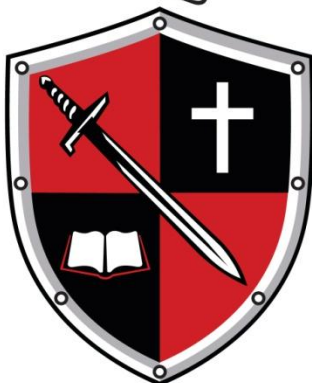


BETHEL



**CHRISTIAN
ACADEMY**

EL SOBRANTE, CA

**PARENT AND STUDENT
HANDBOOK**

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BETHEL CHRISTIAN ACADEMY

STUDENT HANDBOOK

INTRODUCTION

Welcome to Bethel Christian Academy! We are glad you have chosen our school for the continued training of your children. We want Bethel to become your school as well. We look forward to a year that honors the Lord Jesus Christ and a year of excellent training of your child. We appreciate the opportunity to minister to you and your family.

Bethel Christian Academy was organized in 1950 and incorporated with the State of California in 1955 as a subsidiary organization of the Richmond Association of the Christian Day Schools. In 1962 the Academy became a ministry of Bethel Baptist Church. The Academy has grown from a one-teacher, 18-student school to a faculty and staff serving students and families from kindergarten through the twelfth grade.

PHILOSOPHY OF EDUCATION

PURPOSE

Bethel Christian Academy (BCA) was established to provide a non-profit, nondenominational, private Christian education for those parents concerned with their children's spiritual growth, character formation, and academic attainment.

The purpose of Bethel Christian Academy is to glorify God in making disciples of the Lord Jesus Christ (1 Cor. 10:31; Mt. 28:19-20). This purpose is realized through the institution of Christ's local church. Jesus said that He would edify His assembly and that the gates of hell would not prevail against it (Mt. 16:18).

Since the Lord Jesus gave the Great Commission to the local church, it alone has the authority and responsibility for making disciples of the Lord Jesus Christ (Mt. 28:18-20). No parents will truly succeed at training their children outside of a Christ-honoring church.

Our role as a school in child training is to assist parents in child training. God gave the responsibility of child training primarily to parents (Eph. 6:4). Thus, parents take the lead role in teaching with BCA supporting the home. The School's authority does not exceed the authority of the parents. The Bible alone sufficiently directs a parent to train his child, and our school program seeks to mirror what the Bible teaches.

Proverbs 22:6 says to train up a child in the way he should go; that way is the godly way. God commands everything about the child's training to go toward loving God and living for God. Parents continually narrow the path, correcting the child's wrong decisions, until he fully goes God's way. However, for the child to go God's way, he must receive Jesus Christ for salvation.

God's way includes training in wisdom, stature, and favor with God and man (Lk. 2:52). Wisdom is the intellectual realm, including obedience (Pro. 9:10); stature is the physical realm, including character (Eph. 4:13); favor with God is the spiritual realm, including doctrine (II Tim. 3:16); and favor with man is the social realm, including attitude (I Sam. 2:26). Bethel teaches children in all four of these areas.

BCA also provides each student with a true perspective of his life, world, and universe, as revealed in the Holy Scriptures, the Bible. It instills in each student, with the parents' cooperation along with a Bible-believing and-practicing church, the moral strength, spiritual insight, and academic integrity to live his life as a responsible citizen and effective Christian.

Because the Bible commands Christian education (Deut. 6:4-9; Eph. 6:4) and the pastor through the church is to equip saints (Eph. 4:11,12), BCA exists primarily for the training of Bethel Baptist Church children, so we teach the historic Baptist doctrine. Other children may attend Bethel if their parents cooperate with the teaching given their children. The teachers of Bethel Christian Academy minister to the whole family through Bethel Baptist Church.

THE EDUCATIONAL PHILOSOPHY

The educational philosophy centers on Jesus Christ, who is God, the second Person of the Trinity. This contrasts with other philosophies that center around knowledge, the child, or society. Since an obedient Christian revolves his life around God and the local church, he would also have a desire to study and know God's Word. The Bible reveals everything we need to know for faith and practice (II Timothy 3:16,17).

Bethel Christian Academy essentially has two main goals:

1. To glorify God (I Cor. 10:31; Col. 1:16; Rev. 4:11), and
2. To assist parents in bringing up their children in the nurture and admonition of the Lord (Deut. 6:4-9; Eph. 6:4).

The first goal is achieved by loving God and following the Bible in every situation (John 4:23-24; 14:15; I Jn. 5:3; Rev. 15:4; II Tim. 3:16-17).

The second goal is achieved by implementing a training program consistent with the Biblical direction found in Proverbs 22:6 and Luke 2:52. Through this program our students can achieve excellence in academics, which comes through hard work and consistency; will learn Biblical standards for conduct, which is reinforced through the system of discipline; will learn the right way of life, which includes a worldview in which the Bible is integrated into each subject; and will learn Bible doctrine, modeled through the Christ-like example of our teachers. We desire that students continue in the things they have learned at Bethel Christian Academy, surrendering their lives to the will of God.

OBJECTIVES

Bethel Christian Academy has several objectives it desires its students to live out in their lives:

1. To possess a thorough understanding of the gospel so they will receive Jesus Christ,
2. To demonstrate accurate Bible doctrine and Christ-like living,
3. To worship God in a Bible-believing and-practicing local church,
4. To manifest a love for God and His Word,

5. To correlate Bible truths and academics,
6. To display a desire for learning and excellence in academics,
7. To model strong character and self-control for a life of discipline and productivity,
8. To have a respectful, servant's attitude toward others,
9. To show patriotism and a deep appreciation for the godly heritage of our country,
10. To embrace God-given gender roles as preparation for fulfilling them, and
11. To desire to pass on truth to the next generation.

TEACHERS

The teachers of Bethel have demonstrated their academic abilities by receiving at least a bachelor degree or equivalent competency. Each teacher is encouraged to pursue further academic training in order to improve his academic standing. The teachers on the Academy staff are selected for their spiritual and Biblical qualifications as well as their ability to communicate truth to children. Each teacher is expected to maintain a disciplined devotional life, to pursue consistent Bible study, and to strive towards holy living.

SCHOOL BOARD

The School Board, which governs Bethel Christian Academy, consists of the pastor(s) and deacons of Bethel Baptist Church. The board meets monthly to direct the School's program and policies.

