



**BETHEL**

**CHRISTIAN ACADEMY**

*Enlightening the mind, edifying the heart*

**Parent-Student Handbook**

2016-2017

**A MINISTRY OF  
BETHEL FREE WILL BAPTIST CHURCH  
1936 Banks School Road  
Kinston, North Carolina 28504  
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[www.bcatrojans.com](http://www.bcatrojans.com)  
[bcanc@yahoo.com](mailto:bcanc@yahoo.com)**

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A Word From

## Our Principal

*Dear Parents and Students,*

*Welcome to BCA's Parent and Student Handbook. I am honored and excited that you have placed your trust in us to help "train up your child in the way" of the Lord. (Proverbs 22:6)*

*We are already experiencing a great school year! New and returning teachers and students are coming together to make up one of the best school years since its beginning in 1970. I am eager to see how God is going to continue to work in and through our school. We certainly feel blessed to have you join us this year. Hopefully, this handbook will assist you and help you feel welcome and a part of our Bethel team.*

*The purpose of Bethel Christian Academy is to provide its students with an educational program that in its entirety exalts and glorifies the Lord Jesus Christ by making Him the center of all things.*

*The philosophy at Bethel Christian Academy is "Kingdom Education," which focuses on bringing the home, church, and school together to form a partnership for training the next generation. From this philosophy are institutional guidelines and parameters that provide structure, accountability, and direction. I want you to understand these guidelines and be supportive of them as we journey together this year. Our focus on the main objectives for the school will be clearer throughout the year if we individually and collectively honor the parameters set forth in our handbook.*

*Carry on for Christ!*

*Douglas K. Phillips, Principal  
Bethel Christian Academy  
dphillips@bethelfwb.com*

*Proverbs 3:5-6*

## SUPPORT STAFF

Discipline	Mr. Pridgen	<a href="mailto:npridgen@bethelfwb.com">npridgen@bethelfwb.com</a>
Guidance Counselor, Transcripts, & Scholarships	Mrs. Hawkins	<a href="mailto:phawkins@bethelfwb.com">phawkins@bethelfwb.com</a>
American Christian Honor Society	Mrs. Gates	<a href="mailto:krates@bethelfwb.com">krates@bethelfwb.com</a>
Middle School Honor Society	Miss Tupua	<a href="mailto:ltupua@bethelfwb.com">ltupua@bethelfwb.com</a>
Curriculum & Supervision	Mrs. Pridgen	<a href="mailto:rpridgen@bethelfwb.com">rpridgen@bethelfwb.com</a>
Parking Lot Safety Director	Mr. Stroud	<a href="mailto:jstroud@bethelfwb.com">jstroud@bethelfwb.com</a>
School Dynamics (school records, report cards, InfoDirect, etc...)	Mrs. Cunningham	<a href="mailto:mcunningham@bethelfwb.com">mcunningham@bethelfwb.com</a>
Homecoming	Miss Petty	<a href="mailto:rpetty@bethelfwb.com">rpetty@bethelfwb.com</a>
Athletic Director	Mr. Bert Potter	<a href="mailto:bpotter@bethelfwb.com">bpotter@bethelfwb.com</a>
Academic Eligibility	Mrs. Cunningham	<a href="mailto:mcunningham@bethelfwb.com">mcunningham@bethelfwb.com</a>
eTextbooks	Mrs. Cunningham	<a href="mailto:mcunningham@bethelfwb.com">mcunningham@bethelfwb.com</a>
Attendance Officer	Mrs. Jones	<a href="mailto:tjones@bethelfwb.com">tjones@bethelfwb.com</a>
Jr. & Sr. Banquet	Miss Petty Mrs. Croom	<a href="mailto:rpetty@bethelfwb.com">rpetty@bethelfwb.com</a> <a href="mailto:jcroom@bethelfwb.com">jcroom@bethelfwb.com</a>
Exceptional Student Program & Achievement Testing	Mrs. Hooten	<a href="mailto:ahooten@bethelfwb.com">ahooten@bethelfwb.com</a>
Online Courses	Mrs. Speelman	<a href="mailto:jspeelman@bethelfwb.com">jspeelman@bethelfwb.com</a>
Fine Arts	Mrs. Deaver	<a href="mailto:tdeaver@bethelfwb.com">tdeaver@bethelfwb.com</a>
Daycare & Aftercare	Mrs. Rouse	<a href="mailto:rrouse@bethelfwb.com">rrouse@bethelfwb.com</a>
Cafeteria	Mrs. Clements	<a href="mailto:icet4me1@gmail.com">icet4me1@gmail.com</a>
Lunch Orders	Mrs. Jones	<a href="mailto:tjones@bethelfwb.com">tjones@bethelfwb.com</a>
School Tuition Payments	Mrs. Cunningham	<a href="mailto:mcunningham@bethelfwb.com">mcunningham@bethelfwb.com</a>
Chief Financial Officer	Mr. Fordham	<a href="mailto:gfordham@bethelfwb.com">gfordham@bethelfwb.com</a>
Maintenance	Mr. Joe Potter	<a href="mailto:my4jitz@yahoo.com">my4jitz@yahoo.com</a>
Student Leadership Institute	Mrs. Williams	<a href="mailto:mwilliams@bethelfwb.com">mwilliams@bethelfwb.com</a>
Elementary PE & Art	Mrs. Speelman	<a href="mailto:jspeelman@bethelfwb.com">jspeelman@bethelfwb.com</a>
Library	Mrs. Phillips	<a href="mailto:kphillips@bethelfwb.com">kphillips@bethelfwb.com</a>
Elementary Music & Private Piano Lessons	Mrs. Truett	<a href="mailto:ktruett@bethelfwb.com">ktruett@bethelfwb.com</a>
Elementary Campus Pastor & Chapels	Mr. Dodson	<a href="mailto:ddodson@bethelfwb.com">ddodson@bethelfwb.com</a>
MS & HS Campus Pastor & Chapels	Mr. Crowder	<a href="mailto:bcrowder@bethelfwb.com">bcrowder@bethelfwb.com</a>
Teacher Substitutes	Mr. Stroud	<a href="mailto:jstroud@bethelfwb.com">jstroud@bethelfwb.com</a>
School Nurse	Mrs. Chase	<a href="mailto:kchase@bethelfwb.com">kchase@bethelfwb.com</a>
Web Page	Mrs. Cunningham	<a href="mailto:mcunningham@bethelfwb.com">mcunningham@bethelfwb.com</a>
School Spirit Store	Miss Petty	<a href="mailto:rpetty@bethelfwb.com">rpetty@bethelfwb.com</a>
Fall Festival	Mr. Pridgen	<a href="mailto:npridgen@bethelfwb.com">npridgen@bethelfwb.com</a>

## **Mission of Bethel Christian Academy**

*To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.*



*“a strong, hard-working, determined person.”*

— Webster

Colors:

**Royal Blue and White**

(with Black accents)

## ***CONSTITUTION***

Bethel Christian Academy supports parents who teach their children morals such as truthfulness, purity, honesty, patriotism, faithfulness, and a high regard for standards. Every subject is taught in the light of Bible truth. God's Word is the final authority. The school is a ministry of Bethel Free Will Baptist Church. It exists because of the church and operates in harmony with the other church ministries.

## ***VISION STATEMENT***

To advance a Christian school of excellence through Kingdom education so that the generations to come will know the truth of God's Word and not forget His works, nor be taken captive by the vain philosophies of their day.

## ***MISSION STATEMENT***

In pursuit of excellence in education, the mission of Bethel Christian Academy is:

*To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.*

## ***CORE VALUES***

In order to successfully fulfill this mission, Bethel Christian Academy will give priority to seven core values. Each core value must have operating principles that will allow BCA to put these core values into everyday practice in every aspect of its educational program.

