

Bethel Christian Academy

Academic Excellence from a Biblical Perspective



Student Handbook

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Mission Statement

"Academic Excellence from a Biblical Perspective"

School Vision

"Raising up Students of Integrity who Love God and Love Others through Academic Excellence from a Biblical Perspective." We have very high expectations, not only academically, but in attitude, action, and relationship with God.

Statement of Faith**We believe the following truths:**

We believe the Bible to be the inspired, the only infallible and authoritative Word of God.

We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life.

Doctrinal Position

Though we have many denominations represented at Bethel Christian Academy, we experience great unity. God is blessing us because we strive to place Jesus Christ at the focal point of everything we do.

We all believe in the central message of the Word of God and stand solidly behind our Statement of Faith. We will not compromise on these central doctrines of the Word of God. We realize that as Christians there are some differences that are peculiar to our particular denominations. When these particular issues arise, students and teachers are encouraged to explain their specific belief and the reasons for it without judgment on those who believe differently (assuming that belief is not contrary to the Word of God.)

Academic Program

Bethel Christian Academy meets or exceeds the academic requirements outlined in state and national standards as prepared by the Ohio Department of Education.

Accreditation and Affiliation

Bethel Christian Academy is accredited by the Ohio Department of Education. Our school is also a member of the Association of Christian Schools International.

Admissions

Bethel Christian Academy recruits and admits students of any race, color, or ethnic origin to all rights, privileges, programs and activities. The school respects the religious preferences of parents and students; however, all classroom instruction is in the context of the stated doctrinal position of the school. The school maintains the right to refuse admission to students not

meeting the school's academic requirements or the student's attitude displaying a lack of willingness to meet the code of conduct of the school.

BCA holds that a good working relationship with families is the utmost in educating a child. It is highly important that the school and the family work together to achieve the best education for students. For this reason, Bethel Christian Academy has the right to refuse admission to any family or student whom they find unsupportive of the school's policies and personnel. There is a 45-day probation period for all new students.

Registration

A registration fee is required to ensure the acceptance or re-enrollment of the student and is due with the application. This fee is non-refundable.

All students NOT submitting results of recent standardized achievement tests will be required to take a school administered achievement test in math and reading before acceptance is finalized. The fee for this test is \$30.

All students enrolling at Bethel Christian Academy will be assigned to a classroom after the entrance level examination. Any grade placement prior to receipt of school records is tentative. All classes have a limit on enrollment in order to give the students the personalized attention they deserve. Qualified students will be accepted in order of their submitted registration. Returning students are given preference in enrollment up to March 1. When the limit of enrollment of the class has been reached, qualified students will be placed on a waiting list.

Age Qualifications

Pre-Kindergarten is offered at Bethel Christian Academy. Children enrolling in the Pre-Kindergarten program must be three years of age and potty-trained before they can be accepted into the Pre-K3 program. To be admitted into the Pre-K4 program, students must turn 4 years old by September 30th of the year enrolled. The administration reserves the right to deny admission based on social and emotional maturity. All decisions of the administration are final. Kindergarten is offered for 5-year olds. Children enrolling in K-5 program must be five years of age before September 30th of the same year. An entrance test is required for all newly enrolled Kindergarten students. The fee for this test is \$30.

Students entering first grade must be 6 years of age by September 30th of the year enrolled.

Financial Agreement

Bethel Christian Academy is dependent upon tuition and school fees for their operation. Tuition payments must be made on a prompt and regular basis. Tuition payments are due the **tenth** of each month or the nearest business day in the case of a weekend or holiday/. The first tuition payment is due August 10th and the last payment is due May 10th. **If the first payment is not made by August 20th, the student will not attend school until BCA receives verification from FACTS Tuition that payment has been made.**

Late fees will be posted on the 11th for payments that have not been made. If tuition payments exceed two months, students will be unenrolled until payment can be made.

Fundraisers

The Board of Education at BCA works to keep fundraising to a minimum for students at BCA. However, optional fundraisers may occur in order to defray the cost of additional expenses for sports teams, clubs, special events, etc.

Before & After School Care Payments

Before and After School Care (BASC) charges will be billed monthly and are due by the 10th of the following month. BASC payments are made directly to the school by cash, check, or online via ParentsWeb. BASC Balances will be sent out on the 1st of each month (or the closest business day). If charges are not paid by the 10th, a \$15 late fee will be added on the 11th. If payments are not made for 2 months, students will not be permitted to remain in BASC.

Students must be registered in BASC by 2:00PM. There will be a \$5 fee added if the request to stay comes in after 2:00. There are occasions when we cannot take additional add on students, if a child is added after 2:00 on a day that we are full, the fee will be \$25.

BASC closes at 6:15. There will be a fee of \$1 per minute per student after 6:15.

Student Records/Balance Owed

Report cards and student records will not be available to parents unless all balances, including tuition fees, BASC charges, etc, are paid in full. Cumulative records will not be transferred until balances are paid.

Tuition Assistance

A limited amount of in-house assistance is available to families with special financial needs. All K-8 families are encouraged to apply for the EdChoice Scholarship, an Ohio program that pays a minimum of \$650, and up to full tuition for families depending on income. [Click here for info.](#)

Withdrawal

Parents must notify the school office of their plans to withdraw their child. All money owed and school property must be returned and/or paid before the withdrawal is complete. If notice is not given, the parent is responsible for a half-month's tuition. Because of vacation & holidays in December, any student attending classes in December will be charged for the full month. If appropriate notice is given to BCA, tuition will be calculated at the date of withdrawal. Tuition that has been paid in full will be re-reimbursed after appropriate notice is given and the final date of attendance is calculated. One-half (1/2) month's tuition and all fees owed will be required if the student is expelled.

Arrival and Departure Procedures

All families will be required to comply with the traffic procedures as designated in these instructions. All family members (grandparents, aunts and uncles, siblings, babysitters, etc.) involved in dropping off or picking up students should be advised of specific instructions, and understand the requirement to follow them. ***Parents entering the parking lot during recess time must enter slowly (not more than 10 mph) and carefully.***

Arrival

Please enter the EAST DRIVE (not at the traffic light.) Drive to the back of the parking stop outside the main school entrance. Students will enter directly into the gym and go to their assigned class line. Parents are not permitted to walk students into the building for the safety of all of our students, but may park and walk them to the entrance if they choose. When pulling up to the doors, please be aware of the cars that are waiting behind you. If your child requires much assistance, please consider parking as to not hold up traffic. After you have dropped off your children, proceed forward and turn right around the corner and exit using the WEST DRIVE (at the traffic light.) For security purposes, all entrances to Bethel Christian Church & Academy will remain locked when students are present.

Dismissal

Please enter the EAST DRIVE, not at the traffic light. Pull to the back parking lot to the assigned door and hold up your number so that the teachers on duty can send your child out. Please be aware that at certain times the parking lot is very busy with people walking to and from cars as well as cars and buses entering, loading, and exiting. Please use extreme caution and care whenever you enter or leave the school parking lot. If your child requires much assistance, please consider parking as to not hold up traffic. Dismissal is at 3:00 p.m. Parents are not permitted to enter the building or go to classrooms, lockers, etc. without an appointment. Students may not return to the classroom for forgotten items after dismissal unless accompanied by a staff member.

Half Day Dismissal for Pre-Kindergarten students will require parents to enter through the EAST DRIVE, park in the lot, come in to sign out their child, then exit at the light.

