

Bethany Christian Academy

Parent/Student Handbook 2019-2020

“Everyday Excellence”

Since 1899



1765 Highland Avenue
Montgomery, AL 36107
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Principal's Message

Mr. Dwayne N. Berry
Principal



Greeting! With spirit and servitude, I am thrilled to serve as the Principal of Bethany Christian Academy. We are excited that you decided to S.O.A.R. with us during the 2019-2020 school year.

BCA is a school that delivers the highest quality education, while providing each student an education that is relevant, rigorous, and engaging. Our highly qualified teachers are fully trained and committed to working with students individually. Our teachers create an environment where learning is enjoyable, challenging, rewarding and Christ-centered. I look forward to an inspiring and spirit filled year at Bethany Christian Academy.

The administration, faculty, staff and school board of Bethany Christian Academy form a team that is dedicated to the intellectual, physical, social and spiritual development of your child. As a team, we will continue to work hard and focus on building champions to be successful in a very competitive and diverse global society. We will also focus on the use of data to guide instruction, increase students' achievement, and provide an exciting and challenging curriculum.

We have many planned activities and field-trips this year that extends beyond the classroom in all content areas as well as grade levels to provide the students of BCA the best opportunity in preparing them to college and career ready.

Thank you for choosing Bethany Christian Academy and join us as we watch our EAGLES

S.O.A.R- Students **O**n **A**cademic **R**ise!

Please read this handbook with your child so that he/she is aware of expectations and responsibilities during the 2019-2020 school year. We pledge to partner with you to make this a successful school year.

Dwayne N. Berry, Ed.S.

Principal

BCA Mission: Our School Mission is to prepare productive Christian citizens for exemplary service to God and man in this world and for a wider service and a greater joy in the world to come.

BCA Motto: "Everyday Excellence"

BCA Mascot: Bald Eagle

SCHOOL MISSION STATEMENT

To prepare productive Christian citizens for exemplary service to God and man in this world and for a wider service and a greater joy in the world to come.

HISTORY

Over one hundred years ago the Academy was established by the Seventh-day Adventist Church in 1899 as the Charity Mission School. It boasted an enrollment of thirty students and proved to be much needed and appreciated. Due to growth and development, the school moved several times and changed its name to Bethany Christian Academy to keep up with the changing times and meet the demanding challenges of the day. In 1980, a pre-school program and a kindergarten were added which later developed into Bethany Child Development Center which is located at 714 Cedar Street. An integral aspect of the educational system is the teaching of the whole child including the head, the heart, and the hands. The main objective of the school is to prepare students to excel academically, socially, physically, and spiritually for the glory of God and for service to humanity. Currently located at 1765 Highland Avenue, Bethany Christian Academy is operated by the Bethany Seventh-day Adventist Church, which is located at 722 Cedar Street in Montgomery, Alabama. The Church and the Academy are owned by the South Central Conference of Seventh-day Adventists, located at 715 Youngs Lane, Nashville, Tennessee.

ACCREDITATION

Bethany Christian Academy is accredited by the Middle States Association of Colleges and Schools (MACS), the Department of Education of the Southern Union Conference of Seventh-day Adventists, and the National Council for Private School Accreditation.

EDUCATIONAL PHILOSOPHY

Bethany Christian Academy provides education for children in kindergarten through the eighth grade. We believe that all children can learn when taught correctly. "True education means more than the pursuit of a certain course of study; it means more than a preparation for the life that is now. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." *Ellen G. White, Education, p. 13*

Seventh-day Adventist Christian Education, in cooperation with home and school, is dedicated to the fulfillment of one great purpose: "to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized." *Ellen G. White, Education, pp. 15-16.*

The source of such an education is brought to view in these words of Holy Writ, pointing to the infinite One: In Him "are hid all treasures of wisdom." Colossians 2:3. "He hath counsel and understanding." Job 12:13. *Ibid p.13.*

Christian Values are the foundation of every academic subject taught at Bethany. Students obtain a growing knowledge of God as Creator and Sustainer of all life, emphasizing a Biblical world view which involves self-respect, personal values, and respect for others.

ADMISSIONS POLICY

Bethany Christian Academy is operated especially for Seventh-day Adventist youth who are in kindergarten through the eighth grade. However, any child who desires a Christ-centered education may be accepted as long as the School's standards and policies are upheld.

The School reserves the right to refuse admission to any applicant who purposely supplies wrongful information or deliberately omits pertinent information or has previously demonstrated conduct that is detrimental to the learning environment. Such deception, if discovered later, may cause a student to be dismissed.