Christ-likeness  
Church Priority  
Service  
Stewardship

Bible-centeredness  
Christian Family Emphasis  
Academic Excellence

## ***CORE OBJECTIVES***

**Spiritually-** *“Let the Word of God dwell in you richly.”*

### **To graduate students who**

- Have accepted Christ as personal Saviour
- Are spiritually mature
- Live according to Scriptures
- Seek God’s will in their lives
- Know what they believe and why
- Can defend a biblical view of the world
- Spend time in prayer and Bible study
- Are involved in a local Bible-believing church ministry
- Are willing to present Christ to the world in which they live
- Seek to glorify God in every aspect of their lives
- Possess a servant’s heart
- Exhibit respect for authority

**Academically -** *“Let this mind be in you which was also in Christ Jesus.”*

### **To graduate students who**

- Are academically prepared to enter higher education
- Understand that “all truth is God’s truth”
- Possess the skills and the work ethic to compete in the job market
- Have the skills to present the Gospel clearly
- Contribute positively to society
- Participate wisely in the political process
- Have a strong sense of patriotism
- Use higher-level thinking skills
- Love life-long learning
- Are prepared to be leaders



**Socially-** *“No man liveth unto himself.”*

**To graduate students who**

- Maintain healthy, biblical relationships
- Portray a balanced life
- Are controlled by the Spirit
- Have a sense of community responsibility

**Physically-** *“Present your bodies a living sacrifice...unto God.”*

**To graduate students who**

- Acknowledge that their bodies are the temple of the Holy Ghost
- Understand proper hygiene and nutrition
- Stay physically active in their service for God

## ***STATEMENT OF FAITH***

1. We believe the Bible to be the plenary, verbally inspired Word of God, the only infallible, authoritative rule of faith and practice.
2. We believe that there is one God, eternally existent in three persons, Father, Son, and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth and sinless life, in His mercies, in His vicarious death through His shed blood, in His ascension to the right hand of the Father, and His personal pre-millennial return in power and glory.
4. We believe that for the salvation of lost, sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe salvation is by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost; the lost unto the resurrection of damnation, and the saved unto the resurrection of life eternal.
8. We believe in the Genesis account of the creation of man as opposed to the theory of evolution of man.
9. We believe in the spiritual unity of believers in our Lord Jesus Christ.

## *PHILOSOPHY*

Bethel Christian Academy operates with a traditional Christian philosophy of education. BCA holds to the tenet that God's Word is truth, and "all truth is God's truth."

Deuteronomy 6:6-9 states: "And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shalt bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt write them upon the posts of thy house, and on thy gates."

Therefore, BCA recognizes that, under God, parents have the primary responsibility for the education of their children. The teacher, however, is the authority in the classroom.

Because everyone is born with a sinful nature, rules and standards are necessary. The teacher is responsible for providing a structured atmosphere of order in which the students will learn. The teacher has the authority to administer discipline to each child under the administration's guidelines. Teachers are professional in manner, but servant-minded. BCA ascribes to the belief that true learning takes place in this order:

- (1) Control
- (2) Communication
- (3) Learning

BCA textbooks are God-centered, teaching spiritual truths, morality, and patriotism. Drill work and memorization are key tools in instruction. Homework is assigned regularly and expected to be completed on time. Reading is taught by phonics.

## ***PHILOSOPHY OF ACCOUNTABILITY***

Romans 14:11 and 12 says: “For it is written, as I live, saith the Lord, every knee shall bow to me, and every tongue shall confess to God. So then, every one of us shall give account of himself to God.” This we firmly believe.

The pastor will someday give an account to God for his role of leadership in the ministry. He is accountable to the deacon board and the congregation of Bethel Free Will Baptist Church.

The staff members are accountable to God as well as to the pastor of the church and the administration. Each reports directly to the pastor. The principal is accountable to the administrator. The administrator and principal also are accountable to the BCA School Board.

The teachers are accountable to God as well as to the principal of the school. Areas of accountability include the actual classroom teaching, meeting deadlines, following established procedures, and living an exemplary, Christian life.

The Day Care workers are accountable to God as well as to the Day Care director for providing love and special attention to our smaller children.

The parents are accountable to God for the selection of a Christian school for their children, for maintaining open communication with teachers, and for supporting this institution, as stated on the application form.

### **BCA IS FULLY ACCREDITED BY**

**NCCSA** — North Carolina Christian School Association  
**NCPSA** — National Council for Private School Accreditation  
**NACSAA** — North American Christian School Accrediting Agency  
**MSA** — Middle States Association of Colleges and Schools

### **OUR AFFILIATIONS**

**University of Richmond Technology Partner**

## ***STANDARDS OF CONDUCT***

Bethel Christian Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Bethel Christian Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9; 12-13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Bethel Christian Academy to adopt the following standards which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. The Academy, therefore, requires each student – **whether at home, school, or online (cell phone/internet) -**

- ♦ to maintain Christian standards in courtesy, kindness, honesty, morality, and dress in public.
- ♦ to refrain from participating in worldly activities - whether **at home, school, or online (cell phone/internet)** - such as swearing, indecent language or actions, bullying, vandalizing of any property, trashing of any public or private property (e.g. "papering" a house), smoking, possession or use of alcohol, drugs or tobacco, gambling, viewing pornography, taking inappropriate pictures/videos, premarital or extramarital sex, homosexuality or other sexual perversions. (Marriage is between one naturally born man and naturally born woman.)

Any infraction above will be dealt with by the school using detentions. This will include a one-day up to ten-day suspension or expulsion depending upon each situation. These infractions are serious. Other less serious infractions (e.g. incomplete homework) will be served a detention without a suspension.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some; but while not condemning others who see differently, Bethel Christian Academy believes that the restrictions named are outstanding types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or online (cell phone/internet). Students found to be out of harmony with the Bethel Christian Academy ideals of work and life and any student who has been arrested by authorities will be subject to administrative withdrawal.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning and genuine personal interest between faculty and student, there is fine opportunity for development of strong Christian character. Bethel Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Bethel Christian Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Bethel Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Bethel Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Bethel Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activities outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. (Matthew 19:4-5).

# ADMISSIONS

## ***ENROLLMENT***

Student applications may be obtained in the school office. All students and parents will be interviewed by the principal/supervisor prior to acceptance. Please call the school office to set up your appointment.

Parents should bring a copy of their child's last two report cards and last achievement test scores when they come to interview with the principal or supervisor.

It is understood that attendance at Bethel Christian Academy is a privilege and not a right, that privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The Academy may request the withdrawal of any student at any time who does not fit into the spirit of this institution.

## ***NON-DISCRIMINATION POLICY***

BCA admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. BCA does not discriminate on the basis of race, color, national or ethnic origin as long as they are willing to participate in our Bible classes, taught according to our beliefs. We do not require pupils to attend Bethel Free Will Baptist Church nor hold membership there.

## ***AGE REQUIREMENTS***

Kindergarten four students must be 4 on or before August 31.

Kindergarten five and first grade students must be 5 or 6 years of age respectively on or before August 31.

## ***NEW ENROLLMENT***

Step one...Obtain application packet from school office.

Step two ...Complete the application packet and return it with

- the application fee
- copy of last report card
- transcript of grades (grades 9-12)
- copy of standardized test scores
- copy of any psychological test results

Step three...Interview

The interview will be scheduled with both parents and prospective student(s) to meet with the principal. Following the interview, entrance testing will be scheduled (Grades K5-12).

Step four...Academic and Spiritual Review

Your completed application and entrance testing will be reviewed. When the review has been completed, parents will be notified concerning the results.

## ***CUMULATIVE RECORDS***

When a new student enrolls in our school and is transferring from another school, a "Request for Records" form must be completed and signed by one of the parents. Our school or the parent will send this form to the address of the last school attended. A student's cumulative folder contains information regarding academic progress, attendance, health, achievement tests, and special remarks. A parent may see the contents of his student's folder only by contacting the principal. All information is regarded as confidential.

## ***RE-ENROLLMENT***

Presently enrolled students must register every year. They will have priority in registration for each succeeding year, but **only** during the Early Re-enrollment Period.

## ***AFTER-CARE PROGRAM***

Students in K-5 through 8<sup>th</sup> grade must attend the After-Care program if not picked up at 3:00 p.m. Inquire in the office.