Carpools

If parents desire, they may contact other families to form a carpool. The school cannot be responsible for the safety of children in any carpool. Please be sure that the driver is adequately covered with insurance. All students are to be dropped off on school property, and will not be permitted to leave the school without written permission from the parents or until picked up by parents or carpool in the afternoon. Unless there is an emergency, please make all carpooling arrangements prior to the school day.

Attendance

It is imperative that students are in school every day. Studies find that learning loss begins to happen when students are absent more than 10% of school days. The purpose of Bethel Christian Academy is to educate the children within its walls. This cannot be done if a child is continually absent or tardy. Any missed instruction results in a disruption for the education of the child.

School hours are 8:15am to 3:00pm. Students who are not at school by 8:25 will be considered tardy. When circumstances prevent a student from being in school, he/she must make up any work missed. It is the student's responsibility to obtain all missed assignments. Per Ohio House Bill 66, the school must attempt to contact parents, guardians, or caregivers of any student who is absent without legitimate excuse. This will be done through email by 9:30am.

Habitually Truant/Excessively Absent Defined

BCA has adopted the policies put in place by Ohio House Bill 410.

A student is marked **habitually truant** when he/she is absent 30 or more consecutive hours (3.75 days) without a legitimate excuse; absent 42 or more hours (5.25 days) in one school month without a legitimate excuse; absent 72 or more hours (9 days) in one school year without legitimate excuse.

A student will be deemed **excessively absent** when he/she is absent 38 or more hours (4.25 days) in one school month with or without legitimate excuse, absent 65 or more hours (8.125 days) in one year with or without legitimate excuse.

Parents will be notified at the end of each month once a child has reached either habitually truant or excessively absent.

Continued absences and/or tardies may result in the following:

Conference with administration and absence intervention team to establish an improvement plan

Retention

Termination of enrollment

Inability to re-enroll for following school year

Loss of EdChoice Scholarship

Excused and Unexcused Absences

Excused absences include the following: illness of the student, serious illness or death in the family, medical appointments for the student. For any absence due to a medical appointment, students must submit a doctor's note.

A parent must call or email the school office each day to report a student's absence by 10:00am the day of the absence.

Absences not falling within these categories will be considered unexcused. If contact is not made, the absence will be considered unexcused. If an absence is unexcused, students run the risk of not earning credit on missed work.

Per the state of Ohio, students who have more than 20 unexcused absences for the entire year are not eligible to renew their EdChoice Scholarship.

Extended Absence Due To Illness

If a student is absent from school for more than 3 consecutive days, he/she will be required to bring a doctor's note with an explanation for the absence. After 3 consecutive days absent due to illness, the parent must contact the school to schedule a time to pick up the student's missed assignments in order to prevent excessive make-up work for the student upon return.

Pre-Arranged Absences

For special situations, an "Absence Request and Report Form" may be obtained from www.bcakids.org/parents. Parents must submit a written note indicating the date of and explanation for the proposed absence at least **one week** (7 calendar days) prior to the student's absence from school. Homework requests less than seven days prior to leaving are not guaranteed and students will have to make up work upon returning. All assignments must be completed within two days after the student returns to school or the assignment will be counted as a 0%. We encourage parents to plan family vacations during scheduled school breaks.

Excused Tardiness

Latecomers are excused for reasons of personal illness, family illness, family emergencies, a major traffic disturbance (affecting multiple families), excessive snow, or a car breakdown. Being tardy due to strong-willed children, a missed alarm, forgotten items, carpool problems, or heavy traffic is not excused. Parents must contact the attendance office when arriving late/tardy. In order to qualify for a 1/2 day attendance, full-day students must arrive before 11:45am and half-day students before 10am.

Unexcused Tardiness

Unexcused tardies count toward the hourly attendance record that BCA is required to report to the state of Ohio. There will be a fee for every 6 unexcused tardies in one quarter. Parents will accrue a \$25 administrative fee. Continued tardiness may result in the following: truancy notifications, termination of enrollment, inability to re-enroll and/or loss of EdChoice Scholarship or financial aid.

Early Pick Up

A parent must contact the office beforehand and give an appropriate reason for signing out a student. If a student becomes ill (throwing up and/or fever over 100.0 degrees Fahrenheit) during the day and needs to be sent home, the office will notify the parent or guardian to pick up the ill child. Parents must notify the teacher if they plan to pick up their child from school before dismissal at 2:56pm.

Birthday Parties

Parents may send in a small treat to celebrate a student's birthday if arranged previously with the teacher. Please consider a healthy treat as well as any students with allergies before sending in a treat/snack. If a student plans to have a party outside of school that the entire class is not invited to, please use the school directory to contact parents directly rather than distributing invitations in the classroom. Also, please encourage your child not to speak of the party in front of children who are not invited in order to prevent hurt feelings.

Cell Phone Policy

Bethel Christian Academy will follow Cell Phone Use policy as suggested by the State of Ohio House Bill 250.

- Students are prohibited from using cell phones at all times. This includes arrival and dismissal times, the restroom, and lunch.
- Students shall keep their cell phones in a secure place, such as the student's locker or a closed backpack. Lunch boxes in the cafeteria or pants pockets do not fall in this category.
- Students will be given one verbal reminder to keep return their cell phone to the proper storage area.
- Cell phones will be given to the office for parents to pick up at the end of the school day.
- Students will be given detention.

Changes in Personal Information

Any changes in information recorded on the enrollment forms (home address, home phone, cell phone, work phone, etc.) should be updated in your ParentsWeb and/or reported to the office as

soon as possible to enable us to keep our records current and to be able to reach you in case of an emergency.

Chapel

Chapels will be held as part of the school program. Chapel attendance is required of all students. Services are designed to provide a positive experience of worship for all students at Bethel Christian Academy followed by a biblical teaching. Parents are encouraged to come and participate in chapel service, but are **not** permitted to accompany students back to their classrooms at the conclusion of chapel. If you can not attend chapel in person, you can view it on our YouTube channel.

Chewing Gum

Students are not permitted to chew gum at any time while in the school building.

Class Parties

Each class will hold scheduled parties throughout the year for special celebrations or holidays. All class parties are held at the teacher's discretion.

Computer and Internet Usage Policy

Students may only use BCA classroom and school computers, networks, and online services for the following acceptable uses:

- Learning activities in support of school instructional objectives
- Research supporting educational programs
- Communications between faculty, staff, students and others outside the containing messages or information, the content of which is not in conflict with this policy and school regulations.

UNACCEPTABLE USES OF COMPUTERS AND ON-LINE SERVICES

Students may not use BCA computers, networks, and on-line services for unacceptable uses, specifically including, but not limited to, the following:

- Damaging or altering the operation of BCA's computer network services, or interfering with other users' ability to use BCA's computer network services.
- Creating or distributing communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation or inconsistent with any other BCA Board Policy
- Infringing on the rights or liberties of others; using profanity or harassing language as a method to offend or insult others
- Illegal or criminal use of any kind.
- Causing or permitting materials protected by copyright, trademark, service mark, trade name, trade secret, confidentiality or proprietary data, or communications of another, to be uploaded to a computer or information system, published, broadcast, or in any way disseminated without authorization from the owner.
- Installing or maintaining any hardware or executable software not owned or licensed by Bethel Christian Academy. This includes software in the public domain and "shareware."

