BETHANY CHRISTIAN ACADEMY

A Seventh-day Adventist School

Student Handbook

August 2020– May 2021

1550 Edna Place Road ▪ Macon, Georgia ▪ (478) 746-0202
Website: www.bca-macon.org

Delivering Quality Adventist, Christian Education since 1986 in the Middle Georgia Area

Bethany Christian Academy (BCA) is operated under the auspices of the South Atlantic Conference of Seventh-day Adventists Office of Education (SACED) Atlanta, Georgia. *Bethany Christian Academy* is one of eighteen (18) schools in Georgia, North Carolina and South Carolina that form a system of schools, which started more than 70 years ago. *BCA* joined the consortium in 1986 and is a Kindergarten through eighth grade, coeducational Christian school started by the members of the Bethany Seventh-day Adventist Church. The Academy is housed on the Bethany campus at 1550 Edna Place Road in Macon.

Kim Major Gaiter – ***Vice President of Education***
Cheryl McGee – ***Associate Superintendent***
Currine Harris – ***Administrative Professional***

Governance

Patrice McKissick-Finney, Chair
Dwight Moore, Vice Chair
Thomasa Scott Henry, Executive Secretary
Octavia Lindsay, School Treasurer
Elder Kenneth Boswell, Spiritual Advisor
Debora Wright, Home and School Leader

Juliette Cox, Sheridan Brown Albert, Shirley McClendon, Hattie Williams

Faculty and Staff

Thomasa Henry, Principal and Teacher: Grades 1-8
Deborah Gibson, Office Manager

Bethany Christian Academy
A Seventh-day Adventist School
1550 Edna Place Road • Macon, Georgia 31204
Telephone: 478-746-0202
Website: www.bca-macon.org Email: getbcainfo@gmail.com

Mrs. Kim Gaiter, ED. S
Superintendent of Schools
kgaiter@sacsda.org

Mrs. Thomasa Henry, M. Ed
Principal-Teacher
thenry@sacsda.org

Mrs. Patrice McKissick-Finney
School Board Chair
pmf71989@gmail.com

Principal's Message

Greetings Parents, Guardians, and Stakeholders of Bethany Christian Academy,

On the behalf of the educators and staff, we would like to welcome your family to God's precious school. BCA has been in the business of preparing children for the Kingdom since 1986. Psalm 32:8 states, "I will instruct you and teach you in the way you should go; I will counsel you with my loving eye on you." God loves each one of us, and what better way to receive instruction directly in His school. We are excited about you choosing Bethany Christian Academy- providing *"Only the Best at Bethany - Best Christian Atmosphere, Best Curriculum, Best Choice. Bethany!"*

It is a pleasure to serve and work with you as Principal-Teacher. Bethany is a great place for your child to develop spiritually, academically, emotionally, socially, and physically. As we go on this life's journey as partners in the development of your child, we will develop a healthy relationship that will promote success for you student and help them to reach God's purpose for their lives.

This handbook is filled with important information regarding school policies and procedures. Parents and students should review its contents together. The BCA Student Handbook is designed in such a way that families will have all expectations at their fingertips for referral and reiteration. If you have any questions regarding any component of the school program, kindly, call the school office. We feel that open and clear communication between the school and the home is essential to the success of the students' educational experience.

Again, we are so happy you chose Bethany, and we look forward to working with you this academic school year.

Blessings,
Thomasa Scott Henry, M. Ed

Statement of Philosophy
Bethany Christian Academy (BCA) was established in 1986 to develop the total child. BCA exists based on the belief that all true wisdom and knowledge come from God—that the very foundation of true education has its beginning in the fear (respect) of the Lord. The highest form of education is found in the Word of the Living God, and an accurate knowledge of the scriptures lies at the very foundation of all true education. The precepts and principles of **The Holy Bible** are the first steps in the acquisition of knowledge.

Education must include the communion of the mind of man with the mind of God. This communion should lead to the acceptance in sentiment and principle of the teachings of Jesus Christ. The principles of education given by Jesus are the only safe guide. When the great truths of God's Word are received, believed, and carried into the life practice, education of the highest order results. BCA endeavors to show its students the very character of Jesus Christ, to nurture their love and respect for Him, to teach them to think critically, and to empower them to serve, which is literally the school's mission.

Mission Statement
Bethany Christian Academy exists to show children Jesus,
to nurture their love for Him and others,
to teach them to think for themselves,
and to empower them to serve.

School Tag
Only the Best at Bethany—
Best Christian Atmosphere, Best Curriculum, Best Choice! **Bethany!**

School Motto
Established in 1986, developing the whole child—
Mentally, Physically, Spiritually, and Socially

Vision Statement
Bethany Christian Academy is committed to becoming a school that:
values each child's and each worker's unique talents, gifts, and abilities.
by providing an appropriate and challenging learning experience
that all may reach their highest potential. By developing the school program within
the framework of the *Adventist Edge* and aligned with *A Journey to Excellence*,
the Bethany Christian Academy learning environment will be one
where Christian teachers facilitate a ***G.R.E.A.T.*** learning experience.

G—**G**od-centered

R—**Results**-oriented

E—**E**nvironment that is safe and nurturing

A—**A**ligned with Adventist and National Standards

T—**T**eam effort

Hours of Operation

Principal's Office	3:25 p.m. – 4:30 p.m. Mondays-Thursdays
School Hours	8:15 a.m. – 3:15 p.m. Monday through Thursday 8:15 a.m. – 1:00 p.m. Fridays

Governing Policy

By enrolling in the Bethany Christian Academy, the parent/guardian and student agree to respectfully comply with all the rules and regulations as published by the school. Students must adhere to all regulations (spiritual, academic, or social) adopted by the governance and/or faculty, whether they are published or verbally expressed. All regulations and guidelines remain in force throughout the school year, on the campus and at school-sponsored functions and events held at other locations.

The **Governing Policy** is composed of two phases: *Focus on Character* and *Focus on Learning*.

Focus on Character
The character development objectives of Bethany Christian Academy are as follows:

All students who attend BCA will:

- Respect and reverence God
- Respect and protect themselves
- Respect and protect others
- Respect and serve the community
- Respect time and property

Focus on Learning
The learning objectives of the Bethany Christian Academy are embodied in the **D**esired **S**chool-wide **L**earning **O**utcomes (**DSLO**s) which are embedded within the curriculum.

All students who attend BCA will:

- Have opportunities to develop a relationship with Jesus Christ.
- Gain knowledge of Seventh-day Adventist beliefs and principles.
- Be active participants in the home, school, church, and community.
- Develop civic responsibility.
- Develop leadership skills, self-motivation, and initiative.
- Be adaptable, open-minded critical thinkers.
- Understand the principles of healthful living.
- Have a positive self-image that reflects a healthy self-concept.
- Live balanced lives that exhibit self-control
- Develop good study habits and information processing.
- Develop the desire and skills for life-long learning.
- Become avid readers.
- Develop oral and written communication skills.
- Explore a complete spectrum of careers.
- Develop the knowledge of computer operations and processing, including hardware and software.

Admission Criteria
Bethany Christian Academy welcomes and admits students of any race, color, sex, national or ethnic origin to all rights and privileges, programs and activities generally accorded or made available to students at the school. BCA does not discriminate in the administration of its education and admissions policies, or its extra-curricular and other school administered programs. BCA may not be able to admit *all* students who may require Individualized Educational Plans as certain educational specialists and instructors are vital to the delivery of such programs.

Bethany Christian Academy welcomes all who will adhere to the philosophy and objectives of the Christian education it offers, and those who will cheerfully endeavor to live according to its principles. Every application is carefully received, and admission decisions are made on an individual basis. **The three prerequisites that the successful applicant must fulfill to be admitted to BCA are:**

1. **Satisfactory citizenship**
2. **Satisfactory scholarship**
3. **A sincere desire to develop a positive, Christian faith.**

All students who are admitted are enrolled on a probationary basis for six weeks to one quarter. The continued enrollment of students who willfully violate the school's guidelines, rules and principles will be evaluated on an on-going basis.

The following documentation is required when evaluating requests for admission of new students at any grade level:

1. Student application form
2. Copy of official birth certificate
3. Copy of social security card (to verify identity-copies **will not** be made)
4. Recommendation from current teacher, principal or pastor may be required (Grade 3 and above)
5. Copy of current report card (K-5 accepted)
6. Standardized test results/ITBS/CRCT (for Grades 3 – 8)
7. Individualized Educational Plan (IEP), if applicable
8. Required health/immunization records
9. Financial clearance from previous private school (if applicable)
10. An interview with a school official
11. Sign a statement of Collaboration and Respectfulness

Age Requirements
Students entering K-5 or Grade 1 must be age 5, or 6 respectively, by August 15 of the year enrollment is sought. Birth certificates and Certificates of Immunization must be presented at the time of application. Applications will not be considered without these documents.

Immunization Certificate
All students K-5 through Grade 8 must submit an up-to-date Immunization Certificates (Form 3231) prior to registration.

GEORGIA LAW—No child will be admitted to school in Georgia unless such child shall first have been immunized against Diphtheria, Pertussis, Tetanus, Measles, Mumps, Rubella, and Polio. The child's parent or guardian is required to furnish the school with a certificated of immunization signed by a physician or health department before the child will be admitted. The law makes it a misdemeanor for a parent or guardian who fails to comply with the provision of the law. It is also a misdemeanor for the school superintendents and principals to permit a child to remain in school without a certificate of immunization.

Attendance
Habits of promptness and regularity are as important to the school program as are learning and study habits. Students who attend school each day and are on time are beginning the development of dependability, a characteristic of successful citizenship. Law requires Bethany Christian Academy to maintain regular class attendance records. Unexcused tardy students must arrive at school prior to 9:15 a.m., otherwise; they must return home and receive an unexcused absence mark for the day.

Individual student attendance records are maintained to indicate any class absences for each day that school is in session. Records of student tardiness are also maintained. Attendance is monitored according to the following procedures.

Tardiness is failure to be in the assigned place when the class begins. A parental note is required if a tardiness which occurs at the beginning of the school day is to be excused. A note from an authorized staff member is required if a tardiness occurs during the school day is to be excused. **Students who are tardy to school more than two times per week will be assigned to after school Detention on the following Monday from 3:20 p.m. until 4:20 p.m.**

Excused absence is an absence due to a verified illness, medical, dental, or optometric service, quarantine, or bereavement. As a safety measure, parents of absent students are to text or email your child's teacher by 9:30 a.m. to inform the school of the reason and length of the absence. A written excuse is then required upon return to school. Attendance by students at functions organized by Seventh-day Adventist entities such as South Atlantic Conference, Southern Union, North American Division, etc. as extension of the school program (i.e., Academy Days, Music Festivals, Pathfinder Camporees) shall not be considered as absences and shall not negatively impact the student regarding attendance.