ADMISSION POLICY

1. Children entering kindergarten should be five years old by December 1st and demonstrate a maturity to handle the requirements of the academic setting.
2. Kindergarten through twelfth-grade applicants should not be two years older than the grade level of their peers.
3. The past year's academic performance and conduct must be close to or above grade level.

4. S.A.T. scores must be close to or above grade level.
5. The student's I.Q. must be sufficient to handle the academic load according to Otis-Lennon Mental Maturity tests (a score of 100 is average).
6. The student must demonstrate a cooperative, compliant attitude toward the policies and procedures of the School.
7. Parents and pupils must be willing to work and cooperate with the teacher and principal in matters of discipline, academic problems, and other related areas.
8. Parents and pupils must agree to abide by the doctrine, philosophies, policies, and practices of Bethel Christian Academy.
9. Parents must agree to support and attend school activities such as Parent-Teacher Conferences, music programs, and general activities.
10. Parents must agree to bring all complaints and concerns to the proper school authority in a spirit of Christian love and prayer. The proper sequence of authority is the teacher first, then the principal as necessary, then a written request to the School Board.
11. Parents must agree to read the school handbook and to familiarize their child with the philosophy and practice of the School.
12. At least one of the parents must attend an orientation with the principal. Full registration payment and previous years' tuition must be paid for the student to be enrolled.

Bethel Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its discipline, education policies, admission policies, or athletic and other school-administered programs. Students of other religions or doctrines may discuss their beliefs when appropriate, but they may not promote or display their religion.

DOCTRINAL STATEMENT

We believe that the Bible is inspired in the originals (II Tim. 3:16) and perfectly preserved in the languages in which they were written (Mt. 4:4; 24:35). We only use the King James Bible, which follows the Masoretic Hebrew Text and the Greek *Textus Receptus* (I Tim. 3:15). We believe that there is only one true God, existing in Three distinct Persons: the Father, the Son, and the Holy Spirit (Dt. 6:4; I Jn. 5:7), each One eternally existing and possessing all the attributes of deity (Gen. 1:1-2; Jn. 1:1; Col. 1:16; 2:9).

We believe that Satan and demons are real beings (Job 1:6-7) and that Satan is the god of this age (II Cor. 4:4). We believe that God created all things in six literal days (Gen. 1:1-31). We believe that Jesus Christ, the eternal Son (Ps. 2:12), was physically born of a virgin fulfilling prophecy (Is. 7:14; Mt. 1:18-25).

We believe that salvation of sinners comes wholly by grace, through the mediatorial office of the Son of God (Eph. 2:8; Heb. 7:24-25). The blood which Christ shed when He died on the cross is the only effectual element that can cleanse us of our sin (Eph. 1:7; I Jn. 1:7). We believe that salvation comes by grace alone through faith alone (Eph. 2:8) and that human works have no part in salvation and would indeed nullify salvation (Titus 3:5; Gal. 5:3-4). We believe in the eternal security of believers (Jn. 10:27-30; I Pet. 1:5).

We believe in only a local church (I Cor. 12:27), through which all ministry in this dispensation is to take place (Mt. 28:19-20; II Cor. 5:18). We believe in separating from ungodliness and worldliness, such as immodest dress, popular music (e.g. rock, rap, jazz, CCM, and Southern Gospel), theaters and ungodly videos, and churches that teach false doctrine (II Cor. 6:17; I Tim. 6:5).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified by God's grace alone on the single ground of faith in the shed blood of Christ, with no part of human effort (the sacraments, baptism, good works) adding any merit for, completion of, or securing of salvation.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person (Gen. 1:26-27).

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We

believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman (Gen. 2:18-25; I Cor. 6:18; 7:2-5; Heb.13:5).

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Bethel Christian Academy, it is imperative that all persons who serve as volunteers on School grounds agree to and abide by this statement on marriage, gender, and sexuality (Matt. 5:16; Philipp. 2:14-16; I Thess. 5:22).

CHAPEL

The students assemble each week for chapel and have a time of preaching. Pastors, teachers, and guest speakers minister to our students in the 5th – 12th-grade chapel and in the kindergarten – 4th-grade chapel. Parents are welcome to come.

ACADEMIC TRAINING

CURRICULUM

Bethel Christian Academy strives for academic excellence. The School generally follows the basic school curriculum for all grades, covering as a minimum the same required work for each grade as any accepted public school course of study.

Bethel primarily uses the *A Beka Book* and Bob Jones University Press curriculums. Students are instructed in phonics, reading, writing, arithmetic, English, spelling, geography, United States, world and California history, civics, health, science, music, and physical education, as required by the California Educational Code (Sections 51210 and 51220).

A period is set aside each day and given to specific training in the Bible. The study of the Bible is suited to the child's particular needs, interests, and abilities, and is conducted by the teacher in his own classroom. Bethel Christian Academy teaches Bible doctrine from a historical Baptist view point.

In its approach to science, the Academy is creationist because the Bible teaches a six-day, literal creation. The Academy presents the evolutionary hypothesis as completely false.

TEXTBOOKS AND SUPPLIES

All textbooks, except Bibles, are paid for through the registration fee. The textbooks, with few exceptions, are property of the student, who is responsible for replacing lost or damaged material. All textbooks should be covered. All students from second grade up must have a King James Version Bible (Old and New Testament), which must be purchased from the School.

At the beginning of school, each teacher will give instruction to his students as to what types of supplies are needed. Students are responsible to furnish their own supplies. Second and third grades will use wide-ruled paper, and fourth through twelfth grades will use college-ruled paper. The School will supply pencils and paper to the kindergartners and paper to the first graders.

HOMEWORK

To aid students in mastering their lessons and in training their character for self-discipline, we believe that homework is both necessary and vital. The work assigned to be done outside the classroom is not “busy work,” but is practice of the regular classroom work and development of investigative and research skills.

When the teacher gives an assignment, students are required to complete it and turn it in on time. Late, missing, or incomplete homework may result in grading penalties and classroom discipline.

GRADING

Bethel Christian Academy uses traditional letter grades based on the following grading scale:

4.0 / 100-94% = A – Outstanding Achievement

3.0 / 93-86% = B – Good Achievement

2.0 / 85-77% = C – Satisfactory Achievement

1.0 / 76-70% = D – Minimum Achievement

0.0 / 69- 0% = F – Failure

Grade Point Average (GPA) is calculated based on the four-point system and is averaged according to the number of subjects.