APPLICATION PROCESS for Bethany Christian Academy

Application is done online contact the office manager, Cynthia Johnson, for all necessary information. Each applicant will be evaluated and notification of the Admissions Committee's action will be sent to parents. Acceptance is generally based on an applicant's scholastic ability and previous citizenship/conduct. New students are administered a basic skills test to determine the student's placement or academic level of achievement. Students are expected to maintain passing conduct and academic grades. Priority is given to current students and Bethany Seventh-day Adventist Church members in good and regular standing and according to the order in which completed forms have been received.

APPLICATION/RE-APPLICATION FEE

A nonrefundable application fee of \$50.00 is required of each new student. This fee must be paid before the online application is opened.

FINANCIAL INFORMATION

A student whose account is not current cannot continue to attend Bethany Christian Academy unless satisfactory financial arrangements are made. The account for the previous school year must be paid in full before the student is permitted to register for the succeeding year. All financial obligations to BCA must be taken care of, to include:

1. Payment of any outstanding obligations
2. Payment of the testing fee (\$50)
3. Payment of the first month's tuition

METHOD OF PAYMENT

Tuition payment may be paid with money order, cashier's check, or personal check. However, if a personal check is returned for insufficient funds, you must pay with money orders or cashier's checks. The last tuition payment installment must be made with a money order or cashier's check. A returned check fee of \$35.00 will be applied to your account for nonpayment.

10-Month Payment Plan begins August 1st

Tuition is considered late after the 5th business day of the month, **unless other specific arrangements for pay periods that fall differently are made and strictly adhered to.** (Failure to adhere to an individual payment arrangement due date will nullify the arrangement and the account will be treated as if it were late after the 5th business day of month along with everyone else.) If the tuition payment is not received by the 5th business day of the month a \$25.00 late charge will be added to the student's account. This late fee should accompany your payment. All accounts must be current by the 12th of each month in order for a student to continue attending classes or other special school functions. Furthermore, failure to make payment by the 12th of the month will result in financial suspension. **This means that the student will not be able to attend classes until the account is brought current.** It is therefore important to plan ahead and keep in close contact with the school

about your emerging financial circumstances. Failure to contact the school before the 12th of the month regarding any payment difficulties will be interpreted as your intention to pay your bill as agreed.

Any amount owed from the previous year must be paid in full before the student is permitted to enroll for the current school year.

REGISTRATION FEE

The registration fee is prorated into your monthly tuition payment for the first five months of the school year, unless you opt to pay it in full at the beginning of the year. The registration fee includes charges for student accident insurance, yearly achievement tests, textbook rental, some instructional supplies, and technology fees.

TUITION AND FEES

Bethany Christian Academy is maintained operationally by tuition and fees. The tuition is the annual payment, which is to be made in ten monthly installments. There is a 5% discount in the yearly tuition if paid in full at registration.

Tuition and Fees Discounts:

- 5% Discount on annual tuition paid in full at registration
- 10% Discount on second child of the same immediate family and/or legal guardian paid monthly (proof of legal guardianship may be required.)
- 15% Discount on third child of the same immediate family and /or legal guardian paid monthly (proof of legal guardianship may be required.)

EXTRA-CURRICULAR ACTIVITY FEES

When necessary, fees for extra-curricular activities will be paid by parents and will be announced in advance of the date(s) of the activities.

SCIENCE CAMP FEE

All sixth graders are required to attend the Science Camp in April. Science camp fees should be paid by the end of the first quarter.

GRADUATION FEE

All eighth grade student accounts must be paid in full before the student will be permitted to participate in the mission trip, graduation program, or the eighth grade class trip. The graduation fee is due by the end of the first quarter.

TRANSCRIPT REQUEST FEE

Transcripts are available free of charge for the first request. A \$5 fee for additional transcripts.

EIGHTH GRADE MISSION TRIP FEE

\$1200. A South Central Conference Department of Education mission trip being held in the spring of 2020.

ELIGIBILITY

NEW STUDENTS

During the first nine weeks, the instructional staff will evaluate the child's grade placement, academic achievement, and social development. If changes are necessary, the principal or designated staff member will contact the parent(s).