- Granting access to school computers, networks, and on-line services to individuals not authorized by the BCA School Board, either by intentional conduct such as disclosing passwords, or by unintentional conduct such as failing to log off.
- Conducting commercial, profit-motivated, or partisan political activities not related to Board programs.
- Interfering with other users' ability to district computers, networks, and on-line services; attempting to read, delete, copy, modify, or forge information contained in the files of others users.
- Promoting the use of drugs, alcohol, or tobacco or unethical practices that violate law and Board policy.
- Accessing, viewing, printing, storing, transmitting, disseminating or selling any information by law or subject to privilege or an expectation of policy.

Discipline/General Student Conduct

Discipline at Bethel Christian Academy is for the purpose of disciplining students to our Lord Jesus Christ.

General Attitudes BCA Seeks to Cultivate

Reverence towards God and His house

Respect for authority and each other

Kindness for all of God's creatures

First-time Obedience

Honesty in word and deed

The ability to accept correction gracefully

Discipline Guidelines

Respect for school and authority is a fundamental principle at BCA. Students are expected to demonstrate a positive and respectful attitude toward all members of the administration, faculty, and staff. The classroom environment must be conducive to learning. Therefore, classroom discipline is administered to teach a child respect for teachers and other students as well as to provide the best possible atmosphere for learning and the safety of our students. Students must be respectful to teachers, teachers' aides, secretaries, drivers, and visitors at all times. Therefore, the students know what behaviors are expected of them and what the consequences or rewards are for following the classroom expectations. When minor problems arise, the teacher will administer the necessary discipline. Positive reinforcement is given on a daily basis within each classroom using external motivators and praise. In addition, recognition is given publicly in chapel each week for outstanding behavior and academic performance in each class.

Consequences for Infractions – Elementary

Teachers will handle minor offenses in the classroom. The school administration will handle major offenses. Major offenses include, but are not limited to, the following: profanity, willful destruction of school property or that of another student, cheating, lying, fighting, blatant disrespect to a staff member, theft, the use of drugs, alcohol, tobacco, or a minor offense that has become a habit. Discipline may take several forms, such as: loss of privilege, separation,

detention, suspension, or expulsion. The standard of discipline will follow the order of a verbal warning first, followed by a written/visual warning to the student, and culminating with disciplinary action.

An elementary student who receives 4 discipline notices in a 30-day period will receive a 1-day out of school suspension. If a student receives a 3rd or 4th suspension, they will be 3-day out of school suspensions. If a student's behavior does not improve after a 4th suspension he/she may face expulsion.

The administration has the final say in all disciplinary action. Extreme offenses, especially those that may cause harm to others may, at the administration's discretion, result in more severe penalties and may not follow the standard order of discipline.

Consequences for Infractions – Middle School

The disciplinary actions in the middle school will follow a numerical system. Whereas the warnings for these actions are the same standard as the elementary (verbal warning, written warning, then disciplinary action), the actions will tally from 1-32. The following are the consequences of these actions:

Any 4 disciplinary actions (checks) in any 90 period will result in an after school detention. Detentions may be given for major infractions, and are the equivalent of 4 checks. If a student accumulates 12 checks (or the equivalent) during the same school year, it will prompt a call to the student's parents. After 16 total checks (or the equivalent), parents will again be notified of ongoing disciplinary actions, and warned that students are nearing suspension if behavior does not improve. After 20 total checks (or the equivalent) during the school year, students will receive a 1-day out of school suspension. After 24 and 28 total checks (or the equivalent) during the school year, students will receive 3-day out of school suspensions. If a student reaches 32 total checks (or the equivalent) during the school year, they will face expulsion from the school.

Students who are suspended must complete the work they missed and will receive 50% credit. Final decisions on severity of discipline are at the discretion of the school's administration. Assault, bullying, or threat of physical harm, destruction of property, or other major infractions will be met with severe punishment and will not follow the plan of action steps listed above.

* All discipline will be issued at the discretion of the staff. Parents may be called in if issues cannot be resolved.

* Dress code infractions will accumulate toward detentions, but may not be used as a reason for suspension.

Parental and Student Agreement Reminder

Please note that by completing enrollment, parents and students are declaring understanding of these guidelines and are ensuring cooperation in these matters. BCA desires to work with parents in educating their children and expects and appreciates parental support and participation in the area of discipline.

Dress Code

We believe that a person's appearance reflects his image of himself and of those around him. As Christians, BCA students are a reflection of both the Lord Jesus Christ and the Academy.

Reasons for Uniform Dress

To maintain modest, neat, conservative dress appropriate for school setting

To preclude competition between students

To eliminate unnecessary distractions

All students are expected to comply with the uniform guidelines provided by Bethel Christian Academy. Uniforms are to be clean, pressed, and maintained in good condition. If a student is not in appropriate uniform, parents may be called to bring one or students may be loaned a uniform. Loaned uniforms must be returned within one week. If not returned, the value of the loaned uniform will be added to the students account.

General Descriptions

Boys and Girls Shoes All boys and girls in PreKindergarten through 8th grade must wear school appropriate shoes. Students are not permitted to wear sandals, open toe or open-backed shoes. In addition, high heels, platform shoes, clogs, or heelys may not be worn.

BCA Uniform Dress Requirements: K-8th grades

Monday through Thursday

Boys

- Navy/Khaki pants
- Red, white, blue polo shirts
- Navy/Khaki uniform shorts (May-September only)
- Red, white, blue long sleeved t-shirts may be worn under uniform polos
- Crewnecks or quarter zips ordered from the approved sportswear location with the BCA logo may be worn over polos. Zip sweatshirts are not permitted.

Girls

- Navy/Khaki pants
- Navy/Khaki or plaid skirts or jumpers
- Red, white, blue polo shirts
 - Girls only may wear school approved plaid skirts/jumpers purchased through Schoolbelles.
 - Girls may wear leggings UNDER skirts/jumpers, but skirts/jumpers must still be appropriate length.
- Navy/Khaki uniform shorts (May-September only)
- Red, white, blue long sleeved t-shirts may be worn under uniform polos
- Crewnecks or quarter zips ordered from the approved sportswear location with the BCA logo may be worn over polos. Zip sweatshirts are not permitted.

MIDDLE SCHOOL STUDENTS ONLY may wear BCA hoodies from the approved sportswear location over polos.

MIDDLE SCHOOL STUDENTS ONLY may wear shorts between October and April IF the high for the day will be over 60 degrees.

Friday Chapel Days*

Boys

Navy/Khaki pants

White button down dress shirt & tie

Girls

Navy/Khaki or plaid skirts or jumpers**

White button down blouses

*Hoodies, crewnecks, quarter zips, polos may not be worn in chapel.

**Girls may wear uniform pants on chapel days if the temperature is below 32 degrees.

All pants/skirts/shorts must be made of khaki/chino/dress material (no jeggings or leggings).

All shorts/skirts must be appropriate length. Pants that meet the material and color requirements may have elastic at the bottom of the legs and/or drawstrings at the waist. Belts must be worn if belt loops are present.

Dress Up Chapels

The last Friday of each month, students have the option to dress up. Girls may wear modest dresses with sleeves or skirts, or dress pants and dress shirts (i.e. jumpers or pants suits). Boys may wear slacks with a dress shirt of any color with a tie. Students must wear standard chapel uniforms for all other chapels.

