



## Parent / Student Handbook

Revised July 2017

# BETHANY

## CHRISTIAN SCHOOL

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## **INTRODUCTION**

Welcome to Bethany Christian School! You have enrolled in a school that is well known for Christian education. We are happy that you are a part of BCS this year.

The policies and procedures in this handbook are a product of concentrated prayer. This book is designed to serve students and parents by establishing the guidelines for expected attitude and behavior.

Bethany Christian School is designed to work hand-in-hand with parents. Parents are God-ordained to be central in the training of children. For this reason, Bethany Christian School desires to assist parents as they help their children to develop intellectually, emotionally, socially and spiritually.

It is our desire to promote godliness and moral integrity in young people in an academic program that teaches cultural literacy, communication skills and critical thinking.

We pray God's anointing and blessing upon you for a successful year.

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### **HISTORY OF BETHANY CHRISTIAN SCHOOL**

Bethany Christian School was founded in 1976 by Rev. Roy Stockstill, pastor of Bethany World Prayer Center (now named Bethany Church), and his wife Ruth Stockstill as a result of their vision and burden to offer Christian parents the opportunity to provide a Christ-centered education for their children. From its inception, BCS has worked to augment the training that children from Christian families are already receiving at home and at church by teaching gospel values in an environment of spiritual and academic excellence.

In August 1976, BCS opened its doors using the A.C.E. curriculum. BCS underwent a total transformation in 1982 from the A.C.E. curriculum to traditional self-contained classrooms and curriculum for K5 through 12th grade. The school sought and received accreditation from the International Christian Accrediting Association (ICAA) in 1987, state approval from the Louisiana State Board of Education in 1990, and dual-accreditation from the Southern Association of Colleges and Schools (SACS) in 2009. In the fall of 2015, BCS opened a second campus located at the south campus of Bethany Church. The second school opened with K4 and K5 with the intention to expand a grade each year.

The great Baton Rouge flood of August 2016 resulted in major changes to BCS when flood waters inundated the Baker Campus destroying all of the elementary classrooms, half of the secondary classrooms, all administrative offices, the auditorium, gymnasium, library, and rolling computer labs. Due to the massive destruction of the church auditorium in addition to the school, the church leadership decided not to reopen the Baker Campus. Instead, all elementary classrooms were moved to the South Campus. Bethany Christian's secondary school students (grades 6 through 12), faculty, and staff were absorbed by the Christian Life Academy now called The Church Academy.

Bethany Christian School now has one campus offering K4 - 5th grade. Pastor Jonathan Stockstill's vision for the school includes training in fine arts and foreign language for all students attending BCS. Therefore, piano keyboard lessons are provided to all elementary students along with art, Spanish, and optional Divine Dance lessons. We envision adding additional training in musical instruments and voice in the future. Due to the support and commitment of Bethany Church and the faculty and staff of BCS, we are confident that BCS will continue to fulfill its mission to the next generation.

### **OVERVIEW OF BETHANY CHRISTIAN SCHOOL**

#### **MISSION**

The mission of Bethany Christian School is to provide a Christ-centered learning environment where students are able to learn who they are in Christ and to discover and develop their God-given talents to empower them to fulfill God's purpose for their lives.

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### VISION

The vision of Bethany Christian School is to help raise up the next generation of Christian young people to fulfill God's plan and calling for their lives as they understand their divine design and divine purpose as disciples of Christ. The foundation of our vision is three truths understood in Eph. 2:10: "For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them."

- God has created every person in His image.
- God has uniquely and perfectly designed every individual with talents, gifts, and personality traits.
- God has a plan and purpose for each individual to live by His design and to use these talents and gifts for His glory in the advancement of His kingdom.

BCS believes that there are three essential parts to achieving this vision.

- **Encounter God:** God is the source of our strength and power in all aspects of our ministry at BCS. We believe that nothing of eternal significance is achieved apart from the power of the Holy Spirit working in us and through us. In addition, we believe that a strong personal relationship with the Lord Jesus Christ is the most important thing the faculty, staff, and students need to become all that the Lord has created us to be.
- **Equip His Students:** BCS is committed to helping each student develop to their full potential academically, spiritually, and physically. This development is achieved through a strong college-prep academic program taught from a Biblical worldview; regular spiritual training through Bible classes, chapels, small groups, and mentoring; opportunities for instruction and participation in fine arts, foreign languages, and extracurricular groups; and physical training through sports and physical education classes.
- **Engage His Purpose:** BCS works to develop in our students the understanding that using our talents as we work to do all that "our hand finds to do mightily as unto the Lord" is worshipping the Lord. Working to their fullest potential as students is one of the Lord's purposes for them at this point in time. In addition, BCS provides opportunities for students to actively use their talents in areas of service at school and in our community in order to develop in them the habit of impacting the world for the Lord.

As a part of this vision, BCS strives to produce students with following life outcomes:

- Born again Christians, exhibiting the Fruit of the Spirit (Gal. 5:22-23).
- Disciples of Jesus, empowered by the Holy Spirit (Acts 1:8).
- Motivated believers, able to share their faith and lead others to Jesus (Mt. 28: 18-20).
- Servant leaders, following the example of Christ (Mt. 20: 25-28; Gal. 5:13-14).



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- Positive role models (Eph.5).
- Responsible citizens and international ambassadors (I Peter 2: 13-14).
- Effective communicators (Eph. 4:29).
- Critical thinkers with a Biblical worldview (Eph. 4:11-24).
- Life-long learners (II Tim. 2:15).

### CORE VALUES

To fulfill our mission and achieve our vision as a school, BCS is committed to operating according to the following core values and to instilling these same values in our students. We believe that these values are essential in preparing the next generation to live a life that is committed to fulfilling God's purpose and plan for them as they impact the world as His disciples.

- **Loving God and Others:** Jesus told His disciples that the two greatest commandments are to “Love the Lord your God with all your heart, with all your soul, and with all your mind,” and to “Love your neighbor as yourself” (Mt: 22:37-40). Therefore, we believe that our love for God and our love for others is the foundation of all other values and will directly impact how we live, how we behave, and how we relate to others.
- **Living Life with Integrity:** BCS works to help all students become young men and women of integrity as evidenced by their honesty in all matters, the keeping of their word and commitments, and their acceptance of responsibility for all their actions. It is through the development of their integrity that they will become “an example to the believers in word, in conduct, in spirit, in faith, in purity” (I Tim: 4:12).
- **Leading by Serving Others:** BCS believes that by His words and example, Jesus taught that His disciples are to lead by serving others. Therefore, all students at BCS are provided opportunities to learn to be servant leaders through regular service projects for our school, their churches and our community.

### PURPOSE AND PHILOSOPHY

Bethany Christian School is a discipleship school. This means that BCS sees its purpose to complement and supplement the training that Christian parents are providing their children on a day-to-day basis in their home. (BCS is not called to be an evangelistic tool of the ministry of Bethany Church.) This purpose is reflected in our admissions policies and our philosophy of education.

- We ask that families enrolling their children in BCS have a strong commitment to Jesus Christ as well as the basic biblical standards as described in God's Word.
- We believe that the Bible is the infallible, divine Word of God; therefore, it is central in our educational process.
- We believe that Jesus is the focal point of all teaching and learning, and we desire that our students be conformed into the image of Jesus (Rom. 8:9) as they learn to think like Him and execute the whole of

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life from biblical perspectives and principles.

- We purpose to educate our students totally – body, mind, and spirit – engraving the Word of God on their hearts (Deut. 6:6).
- We purpose to impress each student with the knowledge that God is the source of all subjects in the curriculum (Col. 1:17; II Cor. 8:6).
- We purpose to implement biblical principles into all classroom instruction and discipline.
- We believe education is a succession of instruction and internal discipline based upon the teachings and principles found in the Bible with the following objectives:
  - To expose our students' minds to Biblical truths and concepts
  - To set free their minds so they will be able to reason based upon the criteria of Biblical truths and concepts
  - To shed God's light on their academic comprehension
  - To renew their minds so they are not conformed to this world but transformed so they may pursue what is the good and acceptable and perfect will of God (Rom. 12:1-2).