REPORT CARDS AND PROGRESS REPORTS

Bethel Christian Academy issues report cards every six weeks, usually on the Wednesday following the end of the grading period. Report cards are due back, signed, the day after issuance. The School mails home report cards within a week after the end of the school year, and parents can then keep the cards. “The School may withhold from parents the grades, diploma, or transcripts of a pupil pending payment of certain damages or the return of loaned property” [(e.g. reading books) Section 48904]. All loaned property must be returned to the School before the final report card will be mailed out.

The School sends home progress reports the fourth week of each grading period, when applicable to the student. Progress reports give parents notification of trouble areas their children are experiencing so improvements may be made before the end of the period. If a teacher believes that parents do not know or understand their child’s progress, he may contact the parents to inform them of any academic problems.

The junior high and senior high are under academic performance and attendance requirements that are explained directly to them.

ACADEMIC HONORS

Six-weeks Honors

A student can achieve the Honor Roll award at the end of the grading period, providing his report card for that given grading period contains no C’s, D’s, or F’s.

End-of-year Honors

A student can achieve the Honor Roll award, providing his cumulative GPA is 3.0 to 3.49 with no D’s or F’s on his report card. He can achieve the Principal’s List award, providing his cumulative GPA is 3.5 to 4.0 with no D’s or F’s on his report card. He can earn the Bible award for having all A’s in on his report card in Bible. Students can also earn the Penmanship award, the Perfect Attendance award, the Physical Fitness award, Speech Contest awards, Spelling Bee awards, and Science/History Fair awards. Students with exemplary character can receive the

Outstanding Character award, and 4th – 12th-grade students demonstrating excellence in the Christian life can receive the Christian Life award

TESTING

All students take the Stanford Achievement Tests in the spring of each year, and students in the odd-numbered grades also take the Otis-Lennon School Ability Test. These tests help determine the effectiveness of our educational programs and help enable the administration, faculty, and parents to assess and correct areas of need with the students.

COMPETITION

Our goal at Bethel is to help parents train their children in the major areas of life (Lk. 2:52) and then to challenge students to achieve excellence in their endeavors. For this reason, we hold a school-wide competition in the spring of each year.

At the Competition top contestants challenge one another in speech, spelling, music, math, writing, Bible, science and history projects, art, and home economics. The months of preparation along with the intensity of the competition help students excel in their strengths (Pro. 27:17). All students are invited to compete in the Competition, and parents are invited to assist.

CHRISTMAS AND SPRING PROGRAMS

Several times a year, we seek to bring the whole school together for special programs, allowing parents to get a sense of what their children are accomplishing at the Academy. These programs are held in the evenings, either in the church auditorium or at another site in the community, and they teach students teamwork, public performance, and skill in drama and music. School programs require the cooperation of everyone. Therefore, all students are required to attend their grade's program unless the parents make prior written arrangements with the Principal. The programs count as a final test grade for music class.

Parents and visitors should expect a time of preaching followed at every school program, as well as an offering to help defray the cost of the program or to help with a school project.

We strongly encourage family and visitors to follow a modest, appropriate dress standard when attending a school program or graduation. Appropriate attire for

men would be at least a button-down shirt and slacks (please remove caps when entering the building), and for ladies at least a skirt and blouse in which the skirt length is to the knee hinge (slit or opening not above the knee) and the neckline of the blouse is not revealing. The orientation of dress should be to dress up rather than to dress down. Guests should listen respectfully to the program and keep any young children quiet and under control.

Please remember that there is no smoking allowed on campus at any time.

FIELD TRIPS

In connection with the regular class work, teachers schedule field trips throughout the school year that generally correlate with information students have learned during the year. Parents usually supply admission fees and transportation for these events.

1. Students are to wear regular school uniforms on all field trips.
2. All drivers must be at least 25 years old and present to the office proof of insurance and a valid driver license.

SPORTS

Bethel offers competitive athletics to its junior high and high school students as a means of developing character and disciplining the body. We also use athletics to teach lessons about life, such as team work, submission, determination, courage, and perseverance.

Our school has boys basketball and girls volleyball. The teams play against other Christian schools in the area.

SUMMER SCHOOL

A three-week summer school usually begins one week after the last day of school and is offered as a tool to help those needing to catch up to grade level or to improve existing skills. Hours are generally 8:00 a.m. to 12:00 p.m. Each summer school class consists of small groups and meets Monday – Friday during summer school.

STUDENT LIFE

HOURS OF OPERATION

Bethel Christian Academy students receive a full day of instruction. All classes are conducted from 8:30 a.m. until 3:00 p.m. Students are encouraged to participate in opening exercises (pledges and prayer) at 8:20 a.m. on the basketball court, weather permitting.

CLOSED CAMPUS

Bethel Christian Academy operates under a closed campus policy. Upon arriving at school, students must remain on campus before the classrooms open. A parent taking his child from school grounds for any reason before the normal dismissal bell must sign out the student from the office and present a release pass from the office to the teacher. If the parent returns his child that same day, he must sign in the student in the office. Students must have written permission to walk, bike, or take public transportation to or from school. Students leaving the school campus without written permission will be punished.

LUNCH

Students bring their own lunches and eat at school. When a student forgets his lunch, he cannot call home or leave the campus to purchase one. The class will share with him. If parents bring lunch, they should bring it to the office by 11:00 a.m. so the secretary has time to deliver it without interrupting class schedules.

CLASSROOM PARTIES

Two classroom parties are held each year: Thanksgiving and Christmas. These parties take place within the last class hour before school dismisses.

Birthday parties must be coordinated with the teacher, and any parties for the teacher must be approved by the principal.

To honor Christ, we do not allow any impersonation or presentation of Santa Claus in the classroom at Christmas nor of the Easter Bunny at Easter. At Halloween, no costumes or observances implying Halloween will be permitted.

ILLNESS WHILE AT SCHOOL

For minor injuries, teachers will administer first aid in the class or send the student to the office. When in doubt, we will always contact the parents. If a student complains of illness, we will either let the student rest in class, rest in the office, or call home, depending on how serious it is. For headaches, Tylenol or equivalent will be administered, unless the parents did not give permission to do so on the registration form. No other internal medication will be given. Students are not allowed to take medication brought from home unless they have a note from the parent. All medications are to be administered through the school office.

TARDINESS

All tardies are unexcused and will be officially counted unless the student has a pass from a faculty member or an **ADMIT TO CLASS** slip from the school office excusing the tardy.

