



# FAMILY HANDBOOK



*“Train up a child in the way he should go (and in keeping with his individual gift and bent) and when he is old he will not depart from it.” Proverb 22:6*

## **LETTER FROM MRS. JOSEPH ACADEMY EXECUTIVE DIRECTOR**

Welcome to the 2013-2014 school year at Bethlehem Christian Academy. We are looking forward to spending many rewarding days with your child. We value you and your child as members of our school family, a learning community with multi-faceted instructional programs that address diverse needs. Our school has solid academic offerings and a nurturing school climate.

Keeping parents informed is very important to all of us at Bethlehem Christian Academy (BCA), and many communication methods are available for us to use including this family handbook. Please read our family handbook carefully and let us know if you have any questions.

Choosing a school to educate your child is no easy task. Please know that the primary purpose of our school is to train the student in the knowledge of God, encourage a personal relationship with Jesus Christ, promote Christian values, and give the student an excellent education in a safe Christ-centered environment. Our goal is to assist them in being successful in school and in life.

The information provided in this handbook will give you an overview of the opportunities your child will be given to grow spiritually, academically, mentally, socially, and emotionally. Should you have any questions, please call the school office at 864-688-0410.

## **The Baldwin Vision: History & Mission of Academy**

*Behold the DREAM...Rev. Baldwin, A Man of Vision....*

### **The Vision of the Bethlehem Christian Academy**

The Bethlehem Christian Academy exists to educate our children in a spiritual environment. Bethlehem wants our children to receive the highest intellectual development of any children in any school in the country.

This vision began in 1996 when I was walking the halls of Mt. Zion Christian School with my daughter, LaJasmine. As we went to her class, I paused and looked around and it felt like the Spirit of God saying to me “we can do this!” That was the beginning of the vision for the Bethlehem Christian Academy. The Academy’s vision is based upon a belief that an African American Church could not only reach African American children, but just like any other church; an African American church can reach all children. The current paradigm of African American children scoring at the bottom in standardized test scores must be shattered. If African American children can learn the words to a rap song with words adults cannot even understand, then our children can learn Algebra, Science, and Literature also. African American children need to know their American legacy and their history from the continent of Africa. Knowledge of the achievements of people of African descent will break the yoke of oppression that has infected our community that high academic standards are for people of other races. Our community as a whole benefits when anyone excels academically. Even though we are focusing on the need to lift the African American community, the Academy is and always will be for all children. We live in a world where the economy and everything else is global. Therefore, we must learn to live together in our community. To live together, we must learn together. When we learn together we can appreciate and celebrate our differences rather than be fearful and untrusting of them.

In order to be successful, our students simply need someone who believes in them and expects the best from them. When the students receive these expectations from the parents and staff, our students will believe in themselves and will deliver their best. The Bethlehem Christian Academy will have parents who are involved in the education of their children. Bethlehem will have parents who visit our classrooms and interact with our teachers in a positive way. Bethlehem has parents who understand that an education is an investment in their child’s future. Bethlehem parents realize investing in their child’s education will pay dividends for a lifetime.

The Bethlehem Christian Academy has the best administration and staff of any school in the land. Our staff is competent and confident. Our staff knows that education is not only a profession, but education is a calling. The staff and administration knows that they are shaping the lives of our future. This is our vision that God gave us, and if the Lord said it, you can count on it for God will do just what He said.

## ***Philosophy***

Bethlehem Christian Academy strives to help students discover the joy of learning so they will become lifelong learners, confident decision-makers and strong team leaders. Bethlehem Christian Academy is anchored in Biblical truth. Our Academy provides a comprehensive program of educational excellence which is founded on the absolutes of God's Word. We acknowledge the pre-eminence of Jesus Christ in all things in our quest to illuminate children as "Beacons of Excellence."

We believe in providing an enriched multi-level approach to educating the whole child: combining spiritual, emotional and intellectual involvement through the incorporation of basic Christian principles and values.

We believe in teaching each student to honor God by striving for excellence daily, and making good use of the amazing resources God has provided.

We believe that students are our first priority! Bethlehem Christian Academy is committed in the pursuit of educational excellence.

We believe that cultural diversity promotes the full development of each individual, and that learning is a life-long process.