## ***WITHDRAWAL***

Any student who withdraws from the school must return all textbooks, library books, etc. A “Withdrawal Form” must be filled out and signed by the parent/guardian. No transcript or records of any withdrawing student will be transferred to another school if the student or parents leave school without paying all accounts in full or without otherwise meeting all obligations imposed by the Academy. The registration fee and book fee is non-refundable. Pre-paid tuition is refunded for month(s) not attended.

## ***TRANSFERS***

All incoming students are given an entrance examination. Should the student’s accomplishments (as shown by the test) be on the grade level to which the student has been promoted, then the student may be admitted to that grade. It is the policy of the school not to accept transfer students whose accomplishments have not been up to acceptable standards.

## ***HEALTH***

In order to align us with the health department requirements for private as well as public schools, please be advised of the following:

- ♦ All prescription drugs and non-prescription medication (including aspirin) must be left with the child’s teacher to be administered to the student as specified by a note from the child’s parent/physician. **Send only enough medication as needed for school hours.**
- ♦ Please notify the office in cases of hepatitis, meningitis, rubella, measles, pink eye or other communicable diseases. Students with such illnesses will not be allowed to attend classes while they are contagious.
- ♦ All students are required to have current **certificate** of immunization

It is the desire of BCA to provide as healthy an environment as possible for all of our students. Therefore, when a child becomes genuinely ill, the parents will be notified and arrangements must be made to remove the child from school until he becomes well. Genuine illness includes, but is not limited to fever over 100, vomiting, rashes and/or anything else that may be deemed contagious. Minor headaches, stomachaches and other discomforts that are not serious in nature will be treated at school and the student will be encouraged to remain at school.

### ***SCHOOL CAST***

BCA has an automated rapid notification phone system called SCHOOL CAST. In the event of a school emergency, delay or closing, every contact on our list will receive a call or email with pertinent information. It is the parent's responsibility to make sure all contact numbers are current.

### ***SCHOOL CLOSINGS***

On days of icy conditions or other hazardous weather conditions, please tune to:

WAGO radio 88.7 FM  
WNCT TV 9

WITN TV 7  
WCTI TV 12

Bethel will make its own announcement, NOT following other school systems. Holidays, teacher workdays, and the summer break are indicated on the school calendar.

### ***SAFETY AND SECURITY DRILLS***

A continuous ringing of the fire alarm signals a fire, a fire drill, or some other emergency - requiring rapid, quiet, orderly emptying of the buildings. Several fire drills will be held during the year, and students should take them seriously.

Anyone who fails to carry out the teacher's orders at such times will be disciplined. Use exit routes as instructed by teacher. Pupils may re-enter the building (led by the teachers) when notified by the administration or their representative. Remain well away from the building and quiet until that time.

Tornado drills will be announced over the intercom. For tornado protection, students will move to the inside walls in the hallways, where they will kneel placing their hands and arms over their heads.

Lockdown drills will be announced over the intercom - initiating steps to isolate students, teachers and staff from danger.

### ***STUDENT ACCIDENTS***

When a student is injured at a school activity, parents will be contacted. Also, the teacher on duty will file an accident report with the Business Manager for insurance purposes.

A Medical Emergency plan is in place for major accidents and life threatening incidents. The teachers have a plan to follow.

## **FINANCES**

### ***TUITION/FEES***

Current Registration, Book, and Tuition fees are listed on the Tuition Rate Sheet. The Registration and Book Fees are Non-Refundable.

*A note concerning tuition payments* - We ask that every parent pay the monthly tuition on schedule. It is school policy that if a student's tuition is over a month behind, he or she will not be admitted to class until the tuition has been brought up to date. A late fee of \$20.00 is incurred on the 10th of the month. This policy is necessary so that BCA can meet its obligations and not jeopardize its testimony.

The PSST program (Parents Seeking Students) giving current parents \$100.00 credit for recommending the school to new parents is no longer available.

### ***SOLICITATION***

Solicitation is forbidden at BCA without specific administration approval. This includes the selling of tickets, candy, etc.; the distribution of political or religious materials; and the circulation of petitions.

# ARRIVAL/DEPARTURE

## ***SCHOOL HOURS***

Day Care Hours	7:00 a.m. – 5:30 p.m.
School Hours	8:00 a.m. – 3:00 p.m.
After Care	3:15 p.m. – 5:30 p.m.
Morning Care	7:00 a.m. – 7:30 a.m.

*\*Aftercare is only available up through 8th grade.*

Except Day Care and Morning Care children, pupils should not be on campus before 7:30 a.m. There is no one to supervise them earlier, and accidents or property damage may occur for which the school will not be responsible. Students who arrive before 7:50 A.M. are to enter in the cafeteria. Toys are not allowed in the cafeteria during morning care.

## ***CLOSED CAMPUS***

BCA operates a “closed campus”. This means that attendance is required from the regular start of school until the normal dismissal time. Any free periods a student might have are to be spent in an assigned area on campus. Student will not be permitted to go off campus to run errands.

No student is to be on school property at any time without adult supervision. This includes the gym, playground, and classrooms.

## ***VISITORS AND GUESTS***

Persons coming to the school are asked to report directly to the school office. This will keep classroom disruptions to a minimum. Parents are asked NOT to go to their child’s room unless they have been granted permission by the school office.

1. Parents, Grandparents, and Guardians should be out of the classrooms by 7:55 a.m. and out of the building by 8:00 a.m. for the benefit of all students.
2. All visitors must check in and out at the school office and receive a VISITOR’S PASS which is to be worn at all times while the visitor is at the school.

3. If a junior high/high school student wants to have a visitor come to school to visit, the following procedure should be followed:
  - a. Visitors to the junior high and high school are asked to abide by the high school dress code.
  - b. Request must be made at least one school day before the desired visit. (Walk-ins are not permitted.) The Bethel student is to get a VISITOR form, complete it, and have Supervisor to approve it at least a day before the visit.
  - c. The VISITOR must park in the School Visitor Parking places near the office. The visitor must enter at the office, present his approved form to secretary, and receive a Visitor Pass.
  - d. The Visitor Pass must be returned by the visitor to the office as he leaves.

### ***RESTRICTED CHILD PICK UP***

If parents are separated or divorced and one parent is not allowed to see or pick up a child, we must have on file at the school office a certified copy of the court order of final judgment.

Parents bringing children to school are asked to strictly observe traffic patterns and signs. The safest way to pick-up your children is to remain in your car and take your turn in the car line. Once you pull up in the car line, we will dismiss your child to get in your car. This policy keeps children from walking through the car lines and parking lots.

### ***STUDENT PARKING***

Many high school students may wish to drive an automobile to school. This is a privilege and should be regarded as such. If a student abuses the privilege to drive to school and park on school property, that privilege will be revoked.

These guidelines should be followed by all student drivers and/or passengers:

1. Upon arriving at school, all student drivers and passengers **MUST** leave the parking areas and enter the school building. Absolutely no lingering in or around cars in the parking area at any time before or after school.
2. Students should not allow others to drive their vehicles. Only students whose parents have granted permission to the office will be allowed to ride with student drivers. Under no circumstance should any student “bum” a ride with a student driver without written permission from the other student’s parents.
3. Bethel Christian Academy is not responsible for theft or loss incurred in any student’s automobile. We encourage all students to keep the doors locked while cars are at school.
4. Proper driving behavior is expected and will be maintained by each student driver. Showing off, squealing tires, loud music, etc. is unacceptable behavior and will not be tolerated. Instances occurring on school grounds which indicate such behavior will result in revoked parking privileges and school suspension. This includes entering or leaving school property.

## PARENT-SCHOOL COMMUNICATION

### ***INFODIRECT***

InfoDirect provides parents up-to-date information about the school and their children. Parents will have access to homework, grades, discipline notices, tardies/attendance, lunch orders, re-enrollment, and school announcements. The message center makes it easy to interact with teachers and receive notes from school. The parent will be issued a username and password to insure your information is secure. The student will also be issued a username and password with limited access for homework assignments and grades. InfoDirect can be accessed through our website: [www.bcatrojans.com](http://www.bcatrojans.com).

### ***PARENT-TEACHER CONFERENCES***

There is one required parent meeting in August. It is “Parent Orientation”.

