

Welcome!

Thank you for entrusting your child to Bethany Christian Academy.

It is our earnest prayer that your child will grow and mature this year in all areas: spiritual, physical, mental, emotional, and social. We will see more growth in some areas than in others, but seed planting will be taking place at all times.

We desire to work with you as an extension of your home. This is a joint venture between us. We work hard to maintain a strong academic program that will challenge each child on his/her own level in an atmosphere of love and concern. Your cooperation and input is vital.

Our teachers are born-again Christians and are skilled in the art of teaching. Each teacher continually works to upgrade his/her professional skills. Each one tries diligently to be a Christ-like example to your child. Please pray for them daily, as this is an awesome responsibility.

This handbook has been prepared to acquaint you with BCA, and to answer some of your questions. Please read it carefully.

Sincerely in Christ,

Trish Harnish

Trish Harnish

Principal

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I. Introducing Bethany Christian Academy

A. Purposes and Objectives

Under the direction and inspiration of God, the Pastor and congregation of Bethany Bible Fellowship have established a Christian school to train children in a Godly and effective manner. The mission of Bethany Christian Academy (BCA) is to work together with the home and church to provide a nurturing, Christ-centered spiritual, academic, and physical environment to produce citizens who will be a transforming influence in their world. We exist to honor God in all we do.

As a ministry of Bethany Bible Fellowship we honor God through evangelism, teaching, and service. It is our goal that all of our students and their families will know Jesus Christ as their Savior; that they will be disciplined in their walk with Him; and that they will be led to serve God through a local church body. To achieve this goal we have worked with members of the Board of Deacons to develop a visitation program. The purpose of this program is to reach out to our school families to help meet whatever spiritual needs there may be. Throughout the year you may look forward to a visit from one of our deacons.

Objectives:

- ◆ To guide the student into the knowledge of God's plan to the end that the child may accept the gift of Eternal Life offered by Jesus Christ our Savior as revealed in God's Word, the Bible.
- ◆ To continue to train the child in the knowledge of God and the revelation of Himself in the Bible so that the student may grow into a life of service for our Lord and become an example of a true "disciple" of Jesus Christ, making it possible, as time goes by, for many others to receive Eternal Life because of the maturing faithfulness of our students.
- ◆ As effectively as possible, act in behalf of the parent in caring for every aspect of the child's needs while at school realizing fully that God entrusted to parents/guardians the responsibility for the child.

Historically in America, the church was responsible for the educational process; therefore, in a real sense Bethany Christian Academy is doing its part to reinstate a truly godly heritage that is an inseparable part of our American heritage.

B. History

Bethany Christian Academy is the realization of a vision born in the hearts of the pastor and members of Bethany Bible Fellowship many years ago. In 1975, a small group of believers began meeting in the rented facilities of Pacifica High School. Dr. Donald Shoff was called to pastor and continued as God's under-shepherd of the growing fellowship until 1986. Bethany Bible Fellowship leased the Hayden School facility and began holding

Sunday school and services on August 19, 1979. On September 8, 1980, the first students entered the grounds and classrooms of Bethany Christian Academy. Great is God's faithfulness!

In 1992, the Westminster School District decided to reopen the Hayden School, and the lease was not renewed. God provided a new campus when the congregations of Faith Bible Church in Westminster and Bethany Bible Fellowship merged. In June of 1992, the offices were moved to our new home and construction of the first eight classrooms began. By the grace of God and the commitment of our membership, 180 students began classes at our permanent home on September 10, 1992.

God has continued to bless us, as each year we have been able to add new classrooms to house our growing enrollment. Our Pastor, Chuck Leckie, supports and is vitally interested in the education of children at BCA.

C. Sponsoring Church

Bethany Bible Fellowship is an independent, interdenominational, Christ-honoring, Bible teaching church. Its membership is composed of born-again believers with a single-hearted purpose of glorifying the God of the Scriptures and serving Him.

While church membership is not a requirement of BCA teachers or students, regular attendance in an evangelical church is encouraged.

D. Philosophy of Christian School Education

The contemporary educational philosophy of public education is in practical terms 180 degrees removed from the Christian school philosophy. The public school system's philosophy is based on a belief in Humanism where man is the center of all things. Humanists believe that the ultimate salvation of man will be through man himself as the evolutionary process improves man to the point that he is able to eventually be his own Savior. Included also is the concept of the inherent "goodness" of man; it is man's environment that causes his problems.

The Christian philosophy of education recognizes God as central. The Bible clearly states that everything was made by Him and that the earth is the Lord's. Man is, on the other hand, inherently sinful as Paul the Apostle states, "All have sinned and fallen short of the Glory of God." (Romans 3:23) The book of Genesis clearly spells out the "fall of man" in that he ate the forbidden fruit of the knowledge of good and evil as a direct act of disobedience. Because of the plight of man, God made provision for man's salvation by paying for man's sin through the death of the sinless Son of God--dying for sins He did not commit, thus making a pardon available for all who accept His Son as Savior.

Educationally, the contrast between humanism and Christianity continues. Humanism contends that all living creatures are the product of evolution. Christianity recognizes God as the creator. Furthermore, Christian philosophy recognizes the fact that all truth

emanates from God, therefore the Word of God (the Bible) and the knowledge and wisdom therein contained is a very important ingredient to shed the Light of God on subject matter—continuously showing up inconsistencies with the truth as observed in the knowledge contained in the writings of men. Subjects such as history, science, medicine, and many others render clearer and deeper meaning under the light of God's Word.

All of the above would be ineffective if it were not for dedicated teachers who are committed to the Word of God and the principles of Christian education as expressed above. BCA is thoroughly dedicated to Christian education as well as securing teachers who are committed Christians dedicated to teaching true Christian education.

E. Doctrinal Statement (Statement of Faith)

1. The Holy Scriptures

We believe the Holy Scriptures to be the inspired Word of God, inerrant, and God-breathed, having supreme authority in all matters of faith and conduct. (II Timothy 3:16-17; II Peter 1:20-21; Matthew 5:18)

2. The Trinity

We believe in one Triune God, existing in three persons, Father, Son, and Holy Spirit; eternal in being, equal in power and glory, and having the same attributes and perfection. (Deut. 6:14; II Cor.13:14)

3. God the Father

We believe that God the Father is an infinite, Personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; that He saves from sin and spiritual death all who come to Him through Jesus Christ. (Matt. 6:8-15, 7:11, 23:9; John 4:24, 14:6-13; Gal. 4:6)

4. Jesus Christ

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the Virgin Mary. He came to earth in order that He might reveal God and redeem sinful man. He accomplished our redemption on the cross as a substitutionary sacrifice; and our redemption is made sure to us by His literal physical resurrection from the dead (John 1:1-2, 14; Luke 1:35; Rom. 3:24-25, 4:25; I Peter 1:3-5). The Lord Jesus Christ is now in heaven, exalted at the right hand of God, where, as the High Priest for His people, He fulfills the ministry of Representative, Intercessor, and Advocate. (Heb. 7:25, 9:24; Rom. 8:34; I John 2:1-2)