### MANAGEMENT STATEMENT

Bethany Christian School is an educational institution which is under and part of the vision and ministry of Bethany Church. As such, BCS is supported (spiritually, philosophically, and financially) and managed by Bethany Church and its leadership. The goals of BCS reflect those of Bethany Church and are within the scope of the vision for Bethany Church.

### STATEMENT OF FAITH

As a ministry of Bethany Church, the faculty and staff of Bethany Christian School hold the following truths in common. These are our affirmations of faith (an affirmation is a statement that is declared to be true).

- We affirm that there is one God, infinitely perfect and eternally existent in the persons of the Father, Son, and Holy Ghost (I John 5:4-6).
- We affirm the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (I Cor. 15:3; I Peter 2:21-24; John 3:16).
- We affirm the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. We affirm that the Holy Spirit provides one or more spiritual gifts to all believers, manifesting them as He wills. We affirm that the gifts of the Holy Spirit are operative today (Rom. 8:2-6; I Cor. 12: 7-11; John 14:11-13).
- We affirm the Bible to be the Holy Spirit-inspired, authoritative Word of God and that it is eternally reliable (II Tim. 3:16-17).
- We affirm that salvation is by grace through faith in our Lord Jesus Christ (Eph. 2: 8-9; Rom. 6:23).
- We affirm the resurrection of both the saved and the lost: those who are saved to the resurrection of life

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and those who are lost to the resurrection of damnation (John 5:24, 28, 29).

- We affirm the one universal church, which is the body of Christ. We affirm Christ as its head. We affirm all who are born again as its members. We affirm the church's purpose as offering worship to God, fellowship, ministry and instruction to itself, and evangelism and service to the world. We affirm the ministries of apostles, prophets, evangelists, pastors, and teachers. We affirm the spiritual unity of believers in our Lord Jesus Christ. (Eph. 4; Eph. 5:23; Col. 1:15-18; John 3:3-8).
- We affirm water baptism by immersion for believers in obedience to our Lord Jesus Christ. We affirm the importance of regular participation at the divinely instituted table of the Lord (Rom 6:1-4; I Cor. 11:23-26).
- We affirm the ministry and presence of angels and the reality of the devil and demonic forces (Ps. 91:11-12; Eph. 6:12).
- We affirm the sanctity of human life and that life begins the moment of conception (Job 33:4; Ps. 139:13-16; Jer. 1:5).
- We affirm chastity for Christian single men and women and the sacredness of Christian marriage. We define marriage as a union between one man and one woman. (Rom. 1:24-32; I Cor. 6:9-20; Eph. 5:3-5; II Peter 2; I Thess. 4:7; Mark 10:6-9; I Cor. 7:1-2; Heb. 13:4).
- We affirm that the stripes placed upon Jesus Christ at His crucifixion provide physical healing to all who will believe and receive (Is. 53:4; Mt. 8:16-17; John 5:14; I Peter 2:24).

## ACCREDITATION

Bethany Christian School holds dual accreditation from the following accrediting agencies through AdvancED:

- SACS – Southern Association of Colleges and Schools
- ICAA – International Christian Accrediting Association

To achieve this accreditation, BCS engages in continuous school improvement, reports annual progress to the accrediting agencies, and undergoes an extensive external review visit every five years from representatives from the accrediting agencies.

## STATE APPROVAL

Bethany Christian School is approved by the State of Louisiana. This state approval allows for an easy transfer of credit when changing schools.

## MEMBERSHIPS

Bethany Christian School is a member of ORUEF (Oral Roberts University Educational Fellowship). This membership provides the school with the ability to associate with other Christian schools and Christian school professionals who are dedicated to serving the Lord Jesus Christ in the field of education. ORUEF desires to

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instill within member schools an enthusiasm to be responsible and reputable leaders in the field of education. ORUEF's purpose is not only to provide fellowship but also to aid Christian schools in becoming strong and stable. Consequently, ORUEF offers regional teacher workshops, an annual national Christian school conference, monthly newsletters, and many other services.

## **ADMISSION POLICIES**

### **NOTICE OF NONDISCRIMINATION POLICY**

Bethany Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin of its educational policies, admission policies, athletic policies, and other school administered programs. For the purpose of this handbook, “he” is not to denote gender, but to refer to the “student.”

### **ADMISSION STANDARDS**

- Bethany Christian School is a discipleship ministry of Bethany Church. As such, we exist to assist Christian families in the education of their children in accordance with biblical principles. Our purpose is to serve families who desire a distinctively Christian education for their children, not just a private school education. Therefore, it is important that families are in agreement with our belief that the Bible is the inspired Word of God and that it is the authoritative and final standard for belief and conduct including the definition of marriage and all forms of sexual activity outside of marriage. Before applying for admission, we ask that you read this Student Handbook thoroughly to determine if you are in agreement and will be able to support our statement of faith, our policies, our procedures, and our expectation for both parents and students. For any student to be considered for enrollment, parents / guardians must be in agreement with these beliefs, must be born-again Christians, and must be abiding by the biblical standard for marriage.
- Both parents should be born-again believers who regularly attend a Bible-believing, local congregation. However, under certain circumstances, a family may be admitted with only one parent being born-again. (See last point listed below.)
- Students under suspension or expulsion from another school or who have a history of serious behavioral problems are not eligible to enroll at BCS.
- Students must want to attend BCS.
- Students must be open to accepting Jesus Christ as their Lord and Savior. While we understand that younger students may not be ready to make this personal decision, all students will be presented the gospel while in attendance at BCS.
- A pastor’s recommendation is required.

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- We expect all families and students to live a life of moderation in movies, music, and dress. Furthermore, families will be encouraged to grow spiritually through their church, school sponsored seminars, and their own personal family devotions. On occasion, the atmosphere of the home may be in opposition to the biblical lifestyle the school teaches. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.
- If only one parent is a Christian, the non-Christian parent must be in agreement with the enrollment of the children and must sign all necessary forms. The family should attend church regularly. Family Bible reading and prayer should be a part of the normal home routine. The primary motive for enrollment must be for spiritual training.

### REGISTRATION PROCESS

- Complete and submit the online application and submit the \$50 online application fee. This fee is nonrefundable
- The admissions coordinator will contact you to set up an appointment for an academic assessment.
- Official enrollment forms will be emailed to you after the assessment has been reviewed by the admissions committee.
- After all enrollment forms have been submitted and received by the school, we will schedule your family interview. If possible, please bring the following documentation to the family interview:
  - Copy of your child's birth certificate
  - Copy of your child's social security card.
  - Immunization records from your doctor's office verifying that your child's immunizations are up-to-date.
- Pay all registration fees by cash, check, or money order. These fees cannot be paid online. Registration is not complete until all fees are paid.
- Track your admission status online using your username and password to access your account. Please feel free to contact us at anytime you have questions about your application and final enrollment.

### PLACEMENT OF STUDENT

- Grade placement for all students will be determined by the administrative staff. (All K4 students must be four years old by September 30 to enter K4.) After placement, the administrative staff may determine it is in the child's best interest to alter the grade placement of a child. If this occurs, and the parents disagree, they may withdraw from the school and be freed from all future financial obligations.
- BCS reserves the right to adjust and/or modify course offerings, selections and/or combination of classes at each grade level based on final enrollment.

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- Only those students with a completed application packet will be considered for final enrollment and permitted to attend class. This includes but is not limited to proof of up-to-date immunization, a copy of the birth certificate, a copy of the student's social security card, previous school records, and all recommendations. Any false information provided during the enrollment process will result in student(s) not being allowed to enroll in BCS.

### **NEW STUDENT PROBATION**

All new students will automatically be placed on academic and disciplinary probation for their first semester at BCS. During this time, the student will be evaluated as to whether they are a good "fit" at BCS. If it is determined that it is in the best interest of the child and/or BCS that the child be withdrawn, the parents will immediately withdraw the child. This does not imply that the child is not a Christian or of great worth, merely that BCS may not be the best place for him/her at this time.

For students transferring to BCS, all provisions of the school's admission policy apply. In addition, any grades expressed in percentages will be converted to letter grades.

