

Star Bethlehem Christian Academy

PARENTS/STUDENT HANDBOOK

A Ministry of Star Bethlehem Missionary Baptist Church



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*And all thy children shall be taught of the LORD:
And great shall be the peace of thy children – Isaiah 54:13*

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Mission Statement

Star Bethlehem Christian Academy exists to provide a high quality, Christ-centered, biblically based education in which students can grow in wisdom, in stature, and in knowledge of Jesus Christ as Lord in order that they may extend the servant life of Christ to their community and world.

Our MISSION is to equip students with the best academic Christian education by providing comprehensive instruction in core subjects. We are dedicated to teach divine principles of trust, loyalty, obedience, helpfulness, courtesy, kindness, cleanliness, and a host of other life long Godly attributes. As a Christian school, students are taught the love of our Lord and Savior Jesus Christ, His Gospel, and His doctrine. Our foundational scriptures are Proverbs 22:6, **"Train up a child in the way he should go and when he is old, he will not depart from it,"** and Deuteronomy 6:6-9.

Our VISION is to become a premier Christian school reaching, teaching, and unleashing our future leaders. By training boys and girls in a program study, and living that is Christ-centered, it is our desire to cultivate a safe Christian environment for life-long learning, an enjoyable learning experience, and an overwhelming tender loving care for children that will encourage them to grow and develop spiritually, intellectually, socially, and physically.

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Statement of Faith

WE BELIEVE the Bible to be the inspired and only infallible authoritative Word of God.

WE BELIEVE that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

WE BELIEVE in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension, to the right hand of the Father.

WE BELIEVE in the Blessed Hope - the rapture of the Church at Christ's coming.

WE BELIEVE the only means of being cleansed of sin is through repentance and faith in the precious blood of Christ.

WE BELIEVE that acceptance of Jesus Christ as Lord and Savior is absolutely essential for personal salvation. We believe the redemption work of Christ on the cross provides healing of the human body in answer to believing prayer.

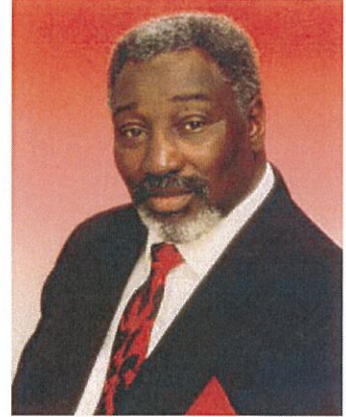
WE BELIEVE in the sanctifying power of the Holy Spirit by His indwelling the Christian is enabled to live a holy life.

WE BELIEVE in the resurrection of both the saved and lost, the one to everlasting life and the other to everlasting damnation.

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Message from the Founder

The Word of God has always been a positive source of information and inspiration for those who are in tune to His Spirit. Many years ago, God inspired me to start a building fund effort to build a new church and Christian Education facility. God confirmed His Divine inspiration through Deuteronomy 6:6-9, "And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up. And thou shall bind them for a sign upon thine hand, and they shall be as frontlets between thine eyes. And thou shalt unite them upon the posts of thy house, and on thy gates." God spoke these same words to Moses concerning the commandments. God also commanded Moses to say to the people of Israel, "Teach this word diligently to your children," and so on, "and I will have a nation of people who will obey My Word."



Over twenty-eight years the Lord has marvelously blessed Star of Bethlehem Christian Academy to become one of the finest Christian schools in Northern Virginia. In the beginning we operated without a budget and teachers volunteered out of Christian love and devotion to Christ. We are now able to hire degreed teachers who love the Lord and our young children. Even though we have endured difficult times we realize that there is no easy way of accomplishing anything for the Lord, of this magnitude, without Christ's anointing and constant guidance. I feel as the Apostle Paul felt when he said, "I can do all things through Christ who gives us the strength." Therefore, we are moving on to greater years and looking forward to greater accomplishments in the Lord. We believe that God is going to give us a new building to house our school, where we will be equipped with all the necessities of a modern education facility. This facility will provide the children with ample space for play and study. We believe in God to open doors for us. Certainly, He has not brought us this far to leave us.

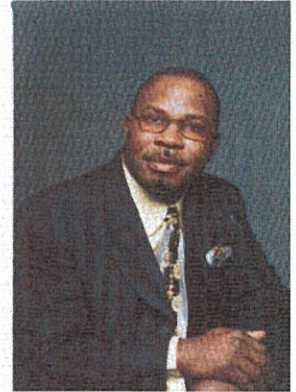
I want the parents to know that we thank them for their participation and all that they are doing for us, just to help us stay alive. And we will stay alive because Christ is in this plan. God bless you and keep sending your children to a school that loves the Lord, Jesus Christ.

Dr. Frederick S. Jones

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MESSAGE FROM THE PRINCIPAL

It is with joy that I welcome you to this new school year at the Star of Bethlehem Christian Academy (SBCA). I look forward to seeing the mighty hand of God work on our behalf as we face victories and trials. Let us "...Be joyful always, pray continually, and give thanks in all circumstances, for this is God's will for you in Christ Jesus" (I Thessalonians 5:16-18).



SBCA is dedicated to serving the Lord through the vehicle of education for each child and to share God's plan of salvation, love, purpose and eternal relationship with each student.

The Lord has allowed SBCA the unique opportunity to provide a comprehensive Christian educational curriculum (A BEKA) for the community of Triangle and Southeastern Prince William County. Not only can we see our students nurtured in the various academic disciplines, but also we can lead them by example and by the Word to a close personal and knowledgeable walk with Christ.

We shall give each student our maximum effort by teaching the required subjects along with biblical essentials. In light of God's Word, "that in all things He {Christ} might have the preeminence" (Colossians 1:18). Even though knowledge is factually the same for believer and nonbeliever, no subject can be taught in its truth if its' Originator is ignored. Because spiritual truths are spiritually discerned, only teachers who have personally accepted Jesus Christ as their Lord and Savior can teach in a manner pleasing to God. Consequently, only a Christian school with born-again teachers can give a child the education God expects in keeping with his instruction found in Proverbs 22:6, "Train up a child in the way he should go: and when he is old, he will not depart from it." Our entire school program is designed to help parents' fulfill this command of God.

Each staff member should consider this to be a ministry. God expects the same level of professionalism you would give in a secular school system. Teachers should always be obedient to the job, i.e., grading papers, preparing bulletin boards, attending meetings, attending workshops, and enhancing their professional skills. I Corinthians 10:31 says, "Whatsoever ye do, do all to the glory of God". There will always be new children and new challenges. Let us likewise be ready to meet them and accept the challenges they bring.

Yours in Christ Jesus,
Dr. H. P. During, Jr.

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School Board Message

Proverbs 22:6 is the mission of the Star of Bethlehem Christian Academy School Board. The School Board establishes basic administrative, operational, academic and employment policies.

The Code of Behavior has been established for the SBCA staff and student body. The School Board, acting through the Pastor, holds all school employees responsible for supervising student behavior while students are legally under the supervision of the school. The SBCA School Board holds all students responsible for appropriate conduct as defined in this **Discipline Policy**.

SBCA School Board

Members are appointed by the pastor voted by the board members. They are responsible for the overall Governing of School policies and procedures. They work in conjunction with establishing the annual budget.

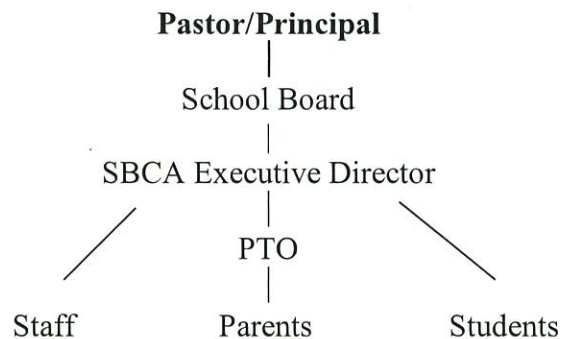
The 2014-2015 SBCA School Board members are listed below:

Mrs. Elisa Cooper Jackson
Mrs. Rene Terry

Dr. Anthony Leonard
Mrs. Alma Brooks

Organization Chart

The following organization chart represents SBCA's reporting structure.



"OBEY THEM THAT HAVE THE RULE OVER YOU, AND SUBMIT YOURSELVES; FOR THEY WATCH... THAT THEY MAY DO IT WITH JOY, AND NOT WITH GRIEF, FOR THAT IS UNPROFITABLE FOR YOU."-HEBREWS 13:17

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Parent Teacher Organization (PTO)

Article I: Name

The Name of this organization shall be known as the **Star Bethlehem Christian Academy Parents and Teachers Organization**. The abbreviated name will be **SBCA PTO**; Herein, to be known as the organization.

Article II: Purpose

The purpose of the organization is to promote a Christian, quality education for the children and support and share God's vision for the school, through fundraising, dedication, and volunteered time.

Article III: Objectives

The objectives of the organization are:

- ◆ Promote communications between parents and teachers/staff
- ◆ Provide a forum for the discussion of issues relating to education or fundraising
- ◆ Assist the administrators and teachers in accomplishing the goals of a quality education system
- ◆ Support those activities, which promote the welfare of our children, their school, and our community.

Article IV: Policies

This organization shall be noncommercial, nonsectarian, and nonpartisan. The name of the organization or the names of its officers in an official capacity shall not be used in any way which implies or connotes support of a commercial concern, a partisan interest, or any purpose other than the prescribed work of the organization. The organization shall not seek to direct the policies, programs, and activities of the school. This organization may cooperate with other organizations to the extent that such association directly supports the purposes of the SBCA PTO.

Article V: Officers and Their Election

The elected officers of the organization will be the president, vice president, secretary, and treasurer. The term of office for the elected officials will normally be for ten months from September through June. Only individuals affiliated with Star Bethlehem Christian Academy may hold office. The election of these officials will be at an annual meeting of the General Membership, usually in May. Only individuals in good standing with SBCA and the SBCA PTO may cast a vote. The voting, normally by written ballot, may be suspended through a motion, second, and passage by majority present in which case, the vote for each position is by voice or hand ballot. Nominations for the elected officers shall be by a nominating committee appointed by the Executive Committee (Principal and Vice-Principal). The nominating committee shall report at the election meeting the name of at least one candidate for each office. The consent of each candidate must be obtained prior to being placed in nomination. This holds true for any floor nominations. The Executive Committee shall fill a vacancy in an office.