If a student arrives at school after 8:30 a.m., regardless of the time during the day, he must report to the school office to obtain an "Admit to Class" slip. The secretary will determine if the tardy is excused or unexcused. Excused tardies are situations beyond one's reasonable control. Examples would be car trouble, late car pool, ill family members, and medical or dental appointments. Unexcused tardies are situations within one's reasonable control. Examples are those such as oversleeping, running late, heavy traffic, and finishing homework.

Parents will receive a \$2 fine on their school bill for each child who receives an unexcused tardy.

CLASS ATTENDANCES AND ABSENCES

Every student at Bethel Christian Academy has a responsibility to himself, his classmates, and to the School to attend classes regularly and punctually. Acceptance of this responsibility is a mark of maturity and is essential for optimum academic achievements.

General Guidelines

1. A record of attendance is maintained in all classes at all times.
2. If a student is ill, he is expected to be kept at home, but whenever possible each student should be in school.

3. A note is required from the parent when a student is absent for any period less than five school days.

4. If a student is absent because of illness more than five consecutive school days, he may not return to class without a doctor's note indicating he is sufficiently well to re-enter school.

5. If a student is found to have a nuisance disease such as impetigo, lice, pink eye, or scabies, we will ask that he be taken from school and not return until he has seen a doctor. Upon his return to school, he must have a note from the doctor stating that he has been seen, treated, and is able to return to class.

6. A note from the parent is necessary in order to be excused from P.E. This note is good for one time only. A doctor's note is required if the child is to be excused for any length of time more than three days.

EXCUSED ABSENCES

Excused absences are for health, family, school, and church reasons. The school work missed during an excused absence can be made up. Examples of an excused absence are illness, medical appointments, quarantine or a doctor's advice to remain at home, bereavement and funerals, and court summons by warrant. Excused absences also include non-excessive transportation difficulties beyond the control of the student or parent, care of other family members who are ill, church related activities with proper advance notice to the School by the parents, and unalterable family vacation.

If possible these kinds of absences should be cleared with the office in advance by written note or telephone call. This will give the student an opportunity to arrange work assignments with the teacher. Except for emergency situations, we request that all doctor and dentist appointments be scheduled for other than school hours.

Students who are absent a part of the school day are still responsible to turn in all assignments and complete scheduled examinations on their particular day.

UNEXCUSED ABSENCES

Unexcused absences are absences in which school work cannot be made up. Examples of unexcused absences include out of town pleasure (other than family vacation), running errands or doing work for parents, lack of proper clothing, shoes or haircut, hair appointments, entertainment, tiredness, or school disciplinary action. If necessary, the principal will judge on an individual

basis and make the final decision.

Leaving the school campus without authorization, (e.g., cutting or skipping classes) will be regarded as a serious offense requiring disciplinary action and parent notification. The Academy cannot accept responsibility for any student who leaves the campus without authorization prior to the end of the school day.

Regular daily attendance is required for all students. Students absent 20% or more of the school year may be required to attend summer school classes. Extenuating circumstances will be handled on an individual basis.

PROCEDURES FOR RE-ADMITTANCE

Immediately upon returning to school after an absence, the student must bring a note to the office. Students will not be allowed to return to class without a signed note from the parent.

The secretary will determine if the absence is excused or unexcused and will write out an “Admit to Class” slip. The student then takes the “Admit to Class” slip to the teacher. If the student has parental permission to leave the campus after being at school, he must first obtain a pass from the office to show the teacher. Students are not allowed to leave and return to the campus without clearance from the office.

MAKE-UP WORK

Immediately upon returning to school after an absence, the student is responsible to confer with his teacher(s) for turning in homework, receiving new work assignments, and establishing a definite timetable for making up work. A student should not wait for the teacher to seek him out, but should rather take the initiative for his work.

For every day of absence, a student with an excused absence will get the same number of days he missed to make up the work. Parents may also appeal to teachers for an extension if necessary.

STUDENT ACCIDENT INSURANCE

See office for student accident program.

EXTENDED CARE SCHEDULE AND FEES

Extended Care is offered from 7:30 a.m. to 8:00 a.m. and 3:15 p.m. to 6:00 p.m. From 8:00 – 8:30 a.m. and 3:00 – 3:15 p.m. regular supervision takes over and parents are not charged. Parents may not drop off their children before 7:30 a.m. Parents must sign their children in and out of Extended Care.

When a child arrives at school during the morning Extended Care hours, he must report immediately to the Extended Care worker. If a child arrives at school before 8:00 a.m. or stays after 3:15 p.m., he is automatically included in Extended Care, whether or not parents intended to use the service. If a parent is running late on a particular day, he does not need to call the school office, as the child will be automatically cared for by the Extended Care worker.

During Extended Care students may wear either their uniform or their P.E. dress. Students will be held accountable for their behavior and may receive conduct slips for disobedience, separate from classroom conduct slips.

Extended Care fees are per child and are charged in 15-minute increments. Parents using Extended Care will be assessed in September a \$50.00 deposit per child which will apply as credit towards the last billing of the school year. Parents are billed from the 16th of the month to the 15th of the next month. Those charges are then included with the tuition fees and mailed with the monthly school bill statement. All charges are due the first day of the month. A \$10.00 late fee applies for every 15 minutes a child stays after 6:00 p.m.

Bethel Christian Academy offers Extended Care for its children on school days. It does not operate a child care service for non-Bethel students; neither does it operate on holidays or during summer months. Whenever school dismisses at noon, Extended Care does not open for the afternoon or evening hours.

OFFICE HOURS

Office hours are 8:00 a.m. to 4:00 p.m. during school days. You may call the school office to leave messages for the principal or teachers, and they will get back to you in a timely fashion.

PERSONAL BELONGINGS

Please label your child's belongings with his full name to prevent loss, especially of jackets, sweaters, shirts, jumpers, backpacks, and lunch boxes. Each year the

School has an abundance of unclaimed items. The School is not responsible for lost, stolen, or damaged personal belongings.

LOST AND FOUND

We will attempt to unite lost articles with their owners. However, if this is not possible, unclaimed articles will be turned in to Lost and Found. Students should check for lost articles. Unclaimed clothing will be sold in a pre-owned uniform sale or disposed of.

TRANSPORTATION

Transportation is not furnished by the Academy. However, in addition to picking up one's child directly, a parent may have his child walk, ride his bike, use public transportation, ride with a friend or relative, or ride in car pool. If any of these additional means are used and the parent has not already authorized the ride in his child's application, the parent must send a note to school authorizing that means of transportation. Please do your best to arrange your transportation or other needs ahead of time with your child.