We encourage parents who wish to discuss their student's progress with a teacher to call the teacher at home, message them online, or send a note by their student. At a mutually convenient time, our teachers will discuss any problems your child may have. BCA teachers are not allowed to have Parents Meetings before school begins. Teachers are required to be in the classroom by 7:50 a.m.

### ***PRINCIPAL AND PARENT PARTNERSHIP (PPP) MEETINGS***

The PPP Meeting is an opportunity for parents to partner with the principal for the purpose of school improvement. Administration will speak along with a selected parent about issues for school improvement. The Administration is open for parental suggestions for school improvement all year long.

### ***PARENT-TEACHER COMMUNICATION / APPEAL PROCESS***

From the Application Form, #5 "If I have questions and concerns, I will bring them promptly to the person involved, or the administration so that they may be properly considered by those in authority." If the question concerns the teacher, contact the teacher. BCA's staff desires to be available for good communication - for questions or even complaints. The supervisor or principal is available for more serious concerns. We desire close relationships with parents. Communication is essential. The "Matthew 18 Principle" will be used as an Appeal Process.

### ***PARENT CONCERNS***

Matthew 18:15-18 teaches that the best way to resolve a conflict with another individual is to go directly to him. Parents are asked to take their problems and concerns directly to the teacher. Going to other parents and airing one's grievances is profitable for neither the parent nor the teacher. The teacher deserves an opportunity to correct the situation or give an explanation for the cause of concern. If a parent does not feel that a satisfactory resolution has been reached after meeting directly with the teacher, a meeting with the supervisor or director may be arranged. A final recourse would include a third meeting with the principal of the school to assist the parent and find a solution to the problem.

## ***SCHOOL OFFICE***

The school office is the “hub” of all school operations. Therefore, we ask students and parents to be considerate of the time and resources of all office personnel. The beginning and end of each school day are particularly busy. Office personnel will assist parents and students as quickly and efficiently as possible.

## ***LOST AND FOUND***

Lost articles are taken to the lost and found of whichever building they were found (school or gym). Lost and found articles that are not claimed will be donated to a charitable organization. We have established this policy in order to teach the students the responsibility of their personal possessions. Students should mark all personal items that are brought to the school.

## ***PRIVATE MUSIC LESSONS***

Private music lessons (i.e. piano) are made available to students of BCA. In order to participate in these, arrangements should be made directly with the teacher of these lessons. These are not part of the normal school program and therefore scheduling must be made with each individual student.

## ***LUNCH***

A hot lunch is available every day. Lunch and drinks can be ordered online through InfoDirect or at school. The student’s lunch voucher account must have a positive balance to order lunch. Deposits can be made into the Lunch Voucher account through InfoDirect or by sending money to school in a sealed envelope (with student name and grade). Lunch cannot be purchased (daily) after 8:45 a.m. or in the lunch line.

Students must go to the cafeteria during their assigned lunch period and are expected to be seated while eating and keep voices to a reasonable pitch. Courteous speech, good table manners, and cleanliness are to be stressed.

No food items are to be consumed in any classroom. Vending machines may only be used before, after school hours or during lunch times.



## ***TELEPHONE USAGE***

The telephone in the school office may be used by written permission of a teacher. The student must present the teacher's note to the office before using the phone.

## ***LOCKERS***

Lockers/cubbies are issued in grades 6 through 12. Occasionally, students may have to share a locker. Students will follow these guidelines:

1. Lockers/cubbies are for books, lunches, and coats. They are NOT for candy, gum, games, magazines, etc.
2. Lockers must be kept neat.
3. Stickers and/or taped-up pictures are not permitted inside or outside lockers.
4. Locker inspections will be held.
5. Students should take the materials needed when going to classes so that they will not need to interrupt a class to go back to their locker.

# **ATTENDANCE**

Poor attendance practices interfere with one's academic potential and slow the progress of overall classroom achievement and school performance. Parents are directly responsible for the compliance of their children to the school attendance policy. All absences must be verified by communication from a parent/guardian. Absences not verified by a parent/guardian will be considered truancy. It is the responsibility of the pupil and parent to see that work missed during an absence is made up promptly according to the teacher.

For K-5 through 12<sup>th</sup> grade, school begins promptly at 8:00 AM and ends at 3:00 PM. If students are not in classrooms by 8:00 AM, they are marked tardy. We encourage all students to be in the classroom by

7:55 AM to avoid tardiness, and all parents to be out of the classrooms by 7:55 AM. Tardies are recorded for anyone arriving to class between 8:00 and 11:00 AM. A student arriving after 11:00 but before 12:00 will be marked absent for ½ day. It is important that our students learn good character traits. One important trait is promptness in coming to school. Students who go home early (before 12:00) are absent for ½ day. All work must be made up under the current grading period.

### ***ABSENCES***

Any student with a combination of 26 unexcused/excused absences for the entirety of the school year will be automatically retained in the current grade level or not receive credit for the course. Appeal may be brought before a committee. Extenuating circumstances will be determined at the discretion of the committee but may and likely will require sufficient documentation, and, therefore, parents should provide adequate documentation for each absence. However, documentation will not obligate the principal or the designated committee to overturn the decision.

Parents should call or message the office with an explanation of why the child is absent each day. A message may be left on the school's voicemail as morning times are sometimes busy. The school's voicemail will be checked daily. If a phone call is not received on the day of absence or a note on the day of return, the absence will be counted as **unexcused**.

**See a list of excused/unexcused absences below:**

#### **Excused**

- Medical or dental appointment.
- Isolation ordered by the State Board of Health.
- Personal illness or injury as determined by a parent.
- Early checkout for student due to illness determined by school staff member.
- Death in the immediate family.
- Participation in legal requirements or court proceeding.
- Extreme weather as determined by principal, administration, or designee.
- Students excluded from school will be allowed up to 5 consecutive school day absences to remove lice or nits. After 5 days, the absences will be considered unexcused, unless principal or designee extends for special circumstances.

## Unexcused

Any absence not specified above as excused will be counted as unexcused. An unexcused absence will result when documentation has not been received for the student's absence. The **third** unexcused absence in a 9-week period will result in a detention and each unexcused absence thereafter.

## ***TARDIES/EARLY CHECKOUTS***

Students who are continually tardy, arrive after 8:00 AM to a class period or school, will be issued a detention slip. These detention slips begin being issued on the 6<sup>th</sup> excused/unexcused tardy and each tardy thereafter for the nine-week period. After the 6<sup>th</sup> tardy, if **official** medical or legal documentation is provided upon arrival, the student will not be required to serve detention.

Leaving school prior to the end of instructional time will be excused only for school-sponsored sporting events, medical emergencies, illness, driver's education, and doctor appointments. Parents are asked to schedule doctor's appointments after school hours whenever possible because of missed work in class. However, if a student has a note from home to leave school early because of a doctor's appointment or something of that nature, the student should:

1. Have the note from home given to and signed by the homeroom teacher.
2. Have the secretary sign out the student. Parents sign out elementary students.
3. Return medical/legal documentation to the school office upon return.

**\*\*Elementary Students:** Early checkouts will be counted the same as a "tardy" and will result in a detention when the student has a combination of 6 excused/unexcused **tardies** or **early checkouts** in a 9-week period and each tardy or early checkout thereafter. After the 6<sup>th</sup> early-checkout, if **official** medical or legal documentation is provided upon return, the student will **not** be required to serve detention. If a teacher determines early checkout due to a child being ill, the student will **not** be required to serve detention.

**\*\*JH/HS students:** Early check-outs and tardies will count as an absence for each class missed and should not exceed 26 excused/unexcused for the school year.

## ***PRE-APPROVED ABSENCES***

Parents who feel they would like to have their child (K-12) excused for a special planned absence need to fill out a Pre-Approved Absence Form in the school office. Be careful not to exceed excessive absences when planning these days. If approved, the student is responsible for getting the assignments they will miss and complete them in advance for each class.

Please try to schedule family vacations to be taken when school is not in session. Pre-approved absences are for special circumstances. The administration reserves the right not to approve or to limit requests based on academic standing and attendance record. If parents still wish to take their child out of school without prior permission or against the administrator's recommendations, the student will receive an unexcused absence. Pre-approved absences may not be taken during achievement tests or during exams.

