

# Bethel Christian Academy

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# Bethel Christian Academy

## Welcomes You

Dear Parents and Students,

Welcome to the Bethel Christian Academy family. We are looking forward to great things the Lord has in store for your student. Our goal is to provide your child with a quality spiritual and academic education.

The Lord has blessed us with a quality staff to teach and train the young people God has entrusted to our care. Our staff is always available to help with the educational process of each student. Feel free to make appointments to talk about the specific needs of your student. We want God's best for all who come to our academy.

We trust your experience here at Bethel will be a pleasant one. We covet your prayers, suggestions, and cooperation as we work together to fulfill Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."

Please read this handbook carefully and have your children follow its guidelines.

Training Spiritual Giants for Tomorrow's America,

A handwritten signature in black ink, appearing to read 'K. Keith', written in a cursive style.

Kenneth L. Keith

Administrator  
Bethel Christian Academy

# Statement of Faith

Bethel Christian Academy holds to the doctrinal statement of Bethel Baptist Church. The major points of this statement are as follows:

1. We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation. We believe the King James Version to be the most accurate and reliable; therefore it is used exclusively at BCA.
2. We believe in one God manifested in three persons: God, the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ.
4. We believe that salvation is "by grace" plus nothing or minus nothing. The conditions to salvation are repentance and faith.
5. We believe that men are justified by faith alone and are counted righteous before God only through the merit of our Lord and Savior, Jesus Christ.
6. We believe in the visible, personal return of Jesus Christ.
7. We believe in the everlasting, conscious blessedness of the saved and the everlasting, conscious punishment of the lost.
8. We believe that God has commanded that all intimate sexual activity be solely and exclusively within a marriage between one man and one woman. We believe that any form of sexual immorality including, but not limited to, homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)
9. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

# Our Philosophy

Our philosophy at BCA begins with the belief that this school is an integral ministry operating under the authority of the local church. We also believe that all children are a gift from God (Psalm 127:3). We also believe that the ultimate responsibility to train children to live for God in this world is given to parents. The goal of BCA is to be an extension of your home and to assist you in educating your children.

We believe that the Bible gives us the necessary principles to accomplish our goal. Since the Bible tells us that "the fear of the Lord is the beginning of knowledge" (Proverbs 1:7) and "...the beginning of wisdom" (Proverbs 9:10), it is foolish to believe we can educate our children and leave God out. Therefore, our educational process at Bethel begins with God and Biblical truth is integrated into every aspect of the educational process. We will give your student the practical academic knowledge necessary to be prepared for whatever life path they choose.

The Bible commands us to be obedient to the authority placed over us (Romans 13:1). Therefore, we expect students to respect and obey those who have positions of authority. Little or no learning takes place when students are allowed to do as they please. Because of this, BCA strives to maintain a structured, orderly classroom.

The Bible also teaches us that man is to earn his living by the "sweat of his face"(Genesis 3:19). Training to work must begin early in life. At BCA, students will be expected to work hard. More will possibly be required here than at other schools, but it will help instill character that will be very useful to your child in the future.

All of this works toward our ultimate goal of training our students to have a real and personal relationship with Jesus Christ. BCA strives to teach students to have a commitment to the principles of God's Word and a desire to serve Him in every area of their lives.

The church and school shall not discriminate against members, applicants, students, and others on the basis of race, color, national or ethnic origin.

# Tuition and Fees

**Tuition and Registration has changed as of the 2018-19 school year, please pay attention to the new Registration Fee and Tuition information outlined below.**

The Registration Fee (per student and non-refundable) is \$350.00.

A single family's annual tuition for the first full time student is \$4,200.00 per year. The annual tuition for up to three additional students in the same family is \$2,100.00 each. There is no additional tuition for more than four students in a single family. The payments for the 9 month plan can be made by cash, check, auto draft or credit card\* All payments for the 12 month plan are required to be auto draft. Auto draft payments are made on the 1<sup>st</sup> or 3<sup>rd</sup> Friday of every month.

