

# **Bethany Christian Academy**

## **Parent/Student Handbook 2020-2021**

**“Everyday Excellence”**

Since 1899



1765 Highland Avenue  
Montgomery, AL 36107  
(334) 264-1078  
Fax - (334) 264-0513

Mr. Howard L. Brown  
Principal

Greeting! I am thrilled to serve as the Principal of Bethany Christian Academy. We are excited that you decided to S.O.A.R. with us during the 2020-2021 school year.

BCA is a school that delivers the highest quality education, while providing each student 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 very 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 many planned activities and field-trips this year that extends beyond the classroom in all content areas as well as grade levels to provide the students of BCA the best opportunity in preparing them to college and 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 2019-2020 school year. We pledge to partner with you to make this a successful school year.

Howard L. Brown.

Principal

**BCA Mission:** Our School Mission is to prepare productive Christian citizens for exemplary service to God and man in this world and for a wider service and a greater joy in the world to come.

**BCA Motto:** "Everyday Excellence"

**BCA Mascot:** Bald Eagle

## **SCHOOL MISSION STATEMENT**

To prepare productive Christian citizens for exemplary service to God and man in this world and for a wider service and a greater joy in the world to come.

## **HISTORY**

Over one hundred 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 Middle States Association of Colleges and Schools (MACS), 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 a 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 the physical, the mental, and the 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 other

Bethany Christian Academy is operated especially for Seventh-day Adventist youth who are in kindergarten through the eighth grade. However, any child who desires a Christ-centered education may be accepted as long as 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**

Application is done online contact the office manager, Cynthia Johnson, for all necessary information. Each applicant will be evaluated and notification of the Admissions Committee's action will be sent to parents. Acceptance is generally 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
2. Payment of the testing fee (\$50)
3. Payment of the first month's tuition

### **METHOD OF PAYMENT**

Tuition payment may be paid with money order, cashier's check, or personal check. However, if a personal check is returned for insufficient funds, you must pay with money orders or cashier's checks. The last tuition payment installment must be made with a money order or cashier's check. A returned check fee of \$35.00 will be applied to your account for nonpayment.

### **10-Month Payment Plan begins August 1<sup>st</sup>**

Tuition is considered late after the 5<sup>th</sup> 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 5<sup>th</sup> business day of month along with everyone else.) If the tuition payment is not received by the 5<sup>th</sup> business day of the month a \$25.00 late charge will be added to the student's account. This late fee should accompany your payment. All accounts must be current by the 12<sup>th</sup> of each month in order for a student to continue attending classes or other special school functions. Furthermore, failure to make payment by the 12<sup>th</sup> of the month will result in financial suspension. **This means that the student will not be able to attend classes until the account is brought current.** It is therefore important to plan ahead and keep in close contact with the school

about your emerging financial circumstances. Failure to contact the school before the 12<sup>th</sup> 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 in full before the student is permitted to enroll for the current school year.**

### **REGISTRATION FEE**

The registration fee is prorated into 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.

### **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 in the yearly tuition if paid in full at registration.

Tuition and Fees Discounts:

- 5% Discount on annual tuition paid in full at registration
- 10% Discount on second child of the same immediate family and/or legal guardian paid monthly (proof of legal guardianship may be required.)
- 15% Discount on 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, fees for extra-curricular activities will be paid by parents and will be announced in advance of the date(s) of the activities.

### **SCIENCE CAMP FEE**

All sixth graders are required to attend the Science Camp in April. Science camp fees should be paid by the end of the first quarter.

### **GRADUATION FEE**

All eighth grade student accounts must be paid in full before the student will be permitted to 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.

### **TRANSCRIPT REQUEST FEE**

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

### **EIGHTH GRADE MISSION TRIP FEE**

\$1200. A South Central Conference Department of Education mission trip being held in the spring of 2020.

## **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 parent(s).

*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 completely 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 Students must:**

1. Be five years of age on or before September 1, 2019
2. First grade students must be six years of age on or before September 1, 2019
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 must:

1. Be the appropriate age for the grade level
2. Pass the school's entrance test.
3. Average at least a "C" in the academic subjects on current report card
4. Have an average of at least a "C" in the conduct grade
5. Have an average of at least a "C" in the citizenship grade
6. 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.**

## **TESTING**

Only an approved, tested and registered student is guaranteed a seat, subject to availability. Each new student is given an appropriate entry level test to determine grade level readiness.

## **TESTING FEE**

\$50 each student

## **Students with Disabilities**

Bethany Christian Academy is not equipped to provide services for students with disabilities. IEP or 504 plans that accompany students with disabilities must be referred to our Office of Education for review and approval.