Prolonged absence involving extended illness of five or more days requires that a physician's clearance be attached to the parental excuse. Students are required to make up all work in consultation with the teacher and under the supervision of the parent.

Arranged absence is cleared at least one week in advance with a written request from the parent and approval from the administration to allow teachers to provide class assignments in advance, if possible.

Written excuse includes the student's name, date(s) of absence, reason for absence, and parent's signature.

Truancy is an absence that is not in compliance with school regulations and without the knowledge of the parents or the school. Dismissal, reapplication, and probation are required following any act of truancy during any portion of the school day or school year.

Unexcused absence is any absence that does not meet the criteria for an excused absence or any absence for which no written excuse is provided. **Teachers are not required to permit students to make up work not completed due to an unexcused absence**.

Clearing Absences
For each absence, a written excuse should be brought to the teacher on the first day after the absence even if a text message or email has been previously sent. Absences that are not cleared within three days of the return date will be recorded as unexcused absences.

All days that the student is absent from class are recorded on his/her attendance record. Tardiness and irregular attendance will impede the student's progress because he/she will not always have the full benefit of instruction. **Twenty percent of the school days (including excused absences) in any period may forfeit students' grade for that marking period.**

The state law of Georgia indicates that all school age children shall attend school during the entire school year, and such attendance shall be continuous and consecutive for the year fixed by the district in which the child is enrolled. **(SUC ED CODE 1816)**

Withdrawal Policy
Students who withdraw from attendance at Bethany Christian Academy prior to the completion of a marking period may jeopardize both grades and credit requirements. If a student withdraws prior to the end of a marking period, he/she will receive one of the following grades; withdrew passing (WP) or withdrew failing (WF). Official withdrawal forms must be secured from the school office to begin the process.

Inclement Weather
Bethany Christian Academy may be closed during periods of inclement weather. BCA will close whenever Bibb County Schools close for bad weather days. Tune in to the school news closings on radio or television for an announcement concerning school closing. Also, school closing information will be posted on the school web site, www.bca-macon.org.

Residence and Custody
BCA students are expected to live with their parents or guardians. The school is to be notified immediately if a change in a student's guardianship, living arrangement, address or telephone numbers occurs. In adherence to its commitment to the safety and well-being of every student enrolled, Bethany Christian Academy takes a firm stand against being drawn into potential family conflicts related to child custody cases. In most situations, both parents are allowed access to their child unless the school has been instructed otherwise due to a court order. Copies of court documents are to be presented to the principal if access to an enrolled student is to be restricted to only one parent, guardian, or any other custodial relative.

Responsibilities of Parents and Guardians
Parents shall make the school experience for their children effective by cheerfully attending to the following duties:

Help keep a positive image of Bethany Christian Academy whether the situation is positive or negative. Speak positive about the school always.

1. Ensure that student attends school each day and is on time.
2. When possible arrange for medical or dental appointment outside of school hours.
3. Ensure that students have enough rest each night prior to a school day.
4. Carefully observe the dates and times listed in the school calendar.
5. Provide students with the required personal school supplies.
6. Encourage your child to handle the books and school property with care.
7. Keep the pupil at home if he/she is ill or has a contagious disease. **If the runs a fever, he/she must remain home *24 hours* after the fever has broken.**
8. Encourage the student to observe and maintain good health and hygiene.
9. Refrain from making critical remarks about the school and the staff in the presence of any pupil or adult at any time.
10. Consistently encourage the pupil to obey the rules and regulations of the school and any directives given by the school personnel and volunteers.
11. Attend Home and School and Title 1 meetings when they are called.
12. Take pride in our school and teach your child (children) to do so as well.

13. Pay all school bills and fees on time.
14. Attend all scheduled Parent/Teacher conferences.
15. Please make sure your child participates in all school programs and events.

Responsibilities of Bethany Christian Academy Students

1. Own a copy of **The Holy Bible** and respect it as the inspired Word of God.
2. Practice the principles of Christian moral and ethics.
3. Maintain a constructive, cooperative attitude.
4. Be respectful of classmates and their property.
5. Obey the rules and regulations of the school, including classroom rules.
6. Consistently respect and obey the school faculty/staff, parents, and patrons.
7. Attend school punctually and regularly, coming to and leaving from school in an orderly manner.
8. Keep conversations pure, devoid of the use of profanity.
9. Dress in accordance with the guidelines of school uniform and dress code for free dress days.
10. Refrain from the use of colorful make-up that detracts from a natural look, like fingernail polish, lipstick, blush, and eye shadow.
11. Refrain from the use, handling, or possession of liquor, intoxicating beverages, tobacco, drugs, and narcotics in any of their forms.
12. Refrain from the wearing of jewelry like rings, bracelets, necklaces, chains, ankle chains, etc.

Religious Activities

All students will respectfully attend and participate in worship services and chapel programs conducted by the school. Required attendance is not an infringement of personal liberty since by enrolling in BCA, the student voluntarily places himself/herself under this requirement. From time to time programs are held on the Sabbath (Saturday), and all students are expected to attend and participate in these events. The following events are included but not limited in these requirements—Education Days, Conference-wide Church School Rally Days, Music Festivals, Alumni Celebrations, and Graduation Exercises.

Home and School Association

The Home and School Association is comprised of parents, teachers, church members and community leaders. Its main function is to weld a closer relationship between the home and the school for the development of the students. The Association promotes educational programs for parents, fostering an effective home environment. The Association also provides a forum for the dissemination of school information and to present school projects requiring parental participation.

The Home and School Leader is elected by the Bethany Seventh-day Adventist Church during its normal elections. The Home and School Association in its first few meeting elects' additional officers, some from among the parents, who work effectively to raise funds for the school and sponsor special programs and projects. In general, the Home and School Association promotes Christian education in the school, church, and the community.

All parents and guardians of BCA students are members of the BCA Home and School Association, and are expected to attend the monthly, scheduled meetings as a part of their membership. Failure to attend may be considered a lack of interest in the programs of the school. Parents are expected to assist in the H & S fundraising projects.

Objectives of the Home and School Association

A primary objective of the Home and School Association is to develop and improve relationships between parents and teachers. The Association may enhance the relationship by activities such as the following:

1. Providing instructional resources.
2. Encouraging frequent communication between home and school.
3. Encouraging parents to visit the school.

4. Encouraging teachers to visit the homes of pupils.
5. Appointing room mothers and room fathers.
6. Providing volunteer services as requested by the school.

Volunteers

As a safety measure for BCA students, all parents and adults who volunteer during the school day must undergo a criminal background check utilizing the Verified Volunteers website, www.ncsrisk.org/adventist. Instructions to complete the process can be ascertained from the school principal.

Dress and Appearance

Student Appearance
Dress, personal appearance, and conduct are expected to be of such quality as not to disrupt or distract from the spiritual orientation or from the instructional goals of the school. Personal grooming is to reflect a healthy self-concept and genuine pride in the school without encouraging a fashion-dominated student body. A significant way student establishes themselves as purposeful learners is by wearing acceptable school attire. Learners are expected to wear grade-specific uniforms that are clean, modest, appropriate, properly fitted and in good repair. The adopted dress code is distributed annually to all applicants. Students are to refrain from the wearing of jewelry, nail color, or colorful cosmetics that detract from the natural. This also includes false eyelashes and excessive synthetic hair. Hair must be clean and styled. Students are to refrain from having hairstyles that are considered extreme by the school administration. Extreme hair colors such as neon pink, purple, green, blue, red, blond (if not naturally blond) are prohibited. Hair adornment that is not uniform paraphernalia or colors that match the uniform are unacceptable. Boys are not allowed to have symbols and designs in their hairstyle. Tattoos or writing on the skin; hoods worn on the head in the school building; and piercings are not permitted at Bethany Christian Academy.

Blouses and shirts must be tucked in always. Boys are to wear a belt always with pants belted at the natural waist. Uniforms must be neatly pressed and, girls' skirts must be pleated and at knee length. Published uniform requirements are strictly upheld by Bethany Christian Academy faculty and administration. Level One violations are implemented when students' dress is not in compliance with the policy.

Uniform Policy

Class A Uniform
MALE DRESS UNIFORM (grades 5-8)
• Navy Blue Blazer with logo (sold at Cookies Kids)
• Gray Slacks/Black Belt
• Long/Short light blue Oxford Collar Shirt with logo
• Navy Plaid tie #57
• Navy Sweater
• Black Socks and black shoes

FEMALE DRESS UNIFORM – (grades 5-8)
• Navy Blue Blazer with logo (sold at Cookies Kids)
• Gray box pleat skirt sold at Cookies Kids
• Long/Short light blue Oxford Collar Shirt with logo
• Navy blue Plaid Cross Tie #57
• Navy Sweater with logo
• Skin tone hosiery, white, or navy tights, knee high, or ankle socks and black shoes
(no leggings or stretch pants)

MALE DRESS UNIFORM (grades K-4)
• Gray Slacks/Black Belt
• Long/Short light blue Oxford Collar Shirt with logo
• Navy Plaid tie #57
• Navy Sweater with logo
• Black Socks and black shoes

FEMALE DRESS UNIFORM (grades K-4)
• Navy Plaid Jumper (K-4th Grade)
• Long/Short Light blue Peter Pan Collar Blouse
• Navy Blue Sweater with Logo
• white, or navy tights, knee high, or ankle socks
(no leggings or stretch pants)
• Navy blue Plaid Cross Tie #57
• Black Shoes

WEEKLY UNIFORM SCHEDULE
• **Monday & Friday**– Royal blue or light blue polo shirts- purchased at Ink spot; Navy blue uniform pants- no leggings, stretch, skinny material, cargo pants, or jean material allowed. Girls may wear a navy-blue skirt, knee length, or a navy-blue jumper. All students are supposed to wear black scuff free shoes, no athletic shoes are worn these days; black uniform belt.

• **Tuesday & Thursday** – PE Uniform
• **Wednesday and Special events**: Class A Uniform

(PE School T-shirts, navy blue sweats, all black athletic shoes with one accent color, PE navy jacket ordered at Ink Spot)
Black athletic shoes are only worn on Tuesdays and Thursdays unless specified by staff.

Student Hygiene
Appropriate hygiene is mandatory. Students who come to school without being personally clean or neat in dress may be sent home to be properly prepared for school, or they may be required to prepare themselves for school before entering the classroom. If parents are not available or cannot be contacted, the school office has on hand the appropriate hygiene products for student use, if necessary. Parents will be notified by school personnel of this occurrence. The student will be allowed to return to the campus upon correction of the violation.