## ***Mission Statement***

Bethlehem Christian Academy will provide a quality  
Christian-based education  
in a challenging academic environment.  
Through the partnerships with families, school and communities,  
we will create in our students  
a passion for life long learning,  
a commitment of caring for others, and  
habits of healthy living.

# **BETHLEHEM CHRISTIAN ACADEMY**

## **"BEACON OF EXCELLENCE"**

### **ARTICLES OF FAITH**

Bethlehem Christian Academy accepts the following Baptist doctrine:

1. We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction.
2. We believe the Scriptures teach that there is one, and only one, living and true God, an infinite, intelligent Spirit, whose name is Jehovah, the Maker and Supreme Ruler of heaven and earth.
3. We believe the Scriptures teach that Man was created in holiness, under the law of his Maker; but by voluntary transgressions fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint but choice.
4. We believe that the Scriptures teach that the salvation of sinners is wholly of grace.
5. We believe the Scriptures teach that the great Gospel blessing which Christ secures to such as believe in him is justification; that justification includes the pardon of sin, and the promise of eternal life on principles of righteousness.
6. We believe that the Scriptures teach that the blessings of salvation are made free to all by the Gospel.
7. We believe that the Scriptures teach that in order to be saved; sinners must be regenerated, or born again.
8. We believe the Scriptures teach that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God.
9. We believe the Scriptures teach that election is the eternal purpose of God, according to which he graciously regenerates, sanctifies and saves sinners.
10. We believe the Scriptures teach that Sanctification is the process by which, according to the will of God, we are made partakers of his holiness.
11. We believe the Scriptures teach that such only are real believers as endure to the end.
12. We believe the Scriptures teach that the Law of God is the eternal and unchangeable rule of his moral government.
13. We believe the Scriptures teach that a visible church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel.
14. We believe the Scriptures teach that Christian baptism is the immersion in water of a believer, into the name of the Father, and Son, and Holy Ghost.
15. We believe the Scriptures teach that the first day of the week is the Lord's Day, or Christian Sabbath.
16. We believe the Scriptures teach that civil government is of divine appointment, for the interest and good order of human society.
17. We believe the Scriptures teach that there is a radical and essential difference between the righteous and the wicked.
18. We believe the Scriptures teach that the end of the world is approaching; that at the last day, Christ will descend from heaven, and raise the dead from the grave for final retribution.

# ***Policies, Procedures & Responsibilities***

## **Admissions Policy**

Bethlehem Christian Academy admits students of any race, color, national or ethnic origin to the rights and privileges, programs and activities generally accorded or made available to students at the school. All new entrants may be asked to participate in an admissions test and/or provide their most recent standardized test scores as part of their admissions procedure. This test is used for placement, as well as to determine if the needs of the prospective student can be met at the school. **Students entering the Pre-Kindergarten class must be four years of age by November 1.** Bethlehem Christian Academy reserves the right to dismiss any student requiring Special Services or any student who displays constant disciplinary behavior.

## **Non-Discriminatory Policy**

Bethlehem Christian Academy will not discriminate against any family based on race, affiliation, ethnic origin, or gender.

## **Enrollment Procedures**

The following items are required to complete the enrollment process.

- General Admission Information
- Enrollment Agreement
- Child Release Authorizations
- Internet & Computer Use Contract
- Articles of Faith
- Birth Certificate
- Social Security Card
- Standardized Testing Records (if applicable)

Medical forms:

- Documentation of current immunizations
- Medical Report

**\*\*\*Registration fee and first week installment of tuition.**

## **Immunizations**

According to South Carolina Department of Health Immunization requirements, each child enrolled in Bethlehem Christian Academy must meet applicable immunization requirements. All immunizations required for the child's age must be completed by the date of admission.

## **Financial Information**

Payments of tuition and/or fees are due each Friday. All tuition and/or fees paid after the due date will incur a \$30 late fee. Beginning mid-September, payments will be handled through the FACTS payment system, an automated banking system. If for any reason your account is inactive with FACTS, your child will be dismissed from the Academy. All records and report cards will be withheld until all tuition costs or other school fees are paid.

## **Meals and Food Services**

Bethlehem Christian Academy (BCA) provides a healthy lunch for \$2.35 per day. Breakfast is \$1.60 per day. Payment for breakfast and lunch are due each Friday to ensure an accurate count for the caterer. An additional snack is served during the after school program. BCA requests that parents provide a nutritious lunch in their child's lunch bag for their child if they are not purchasing the school lunch.