If parents need help with transportation, they may give the School the necessary information which will appear the next week's Newsflash, and interested parents will be in contact. The School cannot directly arrange transportation.

GUIDELINES FOR PICK-UP AND DROP-OFF

1. Avoid blocking the school entrance and causing congestion. Follow the direction of the painted arrows.
2. If your child is not immediately available, park in a parking stall.
3. Do not back into the neighbor's bushes. Try to keep the neighbor's driveway clear of obstruction.
4. Escort K – 3rd-grade children from the building to the car. Do not ask the children to cross Rincon Lane alone; escort them across the street.
5. Drive slowly and exercise patience and courtesy.
6. Do not throw litter onto the parking area.

7. Please do not honk car horns.

SCHOOL NOTICES

Please read all school notices. Each week the Newsflash goes home with the students containing information and updates of school activities and procedures.

VISITING THE SCHOOL

The School welcomes adult visitors at all times. Parents should make arrangements with the school office before coming to visit their child's classroom (one day advance notice). Younger brothers or sisters may not visit the School without special arrangement with the principal.

All parents must come to the school office before going to the child's classroom. This includes observing in the classroom, picking up the child for an engagement, or having a brief conversation. The office will give the parent a special pass in these situations.

Occasionally, a student may wish to have a friend attend class on a specific day. Arrangements for such visits must be coordinated through the office at least one full day prior to the visit with permission. The visitor must be fourth grade or higher, and receive prior permission from the parents, school office, and the principal.

Visitors must remain with their host, adhere to the school dress code, and follow school policies during their time on campus. No visitors are allowed to enter any classroom unless permission is granted by the school administration.

WITHDRAWALS AND TRANSFERS

In the event of a withdrawal or transfer, the principal's office must be advised. Prior to withdrawal or transfer, appropriate textbooks and other School property must be returned and all bills must be paid. Once financial accounts are settled, school records will be sent to the new school when a request is received.

CUMULATIVE RECORDS

Each student shall have a file of his cumulative (permanent) records maintained in the school office. Permanent records include immunization records, health

exams, birth certificate, applications, academic records, and office-administered discipline records.

STUDENT RESPONSIBILITIES

GENERAL RESPONSIBILITIES AND RULES

Students essentially have three responsibilities at Bethel Christian Academy: obey, honor, and listen. We require our students to obey their teachers, the principal, the pastor, staff, or any other authority (Eph. 6:1; Rom. 13:1). Within that obedience, students must obey immediately, completely, and joyfully. If the child does not obey within these three parameters, he disobeys (cf. Gen. 22:1-5).

The child must also honor his teachers. *Honor* has the idea of setting a high value on something; therefore, students must highly regard their teachers, and show them respect befitting their teacher. Students may not roll their eyes at, argue with, or talk back to their authority. Students are to reply with a polite “Yes, Sir” or “Yes, Ma’am” or “No Sir” or “No Ma’am.”

Students must also listen. Listening includes giving attention to, but it primarily has the understanding of taking heed to, that is believing and practicing the instruction (cf. Pro. 4:1-2). We ask our students to take heed to what they are taught, whether it be Bible doctrine, math instruction, or athletic training.

Having listened in class, students then fulfill their responsibilities by working hard, using their time wisely, and doing their best in completing homework assignments and projects and in preparing for tests and quizzes. Students must be prepared for class every day.

Should a child entertain a question about the fairness or correctness of a teacher’s decision, he is to give that teacher the benefit of the doubt regarding the matter (cf. I Cor. 13:7).

The four primary classroom rules students shall follow are the following: (1) No talking without permission, (2) Do not get out of your seat without permission, (3) Respect your teacher at all times, and (4) Follow directions to the point. We will be firm, fair, and friendly toward the children.

GENERAL STANDARDS OF CONDUCT

1. Every student at Bethel Christian Academy is expected to conduct himself in an orderly, courteous manner at all times with prompt and respectful obedience to all School personnel and their personal property.
2. Students must show respect for the Bible, church auditorium, school property, and flags.
3. Students shall abstain from immoral movies and games, gambling, immorality, profanity, use of or possession of tobacco, drugs, or alcoholic beverages or the possession of any instrument capable of inflicting bodily harm on or near school grounds. See the handbook for the discipline for these actions.
4. Students shall refrain from willfully damaging, defacing, or destroying school property or from illegally entering school buildings.
5. It is the School's policy concerning window breakage or property damage that the parents of the student who damages school property will be held responsible to reimburse the School for the costs of repair.
6. Students must show respect for the rights of other students and their property.
7. Students shall follow a "hands off" policy, e.g., no fighting, no hitting, no slapping, no kicking. They should take their problems to their teacher.
8. The School does not encourage "tattling" of minor offenses for the purpose of getting another student in trouble.
9. Items such as radios, cd players, ipods, trading cards, comic books, magazines, and game consoles or portable video games shall not be brought to school. Students may bring restricted items as these to school if first he receives permission from his teacher for classroom work only or from the principal for exceptional circumstances.
10. Students shall not go behind any of the school buildings, enter the auditorium without supervision, or go into the office without permission.
11. Behavior on field trips, outdoor education, or off-campus athletic events must conform to the same rules that apply on the school grounds.

12. Students may not to use the office telephone unless they are ill or have an emergency. Forgetting lunches or homework or getting permission to go over to a schoolmate's home after school is not considered an emergency.

13. Boys and girls shall not show affection, physical or emotional, to each other at school or at school-sponsored events.

CLASSROOM STANDARDS

1. Students shall not be in any classrooms in which there is no teacher supervision. Students shall be quiet and respectful inside the classrooms.

2. Students shall respect their teacher at all times as the authority in the class, regardless of agreement or disagreement with the teacher's decision or procedure.

3. Students shall keep desks clean and orderly and help maintain a clean and orderly classroom as well as maintain desks and classroom equipment.

4. Toy pistols, guns, and knives shall not to be brought to school. The student must obtain permission from his teacher before bringing other toys, pets, games, or hobbies to school.

5. Students must get permission from the teacher or other person in charge before leaving the room, apart from an emergency.

6. Students shall not loiter, play, or visit in the rest room.

7. Students shall not run or play in the parking lots before or after school.

8. Teachers will give specific instructions for classroom conduct to his class.

PLAYGROUND STANDARDS

1. Students shall respect one another during play times and share equipment and accessories, as well as the court and play field.