New Students are admitted to Bethany Christian Academy only when the following admission procedures have been followed:

DOCUMENTS: The office must be provided with the following:

1. A completely filled out registration packet
2. The student's current report card

ACADEMIC ACHIEVEMENT: The new student's current report card should indicate the following:

1. Passing academic grades
2. Passing citizenship grade
3. Passing conduct grade.

Kindergarten Students must:

1. Be five years of age on or before September 1, 2019
2. First grade students must be six years of age on or before September 1, 2019
3. Pass the School Readiness Test
4. Demonstrate reasonable ability to listen and follow directions
5. Parents and students complete a satisfactory interview with the principal and/or admissions chair.

NEW SECOND THROUGH EIGHTH GRADE APPLICANTS

Students in grades two through eight must:

1. Be the appropriate age for the grade level
2. Pass the school's entrance test.
3. Average at least a "C" in the academic subjects on current report card
4. Have an average of at least a "C" in the conduct grade
5. Have an average of at least a "C" in the citizenship grade
6. Parents and students complete a satisfactory interview with the principal and/or Admissions Chair.

All students enrolling at Bethany Christian Academy and their parent(s) agree to abide by the policies, procedures, and educational philosophy practiced at BCA.

TESTING

Only an approved, tested and registered student is guaranteed a seat, subject to availability. Each new student is given an appropriate entry level test to determine grade level readiness.

TESTING FEE

\$50 each student

Students with Disabilities

Bethany Christian Academy is not equipped to provide services for students with disabilities. IEP or 504 plans that accompany students with disabilities must be referred to our Office of Education for review and approval.

STATEMENT OF NON-DISCRIMINATION

In conjunction with our education partners, Bethany Seventh-day Adventist Church, Bethany Christian Academy Board, and the Southern Union of Seventh-day Adventists, we admit students of any race, color, religion or national and ethnic origin as long as the students comply with the Academy standards which are governed by the teachings of the Seventh-day Adventist Church.

Priority is given to constituent church members' children who are in good and regular standing with the church. Early registration is encouraged. When classroom capacity is reached, only students with completed applications will be placed on the waiting list.

PARENT-SCHOOL COMMUNICATION

Parents are urged to maintain open communication with teachers. The teachers are your allies in the work of molding your son or daughter in the Christian faith. Communicating with teachers will assist the school in ensuring the academic success of all students.

SCHOOL COMMUNICATION

Christian education is a partnership between parents and the school. Thus, parents are urged to maintain open communication with their child's teacher to determine progress, anticipate or forestall problems, and to take advantage of areas of opportunity. Teachers will send a mid-nine weeks progress report home indicating student progress. Report cards are issued at the end of each nine week grading period, if tuition is current. Mid-nine weeks' progress report and report card issuance dates are listed on the school calendar. Newsletters are sent home periodically with the monthly calendar of events, school activities and other announcements.

FAST SIS (Formerly RENWEB) ONLINE SYSTEM

Through our web-based online school management portal, *www.renweb.com*, you may now access your child's progress report, homework assignments, announcements, the school's newsletter, and more. Parents are encouraged to take advantage of this convenient easy-to-use system.

CLASSROOM VISITATION

Parents please contact the main office to schedule a classroom visit feasible for all parties. In order to minimize classroom disruptions, the following procedure has been adopted:

1. All parents must check in at the office and sign in upon arrival. Please wait for the office manager's direction.
2. When practical, parents should arrange a conference time with teachers when class is not in session.

3. Classroom observations/visits are limited to two class periods per quarter unless exceptional cases arise (probationary status, academic or behavioral issues).
4. Parents must refrain from taking the teacher's attention away from students and classroom activities.
5. Bethany Christian Academy does not allow visitation by students who are not enrolled in the school unless they are prospective students who wish to observe. Arrangements for visitation are to be made in advance.

VOLUNTEERS

All parent and non-parent volunteers must understand and adhere to the following:

1. Who is a School Volunteer? A school volunteer is a person willing to take time to share wisdom and experience with those on the threshold of the future. A school volunteer helps to expand and enrich the students' learning experiences by working under the direction of the school principal, teachers and school staff.
2. Parent and non-parent volunteers must be processed through Verified Volunteers (www.verifiedvolunteers.com) before coming on board to participate in any volunteer activities with BCA.
3. Volunteers must maintain strict confidentiality concerning information they learn about students or faculty. A misplaced comment can be devastating to a student, the family, and the volunteer program. If you have questions or concerns, talk with the teacher or the principal.
4. Volunteers DO NOT discipline or interrogate students but rather report discipline problems or critical issues to the classroom teacher or school principal.
5. All Volunteers must attend a BCA Volunteer Meeting.
6. All Volunteers must complete the BCA Volunteer Application (main office).
7. See Bethany Christian Academy's Volunteer Handbook for further details.