### **READMISSION OF STUDENT**

If a student is asked to leave BCS because of academic or behavioral problems, he may be readmitted according to the guidelines under Dismissal. If he leaves for other reasons, readmission will be contingent on available space, as defined by the principal, at the time the student wishes to be readmitted to BCS. If space is available, then the regular admission criteria and procedures apply. Bethany Christian School reserves the right to evaluate its student body at the end of the school year for readmission into the following school year.

### **HOMESCHOOLED STUDENT**

Homeschooled students enrolling in BCS must present evidence of work completed, attendance records, curriculum samples, etc.

### **TRANSFER STUDENT**

Students who transfer from other Christian or private schools in Baton Rouge or the surrounding areas must have all previous accounts paid. Transfer students are not accepted the last four months of school unless moving from another state or city outside the greater Baton Rouge area.

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### DOMICILE OF STUDENT

All students attending BCS must live with their parents or legal guardians throughout their enrollment at Bethany Christian School. Extenuating circumstances must have approval from the principal or withdrawal from BCS may be required.

### ACADEMIC PROGRAM AND POLICIES

#### ACHIEVEMENT

In order for a student to receive the maximum benefit from his educational program, he should plan to be attentive, alert, and responsive in the classroom. He should also plan to study outside of class. No teacher, regardless of his capabilities can adequately teach a student who is unwilling to learn. Each student has a responsibility to God, his parents, his teachers, and himself to be the best student he can be.

#### AWARDS

BCS believes in recognizing students for their academic achievement. Therefore, the awards listed below are presented by the classroom teacher on Awards Day. Parents are invited to attend this special ceremony on the last day of school. Sunday dress is the appropriate attire for students.

- Christian Character - Certificates
- Academic Certificates
- Top Academic Award - Trophies (Grades 1st-5th)
- All A Honor Roll - Trophies (Grades 1st-5th)
- All A/B Honor Roll - Medals (Grades 1st-5th)
- Perfect Attendance – Certificates

#### CURRICULUM

Bethany Christian School's academic program is purposefully designed to help us fulfill our mission - to provide a Christ-centered learning environment where students are able to learn who they are in Christ and to discover and develop their God-given talents to empower them to fulfill God's purpose for their lives.

Regardless of the publisher of the text, all classes are taught from a Christian worldview. This worldview is integrated with the concepts of STEAM (science, technology, engineering, arts, and mathematics) to produce young men and women who are capable of being successful in any venture once they leave Bethany Christian School.

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Texts include materials from Bob Jones, Shurley English, Abeka, and supplemental programs such as Math PALS (Peer Assisted Learning Strategies), Dreambox online math program, Handwriting without Tears, Accelerated Reader, Sing 'n Speak Spanish, Elementary Music and Keyboarding (K-5), Physical Education, and Art classes.

### GRADING SCALE

- Grades 1-5
  - 100 - 93 A
  - 92-85 B
  - 84 - 78 C
  - 77 - 70 D
  - 69 - 0 F
  
- Kindergarten
  - S+ Very high satisfactory progress
  - S Satisfactory progress
  - S- Slightly less than satisfactory
  - N- Needs time to develop/improve
  - I- \*No evaluation at this time/incomplete
  - U- Unsatisfactory
  
- Incompletes: An incomplete grade is given when a student has been absent. (See Make-up work)

### HELPS CLASS

Helps class is designed for students who need some additional help in a particular academic area, but do not require long term tutoring. Helps class meets from 3:30 - 4:00 in the afternoon. There is no charge to the student for this assistance.

The teacher determines which students would benefit most from this help. A child will be invited to helps class by the teacher. It is the responsibility of the parent to advise the teacher if his/her child will be unable to attend a scheduled helps class.



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### HOMEWORK POLICIES

Homework is an important part of the total educational process and is assigned as it is deemed necessary for learning.

Students need to be conscientious of the appearance of their work. Papers will not be accepted unless they are neatly completed. Paper torn from a spiral notebook is unacceptable.

Parents should encourage their children to complete their homework. Here are several helpful suggestions:

- Prepare a quiet place where a child's work can be supervised. Do not sit with the child, but remind him of his task if he appears distracted.
- Encourage him to be neat and to bring home all necessary materials. Do not allow listening to music or watching television while doing homework.
- Set a time limit on each phase of work. Some students will make it seem as though they have enough homework to occupy themselves for hours, when it actually can be accomplished in far less time.
- After homework is completed, have your child pack up his backpack and prepare for the next school day. Check to see if there is any homework to sign or review.
- Always check assignments for accuracy.

Each student will have a student planner or assignment sheet to assist the student and parent in knowing the exact daily assignment. **The planner is to be signed every day, even on no-homework nights, in the event of special notes and information.**

Homework is added into total points possible and is recorded as 0 (not turned in), 3 (partially completed), or 5 (completed).

### Approximate Daily Assigned Homework

- First and Second Grade
  - Three times a week
  - 20 - 30 minutes of work for the average student
- Third through Fifth Grade:
  - Three times a week
  - 30 - 45 minutes for the average student

If your child's homework amount consistently exceeds the maximum amount of time, please advise your child's teacher so that a plan to solve the situation can be devised.

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Occasionally, homework, projects, or tests may be scheduled which would require a student to study or complete assignments on the weekends.

### **Homework and Classroom Information**

- Visit [RenWeb.com](http://RenWeb.com) (lesson plans, class and school calendars, homework assignments)
- [www.shurley.com](http://www.shurley.com) (download practice sentences for Shurley English)
- [Afterschoolhelp.com](http://Afterschoolhelp.com) (practice math fundamentals and speed drills for Bob Jones Math)

### **MAKE-UP WORK**

When an absence occurs, the teacher determines exactly which assignments need to be made up. When a student has missed one or two days of school, he will be given two days to make up missed work. If he misses three to five days of school, he has a week to make up designated work. A zero will be recorded for work that is not made up. The responsibility for all make-up work is the responsibility of the student, not the teacher.

### **MUSIC INSTRUCTION**

Our music program is designed to teach children to praise God with reverence and with joy. Songs are chosen on the basis of their content and quality. Scripture songs are woven throughout the fabric of school life. Examples of music included are patriotic, character, and appropriate fun songs. Children are taught the fundamentals of music, such as notation and rhythm, as we strive to instill healthy vocal habits. In addition, because research has shown that being taught a musical instrument improves a child's academic skills, BCS provides piano keyboard lessons to elementary students as part of their music instruction.

### **PHYSICAL EDUCATION**

Planned, teacher-directed physical education classes are conducted. Goals of the P.E. program include character building as well as skill building. Students have the opportunity to practice Christ-like attitudes and actions whether their team wins or loses. Students are taught specific skills appropriate to their age and skill level. Participation, behavior, and attitudes are more important than a child's ability to perform physically. Tennis shoes must be worn to participate in P.E.

### **SPANISH**

Research has shown that foreign language study in the early elementary years is beneficial to students; therefore, BCS teaches conversational Spanish to all elementary students. The curriculum is *Sing 'n Speak Spanish*, an extensive five-year elementary program that fully integrates music and a variety of interactive activities to teach conversational Spanish, vocabulary, and grammar.

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### TESTING

- **Classroom Assessments:** Students will take classroom assessments in the form of quizzes and tests on a regular basis throughout the school year. Each Monday, the teacher will send home the tests from the previous week. Parents are welcome to keep the tests an extra day. We do ask that you email your child's teacher if you plan to keep the test papers until later in the week.
- **Standardized Testing:** A week is set aside each spring for Achievement Testing. Families are encouraged to have their children at school each day and on time. Make-up tests will not be given for students who are not present for testing week. A copy of the results becomes a part of the student's permanent record, and a copy is given to the parents for their personal records.

### TUTORING

When a student needs more long-term academic assistance due to a significant educational gap, tutoring is appropriate. The school will not recommend a specific tutor, accept the responsibility for the accomplishments of the tutor, or become involved financially in setting or collecting fees.

## ATTENDANCE AND DAILY SCHEDULE

### SCHOOL HOURS

Normal school hours are from 8:00 a.m. until 3:00 p.m. There are several early dismissal days throughout the course of the year. These days will be indicated on the school calendar. In addition, the school office will remind parents of early dismissals through text messages and emails.