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Article VI: Duties of the Officers

The president shall preside at all business meetings of the organization. The president may be an ex officio member of all committees except the nominating committee. The president shall perform such other duties as required by the office. The vice-president shall act as aide to the president and shall perform the duties of the president in the absence of that officer. The secretary shall keep correct records of all meetings of the organization and its elected officers. The secretary shall maintain records of all correspondence of the organization, disseminate notification of meetings and shall perform such other duties as may be delegated. The treasurer shall receive all monies of the organization; keep an accurate record of receipts and expenditures; and shall disburse such funds as authorized by the Executive Committee. The treasurer shall perform such other duties of a financial nature as required by the Executive Committee. The treasurer will prepare an annual report prior to relinquishing the duties of treasurer. The treasurer shall prepare and present at meetings of the Executive Committee a written summary of monthly deposits and expenditures.

Article VII: Executive Committee

The Executive Committee shall consist of the school principal and vice-principal. The duties of the Executive Committee will include: (a) organize standing committees, (b) select and present to the general membership annual programs, policy and direction for the organization; outline the procedures to be followed in meetings. The Executive Committee must approve all expenditures. The regular meetings of the Executive Committee will be monthly. The president or the principal of the school can call special meetings.

Article VIII: Meetings of the General Membership

The President and Vice-President will establish the schedule of meetings and the accompanying programs of entertainment, in conjunction with the Executive Committee. The minimum schedule of meetings should accommodate the presentation of periodic financial statements, election of officers early in the calendar year and timely presentation of possible major issues.

Article IX: Rules of Order

The SBCA PTO will work with the Academy to provide a quality education for all students. The SBCA PTO understands that legal responsibility to policy-making decisions reside with the school boards, Principal, and Vice-Principal. The Director of the Academy must be informed of all scheduled meeting dates. All funds raised will be turned in to the School office for credit to the PTO account. **IT IS UNLAWFUL TO SETUP A SEPARATE CHECKING ACCOUNT TO MANAGE PTO FUNDS IN THE SCHOOL'S NAME WITHOUT AUTHORIZATION.**

Article X: Amendments

The Executive Committee may amend the constitution and bylaws of this organization at any time.

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RESPONSIBILITIES OF STAFF, PARENTS, STUDENTS

Staff, parents and students share the responsibility for an orderly and safe school environment. Information about drugs, weapons or other factors that may be harmful to the school environment should be reported to the Principal, School Administrator or police, in cases of emergency.

Staff

- Providing an orderly school environment
- Providing a favorable psychological environment for learning
- Encouraging self discipline
- Providing an atmosphere of mutual respect
- Treating each student as an individual in accordance with one's needs
- Encouraging, monitoring, and evaluating the progress of students
- Initiating and maintaining open lines of communication with parents
- Discussing the Discipline Policy with students at the beginning of each school year and provide periodic review during the school year
- Developing a plan of action, whenever possible, based on the needs of the student and the school environment as a whole.
- It will be the school's responsibility to provide opportunities for service and to compute the hours of service for individual families

Parents

- Teach the student to assume responsibility for learning and to adhere to rules of conduct that do not infringe on the rights of others.
- Ensure the student's regular attendance in school
- Provide encouragement and discipline aimed at motivating the student toward responsible behavior and participation within the school setting
- Ensure that the student is appropriately dressed for school as determined by the dress code. Students arriving without proper dress will be sent home to be properly prepared for school.
- Provide updated emergency information, including a local telephone number to the school to ensure that the school will have immediate contact with the parent in case of an emergency
- Provided a certified copy of the student's birth certificate, and or immigration documentation, physical examination to include record of completed series of immunizations, and social security number as required by the Code of Virginia upon initial entry to school
- Schedule conferences during normal working hours
- Reimbursement to SBCA if your child is responsible for any actual breakage or destruction of property owned by or under control of the school
- Periodically let us know how our staff is servicing you either verbally or in writing

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- Ensure that your family donates 5 hours of service every 3 months, in school fundraisers, activities, field trips, staff meetings, staff functions, etc, only for the school year! Fundraiser sales will amount to 1 hour of service for every \$50.00 sold. Parents who choose not to participate will be assessed a \$40.00 fee at the end of each 3 month period.

Student Responsibilities

- Appropriate conduct, knowing and adhering to the Discipline Policy
- Accepting responsibility for learning, developing adequate study habits and completing class assignments in a timely manner
- Being prepared each day with necessary class materials and supplies
- Regular school attendance
- Contributing to a climate of acceptance and mutual respect at SBCA so that the hope and ambitions of all individuals may be realized
- Maintaining an atmosphere in which learning and extracurricular activities can take place for the growth and pleasure of everyone involved
- Complying with the dress code of the school
- Wise and careful use of school supplies
- Strict compliance with any rules and regulations at SBCA

Goals and Objectives for Our Students

Spiritual Objectives

- ◆ To teach the Bible as God's inspired Word and as completely true.
- ◆ To win students to a saving knowledge of Christ as Savior and Lord
- ◆ To develop a respect for God's authority and the authority of parents in students' lives.
- ◆ To develop a desire to know what the Bible teaches and to develop a spirit of obedience.
- ◆ To help each student to establish the habit of daily devotions.

Social-Personal Objectives

- ◆ To help students understand that God is at work in the lives of believers, to conform them to the image of His Son, and to develop Christ-like character.
- ◆ To enable each student to see himself as a unique, very special creation of the Lord, with gifts and abilities which He desires to be developed and used to the fullest for His glory.
- ◆ To develop the concept that we are one in the Spirit with other believers and to instill the desire to maintain that oneness.

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- ◆ To teach that our responsibility is to love others in word and deed because “God first loved us,” understanding that our lives are a witness to those around us.
- ◆ To develop proper attitudes toward siblings and parents, and commitment to eventually establish God-centered homes.
- ◆ To develop good habits of politeness and courtesy toward others.
- ◆ To encourage physical fitness, good health habits, and wise use of our bodies as temples of God

Academic Objectives

- ◆ To tailor instruction realistically to the academic level on which each student is functioning and to help the student progress as far as his God-given abilities will carry him.
- ◆ To provide an environment conducive to learning and excellence
- ◆ To teach an appreciation of God’s world for the wonder and care of His natural creation and a deep interest in and love for people and different cultures of the world.
- ◆ To teach critical thinking skills so that students can evaluate, discern, solve problems, and make wise Biblical judgments.
 1. To develop creative abilities and love of the fine arts.
 2. To develop disciplined study habits and a desire to continue learning all through life.
 3. To help students appreciate God’s Word as their most basic “life textbook.”

Non-Discrimination Policy

SBCA accepts students of any race, color, national and ethnic origin, and are granted access to all rights, privileges, programs and activities generally accorded or made available to students at the school. SBCA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, financial aid program, athletic, or other programs.

Parental Support

The link between Star Bethlehem Christian Academy (SBCA) and the parents of SBCA students is perhaps the most important element in the educational experience. Therefore, in consideration of SBCA and upon acceptance of your child as a student, we agree to the following:

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I. Spiritual Support

*We give permission for SBCA to teach all elements of the Statement of Faith to our child and we are willing to support the school in its endeavors to encourage and guide our child in applying those doctrines to everyday living.

*We realize that a Christian school is not a substitute for the spiritual training, fellowship and discipline of the home and local church. We will do our best to regularly attend our local church.

*We also agree to pray for the ministry of the school, staff members, school board, and fellow families as we join in partnership with SBCA in order that SBCA may better help us with our spiritual responsibility to our child.

*We have read, understand and agree with the Statement of Faith of SBCA.

*We pledge our fullest cooperation to keep doctrinal controversy out of the school.

II. Financial Support

*We agree to meet all of our financial obligations to Star Bethlehem Christian Academy, because our educational programs and the teachers' salaries depend on tuition and fee payments.

*We agree to be responsible for fundraising and volunteering our time. We further agree to independently pay SBCA any financial shortfall if our fundraising/volunteer obligation is not met; as stated in the Volunteer Policy on the Confidentiality Form. We also agree to participate in any additional fundraising programs that the School Board in its discretion deems are necessary for the financial well being of the school.

*We understand that failure to meet our financial obligations in a timely manner may result in our child's dismissal from Star Bethlehem Christian Academy.

*We agree to pay all fees and tuition promptly as indicated on the schedule.

*We understand \$30.00 will be charged for each check returned by the bank.

*We understand that all accounts with Star Bethlehem Christian Academy shall be paid in full before any requests made for transcripts are granted.

III. School Program Support

*We agree to ensure our child's attendance on a daily basis unless prohibited by illness or other extenuating circumstances and to encourage our child in the accomplishment of homework, projects or other school related activities as it becomes necessary.

*We agree to register complaints regarding school rules, procedures, etc. only with the administration, and in the case of disagreement between our child and another child at school, we will work through the teacher and administration to achieve reconciliation.

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*We agree to be active in the PTO meetings, school programs, attend meetings as requested by the teacher, administration, or board, and have our child participate in field trips, Field Day, and in extra-curricular activities in accordance with the school policy, within reason and unless providentially hindered from doing so.

*We agree to support SBCA in the administration of the Code of Conduct and the Uniform Code of Dress outlined in the Student Handbook.

V. Permission for School Activities

*We hereby give permission for our child to take part in all school activities, school sponsored trips away from the school premises, and to absolve the school and its staff from all liability because of any injury to our child at the school or during any school activity.

I agree to resolve all disagreements with Star Bethlehem Christian Academy in conformity with the Biblical injunctions of 1 Cor. 6:1-8, Matt. 5:23-24, and Matt. 18:15-20

School Rules

Learning by...

