

Dear Parents,

We are happy to welcome you and your family to Bethlehem Christian Academy and are pleased that you have chosen BCA for your child this year! We give the utmost importance to your child's development of self-respect and self-worth as well as their intellectual growth and social skills. In addition, your child's spiritual growth and development is especially important to us.

Christ-centered education is for Christ-centered living! We will, by the power of the Holy Spirit, equip and inspire people as agents of change and renewal for Jesus Christ in contemporary society.

*Bethlehem Christian
Academy Administration*

Bethlehem Christian Academy

1936 Elkwood Section Road
Hazel Green, Alabama 35750
256.828.4835
www.bbchg.org

School Colors:

Red and Blue

School Motto:

Loving God. Loving People. Loving Ministry.

School Mascot:

Lion

Our Mission:

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

Our Core Values:

JESUS CHRIST

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

THE AUTHORITY OF GOD'S WORD

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

THE UNIQUENESS OF EACH STUDENT

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

EDUCATION IN COOPERATION WITH THE CHRISTIAN COMMUNITY

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

BCA Honor Code

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

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

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

Integrity: All students are expected to exhibit character that reflects our Lord. Language and behavior often display character and serve as a determinant to that which is glorifying to their Lord and Savior.

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

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

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

BCA Dress Code

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

Boys Shirts and Jackets, pants and shorts:

Boys are to wear:

- Collared shirts and/or button downs, and golf shirts.
- Solid colored t-shirts, college shirts, and appropriate church t-shirts are permitted. **No other writing or graffiti shirts will be permitted.**
- Shorts and pants must be hemmed. No “cut offs” frayed edges, or holes are allowed. Pants must be of a proper length and should not cause a tripping hazard. **No jeans with holes are allowed.**
- Jogging suits, wind suits, sweatpants, or athletic shorts of any kind may not be worn during the school day, except for middle and high school students during PE.
- Pajama pants are not allowed, only on special occasions permitted by the Teacher/Principal.

Girls Shirts, Jackets, Pants, Shorts, Skirts, and Dresses:

Girls are to wear:

- Shorts and pants should be hemmed. No “cut offs”, frayed edges, or holes are allowed.
- Pants must be of a proper length and should not be a tripping hazard.
- Pants and jeans should not be form fitting or tight to the extreme. **No jeans with holes are allowed.**
- Jogging suits, wind suits, sweatpants, or athletic shorts may not be worn during the school day, except for middle and high school students during PE.
- Pajama pants are not allowed, only on special occasions permitted by the Teacher/Principal.
- Shorts must be worn at the appropriate length, one inch above the knee or on the knee.
- All pants/shorts must be worn at an appropriate hip level so that the skin never shows even when a student is sitting down, bending over, or raising hands over the head.
- Dresses and skirts should be worn at or below the knee. Preschool and elementary girls should have shorts worn under their dresses or skirts.
- Leggings should not be worn unless the shirt or top covers the bottom completely and/or is past the fingertips.

Hair and Accessories:

- Hair is to be clean and neatly groomed. Extremes in styling are not allowed (example: spiked, spotted, blotches of bleach, extreme hair color)
- No body piercing or tattoos for boys or girls, except for pierced ears for girls.
- Hats and sunglasses are not to be worn at school except when special permission is given.
- All students must wear shoes. No bedroom slippers of any kind are allowed.

Preschool and Kindergarten Dress Code

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

Students are expected to conform to the dress code while on the BCA campus. The administrator reserves the right to monitor the dress of BCA students during school functions. Please partner with us to ensure your child follows these dress code policies each day.

P.E. Clothing for Middle and High School Students

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

Males Students: Appropriate t-shirt, athletic shorts, athletic sweatpants, and athletic shoes.

All students must wear athletic shoes during PE, any student not wearing athletic shoes, will not be allowed to participate.

Purpose Statement

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

The Church Senior Counsel

Bethlehem Christian Academy is a ministry of Bethlehem Baptist Church, and its body of senior counselors provide the ultimate oversight.