2. Students shall not push or shove while waiting in line at the drinking fountain.

3. Students shall properly dispose of garbage.
4. Students shall refrain from making unnecessary noise near classes that are in session.
5. Students shall not play near the classrooms, office doors, or the office steps.
6. Students shall not climb fences.

EATING REGULATIONS

1. Students will eat their lunch in the classroom with the teacher present.
2. Students shall be courteous, mannerly, quiet, and seated until dismissed from lunch.
3. Food shall not be wasted. Any food the child does not eat should be taken home at the end of the day.
4. Students shall take lunch boxes and sacks home each day. Lunch boxes and backpacks must not have anything on them that is worldly.
5. Students may eat snacks at recess on the benches.
6. Students shall not eat on the playground.
7. Students shall not chew gum anytime or anywhere on the school grounds or on field trips.

PARENT RESPONSIBILITIES

OVERVIEW

The primary responsibility of parents, according to Ephesians 6:4, is to bring up children in the nurture and admonition of the Lord. Our society today has shifted its focus from training children to loving children. However, the kind of love that takes place centers on making children feel good, giving them what they want, protecting them from physical adversity, and making their lives easy. We should love our children (cf. Eph. 5:18ff), but the application of that love primarily is in training them. Therefore, parents must exercise their authority in

training their children and spend less time concerned about how children feel.

As parents you must know that God holds you responsible to take the authority He has given you to train your children in the way they should go. The Lord wants to work through your lives as parents to mold your children into what they should be, but you must submit to Him (Ps. 127:1). You are then responsible to follow the Bible and train your children in the way they should go (Pro. 22:6), developing their obedience, character, godliness, and respectfulness (Lk. 2:52). What you do with your children greatly affects the direction of their lives. They are arrows in your hands; let us work together in pointing them in the Bible direction (Ps. 127:4).

We ask that you do several things in the training of your children. First, train them to obey you. Children must obey their parents in all things (Col. 3:20), and they are to obey you immediately, joyfully, and completely (Eph. 6:1-3). Second, support the authority of your teacher. If your child knows that you support your teacher's decisions, he will be unable to divide his authorities or get away with disobedience (Amos 3:3; Rom. 13:1-4).

Third, support the character training that takes place during the school day. We work at developing children's character at school in several ways: e.g. by making them sit up straight in their desks, having them pay attention in class, setting deadlines for memorizing lines in a play, pressing them to work hard in PE, and requiring that they turn homework in on time, etc.

Fourth, receive the Biblical teaching presented at school. Some of the beliefs Bethel teaches may be different from your beliefs, but we ask that you take them into consideration. If the opposite of what we are teaching is true, we will carefully consider a Scriptural presentation of another view.

Fifth, heed any observations your teacher makes about your child. One of our goals is to prevent wrong attitudes and patterns from starting in our children. Rather than assume your child is not at fault, take into consideration that a problem may exist. Open communication between parents and teachers is essential for the training of a child.

HOMEWORK GUIDELINES

Here are some guidelines regarding your child and homework. First, check your child's homework daily, if necessary, to make sure that he did all of it and that he did it correctly. Second, if your child does not understand an assignment or a

problem, lead him in how to solve the problem, but do not solve it for him. Third, sign his homework notebook daily, if the teacher requires it. Fourth, if the homework load consistently seems heavy, give the teacher the benefit of the doubt. Generally, students have time during the day to work on their assignments. Perhaps your child did not listen as carefully as he ought and therefore does not understand the material, or it could be that your child did not use his time wisely when he did have seatwork time. Even when children do homework, they can tend to take too much time; set time limits. Requiring their attention in class and setting time limits are means of correcting homework problems.

If you have addressed these possibilities and a seeming problem persists, you may approach your child's teacher to get his perspective on the situation.

TEST AND QUIZ GUIDELINES

It is your responsibility to make sure your child is prepared for tests and quizzes. In the lower elementary, tests and quizzes can come every week for some subjects and every other week in other subjects. In the upper elementary, junior high and high school, tests and quizzes may come less frequently. If your child needs assistance in preparing for these evaluations (and generally they do through sixth, seventh, or eighth grade), start studying several days in advance and teach your child how to prepare for his tests and quizzes. If you are not sure how to go about this, consult your teacher.

PARENT-TEACHER CONFERENCES

Bethel Christian Academy schedules Parent-Teacher Conferences in the fall of each year. In order to keep open and consistent lines of communication between the teacher and the parent, parents are required to attend the Parent-Teacher Conference or make other arrangements with the teacher.

PHILOSOPHY ON RELATING

We believe that Bethel provides the greatest possible education for a child. A school, even one such as ours, however, cannot guarantee overcoming the deficiencies of a home. Parents are responsible for training their children. With that in mind, it is extremely important for the parents and the teachers to have a proper relationship with one another. We have found that the following suggestions will lead to a smooth and successful relationship on behalf of the child:

1. Be thoroughly familiar with the policies and procedures of this handbook.
2. Be continually reminded that the School does all that it does to be a help to your child. We are working totally on your behalf and not in opposition to you.
3. Remember that our teachers are here on a sacrificial basis.
4. Assume the teacher to be right. If you, a student, or another parent has a complaint about a teacher, consider the teacher to be right and support him. If there is indeed a difficulty, go to the teacher and sort out the details in a calm way to come to a solution.
5. Visibly support your teacher, the School and its policies. Lack of support or opposition will hurt your child and his education. A positive attitude about the School and teacher with the child will have a tremendous effect on the child in his attitude toward the teacher, school, and learning.
6. Avoid the “greener-grass” syndrome. A parent can teach his children to run from problems, if when a problem arises, he considers leaving the School.
7. It is always best to talk about a problem with the teacher first, not with another parent first, or to write the teacher a note.

STATEMENT OF SUPPORT

Bethel Christian Academy has two main goals for its students: To glorify God (1 Cor. 10:31) and to assist parents in bringing up their children in the nurture and admonition of the Lord (Eph. 6:4). The administration and faculty of Bethel work within a Biblical framework to implement these goals in its students’ lives. To ensure quality and thorough development of these goals, it is imperative that parental authority agree with policies and procedures of BCA. Since opposition to the avenues used to arrive at these goals undermines the authority, thus ability BCA has to accomplish these objectives, BCA holds that the parents must support the decisions and policies of the administration and faculty to maintain unity which is needed to reach the desired level of development in the child’s life. The following are examples that will not be tolerated by the administration and may result in the suspension or dismissal of the child(ren) from school:

1. Public embarrassment or railing of a faculty or staff member,
2. Non-compliance with the discipline decision of administration or faculty

towards a student,

3. Disregarding the stated chain of command for resolving a discrepancy with administration or faculty (see pg. 5), and
4. Spreading false information about faculty or administration.