5. The Holy Spirit

We believe that the Holy Spirit is a person who convicts the world of sin. He indwells all believers in the present age, baptizes them into the body of Christ, and seals them unto the day of redemption. It is the duty of every believer to be filled with the Holy Spirit. (Rom. 8:9; I Cor. 12:12-14; Eph 1:13-14, 5:18)

6. The Total Depravity of Man

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, became alienated from God, and is totally unable to retrieve his former condition by his own merit. (Gen. 1:26-27; Rom. 3:22-23, 5:12; Eph. 2:12)

7. Salvation

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ whose precious blood was shed for the forgiveness of our sins. (Eph. 2:8-10; John 1:12; Eph. 1:7)

8. The Eternal Security of Believers

We believe that God keeps all believers forever secure. (Rom. 8:1, 38-39; John 10:27-30; I Cor. 1:4-8)

9. The Church

We believe that the church, which is now the body and shall be the bride of Christ, is a spiritual organism made up of all born-again persons of this age irrespective of their affiliation with Christian organizations. (Eph. 1:22-23, 5:25-27; I Cor. 12:12-14) We believe that the local church consists of a body of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work, and fellowship. We believe that God laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world. (Matt. 28:19-20; Acts 1:8; Rev. 2:3; I Cor. 1:2)

10. The Personality of Satan

We believe in the personality of Satan, who is the open and declared enemy of God and Man. (Job 1:6-7; Matt. 4:2-11; Isaiah 14:12-17)

11. The Rapture

We believe that the next great event in the fulfillment of prophecy will be the coming of the Lord Jesus Christ in the air. At that time He will receive to Himself the dead in Christ and believers who are alive at his coming, otherwise known as the Rapture and Translation of the Church. (I Cor. 15:51-57; I Thess. 4:13-18; Titus 2:11-14)

12. The Tribulation and the Second Coming of Christ

We believe that the Rapture of the Church will be followed by tribulation, which will be climaxed by the return of the Lord Jesus Christ to earth to set up His kingdom. (Dan. 9:27; Jer. 30:7; Matt. 24:15-25; Zech. 14:4-11; Matt 24:26; II Thess. 1:7-10; Rev. 20:6)

13. The Eternal State

We believe that the soul and human spirit of those who have believed in the Lord Jesus Christ for salvation do at death immediately pass into His presence. They remain there in conscious bliss until the resurrection of the body at His coming, when soul, human spirit, and body reunited shall be associated with Him forever in glory. In

contrast, the souls of unbelievers remain after death in conscious misery until the final judgement of the Great White Throne at the close of the millennium. At that time soul and body reunited shall be cast into the lake of fire, not to be annihilated, but to be punished with everlasting separation from the presence of the Lord and from the glory of His power. (Luke 16:19-26, 23-43; II Cor. 5:8; Phil. 1:23; II Thess. 1:7-9; Jude v. 6-7; Rev. 20:11-15)

14. The Responsibility of Believers

We believe that all believers should seek to walk in a manner as not to bring reproach upon their Lord and Savior, that it is the obligation of every believer to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the Gospel to all the world (Acts 1:8); that it is the responsibility of all believers to remember the work of the Lord in prayer and to support it with their means as the Lord has prospered them. (I Cor. 16:2)

15. Church Ordinances

We believe that the Lord Jesus Christ instituted the ordinances of Baptism by immersion and the Lord's Supper to be observed until His return; that Baptism is symbolic of the believer's death to the old nature and the beginning of his/her new life in Christ. The Lord's Supper is symbolic of the broken body and shed blood of our Lord Jesus Christ. (Matt. 28:19-20; I Cor. 11:23-26)

16. Spirituality

We believe that spirituality is an essential condition in the life of the believer wherein he is filled and controlled by the Holy Spirit, walking in love and fellowship with the Lord Jesus Christ. We believe that a believer becomes carnal through any act of mental, verbal, or overt sin and that spirituality or fellowship with Christ is restored by personal confession of all sins to God the Father. (John 15:7-8; II Cor. 5:6; Gal. 5:16; I Cor. 11:30-31)

17. Baptism of the Holy Spirit and Spiritual Gifts

We believe that in the life of each believer there is one baptism of the Holy Spirit, which occurs at the point of salvation, and by which the Holy Spirit places the believer into union with Christ. This excludes any other so-called "Baptism" of the Holy Spirit. (I Cor. 2:13; Gal 3:26-28; Rom. 6:3-4, 8:9; Eph 1:13-14) We further believe that God the Holy Spirit, in grace and apart from human merit, sovereignly bestows spiritual gifts to believers in this age for the building up of the body of Christ. Some of the spiritual gifts are pastor-teacher, evangelist, administrator, helper, giving and showing mercy. (I Cor. 12, 13; Eph. 4:7-12; Rom. 12:4-8)

F. Parents/Guardians

There are some radical efforts within our culture that would take away the responsibility of the parents and guardians for their children and place them with the state. For a period of time, two states in our beloved country passed laws to that end. We thank God for the

Christian people and others in our country that helped to get this matter to the Supreme Court where the laws were overturned.

The bottom line of this issue is that God has placed the responsibility of the child irrefutably in the hands of the parents/guardians. We, therefore, encourage parents/guardians of the children at BCA to wholeheartedly enter into the efforts of the school and church as they endeavor to assist in this God-given task.

G. Associated Christian Schools International (ACSI)

BCA is a member of ACSI, which is the fastest growing educational institution in the United States. ACSI is strictly a "service" organization--providing a host of benefits to the Christian school. For example, ACSI conducts speech and music festivals in all localities, and outstanding conventions and seminars for both teachers and administrators. ACSI also acts collectively for the Christian school movement on "Capitol Hill" and on the state level, acting as a "watchdog" for the Christian school and helping to cut down red tape.

II. THE SCHOOL WELCOMES YOU

A. Admission Policy

For enrollment, a child must be five years of age on or before September 1 of the year he/she enters Kindergarten. A birth certificate must accompany the application. A Kindergarten Readiness Assessment may be recommended for some students entering Kindergarten.

All children six and under, entering school for the first time, must be immunized against Diphtheria, Pertussis, Polio, Measles, and Hepatitis B. A TB (PPD) test is also required.

All children entering the First Grade are required by state law to have a physical examination within 18 months prior to entering First Grade, and we must have the form or waiver on file in our office.

All Seventh Grade students must have been immunized against Rubella and Hepatitis B. All necessary medical records must be on file before school starts. Late enrollees must comply within two weeks of enrollment.

