

B C A

Parent-Student Handbook

2018-2019

Bethlehem Christian Academy

A Ministry of Bethlehem Baptist Church

27250 Emery Road
Orange Village, Ohio 44128
216-292-4685

www.bethlehebaptist.org

TABLE of CONTENTS

<p>OUR PURPOSE..... 1</p> <p>OUR OBJECTIVES 1</p> <p>OUR BELIEFS 3</p> <p>POLICIES AND PROCEDURES..... 5</p> <p style="padding-left: 20px;">Racial Nondiscriminatory Policy 5</p> <p style="padding-left: 20px;">Admissions..... 5</p> <p style="padding-left: 20px;">Enrollment Procedure 6</p> <p style="padding-left: 20px;">Re-registration Student Review and Evaluation Policy 6</p> <p style="padding-left: 20px;">Withdrawal Procedure..... 7</p> <p style="padding-left: 20px;">Student Transcripts 7</p> <p style="padding-left: 20px;">Health..... 8</p> <p style="padding-left: 20px;">Medical Exam & Immunizations 8</p> <p style="padding-left: 20px;">Medication Policy 8</p> <p style="padding-left: 20px;">Illness During School..... 8</p> <p style="padding-left: 20px;">Illness at Home / Return to School Following Illness 9</p> <p style="padding-left: 20px;">Injury During School..... 9</p> <p style="padding-left: 20px;">Parent Notification..... 9</p> <p style="padding-left: 20px;">Academic..... 10</p> <p style="padding-left: 20px;">Textbooks 10</p> <p style="padding-left: 20px;">Homework 10</p> <p style="padding-left: 20px;">Make-up Work..... 10</p> <p style="padding-left: 20px;">Weekly Announcement Letters 10</p> <p style="padding-left: 20px;">Grading Scale 10</p> <p style="padding-left: 20px;">Progress Reports 11</p> <p style="padding-left: 20px;">Report Cards & Special Honors 11</p> <p style="padding-left: 20px;">Awards Chapel..... 11</p> <p style="padding-left: 20px;">Promotion & Retention 12</p> <p style="padding-left: 20px;">Achievement Testing 12</p> <p style="padding-left: 20px;">Eligibility Requirements..... 12</p> <p style="padding-left: 20px;">Parent-Teacher Conferences 12</p> <p style="padding-left: 20px;">Attendance and Tardiness..... 14</p> <p style="padding-left: 20px;">School Day 14</p> <p style="padding-left: 20px;">School Year 14</p> <p style="padding-left: 20px;">Absences..... 14</p> <p style="padding-left: 20px;">Tardiness..... 15</p> <p style="padding-left: 20px;">Early Dismissal..... 15</p> <p style="padding-left: 20px;">Snow Days..... 15</p> <p style="padding-left: 20px;">Funeral Days..... 16</p> <p style="padding-left: 20px;">Truancy 2</p>	<p>Dismissal Procedure..... 16</p> <p>Before & After School Care 16</p> <p>Student Behavior and Discipline17</p> <p style="padding-left: 20px;">Respect.....17</p> <p style="padding-left: 20px;">Guidelines for Behavior17</p> <p style="padding-left: 20px;">Student Relationships18</p> <p style="padding-left: 20px;">Male/Female Relationships18</p> <p style="padding-left: 20px;">Detentions19</p> <p style="padding-left: 20px;">Corporal Punishment20</p> <p style="padding-left: 20px;">Behavioral Probation21</p> <p style="padding-left: 20px;">Suspension21</p> <p style="padding-left: 20px;">Dismissal21</p> <p>DRESS CODE22</p> <p style="padding-left: 20px;">Boys22</p> <p style="padding-left: 20px;">Girls.....22</p> <p style="padding-left: 20px;">Physical Education.....23</p> <p style="padding-left: 20px;">Spirit Wear23</p> <p style="padding-left: 20px;">Dress Down Days23</p> <p>FINANCIAL24</p> <p style="padding-left: 20px;">Tuition.....24</p> <p style="padding-left: 20px;">Additional Fees.....24</p> <p>PARENTAL PARTICIPATION25</p> <p style="padding-left: 20px;">Volunteers25</p> <p style="padding-left: 20px;">Parental Visits25</p> <p style="padding-left: 20px;">Grievances25</p> <p style="padding-left: 20px;">What Can You Pray For?26</p> <p>MISCELLANEOUS ITEMS.....27</p> <p style="padding-left: 20px;">ACSI27</p> <p style="padding-left: 20px;">Birthdays27</p> <p style="padding-left: 20px;">Electronic Devices.....27</p> <p style="padding-left: 20px;">Coatracks & Cubbies28</p> <p style="padding-left: 20px;">Field Trips.....27</p> <p style="padding-left: 20px;">Hot Lunches28</p> <p style="padding-left: 20px;">Insurance28</p> <p style="padding-left: 20px;">Lost & Found.....28</p> <p style="padding-left: 20px;">Parking Lot28</p> <p style="padding-left: 20px;">Safety Plan.....28</p> <p style="padding-left: 20px;">School Office.....28</p>
--	--

OUR PURPOSE

Bethlehem Christian Academy, as a ministry of Bethlehem Baptist Church, is committed to providing a thorough Christian education to the children of our church family and others of like Biblical convictions. We view our ministry as one that supports parents in the fulfillment of their God-given responsibilities to educate their children both spiritually and academically. Through a balance of Biblical teaching, spiritual guidance, solid academics, discipline, and loving leadership, we endeavor to make a permanent investment in the life of each student. We stand accountable to God for the children He has entrusted to us. The purpose of our heart is that every aspect of our school will glorify the Lord Jesus Christ.