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

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

Head of School

The Head of School is responsible for all operational aspects of the school. This includes accountability for progress towards the strategic plan objectives, academic achievements of the overall school, facilities, oversight of the principal, continuity of the K-12 curricula, adherence to the annual operational budget, and ensuring fulfillment to the BCA vision. A critical requirement is that he provides leadership and has a world and life view that reflects a strong commitment to Christ.

Faculty

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

Introduction to General Policies

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

Attendance, Absences, Tardiness

Good habits of punctuality and regular school attendance are essential to satisfactory academic performance and are directly related to student’s achievements. One can never make up or compensate for absence from class. All absences, early dismissals, or late check-ins must be documented by either a note or phone call from a parent to the school secretary to assure parental awareness of attendance status. Students who accumulate more than 20 absences (excused or unexcused) in a year may not advance to the next grade. Upon a student’s return to school, he or she should bring a note from his or her parents to the school office to receive an “excused” absence. Students receiving an excused absence shall be allowed to make up any work or tests that the student has missed. **Work (homework, tests, or quizzes) missed due to an absence must be made up within the number of days absent plus one, otherwise grade of zero will be recorded for missed assignments.**

Students must stay on the BCA grounds from the time they arrive at school until the school day ends. Any children checked out before 11:30 am shall be marked absent and any child checking in after 11:30 shall be marked absent.

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

A tardy becomes an absence when the student misses more than 15 minutes of class unless the school office receives a note or a phone call from the parent or guardian. **Five (5) tardies will equal one unexcused absence.**

Excused Absences or Check-outs

- Illness or injury prohibited a child from coming to school
- Students participating in school-sponsored activities during the school day
- Serious illness or death in the family
- Legal duties or other court proceedings
- Medical or dental appointment
- Inclement weather that would be dangerous to the life and health of the child if he/she attended school
- Pre-approved extended family trip submitted in advance to the principal
- Emergencies or other circumstances which are approved by the principal

Check-In/Check-Out Procedures

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

Prior to leaving campus, the student must sign out in the school office. Upon arriving on campus, the student must sign in and receive the appropriate pass to class. Students who leave school without permission or who do not sign out in the office before leaving will receive an unexcused absence for all class time missed.

Preschool/Kindergarten Arrival/Dismissal

A sign-in sheet will be located at the school car-rider line at the beginning and end of each day. Please notify your child's teacher or the school office if your child will be staying for the whole day or only half day. If you pick up your child prior to 12:00 pm, the child must be signed out before leaving.

Half day students will be loaded by a teacher at 12:00 pm daily. Parents are asked to line up in their cars; the children will be brought to you. Please place a sign in your window with the student's name (in letters at least 2 inches high) to help facilitate loading children. Anyone picking up your child must be listed on the school file card or the school must be notified in advance. Identification may be requested.

Buildings, Grounds, and Security

To properly secure our campus, all doors will be locked after 8:00a.m. Any students who arrive after 8:00 a.m., or parents who come to campus to pick up their student or to visit the campus, must be buzzed in at the main entrance as well as the entrance to the school office or the parent may contact the school office upon arrival and pick up or drop off their student using the car rider line. To enter the building, instructions will be posted by each phone. **All visitors, whether parents, relatives, or other guests, must be signed in at the main office. Students should remain on campus unless checked out.**

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

Automobiles on Campus-Traffic Safety and Parking Guidelines

- Student safety is of utmost importance. To prevent serious injury, all drivers should adhere to the following traffic safety rules:
- Drive in manner that reflects a concern for the safety of all people whether seen or unseen.
- Park cars in marked spaces or approved locations only. Driveways and grassy areas are generally not approved areas.
- Follow the traffic pattern for student drop off and pick up.
- Refrain from conversing with others outside the vehicle while in the drop off or pick up line, thereby holding up traffic.
- **Please refrain from cell phone use (talking, texting, etc.) upon entering the campus and leaving the campus.**