\* *Credit cards payments will incur an additional 5.00% service fee.*

The tuition for Pre-K and Kindergarten enrolled in the ½ day program is \$3,000.00 per year.

Based on the above information, the monthly tuition figures\* are as follows:

Program		9-month	12-month
K-3 - K-5 for ½ day program	1 student	\$333	\$250
K-3 through 12 <sup>th</sup> Grade	1 student	\$467	\$350
	2 students	\$700	\$525
	3 students	\$933	\$700
	4+ students	\$1,167	\$875

\* These figures do **not** include the registration fee(s).

\*\* A discount of 5% is applied payments by semester; 10% applied to payments by the year.

**Note: Early Withdrawal**

- *Any prepaid tuition will be applied as a donation to Bethel Christian Academy. The office will issue a donation receipt for your tax purposes. All payments are nonrefundable.*
- *Any 12 month payment plan will have the final balance adjusted to account for actual time spent at school.*
- *Account balances must be paid before student records will be released.*

**SPECIAL NOTES:**

1. A schedule of the auto drafts for the 2018–2019 school year is available from the office. The 9 month plan extends from Sept 1<sup>st</sup>, 2018, to May 18<sup>th</sup>, 2019. The 12 month plan extends from Sept 1<sup>st</sup>, 2018, to Aug 17<sup>th</sup>, 2019. Unless arrangements are made, a late fee up to \$25.00 will be assessed after the 30<sup>th</sup> of the month.

2. Each graduating student (high school or kindergarten) will be required to buy his/her own cap and gown and graduation supplies.

3. Any organized sport will have its own additional uniform and fee.
4. P.E. uniforms for Junior High and High School are not ordered through the school. The loose fitting t-shirt and shorts to the knee must be appropriate and in school code.
5. There will be a \$60 tech fee for a homework/classroom device for junior high and senior high. At the end of the year, 66% (\$40.00) of the fee will be returned if the device is in good or excellent condition. After 3 years, students may keep the device.
6. There may be additional fees for required and/or extracurricular activities such as field trips, lab fees or technical tools.

# Academic Information

## Grading Scale

91-100.....	A
81-90.....	B
70-80.....	C
60-69.....	D
Below 60.....	F
Incomplete.....	I (An incomplete is a 0 until the work is completed.)

*Note: Below 60 in major subjects could result in elementary or junior high repeating a grade level. Senior high students could have to repeat the subject.*

## Report Cards

Report cards will be sent home on Wednesday following the end of each quarter period. We request that the signed report card be returned by the following Friday. Parental involvement is encouraged.

## Attendance Policies

Punctuality and dependability in attendance are important character traits that will benefit your child his entire life. Train him in this area by having him on time every day for school.

We allow 7 unexcused absences. Seven unexcused absences may result in disciplinary action up to academic failure.

Parents need to notify the school before 8 a.m. if the student will be absent or tardy. Please call ahead of time with any scheduled medical appointments or "family days." **As a general policy, make-up work is two days for each day absent. Example: 3 days absent = 6 days to complete make-up work.**

### Absences:

#### *Excused*

- Any day missed because of a doctor's visit must have a written excuse from the doctor's office.
- Prescheduled family days should be made with either the teacher or the office.

#### *Unexcused*

- All other days missed are unexcused. Days the child is ill but not going to the doctor will fall into the 7 days allowed per semester.

### Tardies:

#### *Excused*

- Doctor visits should have a written excuse to turn in to the teacher when the student arrives on campus.
- The teacher will need to be notified of unforeseen events during travel.

- The teacher will need to be notified of extra time needed in the morning to see if a student is becoming ill.

*Unexcused*

- All others are considered unexcused. Three unexcused tardies in a quarter will equal an unexcused absence.



# Dress Standard

Dress is very important. It determines our actions, attitudes, and often our self-esteem. At BCA, we expect modesty and neatness. Our dress standards are intended to accomplish the following:

1. Promote a favorable learning environment
2. Make our students neat and attractive
3. Distinguish between the sexes
4. Demonstrate modesty

We do not ask you to agree with these standards, we only ask that you honor them. Please see that your child meets the following standards while attending class hours and school activities.