- Attending school regularly
- Being on time to class regularly
- Paying attention in class
- Bringing your own supplies
- Taking part in class activities
- Being a considerate listener and group member
- Trying to do your best at all times
- Completing set work
- Helping your friends to learn

Care for...

- Your school by looking after buildings, playground and equipment
- Others by respecting other people's rights and property
- Yourself by keeping school rules, looking after personal property
- Talking to a teacher if you have a problem

Safety through...

- Staying within school boundaries
- Using permitted equipment and toys safely
- Avoiding rough play
- Moving sensibly at all times
- Observing bell routines
- Telling the teachers about any dangers

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- Being aware of the evacuation plan
- Listening to safety patrols and hall monitors

At the teachers' discretion, other class rules may be made in addition to these:

1. Students must always be respectful of others' rights and property, the authority of the teacher, teachers' assistants, pastoral staff, and student leaders.
2. Talking is to be done in a conversational tone. Students are not to whistle, yell, run, or be rowdy in the building.
3. Students are expected to enter the classroom quietly, sit in their seats, and sharpen pencils, etc. before class begins.
4. Students should listen when others are speaking and should get permission to speak by raising their hand. When talking is permitted in class, students should be mindful not to be excessively loud.
5. Writing and passing notes, tossing objects, playing with irrelevant objects and other such disruptive behavior is not allowed in class.
6. Class assignments are to be turned in on time the day they are due. Failure to hand assignments in on time results in drastically reduced grades for those assignments and zeros when papers are excessively late. The teacher reserves the right to determine what is excessive. Parents need to remember that the patterns of life they allow their child to exhibit now will be their traits in the future.

Students are to stay within the bounds of the school building and grounds at all times during the days' scheduled program. The following rules apply to all students attending SBCA:

1. Be prepared for class.
2. Obey classroom rules.
3. Be respectful of others and property.
4. Be in seat when bell rings.
5. Negative comments will not be tolerated.

Dress Code

The SBCA uniform will be worn on Monday, Wednesday, and Friday. The gym uniform will be worn on Tuesday and Thursday. The dress code below has been established for all grades and must be strictly adhered to by all students. SBCA's Administration will be the final authority in the interpretation of the Dress Code. A grace period has been granted to the students extending the deadline for school uniform enforcement. We allowed an extension in order to make sure everyone has time to purchase the uniform. October 31, is the deadline for all students to be in uniform.

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Girls

Dress Uniform

- ◆ Uniform attire **daily (NO EXCEPTIONS)**.
- ◆ "**V**" neck **plaid jumpers** (K3-3rd grade) or **Blue/White plaid skirts** (4th & 5th grade)
- ◆ White Peter Pan blouse. Blouses will have at least 8-inch sleeves.
- ◆ Red Crossbow
- ◆ Navy or White Stockings/Socks. Socks are to be worn at all times.
- ◆ Shoes will be conservative; NO sandals; NO boots; NO gym/tennis shoes except during recreational periods and on Tuesdays and Thursdays.
- ◆ No bracelets or necklaces please; jewelry causes distractions during lessons.
- ◆ Navy cardigan sweater with logo (optional)
- ◆ Girls hair must be well groomed (NO hair coloring, etc)

Boys

Dress Uniform

- ◆ Uniform attire **daily (NO EXCEPTIONS)**.
- ◆ Navy blue slacks
- ◆ White dress shirt (**Chapel Day**)
- ◆ Red tie (Chapel Day)
- ◆ Navy cardigan sweater with logo (optional)
- ◆ Shoes will be conservative; NO sandals; NO boots; NO gym/tennis shoes except during recreational periods and on Tuesdays and Thursdays.
- ◆ Dark socks. Socks are to be worn at all times
- ◆ Boys' hair must be short and groomed (NO long hair, plats, color, etc.)
- ◆ No earrings
- ◆ White/red Monogrammed Polo Shirt

Boys & Girls

Gym/Recreational Uniform

- ◆ Navy Blue Walking Shorts with White Monogrammed Polo Shirt (warmer days)
 - ◆ Navy blue sweat suit with logo
- *Uniform **must** be ironed daily*

NOTE: Please label all clothing. Preschoolers (K3-K4) must have Velcro, buckles, or slip-on shoes. K4 students may wear shoes with strings if they can tie them. Preschoolers **also need an extra set of clothes.**

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Sign In and Out

Each parent or legal guardian is responsible for signing his or her child in and out daily in the log book outside the office and in the log book assigned to your child's specific Extended Care area.

Student Pick-Up

If a child is to be picked up by someone other than the parents/guardians, a written authorization must be sent to the office before the end of that school day. If you plan to call your change in, please be sure that your child is familiar with the person with whom they will be riding. All persons other than parents/guardians must report to the office before they pick up the child, to show proper identification. It is greatly preferred that parents send written permission for children to ride home with a person other than themselves.

Instructional Hours

This is not a day care but a school. Instructional hours are from 8:30 A. M. to 3:30 P.M. Students not participating in before and after care should arrive at 8:30 A.M. and should be picked up promptly at 3:30 P.M. Students arriving before 8:00 A.M. and/or not picked up at 3:30 P.M., will be transferred to the "Before and After" care areas (also referred to as "extended care"). Student(s) not on the "Before and After" care schedule will be billed the applicable fees in accordance with our policy.

Tardiness

We cannot stress enough the importance of arriving to school on time. Please remember that class begins at 8:30am sharp. Please be on time. Devotions set the mode for the day and Bible is the first subject in each class. When students miss this time, it can have a negative effect on the child's biblical and/or academic grade. Missed instructional hours will not only affect your child's academic performance, but his/her guarantee to pass to the next grade. You, as a parent, expect the teacher to be on time. Likewise, we expect your child to be on time.

We ask that all students arrive at school no later than 8:25am, to enable classes to begin promptly at 8:30am. Students who arrive after 8:30am are considered tardy. All students who are tardy for school must report to the school office and be signed in by parent or guardian. No student will be accepted into school without prior arrangements with administration after 9:30 a.m. Late students may not enter their classroom without a tardy slip. A student will be considered absent if he/she does not attend at least four hours of the scheduled school day. **Please note that 3 unexcused tardies constitute 1 full day of absence and will be reported on the student's records.**

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Absences

Students must attend regularly to gain the most from the school's curriculum. Since any absence from the school hinders the student's academic progress, a student should only miss school in time of dire emergency, illness, doctor's appointments, or administration approved family absence. Absences for any other reasons will be considered individually and may be excused at the discretion of the Administration. **Please note that extended absences, regardless of reasons, significantly affect the student's grades and may affect retention/promotion levels.**

All absences will be considered unexcused unless a written notice is given to administration (within 2 days of the child's return to school) and the excuse is contingent with our attendance policy. The note should include the following:

1. The student's first and last name
2. The date of the absence
3. The reason for the absence

If the child will be out of school five days or more, prior approval by the Vice-Principal must be requested.

Parents are to notify the school no later than 8:00 A.M. if the student will not be at school. We would appreciate if the parents arrange to have schoolwork picked up for their student. Absences/Tardiness in no way affects the tuition rate.

Absences/Tardiness will be excused for the following reasons:

- Personal illness of the student
- Illness in the family household necessitating the presence of the student
- Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during the school day
- Death in the family
- Family emergency of an unforeseen nature
- When, in the judgment of the parents, the roads and walkways in their neighborhoods are too difficult to use (Excused absence – make-up work may be required)
- Approved, pre-arranged absences
- Reasons of extenuating circumstances to be judged by the Principal or Vice-Principal

Absences/Tardiness will be unexcused based on the following reasons:

- Truancy, which shall include absence of the student from school without the knowledge and permission of his/her parents/guardians or school authorities; absences/tardiness of the student which are excessive and/or which interfere with the student's educational program;

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absence/tardy for the student for any reason other than one approved by the principal.

- Skipping, cutting, or leaving class without permission after reporting to school
- Suspension from school
- Missing a ride
- Car trouble
- Disapproved prearranged absence/tardy
- Failure to produce an appropriate explanation for an absence/tardy

- Failure to attend at least 2 hours (K3 – K5) or 4 hours (1st – 5th grade) of the scheduled school day, unless written excuse is provided
- All absences/tardies not covered under excused absences

Please be advised that all absences and tardiness, excused and unexcused, severely affect not only your child's academic performance, but also his/her guarantee to pass to the next grade. Students must not miss more than 3 days per nine (9) weeks, equivalent to 21 hours of instruction time. The teacher(s) will request a conference with the parent(s) and student at this time. Students who miss more than 15 total days, equivalent to 105 hours of instruction time, in a school year will automatically be retained, unless under extenuating circumstances, to be approved by the Principal or Vice-Principal.

Early Dismissal

Parents/Guardians must report to the office if they are going to pick their child up early. An administrator will excuse your child from his/her classroom. A sign in/out sheet will be kept in the School hallway. All students must be signed out at time of departure.

Before/After Care Hours

This is an option for those parents who work later hours. The hours for these programs are as follows:

Before care hours are from 6:00 A.M to 8:30 A.M.

After care hours are from 3:30P.M. until 6:30P.M.

The extended care program is only an extension to the academic development of your child(ren). It is very important that parents walk their child(ren) either to extended care or to their classroom and be sure that an adult sees the child. Parents must also sign their child in AND out everyday.

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Please be punctual upon picking your child up from extended care. **A late pick-up charge PER STUDENT of \$15.00 for every 15 minutes, and any portion thereof, will be charged after the normal pick-up time, which is 6:30 p.m., Charges will began to accumulate at 6:31 p.m.** The penalty is to be paid in cash in the admin office the same day of late pick-up. Habitual late pick-ups (*three or more times within a two-week period*) will be charged an enrollment into the Before and After Care program, along with the weekly cost. Money for this enrollment must be paid within one-week of the occurrence. A list of before and after care children will be given to the provider and the parent/guardian must sign the child(ren) in and out.

