

Bethany Christian Academy
Parent/Student
Handbook 2025-2026

**“Where Students Have an Eternal
Advantage”**

Since 1899



1765 Highland Avenue
Montgomery, AL 36107
(334) 264-2101

www.bethanychristianacademy.org

Greetings! I am thrilled to serve as the Principal of Bethany Christian Academy. We are excited that you decided to go to S.O.A.R. with us during the 2025-2026 school year.

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

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

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

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

S.O.A.R- Students on Academic Rise!

Please read this handbook with your child so that he/she is aware of expectations and responsibilities during the 2025-2026 school year. We pledge to partner with you to make this a successful school year.

Paula Blackwell, Principal

BCA Mission: The mission of Bethany Christian Academy is to provide Christ-centered, data driven education to equip students with academic excellence and spiritual growth.

Motto: "Where Students Have an Eternal Advantage"

BCA Mascot: Bald Eagle

SCHOOL MISSION STATEMENT

The mission of Bethany Christina Academy is to provide Christ-centered, data driven education to equip students with academic excellence and spiritual growth.

HISTORY

Over one hundred and twenty-five years ago the Academy was established by the Seventh-day Adventist Church in 1899 as the Charity Mission School. It boasted an enrollment of thirty

students and proved to be much needed and appreciated. Due to growth and development, the school moved several times and changed its name to Bethany Christian Academy to keep up with the changing times and meet the demanding challenges of the day. In 1980, a pre-school program and a kindergarten were added which later developed into Bethany Child Development Center which is located at 714 Cedar Street. An integral aspect of the educational system is the teaching of the whole child including the head, the heart, and the hands. The main objective of the school is to prepare students to excel academically, socially, physically, and spiritually for the glory of God and for service to humanity.

Currently located at 1765 Highland Avenue, Bethany Christian Academy is operated by the Bethany Seventh-day Adventist Church, which is located at 722 Cedar Street in Montgomery, Alabama. The Church and the Academy are owned by the South-Central Conference of Seventh-day Adventists, located at 715 Youngs Lane, Nashville, Tennessee.

ACCREDITATION

Bethany Christian Academy is accredited by the Department of Education of the Southern Union Conference of Seventh-day Adventists, and the National Council for Private School Accreditation.

EDUCATIONAL PHILOSOPHY

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

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

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

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

STUDENT CODE OF CONDUCT

While attending school during regular hours or during school-sponsored activities, students are expected to follow these basic rules, procedures, and expectations:

- To read and become familiar with this policy
- Help create and maintain a safe and orderly school environment that is conducive to teaching and learning.
- Know and obey all school, community and district rules and regulations.
- To attend school daily, on time and ready to learn.
- Present the school with a parent/guardian note for absences.
- To prepare for class, and complete class and homework assignments to the best of their ability.
- Work to achieve potential in all academic and extracurricular activities.
- Dress in accordance with the dress code for school and school functions.
- Accept responsibility for their actions.
- Maintain appropriate conduct and uphold the highest standards of conduct, demeanor, and sportsmanship.
- Reflect respect and consideration for the personal and property rights of others and understand the need for cooperation with all members of the school community.
- Bring to school only those items and materials which are approved and appropriate for the instructional program.
- To treat everyone in the school community with respect.
- Do not become a distraction for others. Give every other student the opportunity to maximize their potential. Encourage fellow students. Never tear them down Bethany Christian Academy is operated for youth who are in kindergarten through the eighth grade. Any child who desire

- Christ-centered education may be accepted if the school's standards and policies are upheld.

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

APPLICATION PROCESS for Bethany Christian Academy

Applications can ONLY be completed online. Please contact the office manager at (334) 264-2101 for all necessary information. Each applicant will be evaluated by the principal, and an admissions decision will be sent via email. When special circumstances for admission exist, the applicant will be referred to the admission committee for a determination of enrollment.

Acceptance is based on an applicant's scholastic ability and previous citizenship/conduct. New students are administered a basic skills test to determine the student's placement or academic level of achievement. Students are expected to maintain passing conduct and academic grades. Priority is given to current students and Bethany Seventh-day Adventist Church members in good and regular standing and according to the order in which completed forms have been received.

