

# Bethlehem Christian Academy



**2023-2024 Student and Parent Handbook**

**Preschool - 12th Grade**

*Loving God. Loving People. Loving Ministry.*

*Updated 8/22/23 (health, ISS)*

Dear Parents,

We are happy to welcome you and your family to another exciting year at Bethlehem Christian Academy. We are so pleased that you have chosen to entrust your child to us! We give the utmost importance to your child's spiritual, academic, social and emotional development through our classroom experiences. We desire to model Christ in all we do at BCA.

Our mission is to provide an exceptional college-preparatory educational program from a biblical perspective for each student while recognizing and addressing the unique strengths and areas for growth each child possesses. Our faculty, staff, and administration are committed to meeting the needs of each child with Christ-honoring excellence.

Our educational program is **exceptional**, which is defined as "superior or unusually good." BCA's superior program starts with our faculty, who do a great job of teaching in such a way that not only the minds of our students are impacted, but also their hearts and lives. Students are challenged toward excellence in all areas of their lives – academically, spiritually, physically, and socially.

As a soon-to-be accredited program, our students are prepared for future success at the next level of their educational journey. High school students use the Ignitia online curriculum in conjunction with traditional classroom instruction in the areas of mathematics, English/writing/literature, PE, Bible and other electives and clubs. From ACT scores to early release for work studies to dual-enrollment opportunities, middle and high school students at BCA have an advanced level of opportunity for success that enables them to pursue their dreams, interests, and callings.

BCA's Christian worldview in our instructional program helps students to develop a personal relationship with the Lord Jesus Christ and prepares our students to see the world from God's perspective and to use their talents and abilities to serve and honor the Lord in their lives.

While we are grateful that you have entrusted us with the education of your children, we also are aware that we cannot do it alone and desire to be partners with you and your church in that education. So please pray for us, support us, and get involved with us in the education of your children. Let us know when you have questions or need information. We will regularly attempt to communicate with you and ask that you regularly attempt to communicate with us as well.

As one means of informing and communicating, BCA provides you with this handbook, filled with the school's purpose, procedures, and operational policies. Please be familiar with the types of information that are found in this handbook and refer to it when you have questions or need information. Please note however that the school leadership (senior leadership council, pastor, head of school/principal), in its sole discretion, reserves the right to change any policy or procedure as needed at any time after reasonable notice.

Blessings on a great school year!

Dr. Laura R. Aquila  
Principal/Head of School

## **School Contact Information**

### **Bethlehem Christian Academy**

1936 Elkwood Section Road

Hazel Green, Alabama 35750

256.828.4835 extension 241

Office email ([bcaoffice@bbchg.org](mailto:bcaoffice@bbchg.org))

Principal email ([Iraquila@bbchg.org](mailto:Iraquila@bbchg.org))

[www.bethlehemchristianacademy.net](http://www.bethlehemchristianacademy.net)

Our Facebook Page: Bethlehem Christian Academy Hazel Green, AL

***Please pray for our students, staff, and our  
school daily.***

**School Colors:**

Red and Blue

**School Motto:**

Loving God. Loving People. Loving Ministry.

**School Mascot:**

Lion

**Our Mission Statement:**

The Mission of Bethlehem Christian Academy is to provide a quality Christian education within a caring, nurturing, and challenging environment which develops the entire person and equips students with both the desire and ability to fulfill God's purposes for their lives.

**Our Vision Statement:**

The Vision of Bethlehem is to prepare students who adhere to a Christian worldview and participate as Godly members of home, church, workplace, and society both now and in the future.

**Our Core Values:**

JESUS CHRIST

Jesus Christ is supreme over all creation and history;  
we will give Him first place in every subject, in every classroom,  
in every activity and in the life of every child.

THE AUTHORITY OF GOD'S WORD

The Bible is God's guide for our faith and life; we will follow the direction of God's Word for the spiritual, intellectual, social and physical development of each person.

THE UNIQUENESS OF EACH STUDENT

Every student is created in God's image, we will educate in a manner that affirms people and honors their individual uniqueness.

## EDUCATION IN COOPERATION WITH THE CHRISTIAN COMMUNITY

God has given parents a responsibility for the nurture and training of their children, we will help them fulfill this calling in partnership with the church.

### **Our Educational Philosophy**

1. All aspects of our educational program will be taught from a Biblical perspective.
2. Students are created in the image of God with unique physical, social, emotional, intellectual and spiritual gifts, and therefore are valued individuals, whose primary purpose is to glorify God.
3. Students will model what they see; therefore, by God's grace, all faculty and staff should strive to be Christian role models.
4. Students will be challenged through a variety of appropriate instructional strategies and learning activities using both primary and secondary educational resources.
5. Students are personally responsible and accountable for their behavior and personal integrity.
6. Students learn most effectively in a safe, structured, healthy environment.
7. BCA works in partnership with families in education, yet the final responsibility for children's academic and spiritual development is at home.
8. Commitment to continuous school improvement is essential for students to become confident, self-directed, life-long learners.
9. BCA emphasizes spiritual development, academic excellence, and fine arts activities as a means to glorify God.
10. BCA will adhere to guidelines and opportunities provided by agencies which provide oversight. These currently include the Alabama Christian Education Association (ACEA) and the American Association of Christian Education (AACS). In submission to the authority of these agencies and our governing body, BCA has begun the formal school accreditation process.

## **BCA Honor Code**

Our goal is Christ in all things, including discipline, therefore, we have chosen to promote the following guidelines for student behavior:

**Respect:** All students are expected to act in such a way that demonstrates the proper respect for God in school and out of school.

**Honesty:** All students are expected to be honest and truthful in all situations, especially in the taking of tests, the completion of homework, and the interrelationships that occur daily in general school life.

**Integrity:** All students are expected to exhibit character that reflects our Lord. Integrity means doing the right thing when no one is looking. Language and behavior often display character and serve as a determinant to that which is glorifying to their Lord and Savior.

**Cooperation:** All students are expected to cooperate with all BCA administration, faculty, and staff in achieving the goals of BCA regarding their education. This includes expectations in conduct, performance, and attitude that are vital to a student's academic success as well as spiritual well-being.