Memorandums

Memorandums (Memos) will always posted on the sign in/out sheet. SBCA sends these memos to keep you abreast of the events and changes taking place in the school. We feel that it is very important that you are aware of what is going on in the school and with your students. Flyers are put on the front door as well. **Please be sure to read all memos and flyers in full.**

Parent – Teacher Communication

Star Bethlehem Christian Academy believes strongly in the biblical principles of communication as taught in Matthew 5 and 18. We are convinced that when one has been offended or has offended another, he should go immediately to the person involved to discuss that matter in love.

We have seen relationships restored and new relationships develop when these precious principles are practiced between staff members, parents, and students. Our desire is that, as a school family, we would be committed to building up one another and confronting one another with a loving spirit.

We appreciate your comments about any aspect of the school program and look forward to communicating with you often. Parents, who have a concern about something occurring in the classroom, should go to your student's teacher to resolve the matter first.

School Conference

There are 2 mandatory conferences for the parent and teacher: Issuance of the 1st Report Card and Last Report Card. However, whenever students or parents feel that the best interests of the individual or the group have been disregarded, a conference with the teacher or other school personnel should be arranged. If a routine agreement cannot be reached among student(s) and SBCA personnel, the student then has the right to:

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- Arrange a meeting with the Principal or designated Administrator to discuss such conditions or decisions judged by the student(s) to be detrimental
- Request a follow-up conference of the parent, student and Principal or Administrator if not satisfied with initial meetings.
- Appeal through the appropriate chain of command if conferences are not satisfactory at the local level.

Code of Conduct

One necessity of life is control. The Christian life is one of control. It is by outward control that we learn to yield to Christ. Each student's conduct should be brought into harmony with the principles of God's Word as revealed in the Bible. Problems arising from the lack of conformity as evidenced by disregard for school rules, for others, or for school property will be dealt with by the school administration through the means of consultation and parental cooperation. Punitive measures such as the school deems necessary shall be taken for persistent misbehavior and disregard to school rules. Students whose attitudes and conduct, both in school and out of school, are deemed undesirable and in opposition to the basic principles and purpose of Star Bethlehem Christian Academy will not be allowed to continue in school.

To safeguard the reputation of the school, the following standards have been established:

1. While in attendance at our school, boys and girls are expected to refrain from swearing, smoking, and indecent, disorderly behavior.
2. Students are not to be in any classroom other than their own without the teacher's permission. A boy and a girl are not to be alone in a classroom with the door closed.
3. Students are not to be in the building without parent/teacher supervision.
4. Quiet voices are expected in the classrooms and restrooms.
5. All students are to be orderly, quiet, and single file when entering or exiting the classroom while under teacher supervision.
6. Students should report to extended care once the dismissal bell has rung. Students are not to be in the halls, in the classrooms, or outdoors unless supervised by a teacher or parent.
7. Prompt and cheerful obedience is expected. All adults are to be treated with respect and courtesy.
8. Throwing of any object is prohibited, unless under teacher supervision and with a teacher's permission while outside.
9. Gum chewing and candy are not allowed on school premises.

Discipline

At SBCA we believe in positive discipline, therefore, the healthy development of a child's self esteem is a major concern. We intend to do our very best to handle any difficulties your child

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may encounter by loving him/her and by trying to understand and deal with whatever the encounter may be. We ask your cooperation.

“NEW - Added in 2016”. Included in SBCA’s Discipline procedure is a **“Weekly Behavior Monitoring Tool”** (*See Sample in Appendix*). This monitoring tool will assist SBCA with critical information in determining an whether an ongoing relationship with parents and students

will continue. Students who are not able to adhere to established guidelines, policies, and procedures, and does not successfully accommodate as a minimum, parameters as outlined within the monitoring tools may be dismissed from SBCA.

An additional method of discipline is **“S-T-A-R”** character development and "Time-Out" method. ‘STAR’ is an acronym that means:

S = Stop
T = Think
A = Act
R = Review

The purpose of the code is to start the students on the road to maturity in Christ. The student must learn to exercise self-discipline in school, at home, in church, and in all other areas of life. “STAR” means teaching and training a child to honor God, act in an orderly manner, exercise self-control, and act responsibly for what he or she does.

The “STAR” discipline codes are visualized discipline systems with orderly means of classroom control and more importantly, promotes individual character building. A poster of the discipline procedures displayed in the classroom will act as a reminder to the student.

"Train up a child in the way he should go; and when he is old, he will not depart from it" (Proverbs 22:6). To train up means: (1) to mold character; (2) to direct the growth of; (3) to make prepared; (4) to point in an exact direction. Discipline is training that corrects, molds, or perfects character. Our goal in discipline is to help train the student to grow toward a Christ-like image using the Scriptures as the student's foundation.

Scripture clearly shows discipline to be an act of love, and God sets the example. "Foolishness is bound up in the heart of a child; the rod of correction will drive it far from him" (Proverbs 22:15). As a result, sometimes the "STAR" or "time-out" is not enough.

Guidelines and Procedures for Disciplinary Action – Demerit Reports

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One student with a poor attitude toward the Christian life and things of God can adversely influence a large number of his or her classmates. It is the desire of the school to reach students for the Lord and to help students grow spiritually, as well as academically and physically.

SBCA cannot and will not permit any student to remain in the school whose attitude is not supportive toward Biblical principles, whose influence on classmates is, in the opinion of the

school, clearly detrimental; or who fails to support the spiritual program of the school.

Please talk with your child about your expectations of his/her behavior and performance at school. We will work with students and parents to help students develop self-discipline, but we will not allow a disruptive student to interfere with the learning of other students. Students who deviate from acceptable behavior should expect to be disciplined.

Demerit reports should be sent home for all incidences that violate school rules & policies. Our demerit policy is broken down in separate offenses as follows:

Level 1 Offense (1 – 2 demerits)

- ◆ Mischief
- ◆ Annoying classmates
- ◆ Rude, discourteous
- ◆ Running inside the school building
- ◆ 2 unexcused tardies
- ◆ Not prepared for class
- ◆ Improper uniform
- ◆ Excessive talking
- ◆ Assignments incomplete
- ◆ Gum, candy, food in classroom

Level 2 Offense (3 – 4 demerits)

- ◆ Disobedient or unruly
- ◆ Disruptive or uncooperative
- ◆ Defiance or disrespect to school personnel
- ◆ Swearing, cursing
- ◆ Lying, cheating
- ◆ Spitting
- ◆ Hitting, pushing
- ◆ Pinching/ biting
- ◆ Scratching

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Level 3 Offense (5 – 6 demerits)

- ◆ Destruction of school property
- ◆ Destruction of other's personal property
- ◆ Stealing
- ◆ Punching
- ◆ Kicking
- ◆ Fighting
- ◆ Harassment
- ◆ Intimidation
- ◆ Indecent exposure
- ◆ Skipping school
- ◆ Drug/alcohol abuse
- ◆ Possession/sales of drugs/alcohol
- ◆ Assault and battery
- ◆ Possession of a weapon or look-alike
- ◆ Excessive disciplinary action

A demerit report will be given to students who violate certain school standards. When a child receives three (3) demerits total within one week's time, the child will be sent to the office for extensive disciplinary action. When a child has been brought to the office for disciplinary action and the parent is unable to be reached, the child will remain out of the classroom for the duration of time until the parent arrives.

All students who commit a Level 3 offense (six demerits within a weeks time) will be reprimanded by the teacher as well as the principal or vice-principal and proper punishment will be set. Level 3 offenses hold a punishment of detention, in-school suspension, suspension, and expulsion. If suspension is chosen as the method of discipline the parent will be contacted by Administration to retrieve the child from the Academy's Administration Office. Failure of the parent to arrive at the Academy within 2 hours will result in an additional day of suspension.

Detention, regular suspension or "in-school" suspension will be implemented if consistent violations occur. In-school suspension will allow the child to remain at school, but the child will be required to do academics assigned by the director and teacher during the entire period of the in-school suspension. Regular suspension will not allow your child to remain in school. The length of regular suspension may be from one to ten days, depending upon the severity of the offense and the student's attitude of repentance.

A student will automatically receive 10 percentage points off each work assignment given on the

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day of suspension, if the assignments are made up within the designated time. If the work is not made up on time, the student will receive a “0” for each incomplete assignment.

Property defaced or destroyed must be replaced at full value by the parents or guardians. All suspensions will be issued at the discretion of the Vice Principal and Principal. As a private

Christian school, we believe that discipline and healthy age-appropriate behavior is a must in the sight of God.

Situations in which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling will be referred to the principal. These situations will be treated individually in a manner that will best help the offender and also the student body. Recurrent problems in which show lack of concern for improvement or spiritual growth will lead to suspension or expulsion. Students are expected to be right in their attitude and action. It is not thought that a student is not allowed to make a mistake, but he/she must portray a willingness to change and/or be helped.

Unexcused tardiness, overdue report cards and other such items in which the student continues to forget to return and causes extra work for others will be noted. The vice-principal will treat repeated occurrences. It is important that the parent keep communication open with the child as well as the school. It is important to know the story from the teacher’s vantage point so that the problem is properly addressed.

Students should show a proper respect for teachers and those in authority by not using first names. Students should reply respectfully with “Yes Sir”, “No Sir”, “Yes Ma’am”, and “No Ma’am.” Students learn many rules from their parents. However, all parents are expected to respect the rules of the school, as well as the SBCA staff. Disgruntle parents will be asked to leave the premises. If a parent or child shows consistent non-compliance and disrespect towards our school rules and staff members, the child nor the parent will not be allowed to return to the academy, indefinitely.

Please note that in accordance with the Code of Virginia, a student may be suspended from attendance at school for more than ten days with appropriate approval. A specified number of days, in excess of ten, may result. This action will occur after providing written notice to the student and the student's parent of the proposed action and the reasons thereof, and of the right to a hearing before the Principal, Director, and the School Board. The Director shall schedule a pre-suspension hearing. The parent shall be notified of the time and place of the hearing at least three days prior to the hearing.

Parents should be mindful that SBCA reserves the right to permanently remove any child who

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consistently exhibits poor behavior and none of our disciplinary actions seem to be effective.

