ do hereby agree to the following Family Commitments. (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 that monthly tuition payments are due on the first day of each month. After noon on the 5th day of the month a late fee will be added. 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 off 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 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 follow the Arbitration Procedure 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.
- ___ 17. We understand this to mean that this Family Commitment 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.

Parent/Legal Guardian's Signature

Date

Parent/Legal Guardian's Signature

Date

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.