Medical and Accident Information

First Aid
First Aid will be administered in the event of a minor incident or accident, like scratches and scrapes. An antiseptic will be applied and/or a bandage if necessary.

Accident and Illness Procedures

A student who is ill is required to stay at home. When a student becomes ill at school, the school will provide an isolated place for the student to rest. The parent or an individual listed on the emergency contact form, is required to immediately come to the school to pick up the student or make arrangements within 30 minutes of the notification.

If a student becomes ill during the school day, the parent will be notified immediately. The parent will then direct school personnel as to how to proceed in handling the situation. Accidents or illnesses occurring during any school-sponsored activity are reported immediately to school officials who are on duty and to parents. Parents are also required to sign an annual consent to treatment form permitting emergency medical attention to be provided for their child if the need should arise. **Parents must also advise the**

school of any special condition that may be vital to the health of their child. The school carries ***secondary*** accident insurance for all enrollees.

Attendance Exclusion-Medical

To safeguard the health and safety of all students, the school may temporarily exclude and require medical examination of any student who is suspected of having a communicable or contagious disease which would endanger the welfare of the students or school. In cases of positive diagnosis, the student may be suspended until a medical determination is made that the student no longer poses a threat of infection. ***If a student has a fever, the student must remain home until 24 hours after the fever is broken.***

Students with conditions such as, chicken pox, measles, pink eye, ringworm, etc. are to remain at home until they are no longer contagious. All students who exhibit signs and symptoms of infectious or contagious illness will be referred by the classroom teacher to the school principal. The principal will immediately contact parents to discuss whether the student can remain in school. This discussion may lead to the following steps.

1. Student removal from the school environment
2. A medical evaluation
3. A written medical clearance prior to the student's return to school.

Students with a communicable disease should be referred to health authorities for recommendation on exclusion, return to the classroom, and life-threatening diseases. The school board or Executive Committee of the school board shall determine whether any reasonable accommodation can be made to retain the student in school. **(SUC ED CODE 1825)**

Administering Medications

The health of each student is an important factor in the learning process. Cooperation among the health department, the private medical sector, the home, and the school is essential. In general, the administration of medication to students while in the school is to be avoided. Medications should be given at home when possible. Treatment schedules which allow doses to be given at times other than during school hours are preferred and encouraged. When, however, a parent, physician, or health officer directs that medication should be administered to a student during school hours and certified health personnel are unavailable, the principal should arrange for the administration of the medication(s). Medications given to students under these non-preferred circumstances must be administered as per written protocol, approved, and signed by a physician and/or health officer and parent(s). The principal, with the advice of health department personnel, will be responsible for the establishment of a safe method of storage for medication(s).

Such medication must be delivered by a parent to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such medication is prescribed, the name of the member of the medical profession who prescribed the drug and must also bear directions for use as prescribed by the member of the medical profession.

If any of the components are missing, **school personnel will not assist the student in taking the medication.**

Medical Procedures

Procedures requiring invasion of the skin are to be performed only by a licensed practitioner, and school personnel will not and cannot participate in this practice.

Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications, etc. may **NOT** be administered to students by school staff. Only a licensed practitioner or school nurse may dispense non-prescription medications. Students may self-administer non-prescription medicines provided they bring one- or two-days' dosage rather than a whole bottle. However, the medication should be given to

the school authority by the parent until the child needs it. The parent should also complete an "Over-the-Counter Medication Permission" form.

Emergency Procedures

Emergency fire, hurricane and tornado drills are conducted monthly for the safety and welfare of students. If an actual emergency should occur, students will be held on school grounds until parents, guardians or emergency contact persons sign them out of school. For this reason, the following documentation must be on file in the school office for every student enrolled:

- A parent or guardian signed consent to treatment form
- Current telephone numbers for parents/guardians at home, work, and mobile numbers
- Names and numbers of emergency contact persons for use if parents/guardians cannot be reached
- A hospital preference with the physician's name and telephone number if applicable

If a community crisis event should occur, the school will observe the procedures indicated below:

- Recommendations of the Macon Police Department and the Bibb County Public School System will be followed.
- Field trips and after school activities will be canceled.
- After school care programs will remain open until each child is retrieved by a parent, guardian, or emergency contact person.
- Crisis management teams will be activated as warranted.

Campus Visitation

Non-Enrolled Children or Youth

Non-enrolled children or youth are not allowed at the school, except for school functions specifically designated for visitors. No part-time kindergarteners or other children should be left at the school as a baby-sitting or day-care arrangement. Children of employees are not permitted to be at the school unless they are enrolled as students. **(SUC ED CODE 1822)**

Closed Campus Policy/Unauthorized Entry

The academy adheres to a closed campus policy for the protection of its students. Once students arrive on campus, they are not allowed to leave campus before the school day ends unless their class is involved in an off-campus field trip or if parents or guardians sign them out from school.

Once a student leaves at the end of the school day, he/she is not to return on that day to the school campus without permission or accompanied by their parents.

Students are not to enter the building, classrooms or areas that are not open for use, unsupervised or areas obviously not available for student use, like classrooms, dining hall, the teachers' lounge, staff work room, etc. Any unauthorized entry or possession of any school key (without permission) will result in student discipline.

Food Service and Dietary Standards

In keeping with the health principles of the Seventh-day Adventist Church, students of Bethany Christian Academy are encouraged to maintain healthy lifestyles. The use of drugs, intoxicants, alcoholic beverages, and tobacco in any of its forms is strictly forbidden. Pork and shellfish (shrimp, clams, lobster, crab, etc.) are not permitted on campus for consumption or at any school-sponsored activities.

Because of our dietary concerns and the fact that the proper diet is essential to good performance in school, a wholesome lunch is encouraged for every student each school day. Lunches brought from home should

contain whole grain bread, fruit, fruit juice (no sodas) and vegetables. If possible, students are to refrain from including items that need to be heated. Students are not to bring candy, pastries and other sweets and snacks to school. On occasion, the school will provide snacks.

Dining Hall Rules

The Dining Hall is a place to be enjoyed by everyone. It can only be kept clean and in an orderly condition through the cooperation of all who use it. It is the duty of every student to maintain the dining hall. The cleaner the students keep the dining hall, the greater the pleasure in its use. Good manners are the expectation for the consideration of others. Habits of neatness and courtesy must be practiced and are within reach for all. All food eaten during the school day should be eaten in the dining hall or at designated tables on the playground, if an authorized lunch supervisor is on duty in the area. General rules regarding appropriate behavior that are applicable in the dining hall are to be used when eating in designated outside areas.

Gum Chewing

Gum chewing is not allowed at any time at Bethany Christian Academy. Because of the mastication (chewing action) in the mouth, the brain triggers the stomach that food is about to enter that cavity. Because food is expected in the stomach, gastric juices are secreted by the stomach, which are designed by nature to prepare the food for digestion. Because food is not present, gastric juices and hydrochloric acid will eat away at the lining of the stomach, which can lead to sores in the stomach. Additionally, when gum loses its flavor, many times it is placed in the wrong places, defacing and damaging school property.

Birthday Parties

Parents and guardians who wish to celebrate their child's birthday at the school may do so in consultation with the child's teacher. Parties at school must conform to all school dietary regulations. Please limit the number of sweets given to the children. Parents are encouraged to use fruits and other non-sweet treats as an alternative. Parties may be held only during the child's lunch/recess period. **Videos, clowns, balloons etc. are not permitted for birthday or class parties. Telephone Policy**

Except for verified emergencies, students are not to receive or make telephone calls during school hours. Important messages may be left with the office manager since students may not be called out of class to answer calls.

Cellular telephones or any electronic devices are not to be brought to school. If a parent believes that a student needs a cellular phone for after school activities, the telephone must be left in the school office until the end of the school day. Parents must contact the school office at least one day ahead when this arrangement is necessary. Telephone calls can be made from the school office when necessary after permission has been granted by a member of the school staff.

Student Personal Property

Individual electronic games and equipment may not be used at school or brought to school under any circumstances. Board games, card games, and other entertainment-type items are likewise not to be brought to school. These items, if brought to school, will be confiscated, and maintained until they are picked up from the school office by the student's parent or guardian. There will be a few occasions when these items will be utilized for students' activities; in such cases, the school will provide the items.

BCA assumes no responsibility for the damage to or theft.
of personal, unauthorized property brought to school.

Computer and Computer Network Use

In addition to the use of computers for instruction, information, problem solving, communication, remediation, production and creativity, students also have access to the campus computer network for electronic mail and the Internet for academic purposes. To gain access to e-mail and the Internet, all students

are to obtain parental permission that includes the signing of an ***Acceptable Use Policy*** form. This signed form will remain on file in each student's records. The form must be signed each year.

Since communication on the computer network is often public, school regulations for acceptable communication and conduct apply. Administration and staff may review computer files to maintain system integrity and to ensure that users are accessing the system responsibly. Accessing ***Facebook.com***, ***Twitter.com or any other social networking media is not permitted at BCA.*** The following activities are not permitted while using Bethany Christian Academy's computers or laptop computers or one's personal computer, laptop or tablet that is accessing the BCA network or a personal data account:

- Sending, displaying, or viewing offensive messages or pictures
- Using profane or obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Using another's password
- Trespassing in another's work, folders, or files
- Wasting limited resources intentionally
- Employing the network for commercial purposes
- Violating the software copyright policy (copyright infringement)

Software Copyright Policy

Unlicensed duplication or use of any duplicated software program is illegal and can expose individuals and institutions to civil and criminal liability under federal copyright laws. No program is therefore installed by a student or staff member on any Bethany Christian Academy-owned computer without permission from both the IT coordinator and the school principal. At any time, the IT coordinator, principal, or principal's designee may inventory hard disks of academy-owned computers to ascertain that licenses exist for each copy of a software product that is in residence on any hard disk. Violation of this policy makes the offender liable for discipline up to and including recommendation for expulsion.

Downloads/Uploads and Updates

School computers are tools for student use at school. Students are not to personalize the computers in any way as several students are assigned to the same machine. Additionally, pictures, special wallpaper and screen savers take up additional disk space; therefore, these are not to be installed or uploaded. Students are not to download games or other information from the Internet without the expressed permission from their teacher. Further, students are not to upload to the school computer hard drives games, information or pictures from a CD, DVD, or Universal Serial Bus (USB) Flash drives or any other external hardware.

On occasion, messages will appear on the computer desktop indicating that Updates are ready to be installed. **Students are not to accept any updates**. Because the school computers are maintained on a regular basis, updates will be accepted by the IT coordinator or school personnel.