Gym Clothes

All students must wear athletic shoes for gym and are expected to participate in all activities. No student will be dismissed from gym class without a written note from the child's doctor.

Middle school students (6th-8th graders) are required to wear BCA gym uniforms in order to participate in gym class. The uniform consists of a BCA tshirt and navy shorts or sweatpants. These items are available for purchase online. Failure to bring gym clothes or proper shoes will affect the student's grade.

Dress-Down Days

Students may be permitted to dress down, or have a "jeans day" on special occasions, and are permitted to wear jeans and casual shirts or tee shirts. Students should still maintain a neat and clean look. Torn, frayed, ill-fitting jeans, jeans with holes or patched holes, sweat pants and athletic pants are NOT permitted. Clothing should fit properly. T-shirts with immoral or inappropriate sayings or images (including skulls, villains, or other characters who do not represent our school's values) or shirts advertising immoral products (cigarettes, alcohol, night clubs, questionable material, etc) are not permitted. Please err on the side of caution. If there are questions as to if an item of clothing would be permissible it probably should not be worn.

Pay for Jeans Days are every Thursday. Students may choose to wear jeans and a t-shirt every Thursday for \$1. All monies raised during Pay for Jeans Days go toward the 8th grade trip to Washington, D.C.

Outerwear

Students are required to wear proper and adequate jackets, coats, hats, gloves, etc. for inclement weather. Students are not permitted to wear jackets and coats in the classroom. If students are cold, they may wear the uniform sweater or approved crew neck/quarter zip/hoodie in the classroom. Girls are permitted to wear navy gym sweats for recess outdoors during winter weather only. *BCA hoodies are for middle school students only.*

Please mark each item of clothing with your child's name, including blouses, jumpers, pants and shirts, jackets, coats, and boots. Items without names that are left behind will be placed in the lost & found for a period of time. If your child is missing an item, please contact your child's teacher with a description of the item. Any unclaimed items will then be donated.

These items are NOT permitted

Hats, hoods, headscarves, or bandanas, colored hairspray or face paint

Clothing or items that do not reflect the school's values or that are used as a political or social expression.

Grooming

Hair coloring must be a natural hair color. Hairstyles should be conservative and modest (i.e. no mohawks, razor designs, "skin head," etc). Any hair style that demonstrates an extreme is inappropriate. Boys' hair should be neatly groomed above the collar and may not cover the eyes. Girls may have pierced ears, but no more than two per ear. No other piercing is permitted. Boys may not have any piercing. Gauging of any form is not permitted. Good personal hygiene should be observed.

Dress Code Violations

It is the parents and students responsibility to know this dress code and comply with it. Students violating the prescribed dress code will be subject to the school's discipline policy.

Emergency Closing of School

During inclement weather, BCA may be closed. The administrator will consider the safety of all students, and make announcements on: Social Media, BCA website, One Call Now voice call or text, and local television affiliates.

All regulations and procedures are implemented with the safety of our students in mind. We appreciate your compliance with these procedures.

Emergency Preparedness Drills

Fire and tornado drills will be held at various times during the school year. Directions are posted in each classroom for evacuation. Lockdown drills are also conducted throughout the year.

When the alarm sounds, teachers will guide students through the appropriate protocol.

Extended Care Program

The Before and After School Care Program

(BASC) is provided as a service to those parents who need child care before and after school hours. This program is designed to provide childcare in a safe, enjoyable, nurturing atmosphere for the children. Our program begins at 7:00am and ends at the latest 6:15pm. There is an additional charge for the use of this program. The following guidelines will incorporate these goals as well as coordinate our efforts between school and home:

The Before School Care Program runs daily 7:00-8:00am. Students will have access to activities in the gymnasium. At 8:00 students will be required to clean up any toys or materials, sit in their class lines, and talk quietly with classmates until teachers come in to pick up students to start the school day at 8:15.

The After School Care Program will begin daily at 3:30pm. Students using After Care **MUST** be registered by 2:00 each day. Students who are not picked up by 3:30 and not registered for aftercare will have a \$5 fee. The students will be divided into two groups. Each group will have a designated room. Parents are required to enter the building and check their children out of the program. Failure to check out will result in the student being checked out of the program at 6:15pm.

Students will participate in a variety of activities (snack, study hall, game time, and crafts), but will be following separate schedules appropriate for their age level. Students wanting a snack will need to bring their own from home. All students in Grades 2 through 8 should be prepared to use the study hall time wisely for assigned work, studying, reports, or reading.

Policy for Students at School After Hours (3:30-6:15 pm)

All students in the building after school hours must be accompanied by an adult. No student is allowed to wander the building or be unchaperoned in a classroom or in the hallway at any time. If a parent is not at BCA to pick up a student by 3:30, the student **WILL BE CHECKED INTO** After School Care. *There can be no exceptions to this rule for student safety and liability reasons.*

Students must be picked up by 6:15pm. BCA reserves the right to notify CPS if students are not picked up and we are unable to get ahold of parents/guardians/caregivers or if students are routinely left after hours.

Before and After School Care Rules

The same rules apply to BASC that apply during school hours. Consequences, including but not limited to loss of privilege, time outs, principal referral, etc. will be the primary form of discipline for Before and After School Care. Consistent discipline issues may result in parents not being permitted to use the Before and After School Care service.

Before and After School Care Charges

Childcare will be charged in quarter hour increments. Registration is required for aftercare. If your child is going to stay in aftercare unexpectedly, please let the office know by 2:00. Children who go to aftercare without previous notification will be charged an additional \$5. If a parent should pick his/her children up after 6:15pm, there will be an additional charge of \$1.00 for each minute. An email will be sent home on the first day of the month, which will include the total

charges from the previous month. Charges must be paid by the tenth of the month to avoid a \$15 late fee. All additional charges will be added to the students account.

After School Activities

Students staying for after school activities (tutoring, sports, clubs, etc.) must be picked up at the conclusion of the activity. A 5-minute grace period will be given, then any student who has not been picked up will be "checked in" to After School Care at that time and parents will be responsible for paying for the service. It will not be possible to accommodate requests that students "wait in the office."

Early Dismissal Days

When Bethel Christian Academy has early dismissal, students must be picked up by the designated time. There will not be any aftercare on these days. If a student is left past the designated time, parents will be charged \$5 per minute on their account.

Field Trips

Field trips are away from school experiences related to classroom study and activities. A permission slip, which is part of the enrollment process, must be on file for each child. Students without permission slips on file are not permitted to attend school conducted field trips and excursions. A letter explaining the objectives of each trip and the cost will be sent home by the teacher and will include specific dates, times, places, and costs. Appropriate dress will be announced at that time as well. Please help your student's teacher by sending in all fees in a timely fashion. Parents who would like to drive on field trips must have their driver's license and insurance card on file before they will be permitted to drive students. Only BCA students are permitted on field trips. Other children are not permitted to attend.

Car Seats for Field Trips*

Ohio law requires children between ages of four and 8 years old to be properly restrained by either a child seat, booster seat, or safety seat anytime they are being transported by a motor vehicle. (This doesn't apply to children riding in taxicabs or public safety vehicles.)

Drivers who violate this law face a misdemeanor charge of a minimum of \$25 to a maximum of \$75 for each occurrence.