OUR OBJECTIVES

In recognizing the God-given responsibility that parents have for the education and general development of their children, Bethlehem Baptist Church has established Bethlehem Christian Academy to build upon the foundation laid in the home. To provide an education that encourages maximum development spiritually, academically, socially, and physically, the following specific objectives are incorporated into all aspects of the educational program at Bethlehem Christian Academy:

SPIRITUAL DEVELOPMENT

We will endeavor:

1. To lead all students who have not already trusted Jesus Christ as Savior to do so without delay.
2. To encourage in each student a love for Jesus Christ and a submission to His authority in our lives.

3. To promote Scriptural awareness and confidence that produces a mature and vital testimony for Jesus Christ.
4. To develop an appreciation of the Bible and an ability to make daily application to life.

ACADEMIC DEVELOPMENT

We will endeavor:

1. To provide as an alternative to secular humanistic education an instructional program that is based on a fundamentally Christian perspective, that integrates Biblical truth with the academic subjects, and that meets the requirements for our school as set by the applicable Ohio educational code.
2. To enable students to master the tools of learning and communication so that they will think logically and independently.
3. To challenge students to use the abilities God has given them to their fullest potential.

SOCIAL DEVELOPMENT

We will endeavor:

1. To nurture and instruct students in such a way as to develop in them a world and life view consistent with Biblical principles.
2. To promote within each student the ethical and spiritual qualities that constitute Christian character.
3. To develop patriotism and respect for the godly values, common memories, and traditions that make up our heritage as Americans.

PHYSICAL DEVELOPMENT

We will endeavor:

1. To provide students opportunities to discover and develop talents in athletics.
2. To develop physical strength, motor skills, and the concepts of

teamwork, fair play, and balanced competition through organized physical activities.

OUR BELIEFS

1. We believe that the Scriptures of the Old and New Testaments are verbally inspired of God, that as such they are inerrant in the original manuscripts, and that they are the supreme authority in faith and life.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God. We further believe that all human beings are born with a sinful nature, inherited from Adam, and become sinners in thought, word, and deed.
5. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a substitutionary sacrifice and that all who believe in Him are justified by their faith on the basis of the efficacy of His shed blood.
6. We believe in the bodily resurrection of our Lord, that He ascended into Heaven, and that He is now our Advocate with the Father.
7. We believe in the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
9. We believe in two ordinances for the church: 1) baptism by immersion for believers, 2) the Lord's Supper.
10. We believe in the prominence of the local and visible church.
11. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting and conscious punishment of the lost.
12. The Family -- We believe that marriage was planned by God to consist of one man and one woman, and that any other arrangement is un-

biblical (Gen. 1:27; 2:18-25; Eph. 5:22-31; Matt. 19:4-6, I Cor. 11:3; and Col. 3:18,19). We believe that scripture teaches that homosexuality is always unacceptable, and therefore, a homosexual relationship cannot constitute the basis for a biblical marriage or family (Rom. 1:24-28 and Lev.

18:22 and 20:13). We believe that God's design is for a married couple never to be separated by divorce. We believe that men and women are of equal value and standing in God's sight, but that by God's design, the husband is to be the head of the home. We believe that it is the responsibility primarily of the parents to raise their children in the counsel of the Word of God, using discipline when necessary (Eph. 6:4; Col. 3:20, 21; Prov. 13:24; 22:15; 23:13,14; 29:15; and Deut. 6:6,7). We believe that single believers are to marry only in the Lord (I Cor. 7:39; II Cor. 6:14-17; Ezra 9:11,12; Neh. 13:23-30; and Joshua 23:11-13).

POLICIES and PROCEDURES

RACIAL NONDISCRIMINATORY POLICY

'The governing board of the Bethlehem Christian Academy located at 27250 Emery Rd. in Orange Village, Ohio 44128 has adopted the following racial nondiscriminatory policies:'

'The Bethlehem Christian Academy recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.'

'The Bethlehem Christian Academy will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.'

ADMISSIONS

In applying for admission, parents should understand that:

1. Bethlehem Christian Academy was established as a fundamental, evangelical ministry of Bethlehem Baptist Church to support families who share similar Biblical convictions and values. As such, attendance at Bethlehem Christian Academy is a privilege and not a right.
2. Parents/Guardians of students (as set forth on the application) must have received Jesus Christ as Savior and Lord. They must also be in agreement with our doctrinal statement, demonstrate a spirit of cooperation, and be willing to uphold the policies established in the student handbook. If a parent finds themselves unable or unwilling to continue upholding these policies they are asked to withdraw their students or will be requested to withdraw by the school administration.
3. All new students are accepted on the basis of previous academic and behavioral records. All prospective students must also take an entrance placement test. All students are accepted on a trial basis.
4. The school reserves the right to refuse admittance, suspend, or expel any student who does not comply with policies established in this student handbook.
5. No student will be enrolled if the family has an outstanding account at another Christian school.

6. Enrollment is not final until all student transcripts are received in the school office, all application forms are completed and filed, and registration and book fees are paid.
7. Kindergarten students must be five years of age by September 15th of the year they intend to begin.
8. Parents/Guardians must complete a personal interview with an appointed representative of Bethlehem Christian Academy.

ENROLLMENT PROCEDURE

Parents/Guardians of prospective students should complete and return all application forms. Reference forms should be distributed, and referring individuals should be encouraged to complete the forms and send them to the school office as quickly as possible. Upon receipt of completed and signed forms, an interview will be scheduled. A final enrollment decision will be made on the basis of submitted information, references, testing, and interview.