New Students

1. An application must be filled out by the parent or guardian and submitted to the school office with a NON-REFUNDABLE registration fee.
2. When the school receives the registration forms, a testing and conference appointment will be scheduled. (Testing may not be required if current, comparable test scores are available.)

3. Upon satisfactory completion of the above, and after the school has received the appropriate recommendations and records, a decision will be made as to the acceptance of the student.

Re-Enrollment

1. Applications with the **NON-REFUNDABLE** registration fee are accepted beginning February 1.

2. If a student is in good standing and all tuition payments are up to date, the student will be accepted. The administration reserves the right of placing the child in the room or grade best suited for his/her needs and abilities. If, in the judgement of the administration, a child would not be able to function adequately in the classroom because of social, behavioral, educational, mental, or physical problems other alternatives may be suggested. In any case, the administration reserves the right to refuse enrollment of any student.

B. Accreditation

There is no requirement that private schools in California be accredited, nor is there any such official accrediting agency for schools below the high school level. BCA meets the requirements of the State Board of Education. ACSI provides a standard for accreditation and does accredit schools that have been in existence at least three years. BCA is working toward complete conformity to ACSI's standards of accreditation.

C. Donations

Gifts are accepted and encouraged. Some children who are now benefiting from a Christian education would not be at BCA were it not for the sacrificial giving of anonymous donors. The total cost of operation cannot be met by tuition and fee charges alone. Cash contributions, money raising projects, and memorial gifts, as well as long range deferred giving programs, will be needed to maintain fiscal solvency. Contributions specified for a certain child's education are not tax-deductible, but all other gifts are tax-deductible.

D. Non-Discrimination Policy

It is and shall be the policy of Bethany Christian Academy, in the admission of students and the hiring of employees, not to discriminate on the basis of the applicant's race, color, sex, national or ethnic origin.

III. THE SCHOOL YEAR

A. Calendar of Events

The calendar of events of the school year is sent out to parents before the beginning of school. The calendar is available on the school website or in the school office if needed.

B. Special Events

Special events are planned throughout the year. These events will be announced by way of the weekly newsletter and special notices to the school families. It is important to support these events--the children work hard to present outstanding performances; therefore, your participation is an encouragement to them.

IV. SCHOOL PROCEDURES AND POLICIES

A. Absences and Tardies

Students who are not in their classroom at 8:30 a.m. are considered tardy. **PROMPTNESS IS IMPORTANT.** Please, be diligent in this area. (Junior High students who are not in their classrooms at 8:00 a.m. are considered tardy.) Students arriving after the appointed time should report directly to their classroom.

Excused tardies would be for medical/dental appointments, court appearances, or extreme weather conditions. Four tardies will be excused for unexpected traffic conditions. All tardies will be considered unexcused unless a note explaining the reason is sent with the student.

Accumulated Tardies - per quarter 3 unexcused: student becomes ineligible for Perfect Attendance Award 4 unexcused: equals one day absent 7 unexcused: Detention Students who are absent must bring a note from home giving the reason for the absence. (Education Code 46011) An absence will be considered unexcused until a note is presented.

The following are the only acceptable reasons for excused absences: (Education Code 48205; C.A.C. Title 5, Sec. 420)

1. Illness of the student
2. Quarantine directed by a county or city health officer
3. Medical, dental or optometry services rendered
4. Attending the funeral of a member of the student's immediate family
5. Appearance in court

Students with an excused absence will be given time to make up any assignments missed during his/her illness. There is no reason for an excused absence except those five listed above. Students with unexcused absences must make up missed assignments, but the

teacher may penalize them by reducing the grade given for the assignment.

If parents/guardians must take their student out of school for more than three days, they must fill out an "Approved Unexcused Absence" form. This form MUST be submitted to the office at least FIVE school days prior to the first day of absence. If the principal approves the request, the student will be permitted to make up all assignments without penalty.

Accumulated Absences - per quarter

If a student is absent for more than 10 days in any one quarter, his/her record will be reviewed to determine whether or not credit can be given for that quarter.

B. After School Activities

Any child remaining on the grounds after 3:00 p.m. must be under supervision, i.e. day care personnel, teacher, or coach. Students remaining on campus for other reasons/activities are to be with the supervising teacher/adult until the child is picked up, checked into day care, or has left the campus.

All students not picked up immediately after sport activity (practice or game) must check into day care. No student (K-8) is to remain to watch a game or activity without a parent or authorized adult (day care students may watch a game with day care supervision only). Students are to remain with the designated adult during the game and may not roam freely to any other area of the campus. Should such a violation occur, one warning will be given. The next violation will result in the student being placed in day care at the parent's expense.

C. Americanism

True patriotism views one's homeland through the eyes of God. Christians who support their country and seek to actively work for a more righteous nation are indeed patriotic. BCA is proud of America and considers its greatness a direct result of Godliness. As the moral fiber of America weakens, Christians must exercise greater interest and increased activity. Through daily prayer, pledging allegiance to the American Flag, classroom study programs, and assembly programs, students of BCA grow in their appreciation for America and learn to be responsible citizens of their country. God bless America!

D. Arrival and Departure

Students who are arrive at school before 8:00 a.m. sign in to Daycare. Students must leave campus at 2:45 p.m (3:10 for junior high) or signed in to Daycare. All students must be signed out by a parent/guardian before leaving campus. (Junior high students with a Walk/Ride Permission Form on file in the office may sign out themselves and leave campus at the end of the day, or following practice or a game. If a student is participating in an official after school activity, (s)he must sign out and leave campus immediately at the end of that activity or sign in to Daycare.

Students whose parents work on campus must be with their parent or in Daycare.

Students whose parents are in conference with a teacher, conducting church business, etc. must remain with their parents, or be signed into Daycare.

Students who walk or ride a bicycle to and from school must have a signed Walk/Ride Permission Form on file in the office each year.

Students who remain on campus after 3:00 p.m. will be required to check into Daycare, and their parents will be charged the hourly rate.

Please, remember, for the safety of our students **THE SPEED LIMIT WHEN DRIVING ON CAMPUS IS 5 MPH**

Students who need to leave school early must be signed out by a parent in the office. If someone other than the parent will be picking up the student, the parent must identify this person in writing.

E. Assignments

Assignments must be done neatly and correctly. Correct spelling is important. The teacher will determine if pencil or pen is to be used. Cursive writing is encouraged in grades 4-8, and may be mandatory for some assignments.

Assignments are to be turned in on the date specified by the teacher. In grades 4th-8th, assignments may be turned in one day late, but will receive a reduction in credit. Students who are absent will be given an opportunity to turn in assignments at a later date, as specified by the teacher, without penalty.

Junior High Late Assignment Policy: All work is due on the date assigned by the teacher.