Withdrawal

Parents are required to notify the Academy, in writing, at least 30 days in advance of pending withdrawal of their child(ren) from the Academy for any reason except graduation from the school.

In the case of withdrawal from the school, all payments must be made current through the calendar month of the child(ren)'s last day. Failure to comply with this policy will result in the parent paying one (1) additional month's tuition regardless of the reason for withdrawal. Smart Tuition will be notified of any non-payments and legal action will be taken for collection of unpaid balances. School transcripts, report cards, and any other student information will not be released to anyone until all debt with SBCA is paid in full.

In the case of a withdrawal/dismissal from school because of non-payment of tuition or suspension/expulsion, the parent will be responsible for the current entire month's tuition, any delinquent month tuition, and all applicable late fees.

SCHEDULE OF FEES - (Per Student: Sep. - June)

One-Time Fees

	One Month's Tuition
Reservation Fee (reserves a position for student)	
Pre-Registration Fee (Before July 1, 2016)	\$ 35.00
Registration Fee (After July 31 st) (non-refundable)	\$ 65.00
Book Fee-K3 and K4 (non-refundable)	\$ 130.00
Book Fee-K5 (non-refundable)	\$ 150.00
Book Fee-First grade (non-refundable)	\$ 270.00
Book Fee-Second thru Sixth grade (non-refundable)	\$ 260.00
Standardized Testing Fee-K4 thru 5 th grade (non-refundable)	\$ 50.00
Graduation Fee (K5 & 5 th grade only)	\$ 50.00
SMART Tuition (account processing fee)	\$ 50.00
Technology, and Language Fee	\$ 50.00
New Student Evaluation Fee	\$ 15.00

Note: These fees are non-refundable and required at time of registration. If, in any event, registration of the child is cancelled, only 80% of the book fee will be refunded. All other fees are non-refundable, regardless of reason of cancellation.

Monthly Tuition Rate

Basic Tuition

\$456.00 p/month - \$4560/yr

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Full Package	\$646.00 p/month - \$6460.00/yr
Includes: basic tuition	\$ 456.00
Before/After care	\$ 190.00
Meals	\$ 135.00
Others	\$ 120 <i>Breakfast & 1 afternoon snack</i>

Family Rate (5% discount per student)

2 nd child	20% discount
3 rd child	30% discount

Other Special Discounts (to be applied only against Basic Tuition)

10%	Tithing church member
10%	Single Parent

ONLY ONE DISCOUNT PER FAMILY

Monthly Special Rates

Before/After Care Only (<i>Non-Admitted Students</i>)	\$400.00
Before/After Care (<i>Admitted Students w/Parent paying full tuition</i>)	\$190.00
Before/After Care Only (<i>Admitted Students with Assistance/Scholarship</i>)	\$300.00

***Tuition Supplement: SBCA School Board and Administration work together diligently to keep tuition payments at an affordable cost. Therefore, to supplement school expenses, all parents are required to participate in school fundraisers, activities, field trips, PTO meetings, etc. Parents who do not participate will be assessed a \$40.00 fee at the end of each quarter.*

Payment Plan

SMART Tuition will handle tuition collection. Their primary function is to process tuition payments and other related fees for the Christian Academy. Not only will SMART Tuition be responsible for collecting tuition, they will also be responsible for sending out reminder notices and assessing the late penalty fees based on the Academy's policies and procedures. **It is not a requirement that an invoice be sent to your home by SMART. If you are unable to access the payment information via online, please contact a member of Administration for clarity. Payment must be made regardless, according to the Service Agreement signed at registration.**

There is an annual account processing fee of \$50.00 incurred for each Service Agreement signed by the parents. This amount will remain non-refundable due to the amount of time taken for each account and processing of information. Other fees will be implemented per occurrence

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based on the policies of the Academy, i.e., late penalty fees and insufficient funds.

Tuition is due on the 1st of each month, beginning in accordance with your specific Service Agreement, in order to avoid interruption of your child's enrollment. **There is a 5 day grace period for all late tuition payments. After 5 days, there will be a \$60.00 late charge assessed. If the tuition payment has still not been paid after the late charge on the 6th day, there will be a \$5.00 charge per day thereafter until tuition is paid, up to 15 days.** After those 15 days of unpaid tuition, there will be an interruption in your child's enrollment until full

payment, including late fees are paid. A registration fee is required to re-enroll the student. All late fees will apply during this time. If the tuition payment has not been paid after the late charge and dismissal, the account will be sent to the legal department of SMART Tuition for collections and any other legal proceedings will be sought.

All payments paid to delinquent accounts will be applied to all late fees first, and the remaining amount will then be paid towards the principle. Methods of payments are personal check, money order, debit or credit card and certified check.

Administrative / Late Charges

There is a \$30.00 NSF fee applied to all checks that are returned from the bank. Checks will no longer be accepted from those who have written two or more NSF checks.

All tuition and fees take into account holidays, snow days, etc.; thus, no adjustment will be made for any day that school is not held. No refund of tuition or daycare fees will be made once the school year begins. While we strongly believe in Christian education and feel that we offer an excellent value to the families we serve, we cannot allow a family to go into debt over tuition due to the school. We will work with you as much as possible. Consistent payment problems will result in the removal of the student(s) from the school. Please keep Star Bethlehem Christian Academy financially strong.

Food Program

For those students not on the meal plan, breakfast may be purchased at the cost of \$1.90 and lunch at the cost of \$2.90. Breakfast is served from 7:00 A.M. to 8:10 A.M. each day - note the kitchen closes at 8:10 A.M.

Students bringing homemade lunches and drinks are to bring them in a labeled lunch box. **Paper bags are forbidden. DO NOT** include candy (mints, chocolate, peppermint, lollipops, etc.) in your child's lunch or snack(s). ~~We participate in the Department of Agriculture Food Service~~

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~~Program in which we are not allowed to heat food for the students, however we offer free or reduced breakfasts and lunches, dependent upon eligibility. To apply for this program, contact the School Office.~~ A menu will be provided to parents on a monthly basis.

Lunch and snack counts are turned into the kitchen at 9:00 am every morning. If your child arrives at school after 9:00 am, please supply them with a lunch and a snack. If your child has food and/or other allergies, a letter from the doctor is needed for special lunches from USDA.

Snacks

Snacks will be provided to those students on the meal plan. These students will have a mid-morning and late afternoon snack. Parents are welcome to include appropriate snacks each day for the child. Snacks are \$.50 each for students not participating in the meal program.

Field Trips

Field trips are taken periodically during the school year for fun and education. Notification of field trips will go out in either memo form, by newsletter or door posting. Regardless of the mode of communication, parents will need to sign a permission slip for their child(ren) to leave the SBCA campus. **Those without a permission slip on file will not be allowed to go on a field trip.** Students will be required to wear either their PE uniform or Dress uniform for these events. Car seats are required to accompany children who under law require them.

Admissions

All applicants must be willing to abide by the policies, regulations, and procedures of the school. The Director will schedule personal interviews with the parents and child(ren) upon receipt of the Registration Form. Acceptance will be determined after the interview. Students currently enrolled will not be required to have a personal interview.

SBCA extends exceptional Christian education to parents who desire, first and foremost, a Christ-centered education for their student(s). We strive to have at least one Christian parent in the household of the majority of our enrolled students. Preference is given to students already enrolled. Incentives are given to tithers, employees of SBCA or SBBC, single parents and siblings.

It is the policy of SBCA not to accept students who have had serious disciplinary or account problems in this or other schools. Parents or guardian must adhere to the rules of the school and adhere to the dress codes as well as disciplinary action of SBCA. The Principal/Director is given the authority to admit students, likewise, he/she reserves the right to dismiss any student, who repeatedly commits violations of the rules and regulations of the Academy, refuses to complete prescribed academics or whose account is delinquent.

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In order for students to enter our three-year old program, they must be three on or prior to December 31. **The student must also be “potty trained.”** It is the policy of SBCA to place enrolling students in the grade of their chronological age for K3 through the first grade. Students who will reach five (5) years of age by December 31 will be placed in K5 regardless of previous school experience. Students who reach six (6) years of age by December 31 will be placed in grade 1, regardless of previous school experience.

Students who enroll beyond first grade will be placed in the grade in which they are presently enrolled or to which they have been promoted in their last school of enrollment. It is recommended, however, that students without formal schooling or that has been home schooled prior to first grade enroll in another program that is less comprehensive.

All newly enrolled students will be tested for curriculum understanding in the grade level that he/she will be entering. The enrollment process will not be complete until the parent and child has met with the Principal. Parents owing tuition for the previous month or summer camp will not be allowed to attend school until tuition and registration is paid in full, including all applicable late fees. Each student entering SBCA for the first time must show proof of a physical within the last 12 months.

Orientation

A general orientation for parents and students will be held before school opens. This program includes an explanation of school policies and plans for the upcoming school year, introduction of teachers and staff, as well as an opportunity for parents and students to meet teachers and to see the classrooms.

Registration

Registration will be complete when the following requirements have been met.

- ◆ All registration forms are completed and in your student’s file.
- ◆ Personal interview with Vice-Principal [parent(s) and student(s)]
- ◆ All one-time fees paid.
- ◆ Birth certificate and social security card (copy is requested for the school files)
- ◆ School Health Form and immunization records (all new students must show proof of a physical within the last 12 months).
- ◆ Placement testing must be done for all new students before the admission process is complete. The results of the testing are considered before a student is accepted into the academy.

Student Files

All forms must be in the student’s file prior to school starting. These forms include:

- 1.) Registration Form

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- 2.) Birth Certificate
- 3.) Social Security Card
- 4.) Student Health Form (Physical)
- 5.) Financial Policy Form
- 6.) VA Crime and Violence Form
- 7.) Service Agreement
- 8.) Confidentiality Form
- 9.) Cooperation Form
- 10.) Emergency Card
- 11.) Teacher Information Card
- 12.) Pastoral Reference
- 13.) Students prior school records

Those who fail to bring all required documentation within one month will be temporarily dismissed from SBCA until the student's file is updated and complete. Please be sure that student information is updated at all times (i.e. address/telephone number change, new emergency persons and numbers, etc.). See the administration if you have any changes to your child's information.