### MORNING ARRIVAL

Elementary students are dropped off at the overhang near the school between 7:40 a.m. and 7:55 a.m. Please enter the property via Fieldstone, and proceed on the far side of the parking lot to the overhang. Students are to report to the school hallway. Please do not drop off any student on the school grounds before supervision begins at 7:40 a.m. If you need to take care of business in the school, please park and have your child wait and cross the parking lot with you. At no time is a student permitted to cross the parking lot without being accompanied by an adult.

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### BEFORECARE

Beforecare is provided each morning so that no student is left unattended before school opens at 7:40 a.m. and teacher supervision begins. Beforecare begins at 7:00 a.m. and is located in Room 1 of the school building. Beforecare fee schedules are available in the school office and on our website.

### AFTERNOON DISMISSAL

Elementary students are to be picked up under the overhang where they are dropped off each day. Carpool begins at 3:00 p.m. Monday - Friday.

**If for any reason an elementary student must return to his classroom after loading, a responsible adult must accompany the student back into the building.**

In order to provide for the safety of our students, we ask that you follow the directions for arrival and pick-up. **If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of Final Judgment.**

If you need to speak with a teacher or go into the office, please park in one of the parking lot spaces; do not get into the carpool line.

At 3:20 p.m. all students who remain on campus will be taken to Aftercare and will be charged the Aftercare fee.

If a student remains on campus for an extracurricular activity, students must be picked up when the activity has ended. Students not picked up will be taken to Aftercare. At no time are students allowed to remain on campus unsupervised.

### AFTERCARE

Aftercare is located in Room 1. Aftercare is offered daily after school until 6:00 p.m. Aftercare fee schedules are available in the school office. A charge of \$1.00 per minute is assessed after 6:00 p.m.

Parents interested in Aftercare must complete an information sheet before leaving their child in the program. These are available in the school office.

A student who shows repeated behavioral problems or who is continually picked up late will not be permitted to remain in Aftercare.

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After 3:20 p.m. students are taken to Aftercare. At no time are they allowed to remain on campus or on the church property without proper supervision.

### ATTENDANCE

Students are expected to be in daily attendance and on time. Good attendance often translates into better academic performance. As a school, we understand that there will be times when students will be absent from school due to illness, medical appointments, death in the family, or other serious family circumstances. Absences of this nature are excused absences. We do ask that absences due to other reasons be limited.

When a student returns to school from an absence, he should bring a written statement with a parent's signature listing the dates and reason for the absence. The classification of an absence as excused or unexcused is determined by the administration. **As per state law, Elementary students shall be in attendance a minimum of 52,800 minutes (the equivalent of 160 days of 330 minutes each) a school year.**

### TARDIES

Students demonstrate responsibility and dependability through their attendance and promptness to school. Tardiness disrupts the normal teaching patterns and must be held to an absolute minimum. **A student is considered tardy if he is not in his classroom by 8:00 a.m. When a student is tardy for any reason, the parent and student must report to the office to receive a tardy slip.** If a student accumulates an excessive number of tardies (three or more in a nine-week period), a letter of notification of tardies will be emailed to the parent. Students who have no unexcused tardies will be treated to a special field trip at the end of the year.

A parent who needs to take his child out of school during regular school hours must report to the school office to check the student out of class. At this time, the parent must list the reason for the absence to determine if the absence is excused or unexcused. A student will never be allowed to leave class and wait for a parent outside or taken out of class until the parent has presented himself to the school office.

We request that parents do not ask to check students out between 2:45 - 3:00 except in an emergency. Important instructions and reminders are given at the end of the day, as well as written communications.

### COMMUNICATION

It is our desire to communicate with parents in a timely fashion about important events concerning their student. Therefore, BCS uses a variety of methods for communication as outlined in this section. Our online school management system (Renweb) allows parents to monitor their student's progress and assignments according to their own time schedules and needs. We ask all parents to avail themselves of this opportunity.

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### CONFERENCES

There are two parent-teacher conferences that we highly recommend parents attend. These are scheduled after school at the end of the first and third grading periods. The conference is a 10-minute conference scheduled with 5-minute intervals. Character development, attitudes, study habits, and academics are discussed. The conference day is another valuable opportunity to set team strategies in the cooperative training of the child by parents and teacher.

Parents are encouraged to communicate frequently with the teacher concerning any needs of the child. Teachers can be reached online through RenWeb's email feature. For the child to grow in all areas, it is important for the home and school to work closely together; therefore, parents or teachers may request a conference at any time they think necessary. **Unscheduled conferences occurring during the school day including when a teacher is supervising students before or after school are prohibited as this interrupts teaching time or distracts the teacher from assigned responsibilities.**

If parents are divorced or separated, it is the school's practice to meet with both parents at the same time, if at all possible.

On conference days, childcare arrangements need to be made for both your preschool and school age children. The school is not obligated to meet with a child's extended family members (i.e. grandparents, aunts...) but only the parents or legal guardians. They in turn, should relay information to other family members.

### PROGRESS REPORTS AND REPORT CARDS

Parents are able to monitor their child's progress through Renweb. However, the school will send out an electronic progress report during the middle of every nine-week marking period. At the end of the marking period, electronic report cards will be sent.

### RENWEB

Effective communication is a vital part of the education process. BCS uses an online school management system called Renweb for the following:

- Lesson plans
- School-wide calendar of events
- Classroom calendar for quizzes, tests, special projects, due dates
- Posting of grades of assignments, homework, quizzes, tests

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Parents are encouraged to check Renweb on a regular basis to see upcoming events and to monitor their child's progress. Please call the school office if you have any questions regarding Renweb including how to access your Renweb account.

The school will use the Renweb alert system to notify parents about emergency school closing as well as to remind parents about important upcoming events or school holidays. These alerts are sent as text messages, phone messages, and emails. It is important that parents keep their contact information on Renweb current.

### EMAIL COMMUNICATION

All faculty and staff at BCS can be contacted through Renweb email or using the following email address:

firstname.lastname@mybcsmail.com (example: [john.smith@mybcsmail.com](mailto:john.smith@mybcsmail.com))

We encourage parents to email teachers directly anytime they have a question about their child's assignments and progress as well as classroom activities or schedules. (Please allow 24 hours for a response.)

Throughout the course of the year, the school will send parents important information through email. Teachers may email parents about their child's progress while the school administration will email parents concerning school events and school procedures. Once again, it is important that parents keep their email addresses current in Renweb, since the addresses in Renweb will be used by the school to contact parents.

### PHONE COMMUNICATION

The school office is open every school day from 7:30 a.m. until 3:20 p.m. to receive phone calls. If you would like to speak to your child's teacher, please call the office to leave a message for the teacher to return your call during their break or after school hours. Other school personnel can be reached throughout the day. (Calls received outside of school office hours will go to voicemail.)

### PROPER CHAIN OF COMMUNICATION

We always want parents to contact the school anytime they have a question, concern, suggestion, or complaint, since we value your input as we work together to educate your child. We do ask that if you have a question or concern about your child's classroom experience that you begin by contacting your child's teacher because most questions and concerns can best be handled directly with the classroom teacher.

If a situation arises, however, that cannot be addressed or resolved by the classroom teacher, please feel free to call the school to speak with the principal.

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### PROPER PROCEDURE FOR CONCERNS AND COMPLAINTS

The following procedure is used by the faculty and staff of BCS and is taught to the students in order to handle concerns and complaints in a biblical manner. Parents are requested to use this procedure.

- **IF YOU HAVE A CONCERN ~ COMPLAINT**

- Pray. Seek God. If you feel God is leading you to voice your concern, ask Him to help you to present it in such a way that it will result in the betterment of BCS and, thus, in the glory and growth of His kingdom. Read and think about passages such as Ephesians 4:1-3 and Colossians 3:12-13.
- Express the concern promptly. Jesus says that we cannot properly worship or serve God if we are in disagreement with someone else (Matthew 5:23-24).
- Voice the concern to the right person. Concerns about a particular problem or situation should be expressed first to the individual in question and then through the proper chain of command. (See Chain of Communication)
- Express the concern clearly. Make sure the person you are expressing your complaint to knows all the details of the situation and exactly what you are complaining about and why.
- Do not broadcast the concern. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved.
- Trust God to work in the situation to bring about His will.