APPLICATION/RE-APPLICATION FEE

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

FINANCIAL INFORMATION

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

1. Payment of any outstanding obligations (if applicable)
2. Payment of the testing fee (\$50)
3. Payment of the first month's tuition
4. Payment of registration fee (\$575.00)
5. Payment of admissions fee

METHOD OF PAYMENT

Tuition payment may be paid online with Procare

10-Month Payment Plan begins August 1st

Tuition is considered late after the 5th business day of the month, **unless other specific**

arrangements for pay periods that fall differently are made and strictly adhered to. (Failure to adhere to an individual payment arrangement due date will nullify the arrangement and the account will be treated as if it were late after the 5th business day of month along with everyone else). If the tuition payment is not received by the 5th business day of the month a \$50 late charge will be added to the student's account. This late fee should accompany your payment. All accounts must be current by the 12th of each month for a student to continue attending classes or other special school functions. Furthermore, failure to make payment by the 12th of the month will result in financial suspension. **This means that the student will not be able to attend classes until the account is current.** It is therefore important to plan and keep in close contact with the school about your emerging financial circumstances. Failure to contact the school before the 12th of the month regarding any payment difficulties will be interpreted as your intention to pay your bill as agreed.

Any amount owed from the previous year must be paid before the student can enroll for the current school year.

REGISTRATION FEE

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

TUITION AND FEES

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

Tuition and Fees Discounts:

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

EXTRA-CURRICULAR ACTIVITY FEES

When necessary, extracurricular activities fees will be paid by parents and announced before the date(s) of the activities.

OUTDOOR SCHOOL FEE

All sixth graders are required to attend the outdoor school in April. Science camp fees should be paid by the end of the first quarter. **Fee: \$175.00**

GRADUATION FEE

All eighth-grade student accounts must be paid before the student can participate in the mission trip, graduation program, or the eighth-grade class trip. **The graduation fee is due by the end of the first quarter. Fee: \$125.00**

KINDERGARTEN GRADUATION FEE

All kindergarten students must be paid before they can participate in the graduation service. **The graduation fee is due by the end of the first quarter. Fee: \$75**

TRANSCRIPT REQUEST FEE

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

EIGHTH GRADE MISSION TRIP FEE is \$2000.00

South Central Conference Department of Education's mission trip will be held in the spring of 2026. The admission cost for this trip will be determined each year. Information will be forthcoming.

ELIGIBILITY NEW STUDENTS

During the first nine weeks, the instructional staff will evaluate the child's grade placement, academic achievement, and social development. If changes are necessary, the principal or designated staff member will contact the parents(s). All students must be tested before admission.

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

DOCUMENTS: The office must be provided with the following:

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

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

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

KINDERGARTEN/FIRST GRADES

1. Be five years of age on or before September 1, 2023
2. First grade students must be six years of age on or before September 1, 2023
3. Pass the School Readiness Test

4. Demonstrate reasonable ability to listen and follow directions
5. Parents and students complete a satisfactory interview with the principal and/or admissions chair.

NEW SECOND THROUGH EIGHTH GRADE APPLICANTS

Students in grades two through eight should have:

1. Passed the school's placement test.
2. An average at least a "C" in the academic subjects on current report card
3. Have a passing grade in conduct.
4. Have an average of at least a "C" in the citizenship grade
5. Parents and students complete a satisfactory interview with the principal and/or Admissions Chair.

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

TRANSFERRING STUDENTS IN

Students transferred from another school will need to submit an official cumulative academic record from the previous school along with the information listed above.

TRANSFERRING STUDENTS OUT

Parents are to submit to the school office a written Transfer Request Form from the school to which the child will be transferred. Allow two days for the documents to be compiled.

INTERVIEW

An interview with the students and parents by the administration team is required. During the interview, the committee may administer a screening exam and/or review previous standardized achievement test scores, letters of recommendation, former educational evaluations, report cards, progress reports, attendance records, and any other reports pertaining to the student's academic profile.