Bullying/School Violence Policy

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

Sexual Harassment Policy

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

Complaint Policy

In accordance with this principle, an administrator's first response to a vocalized complaint regarding a teacher will be to ask whether a discussion with the teacher in question has taken place. If one has not, the administrator will strongly encourage a meeting with that teacher. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved. If the issue is not cleared up at this level through direct contact, it should be brought to the appropriate division head, who is the final authority on the matter. School board members should not be called to voice complaints or seek their influence in individual matters or conflicts. Parents and students should work through the process outlined above as the appropriate means to settle conflicts. Occasionally, a teacher, group sponsor, or administrator may hold off campus activities planned and supervised by school personnel. Such activities are to follow the behavior and dress code policies set forth in the handbook. Occasionally, the school sponsor may show leniency in the dress code rules when it is appropriate to do so and provided it is not dishonoring to Christ and the school. **Cell phone policy for each trip or activity will be explained by the trip coordinator.**

Discipline

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

Behavioral Probation

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

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

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

Detention

Teachers or administrators may issue school detentions served during the student's lunch/recess times.

Out-of-School Suspensions (OSS)

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

Student Search & Seizure

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

Cell Phones & Electronic Devices

Student cell phone use during school hours and in after-school care is prohibited. Cell phones must be turned in upon arrival at BCA and will not be returned until dismissal. Students are not allowed to make or take calls or text messages during the day. **Parents: if you need to contact your student, you may call the front office and the staff will get a message to your student.**

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

- **First offense:** Cell phone taken from the student for the day. The **student** can pick up the phone from the teacher at the end of the day.
- **Second offense:** Cell phone taken from the student. The **parent** may pick up the phone from the office at the end of the day.
- **Third offense:** Cell phone taken from the student. A third offense of cell phone violation within a semester will require a meeting with the Principal. The use of portable gaming or music devices of any kind is not allowed between the hours of 7:45 a.m. and 3:05 p.m. This includes, but is not limited to, portable CD players, radios, electronic games, iPods, toys, and

playing cards. Adult supervisors of before and after school care and school trips may determine whether such devices are allowed during those times. If a student violates this rule, the same procedures will be followed as for cell phone violations.

Telephones

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

How should the Internet be used?

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

What is expected?

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

Computer Acceptable Use Policy Guidelines

- Be prepared to be held accountable for your actions. Exemplary behavior is expected from all users, always.
- Internet access always requires the direct supervision of a faculty or staff member.
- Do turn off the monitor and notify an adult immediately if you encounter materials that violate the school code of conduct or are of questionable content.
- When using the computer, be sure the content you are accessing is in the spirit of Philippians 4:8 “Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.”
- Use of the computer or Internet to hurt, harass, attack or harm other people or their work will not be tolerated.
- Please be a good steward and protect the computer and the network.
- Refrain from the posting of electronic chain letters and other useless information to avoid network degradation.
- Ask prior to installing software, downloading files, games, programs or other electronic media. Please remember that opening an attachment from email is considered downloading a file-**ask first!**
- Observe all copyright laws.
- Refrain from viewing, sending, or displaying obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
- Protect your personal information and that of others while using the internet.
- The library computers are for research and educational use only. Games, social networking (Facebook, Instagram, etc.) and emailing (except to email an assignment to a teacher), should not be accessed from a school computer.

- If you use a laptop, return it properly.
- Refrain from eating or drinking near computers.
- Refrain from instant messaging, chatting, or social networking.
- Using and/or viewing of streaming video require prior approval of a staff or faculty member.

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

Tuition Payments

Tuition is a yearly fee that we have broken down into monthly payments, for your convenience. Those monthly tuition payments are due on the 1st of each month. Each family will receive information for enrolling with Blackbaud Tuition Management (BBTM) once registration forms are submitted to the school office. It is MANDATORY for all families to enroll with BBTM. Tuition and registration payments will NO longer be accepted at BCA. If tuition is not paid by the 10th of each month, a late charge will be added. There is no reimbursement due to withdrawing from school, sickness, inclement weather, vacation, or school holidays (this includes, but is not limited to: Fall Break, Christmas Break, Spring Break, and single-day holidays). If unusual/special problems arise, the administrator is to be consulted. If you decide to withdraw your child at any time, please see withdrawal procedure.