Ohio's revised child restraint law requires the following:

- Children less than 4 years old, or 40 pounds must use a child safety seat.
- Children less than 8 years old, unless they are at least 4' 9" (57") tall must use a booster seat. Use a high back booster if the car's backseat is below the top of the child's ears.
- Children must use a child safety seat or safety belt.
- Children under 12 should ride in the backseat to prevent airbag injuries and fatalities.

*Should Ohio law change, the new Ohio safety guidelines will supersede this section and the new law will be followed.

Finance Policies

The following are the policies regarding payments and fees. Failure to follow these policies may result in termination of enrollment or the inability to re-enroll for the next school year. All accounts must be current in order for students to participate in sports.

Tuition

Bethel Christian Academy is dependent upon tuition payments for operation. Monthly tuition payments are due on the 10th of each month (or the nearest business day in the case of a weekend or holiday). Late fees will be posted on the 11th for payments that have not been made. If tuition payments exceed two months, students will be unenrolled until payment can be made.

Lunch

BCA utilizes the Federal Lunch Program and must operate within the scope and conditions of the program. Lunch accounts must be paid ahead. You will receive notifications through the FACTS system when your account reaches \$0. At \$20, you will receive a notice from our finance department. If your balance reaches \$50, students will be required to bring a lunch from home.

If a family qualifies for free/reduced lunch, paperwork needs returned on the first day of school. You will be responsible for the cost of lunch and/or breakfast until paperwork is filed.

Tardy Fees

Families will accrue a fee of \$25 for every 6 unexcused tardies per quarter. These will be added to the families account when the 6th tardy is reached. All balances must be paid by the 10th of the following month to avoid late fees.

Before and After School Care

BASC Balances will be sent out on the 1st of each month (or the closest business day). If charges are not paid by the 10th, late fees will be added on the 11th. If payments are not made for 2 months, students will not be permitted to remain in BASC.

Students must be registered in BASC by 2:00PM. There will be a \$5 fee added if the request to stay comes in after 2:00. There are occasions when we cannot take additional add on students, if a child is added after 2:00 on a day that we are full, the fee will be \$25.

BASC closes at 6:15. There will be a fee of \$1 per minute per student after 6:15.

Late fees

Accounts not paid by the 11th of each month will be charged a \$15 late fee. This will be added on the 11th of each month that the fee is not paid.

Non Sufficient Funds

If payments are returned for Non Sufficient Funds, a \$35 fee will be added. This does not include additional fees charged by banks for financial institutions.

Food Service

The BCA Food Service Department is committed to the overall well-being of our students and offering a choice of healthy meals each school day. All meals served must meet nutrition standards established by the U.S. Department of Agriculture (USDA). Our school menus meet federal nutrition standards for school meals, ensuring that meals are healthy & well-balanced, and provide students all the nutrition they need to succeed at school. School meals offer students milk, fruits and vegetables, proteins and grains, and adhere to strict limits on saturated

fat, sodium and portion size as determined by National School Lunch Program Guidelines. We help students start their day by providing a nutritious breakfast consisting of a two bread/grain equivalent selection(s), or one bread/grain equivalent and one meat/meat alternative selections, a choice of 100% fruit juice and/or fruit, and a choice of 1% white or fat-free chocolate milk. Every day a nutritious lunch is offered, consisting of an entrée (which can include a bread/grain and a meat/meat alternate), two different fruit and/or vegetable choices, and a choice of milk. The milk choices consist of 1% white or fat-free chocolate milk. As mandated by the United States Department of Agriculture (USDA), school breakfast meets 1/4 of the Recommended Dietary Allowance (RDA) and school lunch 1/3 of the RDA.

In addition to adhering to the USDA nutrient standards, the BCA School Food Service Department follows the Offer versus Serve (OVS) serving method, which allows students to decline some of the food components offered in a school lunch or breakfast.

OVS at Breakfast

At breakfast, schools must offer students all three required food components in at least the minimum required amounts. The components at breakfast are: grains (with optional meats/meat alternates allowed); juice/fruit/vegetable; and milk. Under OVS, a student must be offered at least four food items and must select at least three food items and students are required to take a minimum of 1/2 cup of fruit or vegetables.

OVS at Lunch

At lunch, schools must offer students all five required food components in at least the minimum required amounts. The components at lunch are: meats/meat alternates; grains; fruit; vegetables; and fluid milk. Under OVS, a student must take at least three components, with one selection being at least a 1/2 cup from either the fruit or vegetable component.

Meal Charging Policy

BCA utilizes the Federal Lunch Program and must operate within the scope and conditions of the program. Lunch accounts must be paid ahead. You will receive notifications through the FACTS system when your account reaches \$0. At \$20, you will receive a notice from our finance department. If your balance reaches \$50, students will be required to bring lunch from home.

If a family qualifies for free/reduced lunch, paperwork needs returned on the first day of school. You will be responsible for the cost of lunch and/or breakfast until paperwork is filed.

Students will need to purchase a full lunch. A la cart items are not available.

Payments can be made via your ParentsWeb or by sending in cash or check to the school. Balances will roll over from one school year to the next until paid. Should a student leave our school with an unpaid balance of any kind, we will not be able to release records or forward them to the new school until the balance is paid. Parents may make payments to their child's accounts and view their account balances and charges by visiting their ParentsWeb account and clicking on "Family Information."

Notification of Negative Balances

Lunch, Breakfast, and Milk accounts are updated every afternoon. As soon as a student's or family's account reaches a negative balance, parents will receive an automated email notifying them of the account balance and requesting that money be added to the account. If a family's account balance reaches \$20, they will receive a written notice from BCA requesting payment.

Free and Reduced Price Breakfast and Lunch Programs

BCA participates in the federally funded National School Lunch Program (NSLP) and School Breakfast Program (SBP). This program allows us to serve the children of qualifying families a breakfast and lunch at free or reduced price rates. The application for free and reduced price meals is available in the finance office or the school website. If you have any questions or require assistance in filling out the application, please contact the finance office. Information provided on the application is confidential and will be used only for the purpose of determining eligibility. BCA takes all actions that are necessary to ensure that there is no overt identification of any participating children. Households may apply for benefits any time during the school year. If a household is not currently eligible and if the household size increases or income decreases for any reason, the family should contact the school office to file a new application. Such changes may make the children of the family eligible for free or reduced price benefits if the family income falls at or below the income eligibility guidelines.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) E-mail: program.intake@usda.gov. This institution is an equal opportunity provider."

Sack Lunch

If your child brings his/her lunch from home, we ask that all lunch bags and/or boxes and reusable containers be identified with his/her name. Include all necessary eating utensils and napkins. Do not pack foods that need to be reheated. Microwaves are not accessible to students.

Sharing Food

Due to food allergies and other health concerns, students are not permitted to share or trade food from their lunch or snacks with other students.

Vending Machines

Bethel Christian Academy is subject to the U. S. Department of Agriculture's *Smart Snacks in School* rules which set nutrition standards for all food sold in schools outside of the federal

school breakfast and lunch programs, including cafeteria “a la carte” items, vending machine food and other snacks and beverages. Students are not permitted to access vending machines located on the school property during the regular school day and extended care program, and includes periods in which students are participating in school-sponsored extracurricular activities, academic, or enrichment programs. The federal nutritional standards apply to all school systems participating in the National School Lunch and School Breakfast Programs.