SAFETY AND SECURITY

1. For the safety and security of all our students here at BCA, visitors (parents, volunteers, alumni) are not permitted to purposely or aimlessly loiter, sit around, walk around the school building.
2. All visitors (parents, volunteers, alumni) must present an identification and sign-in at the main entrance.
3. All visitors (parents, volunteers, alumni) must utilize the main entrance on the second floor to gain access to the school building.
4. Students who have permission to leave the classroom must have a hall pass.

HOME AND SCHOOL

1. Parent Teacher Connection (PTC).
2. The purpose of the PTC is to unite the home, the school, and the church in their endeavors to provide Seventh-day Adventist Christian education for the children.
3. Members of the church and patrons of the school are members of the association.

Home and School Leader, Mrs. Janice Harvey

FIRE/SAFETY DRILL

1. Fire/Safety drills are held in adherence to the South Central Conference policies and regulations. Practice Fire/Safety drills are held to prepare our students for an emergency situation that may arise.

EVALUATION

INSTRUCTIONAL SYLLABUS

Each student and parent will receive a syllabus with instructional information to assist with an overview of the teacher's goals and student expectations. The syllabus will also address the evaluation process to include tests/quizzes and may include deadlines for various projects and other activities. See your child's teacher for details.

MID-NINE WEEKS' PROGRESS REPORT

Each student is given a mid-nine weeks' progress report approximately halfway through the quarter. This report will indicate academic and/or behavioral progress. Dates when these reports are sent are listed on the school calendar.

REPORT CARDS AND TRANSCRIPTS

Report cards are issued at the end of each nine week grading period to parents whose tuition account is current. At the end of the first and fourth quarter grading periods, report cards are issued to parents at a time that has been scheduled for parent teacher conferences. (See the school calendar for dates that report cards are to be issued to parents.) Teachers will notify parents of their scheduled time for the conference. The conferences will be limited to ten (10) minutes each and may continue for a couple of days beyond the calendar scheduled Parent/Teacher Conference dates. If parents find it necessary to conference beyond 10 minutes, then an appointment should be scheduled for a later date. Report card issuance dates for conferences and/or mailings are listed on the school calendar. Any changes will be announced.

Students and parents will have 10 days after the date report cards are issued to challenge a report card grade in writing. After 10 days no grade will be changed.

In harmony with the policy established by the Seventh-day Adventists General Conference Department of Education, transcripts and credits or diplomas will be issued only when the student's account is paid in full.

At the conclusion of the school year a student will be given one of the following report card grade statuses: (1) promoted to the next grade or (2) retained in the same grade. A student may be retained in the same grade because he/she has not mastered appropriate grade level content and skills.

ACADEMIC PROBATION

A student will be placed on academic probation when he/she fails ANY two subjects **by the end of any nine-week quarter**. In response, the teacher will meet with the parents to outline a course of action to improve the student's academic standing. If the student at that point does not respond to corrective efforts and his or her grades and attitude have not improved **by the end of the next quarter after he or she has been placed on probation**, the student's parent/guardian will be asked to withdraw the student from school.

INCOMPLETE WORK

A student who does not complete academic work may receive an “F” on the report card. **ALL WORK must be completed AND TURNED IN WHEN DUE.**

GRADING SCALES

Kindergarten

E = Excellent

S = Satisfactory

N = Needs Improvement

"E", "S", and "N" will be entered for work completed in art, computer, handwriting, music, and physical education. "E" is *Excellent* (85-100). "S" is *Satisfactory* (75-84). "N" (70-74) means *Needs Improvement*.

Grades 1 Through 8

A+ = 100 - 95 B+ = 89-85 C+ = 79-75 D+ = 69-65 U = Below 60 -Unsatisfactory

A = 94 - 93 B = 84 - 83 C = 74 - 73 D = 64 – 63

A- = 92 – 90 B- = 82-80 C=72-70 D-= 62-60

HONORS RECOGNITION

PRINCIPAL’S LIST: Grades 1-8 A's,

HONOR ROLL: Grades 1-8 A' and B's

PERFECT ATTENDANCE: No absences; one tardy

HONOR GRADUATES: Eighth grade honor students

GRADUATION REQUIREMENTS

A passing score of 70% must be received in each course. Students who fail three or more of these subjects will be retained in the eighth grade. If at least 70% is not received in all subjects, the eighth grade student will not be eligible for graduation and must attend summer school.