- **IF YOU OVERHEAR OR ARE TOLD A CONCERN ~ COMPLAINT**

- Become a referral center by encouraging the person to express it only to the person who is a part of the problem or a part of the solution.
- Pray and ask God to take care of the situation. Do not continue to listen to the details of the problem after you discern you are not part of the problem or the solution.

- **IF A COMPLAINT IS MADE TO OR ABOUT YOU**

- Understand what the complaint is and why it is being made.
- Give it prompt attention and agree on an effective solution.
- Make it a growth experience and learn from your mistake.
- Pray about it. Ask God's wisdom in solving the problem.



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## DISCIPLINE POLICIES AND INFORMATION

### DISCIPLINE PHILOSOPHY

Bethany Christian School's primary goal is the total Christian education of the student. The school believes it can attain that goal only within a highly disciplined environment. Therefore, BCS has developed conduct and discipline policies designed to provide for the orderly growth and development of the individual student and to promote the health and safety of all.

Students must behave in a manner consistent with their status as a student of Bethany Christian School. Their conduct, therefore, must achieve the following:

- Contribute to the personal and academic needs of the student as well as those of his classmates.
- Support the good name, reputation and integrity of Bethany Christian School.

### Discipline Defined

Discipline is the process of training, teaching, reproofing, and correcting students in order to help them accept responsibility for their own actions. Discipline is an act of love and, according to Hebrews 12:6, everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables the student to be at peace with both God and others. The ultimate goal of all discipline is restoration and renewed relationship.

Discipline is essential to life. When a student learns to accept responsibility for his own behavior and to submit to authority, he follows the example of Christ who knew the discipline of obeying His Father's will even to death. The student's prayer should be as Christ's was, namely: "Not my will, O Lord, but Thine be done."

"Train up a child in the way he should go" means "to mold character, to direct the growth of, to make prepared, and to point in an exact direction." Discipline is "training that corrects, molds, or perfects character." Our goal in discipline is to "link up" with the parent in the training of the child. Each teacher seeks to build a love relationship with each child in order that discipline can be individualized as the parent and teacher work together to train the student to grow toward a Christ-like image, using the Scriptures as the student's foundation.

The Scriptures clearly show us that discipline is an act of love, and God sets the example, "as many as I love, I rebuke and chasten" (Revelation 3:19). It goes a step further to say in Proverbs 13:24 that "he who spares the rod hates his son; but he who loves him is diligent to discipline him." Scriptures also show that discipline brings life and salvation: "He disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it" (Hebrews 12:10-11).

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The school and home must be unified in front of the student. While this may be difficult when in disagreement concerning conduct expectations, policies, and discipline measures, parents and teacher must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. Mutual understanding can be gained by conferring with and praying for one another.

### **Preventive and Corrective Discipline**

There are two types of discipline: preventive and corrective. Both are important in maintaining good relationships and Christ-like behavior.

Preventative discipline for the parent and teacher involves the building of relationships, forming clear guidelines, modeling Christ-like behavior, expressing unconditional love, spending quality time, expressing personal convictions, understanding, expressing approval or disapproval of certain types of behavior, and many other attitudes and actions dealing with relationships.

Corrective discipline occurs when the student has stepped outside of determined guidelines and boundaries. It is the consequence of wrong actions. Examples of corrective discipline at BCS include conduct marks, time away from group, clean-up duty, probation, suspension, dismissal, and expulsion

### **Root Convictions For Conduct**

There are five (5) basic convictions that the school attempts to instill in students. These convictions are the basis for all discipline performed at our school. A student who is disciplined for misbehavior is disciplined for having failed to demonstrate an acceptance of one of these five convictions. These convictions are *respect for God, respect for authority, respect for others, respect for property, and respect for school rules.*

### **Respect For God**

We are a Christian school. We believe in a supreme God who holds men accountable for their actions, their words, and the thought of their hearts. He is a God who is to be loved (because He first loved us), worshiped (because He only is worthy), honored (for all that He is and has done), and entreated (because of His many promises). At BCS, we desire to develop a deepening relationship with God through Jesus Christ. Any student who demonstrates a lack of respect for God is of great concern to the school. Such a student will be jointly counseled by parents and staff. Such a counseling session may result in the student's dismissal.

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### **Respect For Authority**

Respect for God leads to respect for authority. The development of humility and submission to authority are essential qualities necessary for receiving God's grace for growth and service (I Peter 5:5). Everyone needs to grow in humility and submission. Teachers are under the authority of the administration, and the administrators are under the authority of the church. Students must learn to demonstrate a willingness to submit to those who have been placed in authority over their lives, including their parents, teachers, administrators, coaches, pastors, and governmental authorities. A student's lack of respect for authority is of great concern to the school because, through his attitude, the student is challenging the order of authority established by God. A student who demonstrates a lack of respect for authority will be counseled by school staff. Such a counseling session may result in the student's being suspended or being asked to leave the school.

### **Respect For Others**

Jesus teaches us that the two greatest commandments are "to love the Lord your God... and to love others as yourself." In practice, these commandments teach us that we need to be sensitive to those around us and to act in a manner that edifies, encourages, strengthens, and assists our neighbor. Students, at times, can hurt, degrade, or hinder others by their actions. Such students will be corrected immediately once the problem is made known. Students demonstrating a pattern of such behavior will be dealt with according to the best judgment of the administration. Students need to realize that Jesus made love for others the chief characteristics which enables the unbelieving world to recognize His followers. Honesty and trustworthiness are two virtues that demonstrate respect for others. The individual who lies or is untrustworthy manifests a lack of concern for others. When others cannot trust a person's words or actions, his own witness toward God becomes suspect. Honesty and faithfulness will be encouraged at BCS by every reasonable means that is available.

### **Respect For Property**

A large portion of any country's laws has to do with property. Even the atheist recognizes the importance of respect for property and has designed laws to punish those who steal, destroy, or abuse other people's property. Students who steal, cheat, plagiarize, vandalize, or put graffiti on walls are expressing a disregard for other people's property. A student exhibiting such behavior will be promptly disciplined.

### **Respect For School Rules**

In any institution, certain rules unique to that institution must exist for the purpose of accomplishing the institution's goals and purposes. These rules are only necessary at a given time or place. At BCS, there are some rules designed to promote our goals and purposes which do not apply to other areas of life. Such rules include our uniform guidelines, classroom procedures, absence notes, and tardies. Students need to learn to respect man-made rules that are designed to accomplish beneficial goals. To say that these rules can be ignored because they are not God-given or are not universally applicable would at times cause chaos and prevent a teacher from

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accomplishing the tasks of educating students. Therefore, some degree of discipline is necessary to prevent the violation of school rules. The discipline is usually mild since the behavior is not considered as severe as breaking a moral law. **A student, however, who consistently refuses to respect school rules, who consistently disrupts a class, or who in some other manner shows disrespect for the school may be suspended or even asked to withdraw from BCS.**

### DAILY CONDUCT EXPECTATIONS AND PROCEDURES

Each student will be taught what is expected of him while at campus including classroom procedures. These conduct expectations and procedures are meant to help students feel a sense of security in the consistency of our basic rules and procedures while providing a safe learning environment. When it becomes necessary for a student to receive correction, it is done prayerfully, lovingly, fairly and swiftly.

To show respect, all students are directed by the teacher to stand when an adult enters the room. Students always answer with a “yes or no, sir/ma’am.” We appreciate the cooperative attitude of parents who uphold our standards of conduct and encourage their children to be a positive example to others.

#### General Conduct

Students at Bethany Christian School must agree to do their very best to obey those in authority over them, for this is right in the sight of God. They will agree at all times to follow the following classroom rules:

- Remain quiet.
- Face the front of the class.
- Work independently.
- Pay attention in class and be recognized to speak.
- Behave in a manner that will not disrupt the attention and/or activities of the teacher or other students.
- Bring the appropriate books and supplies to class.
- Have lessons prepared on time.
- Be responsible.