Wellness Policy

BCA’s Wellness Policy is available by request and can be obtained from the BCA office. In compliance with Ohio Law, Bethel Christian Academy will work to attain good health and habits in our faculty and students. We will address the following areas: Foods offered at school, physical activity, and healthy life habits. Please feel free to provide any input on the Wellness Policy as we would like for you to help us make it the best it can be for our students. Feedback can be emailed to the school administration.

Grading Policy

Scales

PreK & Kindergarten

PreK and Kindergarten students will be assessed based on Ohio Academic Content Standards. Report cards will show progress and mastery of standards.

***Grades 1 & 2** will use the A-F Grade Scale and the O-S-N Scale for the following subject areas:

A-F Scale

Bible, Reading, Math, Social Studies, Science, English, and Spelling

O-S-N Scale

Art, Music, Physical Education, Spanish and Technology.

***Grade 3-5** will use the A-F Grade Scale and the O-S-N Scale for the following subject areas:

A-F Scale

Bible, Reading, Math, English, Spelling, Social Studies, Science/Health

O-S-N Scale

Music, Art, Physical Education, Spanish and Technology.

***Grade 6-8** will use the A-F Grade Scale for all subject areas:

Letter Grade

A+ 100-97

A 96-93

A- 92-90

B+ 89-87

B 86-83

B- 82-80

C+ 79-77

Comparative Scale for Elementary

A=O Outstanding

B=S+ Above Satisfactory Level

C=S Satisfactory

D=S- Below Satisfactory Level

F=N Needs Improvement

Honor and Merit Roll

First through eighth grade students who earn all A's will be posted on the Honor Roll, while students who earn all A's and B's will be posted on the Merit Roll. Subjects using an O-S-N grade scale will not affect honor and merit standing.

Reports to Parents

The school year is divided into four quarters. Report Cards will be issued at the completion of each marking period utilizing the following standards. Student grades will be updated weekly, and Progress Reports are available mid-quarter. Parents are encouraged to check their students' progress online often throughout each grading period.

Promotion-Retention

Student promotion and retention is based on ability to function adequately at the next grade level. Low academic progress, especially in reading, language, and math and/or low social maturity, are key performance indicators for retention. All efforts will be made to inform the parents of possible retention no later than the end of the third quarter.

Criteria for retention for kindergarten, first and second grades: Unsatisfactory progress in reading and math.

Criteria for retention for third through eighth grades: Failure in two major subjects, e.g., Mathematics, English, Reading, Social Studies, and Science.

Sports and Extra-Curricular Policy

Students participating in BCA athletics must pass all classes. A student with an "F" in any subject will not be permitted to compete in or participate in extracurricular activities.

Grades are monitored by interims, report cards, and teacher observation and are checked for eligibility every Friday. If a student is deemed "ineligible" at interims or by a weekly grade check, the student will remain ineligible until the next weekly grade check. Students deemed ineligible at report cards will remain ineligible until Progress Reports, when weekly grade checks resume. Coaches check with teachers on a regular basis to monitor and enforce this policy. Students who are ineligible for sports because of academics will be permitted to participate in practices, but may not play in games until a weekly grade check determines that he/she is eligible again.

Homework

Students who do not complete their work in class will be required to finish it at home along with any planned homework given by the next school day. Studying for tests, spelling words, and Bible memorization will be a part of daily studies. Special projects and book reports may require additional work at home. Failure to complete assignments on time will negatively affect the student's grade.

Health Policies

The Department of Health requires that we adhere to the guidelines prescribed below. We are required to follow the mandates of our county, state, and federal Boards of Health and other government organizations. It is imperative that you follow the regulations that have been handed down to us. We will not be permitted to make any exceptions.

Administration of Medication

When it is necessary for your child to receive medication **prescribed** by a physician **OR over-the-counter**, a physician's order **MUST** be on file along with a parent request form. An Administration for Medication form is available on our website or in the school office. Any medications will require this form (or your doctor can fax orders to our office at 440-842-3226) and you must sign the required form when you bring the medication to the office.

If you are requesting that a non-prescription medication (such as Tylenol) be given to your child as needed, a **physician's** order **MUST BE ON FILE**, along with the parental request portion completed.

Guidelines for Medications

To protect your child's safety, the school nurse and BCA staff will adhere to the following medication policy:

- Written requests from the physician shall include the name of the drug, dosage, time interval, possible side effects, and the reason for the medication.
- Written permission provided by the parent to comply with the physician's order. (BOTTOM of administration of medication form)
- Medication **MUST** be brought to school by parent/guardian in the **ORIGINAL UNOPENED** container (childproof), appropriately labeled by the pharmacy or physician. The dosage listed on the label **MUST** match the doctor's order.
- Over-the-counter medication will **NOT** be given without a physician's and parent's written directive. Medication must be in the **ORIGINAL UNOPENED** container.
- We will not accept medication in envelopes or plastic bags to refill prescription bottles on file. Parents must come in to refill the bottles as needed.
- Medications should **NEVER** be in the possession of a student.

Miscellaneous

If your child is susceptible to allergic reactions to food, bee stings or anything that may cause a serious reaction, parents must submit the proper paperwork and be sure there is an EpiPen on hand. We are not permitted to dispense creams or lotions of any kind. We cannot distribute cough drops or throat lozenges. If your child requires an **antibiotic**, *please* request your physician to order the 12-hour dosage, thus eliminating an afternoon administration at the school. Even medications requiring three doses per day can be given before school, after school, and before bedtime.

Crutches are not permitted at school without a doctor's note. If your child cannot participate in gym class or recess, a doctor's note is required.

Inhalers

Inhalers and asthma medications will fall under all these same guidelines. If your child is able to administer his/her inhaler, please contact the school office for the “Self-medication for Asthma Inhaler” form and your child may keep the inhaler in his possession. If you do not want your child to carry his/her inhaler, please follow the above guidelines for medication and the inhaler will be locked in the school office. Please note: all medications are locked in the school office. The school office is open and medications will be accessible from 7:00am. to 6:15pm. Ideally, all medication should be given at home. Questions and concerns can be addressed to the office or the school nurse.

EpiPens

Students in Ohio schools are permitted to carry and use an epinephrine auto-injector with the permission of the prescriber of the medication and the parent/guardian.

The EpiPen law requires:

- Acknowledgement that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector.
- The school has received a backup dose of the anaphylaxis medication; and whenever an auto-injector is used, a school employee shall immediately request assistance from an emergency medical service provider (e.g., call 9-1-1).

If your child is able to administer his/her auto-injector, you must contact the school office for the “Authorization for Student Possession and Use of Epinephrine Auto-injector” form and your child may keep the EpiPen in his possession. If you do not want your child to carry an EpiPen, please follow the above guidelines for medication and the EpiPen will be locked in the school office.

Sending Students Home From School

Students will be sent home from school when the administration deems it necessary. As a general rule, the pupil will be excluded from the classroom when a student exhibits symptoms such as:

Fever (above 100.0 degrees F), diarrhea (more than one abnormally loose stool within a twenty-four hour period), sore throat, or severe coughing (causing the child to become red or blue in the face or to make a whooping sound).