HOMEWORK

Students are expected to complete all homework assignments. When an illness prevents attendance, students should check with teachers for missed assignments. Parents should notify the office by 10:00 AM if they plan to pick up their child's homework assignment. Incomplete homework assignments can lead to a student failing a subject.

SCHOOL UNIFORM

1. All students must be dressed in the appropriate school uniform each day.
2. BCA has set up an account the FrenchToastSchoolbox.com. All uniforms can be purchased at **FrenchToastSchoolbox** website. The local school uniform is Southern School Uniforms, located at 1717 Eastern Boulevard, Montgomery, AL.

3. Students are required to wear all black shoes (lace and soles must be black). Various types of all black shoes include tennis shoes, loafers, boat shoes, Mary Jane, Oxford etc.
4. School Polo shirts can be worn on Fridays.
5. Physical Education T-Shirts and Spirit T-Shirts are purchased in the main office.
6. Students are not permitted to wear jewelry including earrings, necklaces, bracelets (wrist or ankle).
7. Students are not permitted to wear brightly colored nail polish.
8. All students must be properly attired in the school approved uniform.
9. Uniform infractions will be issued to students who are not dressed in the appropriate school uniform. Uniform infractions include but not limited to the following: (non-admission to class).
10. Dress Down Day: On special occasions students will pay \$1 to dress down/dress out of uniform as a Student Government Fundraiser.

JEWELRY

-Students are **not permitted to wear** earrings, anklets, bracelets, necklaces, nose ring or any other body piercings or ring.

SCHOOL EVENTS/ACTIVITIES

All students are required to participate in all school activities. Oftentimes, school activities take place on the weekends and afterschool.

WEATHER AND EMERGENCY CONDITIONS

If a situation develops which necessitates the school closing, a late opening, or early dismissal, an announcement will be made on the following radio and television stations:

Radio Television

WLBS - FM 89.1 WSFA-TV Channel 12

HOT – 105.1 WCOV-TV Channel 20

104.3 FM WKAB-TV Channel 32

PLEASE REMEMBER: School will be in session if there is no announcement via the media during inclement weather or disasters. The school day may be shortened or end abruptly if there is an emergency after students arrive. If this should occur, parents will be notified. If parents cannot be contacted, the school will contact the person(s) listed on the authorization form for emergencies. During inclement weather, parents are asked to communicate closely with the school and have transportation quickly available when notice of school closing is given. **Parents should also have an emergency plan in place to remove children from the school should a disaster or other incident arise leading to the immediate evacuation of the school.**

HEALTH POLICY

IMMUNIZATION REQUIREMENTS

The State of Alabama requires that all students be properly immunized. Each student must have a blue immunization card in his/her file. For the protection of all students, the State reserves the right to order the suspension of any student who does not have his/her vaccinations current.

Kindergarten, first grade and new students must have immunization records on file in the school office before classes begin. Returning students have thirty (30) days after enrollment to furnish evidence of current immunizations.

MEDICATION

No dispensing of medication of any kind should be done without orders from a physician and written consent of parents, and only in the main office. Medication is considered to be any prescription or over-the-counter drug. If a student requires medication during school hours, it must be administered by school personnel. The office must have a completed medication dispensation authorization form and/or other requested information in order to administer medication (prescription or over-the-counter). Medication refills should be monitored by parents. The only medication students are allowed to carry on their person is an inhaler. When the need arises to use an inhaler, a student must inform school personnel so that this usage can be noted. Students are prohibited from sharing any medication with another person. Having any unauthorized medication on one's person, or sharing any medication could subject the student to immediate suspension or expulsion.

NUTRITION POLICY

HEALTH IS PRIORITY

"Beloved I wish above all things that thou mayest prosper and be in health, even as thy soul prospereth." III
John 1:2

What one eats may not determine salvation, but what one eats definitely affects one's health. While the health community may be in dispute over what is healthy and what is not, God has given a more definite word as found in Leviticus 11 & Acts 10.

Seventh-day Adventists believe that God's original diet prescribed for human consumption is still the best diet for ultimate physical, mental and emotional performance. In fact, some health authorities have cited God's original diet as a plus in coping with attention deficit disorder (ADD) or attention deficit hyperactive disorder (ADHD.)