Parents resisting in these or other ways will receive written warning about their actions. The third warning letter in a school year will result in the family's expulsion from school.

We understand that people can have "bad" days, which may result in inappropriate communication with or about the School. However, we also realize that this inconsistency affects more than the intended party. Since open communication is a key to a successful working relationship between parents and the School, the administration and faculty are willing to consider a difficulty that a parent may have provided he approach the respective person in a courteous fashion. Face to face meetings are best, but a telephone call may also be appropriate. We appreciate our parents and students and look forward to assisting you in training your children.

DRESS STANDARD

PHILOSOPHY OF DRESS

The philosophy of dress of Bethel Christian Academy is that students should dress in a fashion that glorifies God. We implement this philosophy by teaching students through principle and practice Biblical standards of dress and grooming. Through training we desire that students develop Biblical convictions of dress. Thus, clothing appropriate for school wear is to be clean, neat, modest, and Christ-like.

We believe that men's and women's dress ought to be distinguishable; that is, male garments ought to be decisively masculine, and female garments ought to be distinctively feminine (Dt. 22:5; Zeph. 1:8; I Tim. 2:9). Distinction between male and female garments is determined by design, color, style, and fabric.

In order to keep dress distinguishable, we have designed our dress code so that only boys wear pants and only girls wear skirts. Girls may not wear pants at any time, and boys may not wear dresses at any time. For athletic events or PE, girls

may wear culottes.

Any student coming to school without proper attention having been given to personal cleanliness or neatness and modesty of dress may be sent home to properly prepare himself for school or may be sent to the rest room to prepare himself before entering the classroom.

When you go about purchasing school clothes and you are unsure if a particular garment is within the parameters of the School's standard, please confer with the administration before purchasing the items.

UNIFORMS

Students must wear uniforms at all times except for physical education. The reasons for the uniforms are as follows:

1. To encourage discipline and neatness,
2. To provide greater modesty and morality,
3. To be more economical,
4. To discourage dress competition, and
5. To accommodate parent's desires.

Uniforms and accessories (e.g. sweaters, hair bows, socks) shall consist of the four school colors: **red, white, navy blue, and forest green.**

Girls

Kindergarten – 4th-grade girls shall wear school jumpers, 5th-grade girls may wear either jumpers or skirts, and 6th – 8th-grade girls shall wear skirts. Girls may wear either white, peter-pan collar blouses or white, knit polo shirts. Shirts must be tucked in. Turtleneck shirts may not be worn under the shirts. Skirt length must be at least to the mid-calf. Girls may wear school-color leotards under their skirts. Girls shall wear modesty shorts under their skirts at all times. At no time may girls wear slacks, jeans, or sweat pants.

Boys

Kindergarten – 8th-grade boys shall wear navy blue, 100% cotton or cotton-polyester pleated pants (e.g. Dockers style) with inside back pockets and dark stitching. Pants with loops must be worn with a belt. Boys shall wear white shirts with collars, long or short sleeved, dress shirts or polo shirts. Shirts shall be tucked inside the pants. Turtleneck shirts may not be worn under the shirts.

SHOES, SOCKS, SWEATSHIRTS, AND COATS

Dress shoes, casual shoes, or tennis shoes are normal school wear. Beach-type shoes, shoes without backs, flip-flops, high heels, boots, sandals, or shoes with excessively thick soles shall not be worn. Shoes with rubber heels are best because they are not exceptionally noisy or hard on floor finishes.

Students shall wear socks with their shoes. Socks for both boys and girls can be any length, so long as they rise above the ankle. Socks must be one of the four school colors.

If students wear sweaters, they may wear only school-color, cardigan sweaters. At no time, except during P.E., will students be allowed to wear sweatshirts. Acceptable sweatshirts are red Bethel sweatshirts or solid school-color sweatshirts with no printing. Students may wear any jacket or coat, with the exception of jean jackets.

Uniforms can be purchased from our uniform company, Dennis Uniform. See the school office for details.

PHYSICAL EDUCATION DRESS

Kindergarten – 2nd-grade students wear their school uniforms for PE. Third – twelfth-grade girls wear school-color culottes and a red Bethel t-shirt. Third – twelfth-grade boys wear school-color sweat pants and a red Bethel t-shirt. Students may receive disciplinary action and a lowered grade if they do not dress for PE.

HAIR

Boys' hair must be short (I Cor. 11:14): it must be off the top of the shirt collar in back and shall not fall below the eyebrows in front or over tops of the ears on the side. Boys' hair must be neat and trimmed and shall not be excessively styled with a worldly look. A conventional or regular hair cut, tapered properly

from the hair growth line, is the proper cut with no extreme styles. Boys may not have sideburns below the middle of the ear or a mustache. Boys who shave must maintain a clean-shaven look. Girls' hair must be long (1 Cor. 11:15): it must at least cover the ears and collar. Hair must be neat and pulled back from the face with no extreme styles (1 Tim. 2:9).

MAKE-UP AND JEWELRY

Kindergarten – 8th-grade girls may not wear facial make-up, with the exception of lip balm. Girls may not wear imitation finger nails, nor may they wear colored finger nail polish. Girls may wear clear nail polish. Girls may wear one set of earrings that are the size of a nickel or smaller. Girls may wear one necklace, one ring, and one bracelet. Girls may not wear anklets. Boys may wear one ring, but may not wear necklaces, earrings, or bracelets (cf. Dt. 22:5).

DISCIPLINE

PHILOSOPHY OF DISCIPLINE

The word *discipline* comes from the word *disciple*, which means “a learner.” Christian education is incomplete without moral training and discipline. The father has first responsibility in discipline, then the mother. It is the child's responsibility to obey his parents (Col. 3:20, Eph. 6:1).

Bethel Christian Academy views itself as an extension of the home. It exists to help the parents meet their God-given responsibility to educate and discipline their children. In other words, parents are the head teachers, while teachers have an assisting ministry.