**Effort:** All students are expected to use their God given gifts to the best of their ability in accordance with God's will for their lives as well as their citizenship in the kingdom. It is the desire of the school to instill in every student an ability to work hard and be diligent in whatever vocation is chosen for the glory of God.

*"And whatsoever you do in work or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17*

## BCA Dress Code

The purpose of the dress code is to create a proper school environment that emphasizes a Christ like attitude and to honor God, even in how we dress daily. Students are expected to dress modestly and in appropriate manner. At BCA, our guiding principles are modesty, moderation, cleanliness, and neatness.

- Clothing must not include pictures, writings, symbols, etc. that promote, acknowledge, or suggest drugs, tobacco, alcohol, sexual activity, demonic graphics, or gangs or musical groups that support these topics.
- Clothing must be worn in a way that does not reveal the body in an inappropriate manner. It must not be too tight, too short, or bare at the midriff or sides. No off the shoulder tops, sheer, or see-through clothing will be allowed. Tank tops or spaghetti straps should be covered with a sweater or jacket or a shirt with sleeves must be worn underneath.
- Pants must be of a proper length and proper fit (not too tight or too loose) and should not cause a tripping hazard. **No jeans with holes more than 3 inches above the knees unless leggings are worn underneath. Undergarments should not be visible.**
- Jogging suits, wind suits, sweatpants, or athletic shorts may be worn but must fit properly and be the proper length (finger tip length).
- Pajama pants are not allowed, only on special occasions permitted by the Teacher/Principal.
- All pants/shorts must be worn at an appropriate hip level so that the skin never shows even when a student is sitting down, bending over, or raising hands over the head.
- Dress and skirt length should extend to or below the knee. Preschool and elementary girls must wear shorts under their dresses or skirts.
- **Leggings should not be worn unless the shirt or top covers the bottom completely and is past the fingertips.**



### **Hair and Accessories:**

- Hair is to be clean and neatly groomed. Extremes in styling are not allowed.
- No body piercing or tattoos for boys or girls, except for pierced ears for girls.
- Hats and sunglasses are not to be worn at school except when special permission is given.
- All students must wear shoes. No bedroom slippers of any kind are allowed unless pre-approved by the teacher or principal. In this situation, athletic shoes must be worn during PE and/or recess.
- Outerwear to include overcoats, trench coats and bulky pullovers should not be worn inside the school building.

### **Preschool and Kindergarten Dress Code**

- All preschool, pre-kindergarten and kindergarten students **are required to wear athletic shoes all day. No other types of shoes are allowed.**
- Proper attire is outlined above and is consistent with all other student's dress codes.

Students are expected to conform to the dress code while on the BCA campus. Administrators have the authority to use discretionary judgment to prohibit a particular style or saying based on past or current circumstances. The administrator reserves the right to monitor the dress of BCA students during school functions on and off campus. Please partner with us to ensure your child follows these dress code policies each day.

### **P.E. Clothing for Intermediate, Middle and High School Students (3rd - 12th Grade)**

Appropriate t-shirts, athletic shorts, or athletic sweatpants. Shorts must be long athletic shorts (within 2 inches of top of the knee) OR if they are not long, spandex must be worn underneath that is within 3 inches of the knee. Shorts with spandex may not be worn by itself at any time. Students must wear athletic shoes.

**All students must wear athletic shoes during PE, any student not wearing athletic shoes, will not be allowed to participate and the daily grade will be impacted.**

## **Purpose Statement**

Bethlehem Christian Academy (BCA) shall provide a non-denominational, Christ-centered education experience, focusing on academic excellence through values-based teaching. BCA aims to enrich the whole person – mind, body, and soul.

## **The Church Senior Counsel**

Bethlehem Christian Academy is a ministry of Bethlehem Baptist Church, and its body of senior counselors provide the ultimate oversight in school programs and policies after speaking with the school staff and leadership.

## **Before attending, each child must have on file with us:**

- A State of Alabama Certificate of Immunization (formerly known as a “blue card”) with a current expiration date in the upper right corner
- Child’s Medical Report – Pre-school - Kindergarten (Office will give you a copy)
- Completed registration forms/Online Enrollment
- Notarized Form of Affidavit
- A copy of child’s Social Security Card and Birth Certificate

## **New students (K-12) also have additional requirements. These include:**

- Teacher feedback form from current school setting (form provided to parent at interview)
- Interview with school leadership
- Successful academic placement testing to determine strengths and areas for growth for each student, possibly done during a shadowing session
- Other paperwork as discussed in the interview