## **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 as long as 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.

## **PARENT-SCHOOL COMMUNICATION**

Parents are urged to maintain open communication with teachers. The teachers are your allies in the work of molding your son or daughter in the Christian faith. Communicating with teachers will assist the school in ensuring the academic success of all students.

## **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 weeks 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.

## **FAST 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. In order 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 direction.
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](http://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.



**Home and School Leader**, Mrs. Janice Harvey

## **FIRE/SAFETY DRILL**

1. Fire/Safety drills are held in adherence to the South Central Conference policies and regulations. Practice Fire/Safety drills are held to prepare our students for an emergency situation that may arise.

## **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 approximately 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. The conferences will be limited to ten (10) minutes each and may continue for a couple of days beyond the calendar scheduled Parent/Teacher Conference dates. If parents find it necessary to conference beyond 10 minutes, then an appointment should be scheduled for a later date. 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 after the date report cards are issued to challenge a report card grade in writing. After 10 days 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.**

## **GRADING SCALES**

### **Kindergarten**

E = Excellent

S = Satisfactory

N = Needs Improvement

"E", "S", and "N" will be entered for work completed in art, computer, handwriting, music, and physical education. "E" is *Excellent* (85-100). "S" is *Satisfactory* (75-84). "N" (70-74) means *Needs Improvement*.

### **Grades 1 Through 8**

A+ = 100 - 95 B+ = 89-85 C+ = 79-75 D+ = 69-65 U = Below 60 -Unsatisfactory

A = 94 - 93 B = 84 - 83 C = 74 - 73 D = 64 – 63

A- = 92 – 90 B- = 82-80 C=72-70 D-= 62-60

## **HONORS RECOGNITION**

PRINCIPAL’S LIST: Grades 1-8 A's,

HONOR ROLL: Grades 1-8 A' and B's

PERFECT ATTENDANCE: No absences; one tardy

HONOR GRADUATES: Eighth grade honor students

## **GRADUATION REQUIREMENTS**

A passing score of 70% must be received in 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.

## **SCHOOL UNIFORM**

1. All students must be dressed in the appropriate school uniform each day.
2. BCA has set up an account the [FrenchToastSchoolbox.com](http://FrenchToastSchoolbox.com). All uniforms can be purchased at **FrenchToastSchoolbox** website. The local school uniform is Southern School Uniforms, located at 1717 Eastern Boulevard, Montgomery, AL.









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 conduct an investigation and take appropriate action. BCA employs a **ZERO TOLERANCE** for Bullying in all forms (ex. Verbal, written, physical, cyber)

#### GUIDELINES FOR CONDUCTING AN INVESTIGATION

1. The principal will hold a conference with the reporting student to collect all information including names of other students.
2. The principal will conference with each student individually in order to determine the seriousness of the problem and the persons involved.
3. The principal will hold a group conference with all students involved if the reporting student feels comfortable meeting 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 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**







## **SCHOOL BOARD**

The School Board is the governing authority for the school. The school board meets monthly or every two months to find ways to improve the quality of the school, set and review policy, and evaluate progress. Pastor Jeffrey Watson, JDPHV0ULFN-anice Harvey, +RZDUG%URZQ, Carmelita Green, Kasimpson, Tammy Winston, Rose Claibon, and Donald White.

## **SCHOOL PASTOR**

Pastor, Jeffrey L. Watson

## **ADMINISTRATION**

Mr. +RZDUG/%URZQ – School PrincipalTeacher

Mrs. Cynthia Johnson - Office Manager

## **TEACHING FACULTY**

Mrs. Reggenia Baskin, BA in Speech, BS in Early Childhood Education

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Mrs. Faith Victor Franks, BS in Elementary Education

Mr. Hosea Purifoy Music Teacher

## **STAFF**

Mrs. Tracey Williams, After-School Care Director & Testing Coordinator

Ms. Marilyn Wright, Volunteer Office Assistant

Mr. James McKeithen, Volunteer Librarian

Mrs. Rosemary Thornton, Food Service Manager

Mr. James Barry Shipman, Custodian Plant Manager

Ms. Evangeline DeRamus, Assistant Custodian

Mr. Marvin Ross, Groundskeeper

Dr. Kunle Harrison, Technology

## **Title I Teacher**

Mrs. Gloria Gibbons

## **HOME & SCHOOL LEADER**

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## **HOME & SCHOOL LEADER**

Mrs. Janice Harvey