Students may obtain a Pre-approved Absence Form in the school office. This form must be signed by parent and given to office personnel 3 days in advance.

## ***COLLEGE VISITS***

Senior and Juniors may request up to two (2) college visits per year. In order for this to be approved, the student must follow the steps outlined on the pre-approval form. A student must return with documentation from the college visited.

Examples of documentation include a signed letter for a college/university official or a dated tour agenda. A brochure from the college/university alone WILL NOT suffice as documentation of a visit.

**The school principal, administration, and/or designee reserves the right to excuse or unexcuse any absence, early checkout, or tardy as deemed appropriate.**

# ACADEMICS

## ***CURRICULUM***

In Grades K4 through 6, the A-Beka and Bob Jones curriculum is used. Each subject is taught in light of God's Word. All A-Beka textbooks and workbooks have been written by Christian men and women with many years of experience in Christian education. Children enrolled in K4 will generally be reading by mid-year, and K5 students will be sentence reading by mid-year. We teach reading by the phonetic method.

In grades 7-12, A-Beka Book, and Bob Jones Press, are used predominantly.

We hold that the classroom has two immediate authorities: the teacher and the textbooks. Both must be God-centered and challenge not only the mental capabilities of the child, but also the spiritual capabilities.

We hold that truth and reality are one as revealed in God's Word. We do not believe that the Bible merely contains truth — we believe it is all truth. Therefore, we teach every subject from a Christian perspective — in light of God's Word.

Our academic standards are high. Our students are the proof that Christian education meets the needs of the whole individual without sacrificing the fundamental skills of reading, writing, and arithmetic.

## ***EXCEPTIONAL STUDENT PROGRAM (ESP)***

Students that need an Individualized Education Plan (IEP) will need to be a part of BCA's ESP. Registration forms and fees can be obtained in the school office.

## ***COURSE CREDITS AND GRADUATION***

High School course units begin to count towards cumulative graduation credits in the 9th grade. A total of 25 credits must be gained in order to graduate, and each student must take either the SAT or ACT once before graduation. Attendance at Baccalaureate and Graduation Ceremonies are requirements for graduation.

### GENERAL DIPLOMA

English 9, 10, 11, 12	Accounting
Bible 9, 10, 11, 12	Health & Physical Education
Biology	World History
Physical Science	US History I
Science Elective	US History II
Environmental Science	Government & Economics
Algebra I	Spanish I & II
Geometry	Elective Credits
Consumer Math	

### COLLEGE PREPARATORY DIPLOMA

English 9, 10, 11	Algebra II
English 12 or AP English	Pre-Calculus
Bible 9, 10, 11, 12	Health & Physical Education
Biology	World History
Physical Science	US History I
Chemistry (or Honors Chemistry)	US History II
Environmental Science	Government & Economics
Algebra I	Spanish I & II
Geometry	Elective Credits

These lists of courses are given as examples, but do not represent actual course offerings. Actual course offerings are based on many factors and some changes occur every school year. For High School Honor Students the possibilities are unlimited. Contact Mrs. Hawkins, our Academic Advisor/Counselor, to explore the opportunities.

Requirements to graduate include:

- 4 credits of Bible (each year at BCA)
  - 4 credits of English
  - 4 credits of Math (Algebra I\* - required)
  - 4 credits of Social Studies (U.S. History\* - required)
  - 3 credits of Science (Biology\* - required)
  - 2 credits of Spanish
  - 1 credit of Health/P.E.
  - 3 credits of Electives
- 25 credits needed to graduate*

An ESP (Exceptional Student Program) Diploma is available to some students who are approved by the Administration with parental agreement. Request this information from the principal. The candidate for the ESP Diploma must be in ESP and have completed more than 20% of all high school courses in the program.

## ***AWARDS***

### **Valedictorian and Salutatorian**

The Valedictorian and Salutatorian awards are given to the two graduating seniors with the highest and second highest GPA's (4.00) accumulated during the four years of high school. They will be figured after the final exams. In the event of ties, Co-Valedictorian and/or Co-Salutation awards will be granted.

The Valedictorian and Salutatorian will have completed their last four consecutive semesters at BCA. They must have taken Pre-Calculus, Chemistry and AP English. GPA's will be figured on all classes taken. Honors/College Classes will be valued at 4.50 and AP Courses at 5.00. All imported classes must be approved by the Administration before being imported into the transcripts.

Students cannot be a Valedictorian or Salutatorian if they have modified classes.

### **Freshman, Sophomore, and Junior Marshals**

Marshals must have completed their last four consecutive semesters at BCA. Marshal awards are given to the underclassman with the highest GPA's (4.00) accumulated during high school. They will be figured after the 3<sup>rd</sup> nine-weeks.

In the event of ties, Co-Marshall Awards will be granted. Marshals must qualify to be exempt from final exams.

Students cannot be a High School Marshal if they have modified classes.

Marshals must be in attendance at Baccalaureate and Graduation.

**Honors Graduates** – given to graduates who have an “A” average for each year of the 4 years of high school. Students cannot be Honors Graduates if they have modified classes.

**A-B Honor Roll** - given to students who have only A's and B's on their report card the entire year.

**Principal's List** - given to students who have only A's on their report card the entire year.

**Trojan Award** - given to the student (in each grade) who exemplifies outstanding effort, leadership, cooperation, school spirit/loyalty, good attendance, behavior, and good work ethic.

**Christian Testimony Award** - is given to the student (in each grade) who exemplifies a Christ-like character.

**Scholastic Award** - is given to the student with the highest numeric grade average.

### ***ACHIEVEMENT TESTING***

Each spring Bethel Christian Academy administers achievement tests for students in grades K5 through 11. We use nationally recognized Achievement Tests as a result of our participation in the testing program of AACCS and NCCSA. This testing period lasts 3-5 school days. Parents will be given information on their student's scores. It is suggested that parents set up a conference with the teacher to better understand how to interpret the test.

The test results are kept in each student's cumulative folder. Parents should not over-stress the test to the student; this may cause over-anxiousness and poor scores. Parents should see that students get a good night's rest and a good breakfast. Check the school calendar for the exact dates of the test.

### ***AMERICAN CHRISTIAN HONOR SOCIETY***

Students in Grades 10-12 are eligible to become members of the BCA Chapter of the American Christian Honor Society. Membership requires not only a cumulative numeric grade of 90, but also exemplary Christian character, leadership, and service. Eligible students are inducted annually, and current members are examined each semester for continued eligibility compliance. The BCA Sponsor of the American Christian Honor Society should be contacted with specific questions regarding student eligibility, transfer students, or student probations.



## ***JUNIOR HONOR SOCIETY***

Students in Grades 8-9 are eligible to become members of the BCA Junior Honor Society. Membership requires not only a cumulative numeric grade of 90, but also exemplary Christian character, leadership, and service. Eligible students are inducted annually, and current members are examined each semester for continued eligibility compliance.

## ***GRADING SYSTEM AND REPORT CARDS***

<u>Numeric</u>	<u>Letter</u>	<u>Grade Pt.</u>
98 -100	A+	4.50
93 - 97	A	4.25
90 - 92	A-	4.00
87 - 89	B+	3.50
83 - 86	B	3.25
80 - 82	B-	3.00
77 - 79	C+	2.50
73 - 76	C	2.25
70 - 72	C-	2.00
67 - 69	D+	1.50
63 - 66	D	1.25
60 - 62	D-	1.00
Below 60	F	0.00
Lowest passing mark - 60		

Conduct:	O	Outstanding
	S	Satisfactory
	U	Unsatisfactory

Elementary & Junior High - If a student fails any two subjects for the year, a conference with parents, teachers, and administration is required in order to discuss being retained in the same grade.

Parents and students may observe their grades at any time on “InfoDirect” (School Dynamics). Progress Reports and Reports Cards will be on-line and emailed to you.