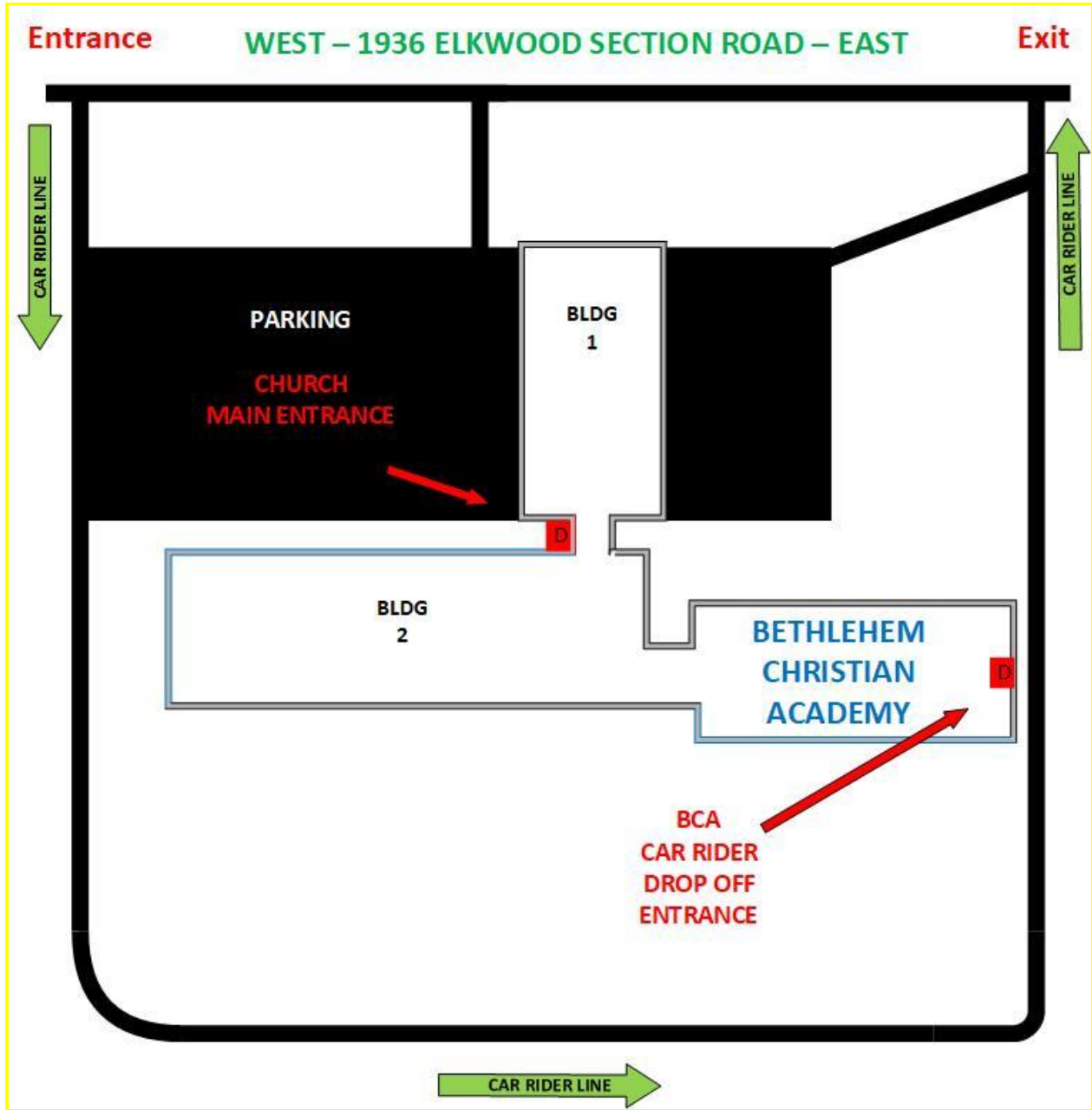
## **Head of School/Principal**

The Head of School/Principal is responsible for all operational and educational aspects of the school. This includes accountability for progress towards the strategic plan objectives, academic achievements of the overall school, facilities, oversight of the staff, continuity of the K-12 curricula, adherence to the annual operational budget, and ensuring fulfillment to a biblical worldview and the BCA vision. A critical requirement is that he/she provides leadership and has a world and life view that reflects a strong commitment to Christ along with education, training, and experience to carry out the duties of the role. Both roles may be covered by one person, or by one full time and another part time person.

## **Faculty**

The men and women who comprise the Bethlehem Christian Academy faculty are Christian teachers who desire to help students learn from God's perspective. Coming from a wide variety of educational backgrounds, they work together as a unit to help prepare students for a life that is honoring to Christ. Our goal with teacher training and accreditation is to create a strong academic team for all students. Professional development and training are required and provided for the staff by the school leadership and other qualified organizations. A critical requirement is that all staff members provide leadership and have a world and life view that reflects a strong commitment to Christ.

# Map of School



## Introduction to General Policies and Procedures

Bethlehem Christian Academy has established certain guidelines in order to define limits of acceptable behavior. This is necessary both because BCA is a community of people who work and live closely together and in order to facilitate our mission of educating children.

### **Preschool/Kindergarten Arrival/Dismissal**

A sign-in sheet will be located at the school car-rider line at the beginning and end of each day. If you pick up your child prior to 12:00 pm, please use the car rider line and call the school office.

Part time preschool students will be loaded by a teacher at 12:00 pm daily. Parents are asked to line up in their cars; the children will be brought to you. Please place your family number in the window visible from the front of your car to help facilitate loading children. Anyone picking up your child must be listed on the approved check out list or the school must be notified in advance. Identification may be requested.

### **Check-In/Check-Out Procedures**

All students are to be checked out or checked in by contacting the office personnel.

**Students will be picked up or dropped off using the car rider line.** Under no circumstance is a student allowed off campus unless signed out by a parent or guardian. If someone other than the parent or guardian needs to sign out a student or pick up a student, the office should be notified. In order to allow orderly dismissal from classes, please do not check your student out after 2:30, except for emergencies and/or professional appointments.

### **Attendance, Absences, Tardiness**

Good habits of punctuality and regular school attendance are essential to satisfactory academic performance and are directly related to a student's achievements. One can never make up or compensate for absence from class. All absences, early dismissals, or late check-ins must be documented by either a note or phone call from a parent to the school office/attendance officer to assure parental awareness of attendance status. Students who accumulate more than 20 absences (excused or unexcused) in a year *may or may not* advance to the next grade. This will be at the discretion of the administrator. Upon a student's return to school, he or she should bring a note from his or her parents to the school office to receive an "excused" absence. Students receiving an excused absence shall be allowed to make up any work or tests that the student has missed.

**Work (homework, tests, or quizzes) missed due to an absence must be made up within the number of days absent plus one, otherwise a grade of zero will be recorded for missed assignments. There may be exceptions to this policy, especially at the end of a grading period.**

Students must stay on the BCA grounds from the time they arrive at school until the school day ends. Any children checked out before 11:15 am shall be marked absent and any child checking in after **11:15** shall be marked absent.

We believe that instructional time is valuable, and we encourage punctuality. This teaches students to be wise stewards of the time they are given each day. Considering this belief, BCA requires students to be on time for all classes. Students not in their designated rooms by **7:50 a.m.** will be considered tardy.

**Five (5) tardies will equal one unexcused absence.**

Students with excessive tardies and absences, particularly unexcused ones, may be advised to present a doctor's note before any further absences will be excused. Scholarships and school enrollment may be discontinued for future terms due to attendance and/or the student may be placed on probation until attendance improves. Students may also not be promoted to the next grade level if mastery of the material is not demonstrated for any reason, including missing valuable instructional time in the classroom. These consequences will be discussed and enacted on a case-by-case basis in consultation with the administrator and classroom teachers.