Also:

Difficulty breathing

Yellowish skin or eyes

Conjunctivitis

Untreated infected skin patch(es)

Unusually dark urine and/or grey or white stool

Stiff neck

Evidence of lice, scabies, or other parasitic infestation

Unusual spots or rash

Sore throat or difficulty swallowing;
 Elevated temperature
 Vomiting
 Other symptoms of illness

When a child becomes ill at school, the parent will be called to take the child home. Most students do not perform well when they are ill. No student will be sent home without being accompanied by a responsible adult. Since contagious diseases are most communicable during the fever stage, children should not return to school until all symptoms of illness have subsided. The student must maintain a normal temperature without medication for 24 hours before returning to school. If one member of a family is ill, the other students may attend school unless the child is showing symptoms of a communicable disease or have been identified as a “close contact” to a COVID positive individual. Since colds, flu, and other viral infections are common during the school year and are easily transmitted in the classroom, students who show symptoms of any type of an infectious disease should not attend school.

Emergencies

All students will be required to have a signed emergency medical authorization form on file. In case of any emergency, a staff member will call 9-1-1 and attempt to reach the child’s emergency contacts.

Immunization

All students must have proof of immunizations on file in compliance to the requirements of the state of Ohio. Immunizations are required prior to the 1st day of school attendance. The immunization requirements will be considered fulfilled with the presentation of a physician's statement. A parent or guardian may indicate, in writing, objections to the immunization process. Objections for limited reasons are permissible by the state of Ohio, but appropriate forms must be completed. A student who has not been immunized will be subject to exclusion from school in the event of an outbreak of any of the diseases mentioned in the section on communicable diseases.

State requirements are listed below*:

In order to attend school, the student **must have completed** the following immunizations, which are **required** under Ohio Law Sections 3313.671 and 3701.13 of the Ohio Revised Code:

- Four (4) immunizations against DTP (Diphtheria, Tetanus, Whooping Cough). If received before 4th birthday, a fifth dose is required.
- All incoming 7th grade students are now required to have a DTaP booster (Tetanus, Diphtheria, Pertussis).
- Three (3) immunizations against Polio (Poliomyelitis). If the third dose was received before 4th birthday, a fourth dose is required.
- Two (2) Measles (Rubella) vaccine - first dose must be received after the first birthday and the second dose at least 28 days later.
- Two (2) Rubella (German Measles) vaccine - first dose should be received after the first birthday, second dose at least 28 days later.
- Two (2) Mumps vaccine - first dose must be received after the students' first birthday, second dose at least 28 days later OR two (2) doses of MMR (Measles (Rubella), Mumps,

and Rubella (German Measles) vaccine are required for incoming Kindergarten students. The first dose must have been received on or after the 1st birthday and the second dose at least 28 days after the first dose.

- A tuberculin skin test to determine if the student has been exposed to tuberculosis is highly recommended but not required.
- Two (2) doses of Varicella (Chickenpox) vaccine are required for children entering Kindergarten.
- The rules for the hepatitis B school law require all Kindergarten students to show evidence of having received three (3) doses of hepatitis B vaccine; the second dose must be given at least one month (28 days) after the first dose, and the third dose at least two months after the second. Students "in the process" of receiving the series may be admitted to school, but must be monitored by school staff to ensure that other doses in the series are received.

**According to Section 3313.671, on the 15th day after school entrance it will be necessary to exclude all students from school who do not meet the above requirements. Medical authorities and school educators urge that every child have a complete medical examination before entering school in order that defects, if present, may be corrected and the child is physically ready to accept all the advantages which education has to offer.*

Health Screening Programs

Students will have the benefit of vision and hearing screenings done by the school nurse. These screenings are not diagnostic. When results are not within normal limits, students will be referred to their private physicians. Parents NOT wishing their children to participate in these programs should advise the school office in writing.

Control of Communicable Diseases

Please report all contagious diseases to the school. This is of great help when other students in the class show symptoms. These would include: Conjunctivitis (Pinkeye), Chickenpox, Impetigo, Scarlet Fever, Gastroenteritis, Meningitis, Lice, Whooping Cough, Severe Colds, Streptococcus, Scabies, Mono, Mumps, Ringworm, Hepatitis, German Measles, Measles, or Pinworm.

Students and staff will wash hands with soap and water or use hand sanitizer when visibly dirty, after using the restroom, before lunch, when necessary after art and science classes, after handling animals, and athletic practices.

Students will have age appropriate Health class instructions on:

- Nutrition and making healthy choices in their diet.
- Abstaining from choosing to use alcohol, tobacco, or drugs.
- Encouraging others to make healthy choices.
- Frequent hand washing and cleanliness.

Crutches

In the untimely event that a student would need crutches in order to walk at school, a doctor's note must be provided with the length of time crutches will be needed. Students should not bring crutches to school without first seeing a medical professional.

Concussions

If at any point a student is diagnosed with a concussion, please be prepared to present care instructions to the office and your child's teacher. Arrangements will be made for students who are not permitted to use screens or participate in physical education.

Insurance Program

Accident insurance is provided for all students for medical expenses incurred from an accident from the time of arrival to the time of departure from school or school-sponsored activities. This policy is an excess coverage policy and is not valid for medical expenses that are paid under other insurance policies. BCA insurance is secondary to family insurance.

Lockers

School lockers are school property and subject to inspection, upon reasonable cause, by administrative authorities. All locks must be combination locks, and students are required to provide teachers with the combination. This is crucial for preparing homework for pickup when absences occur.

Parent Teacher Conferences

Parent Teacher Conferences will be held after the first quarter ends. Parents are encouraged to schedule a conference time with the classroom teacher on our conference day. Conference dates are listed on the school calendar and notification will go home with the students to inform parents to schedule their appointment. Additional conferences may be scheduled upon request of either the teacher or parent during the school year. Student progress and grades can be monitored online via ParentsWeb.

Parent Volunteers

BCA encourages parental involvement. Classroom teachers need help from parent volunteers both on a regular and occasional basis. The school holds several functions throughout the year that rely on family participation. All volunteers should sign in at the office before proceeding to the classrooms. **Parent volunteers are not to bring younger siblings into the classroom.** Interested parents should contact your child's teacher or the Parent Teacher Fellowship for opportunities to serve.

Pledges

The school plays an important part in helping children develop respect for our country, its symbols and government, and our God. At the beginning of every school day, BCA students will stand and recite the following pledges:

American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Bible

I pledge allegiance to the Bible, God's Holy Word: I will make it a Lamp unto my feet and a Light unto my path; I will hide its word in my heart that I might not sin against God.

Public Displays of Affection

Public displays of affection, as they pertain to dating, are inappropriate. Regardless of relationships, students should keep their hands to themselves while at school.

Recess

Students at BCA have outdoor recess daily, and should be dressed appropriately. Recess will be held indoors in extreme cold, with a wind chill factor below 30 degrees F, or for inclement weather. Children healthy enough to attend school are considered well enough to enjoy a short recess period outdoors. Please do not ask to excuse your child from outdoor recess unless there is a severe medical reason for doing so. Children with a severe health problem under the care of a physician should send a note from the doctor requesting the child stay inside during this time.

School Hours

Daily for all Grades	8:15am – 3:00pm
½ Day Pre-Kindergarten	8:15am – 12:15pm (or 8:15am-1:15pm)
KinderCare*	1:00pm – 3:00pm
Before School Care	7:00am – 8:00am
After School Care	3:30pm – 6:15pm

*KinderCare is defined as the second half of the day for students ½ day Pre-K students.

School Photographs

Student portraits will be taken each Fall by a professional photographer and will be available for parents to purchase. All students will be photographed for the yearbook and the student's cumulative files. You will be notified of the dates, costs, and appropriate dress. Yearbooks are on sale in the spring and are delivered to BCA in late summer, which allows end of the year events to be included.