## ***EXAMS***

Major exams are given at the end of each semester. Junior high (7-8) students are responsible for taking all exams. The senior high (9-12) students may exempt from the final second semester exam only if they maintain a 93 or above average for the year. A student may opt to take any exam to improve their grade even though they meet the exemption requirement.

## ***HOMEWORK***

Homework is a vital part of each student's education. Students will be assigned homework by their teachers, and it is expected that parents will cooperate with them by seeing that the assignments are completed on time.

Purposes for homework are as follows:

1. For drill
2. For practice
3. For remedial work
4. For special projects
5. For character building (in responsibility)

Some ways you can help your student with his studies:

1. Parents see that the student has an assignment notebook to record his assignments when given by the teacher. Parents should teach their child that the student is responsible for copying the assignment, and both parent and teacher expect it to be done.
2. Be sure your student is provided a quiet, secluded study place.
3. Keep distractions to a minimum (especially television).
4. The hours reserved for homework should be scheduled and kept as consistently as possible.
5. Parents should check from time to time to see how much and what kind of work is being done. Showing this interest can be a help and encouragement itself.

6. Students who are absent are still required to complete all assignments. Efforts should be made to have all work turned in at the regularly scheduled time; however, teachers generally allow extra time for work to be turned in when absences occur. Missed work is the responsibility of the student, not the teacher. Therefore, communication is vital and is to be initiated by the student.

### ***FAMILY FRIENDLY FIELD TRIPS***

Occasionally, classes will have special days for educational field trips. Such trips will be used to reinforce classroom teaching in a specific subject area. Students are allowed to take one adult relative on Field Trips. You may be asked to help serve the class when attending.

### ***EXTRA-CURRICULAR ACTIVITIES***

Extra-curricular activities are provided to enhance the student's overall high school experience and training. Some activities are available to students every year, while others are based on student interest and the availability of faculty sponsors. These activities would include but are not limited to:

Student Leadership	Prayer Band
Christian Honor Society	Yearbook Staff
Drama	Choir/Ensemble
Fine Arts Competition	Science Fair
Art	

### ***TOBACCO-FREE CAMPUS***

BCA is a Tobacco-Free, Smoke-Free, Alcohol-Free, Drug-Free, Weapon-Free Zone. All school sponsored events and activities regardless of day or time are included. We ask parents and guests to cooperate for the benefit, health, and safety of all our students.

# BEHAVIOR / DISCIPLINE

## *DISCIPLINE*

Discipline is a balance of love and control. Discipline and order are necessary to the Christian, traditional educational process. Our faculty strives to provide love and special attention to each individual student. A subject can be taught without classroom discipline, but a subject is less likely to be learned under such conditions. Teachers/Staff will not use corporal punishment on any students. It is our philosophy that if a teacher is to be respected by his students, the teacher must have the authority to handle matters of discipline. It is our aim not only to bring each child to his full potential academically, but also to teach our children the meaning of good character and responsibility. We ask our parents to exercise confidence in the judgment of the teachers in the matter of discipline. We look for full support from all our parents. Detention Slips will be issued and recorded in School Dynamics. When that support is not given, it is the right of BCA to expel the student from this school.

## *DETENTION HALL (6<sup>th</sup>-12<sup>th</sup>)*

Detention hall is used as a method of correcting misconduct. For example, after a sufficient number of warnings, detention hall may be required for failing to do one's homework. Parents and students will be given 2 days' notice when detention is assigned. This gives the parent/student time to arrange for transportation. A total of 5 detentions within a semester will result in a one-day suspension. An accumulation of suspensions may lead to expulsion.

Detention is held in an assigned Detention Hall Teacher's Classroom after school from 3:10 until 3:45

- Arrive in classroom dress at 3:10.
  - Pay \$5.00 on arrival. Fee is doubled for detentions received in May.
  - Bring pen and paper for a silent detention hall.
1. First missed detention - serve next detention time + an extra detention.
  2. Second missed detention - be suspended for one day.

3. Late for detention - Students who arrive after 3:10 or fail to bring their \$5.00 payment may not be permitted to stay for Detention and will face additional consequences. More than 10 minutes late count as “Missed detention”.
4. 4th detention - Detention Hall Teacher will notify parent that a one-day suspension will be given in place of the next (fifth) detention.
5. 5th detention - one-day suspension, an accumulation of suspensions may lead to expulsion.
6. Detentions accumulate over each semester. (They are **not** removed after each nine weeks)

We recognize that detention hall may be an inconvenience to parents as well as students. However, if we are to be successful in this area, we must have parental support.

### ***SUSPENSION/EXPULSION (also includes extra-curricular activities, sporting games, choir programs, quiz bowls, etc.)***

Suspension may be necessary in more serious matters of misconduct. This absence adds to the total number of absences. Tests missed will be re-scheduled at the teachers’ convenience. Tests missed because of suspension will be made up with a 25 point penalty. Quizzes are not made up; a zero is given for missed quizzes and class work.

A student may be expelled for flagrant behavior problems. Students who are expelled may be permitted to re-apply to Bethel Christian Academy after being expelled for one (1) semester. This decision to readmit is made by the principal, the pastor, and the board.

### ***RESTORATION***

If a student is expelled and then desires to be forgiven and restored, steps of spiritual restoration are of first concern. The Bible has instruction for all of our needs. Spiritual restoration begins with one’s own relationship with the Lord, then family, and then church. A Christian parent and/or church worker usually will guide the student through the biblical steps.

The school staff's goals always include a desire for biblical spiritual restoration. The student being restored (with the parents) may notify the principal of this desire and of the steps being taken, upon which the principal will offer his assistance in the matter.

### ***STUDENT TO STUDENT HARASSMENT***

Harassment or taunting is attacking someone's person or personhood, demeaning who someone is, or intentionally embarrassing a person. We are concerned with wounding the spirit of others by this kind of conduct. A student found to be harassing another student will be disciplined.

### ***ELEMENTARY DISCIPLINE PROCEDURES***

Grades K5 – 2<sup>nd</sup>

#### **“Stop Light System”**

Each child begins with a green light and then, after sufficient warning, the child may move to a yellow light and eventually a red light. Each class will set consequences for receiving a yellow light or red light.

Grades 3<sup>rd</sup> – 5<sup>th</sup>

#### **“HOW I ACT”**

1. Each student begins each 9-week grading period without any slips.
2. After sufficient warnings students will receive “slips” for infractions.
3. Slips accumulate over the grading period
4. 5 slips = in class discipline (i.e. loss of recess)
5. 10 slips = detention until 3:45 and \$5 fine
6. 15 slips = detention + parent-teacher conference
7. 20 slips = detention + principal-parent-teacher conference
8. 30 slips = 1 day suspension
9. 40 slips = 2 day suspension
10. 50 slips = subject to expulsion
11. Any student receiving 10 slips in one week will automatically be sent to the supervisor / principal.

\*Any severe infraction (cheating, lying, evil behavior, etc.) may result in bypassing normal procedures and issuing a detention, immediate suspension or expulsion.

Slips given for:

H	–	homework
O	–	obedience
W	–	wasting time
I	–	irresponsibility
A	–	attitude
C	–	conduct, cleanliness
T	–	talking

### ***GRADES 6-12 DISCIPLINE PROCEDURES***

The goal of Bethel Christian Academy is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of making and enforcing classroom regulations in the manner which he/she feels is in accordance with Christian principles and discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. BCA is proud to be a school where very few discipline problems arise.

When misconduct occurs, corrective measures based on the level of infraction will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student/teacher conference, detention after school with \$5 fine, parent/teacher conference, and extra work. Students can be suspended or expelled for excessive accumulation of detentions and suspensions or for failure to report to detention.

Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Therefore, students will be disciplined for fighting, lying, stealing, disrespect, bullying, skipping school, cursing, cheating, vandalism, or other social misconduct at school and in the community. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. The Administration will make decisions on an individual basis regarding suspensions and expulsions.

Please feel free to consult with the office about any problem or question that concerns the welfare of students. It is the desire of the administration and the faculty to be of service to both parent and student; each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient after-school hour.

Full cooperation is expected from both student and parents in the education of the student. If at any time the administration feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Bethel Christian, whether or not there is any definite breach of contract, he may be requested to transfer out.

Attendance at Bethel Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of Bethel Christian Academy.

**Level I: students will receive detention, extra work, student/teacher conference**

Students talking and disrupting class, chewing gum, eating candy or food in class, homework offense, tardy, excessive absence, inappropriate communication, horseplay, inappropriate physical contact, dress code violation, missing detention

**Level II: students will receive 1 — 5 day suspension**

Cheating (\*see below), stealing, disrespect, lying, cursing, tobacco use, vandalism, questionable harassment, repeated offenses/detentions.

**Level III: students will receive 1 — 10 day suspension — immediate expulsion**

Fighting, harassment, immoral sexual behavior, weapons or dangerous material, use of alcohol, illegal use of drugs, any criminal behavior

**\*CHEATING**

Students are responsible for preventing the giving or receiving of assistance (written, oral, or otherwise) on test, quizzes, homework, examinations, final evaluation, or class assignments that are to be graded as the work of a single individual. Cheating also includes lying, plagiarism or forgery. In addition, students will receive a "0" on the assignment in question.



1st offense - will receive 1 day suspension with grade of zero

2nd offense - will receive 3-day suspension with grade of zero

Offenses are cumulative throughout the high school years.

**\*\*PRESENTING ONESELF:**

Mocking or pretending to be involved in the above behaviors **whether at home, school, or online (cell phone/internet)** will be considered with the same seriousness as actual involvement. We reserve the right to use probation, detention hall, suspension, and expulsion when other means of discipline have failed, or if the offense merits strong measures.

### ***CELL PHONE POLICY***

Cell phones are not required for any student of BCA. Parents may choose not to allow their child to have a cell phone at school. In emergencies your child will be allowed to use the school office phone or the school will contact you. The cell phone is only a matter of convenience not necessity.

Kindergarten - 5<sup>th</sup> grade students may have cell phones at school, but they may not be used (seen or heard) during the school day (8:00a-3:00p) without special permission from the teacher.

Jr. & Sr. High School students (gr. 6-12) may have cell phones at school but they must not be used (seen or heard) during instructional and class periods. Cell phones will not be allowed to interfere directly with the educational process. The policy allows a student to utilize their cell phones before school, after school, during lunch, and during class changes. Students who are caught using (seen or heard) their cell phones during a class period (including Study Hall) will result in the following:

***1st offense*** - student will have their cell phone confiscated and be issued a detention by the teacher. The teacher will give the phone back to the student at the end of class and after the student has signed the detention slip.

***2nd offense*** (within the same semester) - the teacher will issue a detention and confiscate the phone until the student checks out of school that day. The next day, the student will be required to leave phone with the teacher before 8:00 a.m. It will be returned when student checks out of school.

**3rd offense** (within the same semester) - the teacher will issue a detention and confiscate the phone. Student will lose the privilege of having the phone during school the rest of the semester. The phone must be turned in to the school office each day before 8:00 am until student checkout.

No one should allow their phone's "hotspot" to be used at school. All "hotspots" should be turned off. Students are not allowed to use the school Wi-Fi.

Cell phone use has its privileges but also great responsibilities. Your child may not be responsible enough to have a cell phone at school because of the serious consequences of its misuse. It is your responsibility as a parent to monitor them, not the school's. **Sounds must be turned off.** The teacher/administration has the right to confiscate and check/monitor/search any cell phone on school property for improper use or material. If asked, student must enter passcode and unlock the device for any school official. Any "Standard of Conduct" infractions (listed on page 13) found on student's cell phone will result in detentions and/or suspensions. By bringing the cell phone to school, you forfeit privacy and allow the school to search the device at any time. Remember you don't have to bring it to school, but if you do we have the right to search it. You will be held responsible for anything on your cell phone. Serious infractions such as illegal activity/pornographic pictures/cyber bullying will also be reported to the Lenoir County Sheriff's Office.

### ***IPAD/TABLET POLICY***

iPads/tablets are not required for any student of BCA. Parents may choose not to allow their child to have one of these devices at school. Everything done during the school day can be done using the traditional textbooks with pen/pencil. iPads/tablets are only a matter of choice not necessity.

Kindergarten – 5<sup>th</sup> grade students must have special permission from the teacher to bring an iPad/tablet to school.

Jr. & Sr. High School students (gr. 6-12) may use these devices at school for certain applications which the individual teacher allows. For example: e-textbooks, reading books, note taking, calendars and homework assignments which must all be used off-line. There will never be anytime that a student will be using the internet on their

device at school. If the device has internet access, please disconnect it before you allow them to bring it to school. If a device is found connected to the internet at school, they will lose the privilege and will not be allowed to have it at school.

iPad/tablet use has its privileges but also great responsibilities. Your child may not be responsible enough to have a device at school because of the serious consequences of its misuse. It is your responsibility as a parent to monitor them, not the school's. **Sounds must be turned off.** The teacher/administration has the right to confiscate and check/monitor/search any iPad/tablet on school property for improper use or material. If asked, student must enter passcode and unlock the device for any school official. Any "Standard of Conduct" infractions (listed on page 13) found on student's device will result in detentions and/or suspensions. By bringing the device to school, you forfeit privacy and allow the school to search the device at any time. Remember you don't have to bring it to school, but if you do, we have the right to search it. You will be held responsible for anything on your device. Serious infractions such as illegal activity/pornographic pictures/cyber bullying will also be reported to the Lenoir County Sheriff's Office.

### ***CELL PHONE & IPAD/TABLET MISC. GUIDELINES***

- Academy students and parents must agree to adhere to all of the technology guidelines prior to bringing their technology to school.
- BCA strongly recommends parents add a filter/accountability system ([www.coventeyes.com](http://www.coventeyes.com)) to these devices and that you occasionally search your child's device.
- Since technology changes at such a fast speed, these policies may change during the school year to keep up with technology.
- BCA is not responsible for the security of the technology device and/or any damage.
- Students are not allowed to take pictures, record video or audio without the teacher's permission and the permission of the one being taped.
- BCA's Computer Services/Staff will not trouble shoot or work on any personal devices.
- Student realizes that printing from personal devices will not be possible or allowed at school.

- Devices must be charged prior to bringing it to school to run off its own battery while at school.
- Devices must be locked to avoid someone “hacking”.
- Students are not allowed to use/borrow/loan/touch someone else’s devices.

## ***WEAPONS & DANGEROUS MATERIAL***

All weapons, firearms, explosives, and dangerous materials are prohibited. Knives, Leatherman tools, firecrackers, metal knuckles, smoke bombs, and all fireworks are prohibited. False or facsimile-type weapons are also prohibited. Should any of these items be brought to school or stored in vehicles on campus, it will lead to the immediate suspension and possible expulsion of those who are responsible. Violations that involve the law will be decided by the courts and law enforcement.

## ***GENERAL ITEMS***

1. Students are not to leave the school buildings or grounds for any reason without permission from the office. Violation of this rule is considered “skipping.” We discourage any “skip days”. Those participating in skip days will be issued detention.
2. Personal radios, iPods, Mp3 players and CD’s are not to be used at school unless requested by a teacher for a special purpose.
3. Students are not to sit in buses or cars during the school day; neither are students to be in the parking lot during school hours.
4. There is to be no personal display of affection between students in any building, on the school grounds, or at any school function.
5. The church auditorium, chapel, balcony, and nursery areas are off limits to students unless accompanied by or directed by a teacher for a specific purpose.
6. Jr. & Sr. High School students (gr. 6-12) are allowed to have cell phones at school but must be turned off during instructional and class periods. Cell phones will not be allowed to interfere with the educational process. The new policy allows student to utilize their cell phones before school, after school, during lunch and during

class changes. Students who are caught with their cell phones on or in use during an instructional and class periods (including Study Hall) will have their cell phones confiscated and given a detention by the teacher. Phones will be confiscated regardless of owner or person who pays the bill. The teacher will give the phone back to the student after class and after the student has signed his detention slip. A student who uses a cell phone inappropriately will lose the privilege to have a cell phone at school.