Re-Admission

We strive to pursue an excellent, Christian, educational facility that honors the Lord. A student's readmission to SBCA will be contingent on the following. The final decision on re-admission rests with the administration of SBCA.

- 1.) **Good Behavior** – Repeated demerit reports and/or office visits may hinder a child from being readmitted.
- 2.) **Financial Responsibility** – Repeated late tuition payments or failure to comply with personal arrangement plans could result in a child not being readmitted.
- 3.) **Academic Progress** – If a student is unable or unwilling to make visible academic progress, this may hinder a child from being readmitted.
- 4.) **Parental Support** – Because parent(s) are a large source of support for the school and their student, lack of support from parents toward their child or the school may hinder a child from being readmitted.

Grade Adjustments

SBCA does not encourage grade adjustments within the school year. However, under certain conditions where the needs of the student may be better met, upon the written request of the parent and a written recommendation of the administrator and teacher, students may be adjusted within the school year. Adjustments (promotion to higher grade/level or demotion to a lower grade/level) are made only on or before the second nine (9) weeks of each school semester.

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After that time, students will not be considered for grade adjustment until the next adjustment period.

Grade Retention (K5 – 5th Grade Only)

Teachers may recommend students in grades K5 through 5th grade for retention if they fail to satisfactorily meet the required academics for that grade during the school year.

Required Academics (K5 – 5th Grade Only)

Students in grades K5 through 2nd grade must receive a grade of Satisfactory or above (Good, Very Good, Outstanding) on the final report card in the following areas: Language, Writing, Bible, Math, Spelling, Reading (Comprehension), and Letters and Sounds (Phonics).

Students in grades 3 through 5 must receive a grade of “C” or above on the last report card in the following areas: Bible, Mathematics, Language, Penmanship, Reading (Comprehension), Spelling, History, and Physical Education.

Students who are retained may be reconsidered for adjustment to the next grade at the end of the first marking period. The same criteria used for promotion at the end of the school year will apply for promotion within the school year.

Acceleration

Upon written request by the parent and written approval by the administrator, students may be considered for acceleration. Acceleration (i.e. adjustment of more than one grade level or skipping a grade level) are ordinarily only granted for students who have proven that they have mastered the curriculum at their present grade level and who, upon assessment, demonstrates that they are capable of performing satisfactorily at the grade level to which they are being accelerated. Criteria also include demonstration of student’s mental and psychological behavior and social maturity. **Again, this process is very challenging not only for the student, but also that student’s class composition and will only be considered on a case-by-case basis.**

A BEKA Curriculum

A Beka Book is dedicated to providing quality education from a Christian perspective. The God-given ministry of Christian schools is to lead young people to Christ and train them in the Bible. Christian character, language, and traditional subject matter. Today’s students need to be taught the accumulated wisdom of the past from God’s point of view and trained in the way they should go (Proverbs 22:6) so they will have a firm foundation from which to evaluate the present and make proper decisions for the future.

Electives

In addition to the basic traditional subjects, SBCA offers elective disciplines to introduce and

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equip students for life-long, well-rounded educational experiences. Please be advised that these are introductory classes only and basic concepts are introduced in these classes. These courses are designed to give our students familiarity with the subject matter. Your individual student may be more advanced in some areas; if so, the parent can elect non-participation for your child

for any electives offered. We pray in the future that we will be more equipped to offer a more consternated, advanced level to these particular courses. All electives will be taught at the age appropriate developmental and cognitive level of each class.

Physical Education

This will be held for all students (K3 – 5th grade). Each class will begin with a combination of two or three stretching exercises. Hamstring and quadriceps stretches, jumping jacks, running in place, push-ups, jump rope, team relay races, organized team sports such as, basketball, softball, volleyball, and dodge ball. A separate curriculum guide is provided to the Physical Education teacher with an annual outline of class sequence, coverage, and objective learning.

Music

Music appreciation, singing, and program preparation are scheduled for all students through the assigned Program Coordinator. Additionally, SBCA does have an elementary choir that meets periodically for special events. Mr. Clay will offer individual piano lessons during assigned off-hours. Lessons will be offered by Mr. Clay after school hours, and contracted by him.

Art Appreciation

Art appreciation is being offered to all students in an effort to enhance their fundamental principles of color, light and dark values, one-point perspectives and symmetry, inclusive of the Abeka curriculum. Three-dimensional projects are also introduced with a variety of media techniques through the lessons of craft assembly and presentation. All students will be given the opportunity to display their creative abilities in an annual Art Show.

Computer Technology

Knowledge of components (i.e. mouse, monitor, keyboard, etc.), operating the mouse, and creating picture blocks are some of the basic skills that the students in K3 – K5 will be learning. Grade levels 1 – 5 will be learning keyboarding, basic skills in Microsoft Office (i.e. Word, Excel, etc.), and creating, compiling and organizing databases and story lines.

Chapel Program

Chapel for all classes is held every Wednesday. Bible study is taught to the students on a daily

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basis--Christian education's central focus is on Jesus Christ and His Church. In the early grades, development of a prayer relationship with God the Father is fostered. As the child progresses, he/she becomes aware of his attitudes and values and learns to integrate these into a Christian setting so that his/her life will be a commitment to live out the Gospel. What is developed in the classroom is reinforced through daily prayer and an ongoing relationship with God.

Testing

In addition to entrance tests, Star Bethlehem Christian Academy administers Stanford 10 and OLSAT 7 standardized achievement and ability tests. These tests will be given in the Spring. Test explanations are sent home for parents to prepare their students for the testing as well as the teachers.

Grading Scale

Report cards are issued after each 9-week instructional period. Report cards must be signed and returned. There is a \$5.00 fee for lost or damaged report cards. The following grading system is used at SBCA.

K3 – 2nd Grade

O = Outstanding
V = Very Good
G = Good
S = Satisfactory
U = Unsatisfactory
I = Improvement Needed
NG = Not present to receive grade
N/A = Not Applicable

3rd – 5th Grade

A (93 - 100)
B+ (90 - 92)
B (84-89)
C+ (81-83)
C (74-80)
D+ (71-73)
D (65-70)
F (64 and below)

Homework

The Purpose of Homework:

1. To reinforce what has been taught that day.
2. To let the teacher know if the subject matter was successfully communicated to the student.
3. To assure that the student has gained a good understanding of what was covered in class by doing the work independently.
4. To help the student to develop responsibility for doing work within the given constraints.

When a student has an excused absence, it is the student's responsibility to make up the work missed. The student will be given a reasonable amount of time to make up the work, but should

not exceed twice the number of days missed. Work turned in by the time limit will be graded

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with full credit. Work assigned before the absence should be submitted on return. Also any tests that had been assigned before the absence are to be taken upon the student's return.

If a student knows that he/she will miss school days, the student should arrange to get the assignments from the teacher ahead of time. This will enable the student to keep up with the

class and avoid getting tired and overwhelmed with the amount of work that will have to be completed upon return. This is especially true when several days will be missed from school. Parents need to make sure they allow sufficient time for the teacher to prepare such materials. Usually a day in advance is sufficient.

Students can expect grades to be lowered significantly on late work. A student who has an unexcused absence must make up the work missed, but will receive a 10 point deduction. Failure to make up work in the assigned time will result in a zero (0). It is important to remember that homework is an important part of the grade received on the report card. Deficiencies in this area will show a marked decrease in the final grade. Please also note the section on Required Academics for further explanation.

In order to prepare the student for their future studying needs, teachers use the following guidelines for the homework assignments:

- K3 – K5: 10-20 minutes
- Grades 1-3: 20-40 minutes
- Grades 4-5: 40-80 minutes

If you, the parent, find that your child is consistently spending more time doing homework than the above guidelines indicate, you should contact the teacher. **However, the responsibility for completing homework will rest with the student and/or the student's parents. See Homework Structured Time for example of compliance.**

Should your child need the help of a tutor, the school will try to suggest one. Tutoring is available, depending on the demand. You should check your child's student planner everyday, to know what your child is doing and all their assignments. It also allows you to know that the child is fulfilling his/her responsibility as well as communicate with the teacher any rising concerns or note any comments. This is the primary communication log between the parent and the teacher; therefore, it is very important to keep up with it. **The fee for a replacement planner is \$5.00.**

Guides to Helping with Homework

Students should give themselves as earnestly to their studies as they will later to their life's work.

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Studies form the most important part of their school training. Good studying begins with the proper heart attitude in receiving studies as from God and doing these as to the Lord.

Homework is also a valuable asset to your child's teacher. It will show the teacher whether your child has the ability and adequate understanding of the concepts and material covered in class.

To aid in this process, parents are required to sign the contract for Homework Structured Time and review the following points with their child(ren).

Students should:

1. Schedule a regular time of study and start promptly. Study in a quiet place where they can settle themselves to work. If this is in their room, be sure to eliminate all other possibilities of distraction. The child should not be left alone for the whole hour without supervision.
2. Collect all of the material needed and set aside distractions, which take their attention.
3. Before beginning their work, commit their study time to the Lord in prayer. They are His children and they are to study to honor and obey Him. He has given them the Holy Spirit to lead them in all the truth. Therefore, it is important for them to place themselves and their time into His hands.
4. Concentrate on the work at hand and refuse to entertain irrelevant thoughts. Think, for study requires exercising their minds.
5. Budget their time to cover all their studies.
6. Cultivate the dictionary habit.
7. Do their own independent research and study on topics, which are related to their class assignment.
8. Do their own work. They should learn not to ask for help unless they are unable to do the assigned work. It defeats the whole purpose of the assignment if the homework is done for the child by the parent.
9. Be dissatisfied with efforts, which fall far short of their God given ability. Encourage, support, and reward your children when they do their best.

Making Up School Work

It is the responsibility of the student to obtain work missed during an absence. The following chart gives the time period for the completion of missed work due to absence.