The purpose of discipline in a Christian school is to bring the students to salvation and then to a maturity in Christ so that they will exercise self-control in school, in the home, in the church, and in every other area of life. Effective discipline involves two elements: love and firmness. Love without firmness leads to manipulation of the child; firmness without love leads to resentment by the child. We seek a Biblical balance. The teacher's attitude towards the child and discipline is firm, fair, and friendly.

In the methods of discipline we may use the combination of verbal warnings, personal counsel, memos to parents, office referrals, parent-teacher conferences, detentions, isolation, suspension, and swats. In order to attend

Bethel Christian Academy, parents must sign a consent form agreeing to the administration's using corporal punishment if needed (cf. Pro. 22:15; 29:15, 17).

SWATS

Swats generally proceed from the discipline process in the classroom. In the classroom, when a child disobeys, he moves up one discipline level. After two disobediences in a day, a student receives a conduct slip. If a student disobeys three times in a day, he is sent to the office for swats. If a student disobeys twice, receiving a conduct slip, on three different occasions in a grading period, he is sent to the office for swats on the third conduct slip. Some disobedience may bring automatic swats, such as lying, stealing, cheating, fighting, swearing, and showing blatant disrespect toward a teacher.

When the child comes to the office, the principal or acting principal reviews the conduct slip with the child. Should he decide that swats are in order, he will telephone the child's home to inform the parents of the incident. When giving swats the principal or acting principal will spank the boys and one of the lady staff members will spank the girls. All swats are given in the office with a witness present. The precedence is to give the child three swats with a paddle on the bottom.

After the spanking, the principal reviews the disobediences with the child, gives the child a copy of the conduct slip, reassures him of his love for him, and then sends him back to class. The parent signs the conduct slip and returns it the next day to his child's teacher.

The seventh – twelfth graders primarily receive detentions for disobediences, although if the disobedience persists, students may receive conduct slips and swats, both of which would follow the above procedures.

SUSPENSION

Suspension is the withholding from the student the privilege of attending his classes. The intention of suspension is to discipline the student for a period of time in which he will have the opportunity to reflect upon the seriousness of his actions and take the necessary personal steps to correct his own behavior and/or attitude. Suspensions are used by the administration prior to considering the student's dismissal from school.

During the period of suspension, the student will be responsible for all the assignments, homework, or other work assigned or required by each of his

teachers but shall not be given credit for the work. Any assignment, homework, or other work assigned to the student which falls due during the suspension period will be immediately due upon the student's return to his classes. Suspensions are considered unexcused absences.

Junior high and high school students may be suspended for one day upon receiving six detentions in a semester, and three days upon receiving twelve detentions in a semester. They will be expelled for receiving eighteen detentions in a semester.

INFRACTIONS INVOLVING MANDATORY SUSPENSION OR EXPULSION

1. Possessing or using tobacco, narcotics, or alcohol on or off campus,
2. Carrying or using instruments to do bodily harm,
3. Striking a teacher or other School personnel,
4. Committing criminal acts or being charged with criminal behavior by the police or court of law, or
5. Engaging in sexual misconduct, including fornication.

INFRACTIONS THAT CALL FOR DISCIPLINE BY THE PRINCIPAL AND COULD RESULT IN SUSPENSION OR EXPULSION

1. Inappropriate clothing or appearance,
2. Stealing or lying,
3. Hugging, kissing, or other romantic physical interaction,
4. Committing an act of defiance, either in language or action, in or out of the classroom. (e.g. swearing, fighting),
5. Refusing to comply with any reasonable request of a teacher in or out of the classroom,
6. Willful defacing or destroying of school property (parents will be required to pay cost of repairs),

7. Threatening a teacher or other School personnel, or
8. Viewing pornography or speaking or acting in sexually explicit ways.

PROCEDURES FOR RE-ADMITTANCE AFTER SUSPENSION

1. First suspension—Parents must contact the principal and come to the School for a conference with the principal.
2. Second suspension—Same as for the first suspension with every effort being made to see that the child and parent receive Biblical counseling.
3. Third suspension—Automatic expulsion.

EXPULSION

Expulsion occurs when other means of correcting misbehavior or filthy habits fail, or when contagious or infectious diseases cannot be stopped from spreading.

If a child's physical or mental abilities fall well below the capacity to keep up in physical activities or academics, the School may ask the parents to withdraw their child during the school year or not return the next school year. It is also understood that if proper evaluation or representation of a student is not given by parents at the time of the original interview and in the information given on the application form, Bethel Christian Academy reserves the right to dismiss the student if necessary.

Incorrigible behavior or disrespect by the parent to the administration, teachers, or staff will result in the family's dismissal from school.

All expulsions are at the discretion of the administration.

FINANCIAL POLICY

TUITION RATE

The annual tuition is found on the financial schedule located in the school office. Multiple children enrolled from the same immediate family receive additional discounts. See the financial schedule for details.

TUITION PAYMENT

Bethel Christian Academy operates on a strict budget which depends on constant cash flow. Therefore, prompt payment of tuition and other fees are essential for a smooth operation of the School. The training of our children is high priority.

The parent, guardian, or signee, signing the commitment and authorizing the enrollment form, is the one responsible for tuition and fees. Annual tuition can be paid in full or by the semester. In such cases parents will receive a 4% discount. Payments can also be made monthly, following a ten- month schedule beginning August 1 continuing to May 1.

Payments are due the 1st of the month and must be received in the office by the 10th regardless of which day of the week the 10th falls. If the payment is late, a late fee is charged to the account. A fee will also apply to accounts issuing checks with non-sufficient funds. Upon a second returned check, cash or money order will be required. If you cannot make the payment on time, please call the office and give a specific date on which you believe you can make the payment. Please do not issue post-dated checks.

Payments are due on the first of the month; and if monthly tuition fees become ten days delinquent, students are no longer eligible to attend BCA unless the principal makes an exception. Students may return to school upon full payment of tuition and other fees.

Bethel Christian Academy charges its basic fees for a 170 – 180 day school year, exclusive of school holidays, vacations, or student absenteeism. Also, remittance divides equally into ten monthly payments for your convenience, not based on the number of days in a given month. The School will charge one-half month's tuition for students enrolling for a half month or less, and a full month's tuition for students enrolling in more than a half month. The School will refund one-half month's tuition for withdrawals on the 15th of the month or prior. However, parents withdrawing, having attended more than more than 15 calendar days in that month, will remit the full month's tuition.

The interpretation and application of all guidelines written in this handbook are subject to the discretion of the administration and the School Board.