In addition, the student at Bethany Christian School will agree to the following:

- To accept all school policies with a positive attitude regardless of personal views.
- To refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting.
- To refrain from chewing gum or eating candy in the classroom unless authorized by the teacher as part of a classroom party/special treat occasion.
- To be honest in all behavior and, therefore, to refrain from lying, cheating, or stealing.
- To refuse to condone such behavior in other students.
- To promote and encourage all peers to follow all conduct policies.

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- To adhere to the signed Code of Conduct (grades 4-5 - see below).

Following this classroom code will require courage, consistency, conviction, diligence, and a genuine enthusiastic effort. Failure to follow this classroom code may result in several consequences.

### **Grades K4 - 2 Daily Conduct Tracking**

The K4 through second grade teachers will use the color-coded card system for tracking daily behavior:

- Blue - school zone
- Green - warning
- Yellow - check and 5 minutes away from group
- Red - check and 10 minutes away from group

### **Grades 3 - 5 Daily Conduct Tracking**

The third through fifth grade teachers will keep track of the student's behavior by tracking it on their weekly conduct sheet. Parents need to check the sheet each day and sign.

- Ten conduct marks result in a phone call or meeting with parent(s).
- Twenty conduct marks result in a parent/teacher/administrator conference.
- Twenty-five conduct marks result in suspension.

### **Grades 4-5 Student Code of Conduct**

All fourth through fifth graders will be given a copy of the following which must be signed and turned in prior to the beginning of the school year for registration to be complete.

*I understand my attendance at Bethany Christian School is a privilege and not a right. The standards of integrity, honesty, and morality are expected to be maintained. I have chosen to attend BCS because I feel it is the place God has chosen for my spiritual and academic training. I understand that I am to exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. I realize that my dress and behavior are never to be an offense to others.*

In keeping with the character of Christ and the goals of this school, I commit to the following code of conduct: (This includes but is not limited to the following items.)

- I will keep myself pure in spirit, soul, and body
  - by avoiding participation in drug use of any kind, including tobacco and alcohol.

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- by avoiding any engagement in immoral activities or sexual misconduct, including conversations and pornographic material (magazines, movies, music, questionable computer accesses, etc.)
- by avoiding participation in any occult activity, new age, or any eastern philosophy or mysticism.
- by avoiding the use of profanity, offensive slang, vulgarity, envious rivalry, foolish jesting, lying, stealing, and cheating.
- by avoiding use of racial slurs of any kind.
- by not participating in any form of vandalism.
- by avoiding all forms of bullying or harassment.
- I will keep my conversation in the spirit of the Word by speaking those things which are edifying to the hearer and will avoid conversations which demean others.
- I will settle all differences with others through Biblical guidelines.
- I will commit myself to building my Christian character through regular church attendance, personal prayer, and Bible reading. I will participate in ministry at church, chapel and devotions.

I understand that failure to uphold this Code of Conduct will result in disciplinary action, which may include suspension and/or expulsion. I also understand that I have a duty, in accordance with Matthew 18:15-17, to confront others who may violate this code. I have prayerfully considered this Code of Conduct, and I understand that my signature on the Code of Conduct indicates my acceptance of the entire code.

### **Conduct Marks For Minor Conduct Violations**

In addition to the daily tracking of conduct, students may receive conduct marks for minor conduct violations.

### **Explanation of Conduct Marks**

Not Following Directions.....	1 conduct mark
Talking without Permission .....	1 conduct mark
Shirt untucked.....	1 conduct mark
Chewing Gum or Candy.....	1 conduct mark
In an unauthorized area.....	3 conduct marks
Disturbance in class..... (Keeping the class from functioning)	5 conduct marks
Name Calling.....	5 conduct marks

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Inappropriate Behavior Toward a Student.....10 conduct marks  
(Gestures, Facial disrespect)

Inappropriate Behavior toward Authority.....10 conduct marks

Refusal to work after being corrected.....10 conduct marks

Major conduct violations are subject to consequences beyond receiving conduct marks. It is important that parents are aware of these major violations and discuss the expected behavior with their children as deemed appropriate for their age and understanding. Major violations including an explanation of possible consequences are covered at the end of this section.

### **Paw Points**

PBIS is a problem-solving model for promoting, teaching, and reinforcing positive behavior through the PAW Point Rewards System: **Play Fairly, Act Kindly, Work Hard, Show Respect.**

Examples of ways students earn Paw Points: Receiving zero conduct marks for the day, acts of service, clean work area, outstanding role model, zero tardies/absences for the week.

Each homeroom teacher keeps track of number of points students earn and documents the cumulative number on Monday's conduct sheet.

Students visit the Paw Point Store every three weeks to spend their points on prizes of their choosing. Points can roll over to the following weeks if all points are not used. Paw Points will not bank past a 9-week period.

### **CONTRABAND**

Certain substances and objects are considered harmful, dangerous, or otherwise inappropriate for students to possess on the campus. Such materials, which are subject to confiscation, include but are not limited to the following:

- **Drugs:** The sale, purchase, possession, or consumption of drugs, including anabolic steroids or alcohol, is strictly prohibited. Anyone observed violating this regulation is subject to expulsion. BCS is a drug free zone. Any confiscated drugs, drug paraphernalia, and individuals involved will be turned over to the police. Possession of prescription medication with intent to distribute or possession of falsely represented or illegal or counterfeit drugs will also be grounds for legal prosecution.

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- **Medication:** The use or possession of any medication while a student is on campus must be reported to the school office. All prescription drugs must be brought to the office and be administered by the office staff.
- **Tobacco:** Smoking or the use of smokeless tobacco by a student is strictly prohibited at all times on the school or church property. Also, use of any tobacco product is prohibited for students at all school-related functions.
- **Weapons:** A weapon is defined as any instrument that is used or may be used to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function. Any violation of this regulation is subject to suspension or dismissal.
- **Electronic Devices:** Personal electronic devices are not permitted at school, on field trips, at school-sponsored activities, or on the school bus. If a student wishes to record a classroom lecture or bring a recorder for academic purposes, he must secure permission from a teacher or principal. Other items not permitted at school include any electronic entertainment units, games, and/or laser pointers. Failure to adhere to this policy will result in the confiscation of the electronic device and conduct marks. In addition, in the case of any device that stores any type of recorded material, that material will be examined by the administration. If the material is found to be in violation of the school's code of conduct additional disciplinary action may be taken. This action may include demerits, suspension or even expulsion depending upon the material.
- **Pornography:** Pornographic material is strictly prohibited at all times on school and church property, and at any school functions off campus. Inappropriate sexual material includes, but is not limited to magazines, music, videos, and anything off the Internet. Suspension or dismissal may result for possession of these materials. In addition, any type of involvement in pornographic activities at any time (on or off school campus) is also strictly prohibited. Pornographic activities include but are not limited to involvement in inappropriate chat rooms, websites, videos, music, etc. Participation in pornographic activities may result in suspension or dismissal.
- **Other Prohibited Objects:** Fireworks, water guns, stink bombs, and similar objects that serve no purpose at school must not be brought onto the campus (including parking lots). Bringing such objects onto the campus could result in corrective action, including suspension or dismissal.

### OFF CAMPUS EXPECTATIONS

Students of BCS are representatives of their school, their parents, and their Lord at all times. Therefore, a student must conduct himself off campus as in a manner consistent with his status as a student at BCS.

There are certain guidelines that go beyond the school setting. The following constitute serious breaches of discipline and make the student subject to disciplinary review and possible action even if the event occurred away from school. While many of these infractions pertain more to older students, we have included them for purposes of communicating the school's expectations in all areas.

- Stealing or shoplifting



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- Drinking any alcoholic beverage
- Sexual immorality
- Smoking or possession of cigarettes
- Possession of illegal drugs or misuse of prescribed drugs
- Vandalism
- Malicious prank against a school representative (e.g. teacher, secretary)
- Involvement in a felony crime
- Shameful behavior (e.g. mooning)
- Involvement with the occult, new age, or any type of eastern mysticism, or any philosophy that does not promote Jesus or the Bible.
- Involvement in pornography or sexually explicit material in any media including music and Internet.
- Involvement in any pornographic activities in any form or by any means.
- Any form of bullying including cyberbullying.