Food service practices: Bethlehem Christian Academy must ensure meals and snacks provided by the parent are not shared with other children. Children with food allergies are at risk when consuming food prepared by someone other than their own parents.

Children are encouraged but never forced to eat new foods during snack and meal times. We use this time to model good table manners and to reinforce children taking responsibility for the mealtime in setting the table, serving themselves, using good manners, and clean up after the meal or snack.

## **Attendance**

### **Transportation**

Students may begin arriving to school at 7:00 a.m. all students that arrive between 7:00am-8:00am should enter through the library. Please let the teacher on duty know whether your child is to eat breakfast.

***Attendance***– In the state of South Carolina, attendance laws are in effect for all students. There are 180 school days. All students must be in attendance a minimum of 170 days in order to be promoted to the next grade. Regular attendance at school is an important factor in helping your child maximizes his/her learning. Students should arrive by 7:50am each morning; school begins promptly at 8:00am.

***Absences*** – An absence will be counted as excused for: (1) personal illness (with a doctor's excuse), (2) serious illness or death in the immediate family, (3) medical examinations that cannot be made after school, and (4) appearance required in court.

Within 2 days of returning to school following any absence or tardiness, students are required to submit a note from their parents or doctor which contains the following: (1) the date of absence or tardiness, (2) the specific reason for the absence or tardiness, and (3) the signature of one parent/doctor. **Only three parental notes will be accepted per school year.** Doctor's excuses are unlimited.

**A doctor's excuse is required after ten absences. The Director reserves the right to retain any student who misses more than 10 school days.**

Remember that if a family vacation occurs during the school year, the office and the teacher should be notified before the student leaves. School assignments can be given so that the children will not fall behind in their school work. Vacations are not excused absences.

***Tardiness*** - A student who arrives at school after 7:59 am is considered tardy. **Parents must escort the student in and sign them in at the office. No student is to enter the classroom from the outside doors.** Tardiness will be excused for similar reasons as absences. Please be mindful that every four (4) unexcused tardy will be counted as an absence.

### **Emergency Closing**

In case of serious weather conditions or emergency situations that necessitate the closing of school, we will adhere to the following procedure; the announcement of our school closing will be broadcasted on TV Stations WYFF (4) and WSPA (7). Our website will also display closing information. Should it be necessary to close school once it is in session, the parents or an emergency number will be called prior to the closing of school.

### **Release of Children**

Children will be released only to the parent/guardian or an authorized person as designated by the parent Release Authorization form in the enrollment packet. If you need to amend the Release Authorization form, please stop by the office.

### **Early Dismissals**

Please limit the number of early dismissals for your student since this will interrupt class time and will limit very important instructional time. Early Dismissals must take place prior to 2:30pm. Parents are responsible for writing a note with:

- (1) Student's First and Last Name
- (2) Date of Early Dismissal
- (3) Time in which the student should be in the Academy Office for pick-up.

Students must be attend school a total of **5 hours** to be counted present for the day. Students arriving after 10am will be **marked as ABSENT**. Students that arrive at school, but leave for appointments, must attend a total of **5 hours**, or he/she will be **marked as ABSENT**.

With the exception of the 3:00p.m. pickup procedure, all parents are required to check-in and check-out their children. Please make sure that your child is properly signed-in and out so we can properly ensure their safety.

### **Regular Dismissals**

At 3:00 p.m., students not enrolled in Bethlehem Christian Academy's After School Care Program will be escorted to the parent's car. **Please use the car tags that were given to your student. These need to be placed on your rear-view mirror. This helps us to accurately identify approved persons to pick up students. If the car tag is not visible, the person will have to park their car and come to the front office to show their picture ID.**

Please refrain from parking in such a way as to block the line of cars waiting to pick up their child. Children enrolled in Bethlehem Christian Academy's After School Program will be escorted to their designated snack room.

### **Late Pick-up**

Students should be picked up from school no later than 3:15pm. The account for students that have not been picked up by 3:15pm will be charged \$1 per minute until 3:30pm. If the student is not picked up 3:30pm, a \$20 drop in fee will be charged, per incident, for the After School Program. The student will need to be picked up at the church or in the Life Center gym area.