Updated Information

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

Observed Holidays/School and Daycare Closings

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

New Year's (also see "Christmas" below)
 Martin Luther King's Birthday
 President's Day
 Good Friday
 Memorial Day (Summer Care)
 Independence Day and July 5th (Summer Care)
 Labor Day
 Veteran's Day
 Thanksgiving Week
 Christmas Break
 Fall Break (one week in October)
 Spring Break (one week in March)

Inclement Weather, School Closings, Early Dismissal

The threat of flood, snow, ice, or tornadoes may result in early school closings. Parents will be notified through email/remind text if school is dismissing early. If inclement weather is anticipated, please make arrangements to assure your child is picked up when early dismissal is warranted. Parents or an authorized person should sign out the child when they leave the premises. Please make

sure that anyone authorized to pick up your child/children, is on the school file card. In the event of a threat of inclement weather and school is closed, parents will receive an email and text message.

Please make sure that all email addresses are up to date. You may also check social media (Facebook) for information.

Lunch

Each child needs to bring a lunch from home with the name visible on the outside of a lunch box. Depending upon response, there may be days when food is catered. We will notify you in advance of the days and cost so you will have the opportunity to decide if you want to participate. Microwaves are available to heat lunches if needed

Nap

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

Snacks

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

Holiday and Birthday Parties

Classes will have special celebrations throughout the year. Children may celebrate their birthday at school by sharing a treat with classmates during an approved time. Approval comes from the teacher. No personal invitations are to be distributed at school unless every child in the class receives an invitation or all students of the same gender receive one.

Toys

Please do not allow your child to bring toys to school other than when requested by the child's teacher. We have experienced problems in the past.

Withdrawal

Two weeks written notice is required when withdrawing your child from any BCA programs. BCA staff may request that a child be withdrawn. Partial months will not be prorated and will be charged as a full month.

Health Records

Child's Medical Report (pre-school-kindergarten students only) and the Immunization records (formerly known as a blue card) are required by the state for all students.

Health and Safety

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

To help minimize the spread of illness and infection:

- Children who display sign of illness are not to attend until symptoms are gone.
- Children may not attend within 24 hours of having a fever of 99 degrees or higher, had vomiting or diarrhea or have shown signs of intestinal upset.
- Please observe any abnormal behavior or signs which may indicate illness. These can include but are not limited to crankiness, sleepiness, flushed skin.

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

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

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

Head lice are possible among children. Learn to recognize it, how to treat it, and how to prevent it. Your children will be checked periodically at school for lice. Parents should check at home as well. The signs are persistent itching of head and neck and neck area, small mites in hair. Lice are treated with a special shampoo that is available at pharmacies.

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

Medication

The dispensing of medicine will be overseen by the office staff at BCA. School personnel are not permitted to dispense any medication to students unless requested to do so by a parent. If the medication is a prescription, the container of the medication must be clearly labeled with the current prescription stating the dosage and frequency of administration. School personnel cannot deviate from this label unless authorized in writing by the physician. The medication should be accompanied by a note from the parent authorizing a BCA staff member to administer the medicine.

All medications must be turned into the school office upon arrival on campus and cannot be kept with the child, unless it is medically necessary. For example: inhalers and Epi-pens.

Special Medical Situations

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

Library

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

Homework

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

Wednesday Night Homework

Teachers are encouraged to refrain from giving too much homework on Wednesday nights or requiring major projects due on Thursdays; however, there will always be times when homework is necessary on Wednesdays.

Report Cards

Report Cards will be given to the students at the end of each nine weeks. The report card needs to be signed by the parent and sent back to the teacher. Progress reports will be given every four weeks. Grades may be checked by parents and students at any time during the school year using our online grading system. Passwords are issued to the parents at the beginning of each school year.