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Days Absent	Days to Complete Work
1.....	1
2.....	1
3.....	2
4.....	3
5.....	4
6.....	4

Students will be able to make up homework/classwork for an unexcused absence; however there will be an automatic 10-point deduction from the student's completed assignments. All others will be dealt with on a case-by-case basis. It is our desire that your child receive the quality instruction he/she needs when there has been an extended illness. Please work with us to complete the materials that have been missed due to absences.

Report Cards and Interim Reports

Report cards will be sent home at the end of each grading period. See school calendar. Students' work in each subject is evaluated with both, an academic grade and an effort grade. Parents are contacted when students start to have special difficulties in a subject, so that we can work together to provide needed help.

Interim Reports are sent home at the end of the fifth week of each quarter. See school calendar. These reports are intended to inform parents and students of weak academic areas for that academic quarter.

Progress Reports

A bi-weekly progress report will be sent on each student. See school calendar. This report is designed to help you assist your child in his/her areas of weakness. Please make full use of this program. You must fulfill your part in reading the report and contacting the teacher to see how you can better help your child. Should you desire to know more pertaining to your child's progress, feel free to contact the teacher.

Honor Rolls

Honor Rolls are compiled at the end of each grading period and for the entire year. SBCA acknowledges two honor rolls. "The Principal's Honor Roll" for students who earn "A's" in every subject for the grading period. "The A-B Honor Roll" is for students maintaining an overall "B" average for the grading period. Students in Pre-School, grades K3 through K5, will be judged based on 1) focus, 2) Bible, 3) Phonics (blending), 4) Numbers (recognition and concept) and conduct.

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Contacting Teachers

Parents are requested to contact their children’s teachers through the school rather than at their home. If a teacher is unavailable at the time of your call, the administrative assistant will take your message and be sure he/she receives it. We want you to feel free to communicate with your child’s teacher; so please do feel free to call during school hours and preferably not after 4:00 pm.

Teacher: Student Ratio

Three factors are considered when staffing positions at the school. They are the prospective teacher’s walk with the Lord, education, and experience. You can be assured that we strive to find teachers that look at their involvement with the school as more than a job.

The profile below represents our anticipated class breakdown:

Grade	Max # of Students	Anticipated # of Students	Staff
K3	18	18	1 Teacher + 1 Aid
K4	18	18	1 Teacher + 1 Aid
K5	18	18	1 Teacher + 1 Aid
1 st & 2 nd	18	15	1 Teacher
3 rd & 4 th	10	5	1 Teacher
5 th	10	5	1 Teacher

Visitors

All visitors are to report to the School Office immediately upon entering the building. Parent-teacher conferences are to be scheduled through the student's teacher. Conference times will not interfere with classroom instruction.

Due to our strict security policy, classroom observations are only permitted with the supervision of an Administrative Staff Member. Classroom observations can only take place during the morning hours and are only 30 minutes in length.

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Safety Policy

- Only authorized adults are to escort children from the facility.
- All children must have up-to-date emergency information on file.
- Parents are to walk their child to either extended care or their classroom and sign them in. At no time should a child walk into the school building alone.
- Our procedures for identifying children are a sign-in/out log policy.
- Parents should look directly into the security camera for easy identification to be let into the school building.

Building and Grounds

All school property was provided through the sacrificial giving and labors of many parents and friends and belongs to the Lord. He gave us this school to use for His glory. Realizing this, it is of utmost importance that we all work together to keep our school looking nice and in good condition. Students are expected to pick up litter and take care of the building and grounds.

Lost Children

When extended care students do not show up to school at the appropriate time, we will immediately contact the parent or guardian. Should a child ever be missing while in our care, it is our policy to call the police, parents and child protective services.

HEALTH POLICY

Each child is to have a physical examination annually. If a child becomes ill during the day, the Administrator or school nurse will assess the situation to determine if the parent should be called and asked to pick up the child. All health and immunization records must be up to date and must be in the child's file before attending school. All students MUST have an allergy form in their files listing all allergies and symptoms, if any.

An immunization record is required for all students, as stated in the Code of Virginia. Parents, please make sure that proof of immunizations is submitted to the school administration prior to the opening of school. Dates must be given in month, day, and year.

Sick Children

A child that is seriously sick or feverish prior to coming to school should remain at home under the care and supervision of their parent or guardian. Parents or guardians need to make themselves easily accessible in the event their child becomes sick during the school day. They also need to provide an emergency contact person for those rare occasions when the parent or guardian cannot be reached. Please make sure to let the individual(s) know that you will be putting them down as an emergency contact, to avoid confusion.

All children will be observed for signs of illness when they are dropped off. Children with

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communicable diseases, fevers, hacking cough, mucous runny noses and diarrhea will be sent home. If it is determined that the child is ill by the school nurse or Administrator, they will not be permitted to stay. The parent(s) will be asked to take the child back home.

The school administration will ask parents to pick up their child(ren) with the following symptoms:

- 1.) **A temperature over 99.5°F orally.**
- 2.) **Vomiting**
- 3.) **Diarrhea**
- 4.) **Drainage from the nose that is any color other than clear.**
- 5.) **Conjunctivitis (pink eye)**
- 6.) **Deep, congestive cough**
- 7.) **Chicken Pox**
- 8.) **Ring worm**
- 9.) **An unexplained rash on the body.**

A note must be supplied by a doctor for the child to return back to school. Please notify the school of your child's illness so that other parents may be made aware of any outbreak.

Communicable Diseases

Childhood illnesses and diseases are a part of growing up. In the instance of communicable disease affecting children at our school, please rest assured that you will be notified and encouraged to contact your family physician. SBCA will often distribute literature to parents about children's health issues. When your child is absent due to a contagious disease, please notify the school right away so we may notify other parents.

Children absent due to a contagious disease or illness may not return to school without a signed statement from a physician indicating the child is no longer contagious and is ready to return to school. Children with allergies need to be directed to the school nurse with detailed information concerning their allergies.

Medication

All medications (over the counter and prescription) intended for students are the parents' responsibility. Instructions may be left with the staff or administration, but we will not be held liable for not properly administering the medication. All parents or guardians must fill out a medication request form for each prescribed medication/treatment for the school nurse and the child's file, stating when medication needs to be dispersed.

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Parents are responsible for insuring that all medications are being supplied to the SBCA staff and the medication is labeled with the child's name, dates and times to be given. Children on permanent medication need a notarized letter. SBCA has a nurse on duty for 8 hours. The School Nurse will be responsible for administering the medication while he/she is working. Any medication needing to be given before and after his/her work schedule will be the responsibility of the Administration.

Personal Property

The school is not responsible for personal property left in the building or on the church premises. A lost and found box is kept in either the school office or the church office. Lost items must be picked up within two weeks or the items will be given to the needy.

Photographs

By signing the handbook agreement, permission is given to SBCA to use photographs or likeness of your child or other family members or work done by your child either graphic or written, as it deems appropriate.

WEATHER/EVACUATION PLANS

Inclement Weather Policy

When inclement weather causes road conditions to be hazardous, SBCA may open late, close early, or close for the entire day depending upon the severity of the weather. Under these conditions, please follow the following procedures:

1. We DO NOT adhere to Prince William County School Codes
2. SBCA closings or delays will be announced on channel 4 (NBC), 5 (FOX), 7 (ABC), 8 (ABC) or and FM WTOP 103.5 radio station.
3. Students on the food/extended care program are to report to school at 8:00am for breakfast/extended care.

TWO-HOUR DELAY: Our 2-hour delay announcement is for the morning extended care hours only from 6:00am – 8:00am (2 hours). SBCA will open at 8:00am and class will begin as regularly scheduled, at 8:30am. This delay is to make sure that our parking lot area is cleared and properly treated. During this 2-hour delay, school breakfast will be served from 8:00am – 8:25am ONLY.

In all situations, our primary concern is for the safety and welfare of your child. The decision to change SBCA's school schedule is not made lightly. If there are questions concerning these procedures, contact the school office.

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In the event that it begins to snow while we are in school, the office administration will contact the parents to pick the students up.

Fire Drills

During a fire drill or emergency, children are to line up at their classes' door and exit the building as practiced during previous fire drills. There is a fire drill floor plan in each classroom, marking those particular groups' exiting procedures. Children are to follow their teachers to the top parking area for role call and re-entry into the school.

Natural Disaster

During Natural Disasters all children are to remain calm and follow the instructions of their teacher. As practiced in natural disaster drills, each child should sit in a crouched position with their heads resting on their laps in the school hall or fellowship hall until further instructions are given by the teacher and or school administration. Teachers and/or staff are responsible for closing all doors and assuring all their children are present. Students will remain in this position until the disaster has ended or until further instructions are given from administration.

Terror Attack

In the event of a terror attack, SBCA will "Shelter in Place" and coordinate with the local authorities to determine when students may be released and safely transported home by their parents.

The alert "Shelter in Place" will be announced over the intercom. If the intercom system is not working, a member of administration will relay the message to each classroom. Students and staff are to stay in their classrooms/work areas. The sanctuary will be used as a clinic for serious illnesses.

If the alert is raised to red, or if Fuller Heights Road should be closed down, the school officials will contact parents in regard to any change in school plans. If SBCA is told to evacuate, students and staff will coordinate with the local authorities for evacuation procedures. Our students will then be safely transported to the assigned shelter.

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Playground Rules

Parents should plan for their child to be outside daily as weather permits. Please send proper dress – sweaters, jackets, etc.

1. Fighting is not permitted.
2. Tag games are not permitted without teacher supervision.
3. Shoes are not to be taken off on the schoolyard.
4. The playground equipment is to be used properly.
5. The children are encouraged to help keep the playground neat and clean at all times.
6. No food is to be eaten outside unless directly under teacher supervision.
7. No objects are to be thrown without permission and supervision.
8. There is to be no stick throwing.