### **Illness**

It is the goal of Bethlehem Christian Academy to provide a safe and healthy environment for your child. In an ideal world we could accomplish this in a germ-free environment. Even though



we pride ourselves in adhering to proper hand washing and sanitizing procedures, germs are present in today's society. With the help of parents keeping their children at home when he/she is sick, we can help prevent the spread of germs and keep our children healthy.

**When is your child too sick to attend school? When they are displaying one of the following symptoms:**

- Fever
- Diarrhea
- Vomiting
- Undiagnosed rash
- Red eyes with discharge
- Headache that will not respond to ibuprofen or acetaminophen

If your child develops any of these symptoms at school, you will be contacted and asked to pick up your child immediately. You will have one hour to pick up your child.

**Dispensing Medicine Policy**

Medicine (Prescription and Over-the Counter) must be accompanied by either instruction from the physician or the Temporary Over-the counter Medicine Authorization Form. It will be stored and locked in the appropriate storage area. All medication must be in its original container with the child's full name on it. **The first dosage for the school day must be given at home.** A member of the Director or other designated staff member will dispense the medicine to our students. Failure to properly submit the correct documentation will result in the office staff NOT administering the medicine to your child.

**Medical Emergencies**

In the event a medical emergency occurs at school the following steps will be taken to ensure the safety of the child. We will administer first aid as necessary, contact the child's physician or 911 as appropriate, and contact the child's parents immediately. If parent contacts are not available students may be transferred to Hillcrest Hospital for medical care at the parent's expense.

**Procedures for Parental Notifications**

The Staff at BCA will regularly communicate with you about various topics. Our main form of communication will be via email. This includes schedules, announcements, warnings, changes in policies, and other pertinent information. If the Director or teacher needs to notify you immediately, we will call your daytime phone number(s) listed on your child's enrollment form. We may also leave a note in your child's daily journal.

**Early Withdrawal from BCA**

**Accepted Withdrawal:**

1. Parent's job change or transfer to more than 30 miles from school.
2. Termination of enrollment by administration.

**Non-accepted Withdrawal:**

- a) Withdrawal per parental choice, not meeting accepted terms.
  1. Withdrawal fees:

- a. Accepted withdrawal fee is two weeks tuition
  - b. Non-accepted withdrawal fee is one month's tuition
2. Exit interview with administration.
3. Withdrawal forms completed and signed in the school office.
4. If you have prepaid your tuition account for the entire school year, a refund will be given minus the withdrawal fee.
5. Enrollment fee and tuition is **non-refundable**.
6. Meal fees are **non-refundable**.
7. After School Care enrollment fee and tuition is **non-refundable**.
8. No curriculum materials will be given out.

### **Field Trips**

As part of the academic program, field trips are often taken to enhance our curriculum. Each student must bring the field trip fee and a signed permission slip from his/her parents, which is given to the teacher. The BCA royal blue polo shirt with the logo and khaki slacks or skorts will be the attire for field trips, unless indicated by the Director. Each trip will be scheduled a minimum of 2 weeks in advance and will incur a small additional fee to cover admission, bus mileage, gas, and love offering for the driver. Students without the field trip fee and/or permission slips will be unable to attend the field trip and will be assigned work to do at the school.

#### ***Field Trip Procedures:***

All children will be transported in bus or vans operated by the Academy.

First aid kits are carried in each van and with the staff on the field trips.

Staff members also carry notebooks containing emergency contact information

For emergency purposes, a cell phone will be carried by staff members

### **Parents Visitation**

All parents are welcome to visit! When a visit is planned, the parent should first check with the school. Parents and volunteers must follow the school expectations and dress code when visiting classrooms or attending school events.

### **Parent – Teacher Conferences**

Parents that request a conference with a particular teacher should call the office indicating their desire for a conference, stating time and date available. The office will set up the conference. Likewise, a teacher may request a conference with a parent.

### **Parent – Teacher Organization (PTO)**

The parent-teacher organization is designed to improve the relationship between parents and the school, to enhance the fellowship between parents and teachers at Bethlehem Christian Academy. The parents are required to give 12 hours of volunteer service (per family) during the year and to help the school in its many programs.

### **Parent Participation in Operation and Activities (Volunteers)**

All volunteers and contractors, whether paid or unpaid, who are regularly or frequently present at the Bethlehem Christian Academy facilities will be properly screened and meet all minimum standards as required by South Carolina Department of Social Services. Note that at no time will

any volunteer or contractor be left alone with children unless all the background check requirements are met.