All schoolwork, assignments and related materials must be saved and maintained on a USB Flash Drive. Each student, grades 5-8 must have his/her own Flash Drive.

Academic Standards

Education Learning
The academic strength of Bethany Christian Academy is driven by the expertise of our highly educated and dedicated faculty and staff. As facilitators of the learning process, the educational team encourages excellence by inspiring students to strive for optimum achievement through their personal example.

The BCA educational program provides a proper balance of physical, mental, spiritual, and social development, including the practical elements and components. The curriculum is developed by the Department of Education of the North American Division of Seventh-day Adventists (Silver Spring, Maryland) and is implemented by the Office of Education of the Southern Union Conference of Seventh-day Adventists (Norcross, Georgia), and is monitored by the Office of Education of the South Atlantic Conference of Seventh-day Adventists (Decatur, Georgia). The curriculum includes the learning activities that students experience under the direction of the school as well as those that are garnered out of the school through outdoor education, pathfinder clubs, field trips, etc. The utilization of these learning opportunities aids students to develop into loyal, effective citizens in their homes, school, churches, and community.

In the BCA learning environment, the basic learning experiences and content are shaped from the following areas of study:

- Art
- Bible
- Computer Education
- Language Arts (Reading, Spelling, Handwriting, Grammar, and Writing)
- Mathematics
- Music
- Physical Education
- Science and Health
- Social Studies
- Practical Arts

Assessment of Learning
Both formative and summative structures of assessment are utilized to evaluate student progress and achievement. Student learning is monitored daily by means of classroom discussions, group work, graded assignments, and quizzes while long-range progress is monitored by means of special projects, portfolios, and tests. Interim reports are issued during the fifth week of each quarter to inform parents of midterm progress. Quarterly progress reports (report cards) are issued at the close of each nine-week period, indicating students' term progress. The school year is divided into four quarters. Two mandatory Parent/Teacher conferences are scheduled (Refer to the school calendar.) during the school year—one after the first quarter and one after the third quarter.

Annual **standardized tests** are administered in the fall for students in grades 3 through 8 (*Iowa Tests of Basic Skills*) as a means of analyzing individual and class achievement in the subject areas. These tests compare student performance and skills to national norms in reading, language, mathematics, science, social studies, and the use of reference material. Results are discussed during the fall parent/teacher conferences. Spring testing may sometimes occur; in that case students in Kindergarten through grade 8 are tested. Refer to the school calendar.

Semester Examinations
Semester Examinations are administered at the end of each semester (December and May). These tests are designed to evaluate the growth of the students' knowledge in each core subject area over the semester. Students should review the concepts mastered on a continual basis as this is the best preparation for

semester examinations. Students will receive from their teachers a Final Examination Study Guide at least one week prior to the scheduled exam. ***Before students can take semester exams in December and May, tuition accounts must be cleared***.

Grading System

All grades are determined by consistent daily preparation, promptness in completing assignments, and the quality of the completed work. Grades are issued on a nine-week cycle. Interim reports are given at mid-term. A passing score of 69.45% must be attained in Bible, Language Arts (Reading, Writing, Spelling, Handwriting, and Spelling), Mathematics, Science, and Social Studies. Summer school is recommended for elementary students who fail in two or more of these subjects during the school year.

The following grading system is used per the grade designations:

Kindergarten Standardized End-of-Term Grading Scale

I = mode of rubric is 3.5 +
P = mode of rubric is 2.5-3.45
NT = mode of rubric is below 2.45
I = Independently achieves objectives and performs skills
P = Progressing toward objectives and performing skills
NT = Needs more time to develop
[] = Not addressed during this marking period

Grades 1 -2 Ren Web Standardized End-of-Term Grading Scale

E	*80-100%*
S	79-60%
N	59-0%

E = Excellent—meeting and/or exceeding grade-level standards
S = Satisfactory—approaching and partially meeting grade-level standards
N = Needs Improvement—not meeting grade-level standards/student is at-risk

Grades 3 - 8

A+	100.45%
A	93.45%
A-	89.45%
B+	87.45%
B	83.45%
B-	79.45%
C+	77.45%
C	73.45%
C-	69.45%
D+	67.45%
D	63.45%
D-	59.45%
F	0%

A+, A, A- Advanced—exceeds in understanding and applying content and skills for the grade-level standards.

B+, B, B- Proficient—masters most content and skills for the grade-level standards.
C+, C, C- Partially Proficient—demonstrates a basic understanding of the concepts and skills for the grade-level standards.
D+, D, D- At Risk—understanding of concepts and skills is incomplete and limited as measured against the grade-level standards.
F- Unsatisfactory—shows an unacceptable level of understanding and/or effort in applying concepts and skills as measured against the grade-level standards.

Grade 8 Graduation Requirements
A passing grade of 69.45% must be earned in the areas of Bible, Language Arts, Mathematics, Science, and Social Studies to be a candidate for eighth grade graduation. Students who do not qualify for graduation must retake the required subjects during the summer.

Students who maintain a cumulative GPA of 3.50 or above will be graduated with Highest Honors. Students who maintain a cumulative GPA between 3.49 - 3.25 will be graduated with High Honors. Students whose cumulative GPA is between 3.24 – 3.00 will be graduated with Honors. The cumulative GPA includes all grades earned over a three-year period, grades 6 through grade 8.

Student Records
The permanent record for each student is kept on file in the administrative offices. All requests for academic records and test scores should be directed to the administrative assistant. Transcripts and records will be sent free of charge to two schools. Thereafter, a fee of $5.00 per transcript will be charged. Transcripts and records will not be sent out for students who accounts remain in a delinquent status.

Academic Integrity
Bethany Christian Academy is committed to the belief that honesty is the best policy. Habits of hard work and honesty promote integrity, self-reliance, responsibility, and trust. Grades on all assignments are to represent the best work of which students are capable. Individual progress cannot otherwise be fairly determined. It is assumed that all students enrolled are honest unless the trust placed in them is broken. While students who practice dishonesty usually care a great deal about succeeding in school, they compromise their success and the success of their peers.

Cheating is the deliberate attempt to disrupt the evaluation process and includes such behavior as but not limited to

- Permitting another student to copy from tests or assignments.
- Copying or borrowing answers or ideas from another student's class work, homework, or test.
- Working together on an assignment when the assignment was not given as a team project.
- Talking or signaling during tests and quizzes.
- Turning in a book report without reading the entire book.
- Copying a writing assignment from any source without giving credit to the original author (plagiarism).
- Giving or receiving answers during class or study hall via electronic devices during tests or on individual goal structured assignments.

If or when it is determined that cheating has occurred, the administration will contact the parent for a conference. Any or all the following remedies may be assigned.

- Suspension from school
- Zero on the assignment or test
- A letter placed in the student's file indicating the offense.
- Ineligibility for academic honors during the year of the infraction
- Any additional remedy deemed appropriate by the school administration or discipline committee.

If the student is determined to have cheated a second time, the remedies may include:

- Recommendation to the school board for expulsion
- Ineligibility for academic honors and leadership appointments during the remaining matriculation at Bethany Christian Academy
- Any additional remedy deemed appropriate by the school administration or discipline committee.

Teachers must be able to clearly demonstrate that cheating has occurred before this policy is implemented. Concrete evidence of cheating includes, possession of cheat sheets, observation of student looking on another's paper during a test or independent (non-collaborative) assignment, looking in textbook or at notes during quizzes and tests, taking another's student's test on-line, obtaining test questions from extraneous sources, identical answers on discussion/essay question, text messages, emails/posts and so forth.

Textbooks/Library Books

A textbook fee is included in the registration fee, which is paid at the time of registration. This fee is a rental fee and is non-refundable. Books are the property of Bethany Christian Academy. Students are responsible for taking care of the books from the day the books are issued until they are collected at the end of the school year. All textbooks are to be covered; consumable workbooks excepted. Books are to be used only by the student to whom they are assigned and may not be transferred. A student must pay for books that are lost, damaged or that indicate careless use or excessive wear.

The use of the school library/media center is a privilege afforded to all students as a measure to support their academic success. Students may check out books that are in the current circulation; however, if the books are lost or damaged, students will be charged for their replacement. If books are retuned after the return due date, students will be billed at a rate of $1.00 per day. Library fines are due within five days of billing and must be paid in the school office.

Ren Web

Renaissance Web (Renweb) is an internet-based program that allows parents to get more involved in their child's education. It gives parents information about their child's progress in school. Using the internet, parents can access their child's grades, attendance, and discipline records. Information on the Renweb Server will be secure in that only registered parents will have access; passwords are needed for access.

The goal of Renweb is to allow parents to have another source of information about their students' progress. We have instituted this system with the expectation that parents will utilize this invaluable tool to monitor their child's' academic progress. To register for Renweb, parents should provide their e-mail address to the school, and then go online to the Renweb website. It is highly informative. Please register once and use the e-mail address you gave to BCA. The following are instructions for using Renweb:

1. Open your browser and type the URL: www.renweb.com.
2. Click on the top right button Parents Web Login.
3. The District code is: SAC-SDA.
4. Type in the email you gave to the school and click New Parent Login.
5. Within 10-15 minutes, your password will be sent to your e-mail address.
6. When you receive your password, go back to www.renweb.com, and then repeat steps 2 and 3.
7. Type in the email you gave to the school, the password given to you by RenWeb and click on Parent Login.
8. Select Continue to proceed to Parents Web.
9. To view the progress report, select Classroom and then Grade Book Summary to get more details.

This password is temporary; you may change it. If registered last year, those ID's and passwords.
are still valid if the students still attend BCA.

Qualifications for Student Council
Students in grades 4-8 are eligible to be elected by the student body as Student Council officers if they have a minimum overall GPA of 2.50 during the school term just prior to the elections, and satisfactory attendance and citizenship. Any quarter in which a student officer's GPA falls below 2.50 or if the student officer receives a "D" or an "F" on their report card, the student cannot serve as an officer for the next quarter. The office will be filled by faculty vote.

Discipline Policy

Standards of Conduct
Providing a safe and orderly environment for learning is a recognized hallmark of quality schools. In addition to offering academic excellence in a Christian atmosphere, Bethany Christian Academy is also appreciated for its strict policies regarding respectfulness and non-violence. Students and parents are therefore asked to sign a pledge of support and collaboration as part of the school registration process.