RE-REGISTRATION STUDENT REVIEW AND EVALUATION POLICY

During the re-registration period all current students will be individually reviewed by our administration and school faculty. In the event any child's admission status is questionable, we will contact the parents who will then be given two weeks to schedule an appointment with the administrator and teacher to discuss their child's admission status for the coming school year. **Additionally, no child will be allowed to re-register if they have a past due tuition or fee balance.**

Students will be evaluated in the following areas:

1. ACADEMIC PROGRESS (*not necessarily grades. But rather each student's desire and motivation to learn*)
2. SOCIAL (*how the child interacts with his/her peers and Teachers*)
3. SPIRITUAL (*the desire to seek, learn, and apply spiritual truth to his/her life*)
4. BEHAVIORAL (*each student's overall attitude, respect for those in authority, and ability to willingly maintain self-control*)
5. PARENTAL COOPERATION (*parent's willingness to cooperate with their child's teacher and school administration in supporting all rules and consequences*)

WITHDRAWAL PROCEDURE

A student may be withdrawn during the course of the semester when the proper release is signed by parents, teacher, and administrator. All tuition payments and fees must be paid through the calendar month, and all school-owned materials and equipment must be returned. School records will be released only when all of these conditions have been met.

STUDENT TRANSCRIPTS

Student records and/or recommendation forms will be mailed or faxed directly to the school or program requesting the information. These forms will not be returned to the student personally.

HEALTH

Medical Examination and Immunizations

New enrolling students must have a physician complete a Student Medical Examination Form (available in the school office). In order for a child to attend school, the Ohio Revised Code requires all students be up-to-date with their immunizations.

Please keep the school informed of any updating of your child's immunization records.

Medication Policy

In accordance with Ohio law if it is necessary for a student to take any type of medication during the school day (even Tylenol or cough drops) a Physician's Request for Medication Administration must be submitted. This form may be obtained from the school office.

Illness During School

When a child becomes ill during school to the extent that he cannot participate in classroom activities, parents will be asked to make arrangements to have their child taken home. In accordance with our Management of Communicable Diseases Policy a child with any of the following signs or symptoms of illness will be immediately isolated and discharged to his parent or guardian: diarrhea, severe coughing, difficult or rapid breathing, yellowish skin or eyes, conjunctivitis, temperature of one hundred degrees Fahrenheit, untreated infected skin patch(es), unusually dark urine or gray or white stool, stiff neck.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the Administrator and the parent or guardian. The child, while isolated at the school, shall be carefully watched for the following symptoms: unusual spots or rashes; sore throat or difficulty in swallowing; elevated temperature; vomiting; evidence of lice, scabies, or other parasitic infestation.

ACADEMIC

Illness at Home / Return to School Following Illness

Students should be kept at home if they have any of the following signs of illness: unusual sluggishness; uncontrollable coughing; inexplicable irritability; persistent crying; difficulty breathing; severe wheezing; fever over 100.4; diarrhea; pinkeye with discharge.

Students are to remain at home until they are free of fever or diarrhea symptoms for 24 hours without medication. Students should also remain at home for a full 24 hours after they have been placed on antibiotic treatment.

If your child has a general cold, please be sure to send extra tissues and cough drops (per Medication Policy).

Injury during School

Minor injuries (scrapes, scratches, insect bites, etc.) will be handled through the use of the first aid kit in the school office. In the event that a child sustains a more serious injury requiring emergency medical attention, the school office will make use of the 911 emergency services number.

Parent Notification

An Illness/Injury Log will be kept in the school office. If a student sustains a minor injury, the school office/teacher will notify the parents by sending home a note describing the type of injury and the first aid supplied. In the event of moderate/serious injuries or any injury involving the head, the school office will notify the parents by telephone and file an injury report.

Textbooks

The school issues all textbooks. Hardbound books used in grades three through six are to be covered. All books should be handled with care and kept in good condition, free from marks. If books are misused, a damage or replacement fee will be charged. If a book is lost, the student will need to purchase a new one.

Homework

Homework is an essential education component of our school program and is given for multiple reasons: for practice, for preparation, for review, for remediation, and for enrichment. We view parents as partners in their child's educational programs, and we stress the critical need for parents to enforce homework time and provide a suitable study environment, free from the distractions of television and the normal activity of family life. Listening to oral reading with younger students on a consistent basis is highly recommended and is an excellent way for parent and child to spend quality time together.

Make-up Work

Regular assignments, quizzes, and tests are to be made up after returning to school. Extended periods of absence will be handled individually. The student is expected to see the teacher for all class work missed (homework, tests, projects, class discussions, etc.). Parents may make arrangements to collect assignments on the day that their child is absent. Projects that fall due during an absence are due the day the student returns to school.

Weekly Announcement Letters

A weekly letter will be sent home with each student. In addition to announcing the assignments and tests for the upcoming week, this letter will contain information about field trips, projects, programs, and various other news items relating to class and school activities.

Grading Scale

All kindergarten subjects, as well as selected subjects in grades one through six, will be evaluated with the following general indicators:

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

The following scale is in effect for all graded subjects:

Percentage	Letter Grade	Grade Point
99 – 100	A+	4.00
95 – 98	A	4.00
94	A-	3.75
92 – 93	B+	3.50
86 – 91	B	3.00
85	B-	2.75
83 – 84	C+	2.50
75– 82	C	2.00
74	C-	1.75
72 – 73	D+	1.50
67 – 71	D	1.00
66	D-	.75
0 – 65	F	0

Progress Reports

Progress Reports are sent home halfway through each grading period. They are sent to every student and are used to inform the parents of the academic progress of their child. Parents desiring an appointment with the teacher are encouraged to call the school office for an appointment.