You Can Help SBCA

1. Pray for Star Bethlehem Christian Academy, its teachers and staff, its students and the leaders each day.
2. Be faithful in your financial obligations to Star Bethlehem Christian Academy.
3. Participate in SBCA fundraisers. (i.e. Car washes, fundraiser sales, dinner sales, etc.)
4. Collect Box Tops for Education, Campbell's labels, sign up for and use Giant Bonus Card and Safeway Card for redemption by SBCA. This results in free equipment for the school.
5. Volunteer your time and talents. Sign up for PTO and school activities/fundraisers.
6. Tell a friend about SBCA. Your testimony about our school is more powerful than any advertisement we run.
7. Attend the PTO meetings. We love to hear suggestions and/or criticism to help make our school a better learning environment.
8. Be and Stay Involved!

General Supply List

Listed below are the supplies/items which parents will need to provide for their child(ren) attending the Christian Academy. We ask that you keep your student well stocked all year. Teachers will send home reminders from time to time.

PRESCHOOL – K3

Crayons (Primary Colors)
Glue sticks (white) (2)
Blunt Scissors
Primary Pencils

PRESCHOOL – K4

Crayons (Primary Colors)
Glue Sticks (white) (2)
Blunt Scissors
Primary Pencils

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Pencil Box
Box of Facial Tissues
Roll of Paper Towels
Light Blanket
Change of Clothes (labeled)
Baby Wipes
Hand Sanitizer
Lysol Disinfectant Spray (1)
Gallon Zip Lock Bags (1)
Pocket Folders (2)

KINDERGARTEN

Crayola Crayons (Primary)
Glue Sticks (2)
Blunt Scissors (Fiskar)
Pencils (2 boxes)/Pencil Box
Container of Clorox Wipes (1)
Boxes of Facial Tissues (2)
Roll of Paper Towels (1)
Apron or Old Shirt for Art
Light Blanket
Change of Clothes (labeled)
Small Hand Sanitizer (1)
Pink Erasers (2)/ Pocket Folders (2)

Pencil Box
Box of Facial Tissues
Roll of Paper Towels
Light Blanket
Change of Clothes (labeled)
Baby Wipes
Hand Sanitizer
Lysol Disinfectant Spray (1)
Dry Erase Markers (2)
Apron or Old Shirt for Art
Pocket Folders (2)
Gallon Zip Lock Bags (1)

GRADE 1

Crayola Crayons (48)
Glue Sticks (2)
Blunt Scissors (Fiskar)
No. 2 Pencils (10 pack) (2)
Pencil Box (1)/Hand Sanitizer 10 oz. (1)
Boxes of Facial Tissues (2)
Roll of Paper Towels (1)
Large Pink Erasers (2)
Colored Pencils (24 pack)
Ruler - centimeters and inches

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GRADE 2

Crayola Crayons (16 Count)
Glue sticks (white) (2)
Blunt Scissors (Fiskar)
No. 2 Pencils 24 Pack (2)
Pencil Box
Box of Facial Tissues
Roll of Paper Towels
Large Eraser
Hand Sanitizer 10 oz. (1)
Bible – New King James (1)
Pencils 8 Pack (1)
Colored Pencils 8 Pack (1)
Ruler Centimeter and Inches
Small Notebook /Pad
Pocket Folders (2)
Apron or Old Shirt for Art

GRADE 3

Crayola Crayons (16 Count)
Glue Sticks (white) (2)
Blunt Scissors (Fiskar)
No. 2 Pencils 24 Pack (2)
Pencil Box
Box of Facial Tissues
Roll of Paper Towels
Composition Notebooks (3)
Large Eraser
Bible – New King James (1) Colored
Colored Markers Pack (1)
Hand Sanitizer 10 oz. (1)
Ruler Centimeter and Inches
Dictionary/Thesaurus
Apron or Old Shirt for Art
Pocket Folders (2)

APPENDIX - i

“Statement of Faith”

Including

“Statement on Marriage, Gender, and Sexuality”

This Statement of Faith was revised, and is Effective as of August 1, 2016

Star Bethlehem Christian Academy
Parent/Student Handbook

STATEMENT OF FAITH

General Beliefs

WE BELIEVE THE Bible to be the inspired and only infallible, authoritative Word of God

WE BELIEVE that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

WE BELIEVE in the deity of our Lord Jesus Christ, in his virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the Right hand of the Father.

WE BELIEVE in the Blessed Hope – the rapture of the Church at Christ’s coming.

WE BELIEVE the only means of being cleansed of sin is through repentance and faith in the precious blood of Christ.

WE BELIEVE that acceptance of Jesus Christ as Lord and Savior is absolutely essential for personal salvation. **We believe** the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

WE BELIEVE in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

WE BELIEVE in the resurrection of both the saved and lost, the one to everlasting life and the other to everlasting damnation.

Statement on Marriage, Gender, and Sexuality

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

WE BELIEVE the term “marriage” has only one meaning: the uniting of one man and one woman in single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) **We believe** that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 1:15; 7:2-5; Heb 13:4.) **We believe** that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

WE BELIEVE that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

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WE BELIEVE that in order to preserve the function and integrity of Star Bethlehem Christian Academy, and to provide a biblical role model to Star Ministries, students, staff, volunteers, and the community, it is imperative that all persons employed by Star Bethlehem Christian Academy in any capacity, agree to and abide by the Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1Thess 5:22)

WE BELIEVE that God offer redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)

WE BELIEVE that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Star Bethlehem Missionary Baptist Church, nor of Star Bethlehem Christian Academy, a ministry of the said church.

APPENDIX - ii

Facility Use Policy

This Facility Use Policy is Effective as of August 1, 2016

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FACILITY USE POLICY

The church's facilities, in which Star Bethlehem Christian Academy operates, will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. **The Pastor, or his official designee(s), is/are the final decision-maker(s), and must approve all uses concerning use of church facilities.**

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Parent/Student Handbook**

RECEIPT of HANDBOOK

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read SBCA's Handbook, and discussed its policies with my Employee, and parents of enrolled children. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time.

I understand that this Handbook does not contractually bind Star Bethlehem Christian Academy, nor its owner Star Bethlehem Missionary Baptist Church, and is subject to change without notice by decision of Star Bethlehem Christian Academy's governing body.

I understand that Employment, or to have my child(ren) admitted as student(s) at this school is a privilege, not a right. All new employees, and if deemed necessary, admitted students must serve a probationary period of time, and automatic renewal of contract and school admission is not guaranteed for future school years.

Signature of Parent or Legal Guardian

Date

Signature of Pastor, Star Ministries

Date

SBCA File Copy

Remove this sheet and place in Student file

**Star Bethlehem Christian Academy
Parent/Student Handbook**

RECEIPT FOR HANDBOOK

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Signature of Parent or Legal Guardian

Date

Signature of Pastor, Star Ministries

Date

Parent/Student Copy

Remove this sheet and give to Parent

APPENDIX - iii

Behavior Monitoring Tool

This Facility Use Policy is Effective as of August 1, 2016



Weekly Behavior Monitoring Tool

A COPY OF THIS COMPLETED FORM WILL BE PLACED IN STUDENT FILE

Student: _____ Week of: _____

Monday	<input type="checkbox"/> Excellent <input type="checkbox"/> OK <input type="checkbox"/> Poor				List specific behaviors if unacceptable: _____ _____
	Participated in class Activities? Yes <input type="checkbox"/> No <input type="checkbox"/>	Followed Teacher's Directions? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Completed in-class tasks on time? Yes <input type="checkbox"/> No <input type="checkbox"/>	Student behavior was acceptable? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Tuesday	<input type="checkbox"/> Excellent <input type="checkbox"/> OK <input type="checkbox"/> Poor				List specific behaviors if unacceptable: _____ _____
	Participated in class Activities? Yes <input type="checkbox"/> No <input type="checkbox"/>	Followed Teacher's Directions? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Completed in-class tasks on time? Yes <input type="checkbox"/> No <input type="checkbox"/>	Student behavior was acceptable? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Wednesday	<input type="checkbox"/> Excellent <input type="checkbox"/> OK <input type="checkbox"/> Poor				List specific behaviors if unacceptable: _____ _____
	Participated in class Activities? Yes <input type="checkbox"/> No <input type="checkbox"/>	Followed Teacher's Directions? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Completed in-class tasks on time? Yes <input type="checkbox"/> No <input type="checkbox"/>	Student behavior was acceptable? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Thursday	<input type="checkbox"/> Excellent <input type="checkbox"/> OK <input type="checkbox"/> Poor				List specific behaviors if unacceptable: _____ _____
	Participated in class Activities? Yes <input type="checkbox"/> No <input type="checkbox"/>	Followed Teacher's Directions? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Completed in-class tasks on time? Yes <input type="checkbox"/> No <input type="checkbox"/>	Student behavior was acceptable? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Friday	<input type="checkbox"/> Excellent <input type="checkbox"/> OK <input type="checkbox"/> Poor				List specific behaviors if unacceptable: _____ _____
	Participated in class Activities? Yes <input type="checkbox"/> No <input type="checkbox"/>	Followed Teacher's Directions? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Completed in-class tasks on time? Yes <input type="checkbox"/> No <input type="checkbox"/>	Student behavior was acceptable? Yes <input type="checkbox"/> No <input type="checkbox"/>			

This is a two-sided form (side one)

**Star Bethlehem Christian Academy
Parent/Student Handbook**

Excellent	OK	Poor
<ol style="list-style-type: none"> 1. On time and ready to start. 2. Consistently follows class rules. 3. Completed assignments 80% - 100% Accuracy. 4. Attends to instructions when teacher in front of class. 5. Volunteers in class. 	<ol style="list-style-type: none"> 1. On time 2. Follows class rules much of the time. 3. Completed assignments 60% - 80% Accuracy. 4. Attends to instructions most of the time. 5. Participate when called on. 	<ol style="list-style-type: none"> 1. Late 2. Doesn't follow class rules 3. Completed assignments less than 60% accuracy. 4. Is off task or inattentive most of class period. 5. Does not participate in class

Teachers Signature: _____

Date signed: _____

Parents Signature: _____

Date signed: _____

Additional Comments:
