



# BETHEL

## CHRISTIAN ACADEMY

*Enlightening the mind, edifying the heart*

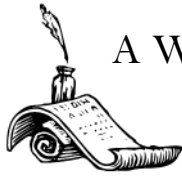
### Parent-Student Handbook

2025-2026

A MINISTRY OF  
BETHEL FREE WILL BAPTIST CHURCH  
1936 Banks School Road  
Kinston, North Carolina 28504  
(252) 522-4636  
[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

Vice Principal	Mrs. Pridgen	<a href="mailto:rpridgen@bethelfwb.com">rpridgen@bethelfwb.com</a>
School Discipline	Mr. Phillips	<a href="mailto:dphillips@bethelfwb.com">dphillips@bethelfwb.com</a>
Academic Advisor, Transcripts, & Scholarships	Mrs. Croom	<a href="mailto:jcroom@bethelfwb.com">jcroom@bethelfwb.com</a>
American Christian Honor Society	Mrs. Gates	<a href="mailto:krates@bethelfwb.com">krates@bethelfwb.com</a>
Junior Christian Honor Society	Mrs. Gates	<a href="mailto:krates@bethelfwb.com">krates@bethelfwb.com</a>
Curriculum & Supervision	Mrs. Pridgen	<a href="mailto:rpridgen@bethelfwb.com">rpridgen@bethelfwb.com</a>
Accreditation Coordinator	Mrs. Pridgen	<a href="mailto:rpridgen@bethelfwb.com">rpridgen@bethelfwb.com</a>
Assistant Accreditation Coordinator	Mrs. Croom	<a href="mailto:jcroom@bethelfwb.com">jcroom@bethelfwb.com</a>
Parking Lot Safety & Morning Safety Director	Mr. Stroud	<a href="mailto:jstroud@bethelfwb.com">jstroud@bethelfwb.com</a>
FACTS (school records, report cards, tuition)	Mrs. Cunningham	<a href="mailto:mcunningham@bethelfwb.com">mcunningham@bethelfwb.com</a>
Homecoming Activities	Mr. Stroud	<a href="mailto:jstroud@bethelfwb.com">jstroud@bethelfwb.com</a>
School Spirit Store/Spirit Days & Week	Mr. Stroud	<a href="mailto:jstroud@bethelfwb.com">jstroud@bethelfwb.com</a>
Athletic Director / All things Athletic	Mr. Stroud	<a href="mailto:jstroud@bethelfwb.com">jstroud@bethelfwb.com</a>
Academic Eligibility Reports	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	Mrs. Lee Mrs. Ingram	<a href="mailto:klee@bethelfwb.com">klee@bethelfwb.com</a> <a href="mailto:singram@bethelfwb.com">singram@bethelfwb.com</a>
Exceptional Student Program (ESP) & Achievement Testing	Mrs. Lee	<a href="mailto:klee@bethelfwb.com">klee@bethelfwb.com</a>
College & Online Courses	Mrs. Croom	<a href="mailto:jcroom@bethelfwb.com">jcroom@bethelfwb.com</a>
Fine Arts	Mrs. Strickland	<a href="mailto:tstrickland@bethelfwb.com">tstrickland@bethelfwb.com</a>
Preschool/Daycare & Aftercare	Mrs. Wright	<a href="mailto:jwright@bethelfwb.com">jwright@bethelfwb.com</a>
Cafeteria	Mr. Lowman	<a href="mailto:klowman@bethelfwb.com">klowman@bethelfwb.com</a>
Yearbook Editor	Mrs. Borck	<a href="mailto:sborck@bethelfwb.com">sborck@bethelfwb.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 & Insurance/Benefits	Mr. Fordham	<a href="mailto:gfordham@bethelfwb.com">gfordham@bethelfwb.com</a>
Transportation Director	Mr. Fordham	<a href="mailto:gfordham@bethelfwb.com">gfordham@bethelfwb.com</a>
Janitorial	Mr. Lowman	<a href="mailto:gfordham@bethelfwb.com">gfordham@bethelfwb.com</a>
Student Leadership Initiative	Mrs. Borck	<a href="mailto:mborck@bethelfwb.com">mborck@bethelfwb.com</a>
Elementary PE & Art	Mrs. Mosely	<a href="mailto:tmoseley@bethelfwb.com">tmoseley@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>
HS Lunch Monitor	Mr. Harward	<a href="mailto:mharward@bethelfwb.com">mharward@bethelfwb.com</a>
Elementary Campus Pastor & Chapels	Mr. Justice	<a href="mailto:bjustice@bethelfwb.com">bjustice@bethelfwb.com</a>
MS/HS Campus Pastor & Chapels	Mr. Stocks	<a href="mailto:tstocks@bethelfwb.com">tstocks@bethelfwb.com</a>
MS Lunch Monitor	Mrs. Williams	<a href="mailto:mwilliams@bethelfwb.com">mwilliams@bethelfwb.com</a>
Substitutes Coordinator	Mr. Harris	<a href="mailto:bharris@bethelfwb.com">bharris@bethelfwb.com</a>
Senior Class Sponsor	Mr. & Mrs. Borck	<a href="mailto:sborck@bethelfwb.com">sbork@bethelfwb.com</a>
School Health	Mrs. Jones	<a href="mailto:tjones@bethelfwb.com">tjones@bethelfwb.com</a>
Web Page	Mrs. Croom	<a href="mailto:jcroom@bethelfwb.com">jcroom@bethelfwb.com</a>
Fall Festival	Mrs. Wright	<a href="mailto:jwright@bethelfwb.com">jwright@bethelfwb.com</a>
Maintenance	Mr. Edwards	<a href="mailto:bedwards@bethelfwb.com">bedwards@bethelfwb.com</a>
Alumni President & Sponsor	Mrs. Borck	<a href="mailto:sborck@bethelfwb.com">sbork@bethelfwb.com</a>
Exam Scheduling	Mrs. Gates	<a href="mailto:krgates@bethelfwb.com">krgates@bethelfwb.com</a>
Science Olympian Coach	Mrs. Riddle	<a href="mailto:criddle@bethelfwb.com">criddle@bethelfwb.com</a>
Field Day	Mrs. Mosely	<a href="mailto:tmosely@bethelfwb.com">tmosely@bethelfwb.com</a>
MS/HS Student Christmas Party	Mr. Wright	<a href="mailto:swright@bethelfwb.com">swright@bethelfwb.com</a>
MS/HS Student End of Year Party	Mrs. Croom	<a href="mailto:jcroom@bethelfwb.com">jcroom@bethelfwb.com</a>
Teacher Certification Program (TCP)	Mrs. Croom	<a href="mailto:jcroom@bethelfwb.com">jcroom@bethelfwb.com</a>
iPad Controller	Mr. Borck	<a href="mailto:mborck@bethelfwb.com">mbork@bethelfwb.com</a>
Awards Day	Mrs. Pridgen	<a href="mailto:rpridgen@bethelfwb.com">rpridgen@bethelfwb.com</a>
Emergency Response Team Director	Mrs. Riddle	<a href="mailto:criddle@bethelfwb.com">criddle@bethelfwb.com</a>