PROVISIONAL ACCEPTANCE

All students may be provisionally accepted for one semester. The focus during this period will be an assessment of the student's academic progress, attendance, and general conduct. Students demonstrating satisfactory progress in each of these areas will have a status change to regular.

STUDENT WITH IEP'S OR 504 PLAN

Bethany Christian Academy is not equipped to provide services for students with disabilities. IEP or

504 plan. Students with disabilities will be **evaluated to determine whether their specific situation can be accommodated within the structure of our school program**

STATEMENT OF NON-DISCRIMINATION

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

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

STUDENT RETENTION

Parents will be notified shortly after March 15th if retention has been requested for their child. Failure of two or more core subjects (final grade of F) will result in a retention recommendation and will jeopardize the student's ability to participate in graduation exercises. Core subjects include the following: Reading, Language Arts, Mathematics, Social Studies, and Bible.

SCHOOL COMMUNICATION

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

FACT SIS (Formerly RENWEB) ONLINE SYSTEM

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

CLASSROOM VISITATION

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

1. All parents must check in at the office and sign in upon arrival. Please wait for the office manager's directions.

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

VOLUNTEERS

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

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

SAFETY AND SECURITY

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

HOME AND SCHOOL

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

FIRE/SAFETY DRILL

1. Fire/Safety drills are held in adherence to the South-Central Conference policies and regulations. Practice Fire/Safety drills are being held to prepare our students for an emergency. Fire/safety drills are conducted monthly and will be recorded.

ACTIVE SHOOTER DRILL (A.L.I.C.E)

ALICE is an acronym for Alert, Lockdown, Inform, Counter, Evacuate. It is not designed to be sequential but rather to be utilized dynamically in each unique situation. ALICE training addresses each component in detail. The ALICE Training Institute provides comprehensive, hands-on instruction on these components and access to tools and resources to aid in implementing and maintaining ALICE procedures. For additional information please visit:

www.alicetraining.com/our-program/alice-training/

EXPRESSED AND/OR IMPLIED HARM TO OTHERS OR SELF

If a student expresses self-harm or harm to others, BCA'S school policy requires that the student's parent/guardian be contacted to arrange immediate pick up of the student. The student must be evaluated by a licensed mental health practitioner. The parent/guardian is required to provide the practitioner with BCA's reason for requesting the evaluation. The parent/guardian must provide the school with the practitioner's written and signed clearance for returning to school. Once received, the principal and/or Executive Committee of the School Board will decide whether the student may return. The student will remain at home while waiting to be evaluated and for the decision on eligibility to return

EVALUATION

INSTRUCTIONAL SYLLABUS

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

MID-NINE WEEKS' PROGRESS REPORT

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

REPORT CARDS AND TRANSCRIPTS

Report cards are issued at the end of each nine-week grading period to parents whose tuition account is current. At the end of the first and fourth quarter grading periods, report cards are issued to parents at a time that has been scheduled for parent teacher conferences. (See the school calendar for dates that report cards are to be issued to parents.) Teachers will notify parents of their scheduled time for the conference. Report card issuance dates for conferences and/or mailings are listed on the school calendar. Any changes will be announced.

Students and parents will have 10 days (about 1 and a half weeks) after the date report cards are issued to challenge a report card grade in writing. After 10 days (about 1 and a half weeks) no grade will be changed.

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

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

ACADEMIC PROBATION

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

INCOMPLETE WORK

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

GRADUATION REQUIREMENTS

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

HOMEWORK

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

TEXTBOOKS AND SUPPLIES

All hardback books are provided by the school. The rental charges are included in the registration fee. There will be an extra charge for the replacement of lost or damaged books. BCA is not responsible for any lost items. Students are expected to furnish their own pencils, pens, paper, crayons, notebooks, scissors, and other materials.

WEEKLY CHAPELS

Chapel is held weekly for the purpose of spiritual emphasis and leadership. Students are to maintain an atmosphere of reverence at the Chapel. They are also to participate in song service and reading the scriptures.

SPELLING BEE AND STEM FAIR

As part of the curriculum of Bethany Christian Academy, students participate in an annual Spelling Bee and STEM Fair. Winners of the local Spelling Bee and STEM Fair represent their school in the annual Conference Spelling Bee & STEM Fair. The local winners of the Spelling Bee & STEM Fair are required to attend and represent the school.

SCHOOL UNIFORM

1. All students must be dressed in the appropriate school uniform each day.
2. Our school stores sell all parts of our uniform.
3. **Students are required to wear all black or brown shoes (laces and soles must be black).** Various types of all black shoes include tennis shoes, loafers, boat shoes, Mary Jane, Oxford etc.
4. Physical Education T-Shirts and Spirit T-Shirts are purchased in our school store.
5. All students must be properly attired in the school approved uniform.
6. Uniform infractions will be issued to students not dressed in the appropriate school uniform. Uniform infractions include the following: (non-admission to class).

There will be times when the students will be out of uniform, in which case, the students are still

required to be modest in dress. By modest we mean clothing that is neither too short (must pass the fingertip test), too tight, too large, too revealing, nor advertising inappropriate pictures or words. Only with the parents' cooperation and understanding can we continue to maintain our high standards and entrust us to see that their students wear clean, appropriate, and modest clothing at school and at all school functions.

The Uniform Policy will be strictly enforced.

SCHOOL UNIFORM BREAKDOWN

Boys (Grades K-5 Only)

- Light Blue Oxford Shirt
- Navy Blue Tie
- Navy Blue or Khaki Uniform Slacks
- Navy Blue Vest or Cardigan or Sweater
-

Boys (Grades 6-8 Only)

- Light Blue Oxford Shirt
- Navy Blue and Gold Striped Tie
- Navy Blue Blazer with School Emblem

ALL

- Black or Navy Blue Socks
- Black, or Navy Blue Belt
- Black or Navy Blue School Shoes
- No Athletic Shoes are to be worn other than PE days

Girls (Grades K-5 Only)

- Light Blue Blouse or Oxford Shirt (No Polo Shirts)
- Blue Plaid Jumper or Skirt (knee length or longer)
- Khaki or Navy Blue Uniform Slacks
- Navy Blue Vest or Cardigan, or Sweater

Girls (Grades 6-8 Only)

- Light Blue Oxford Shirt (No Polo Shirts)
- Uniform Blue Plaid Skirt (knee length or longer)
- Uniform Khaki or Blue Slacks
- Navy Blue Blazer with School Emblem

ALL

Uniform Blue Plaid Cross Tie

- Navy Blue Socks, Opaque Black, or Blue Tights
- Black or Navy Blue School Shoes (No sandals)
- Navy Blue or Black Hair Accessories ONLY
- No Athletic Shoes are to be worn other than PE days

JEWELRY

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

SCHOOL EVENTS/ACTIVITIES

All students are required to participate in all school activities unless an illness or emergency takes place. Oftentimes, school activities take place on the weekends and after school.

WEATHER AND EMERGENCY CONDITIONS

If a situation develops which necessitates the school closing, a late opening, or early dismissal, an announcement will be made on the following means of communication: Email and Text will be our mode of communication.

PLEASE REMEMBER: School will be in session if there is no announcement via email or text. The school day may be shortened or end abruptly if there is an emergency after students arrive. If this should occur, parents will be notified. If parents cannot be contacted, the school will contact the person(s) listed on the authorization form for emergencies. During inclement weather, parents are asked to communicate closely with the school and have transportation quickly available when notice of school closing is given. **If we must relocate due to a building emergency you may pick your student up from the O'Connor Tennis Center, 500 Anderson Street, Montgomery, AL (334) 240-4884, (adjunct to our building) If a student has been injured during this emergency you will find them at the Community Service Center across the parking lot. Parents should also have an emergency plan in place to remove children from the school should a disaster or other incident arise leading to the immediate evacuation of the school.**

HEALTH POLICY

IMMUNIZATION REQUIREMENTS

The State of Alabama requires that all students be properly immunized. Each student must have a blue immunization card in his/her file. For the protection of all students, the State reserves the right to

order the suspension of any student who does not have his/her vaccinations current.

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

MEDICATION

No dispensing of medication of any kind should be done without orders from a physician and written consent of parents, and only in the main office. Medication is considered any prescription or over-the-counter drug. If a student requires medication during school hours, it must be administered by school personnel. The office must have a completed medication dispensation authorization form and/or other requested information to administer medication (prescription or over the counter). Medication refills should be monitored by parents.

The only medication students can carry on their person is an inhaler. When the need arises to use an inhaler, a student must inform school personnel so that this usage can be noted. Students are prohibited from sharing any medication with another person. Having any unauthorized medication on one's person or sharing any medication could subject the student to immediate suspension or expulsion.

NUTRITION POLICY

HEALTH IS PRIORITY

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

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

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

THE USE OF MEAT AT BETHANY CHRISTIAN ACADEMY

Only vegetarian meals are served at Bethany Christian Academy. Meat dishes are not a part of the Bethany Christian Academy lunch menu. However, students can have meat in their sack lunch brought from home AS LONG AS NO PORK, HAM, BACON, CATFISH, CRAB LEGS, AND SHRIMP ARE INCLUDED.

(See the book of Leviticus, chapter 11, for a more complete list of allowed and restricted dietary items recognized by the school.)

DOOR DASH/ONLINE DELIVERY SERVICES

Students in grades Kindergarten through Eighth grade are not allowed to order any food that must be delivered to the Bethany Christian Academy campus. This is for the safety of the scholars and the time it takes to receive all food items.

SCHOOL HOURS

School begins at 8:00 AM and ends at 3:30 PM, Monday through Thursday. School is dismissed at 12:00 PM on Fridays. All parents are required to make certain that their children arrive at school on time each day. Students are not excused or dismissed early except in case of an emergency.

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

ARRIVAL PROCEDURES

The school building opens at 7:15 AM to begin receiving students each morning.

- After care - \$140.00 to be per month you must register each month. And no refunds if they don't attend.
- Aftercare late fee - \$2.00 per minute

BEFORE AND AFTERCARE POLICIES AND PROCEDURES

Before and After Care students must abide by all school rules. In addition, students must abide by the following:

- Be respectful to all before and after care personnel, other students, and teachers.
- Follow all the instructions the first time they are given.
- Remain in their assigned seat.
- Keep hands, feet, and make inappropriate comments to yourself.
- Use respectful language and keep the volume of their voice at a respectable level.
- Complete all the homework and bring a library book to read silently when work is completed.
- All before care students must be signed in by their parent/guardian.
- All after care students must be signed into aftercare by the after-care provider and signed out by their parent/guardian.
- After care students must remain in after care until their parent/guardian picks them up.
- Repeated reprimanding may result in suspension or termination of involvement in the program.
- Students left unattended after school will be placed in aftercare at parent's expense.

AFTER CARE HOURS

Monday – Thursday 3:45 PM to 6:00 PM - **Fridays** 12:15 PM – 4:00 PM

After Care Cost (Per Child): \$7 per child daily, \$5 two children daily, \$4 three or more children

daily.

After Care late fee - \$2.00 per minute

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

***No After Care: When Bethany Christian Academy is closed for inclement weather and on early closing days, there will be no after care provided.**

SAFETY PATROL

Selected students will serve as the school's Safety Patrol Team to help direct students in an orderly arrival and dismissal process. To be eligible for safety patrol, students must meet certain criteria. Selections are made shortly after the start of the school year.

CAR SAFETY

Please take your responsibility seriously. Arrive on time and require the use of seat belts for all students. The maximum safe speed in the school parking lot is 5 mph. Please be considerate of other vehicles and cooperate with your Safety Patrol Team.

TARDY/ABSENCE

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

Promptness to class is very important. **Students will be marked tardy at 8:05 AM and must report to the office before proceeding to class, which will receive a tardy slip before they are admitted to class.** A parent must accompany the student to the office and sign the Tardy Register. Habitual daily excessive tardiness, especially when arriving more than 30 minutes late is unfair to your child. Certain school subjects are completely missed when a child arrives as late as 9:00. Severe chronic tardiness cannot be tolerated and will be referred to by the academic committee for review and action.

DEPARTURE PROCEDURES

Students will be dismissed at 3:30 PM Monday through Thursday and at 12:00 PM on Fridays. Students should be picked up promptly. At 3:30 PM daily (12:00 on Fridays) students will be escorted to the first-floor cafeteria by their teachers. Students are to be picked up from the cafeteria. A student remaining after 3:45 PM without prior arrangement will automatically be enrolled in the after-school program for that day (12:15 PM on Fridays). Fees in addition to regular After Care rates may apply to students who leave after school with no previous arrangement from a parent or guardian.

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

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

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

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

Acceptable Excuses for Non-Attendance :

- Verified illnesses
- Unavoidable medical, dental, or ophthalmic service
- Quarantine
- Bereavement Students will be allowed to make up work missed resulting from excused absences. All unexcused absences will result in a "zero" for all missed work. All unexcused absences will be reviewed 1-on-1 by the principal to determine if schoolwork can be made up.

IF A STUDENT EXCEEDS SEVEN (7) UNEXCUSED ABSENCES IN ONE SEMESTER, HE/SHE COULD RECEIVE A FAILING GRADE FOR THAT SEMESTER. The Compulsory School Attendance Law of Alabama requires children aged 6-17 to attend school. Seven (7) unexcused absences with a school year constitute a student being truant.

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

STUDENT CONDUCT AND DISCIPLINE POLICY

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

1. Students are expected to maintain order in the hallways.
2. Students are expected to walk to the right in the school building.
3. Students are expected to exercise care in all school property, books, chairs, furniture, equipment, the grounds, etc.
4. At all times, students are expected to practice the principles of Christian morals,

ethics, fair play, and courtesy in all school relationships.

5. The school telephone is a business phone. Students may not receive telephone calls during the day, except for emergencies.
6. Cell Phones: Watch phones, handheld phones may be brought to school but must be turned off and kept stored on the person where it cannot be seen (exception: watch phone). In case of an emergency (i.e., intruder) the cell phone may be used. Students with handheld cell phones are to keep it stored on their person where it cannot be seen. **Parents, please do not call or text your child during the school day.** If you have an emergency, please contact the main office. Students are not allowed to bring I-Pods, I-Pads, games, and other electronic media devices to the school. Any violation of this rule will result in the seizure of the item and notification of the parent(s). **Note:** The school will not be liable for any of these electronic devices.
7. All hats and coats must be removed upon entering the building except where special circumstances such as illness or temperature conditions within the school require the use of additional warm clothing. Saying, "I'm cold," is not an automatic condition allowing for the continued wearing of an overcoat indoors. Parents should ensure that their child(ren) own and wear the school approved cardigan when they need to stay warm.
8. **BULLYING:** Bethany Christian Academy seeks to provide a positive educational environment that eliminates any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member who will report the incident to the principal. The principal will investigate and take appropriate action. BCA employs a ZERO TOLERANCE for Bullying in all forms (ex. Verbal, written, physical, cyber)

GUIDELINES FOR CONDUCTING INVESTIGATION

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

Parental Complaints

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

When lodging a complaint or expressing a concern:

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

Mutual respect will be shown by all participants. One person speaks at a time without interruptions from other conference members (Even though you may disagree with what is being said). Use of profanity, name calling, insults, screaming or disrespectful voice volume will not be tolerated. The meeting will be discontinued if any of the above occurs.

STUDENT DISCIPLINE CODE

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

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

- Illegal activities (i.e., drugs, alcohol, gangs, gang signs)
- Disruptions to the academic process (i.e., use of profanity, throwing or turning over school furniture)
- An abridgment of the rights of others (i.e., harassment, sexual harassment, name calling, bullying)
- Dangerous and unhealthy actions (i.e., weapons, fighting, cyber bullying, inappropriate use of internet)
- Insubordinate actions (i.e., destroying/defacing school property)
- Contrary actions to other laws, board policies, and/or procedures
- Destructive activities that may jeopardize safety (i.e., tampering with fire alarm/fire extinguisher) **DESTRUCTION OF SCHOOL PROPERTY**
- Any school property destroyed by students will be assessed, and parents must pay for repair, restoration, or replacement.