### **Fire Drill**

Fire drills will be held monthly during the school year. A fire drill chart is posted in each classroom. Once the signal is given, activities must cease and all students must exit the building. The following procedure is to be followed:

- Walk quickly in single file.
- No running or pushing.
- No talking in or out of the building.
- Windows and doors are closed.
- Attendance will be taken outside.
- When the clear signal is given, students may return to their classroom.

## *Academic Information*

### **Academic Program**

Bethlehem Christian Academy has a carefully chosen an extensive comprehensive program, developmentally appropriate for individual age groups. We offer a diverse educational approach, electing to use the very best aspects of various educational materials and methods available.

Bethlehem Christian Academy includes K4-3<sup>rd</sup> grade. Teachers create enriched learning environments for children. K4 classes emphasize academic readiness activities and social development in preparation for Kindergarten and as a foundation for future learning at Bethlehem Christian Academy.

The Academy focuses on core subjects and academic achievement in accordance with each student's ability. In addition to the key skills taught in the Abeka curriculum which provide direct an indirect instruction in language arts, mathematics, Bible, social studies and science, students participate in art, music, health, physical education, computer lab, and Spanish. All students will meet for chapel every week. Although academics are the core of our mission, we recognize that a school environment offers unique opportunities for a well-rounded social, spiritual and emotional life. Christian service opportunities will be a core component of our daily lives, thus giving students experience in serving others.

***ABeka Curriculum:*** ABeka is an acclaimed Christian educational curriculum and teaching program based on the Scriptures, and has the Christian approach to education and life woven throughout. Biblical teachings and Christian fundamentals are seamlessly interwoven throughout all subjects and lesson plans.

### **Homework**

Bethlehem Christian Academy believes that homework is important to the learning process. Therefore, each teacher assigns homework for practice or to ensure a deeper understanding of the subject. Homework must always be complete, accurate and neat to be accepted. Time spent completing homework will vary with each child. If a student is spending too much or too little time completing his or her homework assignments, please contact the teacher.

- K4 and K5=**10 minutes per night, 5 nights per week** (they may read to self, read to you, you may read to them, or they can have a sibling read to them)

- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>=**20 minutes per night, 5 nights per week** (read to self or read to someone else).

### **Make-up Work**

If a student is absent from school for less than three days, all work must be made up. The classroom teacher will determine the assignments to be completed. In most cases, the amount of time allowed to complete assignments will be equal to the amount of time missed. The time allowed to make up schoolwork is equal to the amount of time absent. For example, a student that is absent for three days will have three days to make-up the work. Absences of 5 or more consecutive days require a doctor's excuse. Assignments may be picked up no later than 24 hours after the request has been made. In case of extended absence, the teacher will give consideration to each case and will adjust accordingly.

### **Report Cards**

The purpose of the reporting system is to give parents and students an indication of the student's progress. Report cards are issued at the end of each nine-week period. Parents are expected to sign and return within 2 school days.

The final report card will be sent home within 5 days after the last day of school. Parents are required to send a self address, stamped envelope to the school no later than the last day of school. Report cards are not given or mailed out at the end of the year if all accounts and responsibilities are not met. A report card may be held at the office for outstanding tuition payments or other payments not made.

### **Progress Reports**

Progress reports go out in the middle of the first marking period for all students. Thereafter, any student who is doing unsatisfactory work will receive a progress report to keep the parent informed of their academics.

### **Grading System**

Bethlehem Christian Academy uses the following grading scale for K4 and K5:

- A= Student **Always** performs the specific task/skill
- S= Student **Sometimes** performs the specific task/skill
- N= Student **Never** performs the specific task/skill

Bethlehem Christian Academy uses the following grading scale for 1<sup>st</sup>-3<sup>rd</sup> grade:

- A = 100 - 93
- B = 92 - 87
- C = 86 - 77
- D = 76 - 70
- F = 69 or Below

### **PRINCIPAL'S – Honor Roll**

An honor roll for the following two categories is compiled after each grading period:

Principal's Honor = Average 100 – 93

A – B Honor Roll 92 – 87

### **Promotion – Retention**

Students who fail (F average for the year) one or more subjects will not be promoted. Students who are doing work consistently with three or more below average grades in any subjects may also be considered for retention. All promotions and retentions are based on student work samples and observations by the teacher and Director. Parents will be notified by the beginning of 2<sup>nd</sup> Semester, if the teacher or Director feels that the student will possibly be retained. The purpose of the conference is to discuss options and strategies that are most appropriate for the child.