**Parking Lot Safety/Security - Mr. Stroud**

7:45-8:00am unlock, monitor entrance & parking lot, lock and secure building.

Mr. Stroud - Front Lobby Door  
Mrs. Sutton - Elementary Door & Cafe'  
Mr. Borck - HS Door  
Mrs. Vasquez - New Classroom Building

## Mission of Bethel Christian Academy

*To assist families by equipping students to embrace a Biblical worldview, strive for academic excellence, and influence their homes, churches, and communities through Christ-like character.*



*“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 families by equipping students to embrace a Biblical worldview, strive for academic excellence, and influence their homes, churches, and communities through Christ-like character.*

## **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 Savior
- 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 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) Comprehension

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 administrator is accountable to the BCA School Board.

The teachers are accountable to God as well as to the administrator 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.

All students must be accountable to their parents/legal guardians. The student must be living with their parents/legal guardians while a student at BCA. If the student is not accountable to their parents/legal guardians or does not live with them, they are not allowed to continue to be a student at BCA.

## **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

**Cognia Accreditation**

## ***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.

Therefore, Bethel Christian Academy must 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 (messages, emblems, logos and brands of clothing attire must support our mission statement).
- ♦ 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 or vaping, 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 demerits/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 demerit/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 consideration for 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 (gender is given by God at birth); or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. (Matthew 19:4-5)



We believe that God created the human race male and female, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God wonderfully and immutably creates each person as either male or female at the time of conception, and that all conduct with the intent to adopt a gender other than the biological gender of one's birth is immoral and therefore sinful. We further believe that the rejection of one's biological sex is a rejection of the image of God within that person. Because of this belief, we will refer to all students and faculty with the pronouns associated with their biological gender. We will also require that all students and faculty abide by the dress code established for their biological gender. Genesis 1:26–27; Deuteronomy 22:5

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman only, and that all intimate sexual activity outside the marriage relationship, whether heterosexual or homosexual, or otherwise, is immoral and therefore sinful. Genesis 2:18–25; Romans 1:18–31; 1 Timothy 1:8–11. We believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, incest, and the use of pornography is sinful and offensive to God. Matthew 15:18–20; 1 Corinthians 6:9–10

We believe that in order to preserve the function and integrity of BCA as a ministry of BFWBC, and to provide a biblical role model to the school's students, families, and community, it is imperative that all persons employed by BCA in any capacity, and those who serve as volunteers, agree to abide by the school's statements and policies on marriage, gender, and sexuality. Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11

We believe that every person should be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the philosophy of BCA. 1 Corinthians 13:1–8; John 13:34–35

# ADMISSIONS

## ***ENROLLMENT***

Student applications must be submitted on the school website. Upon receipt of the online application and required documentation, the school office will schedule a tour of the school, an entrance exam, and an interview with the administration.

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...Complete the online application at [www.bcatrojans.com](http://www.bcatrojans.com) and attach the documents listed below

- copy of last report card
- transcript of grades (grades 9-12)
- copy of standardized test scores
- copy of any psychological test results (if applicable)
- copy of IEP( if applicable)

Step two...Interview

The interview will be scheduled with parents and prospective student(s) to meet with the administration. A tour of the facilities and the entrance testing will be scheduled for grades K5-12.

Step three...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 their 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-SCHOOL PROGRAM (K5-8<sup>th</sup>)***

Bethel Christian Academy operates a ministry to families of BCA students who need child care during the after-school hours on school days. This ministry is called Bethel After-School Program. When BCA is closed, “Bethel After-School” is closed.

**MISSION AND PURPOSE:** Bethel’s After-School Program strives to support families whose children attend BCA by providing Christian supervision to those children who remain at school after 3:15.

**PROGRAM:** The Elementary After-School Program is for children kindergarten through 5<sup>th</sup> grade. The Middle School After-School Program is for 6<sup>th</sup> through 8<sup>th</sup> graders.

**SCHEDULE:** Follow the school calendar for dates the program is operational. We are open on BCA school days from 3:00 p.m. - 5:30 p.m. and Noon - 5:30 p.m. on ½ school days (when available). The Middle School Program will be a study hall environment from 3:00 p.m. – 5:30 p.m. For registration & cost, contact the school office.

## ***WITHDRAWAL***

Any student who withdraws from the school must return all non-consumable 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. 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 and submitted records) 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 to either retain a student in the last completed grade or decline enrollment for transfer students whose accomplishments do not meet BCA academic 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, acetaminophen, and ibuprofen) must be left with school staff. Middle school and high school students should give these medications to the school office. Elementary students should give these medications to their teacher. Included with the medications should be a medication administration form signed by the parent and physician with the directions for administration. **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 100.4, 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.

Parents of children found to have head lice (or nits) will be asked to pick them up from school immediately and keep them at home until they have been treated and their hair is free of lice and nits. After the child has been treated for head lice by prescription or over-the-counter medicines, it is essential that the child be checked by the designated person in his/her school office before returning to the classroom. All nits must be removed. This usually takes one or two days, depending on how soon the child is treated and the nits are removed. Upon returning to school, a parent or guardian must bring the child to the office to be checked before child can be readmitted to the class.

## ***FACTS and PARENT ALERT***

BCA has an automated rapid notification phone system called PARENT ALERT (FACTS). In the event of a school emergency, delay or closing, every contact on our list will receive a call, text or email with pertinent information. It is very important that each parent's contact information is up to date in the FACTS Parent Portal. Parents are responsible to keep their contact information up to date. Later announcements may show up on other media outlets.

Bethel will make its own announcement, NOT always following other school systems. Holidays, half days, and 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 the 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. In the event of a lockdown, parents will be communicated to regularly throughout the lockdown.

Parental communication will be similar to these:

"BCA is currently in a lockdown. Everyone is safe. Law officials have asked us to lockdown for safety. No one is allowed to come on campus and no one is to leave campus. We will communicate every opportunity we have."

“BCA is still in a soft lockdown. Everyone is secure and safe. Students have been allowed restroom breaks, lunches, and classroom instruction. We will dismiss at the regular time today.”

### ***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 tuition and additional charges (lunch, sports fees, etc.) are listed on the Financial Rate Sheet. All tuition not covered by the Opportunity Scholarship Program and applicable charges/fees are the responsibility of the parent/guardian.

*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. Past due accounts: student report cards, transcripts, and records will not be released until accounts are paid in full. A late fee of \$20.00 is incurred on the 10th of the month. This policy is necessary so that BCA can meet its financial obligations and not jeopardize its testimony.

### ***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	3:00 p.m. - 5:30 p.m.
Morning Care	7:00 a.m. - 7:30 a.m.

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 between 7:30am and 7:45 A.M. are to enter in the cafeteria. Students may not be left unattended at any entrance. 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 not linger in the hallways and classrooms during morning drop-off, and 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 middle school/high school student wants to have a visitor come to school lunch, the following procedure should be followed:
  - a. Visitors to the middle school and high school are asked to abide by the high school dress code.
  - b. Requests 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 submit for approval 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 the receptionist, and receive a Visitor Pass.
  - d. The Visitor Pass must be returned by the visitor to the office.

### ***TRANSPORTATION: RESTRICTED CHILD PICK UP***

If a person has restricted access due to separation, divorce, etc., the school must have a certified copy of the court order of final judgment on file in the student's permanent record.

Parents bringing children to school are asked to strictly observe traffic patterns and signs. The safest way to drop-off and 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.

### ***TRANSPORTATION: STUDENT DRIVERS & 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 designated 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. All student drivers must turn right onto Banks School Road when leaving the campus from 2:45 – 3:15 pm.

## PARENT-SCHOOL COMMUNICATION

### ***FACTS PARENT PORTAL***

Parent Portal 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 be issued a username and password with limited access for homework assignments and grades. Parent Portal 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 contact the teacher by email or send a note by their student. At a mutually convenient time, our teachers will discuss any problems your child may have.

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

From the Application Form, “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 concerns that are more serious. We desire close relationships with parents; communication is essential. The “Matthew 18 Principle” will be used as the 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.

Parents/students/family members who choose to criticize the academy, administration, or the teachers publically (in person or on social media) will be expelled from the academy.

## ***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/PRE-PAY***

A hot lunch is available every day. Lunch and drinks need to be ordered by the parent/student online through FACTS. The student’s lunch account must have a positive balance to order lunch. Deposits can be made into the Pre-Pay account through FACTS. Lunch cannot be purchased (daily) after 8:00 a.m. or in the lunch line. Also, teachers may not purchase lunches for the students.

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

Parents/Students are not allowed to have food orders delivered to the school (no pizza deliveries, Door Dash, etc...).

Vending machines may only be used before or after school hours (2:45pm), during the MS/HS 10-minute break or during lunch times. Elementary students are not allowed to purchase candies/candy bars before school or use any of the vending machines during lunch.

Kindergarten through 3rd grade students do not have access to microwaves at any time. Teachers/cafeteria staff are not allowed to use microwaves for these students either.

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

1. Lockers are for books, lunches, and coats. They are NOT for candy, gum, games, magazines, etc.
2. Lockers should 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.

## ***CAMERAS & FOOTAGE***

Cameras are used for the security and safety of the academy. Video footage is owned by BCA and is only obtainable by a court order.

## **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 on the day of the absence. Absences not verified on the day of the absent 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 24 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. Appeals 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 on the day of absence with an explanation of why the child is absent. Notification should be given for each day of absence. A message may be left on the school's voicemail as morning times are often 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**. All correspondence/documentation goes to Mrs. Jones in the school office.

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
- Death in the immediate family
- Participation in legal requirements or court proceeding
- Extreme weather as determined by the 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 demerit/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 demerit/detention. The demerits/detentions begin being issued on the 6<sup>th</sup> excused/unexcused tardy and each tardy thereafter for the nine-week period. A tardy demerit/detention also makes one ineligible on the tardy day for extracurricular activities (fine arts, athletic games or practices). After the 5<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. Bring the note to their homeroom teacher. A text or email from the parent is also acceptable.
2. Have the receptionist 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 demerit/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.

**\*\*MS/HS students:** Early check-outs and tardies will count as an absence for each class missed and should not exceed 24 excused/unexcused for the school year.

**\*\* The school administration and/or designee reserves the right to denote any absence, early checkout, or tardy as excused or unexcused as deemed appropriate.**

### ***ATTENDANCE PROBATION***

A student who is on "attendance probation" means that on the 7<sup>th</sup> excused/unexcused absence of any quarter, the student may be expelled.



## ***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 making up all the assignments 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.

# ACADEMICS

## ***CURRICULUM***

In K4 through 1<sup>st</sup> grades, reading is taught by the phonetic method using Abeka. First grade uses BJU Press when focus shifts to comprehension.

Grades K-12 predominately use BJU Press. Each subject is taught in light of God's Word. All textbooks and workbooks have been written by Christian men and women with many years of experience in Christian education.

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.

## ***DIGITAL LEARNING***

Parents must promptly initiate contact with the school should hardships occur, such as quarantine, sickness, technological issues, etc.

1. There will be regularly scheduled online assignments. These assignments must be submitted through the digital learning platform. Teachers will adhere to BCA's regular grading policy. Students may have up to one week to complete the assignment, based upon grade level.
2. During times of mandated school closures:
  - a. Daily assignments/tasks will be given.  
Requirements may vary from teacher to teacher.
  - b. The BCA grading policy will remain in effect. This includes penalties for late submissions and missing assignments.
  - c. Weekly communication with teachers will be required.

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

Students who have an Individualized Education Plan (IEP) may be a part of BCA’s ESP. Registration forms and fees can be obtained from the school office. Eligibility for the ESP program is determined by the ESP Director and is dependent on availability and resources. BCA is not legally obligated to follow an IEP written by the public school system, nor does having an IEP guarantee placement in the ESP program.

***INSTRUCTIONAL CONTACT HOUR REQUIREMENT***

BCA permits 24 excused/unexcused absences before refusing to give a student credit due to lack of attendance. High school students are required to complete a minimum of 129 hours in order for a student to receive credit for a single (daily) 50 minute course.

***ELECTIVE ABSENCES CONTACT HOUR FOR REQUIREMENT***

The maximum number of absences allowed for electives will be determined by the number of days an elective meets each week. To receive credit for an elective, a student may not exceed the following number of absences:

<u>Weekly Meetings</u>	<u>Allowed absences per year</u>
1	5
2	10
3	15
4	20
5	24

***COURSE CREDITS AND GRADUATION***

High School course units begin to count towards cumulative graduation credits in the 9th grade. A total of 26 credits must be gained in order to graduate. Graduating seniors must take achievement tests their senior year and attend the Baccalaureate and Graduation Ceremonies. These 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
Environmental Science	US History II
Algebra I	Government & Economics
Geometry	Foreign Language I & II
Consumer Math	Elective Credits

### COLLEGE PREPARATORY DIPLOMA

English 9, 10, 11	Algebra II
English 12 or ENG111	Pre-Calculus or MAT171
Bible 9, 10, 11, 12	Health & Physical Education
Honors Biology	World History
Physical Science	US History I
Honors Chemistry	US History II
Environmental Science	Government & Economics
Algebra I	Foreign Language 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.

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 1 & 2\* - required)
- 3 credits of Science (Biology\* - required)
- 2 credits of Foreign Language
- 1 credit of Health
- 1 credit of PE
- 3 credits of Electives
- 26 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 office. The candidate for the ESP Diploma must be in ESP and have completed more than 20% of all high school courses in the program.

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

<b><u>Numeric</u></b>	<b><u>Letter</u></b>	<b><u>Grade Pt.</u></b>
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		

### ***ELEMENTARY CONDUCT GRADES***

It is the school's desire to partner with parents in teaching children the meaning of good, biblical character and responsibility. Conduct markings are reflected on progress reports and report cards in elementary.

**Respect** - *"I treat others kindly and work well with my classmates and teachers."*

**Responsibility** - *"I come to class ready to learn and take care of my things."*

**Self Control** - *"I make good choices and follow rules the first time."*

**Integrity** - *"I am honest and try to do what is right, even when no one is watching."*

**Christian Character** - *"I show the love of Jesus in the way I act and speak."*

<b>Conduct Grades:</b>	E	Excellent
	S	Satisfactory
	N	Needs Improvement
	U	Unsatisfactory

**Elementary School Retention** - If a student fails one core subject combined with below-average marks in one or more other subjects or below-average marks in two or more core subjects, and/or the necessity for social and personal growth/maturity, a conference with parents, teachers, and administration is required in order to discuss being retained in the same grade.

**Middle School Retention** - 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 FACTS. Progress Reports and Reports Cards will be online and emailed.

**High School Credit Recovery** – If a student fails a course, the credit must be recovered to meet graduation requirements. The manner in which the credit is recovered is at the discretion of the administration. A credit recovery fee will be assessed.

### ***TRANSCRIPTS***

Courses offered at BCA are not allowed to be taken at other institutions and added to the transcript. If BCA offers the course, it must be taken at BCA. There could be exceptions made by the academy for credit recovery or dual enrollment opportunities. Additional information may be provided by the Academic Advisor. To receive a copy of a transcript, please complete a Transcript Request Form which is available on our website under the Resources Tab. Please allow two weeks for the request to be fulfilled.

### ***COLLEGE ENTRANCE ASSESSMENTS and REQUIREMENTS***

Sophomores and juniors are required to complete the PSAT in October. This assessment is administered on site yearly. Upon completion of the PSAT, students will establish a College Board account and create an account with Khan Academy as a means of preparing for the SAT and ACT. Juniors are required to complete the ACT. This assessment is administered on site annually. Seniors are encouraged to participate in ACT and/or SAT assessment in preparation for the transition to college. ACT/SAT test scores are required for admission to many four-year colleges/universities. Many colleges/universities will require Algebra II and a higher math such as Pre-Calculus for entrance.

## ***DUAL ENROLLMENT***

BCA offers dual enrollment courses through the Lenoir Community College Career and College Promise program. This allows qualifying juniors and seniors to obtain high school and college credit at the same time. Typically, the course offerings are English and mathematics courses that are generally required for any degree. There may be other online courses available as well. BCA Policies for Dual Enrollment classes:

- ♦ Students that complete ENG111 and ENG112 during their junior year, will take the regular ELA 12 course as a senior.
- ♦ Juniors who have completed Algebra II and/or are not enrolled in a college math course need to be enrolled in Consumer Math.
- ♦ Accounting/Personal Finance will cover senior math requirements for both semesters.
- ♦ Due to conflicts with the BCA regular schedule, students are not eligible for on-campus college courses until completion of Algebra II or their junior year.
- ♦ BCA courses have priority. On-campus and synchronous college courses may not interfere with the BCA regular schedule. For example: students may not take an on-campus or synchronous college math while enrolled in a regular BCA ELA class.
- ♦ Students may drop a college class within the first two weeks without effects on their grades/transcript, but they must be in a “desk” for 8 semesters of Math & ELA, not including MS courses.
- ♦ If a student is failing ENG111/112 or MAT171/172 at the end of the first quarter of the class, the student may be required to transfer to a regular high school class and the current college grade will be used for the first quarter grade.

EXCEPTIONS to this policy may occur when a new 11<sup>th</sup> grade student transfers into BCA from a school that utilizes a block schedule or already has enough English and/or math credits for graduation.

## ***AWARDS***

### **Valedictorian and Salutatorian**

The Valedictorian and Salutatorian awards are given to the two graduating seniors with the highest and second highest GPAs 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-Salutatorian awards will be granted.

The Valedictorian and Salutatorian will have completed their last four consecutive semesters at BCA. They must have taken classes of the highest rigor offered by the Academy. Calculations will be figured on classes taken at BCA. The Academy offers dual enrollment through Lenoir Community College in English and Math. Students may have the opportunity to substitute English 11 or 12 for ENG111 & 112. They may also substitute BCA's Pre-Calculus for MAT171 and/or 172. Honors/College classes will be valued at an additional 0.5 points. College courses are not required to be Valedictorian or Salutatorian.

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 GPAs accumulated during high school based on classes taken at BCA. They will be figured after the 3rd nine-weeks. In the event of ties, Co-Marshal Awards will be granted.

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

Marshals must be in attendance at Baccalaureate and Graduation.

**Honors Graduate** – given to graduates who maintain a cumulative GPA of 3.7 or higher, have not served a suspension, and received no modified classes throughout all four years of high school.

**A-B Honor Roll** - given to students who have only A's and B's on their report card for the current year and no modified classes.

**Principal's List** - given to students who have only A's on their report card for the current year and no modified classes.



**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 on the report card for the current year and no modified classes.

**High School Graduation Recognition** - Honors Graduates wear gold cords at graduation to signify their academic achievement. Additionally, students who have participated for a minimum of two years or seasons in specialized programs will be recognized with the following cords:

- Purple – Student Leadership Initiative (SLI)
- Red – Athletics
- Gray – STEM/Robotics
- Light Blue – Fine Arts (Choir, Drama, Sound Technician, Art Competition)
- Green – Agricultural Science

Members of the American Christian Honor Society are distinguished with a white stole to recognize their academic consistency.

## ***ACHIEVEMENT TESTING***

Each spring Bethel Christian Academy administers achievement tests for students in grades K5 through 12. 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. Participation in standardized achievement testing is a requirement for the Opportunity Scholarship Program. Pre-approved absences may not be taken during achievement testing; no at-home testing is permitted.

The test results are kept in each student's cumulative folder. Parents should encourage their student to approach these tests with seriousness and their best effort, but not over-stress the tests to the student; this may cause anxiousness and poor scores. Parents should see that students get a good night's rest and a healthy 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 and no modified classes, 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 and no modified classes, but also exemplary Christian character, leadership, and service. Eligible students are inducted annually, and current members are examined each semester for continued eligibility compliance.

### ***EXAMS***

Major exams are given at the end of each semester. Only seniors may exempt from reviews and the final exam. Middle school (6-8) and high school (9-11) students are responsible for taking all exams. The seniors may exempt from the final second semester exam only if they maintain a 93 or above average for the year. An exception is made when a senior only has the second semester of the HS Course; if that is the case, it is a 93 or higher for that second semester. No senior can exempt from exams who has more than 10 tardies or 10 absences from the class for the year. A student may opt to take any exam to improve their grade even though they meet the exemption requirement. Exams equal 20% of the semester grade (40% + 40% + 20%).

## ***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. Time spent on homework may vary based on the students' academic strengths and motivation.

Purposes for homework are as follows:

1. For drill/practice
2. For independence
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 ensure the student (6<sup>th</sup>-12<sup>th</sup>) has an assignment notebook to record 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. Students should develop the habit of checking FACTS for homework assignments and test/quiz notifications.
2. Be sure your student is provided a quiet, secluded study place.
3. Keep distractions to a minimum (especially television).
4. The time 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. Do not hover. Allow your child to work independently.
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 may be used to reinforce classroom teaching in a specific subject area. If space allows, students are allowed to take two adult relatives 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	Art
Christian Honor Society	Media Room
Drama	Choir/Ensemble
Fine Arts Competition	STEM/Robotics
Athletics	Service Projects
AgScience	

## ***MIDDLE SCHOOL ENRICHMENT COURSES***

Students in grades 6-8 must choose an enrichment course or courses in which to participate. At the beginning of the school year, students will be given a three-week grace period to drop or add courses. At the close of the third week, students will remain in their chosen courses. For middle school students who desire to alter their enrichment course schedule for the second semester, a parent or guardian must submit a written request to the school office no later than December 1<sup>st</sup>. Approval is dependent on, but not limited to, class size, teacher approval, and discipline record.

## ***CAMPUS GUIDELINES (INCLUDES ALL INDOOR AND OUTDOOR AREAS)***

BCA is a Tobacco-Free, Smoke-Free, Vape-Free, Alcohol-Free, Drug-Free, Weapon-Free\*, and Pet-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.

### ***Campus Safety & Firearms Policy***

Keeping our students and staff safe is one of our highest priorities. In line with North Carolina law, **only certain school-approved individuals** may carry a concealed firearm on school property.

These individuals must be:

- Employees or official school volunteers
- Specifically approved in writing by the school leadership
- Trained and licensed according to state guidelines

No one else—including parents, visitors, or staff without written approval—is allowed to bring a firearm or weapon onto campus. Thank you for helping us maintain a safe, peaceful environment for all our students and families.

## 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. When that support is not given, it is the right of BCA to expel the student from this school.

Parents/students/family members who choose to criticize the discipline of the academy, administration, or the teachers publically (in person or on social media) will be expelled from the academy.

Behavior/discipline issues will be recorded in FACTS and accessible through Parent's Portal.

## ***DETENTION (Demerit) 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 for misbehavior (disrespect, disobedience, dishonesty, etc...), demerits will be issued and Detention Hall will be required. A total of 5 demerits/detentions within a semester will result in a one-day suspension. An accumulation of suspensions may lead to expulsion.

Detention Hall is held in an assigned classroom during school hours and is typically served during PE/elective class time.

- Arrive on time.
  - Detention/Demerit fee of \$10.00 will be billed to student's account. Fee is doubled (\$20.00) for demerits/detentions received in April and May.
  - Bring pen and paper for the silent detention hall.
1. Late for Detention Hall - Students who arrive late will be marked tardy for that class period.
  2. 4th demerit/detention – Discipline Director will notify parent that a one-day suspension will be given in place of the next (fifth) demerit/detention.
  3. 5th demerit/detention - one-day suspension, an accumulation of suspensions may lead to expulsion.
  4. Demerits/Detentions accumulate over each semester. (They are not removed after each nine weeks)
  5. The 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, etc... demerit/detention – consequences are doubled.

### ***SUSPENSION/EXPULSION (also includes extra-curricular activities, sporting games, choir programs, 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) full semester. This decision to re-admit is made by the administration of the school.

### ***RESTORATION***

If a student is expelled and then desires to be 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/school. A Christian parent and/or church worker usually will guide the student through the biblical steps.

The school's goals always include a desire for biblical spiritual restoration. The student seeking restoration (with the parents) may notify the principal of this desire and of the steps being taken, upon which the principal will offer their assistance in the matter. God did expel Adam and Eve out of the garden, but also provided a plan for their restoration.

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

Harassment or taunting is a continued attack of 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 type of conduct. A student found to be harassing another student will be disciplined.

## ***ELEMENTARY DISCIPLINE PROCEDURES***

### **Grade K5**

#### **“Stop Light System”**

Each child begins the day 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. Parents will receive notification if a student earns a red light and/or is referred to administration for behavior infractions.

### **Grades 1<sup>st</sup> – 5<sup>th</sup>**

#### **“HOW I ACT”**

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, demerit issuance, parent/teacher conference, administration referral, and loss of privileges. Students may be suspended or expelled for excessive accumulation of demerits and suspensions. Students who receive several demerits throughout the year will not be permitted to re-enroll. A total of 5 demerits within a semester will result in a one-day suspension. An accumulation of suspensions may lead to expulsion.

\*Any severe infraction (cheating, lying, malicious behavior, foul language, etc.) may result in bypassing normal procedures and the issuing of a suspension or expulsion.

Demerits are given for:

H – Harassment (Harmful Speech/Behavior)

O – Obedience (Disrespect)

W – Wasting Time

I – Irresponsibility

A – Attitude

C – Conduct

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, in-school detention with \$10 fine, parent/teacher conference, administration referral, and extra work. Students can be suspended or expelled for excessive accumulation of demerits and suspensions or for failure to report to detention. Students, who receive several demerits/detentions throughout the year, will not be allowed to re-enroll. A total of 5 demerits/detentions within a semester will result in a one-day suspension. On the 6<sup>th</sup> demerit/detention, 7<sup>th</sup>, 8<sup>th</sup>, & etc... the consequences double (\$20 fines/2 day suspensions). An accumulation of suspensions may lead to expulsion.

Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Therefore, students may 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 require, however, that such visits be made by appointment with the teacher at a convenient time outside of school hours.

Full cooperation is expected from both student and parents in the education of the student. If at any time the administrative feels that this cooperation is lacking, the student may be requested to transfer out or be expelled. 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, they may be requested to transfer out or be expelled.

Attendance at Bethel Christian Academy is a privilege and not a right. Students forfeit this privilege and will not be allowed to return to school the next year, if they do not conform to the standards and ideals of work and life of Bethel Christian Academy.

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

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

**Level II: students may receive a 1 - 5 day suspension**

Cheating \*, stealing, disrespect, lying, cursing, vaping, a vape/tobacco on your possession or found in your personal items, tobacco use, vandalism, questionable harassment, repeated offenses/detentions.

**Level III: students may receive a 1 - 10 day suspension — immediate expulsion**

Fighting, harassment, immoral sexual behavior, weapons or dangerous material, use of alcohol, illegal use of drugs, possession of illegal drugs (even found in some vapes) or any criminal behavior. Threatening violence at school or intentionally spreading rumors of school violence is not only considered a violation of the student code of conduct, it is also a criminal offense.

## \*CHEATING

Students are responsible for preventing the giving or receiving of assistance (written, oral, or otherwise) on tests, quizzes, homework, examinations, final evaluation, papers and any other class assignments. Cheating also includes lying, plagiarism, forgery or use of AI. All student work must be original work of the student turning in the assignment. "Cheat sheets" or other attempts at cheating will be treated as cheating and equally punished. In addition, students will receive a "0" on the assignment in question.

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

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

Offenses are cumulative throughout the high school years and are recorded on transcripts.

## \*\*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/ SMART WATCH & IPAD/TABLET 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 - 8<sup>th</sup> grade students may have a cell phone/smart watch at school, but they may not be used (seen or heard) during the school day (8:00a-3:00p) without special permission obtained from administration.

High School students (gr. 9-12) may have cell phones at school, but they may not be used (seen or heard) during core classes (8:00a-12:35p). Students may access cell phones beginning with the lunch

hour, but they must not be used during afternoon instruction and class periods. Cell phones must be silenced. They will be placed in phone holders before class begins and picked up at the end of the instructional time. Cell phones/Smart watches will not be allowed to interfere with the educational process. They will not be used or worn during assessment/testing. The policy allows a student to utilize their cell phone before school, after school, during lunch, and during afternoon class changes. Cell phone/Smart watch infractions will result in the following:

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

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

**3rd offense** (within the same semester) - the teacher will issue a demerit/detention and confiscate the phone/smart watch. The student will lose the privilege of having the phone/smart watch during school for the remainder of the semester. The phone/smart watch must be left at home or turned in to the school office each day before 8:00 am until student checkout.

Cell phone/Smart watch use has its privileges but also great responsibilities. Your child may not be responsible enough to have a cell phone/smart watch at school because of the serious consequences of its misuse. It is your responsibility as a parent to monitor them, not the schools'. 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 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 use an iPad/tablet to school.

Middle School & 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.

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 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/SMART WATCH & 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 (Covenant Eyes, Bark Technologies) 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.
- No pics or videos inside restrooms/showers/locker rooms.
- No wearable electronic devices during test or quizzes.

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

All weapons, firearms, explosives, and dangerous materials are prohibited. Knives, Leatherman tools, metal knuckles, smoke bombs, taser/stun guns 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 or classes will be issued detentions.
2. Once a student “checks out” with their parent’s permission along with the school office’s permission, they must leave campus. “Checked Out” students are not allowed to be on campus until 3:00 pm. If so, they must check back into the office. “Checked out” students are not to be in the gym, parking lot, hallways, etc...until after 3:00pm. Therefore, there are no students on campus without teacher supervision. Every student has an assigned place to be every hour of the school day.
3. Students are not to sit in buses or cars during the school day; neither are students to be lingering 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. Earbuds/headphones are not to be used/worn at school/gym or on campus from 7:45am to 3:00pm, unless a teacher/coach grants special permission for a special occasion.
7. Grades 9-12 are allowed to have a cell phone/smart watch at school, but they must be silenced. Cell phones will not be allowed to interfere with the educational process. Cell phones are prohibited during core instruction (8:00a-12:35p). During classes after lunch, cell phones will be placed in phone holders before class begins and picked up at the end of the instructional time. The policy allows students to utilize their cell phones before school, after school, during lunch, and during afternoon class changes. Students who are caught with their cell phone/smart watch on or in use during instructional and class periods (including Study Hall) will have their cell phone/smart watch confiscated and given a demerit/detention by the teacher. The teacher may give the phone/smart watch back to the student after class. A student who uses a cell phone/smart watch inappropriately will lose the privilege to have a cell phone/smart watch at school.

8. Always go up and down the stairs in single file and stay to your right to allow two-way traffic.
9. Book bags, gym bags, lunch boxes or purses are not to be left on the floor anywhere except in the classrooms. Items should never be left in the stairwells.
10. Hallway traffic will be orderly and respectful (no loud outbursts).
11. Students are not to move, touch or use another student's personal belongings (books, bags, iPad, cell phone, etc...).
12. Elementary and Middle School students (K5-8) may have cell phones/smart watches at school in book bags. They are not allowed to be out (seen or heard) or on at any time without the teacher's specific permission, which will be obtained from the administration. Students (K5-8) needing to call parents, should use the school's office phone. Parents (K5-8) needing to contact their children, should use the school's office phone. Our K-8 grades are a "No Cell Phone" academy.
13. 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)
14. Students in kindergarten through grade 5 must have an adult accompanying and supervising them while at the gym or ball field for after-school events. Students are to remain in the gym (or at the field) during the game.
15. While in the classroom, students may have water in a clear bottle with a cap on it. Food and other drinks in a classroom are allowed only with the teacher's permission. Eating or drinking during instructional times are only allowed with the teacher's permission.
16. Permanent maintenance and access to student records becomes the responsibility of Bethel FWB Church should the school cease operation.
17. Seniors, who have early checkout privileges from the parents and the academy, are only allowed to leave campus with a parent-authorized driver.



# DRESS CODE

Bethel Christian Academy desires to promote the idea that Christians should have higher standards than the world and should take the choice of “better” or “best” instead of simply avoiding the “bad.” The proper dress (including hoodies, backpacks, jewelry, etc.) for the Christian school is that which promotes a good academic environment, supports BCA’s mission statement, avoids controversial issues that distract from the classroom, and promotes the Biblical principles of:

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

Students are to dress in a neat, appropriate, and unquestionable manner, avoiding casual wear that portrays a sloppy demeanor. We ask that students refrain from wearing current trends in fashion or secular music, which set a very casual environment that often carries over into the learning atmosphere. 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. Students are required to dress in conformance with their biological gender as evidenced on the student’s original birth certificate and use the restroom/locker room associated with their biological gender.

Senior Graduation/Baccalaureate attire is set forth in the seniors’ information packet. Only BCA and AACS Christian Honor Society regalia are to be worn. No modifications are to be made to the regalia.

## BOYS (GRADES K-12)

1. **Pants-** All boys are to wear neat, long trousers or jeans that are not ragged, faded, torn or patched. No camouflage. No skinny jeans/pants. Pants must not be form-fitting; thigh, knee, and calf fit must not cling to the shape of the leg. Pants may not be, or have the appearance to be, faded, torn, or patched. 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 K5-5<sup>th</sup> may wear shorts to school, no shorter than 3 inches\* above the knee (no gym shorts).

2. **Shirts-** Boys may wear “polo” style, button-up oxford style, turtleneck, sweaters, sweatshirts, or spirit wear shirts. Only the top button should be unbuttoned. No shirts with any writing or pictures (only small emblems on the left chest area are permitted) with the exception of school spirit wear. No sleeveless shirts/tops of any kind.
3. **Spirit Wear-** Students may wear shirts with the school name/logo each day. Shirts must meet the established guidelines for fit, including no sleeveless or form-fitting styles.
4. **Shoes-** Appropriate footwear must be worn 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. Footwear must be properly laced, tied, buckled, and fastened at all times. Bedroom shoes, flip flops, or sandals are not allowed.

EXCEPTION: Grades K5-5<sup>th</sup> must have at least a strap on the heel.

5. **Hair-** All boys are to have their hair cut in a traditional style above the eyebrows, ears, and collar. Hair is to be neatly groomed. Hair that is turned up anywhere on the ends to keep it from being on the eyebrows, ears, or collar is too long. Hair should be no higher than five inches. No faddish razor designs or shaved markings in the hair are allowed. Hair coloring should be in good taste and within the realm of natural hair colors. Long hair that does not meet the listed criteria above should not be tied, gathered, combed back, hair sprayed, or held back above the ears, eyebrows, or the collar in order or comply with the stated hair policies. Man buns, ponytails or any other hairstyles that do not meet the criteria above are not allowed.
6. **Accessories-** No earrings, body piercings, or new tattoos.
7. **Facial Hair-** Boys should be clean-shaven unless maintaining neatly trimmed (1” or less) facial hair. A clear cheek line and neckline must be established and maintained. The neck must be clean-shaven below the neckline.
8. **Outerwear/Hoodies-** Large, oversized shirts should not be worn, even as a jacket/coat. Outerwear is required to have a dress code-approved shirt underneath. Hoods/hats are not to be worn in the building.

## GIRLS (GRADES K-12)

1. **Dresses/Skirts-** All girls may wear dresses or skirts. Dresses and skirts should not be form-fitting. Skirts must be worn with a dress code-appropriate top.

**Grades K5-5<sup>th</sup>** – No shorter than 3 inches\* above the knee.

**Grades 6<sup>th</sup>-12<sup>th</sup>** - Dresses and skirts must touch no higher than the knee-cap in the front and just above the crease of the knee in the back in a standing position. No splits above the knee.

2. **Pants-** Girls may wear loose-fitting denim or uniform-style pants. Pant length should be no higher than mid-calf. Pants should have no pulling across the front; side seam pockets should not bulge open when standing. Pants must not be form-fitting; thigh, knee, and calf fit must not cling to the shape of the leg. Pants may not be, or have the appearance to be, faded, torn, or patched. Leggings may only be worn with a skirt/dress over them that is the appropriate length. Jumpsuits are permitted. Sleeveless jumpsuits must be worn with a jacket, sweater, or cardigan. No skinny pants, sweat pants, scrubs, low-rise, or camouflage.

EXCEPTION: Grades K5-5<sup>th</sup> may wear shorts to school, no shorter than 3 inches\* above the knee (no gym shorts).

3. **Tops-** Girls may wear “polo” style, button-up oxford style, turtleneck/cowl neck tops, sweaters, sweatshirts, or spirit wear shirts. Shirts must be long enough not to expose the midriff when arms are raised. Only the top button may be left unbuttoned on polo and oxford-style shirts. Shirts must be loose-fitting. Shirts may not have any writing or pictures (only small emblems on the left chest area are permitted) with the exception of school spirit wear. No sleeveless shirts. Shirts do not need to be tucked in.
4. **Spirit Wear-** Students may wear shirts with the school name/logo each day. Shirts must meet the established guidelines for fit, including no sleeveless or form-fitting styles.
5. **Shoes-** Appropriate footwear must be worn 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. Footwear must be properly laced, tied, buckled, and fastened at all times. Bedroom shoes are not allowed.

EXCEPTION: Grades K5-5th must have at least a strap on the heel.

6. **Accessories & Hair-** 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 blue, purple, green, etc.). No body piercings or new tattoos.
7. **Outerwear/Hoodies-** Large, oversized shirts should not be worn, even as a jacket/coat. Outerwear is required to have a dress code-approved top underneath. Hoods/hats are not to be worn in the building.
8. **Not Allowed-** The following types of clothing are not permitted: low-necked, barebacked, spaghetti-strap dresses or tops; bare-shouldered, see-through blouses, or form fitted clothing.

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

Elementary students are to wear the current class t-shirt/BCA spirit t-shirt on PE days. This is to be worn with regular dress code shorts or pants. Shorts should not be shorter than 3 inches\* above the knee. All students must have tennis shoes on PE days (no boots, crocs, sandals, slip-on shoes, etc.).

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

We do not wear P.E. uniforms, but BCA T-shirts and approved-length shorts that meet the dress code are acceptable. All students must wear tennis shoes for PE (no boots, crocs, sandals, slip-on shoes, etc.), BCA shirt and approved-length shorts. Shorts should be no shorter than 3 inches\* above the knee.

BCA's Dress Code (including hoodies, backpacks, jewelry, etc.) applies at athletic events, and all out-of-school functions should conform to regular school code, unless specifically announced otherwise. Demerits may be given for dress code violations at school, field trips, and athletic events. This includes attendance at school programs, recitals, graduations, competitions, and awards services, as well as picture day. When traveling to other schools for competition, students may be required to follow the dress code of the hosting school; that information will be given ahead of time and must be followed. At athletic activities and certain field trips, students may wear loose fitting shorts no shorter than 3 inches\* above the knee, loose-fitting pants, loose-fitting jeans, or t-shirts. Shorts may not be rolled up to make shorter than 3 inches\* above the knee. No offensive t-shirts or form-fitting clothing. You will be asked to leave any activity if not dressed appropriately.

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

A teacher or staff member will issue the student a demerit/detention for dress code violations. The student will be asked not to wear the article of clothing again, may be asked to correct the problem immediately or go home to change, or a parent may be asked to bring a change of clothing to school. This piece of clothing must not be worn to school or any school-sanctioned activity again. Students must comply with the dress code or the student will be dismissed.

\*3 inches is about the width of the palm of an adult hand. Short length should be closer to the knee than the fingertips.

# 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. All parents and athletes must read and follow the guidelines found in the BCA Athletic Handbook.

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, shooting team, baseball and football (when there is enough interest to make a team). Girls are offered volleyball, basketball, shooting team, soccer, softball, golf, and cheerleading (when there is enough interest to make a team). 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, practices, games, or awards programs without being an officially enrolled student at BCA and have a new or updated physical on file. 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 may not be allowed to participate in that particular game/practice.
5. Students must adhere to BCA's dress code at practices and games as student athletes and fans.
6. A tardy demerit/detention makes one ineligible on the tardy day for extracurricular activities (fine arts, athletic games or practices).

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 away games on 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.

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