CORPORAL PUNISHMENT

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

ENFORCEMENT STRATEGIES AND PROCEDURES

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

MINOR INFRACTIONS

- **BOISTEROUS OR INAPPROPRIATE BEHAVIOR** - May include an overly loud or obnoxious act or sound, i.e., yelling in the hall.
- **COMING TO CLASS WITHOUT NECESSARY MATERIALS** - (i.e., books, pens, pencils.)
- **DRESS CODE VIOLATION**
- **EXCESSIVE TALKING** - continuing to talk after having been asked by a staff member to stop.
- **GUM CHEWING**
- **LEAVING CLASS WITHOUT PERMISSION**
- **LITTERING** - the intentional dropping or throwing of items; or unintentional dropping or throwing of items when the student fails to clean up. This includes leaving personal belongings in the hall or classroom.
- **LOITERING** - being in an area without permission - e.g., roving the halls during class or after 3:00 p.m., playing on the playground, or prolonged stays in the restroom
- **MISUSE OF SCHOOL PROPERTY**
- **NOT FOLLOWING A STAFF MEMBER'S DIRECTIONS**
- **RUNNING** - anything other than normal walking in the building.
- **SPITTING** - includes intentionally spitting on the walls, floors, ceiling, or a person.
- **TUSSLING** - hitting, shoving, pushing, punching, kicking, slapping, and/or grabbing.
- **UNAUTHORIZED TELEPHONE USE** - the use of school phone without prior permission from a staff member.

MAJOR INFRACTIONS

- **AIDING AND ABETTING** - encouraging, assisting, or covering up another student's inappropriate behavior.
- **CHEATING** - use of or providing unauthorized information which may include talking during tests or copying other's answers.
- **DISHONESTY** - not telling the truth with the intention to deceive.
- **DISRESPECT** - socially unacceptable words or actions directed toward students or staff. This includes mumbling remarks under the student's breath and/or ignoring directions.
- **DISRUPTING CLASS** - words, actions and/or non-compliance with directions which cause interference with the normal classroom routine.
- **FORGING SIGNATURES - KINDERGARTEN TO Second GRADE** - forging or causing another to forge a signature (unauthorized signatures)
- **HARASSMENT OF OTHER STUDENTS** - a violation of another student's rights by mishandling another's property, physical or verbal harassment, threats, or intimidation. See harassment policy.
- **IMPROPER DISPLAY OF AFFECTION**
- **IMPROPER LANGUAGE** - obscene, suggestive, profane, derogatory, or cutting remarks.
- **NOT REPORTING TO DETENTION** - an unexcused absence from an assigned afterschool detention.
- **PETTY VANDALISM** - vandalism that does not have a permanently damaging effect. The student will be expected to pay for the cost of any repair or replacement.
- **REFUSAL TO FOLLOW THROUGH WITH A REQUEST MADE BY A STAFF MEMBER**- failure to do what a staff member requests at the time it is requested.
- **SELLING OR SOLICITATION** - unauthorized selling or soliciting of anything, i.e., candy, gum, food, or money
- **SKIPPING CLASS** - intentional non-attendance at an assigned appointment without teacher permission.
- **STEALING** - unauthorized borrowing, taking of smaller items such as pens, lunches, etc.
- **THREATS OF HARM TO OTHERS**
- **UNAUTHORIZED USE OF PHOTOGRAPHIC DEVICES AT SCHOOL**
- **VIOLATION OF STUDENT COMPUTER USE POLICY**
- **WEAPONS IMITATION** - use or possession of any object that looks like a weapon.