Students enrolled at Bethany Christian Academy can be assured that they will not have to endure fighting, bullying, threats, cruel teasing, inappropriate touching or any other deliberate acts of aggression or harassment that cause them physical or emotional discomfort. Because Bethany Christian Academy is committed to providing an environment where Christian character is developed and valued, any acts that berate any fellow human being will not be tolerated. Conflict-resolution is introduced as early as Kindergarten to prevent students from resorting to disrespect or violence as a pattern for problem-solving. Anyone engaging in deliberate acts of aggression or harassment against others will be asked to seek enrollment elsewhere.

Parents should function as partners in the educational process, with teachers and administrators working together to create the best possible school. This partnership must include mutual trust, continued open communication and collaboration, with concerted focus on the best interest of the child.

The focus of student discipline at Bethany Christian Academy is on the development of appropriate self-management and inner strength. Respect for God, self, others, time, and property are especially emphasized. All staff members share in the responsibility for supervision of student conduct and for the implementation of adopted disciplinary procedures. In compliance with the *Golden Rule*, staff and students are expected to treat others as they wish to be treated. Corporal punishment or practices that cause students physical and emotional harm are not employed as a means of discipline since the school discipline is designed to be redemptive, remedial, and corrective rather than punitive.

Disciplinary Authority
The principal is responsible for establishing disciplinary procedures. All members of the school staff share in the responsibility for supervision of student conduct. The individual staff members handle minor irregularities. Repeated offenses or major infractions of school rules are to be handled by the principal or school discipline committee. When serious or repeated offenses occur, staff members will write a Discipline Referral, which will be evaluated and investigated by the school principal. The school principal will determine the consequences for the infraction. **(SUC ED CODE 1852)**

Bethany Christian Academy students are responsible for following all school rules and directives whether they are written or verbally expressed. This compliance is required on campus and at any school-sponsored event or activity.

South Atlantic Conference Positive Based Intervention and Support System
(Conference-wide)

Green- Good day

First Offense Verbal Warning

Yellow

Grades K-4- 5 min Timeout, Prayer
Grades 5-8 Visual Warning (Name on board)

Red

Grades K-4- 5 min Timeout (-10min of recess) and Prayer
Grades 5-8- Behavior Reflection Form, -10min of recess, Conference, Prayer

Orange

Grades K-4 - Removal from classroom, Students will be sent to another teacher for 30 min with assignments, Behavior Reflection Form, -10min of recess, Call to Parent or Guardian, Prayer
Grades 5-8- Removal from classroom, Students will be sent to another teacher for 30 min, Behavior Reflection Form, -10min of recess, Call to Parent or Guardian, Prayer

Purple

Grades K-8- Removal from classroom, Behavior Reflection form, Principals Referral, Call to Parents, Minor- In school suspension with special assignment due when the student returns; Major offence- off campus suspension with special assignment due when the student returns.

Severe Clause

Any child can be sent directly to the office if s/he displays severe behavior. Any behavior deemed unsafe or which interferes with my teaching or with any student's right to learn will not be tolerated.

Levels of Misconduct and Disciplinary Actions

Level One Misconduct (PBIS- Yellow and Red)

• Repeated violations of classroom rules • Classroom Disruptions- Interfering, impeding student learning in the classroom environment. Examples include, but not limited to tussling, horse playing, name calling, inappropriate language, running, throwing items in the classroom. • Violations of classroom rules • Dress code violation • Irreverence • Failure to follow directions given by an adult. • Leaving books or materials all over the school and classroom	• Verbal Redirection (loss of recess and lunchroom duty) • Warning from the teacher • Parent teacher conference • Think (Reflection Sheet) • Behavior Journal and/or contract

Please note: We do not tolerate student disruptions during class time. Blurting out repeatedly, distracting behaviors such as moving about the classroom without permission, failure to follow classroom rules, arguing, belittling other students, throwing things, hitting, pushing, or shoving others will be removed from class and the parent and guardian will have to come and get the child.

Level Two Misconduct (PBIS-Red and Orange)

Student Detention or In School Suspension
After school detention may be assigned to students by school staff members or the administration for tardiness to school and classes and minor infractions. Pupils will not be detained after school for any reason without the previous knowledge of the parent. If parents cannot be notified prior to detention, the student will serve the detention over the next few days.

• Repeated violations of Level One Misconduct • Continued violation of dress code (failure to wear a belt, shoes that are not appropriate type, style, or color,) • Destruction of school properties such as consumables, crayons, markers, stapler, pencil sharpener, student ID, books, or other classroom materials • Academic dishonesty (cheating and plagiarism) • Tampering with school Technology • The bringing and use of electronic devices and cell phones without the school's permission. • Playful Violence (pretending or acting) • Public display of Affection- kissing, hugging, touching inappropriately (first offense) • Disrespectful, demeaning language directed at another student or adult. • Vulgar, profane, or discriminatory language directed at another student or adult.	• Immediate removal of the student(s) from the classroom or area where the infraction occurs. • Investigation of the facts, students interviewed, incident reports written and signed. • Parent(s) contacted- Infraction written and placed in file. • Parent teacher conference • Think (Reflection Sheet) • Behavior Journal and/or contract • Other consequence or intervention deemed appropriate by teacher, principal, or parent. • Electronic devices and cell phones confiscated by the principal. • Restitution to individual or student • After school Detention or in school suspension • (student will be placed in isolation and will not be able to participate in extracurricular activities) • A written letter of apology to the student or adult offended

- **Level Three Misconduct (Suspension) (PBIS- purple)**

• Any behaviors in Levels One and Two Misconduct that are repeated and have not been corrected by the student.	• Immediate removal of the student(s) from the classroom or area where the infraction occurs.

• Undermining or degrading the moral or spiritual ideals of the school and/or the Seventh-day Adventist Church • Engaging in habitual tardiness or engaging in any act of truancy • Exhibiting disinterest in academic growth or character development • Practicing misdeeds that produce a detrimental effect on others. • Demonstrating open disrespect for authority or failing to report harmful incidents to those in authority. • Denying and blaming rather than acknowledging and accepting the consequences of verifiable personal misdeeds • Participating in or encouraging others to participate in any act which: • jeopardizes the welfare or safety of self or others. • Repeated Offenses (Fourth Offense) Engaging in disruptive behavior which makes it difficult for those in authority to perform their duties efficiently and effectively. • Engaging in dishonesty, willful deception, cheating or theft • Fighting, in sighting a fight or causing deliberate physical injury through any means • Participating in or encouraging others to participate in any act which embarrasses, disgraces, or disregards the personal feelings and dignity of self or others. • Inflicting emotional injury by cruel teasing or ridicule of others • Threatening, bullying, or harassing other in any manner • Being involved in unwelcome pranks or degrading initiations rites (hazing)	• Investigation of the facts, students interviewed, incident reports written and signed. • A penalty of a grade "0" for academic dishonesty • Restitution to individual or student • Community service at the discretion of the principal • Other consequence or intervention deemed appropriate by teacher, principal, or parent. • Mandatory counseling session before returning on campus. • Parent(s) contacted- Infraction written and placed in file. • Possible referral for expulsion • Possible involvement of law enforcement

• Using indecent, suggestive, vulgar, or profane (cursing) language at any time • Possessing or displaying obscene literature, pictures, or articles • Engaging in indecent, suggestive, or vulgar conduct of any type • Participating in or encouraging others to participate in any act which indicates a willful disregard for property, including vandalism. • Using gang-style tagging on public, private or personal property whether at school or at school-sponsored events • Engaging in theft or unauthorized removal of any property	

Student Suspension
A student may be suspended for repeated offenses when other procedures have not been effective. Evidence of prior corrective measures, interventions and parent notification will be on file in the principal's office. In the case of a serious, overt act violating school regulations, the principal may suspend a student from school even if there has been no prior deviant behavior. A suspension may be effective until the parents appear at the school to discuss the conditions for readmission. The suspension period will not ordinarily exceed five school days. Suspension that exceeds five school days should be the decision of the school board. A teacher may suspend a student from class for one day or one class period. Suspension from school will be made by the principal or principal's designee. **(SUC ED CODE 1852)**

Level Four Misconduct (Dismissal or Expulsion)

Causes for Student Dismissal
Any practice or attitude that interferes with the establishment of a character-enhancing learning environment that is safe, pleasant, orderly, and productive is not to be permitted on the Bethany Christian Academy campus. Although students are granted many opportunities for self-management, those who choose to follow habitual patterns of misconduct or who engage in any of the following or other serious offenses (even on the first offense) may be withdrawn from the educational program at BCA.

Any student whose ***progress*** or ***conduct*** is unsatisfactory, or whose ***spirit*** and ***attitude*** is out of harmony with the standards and principles of the school or whose ***influence*** is found to be detrimental, may be dismissed at any time although there may have been no specific violations of any regulations.

• Repeated behaviors in Levels One, Two, and Three Misconduct that are repeated and have not been corrected by the student. • After second suspension • Causing deliberate defacement, damage, or destruction of any property, including the Bethany Seventh-day Adventist Church building or the school buses • Engaging in dangerous or dangerous-appearing acts including possession of fireworks or fire-producing agents like matches or lighters; possession of real or make-believe weapons; use of rocks, sticks or any other objects as weapon. • Handling, furnishing, possessing, or using unauthorized medications, tobacco, alcohol, narcotics, drug paraphernalia, or gambling devices. • Being a willing spectator or participant in any destructive, violent, immoral, or illegal act • Tampering with any emergency equipment or systems, including fire alarms • Engaging in unauthorized possession of school keys, tampering with locks, entering a classroom when the teacher is not present, or illegal entry into any part of the school premises at any time. • Child Molestation or aggravated child molestation • Sexual battery or aggravated sexual battery	• Principal will follow the following process: • Immediate removal of the student(s) from student population • Investigation of the facts, students interviewed, incident reports written and signed. • Evaluation- review of findings and policy, consultation with school board chair, superintendent, and legal counsel as needed. • Possible involvement of law enforcement • Parent notification- presentation of findings to the parents and students • Disciplinary Action –student will be suspended pending on expulsion by the board. • Expulsion Hearing- a hearing shall be scheduled within five days of the disciplinary action; the student and his/her parents may be present at this hearing. • Incident report written and placed in student's file.

Student Expulsion

The **school board** or the **Executive Committee** of the school board is the final authority in the dismissal or expulsion of a student upon the recommendation of the administration or Discipline Committee. As a rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct, or the parent does not, or will not voluntarily withdraw the student.

Dismissal Procedures

1. Teachers or school staff will inform the principal of the alleged offense and complete a Discipline Referral Form.
2. The principal will contact the South Atlantic Conference Superintendent or Associate Superintendent.