Report Cards and Special Honors

Report cards are sent home four times a year, after each nine-week grading period. **The high honor, honor, and merit rolls are announced during Chapel in January for the 1st & 2nd grading periods and at the Awards Chapel in June for 3rd & 4th grading periods and year-end awards.** The rolls are calculated based on a 4.0 system, and students will be placed according to the following criteria:

3.75-4.0 grade point average, and <u>no C's</u>	High Honor Roll
3.5-3.74 grade point average, and <u>no more than one C</u>	Honor Roll
3.0-3.49 grade point average, and <u>no more than two C's</u>	Merit Roll

Awards Chapel

To reinforce positive traits and outstanding achievements in academics and

personal character, Bethlehem Christian Academy will hold an awards ceremony at the end of the year. The ceremony will recognize perfect attendance as well as contribution and achievement in our sports and music programs and ACSI sponsored events such as Spelling Bee, Speech Meet, and Music Festival. Academic and special awards will also be given along with the following:

Student of the Year	(all grades)
Christian Character	(all grades)
Servant of the Year	(all grades)
Hardest Worker	(all grades)
Most Improved Student	(all grades)

Promotion and Retention

Students are promoted or retained based on their total preparedness to enter the next grade level and perform in a satisfactory manner. Although academic readiness is the primary indicator, other factors (physical, social, emotional) may be taken into consideration. Each student will be considered individually, and the administrator, in consultation with the teacher and the parents, will make a decision regarding promotion or retention. In addition to the items stated above, all third grade students must meet or exceed the reading promotion score set by the State of Ohio.

Achievement Testing

Each year all students take grade appropriate achievement tests as approved by the State of Ohio. These tests measure the student's ability to cope with school-learning tasks in verbal and non-verbal areas. All testing results are sent home to the parents and copies are kept in the student's file. All Kindergarten through Second grade students must meet certain State of Ohio Third Grade Reading Guarantee standards and K-3 students who are not on track will have an improvement and monitoring plan. All Third grade students must meet or exceed the reading promotion score set by the State of Ohio in order to be promoted to Fourth grade (see preceding paragraph: Promotion and Retention).

Eligibility Requirements

Athletic:

When Progress Reports or Report Cards are issued any athlete carrying an F or with a current GPA under 1.7 is ineligible for at least one game and practice. Grades for ineligible students will be reevaluated every week. Athletes will remain ineligible from attending practices or games until the grade is brought up.

Parent/Teacher Conferences

Twice during the school year, at the conclusion of the first grading period

and the middle of the third grading period, days are set aside specifically for parents to meet with teachers and discuss the progress of their children. Please refer to the current school calendar for the exact dates. Attendance by at least one parent is required during the fall conferences.

Please note that parent/teacher conferences are not limited to these times. Conferences are encouraged and may be initiated by either parents or teachers. When initiated by parents, appointments must be arranged in advance. **Please do not go directly to the classroom before or after school to meet with a teacher.** These times are very important to the teacher and are often used for school duties, classroom preparation, or student supervision. An unscheduled visit can often disrupt the entire day. Scheduling an appointment is the most effective way to obtain time with your child's teacher. Realizing the trust you place in us, our teachers are happy to meet with you at an appropriate time to discuss any concerns or questions you might have.

(See page 27, *Parental Visits*)

ATTENDANCE and TARDINESS

School Day

The school day begins at 8:15am and ends at 3:00pm. Bethlehem Christian Academy does not assume responsibility for any child on the premises before 7:45am and after 3:15pm. EXCEPTION: Students who are participating in a school-related event will be supervised by a teacher or another duly appointed representative.

School Year

Bethlehem Christian Academy will be scheduled for instruction in accordance with section 3313.48 of the Ohio Revised Code. (This figure is subject to any changes in state law.) Opening and closing dates vary slightly each year in order to accommodate days of instruction, holidays, teacher in-service days, and parent/teacher conferences. (See current school calendar for exact dates).

It is important that students always be on time and present at school. In being prompt, the parent is teaching and the student is learning responsibility and self-discipline. Self-discipline is essential for academic achievement and for developing good habits. Students must come to class prepared with all materials needed for class. Tardy students must obtain a "pass" from the school Office and should have a note stating why they are late.

ABSENCES

According to the school attendance laws of the State of Ohio, absence from school is excused ONLY in the cases of illness and family emergencies. In very rare circumstances, other absences may be excused at the discretion of the school administration. All other absences are considered unexcused. Unexcused absences carry the penalty of a failing grade for any homework, quiz, test, or project missed.

In compliance with Ohio attendance laws, if a student is absent for any reason, the parents/guardians are required to send a written excuse or call the school before 9:00 a.m. on the day of absence. A written excuse signed by the parent/guardian, stating the reason for absence is required upon the child's return to school.

Excessive absences do affect a student's grade and could place a student's promotion in jeopardy. **Students with perfect attendance (no tardies or absences - excused or unexcused) will be**

recognized at the annual awards chapel.

TARDINESS

A student is considered on time for school if he is present in homeroom (according to teacher expectation) at the starting bell at 8:15 A.M. If he is not present at 8:15 A.M., then he is tardy, and the attendance record is marked as such.

A student who arrives at school any time after 8:15 A.M. must report to the school office for permission to enter class.

Excusable tardiness includes such items as riding in car pools that are late (driver's children are not excused), traffic accident or delay that results from another driver's accident, illness in the morning and car trouble. A note from a parent or carpool driver stating the reason for tardiness must be presented upon arrival at school.