1. Work that is not turned in at the assigned time will be considered late and will be given a 50% reduction in grade.
2. EXCEPTIONS:
 - a. Excused absences: Accepted excuses are listed in this handbook under Absences and Tardies. Students are given one day for every day of **EXCUSED** absence to complete the work and turn it in. Once the new due date is given, the above assignment policy will go into effect.
 - b. Approved Unexcused Absences (planned unexcused absences of three days or more): Prior arrangements must be made in writing with the teacher at least one week in advance of the absence.
 - c. Unexcused Absences: A note from the parent/guardian is required. The teacher will determine an appropriate amount of time for the work to be completed.

F. Bicycles

With parent's written permission, students may ride bicycles to and from school. The bicycle must be parked during the day in the designated area. The student must walk the bicycle upon arrival to and departure from school. For his/her own safety, (S)HE IS NOT TO RIDE ON THE SIDEWALK AREAS OR IN THE PARKING LOT.

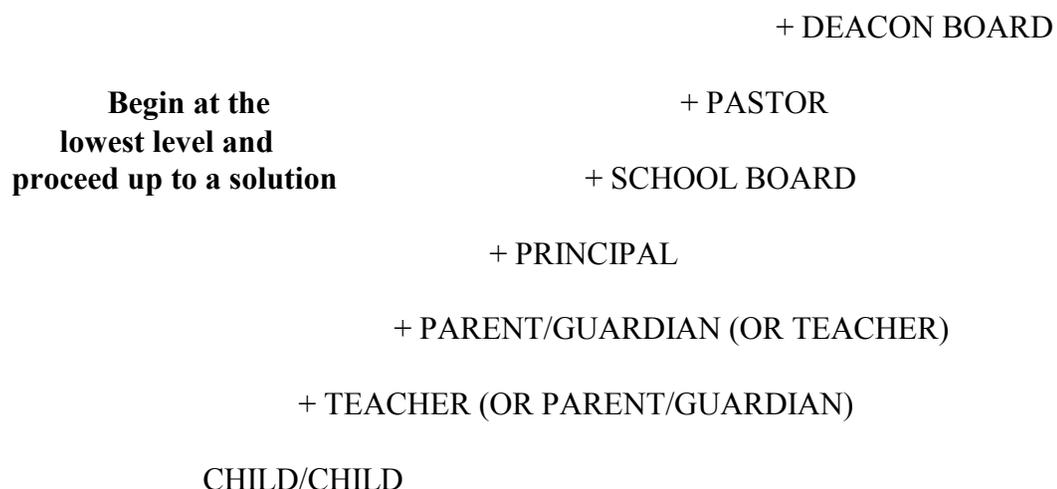
There is no double riding. Helmets are required. It is imperative that bicycles be locked, since we cannot be responsible for their safety.

G. Carpools

For the convenience of parents/guardians and for good economics, a carpool program is established. Parents/guardians may get names and numbers of nearby families and make contacts to arrange for sharing driving duties. This information is available in the school office in late August. (If you DO NOT want your name on the list, please notify the office, otherwise your name will be on the list.) If you are driving in a carpool, we trust you will be responsible to notify parents of extreme lateness or change of plans. Please make every effort to have your carpool students arrive on time.

H. Chain of Command

Biblical principles for interpersonal relationships are significantly practical. Matthew 18 shows we are to work out problems on the lowest possible level. The following diagram shows the proper procedure for such problems. No step should be missed and no person on the ladder should be bypassed.



I. Closed Campus

BCA is a closed campus; meaning that once students arrive on campus they are not to

leave until the end of the day unless permission is given to do so.

Students are not to leave campus at any time unless the school has received written permission from the parent/guardian. They are not to climb over the fence to retrieve a wayward ball.

Parents/Guardians are permitted on campus at any time; however, in order to maintain safety and peace, ALL visitors are asked to come to the office for a campus pass. Unknown visitors who roam the campus without identifying themselves and their purpose will be treated with suspicion and will be required to leave.

Those participating in scheduled and authorized church activities need not register at the office.

J. Conduct of Students

It is the hope of BCA that our students will give evidence of the development of good self control. Realistically, however, standards are necessary to maintain an atmosphere of safety, learning, and character training.

Recognizing the tremendous pressure being put on our children to conform to negative influences in our society, we have established the following guidelines for behavior:

ON CAMPUS, AND WHILE UNDER BCA'S SUPERVISION AT SCHOOL- SPONSORED ACTIVITIES ON OR OFF CAMPUS:

Students are to be courteous in their speech and attitude to all teachers, teacher aides, school office personnel, playground supervisors, adult volunteers, church staff members, any adults, or other students that they may encounter on or off campus.

1. Profanity will not be tolerated.
2. Obedience to teachers, teacher aides, school office personnel, playground supervisors, adult volunteers, or church staff members is to be prompt and cheerful. Complaining or negative attitudes will not be tolerated, as they are contagious and damaging to the character of the student. Rebellion and/or a rebellious attitude are unacceptable for BCA students.
3. Open and willful disrespect or disobedience of any teacher, teacher aide, school office personnel, playground supervisor, adult volunteer, or church staff member will not be tolerated. Such behavior will have serious consequences.
4. Harassment, whether physical or verbal, of any teacher, teacher aide, playground supervisor, school office personnel, playground supervisor, church staff member, adult volunteer, or other student will not be tolerated. Such behavior will have serious consequences. (See Appendix A)

5. Students are not to be in any buildings without adult supervision.
6. Students are to keep voices quiet in the classrooms and restrooms.
7. There is to be no loitering in or around the restrooms.
8. There is to be no playing in the restrooms, nor is there to be any climbing on the fixtures or sinks.
9. Eating is permitted only at the picnic tables or in a room with adult supervision. Students should not roam the campus while eating food.
10. There is to be no pushing or shoving. Fighting of ANY kind is prohibited. This includes “play fighting” or rough-housing.
11. Willful destruction of school or personal property will not be tolerated.
12. Students are not to run on any sidewalks or any area around the buildings. Running is to be done only on the playground area and under supervision.
13. The school dress code applies at all school-sponsored activities whether on or off campus.
14. Use, possession, or distribution of tobacco, drugs, or intoxicants will not be tolerated, and may result in suspension or expulsion.
15. Possession of obscene or unChristian material will not be tolerated and may result in suspension or expulsion.
16. Gambling, stealing, forgery, or any illegal act will not be tolerated, and may result in suspension or expulsion.
17. Conduct between students of the opposite sex will be modest and inoffensive. Boys and girls will not be permitted to touch each other as an expression of affection (hand-holding, arms around each, kissing, etc.)
18. Any of the above listed offenses is considered to be a serious act of disobedience and will result in disciplinary action. (See Section N - Discipline)

OFF CAMPUS BEHAVIOR:

Outside school, each student's conduct is the responsibility of their parents/guardians and themselves. The school does not make rules for that part of their lives; however, every student who attends BCA is expected to conduct him/herself in a manner that will bring honor to Jesus Christ and to the school. The following list is an example of types of

behavior which would bring dishonor to Christ's name and damage the Academy's reputation as a Christian school and are therefore justification for serious disciplinary action and/or expulsion without warning.