3. The principal will suspend the offending student indefinitely until a thorough investigation can be completed.
4. In cases of sexual contact or threat of bodily harm the Macon Police Department will be contacted.
5. The school board or the Executive Committee of the school board will meet and appraise the evidence. The final decision regarding dismissal rests with the school board or the Executive Committee of the school board.
6. Consideration regarding dismissal will include the following criteria:
   a. Age of the student
   b. Seriousness of the offense
   c. Past performance history
   d. Potential of rehabilitation
   e. Potential physical or emotional harm to a staff member or a student
   f. Impact on the school's ability to perform its mission **(SUC ED CODE 1856)**

Parental Appeal Process

Most disciplinary problems are solved at the student level, and other entities become involved only when a student chooses not to exercise appropriate self-management and consequently requires a response from those in authority. It is essential that the home and the school cooperatively and respectfully focus on that which is always in the best interest of the student. It is also crucial in such cases for the student's dignity and right to privacy be respected and preserved by all parties concerned.

Because disciplinary problems are most effectively resolved when the student is led to acknowledge the misdeed and to assume personal responsibility for its correction, consistent effort needs to be extended to solve problems at the point of origin. When this does not occur, however, it is vital for the sake of the student that only a minimum number of essential persons become involved in settling the matter. In the event required disciplinary actions or other school proceedings are unclear or felt to be unfair, parents are encouraged to follow the procedures outlined below as warranted by the situation.

1. Schedule an appointment with the **teacher** or involved staff member to seek and to exchange additional information. (The student may be asked to be present for a portion of these proceedings.)

2. Schedule an appointment with the **principal** to seek and to exchange information if Step 1 fails to bring the matter to a satisfactory conclusion. (The student may be asked to be present for a portion of these proceedings.)

3. Request the principal to schedule a hearing with the Executive Committee or the board in an effort for parents and the **school board** to exchange and examine their views of the problem in the unlikely event that Step 2 fails to bring the matter to a satisfactory conclusion.

Grievance Policy

It is our hope, that if there are any questions, misunderstandings, or problems, we can come to a solution that will be a win-win for the student and their development process at Bethany Christian Academy. If the solution cannot be resolved, these are the proper steps.

When a situation arises that needs clarification or resolution, the following steps are:

First: Address the situation with the Teacher/Staff member.

Second: Address the situation with the Teacher and the Principal.
Third: Address the situation with the school board.
Fourth: Address the SAC (South Atlantic Conference) K-12 Education Board
Fifth: Address the SAC (South Atlantic Conference) Executive Committee

These steps are important and are to be followed in order outlined above. Honest resolution will be sought at each level to avoid appealing to the next stage.

Financial Information

Tuition Information

Tuition and a one-time yearly registration fee are due at the time of enrollment. However, parents may elect to divide the annual tuition rate into ten (10) monthly installments for their financial comfort. Tuition is due by the first day of the month (August through May) and is considered late after the tenth day of the month. A late fee of $25.00 will be charged starting on the eleventh day of each month if tuition is not paid on time.

Payments may be made by cash, money order, cashier's check, or personal check. When a personal check is presented for payment, it will be negotiated at the bank immediately. ***Bethany Christian Academy cannot accept postdated checks***. Should a check be returned from the bank for insufficient funds, stop payment or account closed, check writing privileges for such parent will cease. All future payments must be made in cash, cashier's check, or money order. There is a $35.00 return check fee on all checks even if the check's face value is less than $35.00. When a check is returned, parents have three (3) business days to settle the account including the returned check fee. If the settlement period extends beyond three (3) business days, the student's educational experience will be interrupted until satisfactory settlement is made. Returned check settlements must be in cash, money order or cashier's check.

Parents should not expect to incur large amounts on their tuition accounts. The school must meet its financial obligations each month, and tuition collection is vital to this function. Therefore, parents should govern themselves according to this policy. No parent will be allowed to owe more than fifteen (15) days of back tuition. Students falling in this category will not be allowed to remain in school beyond five (5) additional school days. If satisfactory arrangements have not been made by the end of this period, the student's enrollment will be automatically terminated.

Registration Fees are non-refundable. All registration fees are due at the time of enrollment for families with two (2) or less students being enrolled. Registration fees can be extended for three months only for families of three (3) or more students are being enrolled. A payment schedule will be set up by the school administration.

Monthly statements are issued for each account. Statements will be mailed or emailed to the addresses given at the time of registration. It is imperative that addresses and telephone numbers are updated in the office when they change. Failure to receive a monthly statement is not an excuse to miss tuition payments as the school financial officer will be relying on the United States mail and/or the information supplied by parents and guardian to get statements out in a timely manner.

Fundamental Beliefs of Seventh-day Adventists

Seventh-day Adventists accept the Bible as their only creed and hold certain fundamental beliefs to be the teaching of the Holy Scriptures. These beliefs, as set forth here, constitute the church's understanding and expression of the teaching of Scripture. Revision of these statements may be expected at a General Conference Session when the church is led by the Holy Spirit to a fuller understanding of Bible truth or finds better language in which to express the teachings of God's Holy Word.

1. ***The Holy Scriptures*****—**The Holy Scriptures, Old and New Testaments, are the written Word of God, given by divine inspiration through holy men of God who spoke and wrote as they were moved by the Holy Spirit. In this Word, God has committed to man the knowledge necessary for salvation. The Holy Scriptures are the infallible revelation of His will. They are the standard of character, the test of experience, the authoritative revealer of doctrines, and the trustworthy record of God's acts in history. (2 Peter 1:20, 21; 2 Timothy 3:16, 17; Psalm 119:105; Proverbs 30:5, 6; Isaiah 8:20; John 17:17; 1 Thessalonians 2:13; Hebrews 4:12.)

2. ***The Trinity*****—**There is one God: Father, Son, and Holy Spirit, a unity of three co-eternal Persons. God is immortal, all-powerful, all-knowing, above all, and ever present. He is infinite and beyond human comprehension yet known through His self-revelation. He is forever worthy of worship, adoration, and service by the whole creation. (Deuteronomy 6:4; ; Matthew 28:19; 2 Corinthians 13:14; Ephesians 4:4-6; 1 Peter 1:2; 1 Timothy 1:17; Revelation 14:7.0

3. ***The Father*****—**God the eternal Father is the Creator, Source, Sustainer, and Sovereign of all creation. He is just and holy, merciful, and gracious, slow to anger, and abounding in steadfast love and faithfulness. The qualities and powers exhibited in the Son and the Holy Spirit are also revelations of the Father. (Genesis 1:1; Revelation 4:11; 1 Corinthians 15:28; John 3:16; 1 John 4:8; 1 Timothy 1:17; Exodus 34:6, 7; John 14:9.)

4. The Son—God the eternal Son became incarnate in Jesus Christ. Through Him all things were created, the character of God is revealed, the salvation of humanity is accomplished, and the world is judged. Forever truly God, He became also truly man, Jesus the Christ. He was conceived of the Holy Spirit and born of the virgin Mary. He lived and experienced temptation as a human being, but perfectly exemplified the righteousness and love of God. By His miracles He manifested God's power and was attested as God's promised Messiah. He suffered and died voluntarily on the cross for our sins and in our place, was raised from the dead, and ascended to minister in the heavenly sanctuary in our behalf. He will come again in glory for the final deliverance of His people and the restoration of all things. (John 1:1-3, 14; Colossians 1:15-19; John 10:30; John 14:9; Romans 6:23; 2 Corinthians 5:17-19; John 5:22; Luke 1:35; Philippians 2:5-11; Hebrews 2:9-18; 1 Corinthians 15:3, 4; Hebrews 8:1, 2; John 14:1-3.)

5. ***The Holy Spirit*****—**God the eternal Spirit was active with the Father and the Son in Creation, incarnation, and redemption. He is as much a person as are the Father and the Son. He inspired the writers of Scripture. He filled Christ's life with power. He draws and convicts human beings; and those who respond He renews and transforms into the image of God. Sent by the Father and the Son to be always with His children, He extends spiritual gifts to the church, empowers it to bear witness to Christ, and in harmony with the Scriptures leads it into all truth. (Gen. 1:1, 2; 2 Sam. 23:2; Ps. 51:11; Isa. 61:1; Luke 1:35; 4:18; John 14:16-18, 26; 15:26; 16:7-13; Acts 1:8; 5:3; 10:38; Rom. 5:5; 1 Cor. 12:7-11; 2 Cor. 3:18; 2 Peter 1:21.)

6. *Creation*—God is Creator of all things and has revealed in Scripture the authentic account of His creative activity. In six days, the Lord made "the heaven and the earth" and all living things upon the earth and rested on the seventh day of that first week. Thus, He established the Sabbath as a perpetual memorial of His completed creative work. The first man and woman were made in the image of God as the crowning work of Creation, given dominion over the world, and charged with responsibility to care for it. When the world was finished it was "very good," declaring the glory of God. (Genesis 1; Genesis 2; Exodus 20:8-11; Psalm 19:1-6; Psalm 33:6, 9; Psalm 104; Hebrews 11:3.)

7. *The Nature of Humanity*—Man and woman were made in the image of God with individuality, the power and freedom to think and to do. Though created free beings, each is an indivisible unity of body, mind, and spirit, dependent upon God for life and breath and all else. When our first parents disobeyed God, they denied their dependence upon Him and fell from their high position. The image of God in them was marred and they became subject to death. Their descendants share this fallen nature and its consequences. They are born with weaknesses and tendencies to evil. But God in Christ reconciled the world to Himself and by His Spirit restores in penitent mortals the image of their Maker. Created for the glory of God, they are called to love Him and one another, and to care for their environment. (Gen. 1:26-28; 2:7, 15; 3; Ps. 8:4-8; 51:5, 10; 58:3; Jer. 17:9; Acts 17:24-28; Rom. 5:12-17; 2 Cor. 5:19, 20; Eph. 2:3; 1 Thess. 5:23; 1 John 3:4; 4:7, 8, 11, 20.)

8. *The Great Controversy*—All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law, and His sovereignty over the universe. This conflict originated in heaven when a created being, endowed with freedom of choice, in self-exaltation became Satan, God's adversary, and led into rebellion a portion of the angels. He introduced the spirit of rebellion into this world when he led Adam and Eve into sin. This human sin resulted in the distortion of the image of God in humanity, the disordering of the created world, and its eventual devastation at the time of the global flood, as presented in the historical account of Genesis 1-11. Observed by the whole creation, this world became the arena of the universal conflict, out of which the God of love will ultimately be vindicated. To assist His people in this controversy, Christ sends the Holy Spirit and the loyal angels to guide, protect, and sustain them in the way of salvation. (Gen. 3; 6-8; Job 1:6-12; Isa. 14:12-14; Ezek. 28:12-18; Rom. 1:19-32; 3:4; 5:12-21; 8:19-22; 1 Cor. 4:9; Heb. 1:14; 1 Peter 5:8; 2 Peter 3:6; Rev. 12:4-9.)