### MAJOR VIOLATIONS OF CONDUCT EXPECTATIONS

Most conduct violations seen at Bethany Christian School are minor violations that are handled through the policies and procedures outlined previously. However, there are some violations that are considered major violations that are handled separately. These violations will result in an office referral. Consequences for major violations may include suspension or expulsion.

The following is a list of violations that are considered major violations. This is not an all inclusive list. We ask that parents discuss these violations with their students as they deem appropriate for their age and understanding. While some behaviors such as bullying can occur at any age, other behaviors will not be seen in younger children. However, all of these are included for the purpose of communicating the school's position on these behaviors.

- **Bullying/Harassment:** Bethany Christian School does not tolerate bullying in any form or by any means. All forms of cyberbullying, name calling or use of racial slurs is also prohibited. Students found in violation of this policy may receive conduct marks, be suspended, placed on probation, or dismissed.
- **Cheating:** Cheating is any attempt to deceive a teacher concerning the extent of one's work or knowledge so as to cause the teacher to grant a higher grade than deserved. Cheating is a type of lie and demonstrates both a lack of respect to the one in authority as well as a lack of respect to another person. Cheating in any form is a major violation of school ethics and morality that can result in suspensions and expulsion. At the very least, parents will be notified and zeros will be given for any school work that is involved.
- **Disrespect for Authority:** Disrespect for authority is of great concern to the school because, through his attitude, the student is challenging the order of authority established by God. A student who demonstrates a lack of respect for authority will be counseled by the principal. Such a counseling session may result in the student's being suspended or being asked to leave the school.

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- **Disrespect to Other Students:** Name calling, slander, derogatory notes, insults, and other actions that demean another will result in discipline up to and including expulsion.
- **Fighting:** Fighting is an indication of a lack of respect for another person and is inappropriate behavior. A student who is being goaded into a fight by another student should inform a teacher. In the event that fighting actually occurs, the students involved will be sent to the principal. Punishment for a student who has assaulted another student will be suspension or dismissal. In addition, the parents will be informed of the fight.
- **Instagram, Facebook, Twitter, and Snapchat:** Students are responsible for all information on these and similar accounts. The administration reserves the right to take disciplinary action for any inappropriate material including vulgar language, racial slurs, inappropriate music, pictures, etc. Disciplinary action may include suspension, dismissal or expulsion.
- **Music:** BCS believes music which promotes rebellion, violence, sexual perversity, disrespect for authority, promiscuity, vulgarity, suicide, or Satanic activity is not an acceptable form of entertainment for the Christian. Therefore, while at school, school sponsored functions, or on the school bus, students may not listen to such music or have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of music. A student who violates this policy will go through normal disciplinary procedures which may ultimately result in the student's dismissal.
- **Plagiarism:** A student who submits written work must be the author of the paper. When a student uses facts or ideas originating with others, he must make clear which ideas are his and which are not. A student who knowingly plagiarizes, offering as his own what is in fact someone else's, participates in a form of cheating and the student will receive a grade of zero for the work submitted.
- **Profanity And Vulgarity:** While we are aware that cursing and profanity are common in our society, we firmly believe that Christian institutions need to demand a speech free from profanity or cursing. Profane or vulgar speech demonstrates a lack of respect for God's name as well as a lack of respect for others who find such speech offensive. The discipline of the tongue is a sign of Christian maturity and a topic of frequent discourse of Scripture. An undisciplined tongue can cause much grief to others and can undermine the witness of an individual or school. A student using profane or vulgar language will be corrected and parents will be informed of the problem. A parent conference may then be held. In certain situations, the administrator may choose to take strong disciplinary measures, such as suspension or dismissal.

## OVERVIEW OF DISCIPLINARY MEASURES

As stated previously, most conduct violations at BCS are minor violations handled through classroom procedures and conduct marks. However, at times other disciplinary measures are necessary and will be implemented. The actual forms of discipline and the discipline process will vary depending upon the seriousness of the infraction, the circumstances involved, and the spirit of the student.

The following measures may be used in discipline, but not necessarily all measures will be used nor will the measures be used in this sequence. Several of these measures are also explained more fully.

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- Verbal correction and/or warning
- A personal conference and prayer with the student
- Telephone call or email to parents
- Parent Conference
- Loss of privileges
- Conduct marks
- Suspension
- Behavioral Probation Contract
- Dismissal
- Expulsion

### **Honor System**

Each teacher is to teach the meaning and proper use of the BCS Honor System. Each student is on his honor to tell the teacher, privately, when he witnesses any of the following:

- Swearing
- Lying
- Stealing
- Cheating
- Defacing Property

The parent will be informed by the teacher if his child has been dealt with regarding any of the above five areas.

### **Probation, Suspension, Dismissal And Expulsion**

The administration takes quite seriously any decision to put a student on probation or to consider him for suspension, dismissal, or expulsion.

Dismissal and expulsion are two different measures of discipline rendered by the school. Dismissal requires that the student immediately withdraw for the balance of the semester or school year. A dismissed student may reapply for admission to BCS once certain established guidelines have been met. Expulsion is the most severe measure of discipline imposed upon a student. If a student is expelled, continuation at BCS at a later date is not possible.

### **Repentance And Restoration Policy**

The goal of discipline is to produce a harvest of righteousness in a student's life, to see a life changed. Therefore as a goal of Bethany Christian School, if a student is convicted by the Holy Spirit for violating the

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school's behavior policy and confides in a pastor, then the school dismissal policy may be waived if there is evidence of a changed heart and behavior. However, there will be consequences for the misbehavior.

### **Probation**

A student may be placed on behavioral probation because the student has not lived up to the school's standards in action or attitude as evidenced by his accumulation of conduct marks throughout the school year or by a major violation of our code of conduct. In this case, a student may be placed on probation (a probation agreement signed by the student and parent is sometimes required) for a length of time ranging from one semester to the duration of his enrollment at BCS. Any violations during the probationary period may result in immediate dismissal or expulsion. A student may be taken off of probation if it is deemed that the student's life reflects positive spiritual changes.

### **Suspension**

Suspension of a student will be for a period of one to five days. It may be for a longer period of time in order to call an administrative meeting to consider dismissal or expulsion of a student if a major violation has occurred. Only the principal may suspend a student. Parent notification is a part of this procedure.

A student may be suspended for violating the Code of Conduct. Violations may include disrespect for authority, 30 conduct marks (Grades K4-2nd), 25 conduct marks (Grades 3-5th), cheating, stealing, skipping class, using vulgar language, having inappropriate physical conduct, vandalizing, possessing pornography, leaving the school grounds without permission, or participating in other such activities. Suspension is a time of soul searching and re-evaluation for the student, a time for him to consider his relationship both with God and with the school. All missed work must be completed and turned in as if the student had been at school. Tests missed must be made up the day the student returns. Additional time as given for excused absences will not be offered. If the student does not complete the work, the student will receive zeros for all work not completed. Three suspensions in one school year will be grounds for dismissal.

### **Dismissal**

Dismissal requires that a student withdraw immediately from Bethany Christian School. Appeal of a dismissal may be made to the principal only. An appeal will be considered only if the principal agrees that additional (new) relevant information has become available.

Dismissal of a student will be for the balance of the semester or the remainder of the school year. Such behavioral problems may include those listed under suspension, serious breaches of discipline violating the Code of Conduct, or other misbehavior deemed inappropriate by the school administration. This action can only be taken by the principal, and its goal is to separate the student from the school for a period of time so that he

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may do strong soul-searching. During this time of separation, the school administration will look for the following:

- Evidence of a repentant heart
- An interest in spiritual growth as evidenced by a discipleship relationship with an appropriate spiritual leader
- Making things right by asking forgiveness and/or restoration
- A genuine desire to return to BCS and to be under the authority of the school.