1. Immorality; sexual misconduct
2. Possession, arranging sales, taking or being under the influence of drugs or alcoholic beverages
3. Smoking
4. Destruction of school or personal property
5. Truancy

This list is intended to use God's word as the guideline for the behavior of the students of BCA. (Please see I Peter 2:11-16, Ephesians 4:17-24, and Ephesians 5:1-9 for further guidance on encouraging a Christian lifestyle.)

K. Conferences

Conferences with teachers or the principal should be arranged in advance. Since personnel have certain duties and responsibilities before and right after school, they are not always available for impromptu conferences. A parent/guardian may arrange a conference by calling the school office. A message will be left for the teacher (or the principal) to contact you as soon as possible to arrange a conference time. At no time should a parent/guardian attempt to conference with a teacher during "carline."

Parent-Teacher Conferences are held each year at the end of the first quarter. The parent/guardian receives the report at this conference. All other report cards are mailed to the home.

L. Curriculum

Christian schools are blessed by the fine materials now available for school use. It is our desire to be sure that everything we teach is not only academically sound, but in every way honors God and gives Him preeminence. Because of this, BCA has carefully chosen its curriculum from the very best Christian publishers. We are continually seeking the best material and methods available. A complete list of the books used in each grade is available on the school website or in the school office.

M. Custody of a Minor

BCA's policy regarding legal responsibility for any minor enrolled in our school is based on the "California Private School Regulation Manual" compiled by Dr. Richard Wiebe.

1. The school has a legal responsibility to the person who enrolls the child in the school. That person must designate in writing any and all other persons who are authorized to pick up said child from the school premises or activities.
2. If someone who is not included on the list as an authorized person wishes to pick up the child, we will not release the child until we are able to contact the enrolling parent (or guardian) and gain permission to do so. We are required by law to release the child to an officer of the court, or a uniformed police officer, only if they have legal documentation instructing them to take the child.
3. If there has been a legal separation or divorce and legal custody of the child has been granted, the school must have verification of that in writing as well as the custody case number which would permit us to contact the court clerk to receive legal advice in time of an emergency.
4. In the case of a dispute, the school will do nothing to favor either side, but will to the best of our ability, follow the instructions of the person who enrolled the child.

N. Daily Bible Instruction

BCA stands firm upon its belief in the Bible as the inerrant, inspired, relevant Word of God. Through daily instruction its doctrines and principles will be taught. The students in each grade will be encouraged to receive "the gift of God, which is eternal life through Jesus Christ our Lord." (Romans 6:23) As the New Testament was originally written in the common language of the people so children should use a translation which is in their own language. An excellent translation, which is in modern language, is the English Standard Version Bible (ESV). At BCA, the ESV Bible will be used for classroom assignments, Bible study and Bible memorization.

Chapel is held once a week.

O. Discipline

Scripture abounds in references to the importance of discipline in child rearing. (Ephesians 4:17-24; I Peter 2:11-16; Ephesians 5:1-9)

Ideally, discipline problems are prevented rather than corrected. In a strong academic atmosphere in which the students are constantly being challenged to work up to their potential, a minimum of disciplinary action will be necessary. Our teachers are people who are dedicated to the responsibility of training the student in all areas of his/her life, and they will maintain firm discipline tempered with love.

When disciplinary action is necessary the following steps will be followed:

1. Minor offenses - warning; "time out"; isolation; sentences; loss of privileges
2. Repeat offenses - note home; withdrawal of privileges; detention; parent-teacher

conference; behavior contract; conference with principal; disciplinary probation; suspension; expulsion

3. Serious offenses - parent-teacher conference; behavior contract; conference with principal; disciplinary probation; suspension; expulsion

Detentions (DT) - Issued by the teacher, teacher aide, playground supervisor, or office personnel. DT's may be served before or after school at the teacher's discretion. Parent's receive an "EXTRA TIME NOTICE" prior to the date the DT is to be served.

Disciplinary Probation - A behavior "contract" is established and the student's behavior is monitored and reported on a daily or weekly basis. Probation may last for a period of one month, one quarter, or one semester. While on disciplinary probation, a student is ineligible for extra-curricular activities, unless otherwise stipulated in the conditions of the contract.

Suspension/Expulsion - Used in cases of serious or chronic misbehavior. Suspensions may be "in-house" where the student is isolated in the office, or "at home" where the student is required to stay at home. Work is completed, but no credit is given. Should a student miss a test while suspended, the test may not be made up and the student receives a zero. A suspension during a season makes a student ineligible for athletic participation for that season.

When all other measures have been exhausted, or in cases of very serious or dangerous offenses, it may be recommended to the School Board Committee that the student be expelled. The parent/guardian and the student may address the School Board regarding the matter. The final decision rests with the School Board.

In the case of suspension or expulsion, no refund is given for fees or current month's tuition.

If a student is expelled, (s)he may apply for readmission after completing the expulsion period as set by the School Board. Any student being re-admitted will be on disciplinary probation for the period of at least one semester.

P. Dress Code

Because personal appearance is a rather accurate reflection of a heart attitude, it is dealt with in the Bible (I Sam. 16:7; I Cor. 10:23; Gal. 5:13; I Peter 2:11-16; I Peter 3:3-4) and should be a concern to all dedicated Christians. Therefore, the home and the school must cooperate in assisting the child to:

- ◆ be aware of personal appearance
- ◆ be aware of the problems connected with the neglect of proper personal appearance

- ◆ know the guidelines to help him/her grow and mature and develop this area of personal responsibility.

Inasmuch as BCA is a "microcosm" of a thoroughly evangelical and Bible-honoring community, it is imperative that our standards be pleasing to God and other Christians. We are encouraged to be different from what might be seen within the general population, on television, in advertising, etc. (Rom. 12:1-2). While it is our desire to be free from "legalism" here at BCA, we have found that our constituency has desired that we "spell out" fairly specific rules for our school community.