## **Pre K through 6th:**

### *Boys*

- Boys should have a standard, short hair-cut (off ears and collar when combed any direction), neatly combed with sideburns no longer than mid-ear. Unnatural color or faddish haircuts are not allowed.
- Knee-length or full-length khakis or jeans are acceptable. Jeans should be free of frays or holes. No athletic shorts, athletic pants, sweat pants, or mesh fabrics.
- No drawings or tattoos on body.
- Polos or button up shirts must have a collar and sleeves (Pre K may wear t-shirts). They may have factory embroidery or logos, but no other writings or pictures.
- No skin should show through a garment.
- Shoes must have something around the heel.
- No makeup or body piercings.
- Boys are allowed to wear bracelets, rings, or necklaces discreetly. Earrings are not allowed.

### *Girls*

- No unnatural colors. Hair should be neatly groomed.
- Knee-length or full-length khakis or jeans, and knee-length or longer skirts, and dresses are acceptable. Jeans should be free of frays or holes. No athletic shorts, athletic pants, sweat pants, or mesh fabrics.
- Polos or button up shirts must have a collar and sleeves. They should be loose-fitting and long enough to cover the stomach and back. They may have factory embroidery or logos, but no other writings or pictures.
- No skin should show through a garment.
- Shoes must have something around the heel.
- No drawings or tattoos on body
- No body piercings except in ears.
- No make-up under 6<sup>th</sup> grade. Any cosmetics used should not be excessive or gaudy.

## **Junior High and High School:**

### *Boys*

- Boys should have a standard, short hair-cut (off ears and collar when combed any direction), neatly combed with sideburns no longer than mid-ear. Unnatural color or faddish haircuts are not allowed.
- Full length or knee-length khakis may be worn Monday through Friday. Colors may be tan, black, or dark blue.
- Polos or button up shirts must have a collar. They may have factory embroidery or logos but no other writings or pictures.
- No skin should show through a garment.
- On Fridays, students may wear plain t-shirts with knee-length gym shorts or jeans. Jeans should have no holes or frayed edges. If a garment needs patching, please do so discretely. All shorts, both uniform and gym should come to the knee.
- No beards or mustaches allowed. Students must be clean shaven.
- No drawings or tattoos on body.
- Body piercing is not allowed.
- Boys may wear rings, bracelets, and necklaces discretely. Earrings are not allowed.
- Shoes must have something around the heel.
- Caps and hats may not be worn in the building during class time.

### *Girls*

- No unnatural colors. Hair should be neatly groomed.
- Knee-length or full-length khakis, and knee-length or longer skirts, and dresses are acceptable. Colors may be tan, black, or dark blue.
- Garments should be loose-fitting and no skin should show through.
- Polos or button up shirts must have a collar and sleeves. They should be loose-fitting and long enough to cover the stomach and back. They may have factory embroidery or logos, but no other writing or pictures.
- On Fridays, students may wear plain t-shirts with knee-length gym shorts or jeans. Jeans should have no holes or frayed edges. If a garment needs patching, please do so discretely. All shorts, both uniform and gym should come to the knee.
- No body piercing except in ears.
- Shoes must have something around the heel.
- Caps and hats may not be worn in the building during class time.
- No drawings or tattoos on body.

***Dress code may change at any time. The administration reserves the right to make the final decisions about any type of dress.***

# Standard of Conduct

A student's conduct, both on and off campus is a reflection of Bethel Christian Academy. Therefore, we expect our students to exhibit a Christian lifestyle at all times. This would include, but is not limited to, abstaining from the following:

1. **Drugs, alcohol, tobacco products, and non-tobacco products**
2. **Cursing and swearing**
3. **Cheating and dishonesty.** This includes sharing homework.
4. **Demonstrations of romantic involvement** between students on school property is forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension or expulsion. Behavior should be above reproach (Philippians 2:15).
5. No **immoral conduct\*** will be tolerated In accordance with the ministry's statement of faith and in recognition of Biblical commands. The Bible strictly forbids such conduct which includes, but is not limited to, immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements\*\* concerning the change of one's gender since birth, fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

*\*Definition of "immoral act"* Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

*\*\*Definition of "identifying statement"*

A statement that a student is homosexual, bisexual, transgender, or otherwise immoral; words to that effect including language or behavior that a reasonable person could believe is intended to convey the statement that a student engages in or has a tendency or intent to engage in, immoral, transgender, and/or homosexual acts. The above offenses are not acceptable and will result in punishment up to and including expulsion.