VEGETARIAN LUNCH PROGRAM

A vegetarian hot lunch program is provided for students Monday through Friday at a cost of \$3.75 per meal. In order to help keep administrative costs low, parents are encouraged to pay for lunches by the month. All meals are planned based on nutritional value and established recommendations for a well-balanced diet.

Our basic lunch is ova-lacto vegetarian – which means our vegetarian lunch may include milk, eggs and cheese.

THE USE OF MEAT AT BETHANY CHRISTIAN ACADEMY

Only vegetarian meals are served at Bethany Christian Academy. Meat dishes are not a part of the Bethany Christian Academy lunch menu. However, students are allowed to have meat in their sack lunch brought from home AS LONG AS NO PORK, HAM, BACON, CATFISH, CRAB LEGS, AND SHRIMP ARE INCLUDED. (See the book of Leviticus, chapter 11, for a more complete list of allowed and restricted dietary items recognized by the school.)

SCHOOL HOURS

School begins at 8:00 AM and ends at 3:15 PM, Monday through Thursday. School is dismissed at 2:30 PM on Fridays. All parents are required to make certain that their children arrive to school on time each day. Students are not excused or dismissed early except in case of an emergency.

All parents are required to pick up their children promptly after school or they will be registered in the After School Care Program with the attendant in charge of that service.

ARRIVAL PROCEDURES

The school building opens at 7:30 AM to begin receiving students each morning. All students arriving at school prior to 8:00 AM are to report to the cafeteria. The school **cannot** assume responsibility for any child arriving before 7:30 AM.

AFTER CARE HOURS

Monday – Thursday 3:30 PM to 5:30 PM - **Fridays** 2:45 PM – 4:00 PM

After Care Cost: \$7 per child daily, \$5 two children daily, \$4 three or more children daily.

Parents not using the After School Care service are expected to plan their time wisely so that their children can depart the campus within a reasonable length of time (by 15 minutes after the closing bell). Any after-school activities will be announced in advance by the Administration and child supervision arrangements will be worked out on an individual basis.

After Care Director: Mrs. Tracy Williams

TARDY/ABSENCE

All students are expected to attend school every day and arrive on time. Chronic tardiness leads directly to lower academic achievement and is disruptive to learning because of the distraction that late arriving student's may cause.. Please plan your route and departure time carefully to allow for traffic and travel time to get your child(ren) to school every day on time.

Promptness to class is very important. **Students will be marked tardy at 8:06 AM and must report to the office before proceeding to class at which time the student will receive a tardy slip before they are admitted to class.** For students in grades kindergarten through 4, a parent must accompany the student to the office and sign the Tardy Register. Habitual daily excessive tardiness, especially arriving at more than 30 minutes late is unfair to your child. Certain school subjects are completely missed when a child arrives as late as 9:00. Severe chronic tardiness cannot be tolerated and will be referred to the academic committee for review and action.

DEPARTURE PROCEDURES

Students will be dismissed at 3:15 PM Monday through Thursday and at 2:30 PM on Fridays. Students should be picked up promptly. At 3:15 PM daily (2:30 on Fridays) students will be escorted to the first floor cafeteria by their teachers. Students are to be picked up from the cafeteria. A student remaining after 3:30 PM without prior arrangement will automatically be enrolled in the after-school program for that day (2:45 PM on Fridays). Fees in addition to regular After Care rates may apply to students left after school with no previous arrangement from a parent or guardian.

Excused Absences Students may accumulate up to three excused absences per semester. If an emergency requires more days a student may be given home study materials. Extenuating circumstances are referred to the school board after parents have made a request to the principal to do so.

Parents should call the office by 8:15 AM to report absences for that day. A note from the parent should accompany the student upon return. A note only serves as a parent's acknowledgment of the student's absence. Only the office has the power to excuse an absence.

Parents are encouraged to make medical, dental appointments outside of school hours. These may not be excused absences or tardiness unless proven by written documentation from attending doctor.

Students are expected to attend classes daily and punctually (8:00 AM-3:15 PM.). Students are not excused or dismissed early except in case of an emergency.

Acceptable Excuses for Non-Attendance:

- Verified illnesses
- Unavoidable medical, dental, or ophthalmic service
- Quarantine
- Bereavement

Students will be allowed to make up work missed resulting from excused absences. All unexcused absences will result in a "zero" for all missed work. Students will not be excused for vacation, early dismissal or other activities.

IF A STUDENT EXCEEDS SEVEN (7) UNEXCUSED ABSENCES IN ONE SEMESTER, HE/SHE COULD RECEIVE A FAILING GRADE FOR THAT SEMESTER.