The following are key rules to be expressed:

- a. Neat, well groomed, clean, tidy, and fully dressed.
- b. Dressing in a manner that is conducive to our Christian learning environment. Shirts with pictures and slogans inconsistent with a Christian testimony and school philosophy are inappropriate and unacceptable. (Examples: cigarette or alcoholic beverage slogans, Ninja Turtles, Power Rangers, Pokemon, WWF, X-men, non-Christian Rock and Roll (heavy metal) groups, etc.)
- c. Some specifics regarding clothing: Girls' dresses in grades K-8 must never be higher than three (3) inches above the knee. Mini skirts, mini dresses or extremely tight skirts are not permitted. (Girls must wear modest shorts under their dresses and skirts.)
- d. Crop-tops, strapless sundresses, tank tops, bare backs, bare stomachs, or low-cut dresses are unacceptable. Blouses and shirts must cover from the collar bone to below the belt line (shirts must be below the beltline when hands are raised over the head). Sundresses must be modest and straps must cover from the collar bone to the top of the shoulder joint.
- e. Modest shorts are permitted. Shorts must be no higher than three (3) inches above the knee.
- f. Tight, form-fitting, or "spandex" pants and shorts are not acceptable.
- g. Dark blue or black, or grey jeans (no jean shorts or skirts) fit at the waist. No skinny jeans. Some decorative stitching along the seams is permitted; however, no emblems or sayings, especially across the bottom or back pockets, and no "bedazzling." Extremely worn out jeans with holes, tears, or frayed edges are unacceptable.
- h. Boy's shorts and pants must not be excessively loose or baggy. Pants and shorts

must be belted or properly fitted at the waist. Pants and shorts may not "sag" below the waist.

- i. The "grunge look" and "punk look" are unacceptable.
- j. Shoes must be worn at all times. Socks are required. For safety reasons, we strongly recommend that sandals not be worn. If they are worn, they must have a closed toe and a strap around the back. Thongs, flip-flops, and Birkenstocks are not permitted. Roller shoes are not permitted.
- k. Make-up is not permitted in grades K-5. Girls in grades 6-8 may wear modest make-up. Black or heavy eyeliner is not permitted. Fingernail decals, black, green, purple, blue, or dark red nail polish is not permitted. Girls are not permitted to bring make-up to school.
- l. Girls may have pierced ears, and may wear earrings, however no more than two per ear, and the earrings must be in the lobe of the ear. No other body parts may be pierced. Boys may not wear earrings, nor have any body parts pierced.
- m. Hair must be clean, neat and well groomed. Eyes must be visible at all times. Mohawks, spiked, or "punk" hairstyles are not permitted. Ponytails on boys are not permitted. Unnaturally colored hair is unacceptable. (Except when special permission is given during Spirit Week)

n. **BCA UNIFORM POLICY**

The BCA uniform consists of:

- Polo shirt or t-shirt with BCA logo
Colors - grey, navy, royal blue, pink, purple, green and red
(For "Support the Troops Fridays" only plain red shirts, red uniform shirt, or red drill team shirts may be worn.)
- Uniform style pants, shorts & skorts, skirts and jumpers (no higher than 3 inches above the knee).
Colors – black, navy blue, khaki and grey
- Dark blue or black, or grey jeans fit at the waist. No "skinny jeans." Jean shorts and skirts must be no higher than three inches above the knee. Some decorative stitching along the seams is permitted; however, no emblems or sayings, especially across the bottom or back pockets, and no "bedazzling."
- Jackets and sweatshirts with BCA logo or plain
Colors – black, navy blue or grey

- Jackets and sweatshirts with high school, college or professional team logos are acceptable. (Students may be asked to show that they are wearing a proper uniform shirt under their sweatshirt.)
- Students are to wear a school uniform shirt every day. On Wednesdays, students should wear the chapel shirt for the current year. Chapel shirts from previous years are acceptable as a uniform shirt, and may be worn on any day. Drill Team members may wear their drill team practice shirt only on their team practice day. Athletes may wear their team uniform shirt only on game days.

Our Uniform Policy will be enforced. The school reserves the right to make judgements regarding inappropriate choices. Students not following dress code will be asked to go to the office to change. In some cases, the parent/guardian may be called to pick up the student, or bring a change of clothes. Students who continue to violate the dress code may lose their “free dress” privileges.

Q. Extended Daycare (EDC)

BCA offers an extended day care program for students in need of before or after school care. EDC hours are before school, 6:30-8:00 a.m., and after school, 3:00-6:00 p.m. Activities include a study hall period, outdoor games and recreation, table games, etc. Experienced playground personnel supervise all activities. All daycare supervisors have been fingerprinted cleared through a Department of Justice Criminal Record screening, are certified in CPR, and have basic first aid training.

DAYCARE TIME IS TO BE PURCHASED IN ADVANCE. Monthly fees are due on the first of each month, September-May. The December payment covers the half month of June.

Hourly users must purchase a block of time in advance in the amount of \$20.00, \$40.00, or \$60.00. Notices will be sent home letting you know when you need to purchase more time. Any time not used at the end of the year can be credited to Summer Day Camp fees, fall registration, or it may be refunded.

Current fees and further information regarding the EDC program may be obtained from the school office.

R. Extra-Curricular Activities

BCA is a member of the Christian Athletic League of Orange County (CALOC). Students in grades 4-8 are eligible to play on teams which compete in this league. There are two divisions, Elementary for 4th through 6th graders, and Junior High for 7th and 8th graders (6th graders may play on the junior high teams).

BCA participates in the following sports:

Fall (September-November): Boys Flag Football
Girls Basketball

Winter (December-March): Boys Basketball
Girls Volleyball

Spring (March-May): Junior High Boys Volleyball
Junior High Girls Softball
Elementary Co-ed Soccer

Year-Round: Drill Team

An Athletic Participation fee is required for all sports.

Eligibility Requirements: Specific eligibility requirements will be distributed at the beginning of each season.

1. Scholastic - A student must maintain a 'C' (2.0) average to be eligible to participate in the athletic program. Two or more 'Fs' on a three week progress report places the player on probation until the grade improves. If the grade is not improved before the end of the next three-week grading period, the student will be dropped from the team. A teacher may withdraw a student's eligibility if (sh)he falls behind in his or her work, or has a number of late or missing assignments. Students on Academic Probation may not be eligible.
2. Citizenship - If a student receives a detention in one season (s)he will be ineligible for one week. A second DT during the season will result in the student being dropped from the team. Students on Disciplinary Probation may not be eligible. If a student is suspended, (s)he loses his/her eligibility for one year.
3. Attitude - Any student who demonstrates a disobedient or uncooperative spirit will be dropped from the team.
4. Attendance - A student who is absent on a game day may not play in the game that day. (Any absence is defined as missing 4 or more class periods.)

If a student is declared ineligible for any of the above reasons, there is no refund of the participation fee.

S. Field Trips

Education is not limited to the four walls of a classroom. All of God's creation is a laboratory for learning. Teachers are encouraged to conduct classes in the most appropriate places. Each teacher will plan at least two educational field trips each year. The additional costs of transportation and any fees are paid by the parent/guardian.

Prior notification will be sent home. Permission to participate in these field trips is granted by signed authorization. A "Field Trip Permission and Emergency Release Form"

is provided in the beginning of the year packet. This form MUST be filled out and signed by the parent/guardian before a student may participate in any field trip.

At the request of our liability insurance carrier, parents who assist with driving to and from fieldtrips will be asked to submit a copy of their valid drivers' license, proof of insurance, and consent to review their driving record.