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

- **ABUSIVE LANGUAGE** - aggressive, insulting, profane, or disruptive verbal abuse
- **CONTINUED BELLIGERENT REFUSAL TO FOLLOW THROUGH WITH A REQUEST MADE BY A STAFF MEMBER**
- **CONTROLLED SUBSTANCES** - possession, use, transfer, or sale of illegal drugs, alcoholic beverages, tobacco products, or drug related materials.
- **CYBERBULLYING** – Bethany Christian Academy is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyber-bullying, by students or third parties is prohibited and will not be tolerated. Cyber-bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyber-bullying. Students will refrain from using personal communication devices or school property to harass or stalk another person. Bethany Christina Academy will take any report of cyber-bullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to any faculty/staff. Students who make a report are requested to preserve evidence of cyber-bullying. For example, a student may save or bring a copy of an email, text message, picture, or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Staff will take appropriate action and bring it to the principal's attention when students report cyber-bullying. Staff will attempt to preserve evidence of cyber-bullying and will submit any evidence to the principal.
- **FIGHTING OR ASSAULT** - violent bodily contact which does or has the potential to cause bodily injury.
- **FORGING SIGNATURES** - 3RD TO 8TH GRADE - forging or causing another to forge a signature (unauthorized signatures)
- **LEAVING SCHOOL DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE SCHOOL'S ADMINISTRATION**
- **SAFETY OR WEAPONS** - actions which endanger the health safety, and/or welfare of the individual student or other; failure to comply with established safety procedures and regulations; the use of matches or other fire producing materials without the supervision of a teacher; the use or possession of fireworks, firearms or any instrument used in a threatening way that could inflict bodily damage, injury or death.
- **SEXTING**
- **THEFT** - unauthorized removal, concealment, possession, or use of school property or the property of another person.
- **VANDALISM** - **vandalism, which permanently damaging creates an excessive mess, is socially unacceptable, or destroys property resulting from misbehavior.** The student will be expected to pay for the cost of repair or replacement. This would be expected in addition to any other discipline which might occur.

- **Overt Sexual Behavior**
- **Record Tampering**
- **Failure to Adhere to Emergency Procedures**

The Student Conduct and Discipline Policy apply to general and specific sanctions against actions or behavior including infractions/consequences listed above.

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

INFRACTION KEY:

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

PROGRESSIVE DISCIPLINE PROCEDURE

Phase I

Teacher chooses at least three of the Phase I consequences before progressing to Phase II (Documentation of all Phase I actions recorded in student agenda book and/or Facts Management):

- Student warning - with teacher reminding the student of the rule and the consequence
- Teacher conference with student in private
- Teacher changes the student's seat to lessen distractions
- Teacher uses proximity control
- Teacher notifies parents of student behavior and teacher actions (by phone or email)
- Loss of recess privilege
- Lunch detention
- Recommendation for pastoral conference (moral issues only)
- Students must bring a completed Behavior Form with them to the principal. Teacher must show evidence of steps taken in Phase I

Phase II-Administrative Intervention

STEP 1

Student behavior forms are sent to the principal; and a meeting will be held with the principal to determine the consequences. Consequences may include but are not limited to:

- Student Conference
- Parent notification
- In-school suspension (students will come to school and complete assignments, while being isolated from the rest of the student body)
- Out of school suspension (Parent must come in for conference upon re-admittance to school)
- Referral for evaluation by a licensed mental health practitioner
- Immediate implementation of Step 2

Additional notes:

- Refusal to go to detention will result in a 1-day suspension.
- Four documented detentions or Behavior Notices per month will result in students being suspended.
- Homework, tests, quizzes given and/or collected on the day(s) of suspension cannot be made up.

Phase III: Expulsion Review Process

STEP 2-Expulsion Hearing

Serious or repeated violations may lead to a form expulsion hearing. In this case, the student's name will be brought to the School Board to determine whether expulsion is warranted.

Note: Step 2 implemented immediately if the following offenses occur:

- **Drug/Alcohol use or possession**
- **Weapon use or possession**
- **Assault to faculty or staff**
- **Uncooperative and/or threatening behavior towards students or staff by the student and/or parent**

Important Reminder: All disciplinary actions will be placed in the students' permanent file.

SCHOOL BOARD

Chairman: Tamara Poole

Co-chair: Ron McCarden

The School Board is the governing authority for the school. The school board meets monthly to find ways to improve the quality of the school, set and review policy, and evaluate progress.

ADMINISTRATION

Paula Blackwell – Principal

Bethany Christian Academy Parent/Student Handbook 2026-2027



NOTICE OF RECEIPT.

2026-2027

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

Parent Signature

Date

Student Signature

Date