**Examples of Excused Absences or Check-outs**

- Illness or injury prohibited a child from coming to school
- Students participating in school-sponsored activities during the school day
- Serious illness or death in the family
- Legal duties or other court proceedings
- Medical or dental appointment
- Pre-approved extended family trip submitted in advance to the principal using a *Prior Permission Form* which is to be submitted **at least 10 days in advance** of absence. This is limited to no more than 5 days per school year. The administrator reserves the right to shorten or extend this number based on student attendance and classroom performance.
- Emergencies or other circumstances which are approved by the principal

## **High School Early Release**

The High School Early Release option is an earned privilege available to Juniors and Seniors at Bethlehem Christian Academy who choose to work and/or dual enroll in college courses. This typically involves leaving as early as 12 noon, but the exact time will be determined by the administration based on each student's needs and schedule. It may be revoked due to disciplinary action taken by the school administration. Also, parents may choose to revoke this for their student at any time. To qualify for Early Release, students must meet certain requirements. Eligibility is re-evaluated after each grading period, and any student who fails to maintain eligibility will have the Early Release Option suspended.

To qualify for the program, a form must be completed by the student, parent and school administrator. In order to be approved and to maintain eligibility, the student must have...

- All required forms completed and on file in the school office
- No outstanding account balances
- A "C" or higher grade point average in current core classes
- No more than 5 absences
- No disciplinary actions (including in school and out of school suspensions)
- All daily work (not to include homework) completed and turned in before leaving for the day

Bethlehem Christian Academy is not responsible for the safety and well-being of any student once they are released from the school/church grounds.

## **Dual Enrollment**

Eligible high school students, in good academic standing, may choose to enroll in certain college courses during their junior and senior years with prior Principal's approval.

## **Buildings, Grounds, and Security**

To properly secure our campus, all doors will be locked.. Any students who arrive after 7:50 am or parents who come to campus to pick up their student **must enter the car line and contact the school office**. If you need to meet with a staff member or teacher, an appointment is required. To enter the building, instructions will be posted by the phone in the main entrance. **All visitors, whether parents, relatives, or other guests, must be escorted in by the main office staff.**

There are a series of security cameras stationed around the building and the campus for the safety of your children. Any damage to the buildings, grounds, or furnishings of BCA must be repaired and/or replaced at the expense of those causing the damage. Any student caught damaging school property will be subject to disciplinary action if they willfully or negligently cause the destruction of property. Student pranks, which disrupt any aspect of the school program or cause property damage, will subject the student to serious disciplinary action, up to and possibly including legal action. The student will also be financially responsible for any damage and subsequent repairs resulting from the prank. Transcripts and grades may be withheld until the damage is paid in full and/or proper repairs are made.

### **Automobiles on Campus-Traffic Safety and Parking Guidelines**

Student safety is of utmost importance. To prevent serious injury, all drivers should adhere to the following traffic safety rules:

- Drive in a manner that reflects a concern for the safety of all people whether seen or unseen.
- Park cars in marked spaces or approved locations only. Driveways and grassy areas are generally not approved areas.
- Follow the traffic pattern for student drop off and pick up.
- Refrain from conversing with others outside the vehicle while in the drop off or pick up line, thereby holding up traffic.
- **Please refrain from cell phone use (talking, texting, etc.) upon entering the campus and leaving the campus.**
- **Please make sure the volume of music and phones cannot be heard outside of your vehicle, particularly if the windows are open.**

### **Student Drivers**

BCA is not responsible for loss, damage, or theft of student vehicles during the school day or extra-curricular activities. Courtesy and good judgment is expected of all students driving or parking on school grounds. Abuse of this may cause a student to lose driving privileges on campus. Remember driving to school is a privilege and can be revoked at any time.

- No speeding on campus.
- Students must enter the building no later than 7:45am and must not loiter in the parking lot.
- Vehicles must not be decorated or display anything deemed offensive or inappropriate.



- No loud or inappropriate music played on campus.

### **Bullying/School Violence Policy**

Bethlehem Christian Academy is dedicated to fostering an environment that promotes learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, repeated episodes of making slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, color, gender, or national or ethnic origin. Bullying includes, but is not limited to, repeated physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber bullying (creating websites, instant messaging, emails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying). All students share responsibility for keeping the school environment free from harassment and bullying to a teacher or principals. BCA has zero tolerance for bullying and/or violent behaviors directed at other students. When the school administration becomes aware that harassment or bullying may be occurring, they will promptly and thoroughly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying.

### **Sexual Harassment Policy**

It is the policy of Bethlehem Christian Academy to maintain an environment that is free of sexual harassment. Any form of sexual harassment is prohibited and will not be tolerated. This includes unwelcome sexual advances, request for sexual favors, sexually motivated physical contact and/or other verbal or physical conduct of a sexual nature. Any student whose conduct toward or communication with another individual at BCA that is of a sexual nature and deemed harassment is in violation of school policy; therefore, that student is subject to suspension or termination depending on the severity of the case and the number of transgressions. **Students who feel that they have been subjected to or are a witness of sexual harassment should promptly report the matter to the principal. All complaints will be promptly investigated.**

## **Complaint Policy**

In accordance with this principle, an administrator's first response to a vocalized complaint regarding a teacher will be to ask whether a discussion with the teacher in question has taken place. If one has not, the administrator will strongly encourage a meeting with that teacher. Following the model presented in Matthew 18:15-20, all questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved. If the issue is not cleared up at this level through direct contact, it should be brought to the appropriate division head, who is the final authority on the matter.

**Senior leadership members/Pastor Lon should not be called to voice complaints or seek their influence in individual matters or conflicts.** Parents and students should work through the process outlined above as the appropriate means to settle conflicts.

## **Discipline**

Each class has a discipline method. Ask your child's teacher what method he/she will use. Each child is given an ample number of chances to correct inappropriate behavior. We ask that you help us by following through with your child at home. Please check your child's backpack daily for work and behavior notices. We do not know the heart of each student because only God can know a heart: therefore, discipline must serve as a filter to expose these heart issues for a school to partner with parents in this area. Our goal is to create a system aimed at the heart, not just at the behavior. We will strive to be loving and kind. But we will also work to have a system that is fair, clear, and objective for there to be no confusion regarding acceptable and unacceptable behavior.

## **Behavioral Probation**

Our goal is to see young people grow as Christians and adults in our responsibility toward one another. In order to ensure that students who have made mistakes seek to change behavior on a long-term basis, students may be placed on disciplinary probation. A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior. Students who engage in misbehaviors which persist over a period of weeks, will result in a discipline review. The result of this review will be the determination of whether the student is placed on behavioral probation or not for the next quarter or the remainder of the year.

The student, parent, and principal will sign a behavior contract which outlines what must be done by the student in order to be removed from probationary status. The length of the probation period is at the discretion of the administration.

Students should be aware that consequences for behavioral infractions may be escalated for a student on probation. If the student commits more serious infractions at any time, immediate suspension or disenrollment is possible. If a student demonstrates a lack of concern or chooses not to change his behaviors during the probationary period, the family will meet with the Principal and the student's enrollment may be terminated.

Note that more serious issues that may lead to immediate probation, suspension, or expulsion include but are not limited to fighting, insubordination, abusive language, truancy, forgery, fraud, harassment, theft, vandalism, threats, or use of illegal substances.

### **Detention**

Teachers or administrators may issue school detentions served during the student's lunch/recess times. This may include silent lunch or walking during recess/pe.

### **In-School-Suspension (ISS)**

Students involved in more serious matters will be assigned ISS for 1-3 days depending on the severity of the disciplinary infraction. Work will be completed and graded, but the student will not be in the classroom for instruction, lunch, etc. Students will not participate in specials (ie., PE, Art, STEAM) so as to limit social interactions with peers during this time. Families will be billed \$50 to help cover the cost of the ISS teacher's pay.

### **Out-of-School Suspensions (OSS)**

Students involved in a serious violation of school policy may be given out-of-school suspension. A student may not participate in extracurricular activities during this time. **The student will be given zeroes in classes due to the suspension.** The Principal may issue out-of-school suspensions. OSS requires a meeting with the Principal and the parents to determine if the student will be allowed to return to school.

### **Student Search & Seizure**

The administration recognizes that incidents may occur which jeopardize the health, safety, and welfare of students and staff and which necessitate the search and seizure of students, their property, cars, and their lockers by school officials. Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing a reasonable cause or securing the student's voluntary consent.

## **Cell Phones & Electronic Devices**

**Student cell phone and smart watch use during school hours and in after-school care is prohibited. In all grade levels, student phones, ear pods, smart watches and other electronics will be turned in to a staff member upon arrival and will not be returned until dismissal.** Students are not allowed to make or take calls or text messages during the day. This includes sending texts or emails through online messaging using computers and smart watches. There are exceptions to this rule that will be handled on a student by student basis with the Principal. **Parents: if you need to contact your student, you may call the front office and the staff will get a message to your student. If your child needs his/her phone for medical reasons (ie., connection to a medical alert system), then this must be approved with the administration and the student may only use the device for medical reasons.**

The following disciplinary measures will be taken for violation of the cell phone use policy:

- **First offense:** Cell phone taken from the student for the day. The **student** can pick up the phone from the teacher at the end of the day.
- **Second offense:** Cell phone taken from the student. The **parent** may pick up the phone from the office at the end of the day.
- **Third offense:** Cell phone taken from the student. A third offense of cell phone violation within a semester will require a meeting with the Principal.

The use of portable gaming or music devices of any kind is not allowed between the hours of 7:45 a.m. and 3:05 p.m., unless approved by the homeroom teacher. Afterschool care policies also prohibit cell phone use. This includes, but is not limited to, portable CD players, radios, electronic games, iPods, toys, and playing cards. Adult supervisors of before and after school care and school trips may determine whether such devices are allowed during those times. If a student violates this rule, the same procedures will be followed as for cell phone violations.

## **Telephones**

The telephones in the offices are for school related business only. Students will not be permitted to use these phones except in cases of emergency. Students will not be called out of class to answer telephone calls. Please handle family communications prior to the school day. Messages of an emergency nature from parents will be communicated to the student. Students are not to have cell phones on during the school day, so please do not rely on this as a means of communication, whether calls or text messaging.

## **Field Trip Policy**

Occasionally, a teacher, group sponsor, or administrator may hold off campus activities planned and supervised by school personnel. Such activities are to follow the behavior and dress code policies set forth in the handbook. Occasionally, the school sponsor may show leniency in the dress code rules when it is appropriate to do so and provided it is not dishonoring to Christ and the school. **Cell phone policy for each trip or activity will be explained by the trip coordinator.**

## **Chromebooks/Tablets**

Devices will be provided for at school use. Students may use google apps or may bring a flashdrive to access school documents. *Personal devices are no longer needed on campus.*

## **How should the Internet/Social Media be used?**

The Internet should be used for research and education through the provision of unique resources and opportunities for collaboration among students, teachers, and administrators. Use of the Internet must be in support of this, consistent with the educational objectives of the school, and be in accordance with our school mission statement.

Follow the school's code of conduct when posting online. How you represent yourself online is an extension of yourself. Be aware of what you post, social media is very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want Christ, family, friends, or even your future employer to see.

## **What is expected while using the internet at school?**

Students are responsible for appropriate behavior while using the computer and the internet. Additionally, students are responsible for their actions while using the equipment and resources. Use is a privilege, not a right, and may be revoked if abused. Vandalism of equipment or programs will result in appropriate action being taken.

### **Computer Acceptable Use Policy Guidelines**

- Be prepared to be held accountable for your actions. Exemplary behavior is expected from all users, always.
- Internet access always requires the direct supervision of a faculty or staff member.
- Do turn off the monitor and notify an adult immediately if you encounter materials that violate the school code of conduct or are of questionable content.
- When using the computer, be sure the content you are accessing is in the spirit of Philippians 4:8 "Finally, brothers, whatever is true, whatever is noble,

whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”

- Use of the computer or Internet to hurt, harass, attack or harm other people or their work will not be tolerated.
- Please be a good steward and protect the computer and the network.
- Refrain from the posting of electronic chain letters and other useless information to avoid network degradation.
- Ask prior to installing software, downloading files, games, programs or other electronic media. Please remember that opening an attachment from email is considered downloading a file-**ask first!**
- Observe all copyright laws.
- Refrain from viewing, sending, or displaying obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
- Protect your personal information and that of others while using the internet.
- The library computers are for research and educational use only. Games, social networking (Facebook, Instagram, etc.) and emailing (except to email an assignment to a teacher), should not be accessed from a school computer.
- If you use a laptop, return it properly.
- Refrain from eating or drinking near computers.
- Refrain from instant messaging, chatting, or social networking.
- Using and/or viewing of streaming video requires prior approval of a staff or faculty member.

**Please note that the administration reserves the right to read emails or files stored on the computer or printed, if the need arises.**

### **Tuition Payments**

Tuition is a yearly fee that we have broken down into monthly payments, for your convenience. Those monthly tuition payments are due on the 1<sup>st</sup> of each month. Each family will receive information for enrolling with Blackbaud Tuition Management (BBTM) once registration forms have been submitted and approved. It is MANDATORY for all families to enroll with BBTM. Tuition and registration payments will NO longer be accepted at BCA. If tuition is not paid by the 10<sup>th</sup> of each month, a \$40 late charge will be added by Blackbaud. This fee is paid directly to BBTM, and BCA does not get any of this fund. This covers their administrative costs for extra communications with families to get payment after the due date.

There is no reimbursement due to withdrawing from school, sickness, inclement weather, vacation, or school holidays (this includes, but is not limited to: Fall Break, Christmas Break, Spring Break, and single-day holidays). If unusual/special problems arise, the administrator

is to be consulted. If you decide to withdraw your child at any time, please see the withdrawal procedure.

### **Observed Holidays/School Closings**

There will not be prorated tuition for any days that the school is closed. Other holidays may be added at the discretion of the Administration. It may also become necessary for BCA to close due to weather or excessive sickness. Below is a list of planned closures.

New Year's (also see "Christmas" below)

Martin Luther King's Birthday

President's Day

Good Friday

Memorial Day (Summer Care)

Independence Day and/or days surrounding it (Summer Care)

Labor Day

Veteran's Day

Thanksgiving Week

Christmas Break

Fall Break (one week in October)

Spring Break (one week in March)

### **Inclement Weather, School Closings, Early Dismissal**

The threat of flood, snow, ice, or tornadoes may result in early school closings or delayed starts. Parents will be notified through email, text and facebook if school is dismissed early. Parents should monitor the weather closely and have a plan to be able to pick up a child at

the time of closure. NO aftercare will take place and staff members will need to be able to leave for their safety in the case of early closure. Parents or an authorized person should sign out the child when they leave the premises. Please make sure that anyone authorized to pick up your child/children, is on the approved pick up list. In the event of a threat of inclement weather and school is closed, parents will receive an email and text message. BCA typically follows the Madison County School closure protocol. **Please make sure that all email addresses and phone numbers are up to date.** You may also check social media (Facebook) for information.

### **Updated Information**

Please make sure the school office is notified of any changes in address, phone number, email address, family status, or person(s) authorized to pick up your child. Updated information is very important so that we may remain in contact with you regarding sickness, behavioral problems, or early closings. You may email the office or call to provide these updates.

### **Lunch**

BCA is not equipped with food preparation facilities. **Each child will need to bring a lunch from home daily with the name visible on the outside of a lunch box.** Lunches should include all utensils, napkins, bowls, etc. that are needed at lunchtime. We do not provide these items on a daily basis. Microwaves are available to heat lunches if needed. *Please do not send foods that require more than 2 minutes to heat thoroughly.*

**Due to allergies, additional restrictions may apply in specific classrooms.**

Depending upon response, there may be days when food is catered. We will notify you in advance of the days and cost so you will have the opportunity to decide if you want to participate.

*Lunch Recommendations for Preschool through Kindergarten students:*

- Lunchables
- Chef Boyardee in a microwavable container
- Sandwiches
- Leftovers from home in a thermos which do not require heating

*Lunch Recommendation for 1st through 12th grade*

- Items that the student can open on their own
- Lunchables
- Chef Boyardee in a microwavable container
- Leftovers from home in a thermos which do not require heating
- Sandwiches



## Nap

Full time Preschool students who stay for lunch will take a nap immediately following lunch. Each child needs to bring a blanket and pillow to sleep on. We supply cots for the children to lie on. **Please make sure that your child's name is on their blanket and pillow.** Parents should not pick up their child until after 2:30 pm when nap is over. This is to prevent disturbing the other napping children.

## Snacks

Each child is to provide their own daily snack in the morning. Students can bring a cup/water bottle with a lid that contains **water only**. No other drinks are allowed in the classrooms. Parents are welcome to purchase a small container to store snacks for a longer period in the classroom. This will be kept in their cubby, so please don't get large containers. Please label the container with your child's name. **Snacks should be something good for your child and something they will enjoy.** Afternoon snacks for extended daycare children will be provided by the school. **Please be mindful of food allergies when sending snacks for your child. Due to allergies, some classrooms are peanut free zones.**

## Holiday and Birthday Parties

Classes will have special celebrations throughout the year. Children may celebrate their birthday at school by sharing a treat with classmates during an approved time. Approval comes from the teacher. No personal invitations are to be distributed at school unless every child in the class receives an invitation or all students of the same gender receive one. **Due to food allergies, all items sent in must be in the original packaging which shows all ingredients and/or must be prepared in an inspected/approved commercial facility.**

## Toys

Please do not allow your child to bring toys to school other than when requested by the child's teacher.

## Withdrawal

Two weeks written notice is required when withdrawing your child from any BCA programs. BCA staff may request that a child be withdrawn. Partial months will not be prorated and will be charged as a full month. Records will not be released until all accounts are up to date. Records require at least 2 business days to prepare.

## Health and Safety

Along with a completed registration card and a current immunization record, a signed medical release must be provided so that medical attention may be obtained in the event of an emergency.

To help minimize the spread of illness and infection:

- Children who display signs of illness are not to attend until symptoms are gone. Students must be symptom free without the use of medication. (ie not fever free because they took motrin)
- Children may not attend within 24 hours of having a fever of 100.4 degrees or higher, had vomiting or diarrhea or have shown signs of intestinal upset.
- Please observe any abnormal behavior or signs which may indicate illness. These can include but are not limited to crankiness, sleepiness, flushed skin.

BCA does not have provisions for a child to remain indoors while the rest of the class is outside. If your child becomes sick while at school, we will notify you or a designated person and **require that the child be picked up from school within 30 minutes.**

If your child has a communicable illness, other than a common cold, notify the school so other parents may be made aware of exposure and proper precautions can be taken. A communicable illness could include but would not be limited to Covid - 19, pink eye, strep throat, chicken pox, pneumonia, flu, hand foot and mouth, etc.

Those having chicken pox may return after all blisters have scabbed over and no new ones have erupted in the 24 hours prior to returning to school. Pink eye must be medicated and return to school is possible with a note from their physician.

Head lice are possible among children. Learn to recognize it, how to treat it, and how to prevent it. Your children will be checked periodically at school for lice. Parents should check at home as well. The signs are persistent itching of head and neck and neck area, small mites in hair. Lice are treated with a special shampoo that is available at pharmacies. If a case of head lice is found, parents of affected children will be notified immediately so that the child can be picked up and begin treatment. Students may return 24 hours after treatment has been completed. For students not affected but in the same class, parents will be notified within 24 hours or sooner if it is possible.

If a parent is unsure if a child is well enough to return to school, the school office should be contacted first.

### **Medication**

The dispensing of medicine will be overseen by the office staff at BCA. School personnel are not permitted to dispense any medication to students unless requested to do so by a parent. If the medication is a prescription, the container of the medication must be clearly

labeled with the current prescription stating the dosage and frequency of administration. School personnel cannot deviate from this label unless authorized in writing by the physician. The medication should be accompanied by a note from the parent authorizing a BCA staff member to administer the medicine. All medications must be turned into the school office upon arrival on campus and cannot be kept with the child, unless it is medically necessary. For example: inhalers and Epi-pens.

### **Special Medical Situations**

For the safety of your child, please notify your child's teachers or the administrator of any warning signs to look for or special treatment that needs to be administered in case of a medical situation.

### **Library**

BCA is blessed to have a library with resources at the student's disposal. Print resources as well as computers are available for the students. Students are expected to treat these resources with care and use them in a manner that is appropriate. Students are expected to follow all library rules. No materials are to be removed from the library unless checked out. Fines will be assessed for materials not returned on time. Not returning borrowed materials or paying fines in a timely manner may result in grades and official transcripts being withheld.

### **Homework**

We recognize that homework can quickly get out of balance and therefore, we are committed to closely monitoring all student homework. However, our philosophy on homework is that it is a vital ingredient in producing students who will be successful at the next level. We believe homework instills in students two basic traits: the ability to work independently and the ability to do that independent work successfully.

### **Wednesday Night Homework**

Teachers are encouraged to refrain from giving too much homework on Wednesday nights or requiring major projects due on Thursdays: however, there will always be times when homework is necessary on Wednesdays. **No NEW homework should be assigned on Wednesday that is due on Thursday.**

### **Report Cards**

Report Cards will be given to the students at the end of each nine weeks. The report card needs to be signed by the parent and sent back to the teacher. Progress reports will be given approximately every four weeks, at the mid term and then at the end of the quarter. Grades may be checked by parents and students at any time during the school year using our online grading system. Passwords are issued to the parents at the beginning of each school year. Low grade alerts for anything below a 70 are issued by Gradelink. You may adjust these notifications in the settings on your account.

### **Grading Scale for 1st through 12th grade**

A 100-90

B 89-80

C 79-70

D 69-65

F 64-Below

### **Graduation Requirements**

English Language Arts-4 credits

Mathematics-4 credits to include Algebra I, Geometry and Algebra 2 (Algebra I taken in eighth grade does count as a high school credit)

Science-4 credits to include one biology class and one physical science class

Social Studies—4 credits to include world history, US history I and II, Government and Economics; must also pass the Civics test at the end of the government course

Physical Education-1 credit

Health-0.5 credits

Career Prep-1 credit

Electives—5.5 credits (must include three credits from Career/Technical education, foreign language and/or fine arts)

Service Hours—Effective for the 2023-2024 school year, high school students must provide documentation of having performed a **minimum of 15 hours of service projects** each year. These may be accumulated beginning June 1, 2023 and must be completed by May 15, 2024. Examples may include, helping in church nursery, working in VBS, doing yard work for someone who is physically unable, mentoring a younger student, or many other things that are approved by the school administration. These hours must be unpaid/uncompensated hours. (ie., You may not count a paid babysitting job, for example.) A documentation form will be provided for the student and will be kept in the student file.

Testing—Students must take the SAT, ACT and/or ASVAB test during their last two years of high school. A copy of the scores must be provided to the school for the student file.

### **Standardized Testing**

The IOWA Achievement Test (and/or any other test determined by the administration) is administered to each student 2nd through 8th grades each spring. All results become a part of the student's permanent record with a copy provided to parents. These tests are important for placement in classes. BCA also uses these tests as assessment tools for our own curriculum and teaching methods.

### **Promotion/Retention/Placement**

Promotion from one grade to another shall be determined by a student's proficiency in the knowledge and skills contained within the curriculum for the grade level in which the student is enrolled.

The decision to promote, place or retain a student in elementary school shall be primarily based upon teacher recommendation and grades. A student may be passing core classes, and still need to repeat the grade level. The parents of students who are not mastering the knowledge and skills of the curriculum shall be notified as early as is reasonable. Parents shall be involved in the discussion whether to retain or place a student. At the school level, the final decision to promote or retain a student rests with the Principal. **Placement is defined as moving a student to the next grade when he/she has not mastered the material for social reasons, but also implies that support or tutoring will be required.**

### **Summer School**

Students who fail a class may need to attend summer school to be promoted to/placed in the next grade. Most summer school options involve a fee, and these can be discussed with the administrator.

### **Honor Roll**

Students who make all A's on the quarterly report cards (nothing below a 90 on **any** report card all year long) will be recognized with a "High Honor Roll" award. Students who make all A's and B's on the quarterly report cards (nothing below an 80 on **any** report card all year long) will be recognized with an "Honor Roll" award.

### **Textbooks**

Most textbooks are furnished to the students and, therefore, remain the property of BCA. The textbooks, when taken care of, generally have a minimum life expectancy of three years. Students are responsible for the care and protection of textbooks, and any excessive wear and tear on textbooks. Some classes may require special supplies, materials, or books that are not furnished by the school.

### **Lost and Found**

Lost articles are typically turned in to the office or kept by our carline door. All lost items will be kept in the school office for a limited time frame. Students are encouraged to claim lost items as quickly as possible. Unclaimed items will be donated to charity.

### **BCA Worship**

Weekly worship is a part of the academic life at BCA. It is intended to promote spiritual growth in the student body as well as include in the education process of worship of our Lord. At BCA, we view the educational process as a spiritual process and, therefore, it is imperative that God be a part of that process. Guest speakers, musical groups, as well as BCA faculty, staff and students lead these services. Attendance is required except in cases of excused absences. All students will be given the right to worship: therefore, a disruptive student will be removed from worship and face disciplinary action.

### **Preschool Program**

Preschool classes are for children ages 3 and 4 that are completely potty trained. The child must be this age by September 2nd, which follows the Madison County School System. We have the following choices for your individual needs:

**Part time—Monday - Friday 7:45 am until 12:00 pm**

**Full time—Monday—Friday 7:45 am until 3:00 p.m.**

### **Kindergarten**

Kindergarten is for children that turn 5 years old *prior* to September 2nd. This class is Monday through Friday from **7:45 am until 3:00 p.m.**

### **Grades K5-12**

An official school day for BCA begins at **7:45 am** and ends at **3:00 pm**.

### **Extended Day Program For BCA Students**

This program is for children already enrolled in at BCA who need before school and after school care. Hours are from 7:00 am until 5:30 pm. The after-school extended care programs are only for BCA students 3 years old to 6th grade (or 12 years old and younger). ***Drop-ins (those not enrolled in extended care but who need to drop in for emergency reasons on occasion) must receive prior approval from the administration as we do not always have adequate staff on hand to provide safe supervision for extra students.*** You may get this approval by speaking to the office staff or principal. Classroom teachers are not able to grant this request.

After-school Program (K3 - 6th grade) -\$5.00/day per child (3:15-5:30)

Drop ins (K3-6th grade) \$10/per day/per child– MUST be paid upon pick up

**Part time** K3 and K4 students (those who pay to leave at noon) who need to drop in will pay \$10 to cover nap time and after school care.

STUDENTS NOT PICKED UP BY 3:15 WILL BE SENT TO EXTENDED CARE AND CHARGES WILL APPLY AFTER A GRACE PERIOD.

**Any child not picked up by closing without prior arrangements will be subject to an additional charge of \$5.00 per minute per child. Your child will be subject to dismissal in the after school program if there are multiple late pickups.**

### **Summer Enrichment Program/Summer Camp**

BCA will begin 2023 Summer Camp on June 1. During the summer, the staff will have entertaining and educational activities at the school as well as away from the school. The cost of these special activities will be included in the summer camp cost. Summer camp is open for children who are rising K3-rising 6th graders during the hours of 7:30 a.m. until 3:00 p.m. Spots for students not already enrolled at BCA are very limited. Extended care most weeks for students not picked up by 315 p.m. and will run until 530 p.m.

**Any child not picked up by closing without prior arrangements will be subject to an additional charge of \$5.00 per minute per child. Your child will be subject to dismissal in the after school program if there are multiple late pickups.**

Summer tuition is paid **monthly** using BBTM. Registration fees are paid at the time of registration. Please have this paid as soon as possible to avoid any late charges. If your bill is delinquent, a late charge of \$40 will be assessed by our payment system. This fee goes directly to BBTM to cover the administrative costs of communicating with you about your late payment, and BCA does NOT get any of that money. Your child will not be able to attend until your account is brought up to date. If there is a problem, we will make every effort to work with you. For more information and fees for summer camp, please contact the school office beginning in January 2023. Registration for BCA students typically opens in February, and then to former summer campers in March. Any remaining spots are made available to the general public after mid-March. **Any child not picked up by 5:30 pm will be subject to an additional charge of \$5.00 per minute per child.**

### **Fire Alarms**

Students are led out of the building following evacuation plans that are posted in each classroom. Students and teachers can re-enter the building with a signal from an administrator.

### **Tornado Alarms**

Students are led to the designated shelter area as posted in each classroom. It is our general policy not to release any student to the parents while the sirens are going off for a tornado warning. This is to ensure the safety of you and your children.

### **Visitors or Intruders**



All doors remain locked from 7:00am-5:30 p.m. Any person seen on campus without prior approval will be confronted by a school staff member and escorted to the front office. In situations where a locked door is breached or there is difficulty in escorting the visitor, the front office is to be notified immediately of an intruder alert. At this time, the teachers will close their locked doors, move students out of the line of sight and remain there quietly until the “all clear” notice is given. The “all clear” notice is not published to protect the security of the students.

### **Emergency Preparedness and Procedures**

In addition to the day to day events on our campus, there can be unusual emergency situations that occur. Some will deal with school closing while others deal with emergency situations while class is in session. As student safety is our top priority, it is the duty of all BCA employees to take steps to identify, notify, and then act as soon as possible to provide for a student’s safety.

### **Helpful Information**

- **Please place your child’s name on everything.**
- When you send money, place it in an envelope and write your child’s name, dollar amount, and purpose for the money on the outside of the envelope.
- Please bring tote bags/book bags and folders daily.
- Check your child’s folder daily for work and information.
- ALL classes begin promptly at 7:45 am. Children are tardy at 7:50 am and this will be reflected on your child’s report card.
- Please have your child on time to avoid disrupting their class. Children should come at least 15 minutes before class to help with child-parent separation.
- Please see that your child gets a good night’s rest. Children who get plenty of rest are more alert and teachable and less likely to have illnesses.
- If your child is sick or has a fever, please keep them home.
- Please notify the school of all absences. This helps the teachers and staff have an accurate count of the children.

- During the first few weeks, we will be trying to help your child become familiar with their classroom environment and the other children, as well as to help them develop a sense of belonging.
- Some health problems may require a note from a doctor or county health nurse before children can return to school.
- Lost articles are placed in a box in the front office.