T. Financial Policy

BCA depends on the financial support of the school families for its operation. Without the prompt payment of tuition and fees, the school could not function. Therefore, the school has established a payment policy relative to tuition.

All tuition is due and payable on the first of the month. If payment is not received by the 10th of the month, a notice is sent on or about the 11th, and a late fee is charged. If payment and late fee are not received by the 20th, a letter is sent indicating that if payment or (written arrangement) is not received by the 25th the student will not be allowed to continue at BCA. If no payment is received by the 30th, the student's enrollment will be cancelled. (Default on written arrangements will be reviewed by the School Board Committee and may result in immediate dismissal from the school.)

If all tuition and fees are not paid by June 1, the student will not receive his or her yearbook, and we will withhold the report card until all payments are made. In the case of a kindergartner or eighth grader, if tuition and fees are not paid, the student may not participate in the graduation ceremony or the after-graduation activities.

U. Fine Arts (Art, Music, Drama, Speech)

Art and music experience is provided in all grades K-5. The Elementary Music Department produces two annual musical productions, one at Christmas and one in the spring.

In Junior High (6-8) students may choose electives in Art, Music, Drama, or Puppetry. The Junior High Drama and Puppetry classes each produce one play each year. The Puppetry Class performs each year at the annual Westminster Christmas Tree Lighting Ceremony. The Junior High Ensemble (Worship Team) leads worship each week in Chapel.

BCA also participates in the ACSI Elementary and Junior High Speech Meets held each year in the spring.

V. Grading System

It has always been the responsibility of the school to keep parents/guardians informed of their student's progress by providing grade reports at regular intervals. BCA report cards are sent home on a quarterly basis. Two grading systems will be used. One set of grades

will be the traditional letter grade indicating how the student is doing academically.

A+ = 100% (4.0)	C = 75-78%(1.5-1.9)
A = 95-99%(3.5-3.9)	C- = 70-74%(1.1-1.4)
A- = 90-94%(3.1-3.4)	D+ = 69% (1.0)
B+ = 89% (3.0)	D = 65-68%(1.5-.9)
B = 85-88%(2.5-2.9)	D- = 60-64%(1.1-.4)
B- = 80-84%(2.1-2.4)	F = 59% (0.0)
C+ = 79% (2.0)	I = INCOMPLETE

An "I" is given when a student has not completed the work for a quarter because of illness. A grade of Incomplete, which is not made up within two weeks of the end of a quarter, all incomplete work will be scored as -0- and averaged with the rest of the scores..

A student achieving an average of 73% (or below) will be placed on academic probation. An academic "contract" will be established between the teacher, the parent/guardian, and the student. The parent/guardian will receive weekly progress reports. While on academic probation a student may be ineligible for all extra-curricular activities. A student who has an average of 63% (or below) is ineligible for extra-curricular activities and may not be eligible for promotion to the next grade at the end of the year.

The other set of grades will reflect the citizenship and work habits of the student.

S+ = Outstanding
S = Satisfactory
N = Needs Improvement
IM = Improving
S- = Less than Satisfactory
U = Unsatisfactory

W. Harassment Policy

Any form of harassment, whether physical, emotional, spiritual, or sexual, will not be tolerated at Bethany Christian Academy. This includes behavior, which occurs staff member to staff member, staff member to student, staff member to parent, parent to staff member, student to staff member, student to student, or parent/guardian to student. Students who feel they have been harassed are instructed to inform one of the designated staff members or the principal. (For the complete Student Harassment/Sexual Harassment Policy see Appendix A.)

X. Homework

To prepare students for the demands of high school and college, to teach self-discipline, and to supplement classroom instruction, homework will be a common reality at BCA.

Length of time to do homework must be monitored by the parent/guardian. If the

assignments are taking an extremely long time, contact the teacher for a conference. No homework (with the exception of math) is given on Wednesday.

Y. Honor Roll

Positive reinforcement is a powerful tool in guiding and motivating children. Through a program of awards, students will be recognized for contributions in the areas of citizenship, academic achievement, and spiritual awareness. Beginning in the 4th grade students may be recognized for special achievement by being placed on the Honor Roll. Students with straight 'A's' on their semester report card are placed on the "A Honor Roll" and receive a special Certificate of Excellence. Students with a 'B' average on their semester report card are placed on the "B Honor Roll" and receive a special Certificate of Achievement. A grade of 'D' or 'F' in any subject on the semester report card will disqualify a student from the Honor Roll. Honor Roll certificates are awarded at the end of each semester.

Z. Illness

To help prevent the spread of disease we ask that you follow these guidelines before sending your child to school:

1. Do not send your child to school until (s)he has been fever-free for 24 hours. If your child has a fever during the night do not give him/her Tylenol and then send them to school. If their temperature is 99.4 in the morning, most likely it will be over 100 by noon.
2. Children are most contagious during the first couple of days of a cold. During this time, please keep them home.
3. If your child has an antibiotic prescribed for a throat or sinus infection, keep them home until they have been on the medication for one day.
4. If your child should need to take medication at school, prescribed and non-prescribed, a medication form must be completed by the physician, signed by him/her and a parent. If you do not have the form with you at the time of the doctor visit, he/she can write on a prescription pad the name of the medication, dosage, time and length of time medication needs to be given. This can be attached to the form, which still needs to be signed by the parent. This includes cough medicines, Tylenol, Dimetapp, etc.
5. Teach your child to blow his/her nose by holding one nostril closed while blowing, and then repeating the procedure with the other nostril. This will help to clear the drainage out of the nose. Have your child then throw away the Kleenex and wash

his/her hands.

6. If your child has had a difficult time resting during the night due to cough, vomiting, inability to breathe, or an earache, please keep them home.

Remember, the school is not equipped to care for ill children. If your child becomes ill while at school we will make every effort to contact you or an emergency contact person to have your child picked up. We will consider your child to have a fever with a temperature of 99.8 or higher.

AA. Insurance

Each parent/guardian is expected to carry accident/medical insurance on their student. The school provides some insurance coverage for each student. This insurance is "secondary" to all group and individual coverage provided by the family. In the event of an accident, which occurs at school, your group insurance is the primary carrier and is to be billed first for any and all medical fees. The school policy will cover any charges not covered by the group carrier. For further information, contact the school office.

BB. Library

Currently the school library is located in room C110.

CC. Lost and Found

All personal belongings must be clearly labeled with the name of the student. BCA cannot be responsible for those items, which are not properly labeled. The Lost and Found is located in the day care room. You are advised to check the box for missing articles. Those items, which are not labeled, will be sent to a homeless ministry at the end of each month.

D.D. Lunch

BCA has a "Hot Lunch" program, which begins in September and continues through the end of May. Specific information about this program may be obtained in the school office. Students who bring their lunch are requested to bring it in a lunch bag, or box, which is clearly labeled with the student's name.

All students are encouraged to bring a nutritious snack for the morning break. We encourage the parent/guardian to avoid sending candy or other high sugar snacks for this time.

EE. Medical Information

It is essential that all pertinent medical information and instructions be recorded on your child's Emergency Form. While safety precautions are taken, occasionally accidents do occur. The parent/guardian will be notified of accidents that happen while the student is in

our care. In the case of minor accidents, a note will be sent home with the student informing the parents of what happened and what first aid measures were taken.

In the case of major injury, the parent/guardian will be notified immediately, and emergency medical help summoned if necessary. Please, make sure we have **current phone numbers** where you can be reached.

FF. Medication Administration

According to the California Education Code, all students who require any type of medication while at school must do the following:

1. Present a written statement from the student's physician detailing the method, amount, and time of administration.
2. Present a written statement from the parent/guardian requesting school office personnel to administer the medication to the student.
3. Bring the medication in the original bottle, properly labeled.

This must be done for all prescription medication. For over-the-counter medications such as Tylenol, Ibuprofen, cough medicine, etc. written permission from the parent/guardian is required before medication can be given. (Education Code 49423)

Students may not carry medication of any kind, including over-the-counter medications such as Tylenol, aspirin, cough drops, etc. on their persons, in their backpacks, or in their lunches. All medication MUST be kept in the school office. In the case of severe allergies where a student requires an Epi-Pen, the Epi-Pen may be kept by the teacher in the classroom.

GG. Passes

No student is to be outside his/her classroom while class is in session without a pass given by a teacher or day care personnel.

HH. Prohibited Items

Do not bring the following items to school:

- | | | |
|----------------|--------------------|------------------|
| *cell phones | *i-Pads | |
| *video games | *Walkman/tapes | *bows and arrows |
| *comic books | *walkie-talkies | *knives |
| *magazines | *tape recorders | *explosive caps |
| *ninja stars | *radios | *binoculars |
| *make-up | *chewing gum | *CD's/CD players |
| *Game Boys | *toys of any kind | *pogs |
| *playing cards | *Any POKEMON items | *chains |

- *guns of any kind (including squirt guns and BB guns)
- *any games or materials that are occult in nature or message

If any of these are brought to school, they will be taken and kept in the office until the parent comes for them. If the item is not picked up within two weeks, it will be disposed of.

Possession of guns, knives, bows and arrows, ninja stars, explosive devices, or any other item which can cause harm is a serious offense and may result in suspension or expulsion. Parents, please screen the things your child wishes to bring to school. When in doubt, leave it at home.

II. Rules for Driving on Campus/Carline

For the safety of our students and their families, we ask that anyone driving on our campus observe the following rules:

ALL CARS COMING ON CAMPUS MUST DISPLAY THE BBF/BCA/BCP PARKING TAG

- 1. 5 m.p.h. AT ALL TIMES**
2. Follow the line as marked by barriers and cones.
3. Follow the directions of the “traffic director.”
4. **DO NOT** pull around a stopped car unless you are directed to do so by the “traffic director.” If there is no “traffic director” present, **DO NOT** pull around a stopped car.
5. Please have your children enter or exit your car on the PASSENGER SIDE ONLY. **At no time should children be outside the vehicle on the driver side.**
6. Do not cut across the basketball courts at any time. Do not park on the basketball court.
7. Park in marked stalls only. Do not stop or park parallel to the curb at the back of the parking lot (near the grass) or parallel to the brick wall.
8. Do not pull through or between the marked parking places.
9. Do not wait more than 30 seconds in car line. In the morning, if your children are not ready to exit your vehicle when you arrive in car line, please pull into a marked stall and park while they gather their belongings. In the afternoon, if your child(ren) is/are delayed, make “the loop” one more time or park in a marked stall.
10. **If you leave your car for any reason TURN OFF THE MOTOR AND REMOVE THE KEYS. DO NOT LEAVE CHILDREN IN YOUR VEHICLE WITHOUT ADULT SUPERVISION.**
11. **Do not use your cell phone while driving on campus.**
12. Do not allow your children to play on the playground between 2:30 and 3:00 p.m. Once you have picked up your children they must stay with you.
13. Do not allow your children to cross car line without an adult.

If you do not obey these rules, you may be asked to park off campus and walk to pick up

or drop off your children.

JJ. Skateboards, Skates, and Rollerblades

With parent permission students may ride skateboards, skates, rollerblades to school. Upon arrival, the student must carry the skateboard, skates, or rollerblades. For his/her safety and the safety of others, (S)HE MAY NOT RIDE THE SKATEBOARD OR SKATES ON THE SIDEWALK AREAS, ON THE PLAYGROUND, NOR IN THE PARKING LOT (except on those days designated as "Skate Days" for Extended Day Care).

Violation of the above guidelines will result in the loss of skateboard privileges. The skateboard will be confiscated and kept in the office until a parent retrieves it.

KK. Soliciting

Students are asked not to solicit (for organizations outside the school) BCA staff members or others on the school grounds. The school will be dependent upon its own fundraising projects and thus will be asking the students to assist in these school sponsored endeavors. Children are not to buy, sell or trade items with one another.

LL. Special Assistance

Students with special academic needs may qualify for special assistance. Teachers may recommend that a student receive specialized help from our Resource Teacher.

Assistance is given during class time. There is a fee for books and supplies.

MM. Supplies

Information regarding what supplies will be needed for each grade will be sent home to the parents before the start of each year.

NN. Telephone Use

While there are times when a student must make a phone call it is important that they be limited to calls of necessity. In order to cut down on unnecessary calls, a student must have a pass from the teacher. The teacher will screen student calls to determine the necessity of the call. In the case of illness, the school secretary will call the parents. Students are not permitted to use the phone in the church office or nursery.

OO. Textbooks

Textbooks that are non-consumable are loaned to the student for the year's use. In order to protect the books as long as possible, each book must be covered with a sturdy cover.

Textbooks which are consumable (i.e. workbooks, study guides, etc.) are the property of

the student, however, students are expected to care for these books also. All textbooks are to be covered and labeled on the cover with the student's name and class. Students must pay for all lost or damaged books, whether consumable or non-consumable.

PP. Visiting Policies

Parents of students are welcome to visit classes or chapel after the first four weeks of school and before the last three weeks of school. Please, make arrangements through the school office at least 24 hours in advance of your visit. Visitation in Junior High classes will not be permitted during the week of final exams. Visitation in any class will NOT be permitted during SAT week.

ALL visitors to campus must check into the office first to receive a Visitor's Pass. All visitors are expected to comply with the BCA dress code. School age visitors must be approved 24 hours in advance.

QQ. Withdrawal Procedures

Withdrawal from BCA for any reason must be conducted through the school office by the parent or guardian. All monies owed the school must be paid and all textbooks must be returned before the withdrawal is complete. A \$50.00 Contract Cancellation fee is charged and tuition is computed through the end of the current month..