EXEMPTION CLAUSE: The School Board has the authority to grant exemption to this policy in cases of extended illness/injury or special absences. A doctor's note will be necessary to verify illnesses, thereby granting permission to complete work that was missed.

STUDENT CONDUCT AND DISCIPLINE POLICY

Students are expected to conduct themselves in a Christ-like manner at all times, showing respect for God, leadership, the school, others, and themselves. The school Discipline Code is SOAR: Show Only Absolute Respect. The following requirements are to be met:

1. Students are expected to maintain order in the hallways.
2. Students are expected to walk to the right in the school building.
3. Students are expected to exercise care in the use of all school property; books, chairs, furniture, equipment, the grounds, etc.
4. At all times, students are expected to practice the principles of Christian morals, ethics, fair play, and courtesy in all school relationships.
5. The school telephone is a business phone. Students may not receive telephone calls during the day, except for emergencies.
6. Cell Phones: Watch phones, handheld phones may be brought to school but must be turned off and kept stored on the person where it cannot be seen (exception: watch phone). In case of an emergency (i.e. intruder)

the cell phone may be used. Students with handheld cell phones are to keep it stored on their person where it cannot be seen. Parents, please do not call or text your child during the school day. If you have an emergency, please contact the main office. Students are not allowed to bring I-Pods, I-Pads, games, and other electronic media devices to the school. Any violation of this rule will result in the seizure of the item and notification of the parent(s). **Note:** The school will not be liable for any of these electronic devices.

7. All hats and coats must be removed upon entering the building except where special circumstances such as illness or temperature conditions within the school require the use of additional warm clothing. Saying, “I’m cold”, is not an automatic condition allowing for the continued wearing of an overcoat indoors. Parents should ensure that their child(ren) own and wear the school approved cardigan when they need to stay warm.

8. **BULLYING:** Bethany Christian Academy seeks to provide a positive educational environment that eliminates any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member who will report the incident to the principal. The principal will conduct an investigation and take appropriate action. BCA employs a **ZERO TOLERANCE** for Bullying in all forms (ex. Verbal, written, physical, cyber)

GUIDELINES FOR CONDUCTING AN INVESTIGATION

1. The principal will hold a conference with the reporting student to collect all information including names of other students.
2. The principal will conference with each student individually in order to determine the seriousness of the problem and the persons involved.
3. The principal will hold a group conference with all students involved if the reporting student feels comfortable meeting with other students.
4. All parents will be notified of the allegation and a required group parent conference may be held with **all the parents and students depending on the severity of the situation as part of the resolution.**
5. At no time will a non-custodial parent be permitted to speak with another student without the other student’s parent being present.
6. Any disciplinary actions required will be in keeping with Bethany’s Enforcement Strategies and Procedures.

Parental Complaints

Parents and guardians of our students may have a concern about a program or a teacher’s decision. The best way to reach resolution is to address the concern with the school employee responsible for the decision or the action.

When lodging a complaint or expressing a concern:

1. First contact the teacher responsible for the classroom.
2. If you do not receive a response contact the principal, who then will take the appropriate action.

Mutual respect will be shown by all participants. One person speaks at a time without interruptions from other conference members (Even though you may disagree with

what is being said). Use of profanity, name calling, insults, screaming or disrespectful voice volume will not be tolerated. The meeting will be discontinued if any of the above occurs.

STUDENT DISCIPLINE CODE

The following code will be reviewed with all students on an annual basis and is designed to foster and maintain a secure, non-threatening, and orderly learning environment.

The following code applies to general and specific sanctions against actions or behavior which may include but are not limited to:

- Illegal activities (i.e. drugs, alcohol, gangs, gang signs)
- Disruptions to the academic process (i.e. use of profanity, throwing or turning over school furniture)
- An abridgment of the rights of others (i.e. harassment, sexual harassment, name calling, bullying)
- Dangerous and unhealthy actions (i.e. weapons, fighting, cyber bullying, inappropriate use of internet)
- Insubordinate actions (i.e. destroying/defacing school property)
- Contrary actions to other laws, board policies, and/or procedures
- Destructive activities that may jeopardize safety (i.e. tampering with fire alarm/fire extinguisher)

DESTRUCTION OF SCHOOL PROPERTY

Any school property that is destroyed by students will be assessed and parents are to pay the costs for repair, restoration, or replacement.