***The school reserves the right to search lockers, book bags, purses, pockets, etc. without permission should it be warranted. Reasons for searches may include, but are not limited to, identification of contraband materials or evidence of illegal activities.***

# General Information

## **Work Policy:**

Students who need only a few credits to graduate may be granted permission, in some instances, to leave school early to go to work. Parents need to come by the office or submit written details of times their student will be working.

## **Dual Enrollment:**

BCA gladly works with colleges in upper level students using college courses to earn high school credits. All colleges and subjects must be approved through administration.

## **Health Program:**

The Academy must have on file student's immunization records for polio, diphtheria, tetanus (DPT or DT), rubella, measles, mumps and other necessary immunizations. If your child does not receive immunizations, we must have a letter on file stating your objection to giving immunizations. The letter must be signed and dated by parents.

Please do not send a sick child to school. If a student comes to school with a fever or any other obvious symptoms of illness, he/she will be sent to the office and the parents called to come take him/her home. Sick students will not be allowed back in school until they have no fever and all symptoms have cleared.

## **Parents:**

Parents should sign in at the office when planning to stay on campus. Dress appropriately when coming to school or school functions. Tobacco products or alcohol on school property is not allowed.

The staff at BCA also desires to have a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are first to notify the child's teacher. If the issue is still unresolved after talking to the teacher, the parent may schedule a meeting with administration. If the issue is still unresolved, the parent may request a meeting with the school board. Call the school office to have your meeting scheduled with the board. We want to make every effort to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, at the sole discretion of the administration, a parent has failed to support the Administrator, ministry staff, or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

## **Early Release from Classes:**

The student must be released through the offices. Please call in advance and sign your student out in the office.

**School Programs:**

Several times during the year BCA engages in extracurricular school programs. It is expected that students will participate. Program dates are listed on the calendar.

**Church Attendance:**

Since our primary goal is training students to serve the Lord, it is imperative that they attend church. We desire all students to attend church on a regular basis. Failure to do so undermines our basic philosophy.

**Sports:**

We expect those who participate in sports to conduct themselves in a Christ-like manner. Failure to do so may forfeit the right to play.

**Lost and Found:**

Lost and found articles may be retrieved by students. At the end of each semester unclaimed items may be disposed of.

**Lunches:**

Hot lunches are served every day for a minimal fee. Students may also bring their own lunches to school. Students are not permitted to use the microwave or other kitchen equipment.

**Additions:**

The administration may change or add to these policies when it is deemed to be in the best interest of the school. School supply lists, schedules, updated school calendars and graduation requirements are available in the school office during regular school hours.

A student may be refused admission, dismissed, or expelled, or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether **on or off property** as determined by the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

# Amendments

## **Bullying:**

Bullying is defined as unwanted aggressive, repeated behavior among school-aged children that involves power imbalance.

It is not the same as children being mean to one another. Any appearance of bullying should be reported to the office.

## **Cell Phones and Pocket Knives:**

Cell phones and pocket knives are not allowed to be used on campus during school hours (7:30-4:00) unless administration gives special permission.

If a staff member sees or hears a cell phone during unauthorized hours or a pocket knife is out, it will be confiscated and turned in to the office. It can be returned to a parent after a \$2.00 fine is paid.

Any school issued electronics will be collected on breaks and Christmas for clean up, repairs and inspection for unauthorized content.

## **Accreditation:**

Bethel Christian Academy is not accredited; however, we offer classes that are accredited through Abeka Academy. A request will need to be submitted to the office and special rates will apply.