9. *The Life, Death, and Resurrection of Christ*—In Christ's life of perfect obedience to God's will, His suffering, death, and resurrection, God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life, and the whole creation may better understand the infinite and holy love of the Creator. This perfect atonement vindicates the righteousness of God's law and the graciousness of His character; for it both condemns our sin and provides for our forgiveness. The death of Christ is substitutionary and expiatory, reconciling and transforming. The bodily resurrection of Christ proclaims God's triumph over the forces of evil, and for those who accept the atonement assures their final victory over sin and death. It declares the Lordship of Jesus Christ, before whom every knee in heaven and on earth will bow. (Gen. 3:15; Ps. 22:1; Isa. 53; John 3:16; 14:30; Rom. 1:4; 3:25; 4:25; 8:3, 4; 1 Cor. 15:3, 4, 20-22; 2 Cor. 5:14, 15, 19-21; Phil. 2:6-11; Col. 2:15; 1 Peter 2:21, 22; 1 John 2:2; 4:10.)

10. *The Experience of Salvation*—In infinite love and mercy God made Christ, who knew no sin, to be sin for us, so that in Him we might be made the righteousness of God. Led by the Holy Spirit we sense our need, acknowledge our sinfulness, repent of our transgressions, and exercise faith in Jesus as Savior and Lord, Substitute, and Example. This saving faith comes through the divine power of the Word and is the gift of God's grace. Through Christ we are justified, adopted as God's sons and daughters, and delivered from the lordship of sin. Through the Spirit we are born again and sanctified; the Spirit renews

our minds, writes God's law of love in our hearts, and we are given the power to live a holy life. Abiding in Him we become partakers of the divine nature and have the assurance of salvation now and in the judgment. (Gen. 3:15; Isa. 45:22; 53; Jer. 31:31-34; Ezek. 33:11; 36:25-27; Hab. 2:4; Mark 9:23, 24; John 3:3-8, 16; 16:8; Rom. 3:21-26; 5:6-10; 8:1-4, 14-17; 10:17; 12:2; 2 Cor. 5:17-21; Gal. 1:4; 3:13, 14, 26; 4:4-7; Eph. 2:4-10; Col. 1:13, 14; Titus 3:3-7; Heb. 8:7-12; 1 Peter 1:23; 2:21, 22; 2 Peter 1:3, 4; Rev. 13:8.)

11. ***Growing in Christ*****—**By His death on the cross Jesus triumphed over the forces of evil. He who subjugated the demonic spirits during His earthly ministry has broken their power and made certain their ultimate doom. Jesus' victory gives us victory over the evil forces that still seek to control us, as we walk with Him in peace, joy, and assurance of His love. Now the Holy Spirit dwells within us and empowers us. Continually committed to Jesus as our Savior and Lord, we are set free from the burden of our past deeds. No longer do we live in the darkness, fear of evil powers, ignorance, and meaninglessness of our former way of life. In this new freedom in Jesus, we are called to grow into the likeness of His character, communing with Him daily in prayer, feeding on His Word, meditating on it and on His providence, singing His praises, gathering for worship, and participating in the mission of the Church. We are also called to follow Christ's example by compassionately ministering to the physical, mental, social, emotional, and spiritual needs of humanity. As we give ourselves in loving service to those around us and in witnessing to His salvation, His constant presence with us through the Spirit transforms every moment and every task into a spiritual experience. (1 Chron. 29:11; Ps. 1:1, 2; 23:4; 77:11, 12; Matt. 20:25-28; 25:31-46; Luke 10:17-20; John 20:21; Rom. 8:38, 39; 2 Cor. 3:17, 18; Gal. 5:22-25; Eph. 5:19, 20; 6:12-18; Phil. 3:7-14; Col. 1:13, 14; 2:6, 14, 15; 1 Thess. 5:16-18, 23; Heb. 10:25; James 1:27; 2 Peter 2:9; 3:18; 1 John 4:4.)

12. ***The Church*****—**The church is the community of believers who confess Jesus Christ as Lord and Savior. In continuity with the people of God in Old Testament times, we are called out from the world; and we join for worship, for fellowship, for instruction in the Word, for the celebration of the Lord's Supper, for service to humanity, and for the worldwide proclamation of the gospel. The church derives its authority from Christ, who is the incarnate Word revealed in the Scriptures. The church is God's family; adopted by Him as children, its members live based on the new covenant. The church is the body of Christ, a community of faith of which Christ Himself is the Head. The church is the bride for whom Christ died that He might sanctify and cleanse her. At His return in triumph, He will present her to Himself a glorious church, the faithful of all the ages, the purchase of His blood, not having spot or wrinkle, but holy and without blemish. (Gen. 12:1-3; Exod. 19:3-7; Matt. 16:13-20; 18:18; 28:19, 20; Acts 2:38-42; 7:38; 1 Cor. 1:2; Eph. 1:22, 23; 2:19-22; 3:8-11; 5:23-27; Col. 1:17, 18; 1 Peter 2:9.)

13. ***The Remnant and Its Mission*****—**The universal church is composed of all who truly believe in Christ, but in the last days, a time of widespread apostasy, a remnant has been called out to keep the commandments of God and the faith of Jesus. This remnant announces the arrival of the judgment hour, proclaims salvation through Christ, and heralds the approach of His second advent. This proclamation is symbolized by the three angels of Revelation 14; it coincides with the work of judgment in heaven and results in a work of repentance and reform on earth. Every believer is called to have a personal part in this worldwide witness. (Dan. 7:9-14; Isa. 1:9; 11:11; Jer. 23:3; Mic. 2:12; 2 Cor. 5:10; 1 Peter 1:16-19; 4:17; 2 Peter 3:10-14; Jude 3, 14; Rev. 12:17; 14:6-12; 18:1-4.)

14. ***Unity in the Body of Christ*****—**The church is one body with many members, called from every nation, kindred, tongue, and people. In Christ, we are a new creation; distinctions of race, culture, learning, and nationality, and differences between high and low, rich, and poor, male, and female, must not be divisive among us. We are all equal in Christ, who by one Spirit has bonded us into one fellowship with Him and

with one another; we are to serve and be served without partiality or reservation. Through the revelation of Jesus Christ in the Scriptures we share the same faith and hope and reach out in one witness to all. This unity has its source in the oneness of the triune God, who has adopted us as His children. (Ps. 133:1; Matt. 28:19, 20; John 17:20-23; Acts 17:26, 27; Rom. 12:4, 5; 1 Cor. 12:12-14; 2 Cor. 5:16, 17; Gal. 3:27-29; Eph. 2:13-16; 4:3-6, 11-16; Col. 3:10-15.)

15. ***Baptism*****—**By baptism we confess our faith in the death and resurrection of Jesus Christ and testify of our death to sin and of our purpose to walk in newness of life. Thus, we acknowledge Christ as Lord and Savior, become His people, and are received as members by His church. Baptism is a symbol of our union with Christ, the forgiveness of our sins, and our reception of the Holy Spirit. It is by immersion in water and is contingent on an affirmation of faith in Jesus and evidence of repentance of sin. It follows instruction in the Holy Scriptures and acceptance of their teachings. (Matt. 28:19, 20; Acts 2:38; 16:30-33; 22:16; Rom. 6:1-6; Gal. 3:27; Col. 2:12, 13.)

16. ***The Lord's Supper*****—**The Lord's Supper is a participation in the emblems of the body and blood of Jesus as an expression of faith in Him, our Lord and Savior. In this experience of communion Christ is present to meet and strengthen His people. As we partake, we joyfully proclaim the Lord's death until He comes again. Preparation for the Supper includes self-examination, repentance, and confession. The Master ordained the service of foot-washing to signify renewed cleansing, to express a willingness to serve one another in Christlike humility, and to unite our hearts in love. Communion service is open to all believing Christians. (Matt. 26:17-30; John 6:48-63; 13:1-17; 1 Cor. 10:16, 17; 11:23-30; Rev. 3:20.)

17. ***Spiritual Gifts and Ministries*****—**God bestows upon all members of His church in every age spiritual gift that each member is to employ in loving ministry for the common good of the church and of humanity. Given by the agency of the Holy Spirit, who apportions to each member as He wills, the gifts provide all abilities and ministries needed by the church to fulfill its divinely ordained functions. According to the Scriptures, these gifts include such ministries as faith, healing, prophecy, proclamation, teaching, administration, reconciliation, compassion, and self-sacrificing service and charity for the help and encouragement of people. Some members are called of God and endowed by the Spirit for functions recognized by the church in pastoral, evangelistic, and teaching ministries particularly needed to equip the members for service, to build up the church to spiritual maturity, and to foster unity of the faith and knowledge of God. When members employ these spiritual gifts as faithful stewards of God's varied grace, the church is protected from the destructive influence of false doctrine, grows with a growth that is from God, and is built up in faith and love. (Acts 6:1-7; Rom. 12:4-8; 1 Cor. 12:7-11, 27, 28; Eph. 4:8, 11-16; 1 Tim. 3:1-13; 1 Peter 4:10, 11.)

18. ***The Gift of Prophecy*****—**The Scriptures testify that one of the gifts of the Holy Spirit is prophecy. This gift is an identifying mark of the remnant church and we believe it was manifested in the ministry of Ellen G. White. Her writings speak with prophetic authority and provide comfort, guidance, instruction, and correction to the church. They also make clear that the Bible is the standard by which all teaching and experience must be tested. (Num. 12:6; 2 Chron. 20:20; Amos 3:7; Joel 2:28, 29; Acts 2:14-21; 2 Tim. 3:16, 17; Heb. 1:1-3; Rev. 12:17; 19:10; 22:8, 9.)

19. ***The Law of God*****—**The great principles of God's law are embodied in the Ten Commandments and exemplified in the life of Christ. They express God's love, will, and purposes concerning human conduct and relationships and are binding upon all people in every age. These precepts are the basis of God's covenant with His people and the standard in God's judgment. Through the agency of the Holy Spirit, they point out sin and awaken a sense of need for a Savior. Salvation is all of grace and not of works, and its fruit is obedience to the Commandments. This obedience develops Christian character and results in a sense of well-being. It is an evidence of our love for the Lord and our concern for our fellow human

beings. The obedience of faith demonstrates the power of Christ to transform lives, and therefore strengthens Christian witness. (Exod. 20:1-17; Deut. 28:1-14; Ps. 19:7-14; 40:7, 8; Matt. 5:17-20; 22:36-40; John 14:15; 15:7-10; Rom. 8:3, 4; Eph. 2:8-10; Heb. 8:8-10; 1 John 2:3; 5:3; Rev. 12:17; 14:12.)