Grading Scale for 1st through 12th grade

- A 100-90
- B 89-80
- C 79-70
- D 69-65
- F 64-Below

Standardized Testing

The IOWA Achievement Test (and/or any other test determined by the administration) is administered to each student 3rd through 8th grades each spring. All results become a part of the student's permanent record with a copy provided to parents. These tests are important for placement in classes. BCA also uses these tests as assessment tools for our own curriculum and teaching methods.

Promotion/Retention

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

The decision to promote or retain a student in elementary school shall be primarily based upon teacher recommendation. The parents of students who are not mastering the knowledge and skills of the curriculum shall be notified as early as is reasonable. Parents shall be involved in the discussion whether to retain a student. At the school level, the final decision to promote or retain a student rest with the Principal.

Textbooks

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

Lost and Found

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

Chapel

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

Preschool

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

Monday - Friday 7:45 am until 12:00 pm
Monday, Wednesday, Friday 7:45 am until 12:00 pm

Kindergarten

Kindergarten is for children that turn 5 years old prior to September 2nd. This class is Monday through Friday from **7:45 am until 12:00 p.m.**

Grades 1-12

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

Fire Alarms

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

Tornado Alarms

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

Visitors or Intruders

All doors remain locked from 8:00-6:00p.m. Any person seen on campus without prior approval will be confronted by a school staff member and escorted to the front office. In situations where a locked door is breached or there is difficulty in escorting the visitor, the front office is to be notified immediately of an intruder alert. At this time, the teachers will close their locked doors, move students out of the line of sight and remain there quietly until the "all clear" notice is given. The "all clear" notice is not published as to protect the security of the students.

Emergency Preparedness and Procedures

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

Helpful Information

- **Please place your child's name on everything.**
- When you send money, place it in an envelope and write your child's names, dollar amount, and purpose for the money on the outside of the envelope.
- Please bring tote bags/book bags and folders daily.
- Check your child's folder daily for work and information.
- ALL classes begin promptly at 7:45 am. Children are tardy at 7:50 am and this will be reflected on your child's report card.
- Please have your child on time to avoid disrupting their class. Children should come at least 15 minutes before class to help with child-parent separation.
- Please see that your child gets a good night's rest. Children who get plenty of rest are more alert and teachable and less likely to have illnesses.
- If your child is sick or has a fever, please keep them home.
- Please notify the school of all absences. This helps the teachers and staff have an accurate count of the children.
- During the first few weeks, we will be trying to help your child become familiar with their classroom environment and the other children, as well as to help them develop a sense of belonging.
- Pray for us as we teach your child/children.
- Some health problems may require a note from a doctor or county health nurse before children can return to school.
- Lost articles are placed in a box in the front office.

Extended Day Program

For BCA Students

This program is for children already enrolled in at BCA and need before school and after school care. Hours are from 7:00 am until 6:00 pm. After-school and extended daycare programs are only for students 3 years old to 6th grade (or 12 years old and younger).

Extended Daycare (Preschool & Kindergarten) - \$10.00/day per child. (12:00-6:00)

After-school Program (1st - 6th grade) -\$5.00/day per child (3:00-6:00)

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

Any child not picked up by 6:00 pm will be subject to an additional charge of \$1.00 per minute.

Summer Daycare

BCA will begin Summer Camp on the day after Memorial Day. During the summer, the staff will have entertaining activities at the school as well as away from the school. Many of these activities will have additional cost over and above tuition. Summer camp is open for children 3 to 12 years old. Registration is required to attend.

You will be notified in advance of the cost for activities, registration, and weekly rates. Tuition can be paid weekly/monthly. You will be notified of your billing status via the sign-in/out sheet. Please be sure to check the column on the far right of the sign-in/out sheet for the amount owed. Please have this paid as soon as possible to avoid any late charges. If your bill is delinquent a late charge of \$5.00 per day will be assessed. If there is a problem, we shall make every effort to work with you. The school has a financial obligation that must be met; therefore, there will be no prorated months during the summer. You will not be charged for one week of personal vacation. **Any child not picked up by 6:00 pm will be subject to an additional charge of \$1.00 per minute.** For more information and fees for summer camp please contact the school office.