Note: Ohio attendance laws do not consider traffic jams, missing a school bus, or oversleeping by a parent or student excused tardiness.

Any student arriving after 11:45 a.m. or leaving before 11:45 a.m. will be recorded as having a half-day absence.

EARLY DISMISSAL

Parents should make every effort to schedule all medical appointments after school hours. If this is unavoidable, a request must be made in writing stating the time and nature of early dismissal. Students may leave only when accompanied by a parent or guardian.

The child will be dismissed from class when an authorized designee comes into the school office. After completing the "Attendance Log", the child will be released to the custodial parent/guardian, or adult named in writing by the parent/guardian. When returning to school after an appointment, the student must be signed back in on the Attendance Log.

Students must be present at least five hours to be counted Present All Day and must be present for at least three hours to be counted Present Half Day.

SNOW DAYS

In the event of hazardous conditions because of snow and weather, school closings will be announced on local television stations. Signing up on one of the network websites will enable you to receive a text message or email notification. In case of having to close school early, parents will be notified

and asked to pick children up.

FUNERAL DAYS

Bethlehem Christian Academy is a direct ministry of Bethlehem Baptist Church. There may be times when we will need to close the school for a day to accommodate the church as they host a funeral for a church member.

TRUANCY

Leaving school without permission or staying out of any scheduled classes will not be tolerated. Appropriate disciplinary action will be taken.

DISMISSAL PROCEDURE

It is very important that we know with whom your child is riding. The office and classroom teacher should be provided with carpool or student transportation provider information. If for any reason your children need to ride home with someone besides their normal ride, please contact the school office.

BCA does not condone students leaving campus in third-party car services (such as Uber, Lyft) and, specifically services whose own policies explicitly prohibit minors from using them.

BEFORE & AFTER SCHOOL CARE - FEE BASED

The BCA school day begins at 8:15am. The building opens at 8:00am and students are supervised by a teacher in a designated waiting area from 7:45-8:00. If a parent needs to drop off a child earlier than 7:45, BeforeCare is available Monday -Friday from 7:00. Classes dismiss each day at 3:00PM and any student still on the premises at 3:15 will go immediately to AfterCare which runs until 6:00PM. Before and After Care fees are published each year on the sign-up forms and are paid directly to the provider(s). Bethlehem Baptist Church and Bethlehem Christian Academy are not the sponsors of the Before/AfterCare program and are therefore not liable for any child/children during Before/AfterCare hours.

STUDENT BEHAVIOR AND DISCIPLINE

Standards for behavior and discipline are held for every BCA student. The student must exemplify by his/her attitude and lifestyle that he/she is committed to being conformed to the image of Christ, to be obedient in God's Word, and to exhibit a teachable spirit. This will be reflected in speech, respect for authority, reverence for the Lord, and in fruit evident to believers around him/her.

RESPECT

Bethlehem Christian Academy has established standards of dress and behavior that we feel should be a part of a Christian life-style. Many of our standards are designed to protect our students and implemented so school can function in an orderly manner. One of our foremost objectives is to develop self-discipline and respect for authority. **Each student is under authority of any staff member at any school time. Students will be equally courteous and show respect for staff, faculty, aides and visitors. Students must maintain a respectful attitude in class and respond to teachers with politeness. They must also remain quiet and attentive during lessons and individual work.** Classes are structured to ensure that students interact with one another in appropriate ways. **Should a student's behavior no longer reflect the above-mentioned attitudes and become non-Christ-like, the school reserves the right not to retain that student.**

GUIDELINES FOR BEHAVIOR

Bethlehem Christian Academy cooperates with the home in forming good habits such as these:

- Cheerful obedience to authority
- Responsibility
- Cooperation
- Courtesy and respect to others
- Truthfulness
- Preparation and desire to learn
- Respect for adults
- Responsibility to clean up after themselves and assist in keeping the BCA grounds clean and in order
- Giving attention to Chapel speakers, assembly programs and morning announcements, and participating appropriately
- Good sportsmanship

God says: "Let no unwholesome word proceed from your mouth, but only such a word as is good for edification according to the need of the moment, so that it will give grace to those who hear. Do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all

bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tender-hearted, forgiving each other, just as God for Christ's sake has forgiven you." (Ephesians 4:29-32)

God created all people in His image. Although none of us is worthy of life and love in and of ourselves, God created all people with value and worth. When derogatory comments are directed at a person's race, looks, ability, or personality, it is criticism of God's work. Furthermore, a believer is a temple of the Holy Spirit of God. To berate or belittle one in whom He dwells is to berate or belittle Him. Bethlehem Christian Academy will not tolerate remarks that degrade God's people or His work.

Words that demean people are offensive to God and ought to be avoided by His children. Any student using objectionable remarks will receive a strong warning and appropriate instruction shall be given. Repeated offense will result in more serious consequences.

These expectations are designed to benefit every student in the class, and the students are expected to cooperate with them. Infractions of these behavioral expectations will be dealt with by the teacher in accordance with BCA policy.

For the most part, teachers are responsible for the student's conduct in school and are therefore responsible for establishing corrective action for committed minor offenses. These corrective actions may include sitting quietly for a while, missing part of recess, sentence writing, name on board, and detentions, etc. If repeated disciplinary action for a minor offense is unsuccessful, parents will be informed.

STUDENT RELATIONSHIPS

We want the experience of attending Bethlehem Christian Academy to be positive, so we pay close attention to the quality of student-to-student relationships.

We make it clear to all students that we expect them to treat each other with kindness. We stress the importance of politeness, curb disparaging comments, and insist that students handle disagreements without resorting to name-calling or physical confrontation.

MALE/FEMALE RELATIONSHIPS

Wholesome Male/Female relationships are encouraged at BCA. Healthy relationships between young men and women should demonstrate common courtesy, openness, and friendliness. The Bible is clear that proper relationships between boys and girls should resemble the relationship between brothers and sisters in Christ with each one looking out for the edification of others.

Scripture teaches that intimate physical contact outside of marriage, (homosexuality and fornication) are forbidden. Public display of affection such as holding hands, hugging, and kissing is discouraged and will not be tolerated at school or school sponsored functions.

Even though parents may personally believe differently, while enrolled at Bethlehem Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behaviors. Thus, Bethlehem Christian Academy retains the right to refuse enrollment or to withdraw any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual/transgender or is a practicing homosexual/bisexual/transgender, as well as any student who condones, supports, or otherwise promotes such practices. (See Leviticus 20:13 and Romans 1:27)

Sexual impropriety for male and female alike is considered extremely serious and will result in strict disciplinary action that may include suspension or expulsion.

DETENTIONS

As a further step in discipline, we have incorporated a detention system. Forty-five minute before school detentions may be given for an accumulation of minor offenses, or unacceptable behavior or attitude – (as stated in the previous sections – pgs 19-20)

A fourth detention will serve as a suspension warning. The next detention (#5) will result in a one day out-of-school suspension – see Suspension pg 23.

This pattern will restart after a suspension and upon the third suspension the student will be expelled from Bethlehem Christian Academy – see Dismissal pg 23. (Behavioral detentions accumulate for the entire year.)

*Students who have earned a detention will have two days to return the signed form. Late forms may carry additional consequences. Envelopes are to be opened only by a parent.

*Detentions are served when assigned. A student who skips a detention will be assigned an additional behavioral detention (there will be one grace day allowed per year). If a detention is skipped on a day when there is an after school activity, the student may not attend the activity (this may affect eligibility). 3 skips and beyond will be assessed \$20 fee.

*Students are expected to be on time for detention. A late student will serve the entire 45 minute detention which may mean attending an additional detention session.

*No homework is to be completed in detention; an assignment will be given for completion. Incomplete assignments will be finished during lunch until complete.

*Eating or sleeping in detention is not permitted.

*Students must come to detention in dress code.

*Our goal is to help your child learn that there are consequences for every action. Please partner with us to help them learn this lesson early in the year.

Lunch/Recess detentions may be given at the discretion of the classroom teacher for students who demonstrate a habitual difficulty following dress code guidelines, having missing/late assignments, or not having teacher notes signed & returned. Lunch/Recess detentions will be served the day they are given and an accumulation of five (5) Lunch/Recess Detentions will result in the student being assigned a regular before school detention.

CORPORAL PUNISHMENT

The administrator and parents will be involved together should the need arise for this type of disciplinary action. The use of corporal punishment is a rare event and is used only after consideration of circumstances and disciplinary alternatives have been explored. Parents are encouraged to be the one to come to the school and discipline the child and will receive more detailed information should the need arise. Students will have a clear understanding of the reason for this type of discipline and will be assured of the care and concern of the administration.

Major Offenses

Major offenses will be considered a serious infraction of the standards at BCA and will be dealt with in a swift and appropriate manner. Appropriate action will be taken on a case-by-case basis and may include detention, suspension and/or expulsion.

EXAMPLES OF MAJOR OFFENSES

1. Repeated minor offenses
2. Disrespect for staff or faculty members
3. Willful destruction of property (reimbursement must be made)
4. Profanity or suggestive gestures
5. Cheating
6. Lying
7. Theft
8. Fighting
9. Rebellious attitude
10. Use or possession of drugs, tobacco or alcoholic beverages
11. * Threat of harm against a faculty, staff member or another student.

*According to law civil authorities may need to be notified.

Any threat can result in a one day suspension from school

BEHAVIORAL PROBATION

Behavioral probation may be invoked against any student with a serious attitudinal or disciplinary problem. In such cases, a conference will be held with parents, student, and administrator to determine the length of the probation and the specific details of the probation. The loss of all extra privileges and sports activities in which the student is involved will be automatic. If a problem cannot be corrected by probation, the student may be dismissed from school or refused re-enrollment.

SUSPENSION

Suspension is a serious matter, as it reflects a significant violation of the behavioral standards of Bethlehem Christian Academy. We are committed to working with parents to develop in the student a desire to be more like Jesus Christ and a willingness to submit to His will. To that end, a parent conference to determine conditions for continued enrollment is required before the student may return to school.

When a student is suspended from school as a disciplinary action, he will receive a zero for all daily work missed (including quizzes). Tests may be taken upon return, and major projects due during his absence may be turned in upon return.

The Administrator may suspend any student when, in their judgment, circumstances necessitate it. Three suspensions (for behavior) will result in immediate dismissal from Bethlehem Christian Academy.

DISMISSAL

Dismissal, the final step in the disciplinary process, is invoked at the discretion of the administrator with the approval of the school board as the ultimate recourse in handling a student who simply will not adapt to the school's standards. Any student who demonstrates a general unwillingness or inability to abide by classroom or BCA rules is subject to expulsion.

Upon expulsion, a full school semester must pass before a student can request permission to re-apply for admission.

DRESS CODE

Bethlehem Christian Academy maintains an official standard of dress, complete with a school uniform, and all students are required to be in uniform whenever they are at school. We maintain a dress code for several reasons: (1) to underscore the school's seriousness of purpose by encouraging students to think of their attire as an aspect of their work and (2) to eliminate the self-consciousness and social competition which fashion trends promote.

All students are to follow the uniform guidelines in the BCA **French Toast** uniform catalogue and website regarding mandatory and optional items. ALL uniform purchases must be made from the BCA approved French Toast line. The online store is located at www.frenchtoast.com and our School Code is QS5PNUY.

Mandatory uniforms must be worn on all chapel days, awards days, field trips, concerts, programs and any other time announced to be a mandatory uniform day. Optional uniform items may be mixed and matched with the mandatory items on days not specified to be mandatory uniform days. Pants with loops must be worn with a belt.

BOYS:

A uniform sweater vest, cardigan, or BCA printed sweatshirt may be worn with any of the uniform options.

Shoes:

General classroom footwear will be casual/dress shoes or tennis shoes. Students may wear properly laced and tied tennis shoes any day EXCEPT Chapel Day or any day announced to be a "dress up" day. During times of inclement weather students will be permitted to wear waterproof winter footwear (this includes hiking boots). All shoes must have non-marking soles.

Hair and grooming:

Boys should have regular haircuts. These should be contoured to the shape of the skull in the rear, and above the ears, eyebrows and collar. NO tails, carved or other extreme hairstyles will be permitted. All care should be taken in cleanliness and personal grooming. The wearing of jewelry is prohibited.

GIRLS:

Skirts/jumpers must fall to at least the crease in the back of the knee. A uniform sweater vest, cardigan, or BCA printed sweatshirt may be worn with any of the uniform options.

Shoes:

General classroom footwear will be casual/dress shoes or tennis shoes. Students may wear properly laced and tied tennis shoes any day EXCEPT Chapel Day or any day announced to be a “dress up” day. During times of inclement weather students will be permitted to wear waterproof winter footwear (this includes hiking boots). All shoes must have non-marking soles.

Hair and grooming:

Girls should have regular hairstyles. No colored or other extreme styles will be permitted. Hair ornaments should be in a style and color that will not detract from the uniform. All care should be taken in cleanliness and personal grooming. Jewelry should be small and worn on a limited basis. The use of cosmetics is discouraged.

PHYSICAL EDUCATION UNIFORM

The PE uniform for BCA is a solid red T-shirt and solid navy blue shorts or sweats. Economical options can be found on our French Toast uniform webpage: www.frenchtoast.com, school code QS5PNUY

Students will be expected to have their uniform and sneakers for every PE class. All gym clothes should be labeled with student's name.

SPIRIT WEAR

School logo printed spirit wear will be available for purchase from time-to-time. These sweatshirts may be worn in the classroom on chilly days. but not during chapel services

DRESS DOWN DAYS

Certain days throughout the year will be announced as dress down days for the purpose of reward or fundraising. The following guidelines must be followed:

- ☺ Jeans without tears/holes are fine. No skinny jeans. No leggings or jeggings worn as pants unless the top is skirt length as noted below. No Shorts permitted (unless uniform shorts).
 - ☺ Skirts must fall to at least the crease at the back of the knee.
 - ☺ Shirts and blouses must cover the shoulder (no tanks, etc) and must cover the stomach even when the hand is raised.
 - ☺ No item of apparel may be worn which displays inappropriate logos or words or display faces of any kind.
 - ☺ No hats/headwear or outerwear jackets/coats permitted in class.
 - ☺ No clothing should be either oversize or undersize.
- The BCA Administration will determine the appropriateness of all clothing.

FINANCIAL

In an effort to maintain a practice of good stewardship of the resources God has provided, Bethlehem Christian Academy has established the following policies concerning payment of tuition and fees:

Tuition

1. Yearly tuition schedules are approved by the school board and announced at the beginning of open enrollment.
2. Tuition may be paid all at once or in monthly payments. Multi-child and pre-pay discounts are outlined in the yearly tuition schedule.

Tuition collected on a monthly basis will be collected through the FACTS Tuition Service. If a bank account being used for FACTS payments is closed during the course of the school year new account information must be provided immediately or your student will remain out of class until a new account is set up. Information about the FACTS program is distributed to each family yearly. If a FACTS payment is returned for insufficient funds the family will have one - two weeks to bring cash or a money order or the child(ren) cannot be in school until the payment is made.

EdChoice Scholarship

BCA participates in the EdChoice Scholarship program which provides tuition funds for students assigned to a qualifying school in their home district. This scholarship covers a set amount of tuition only. Parents of scholarship students would be responsible for any difference between actual tuition charged and the scholarship amount in addition to any registration, book & technology, and testing fees. Visit www.education.ohio.gov/edchoice for more information.

Additional Fees

The majority of the tuition that each parent pays is used to pay the salaries of the teachers. The other costs of operating the school are either underwritten by Bethlehem Baptist Church or covered by the fees listed below:

Book and Technology Fee The book fee must be paid by August 1st. Families paying tuition in full on or before August 1st will receive FREE Book & Technology fees. Families with a successful first FACTS tuition payment by July 20th will receive 40% off Book & Technology fees. Books will be distributed to students as required throughout the school year. Additional purchases of books may be required for students who need special instruction. Reusable textbooks are the property of the school. The **student** will replace textbooks that are lost. Damaged textbooks must also be replaced if the damage is major.

Registration Fee The re-registration fee must be paid before a student is officially registered for the new school year.

Activity Fees Extra fees throughout the school year may include band, yearbook, photos, field trips, sports, and ACSI student events or competitions (Speech Meet, Spelling Bee, Math Olympics) and any other unforeseen special activities.

PARENTAL PARTICIPATION

VOLUNTEERS

Parents/Grandparents are a part of our school and we encourage them to become involved to whatever extent possible. Volunteers must be:

Born again

Willing to have the school submit an FBI background check

Willing to pray for Bethlehem Christian Academy

Willing to follow school rules and submit to its authority

Able and available to do the work

The best help comes from those who can participate on a consistent basis: either once per week at a specific time or every day (or every other day) at a specific time.

PARENTAL VISITS

It is the desire of the faculty and administration to be of service to both parents and students. Parents may schedule visits in the classroom with the classroom teacher as well as with the office. Please do not go into the classrooms before, during or after school without the consent of the office or classroom teacher.

Any parent wishing to visit their child's classroom must make an appointment with the classroom teacher ahead of time and get approval from the administrator prior to the visit. A limit of 1 hour will be allowed per visit.

Parents are welcome to attend chapel on Thursdays from 8:30-9:15AM.

GRIEVANCES

If a parent has a question or concern related to a classroom situation, he should first meet with the particular classroom teacher. If the matter is not resolved, the administrator is the proper person to contact. Thereafter, a conference with the parents, the teacher, and the administrator may be in order.

If a parent feels that he cannot accept the decision or explanation given by the administrator, his final recourse is to request that the matter be taken before the school board, with the administrator and teacher present, by submitting a written request for such a meeting to the administrator. *The school board then reserves the right to make a determination as to whether or not the item will be addressed as a school board matter.*

This procedure or "chain of command" must be followed if we are to do things "decently and in order" as the Bible says, and if we are to demonstrate to students the importance of the truth that God commands our obedience to, and respect for, those who are in positions of authority. Please do not talk to other parents about the teacher - talk to the teacher (Matthew 18 Principle).

WHAT CAN YOU PRAY FOR?

Pray for those in authority - school administration and teachers (Heb. 13:7).

Pray for students (Eph. 1:17).

Pray for cooperation (I Cor. 1:10).

Pray that everything done will be in line with God's Word (Jer. 1:12).

Pray that the Lord would continue to meet our financial needs (Phil. 4:19).

MISCELLANEOUS ITEMS

ACSI

Bethlehem Christian Academy is a member of the Associated Christian Schools International (ACSI). ACSI is an organization committed to respond to the needs of Christian Schools and lead its membership to spiritual and academic excellence. Membership affords us the opportunity to be involved in ACSI events: Spelling Bee, Speech Meet, Math Olympics, Creative Writing, Science Fair, and the Music Festival.

BIRTHDAYS

Parents may send in a treat with their child on their child's birthday. Cupcakes or individual treats are easier to handle and homemade treats are better received than store-bought.

ELECTRONIC DEVICES

In order to maintain an orderly, focused environment at all times, no electronic devices are permitted at school or school sponsored functions (i.e sports games, field trips, etc). This includes, but is not limited to, tablets and electronic games and toys. These will be confiscated and returned to the parents only. Items approved for AfterCare use must be left turned off in the student's book bag or backpack during school hours. In the event of emergency after school hours, cell phones are permitted in student book bags in their locker but must be turned off during the day.

COATRACKS & CUBBIES

Students will be assigned an area for the storage of their coats, lunches and book bags/backpacks. These areas are to be kept neat and clean. Students are not permitted to change cubbies without the permission of the classroom teacher. Tampering with another student's belongings is forbidden and subject to suspension.

Coatracks and cubbies are the property of the school and any contents are subject to random searches at any time, regardless of whether there is reasonable suspicion that a law or school rule has been broken.

FIELD TRIPS

Parents will often be invited to participate in the field trips. It should be understood that supervision of the students is the responsibility of the teacher who will retain the right to exercise authority and discipline.

Any parent who volunteers to drive on a field trip must show a valid and up-to-date insurance card and must carry the emergency form for each child that they are transporting. All children must wear seat belts and, according to Ohio law, children over 40 pounds need to sit on a booster seat until they are at least 8 years or unless they are over 4'9" tall.

HOT LUNCH PROGRAM

A hot lunch program can be made available only when volunteers or part-time employees and the demand for lunches can be meshed. We are currently offering Friday pizza lunches which are ordered in advance on monthly menus.

INSURANCE

School time accident insurance is provided for every student. This insurance is necessary in case your child incurs an accident while attending school or a school-related function.

LOST AND FOUND

Please label all clothing, lunch boxes, balls, games, athletic equipment, etc. Unclaimed articles will be given to charity at the end of each semester.

PARKING LOT

We are especially concerned about student safety before and after school. As you drive into our parking lot please drive slowly and be alert. Please park in a designated parking space. Please do not park in a handicapped spot unless your vehicle displays a recognized placard. Do not wait at the stop sign or pull up to the door to drop off or pick up your student as this creates a great deal of traffic congestion and poses a substantial risk to our students.

SAFETY PLAN

1. In the event of an emergency, students should report the incident to a BCA employee immediately.
2. BCA has (in all faculty manuals and in the main office) a copy of employee procedures in the Emergency Operation Plan.
3. Emergency procedures have been implemented for Fire, Tornado, and Life threatening violence.
4. Evacuation procedures are posted in all classrooms, and teachers have the responsibility to familiarize the students with the plan to exit the building in the event of an emergency.
5. Emergency drills are held at regular intervals.

SCHOOL OFFICE

School office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday. When coming to school for any reason please report to the office first. Do not go directly to the classroom. Lunches, books, homework, etc. may be left in the office to be delivered.

Please note office hours may vary during holidays and summer break.