## ***Student Life***

### **Recess**

Recess is time for students to play and exercise. Students need to get outside to enjoy fresh air and sunshine. If a child is well enough to come to school, he/she should participate in outdoor play when it is scheduled. Exceptions will be made if the child has a written note excusing him/her from going outside. This exception is made for one day only.

### **Playground Rules**

- Children are not to leave the playground without permission
- Children must share playground equipment
- No games requiring physical contact or running on asphalt.
- Any disobedience to these rules will result in losing recess privileges.

The type of discipline will be made by the staff member on duty.

### **Dress Code**

The Dress Code and Uniform Policy at Bethlehem Christian Academy allows children to come to school without the pressure of being dressed in the latest style or outfit. All clothing should fit and not baggy. A student who does not dress appropriately will be sent to the office where he/she will be detained until a parent arrives with proper clothing. Girls' skirt length should be at least to the top of the knee.

Students in grades K4-3rd will wear standard uniforms each day of the week. Exceptions will be given by the staff. Shoes and sneakers must have a non-scuff sole. The best way to determine this is to rub the sole on a hard surface floor to see if they leave scuff marks. If they do, they are not permitted.

Students may not wear tattoos, studded belts, bracelets, rings, piercings (except for earrings for females), or chains to school. Boxer shorts or underwear must not be visible. Profane, vulgar language or drawings, or references to alcohol, drugs or weapons are not allowed on any part of students' clothing during regular hours or if attending the after school program.

Bethlehem Christian Academy students should always wear collars. Shirts for both girls and boys should be tucked. Students should always take pride in being neat and clean. A student's appearance should not be distraction to the teacher or other students in the class, nor should it impede the instructional process. The staff reserves the right to determine when the appearance of individual students is detrimental to the well being of the school and its students.

# *Student Conduct*

## **General School Rules**

We will work closely with parents to solve any difficulty in behavior. All misconduct of a general nature will be handled by the teacher and his/her discipline procedures. Each student is expected to follow the following fundamental rules:

- Students will follow classroom procedures for permission to be out of his/her seat.
- Students will follow classroom procedures for permission to speak his/her teacher or classmates.
- Students must refrain from conduct that disrupts or threatens to disrupt the learning of other students.

## **Discipline and Guidance Policy**

Bethlehem Christian Academy recognizes discipline and guidance for what it is an opportunity to teach students how to make correct choices regarding their own behavior and in their interactions with others. Discipline at the Academy is individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. We employ positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction.

Discipline in school begins with the efforts of the classroom teacher. Effective discipline in the classroom and the school can be a reality only through the cooperative efforts of all who work with students. Violations of the following rules will result in disciplinary actions:

- Inappropriate behavior in the classroom or on school property.
- Dress or appearance which is disruptive to the school program
- Disrespect to any adult (teacher, substitute, cafeteria/playground aides, secretary, etc.)
- Absence from class without permission or misuse of bathroom privilege.
- Biting, kicking, pinching, slapping, spitting, throwing items to harm others, or use of any item or body part as a weapon.
- Provoking a fight, bullying, harassment, or verbal assault.
- Damage or vandalism to school property.
- Stealing.
- Failure to report to detention.

## **Care of Property**

It is requested that the following guidelines be followed:

- No walking on grass surrounding the buildings.
- No throwing trash or papers on the ground.
- No writing on desks, chairs or walls.
- No sitting on desks or tables.
- No throwing balls or other objects in or near the buildings (unless directed by a staff member)

Any damage done to property, whether willful or accidental, must be paid by the parent/guardian of the student. All students must immediately report to the office any damaged property.

**Bethlehem Christian Academy  
Family Handbook Signature Sheet**

I have received the Bethlehem Christian Academy Family Handbook. I have reviewed the document carefully and understand that all policies have been put in place to provide a Christian-based, quality, structured learning environment.

I understand that this form must be signed and returned to my child's teacher.

**Student's Name** \_\_\_\_\_

**Primary Parent/Guardian**

(Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

**Secondary Parent/Guardian**

(Printed Name) \_\_\_\_\_

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_