20. ***The Sabbath*****—**The gracious Creator, after the six days of Creation, rested on the seventh day and instituted the Sabbath for all people as a memorial of Creation. The fourth commandment of God's unchangeable law requires the observance of this seventh-day Sabbath as the day of rest, worship, and ministry in harmony with the teaching and practice of Jesus, the Lord of the Sabbath. The Sabbath is a day of delightful communion with God and one another. It is a symbol of our redemption in Christ, a sign of our sanctification, a token of our allegiance, and a foretaste of our eternal future in God's kingdom. The Sabbath is God's perpetual sign of His eternal covenant between Him and His people. Joyful observance of this holy time from evening to evening, sunset to sunset, is a celebration of God's creative and redemptive acts. (Gen. 2:1-3; Exod. 20:8-11; 31:13-17; Lev. 23:32; Deut. 5:12-15; Isa. 56:5, 6; 58:13, 14; Ezek. 20:12, 20; Matt. 12:1-12; Mark 1:32; Luke 4:16; Heb. 4:1-11.)

21. ***Stewardship*****—**We are God's stewards, entrusted by Him with time and opportunities, abilities and possessions, and the blessings of the earth and its resources. We are responsible to Him for their proper use. We acknowledge God's ownership by faithful service to Him and our fellow human beings, and by returning tithe and giving offerings for the proclamation of His gospel and the support and growth of His church. Stewardship is a privilege given to us by God for nurture in love and the victory over selfishness and covetousness. Stewards rejoice in the blessings that come to others because of their faithfulness. (Gen. 1:26-28; 2:15; 1 Chron. 29:14; Haggai 1:3-11; Mal. 3:8-12; Matt. 23:23; Rom. 15:26, 27; 1 Cor. 9:9-14; 2 Cor. 8:1-15; 9:7.)

22. ***Christian Behavior*****—**We are called to be a godly people who think, feel, and act in harmony with biblical principles in all aspects of personal and social life. For the Spirit to recreate in us the character of our Lord we involve ourselves only in those things that will produce Christ-like purity, health, and joy in our lives. This means that our amusement and entertainment should meet the highest standards of Christian taste and beauty. While recognizing cultural differences, our dress is to be simple, modest, and neat, befitting those whose true beauty does not consist of outward adornment but in the imperishable ornament of a gentle and quiet spirit. It also means that because our bodies are the temples of the Holy Spirit, we are to care for them intelligently. Along with adequate exercise and rest, we are to adopt the most healthful diet possible and abstain from the unclean foods identified in the Scriptures. Since alcoholic beverages, tobacco, and the irresponsible use of drugs and narcotics are harmful to our bodies, we are to abstain from them as well. Instead, we are to engage in whatever brings our thoughts and bodies into the discipline of Christ, who desires our wholesomeness, joy, and goodness. (Gen. 7:2; Exod. 20:15; Lev. 11:1-47; Ps. 106:3; Rom. 12:1, 2; 1 Cor. 6:19, 20; 10:31; 2 Cor. 6:14-7:1; 10:5; Eph. 5:1-21; Phil. 2:4; 4:8; 1 Tim. 2:9, 10; Titus 2:11, 12; 1 Peter 3:1-4; 1 John 2:6; 3 John 2.)

23. ***Marriage and the Family*****—**Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship. For the Christian, a marriage commitment is to God as well as to the spouse and should be entered only between a man and a woman who share a common faith. Mutual love, honor, respect, and responsibility are the fabric of this relationship, which is to reflect the love, sanctity, closeness, and permanence of the relationship between Christ and His church. Regarding divorce, Jesus taught that the person who divorces a spouse, except for fornication, and marries another, commits adultery. Although some family relationships may fall short of the ideal, a man and a woman who fully commit themselves to each other in Christ through marriage may achieve loving unity through the guidance of the Spirit and the nurture of the church. God blesses the family and intends that its members shall assist each other toward complete maturity.

Increasing family closeness is one of the earmarks of the final gospel message. Parents are to bring up their children to love and obey the Lord. By their example and their words, they are to teach them that Christ is a loving, tender, and caring guide who wants them to become members of His body, the family of God which embraces both single and married persons. (Gen. 2:18-25; Exod. 20:12; Deut. 6:5-9; Prov. 22:6; Mal. 4:5, 6; Matt. 5:31, 32; 19:3-9, 12; Mark 10:11, 12; John 2:1-11; 1 Cor. 7:7, 10, 11; 2 Cor. 6:14; Eph. 5:21-33; 6:1-4.)

24. *Christ's Ministry in the Heavenly Sanctuary--*There is a sanctuary in heaven, the true tabernacle that the Lord set up and not humans. In its Christ ministers on our behalf, making available to believers the benefits of His atoning sacrifice offered once for all on the cross. At His ascension, He was inaugurated as our great High Priest and, began His intercessory ministry, which was typified by the work of the high priest in the holy place of the earthly sanctuary. In 1844, at the end of the prophetic period of 2300 days, He entered the second and last phase of His atoning ministry, which was typified by the work of the high priest in the most holy place of the earthly sanctuary. It is a work of investigative judgment which is part of the ultimate disposition of all sin, typified by the cleansing of the ancient Hebrew sanctuary on the Day of Atonement. In that typical service, the sanctuary was cleansed with the blood of animal sacrifices, but the heavenly things are purified with the perfect sacrifice of the blood of Jesus. The investigative judgment reveals to heavenly intelligences who among the dead are asleep in Christ and therefore, in Him, are deemed worthy to have part in the first resurrection. It also makes manifest who among the living are abiding in Christ, keeping the commandments of God and the faith of Jesus, and in Him, therefore, are ready for translation into His everlasting kingdom. This judgment vindicates the justice of God in saving those who believe in Jesus. It declares that those who have remained loyal to God shall receive the kingdom. The completion of this ministry of Christ will mark the close of human probation before the Second Advent. (Lev. 16; Num. 14:34; Ezek. 4:6; Dan. 7:9-27; 8:13, 14; 9:24-27; Heb. 1:3; 2:16, 17; 4:14-16; 8:1-5; 9:11-28; 10:19-22; Rev. 8:3-5; 11:19; 14:6, 7, 12; 20:12; 22:11, 12.)

25. *The Second Coming of Christ*—The second coming of Christ is the blessed hope of the church, the grand climax of the gospel. The Savior's coming will be literal, personal, visible, and worldwide. When He returns, the righteous dead will be resurrected, and together with the righteous living will be glorified and taken to heaven, but the unrighteous will die. The almost complete fulfillment of most lines of prophecy, together with the present condition of the world, indicates that Christ's coming is near. The time of that event has not been revealed, and we are always therefore exhorted to be ready. (Matt. 24; Mark 13; Luke 21; John 14:1-3; Acts 1:9-11; 1 Cor. 15:51-54; 1 Thess. 4:13-18; 5:1-6; 2 Thess. 1:7-10; 2:8; 2 Tim. 3:1-5; Titus 2:13; Heb. 9:28; Rev. 1:7; 14:14-20; 19:11-21.)

26. *Death and Resurrection*—The wage of sin is death. But God, who alone is immortal, will grant eternal life to His redeemed. Until that day death is an unconscious state for all people. When Christ, who is our life, appears, the resurrected righteous and the living righteous will be glorified and caught up to meet their Lord. The second resurrection, the resurrection of the unrighteous, will take place a thousand years later. (Job 19:25-27; Ps. 146:3, 4; Eccl. 9:5, 6, 10; Dan. 12:2, 13; Isa. 25:8; John 5:28, 29; 11:11-14; Rom. 6:23; 1 Cor. 15:51-54; Col. 3:4; 1 Thess. 4:13-17; 1 Tim. 6:15, 16; Rev. 20:1-10.)

27. *The Millennium and the End of Sin*—The millennium is the thousand-year reign of Christ with His saints in heaven between the first and second resurrections. During this time, the wicked dead will be judged; the earth will be utterly desolate, without living human inhabitants, but occupied by Satan and his angels. At its close Christ with His saints and the Holy City will descend from heaven to earth. The unrighteous dead will then be resurrected, and with Satan and his angels will surround the city; but fire from God will consume them and cleanse the earth. The universe will thus be freed of sin and sinners forever. (Jer. 4:23-26; Ezek. 28:18, 19; Mal. 4:1; 1 Cor. 6:2, 3; Rev. 20; 21:1-5.)

28. ***The New Earth***—On the new earth, in which righteousness dwells, God will provide an eternal home for the redeemed and a perfect environment for everlasting life, love, joy, and learning in His presence. For here God Himself will dwell with His people and suffering and death will have passed away. The great controversy will be ended, and sin will be no more. All things, animate and inanimate, will declare that God is love; and He shall reign forever. Amen. (Isa. 35; 65:17-25; Matt. 5:5; 2 Peter 3:13; Rev. 11:15; 21:1-7; 22:1-5.)

Topical Index

Page No.

Academic Integrity 19

Academic Standards 17

Administration 2

Admission Criteria 6

Age Requirement.....7

Arranged Absence .....8.

Assessment of Learning 17

Attendance 7

Birthday Parties 15

Campus Visitation 13

Clearing Absences 8

Closed Campus Policy ..... 14.

Computer and Computer Network Use 15

Dining Hall Decorum 14

Discipline Policy 22

Downloads/Uploads and Updates 15

Dress and Appearance 11

Emergency Procedures 13

Faculty and Staff 2

Financial Information 29

Focus on Character .....5.

Focus on Learning.....5.

Georgia School Law 7

Governance (school board) 2

Governing Policy.....5

Grievance Policy.....28

Grading System 19

Graduation Requirements..... 20

Gum Chewing 14
Home and School 10
Honor Roll 18
Hours of Operation.....5
Immunization Certificate.....7
Inclement Weather 8
Introduction.....2
Medical and Accident Information .....
.....12
Mission Statement 4
Parent's Responsibilities 9
Philosophy 4
Principal's List 18
Prolonged Absence 8
Qualifications for Student Council 21
Religious Activities 10
RenWeb.....20
Residence and Custody 9
School Board/Student Discipline 23
Semester Examinations 18
Seventh-day Adventists Beliefs 30
Software Copyright Policy 16
Student Personal Property.....15
Student's Responsibilities 9
Telephone Policy 15
Textbooks 20
Truancy 8
Unexcused Absence 8
Vision Statement.....4
Withdrawal Policy 8
Written Excuse 8