CORPORAL PUNISHMENT

In accordance with the policies of the Southern Union Conferences of Seventh-day Adventists, no faculty or staff member at the school will administer any form of corporal punishment. Bethany Christian Academy emphasizes the positive aspects of discipline. However, students will suffer the consequences of their choices and actions through other disciplinary actions enforced by the school.

ENFORCEMENT STRATEGIES AND PROCEDURES

The principal and teachers of the school are responsible for the implementation of strategies and procedures for the maintenance and enforcement of the School Conduct and Discipline Policy whenever students are on school premises. All parents and legal guardians are required to familiarize themselves with the School Conduct and Discipline Policy. The principal, teachers, administrative assistant, and support staff will serve as primary contact with students in maintaining and enforcing the School Conduct and Discipline Policy.

MINOR INFRACTIONS

- Disruptive Behavior
- Excessive Noise
- Running in Hallway
- Littering
- Chewing Gum or Eating in Class
- Possession of Radio, Cassette Player, CD Player, Video Tape, Cell Phone, Pager, Portable DVD Player, MP3 or other such electronic devices.

MAJOR INFRACTIONS

- Rude, Disrespectful Behavior
- Unauthorized Presence Inside/Outside School Building
- Insubordination
- Inappropriate Public Display of Affection (Kissing, Holding Hands, Hugging)
- Being out of uniform.
- Horseplay/Punching/Kicking/Teasing/Bullying

SERIOUS INFRACTIONS (ZERO TOLERANCE, Out of School Suspension, In-School Suspension or Expulsion)

- Inappropriate Use or Distribution or Possession of Drugs
- Possession of Firearms or Use of Weapons
- Leaving School Grounds without Permission
- Verbal Abuse
- Consistent Disruptions
- Dishonesty, Cheating and/or Stealing
- Unsafe Behavior
- Smoking
- Harassment
- Drinking Alcohol
- Hitting and/or Intimidation
- Use of Profanity
- Fighting
- Defacing or Destruction of School Property
- Destructive activities that may jeopardize safety (i.e. tampering with fire alarm/fire extinguisher)
- Overt Sexual Behavior
- Record Tampering
- Forging Signature and/or Falsifying Information
- Failure to Adhere to Emergency Procedures

The Student Conduct and Discipline Policy applies to general and specific sanctions against actions or behavior which include but are not limited to infractions/consequences listed above.

The consequence for minor infraction is (1) the teacher may choose to speak to the student about the infraction and/or (2) give a written assignment.

INFRACTION KEY:

- 3 minor infractions = 1 major infraction
- 3 major infractions = 1 Serious Infraction
- 1 Serious Infraction = In-House Suspension, Out of School Suspension or Expulsion

SCHOOL BOARD

The School Board is the governing authority for the school. The school board meets monthly or every two months to find ways to improve the quality of the school, set and review policy, and evaluate progress. Pastor Jeffrey Watson, Janice Harvey, Dwayne Berry, Carmelita Green, Karla Simpson, Tammy Winston, Rose Claibon, and Donald White.

SCHOOL PASTOR

Pastor, Jeffrey L. Watson

ADMINISTRATION

Mr. Dwayne N. Berry – School Principal & 5th&6th Grade Teacher

Mrs. Cynthia Johnson - Office Manager

TEACHING FACULTY

Mrs. Reggenia Baskin, BA in Speech, BS in Early Childhood Education

Mrs. Faith Victor Franks, BS in Elementary Education

Mr. Hosea Purifoy Music Teacher

STAFF

Mrs. Tracey Williams, After-School Care Director & Testing Coordinator

Ms. Marilyn Wright, Volunteer Office Assistant

Mrs. Carletta Abernathy, Teacher Tutor

Mr. James McKeithen, Volunteer Librarian

Mrs. Rosemary Thornton, Food Service Manager

Mr. James Barry Shipman, Custodian Plant Manager

Ms. Evangeline DeRamus, Assistant Custodian

Mr. Marvin Ross, Groundskeeper

Dr. Kunle Harrison, Technology

Title I Teacher

Mrs. Gloria Gibbons

HOME & SCHOOL LEADER

Mrs. Janice Harvey

Bethany Christian Academy
Parent/Student Handbook
2019-2020



NOTICE OF RECEIPT

2019

This is to acknowledge by my signature that I have received and read the Bethany Christian Academy Parent/Student Handbook. I understand that the procedures apply to all at Bethany Christian Academy School.

Parent Signature

Date

Student Signature

Date