7. Always go up and down the stairs in single file and stay to your right to allow two-way traffic.
8. Book bags, gym bags, lunch boxes or purses are not to be left on the floor anywhere except in the classrooms.
9. Hallway traffic will be orderly and respectful (no loud outbursts)
10. Students are not to move, or use another student's personal belongings (books, bags iPad, etc.)
11. Elementary students (K5-5) may have cell phones at school but they may only be used by permission of the teacher. They are not allowed to be out or on at any time without the teacher's permission.
12. No pepper spray allowed in the buildings. (High school students who have it on their key chain for safety need to leave it in their car while at school)
13. Students in Kindergarten through grade 5 must have an adult accompanying and supervising them while at the Gym or ball field. Students are to remain in the gym (or at the field) during the game.
14. Students are not allowed to have food or drinks in the classrooms. Only a clear bottle with water that has a cap on it is allowed.

# DRESS CODE

Bethel Christian Academy does want to promote the idea that Christians should have higher standards than the world and should take the choice of “better” or “best” instead of just avoiding the “bad.” The proper dress for the Christian school is that which promotes a good academic environment and promotes the Biblical principles of:

- a. modesty (1 Timothy 2:9)
- b. distinction between male and female appearance (1 Corinthians 11; Duet. 22:5)
- c. non-conformity to the worldly crowd (Romans 12:2; 1 John 2:15, 16)
- d. mental attitude (1 Corinthians 10:23, 33)

Students are to dress in a neat, appropriate, unquestionable manner, avoiding casual wear that portrays a sloppy demeanor.

## ***JUNIOR & SENIOR HIGH SCHOOL***

**Dress at all school functions should conform to regular school code, unless specifically announced otherwise.** This includes attendance at PTF, school programs, recitals, graduations, and awards services. At athletic activities, students may wear loose fitting knee-cap length shorts, loose-fitting pants, jeans or t-shirts. No offensive t-shirts or tight clothing. You will be asked to leave the activity if not dressed appropriately.

We ask that students refrain from wearing current trends in fashion which set a very casual environment that often carries over into the learning atmosphere. The school administration reserves the right to initiate policies on new fads and changes in style during the school year.

## ***BOYS (GRADES K-12)***

1. All boys are to have their hair cut above the eyebrows, ears, and collar. Hair is to be neatly groomed and tapered in the back. No faddish razor designs are allowed. No facial hair. Hair coloring should be in good taste and within the realm of natural hair colors. No Earrings, body piercings, or new tattoos.

2. All boys are to wear neat, long trousers or jeans that are not ragged and torn. No Camouflage. Pants should be worn around the natural waistline. No “sagging or sweat/PE” pants will be allowed. A belt is not required but is recommended. **EXCEPTION:** Grades K-5 may wear knee-cap length shorts (no gym shorts).
3. Appropriate footwear must be worn at all times. Footwear must be properly laced, tied, buckled, and fastened at all times. Appropriate footwear is that which can be worn safely and without distraction in the school environment without fear of injury to oneself or others. Bedroom shoes, flip flops, or sandals are not allowed.
4. All boys are to wear a “polo” style or button up oxford style shirt (any color, any brand), or turtleneck. Only the top button should be unbuttoned. This collar should be visible and not covered by another shirt, sweater, or coat.
5. All boys must wear all shirts tucked neatly into trousers. Large, over-sized shirts should not be worn-even as a jacket/coat.
6. No shirts/tops with any writing or pictures (only small emblems on the left chest area are permitted). No sleeveless shirts/tops of any kind.

### ***GIRLS (GRADES K-12)***

1. All girls may wear dresses or skirts / pants with “polo” style or button up oxford style shirt, or turtleneck. No denim pants, above the ankle pants, skinny, low-rise or camouflage. **EXCEPTION:** Grades K-5 may wear knee-cap length shorts, culottes, or capris with a “polo” style or button up oxford styles shirts. Leggings may be worn but the skirt/dress over them must be knee-cap length.
2. All dresses, skirts, culottes, and shorts must touch the knee-cap in a standing position, front and back. No slits above the knee-cap.
3. Tightness of clothing: No form fitting clothing. All girls must be able to hold and twist material at the hip position.
4. The following types of clothing are not permitted: tight-fitting, low-necked, barebacked, spaghetti-strap dresses; bare-shouldered, see-through blouses.

5. Tops must be tucked into the skirts or must overlap the skirt sufficiently not to expose the midriff when arms are out-stretched. Only the top button may be left unbuttoned on tops.
6. Makeup and jewelry should be in good taste and not excessive. Hair coloring should be in good taste and within the realm of natural hair colors. No body piercings or new tattoos.
7. Large, over-sized shirts should not be worn—even as a jacket/coat.
8. No shirts/tops with any writing or pictures. (only small emblems on the left chest area are permitted). No sleeveless shirts/tops.
9. Appropriate footwear must be worn at all times. Footwear must be properly laced, tied, buckled, and fastened at all times. Appropriate footwear is that which can be worn safely and without distraction in the school environment without fear of injury to oneself or others. Bedroom shoes are not allowed. **EXCEPTION:** Grades K-4th grades must have at least a strap on the heel.

### ***P. E. ATTIRE (GRADES 1-5)***

Elementary students are to wear their current class t-shirt on PE days. This is to be worn with regular dress code shorts or pants. All students must wear tennis shoes on PE days (no boots, crocs, sandals, slip-on shoes, etc.).

### ***P. E. ATTIRE (GRADES 6-12)***

Bethel P.E. uniforms are to be purchased at the beginning of the school year.

Bethel Christian Academy reserves the right to make, amend, or prescribe rules and policies for dress, appearance, or any and all other unforeseen problems that may arise at any time during the school year. The Academy expects full cooperation from both students and parents and adherence to all school plans, policies, and regulations.



## **DRESS CODE VIOLATION (Gr. 6-12)**

A detention slip will be issued by a teacher or staff member. Student will correct the problem immediately or go home to change, or parent will be asked to bring a change of clothing to school. This piece of clothing must not be worn again.

Tests missed will be re-scheduled at the teachers' convenience, and will be made up with a 25 point penalty. Quizzes are not made up; a zero is given for missed quizzes and class work

## **ATHLETICS**

I Corinthians 6:19-20 says: "What, know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's." These verses are the foundation for our philosophy in the areas of physical education and sports. Since we are not our own and since our bodies are God's, we must keep the body in subjection to the new nature.

Physical education has its place in the Christian school, just as mental education and spiritual instruction have their places. We will not place the training of the body above the spiritual and academic training. Guidelines for sports participation will be followed by all students. No exceptions will be made.

The prevailing attitude among all those connected with the sports at this school is to be "Christ must be seen in me -- in my manner and my conversation -- whether I win or lose the game." Student and patrons are encouraged to support our games. The conduct of those participating in or attending athletic events should be such that no reproach is brought upon themselves or Bethel Christian Academy. BCA has an interscholastic program for boys in soccer, basketball, golf and baseball. Girls are offered volleyball, basketball, soccer, golf, and cheerleading. To be eligible to participate in any of the athletic programs, students must meet the following standards:

1. Each athlete must be currently enrolled and have a new or updated physical before each school year. The BCA Physical Exam form can be found at the school office. The athlete **cannot** compete in tryouts, practice, or games without a new or updated physical. One physical per school year takes care of all sports for that school year.
2. Students must maintain a minimum of an overall “C” average with no subject average that is failing. Grade checks are 7 times a year. (4 progress reports and 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> nine-weeks)
3. Students with ineligible grades on their report card will be given until the next grade check to bring their grades up. If their grades have not been brought up to eligibility standards, they will be declared ineligible.
4. Students must attend at least a half day of school on the day of the game or they will not be allowed to participate in that particular game/practice.

Ineligibility eliminates both athletic practices and game participation until eligibility is granted by the administration.

The administration along with the athletic director and coaches will discipline any student guilty of manifesting a poor attitude or unsportsmanlike conduct as well as general athletic standards.

Students must ride to and from the away games by school provided transportation. They are not to ride with other students or adults, or parents of other participants. Parents must contact the coach prior to a game if special arrangements are to be made.