Smoking/Tobacco/Vaping Policy

The School Board of Bethel Christian Academy, in accordance with the Bethel Christian Church Board, has established a tobacco free policy for the grounds of Bethel Christian Church & Academy, which includes the parking lot, the ball fields, and any property owned by Bethel Christian. This policy also prohibits the use of e-cigarettes/vaping on church/school grounds. BCA also requires compliance with this policy during school-sponsored field trips. Students caught breaking this policy will receive a 3-day suspension and face expulsion from BCA.

Standardized Achievement Tests

All students in kindergarten through eighth grade will take some form of standardized test as determined by Bethel Christian Academy and in accordance with guidelines from the state of Ohio. These tests measure the students' achievement for the year and teachers and parents can use the results to compare growth in specific areas with the previous years' test results. Information received from these tests can be used to determine whether a student is working up to his or her potential in specific areas.

Student Testing

Bethel Christian Academy provides testing in the cognitive, physical, and diagnostic domains in accordance with state and federal guidelines.

A. Physical

The school nurse and speech pathologist will screen students new to Bethel Christian Academy. This includes vision, speech, and hearing, and other health screenings, if necessary.

B. Cognitive

New students must schedule an appointment for an entrance level testing before entering BCA unless records are forwarded from their previous school, including report cards and standardized test scores. A screening assessment will be administered to new Kindergarten and second grade students. New students in grades 3rd through 8th who have not provided standardized test scores from their previous school will be given a standardized test as well. This will determine a student's performance in the areas of mathematics and reading and compare the results to a national sample.

Telephone Messages and Usage

Students will not be allowed to use the telephones in the school office except for emergencies. Please make all arrangements ahead of time with your student. In case of emergency, the school office will take a message and notify the student. Students will not be dismissed from their classroom to make a phone call for forgotten items or to make arrangements for pick up or playtime with friends. Students are not permitted to use cell phones or smart watches during the school day. Please do not text or contact them directly.

Textbooks

Student textbooks are purchased by BCA for classroom use. Some of these are consumable products and will go home with the child at year-end while others are used over a period of several years. All students are required to treat all property with respect and care. Additional charges will be assessed if proper care is not taken and repair/replacement of any materials becomes necessary.

Transportation Benefits

Since we are a State of Ohio chartered school, students grades Kindergarten through 8th grade may be eligible to receive busing benefits through their local school districts. Your local district may determine that transportation via a school bus is impractical, and may pay a transportation reimbursement to the parent or guardian in lieu of providing such service. The amount will be calculated by the local school district. Pre-K students are not eligible for transportation. At the beginning of each school year, we will notify your local school district of your enrollment at BCA. Each district has different procedures for transportation and/or reimbursement. If the district contacts our office with necessary paperwork we will forward it to you. If you are unsure of the procedures used by your local district, please contact your local school district's transportation department.

Tutoring

Tutoring services are available for students in need of remedial study. Teachers may be willing to tutor outside of school hours for a fee. When funding is available, Title 1, a government remedial reading and math program, will be used to provide tutoring to eligible students.

Valuable Items

Students are not to bring toys, cell phones, electronics, or other valuables to school. BCA will not be responsible for damaged, lost or stolen items. If a student has such items in his possession they will be taken to the office for a parent to pick up.

Visitors

Any person other than students, staff, faculty, and administration is considered a visitor, and must report to the school office. Upon arrival, please do not proceed to any classroom before signing in at the office and receiving a visitor badge. If you are arriving early to pick up your child, you must stop at the office and your child will be called down for dismissal. In order to minimize distractions to the educational process, parents are not permitted to pick students up in classrooms. For the safety and security of our students and staff, no visitors are permitted to enter the school building during drop off or dismissal. Parents will not be permitted to go to the classrooms to speak with teachers without an appointment.

Parents and adults who are invited in for parties or field trips must stop in the office to check in. Adults who are not staff are not permitted to eat unscheduled lunches with children. On occasion, parents may wish to provide a special lunch for their children. It is encouraged for you to make arrangements with your child's teacher to take them out to lunch DURING the allotted time. If you wish to eat lunch in the building, please notify the office by 9:00AM and an alternative location will be made available. These lunches should be used for special occasions (ie rewards, birthdays, etc) as they can disrupt the normal school day.

Parents and other children are not permitted to visit their children at recess. If you are picking up your student early, please sign them out from the office. We will call your child in to get their things to leave.

Physical Privacy and Sexuality Policy

I. Purpose:

In light of Bethel Christian Academy's statement of faith, and Student Handbook, and in recognition of personal privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the BCA community of their duties with regard to use of restrooms, locker rooms, showers, and any other BCA facilities where individuals may dress in the presence of others.

II. Definitions:

Sex means the biological condition of being male or female as determined by birth.

Member of BCA community means any BCA employee, volunteer, student, parent, or visitor

III. Sincerely Held Religious Belief on Sexuality

BCA's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.

IV. Policy

Notwithstanding any other policy, BCA restrooms, locker rooms, and showers designated for one sex shall be used by members of that sex.

In any other BCA facilities or settings where members of the school community may be undressed in the presence of others (e.g. changing costumes during productions), BCA shall provide separate, private areas designated for use by members of the BCA community based on their sex.

BCA recognizes there maybe instances where members of the BCA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's word and His plan for their lives. BCA encourages members of the BCA community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's word.

BCA will at all times interact with members of the BCA community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person.

Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephsians 4:15).

A member of the BCA community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person -- behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Bethel Christian Academy which is cause for terminating his/her privilege of membership in the BCA community.

To preserve the function and integrity of BCA and to provide a biblical role model to members of the BCA community and the community-at-large, it is imperative that all members of the school community agree to and abide by this policy.

V. Posting

Copies of this policy shall be provided to all Bethel Christian Academy employees, volunteers, students, and parents. * language adapted from Alliance Defending Freedom

Code of Conduct - Students

Attitudes and choices we seek to cultivate in our students:

1. Reverence toward God and His Son, Jesus Christ
2. Respect for all authority and each other
3. Kindness towards all God's people and creation
4. First time obedience
5. Honesty and integrity in both words and actions
6. An ability to accept correction with grace
7. An undivided heart toward God

In keeping with BCA's standards of adhering to Christ-like behavior in all situations by each individual:

- Courtesy and respect will be shown to all adults at all times.
- Students will follow instruction the first time it is given.
- Students will work hard and give their best effort all the time.
- Students will do their best to be a student of integrity who loves God and loves others.

Code of Conduct - Parents

Bethel Christian Academy desires to work with parents in the education of their children, and appreciates parents' support and participation in the area of discipline. Parents who encourage their children to follow rules, not question them, also are teaching their children to follow God's authority as well as their own authority. By enrolling your child in our school, you are agreeing to the following:

- I will familiarize myself with my student's classroom rules and teach my child to accept authority by obeying the teacher in charge.
- In the case of a questionable issue, I will contact the ***principal*** with my concern.
- During the period of resolving this issue, I will not gossip to others about it.
- I recognize that there are at least two sides to every story and I will not make negative judgments or comments about the adult in charge and ***especially not in front of my BCA student.***
- I will look for and read emails sent by the office.
- I will look for and read teacher newsletters and other communication.