Once a previously dismissed student has met the above guidelines, he may reapply for admission to BCS for the following school year. The school administration will then determine the wisdom of such a student's returning to BCS. If allowed to return, the student will be on probation for at least half of the school year.

**BCS is under no obligation to accept the re-application for enrollment.**

### **Expulsion**

Expulsion is the most severe consequences BCS can impose upon a student. For a student to be expelled, his behavior would be of such a severe nature that continuation at BCS would be impossible. Reasons for expulsion might include a student's making a threat to a teacher or classmate, possession of illegal drugs, drunkenness, possession of a weapon with intent to do bodily harm, possession of pornographic or profane material, continual defiance of authority, fighting, inappropriate language, overt rebellion, scoffing of God or of Christ, involvement with the occult or eastern mysticism, sexual immorality, or any other action deemed inappropriate by the administration. Only the principal may expel a student.

### **Denying Re-admission to BCS**

Attending Bethany Christian School is a privilege and not a right. Readmission to school each year is not automatic for students. Application for readmission must be made by using the registration form, and the student must be notified of his acceptance into the new school term. Bethany Christian School reserves the right to deny readmission to any student found to be in violation of school policy or involved in activities that conflict with school principles or philosophies.

## **EMERGENCY PROCEDURES**

BCS has the highest concern for our students' safety. Thus we have developed a thorough emergency response plan covering most natural and other emergencies. If you wish to discuss specific concerns or to ask questions, please call the school office.

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Parents play an essential role in keeping students safe during an emergency. Please consider the following guidelines that are of particular importance to parents in emergencies so that you may help our staff respond effectively to an emergency.

### GENERAL GUIDELINES

- **Provide the school office with up-to-date contact information.** We must have accurate emergency information for each student. Please contact the school office if this information changes during the course of the year.
- **Be prepared for early dismissal.** In some emergencies, school officials will deem it prudent to send students home early. We will contact you if there will be an early dismissal using the Renweb alert system. We ask that parents have a plan in place to handle an emergency early dismissal.
- **If we have not contacted you about an early dismissal, do not pick up your children in a school or area emergency:** If you do not learn about an early dismissal, but you do learn of a school or area emergency, please do not rush to school to pick up your children. Traffic will block any needed emergency vehicles, and your presence in the school building during an evacuation may delay the process. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount to us, and we will reunite students and parents as soon as possible in any emergency.
- **Get the necessary information from the local media in an emergency.** In an emergency, stay tuned to both television channels WAFB and WBRZ for current information, including how parents will be safely reunited with their children. We will also contact parents using our Renweb alert system.

### EMERGENCY SCHOOL CLOSING

- If the East Baton Rouge Parish School system announces an emergency school closing due to impending bad weather such as hurricanes, BCS will also close.
- If there is ever a need for BCS to announce an emergency school closing when EBR is remaining open, every attempt will be made to notify parents through the Renweb alert system or announcements on WAFB and WBRZ. The Renweb alert system may include a phone call, text message to all phone numbers in our system, and possibly email messages. It is imperative that we have current contact information. Please inform the school immediately if you change your phone numbers or email addresses.
- Announcements concerning school closing will also be made on the school answering machine and information line.
- Decisions to reopen that depart from EBR's decision will also be communicated by announcements on WAFB and WBRZ as well as through Renweb, phone calls and the school's information lines.

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### PRACTICE DRILLS

Each room has a designated evacuation route posted by the door . A fire drill is scheduled once a month. Other periodic emergency drills including tornado drills and lockdown drills are conducted to insure that students can rapidly and safely exit the building and/or follow correct procedures in an emergency.

### FINANCIAL POLICIES

#### TUITION PAYMENT OPTIONS

BCS works very hard to keep tuition affordable for families. With the support of Bethany Church and the dedication of faculty and staff, our tuition has remained below the average cost of private school tuition in the Baton Rouge area. However, in order to maintain the orderly operation of the school and to continue offering students a quality education, it is important that tuition is paid on time every month. BCS offers families the following two options for tuition payment:

- Full Payment – Tuition paid in full by June 30 will receive a 5% discount. Full payments should be made in cash or check to the school office.
- Monthly Payments – Tuition will be auto-drafted through a FACTS account set up during the registration process. It will deducted starting in July and ending in April on the day each month chosen during setup. A late fee of \$20 and a return fee of \$30 will be applied for any returned payment. Tuition must be current for student to remain in the classroom.

### REGISTRATION FEES

All registration fees along with the technology and activity fees are due at time of registration. All of these fees are non-refundable. These fees are paid by cash, check or money order to Bethany Christian School's front office or mailed to the address below. At this time, these fees cannot be paid online.

Bethany Christian School  
**ATTN: Admissions**  
10877 Rieger Road  
Baton Rouge, LA 70809

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### EXTENDED CARE FEES

BCS offers the following extended care options:

- Beforecare (7:00 a.m. - 7:40 a.m.)
- Aftercare (3:20 p.m. - 6:00 p.m.)

Extended Care charges from the previous week will be posted to the family's Renweb parent account each Monday. Payment can be made online through Renweb parent account at [www.renweb.com](http://www.renweb.com) or by cash, check or money order paid at the school office. All Extended Care balances must be cleared each month for your student to continue to utilize Extended Care.

### FINANCIAL AID AND SCHOLARSHIPS

Financial aid applications are available through FACTS. Two scholarship opportunities are Arete and ACE. Information and how to apply can be found on our website [www.bethanychristianschool.com](http://www.bethanychristianschool.com)

### FINANCIAL REQUIREMENT TO RELEASE RECORDS

BCS requires that all financial obligations to the school be paid by the family before any records are released. This includes transcripts, official report cards, transfer records, etc. This requirement is part of the agreements signed by parents at enrollment.

## ILLNESS

### GENERAL POLICIES

Both parents and students should demonstrate concern about spreading diseases and should use common sense as to when the student should come to school and return to school. Students who have a fever, diarrhea, or are vomiting should not be sent to school. A detailed list of communicable diseases and symptoms and recommend amount of time students should be excluded from school is in the following section.

We also ask that parents notify the school office and the classroom teacher immediately if your child does contract a communicable disease such as chicken pox, influenza, measles, mumps, meningitis, infectious hepatitis, pink eye, etc. Also notify the school if your child has head lice. As soon as the school is made aware of this situation, students in the class will be checked to avoid the spread of such.



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Students do at times come down with illnesses while at school. If that happens, the student should report to the office, and the parents will be called to come and take the student home. The school is not permitted to give a student even simple non-prescription medication such as aspirin or its substitute without express written permission from one of the student's parents. Once all such provisions have been met for both prescription and non-prescription medication, the student may obtain the prescribed dosage that the parent has provided to the school office. The only individuals allowed to dispense this medication are staff who have received appropriate medications administration training.

Please make sure the office has correct phone numbers for contacting each parent and the correct number of a reliable third person who could be contacted, if needed.

### EXCLUSION CRITERIA FOR ILLNESS OR SYMPTOMS

- **Meningococcal Disease (Neisseria Meningitis)** – Exclude until well and proof of non-carriage.
- **Hib Disease (Haemophilus influenza)** – Exclude until well and proof of non-carriage\*
- **Diarrhea (two or more loose stool, or over and above what is normal for that child)** – Exclude until diarrhea is resolved or is controlled.
- **Fever of unknown origin (100 degrees F oral) and some behavioral signs of illness** – Exclude until fever-free for 24 hours without the aid of a fever reducer or cleared by child's physician/health department.
- **Chicken Pox** – Exclude until skin lesions (blisters) are all scabbed over.
- **Hepatitis A Virus** – Exclude until one week after onset of illness or as directed by a physician and health department when treatment has been administered.
- **AIDS (or HIV infection)** – Exclude until child's health, neurological development, behavior, and immune status is deemed appropriate (on a case-by-case basis) by qualified persons, including the child's physician\*\*, chosen by the child's parent, guardian and the center director.
- **Undiagnosed Generalized Rash** – Exclude until well or cleared by child's physician as non-contagious.
- **Vomiting** – Exclude until evaluated and cleared by child's physician (hasn't vomited in 24 hour period).
- **Symptoms and signs of possible severe illness (lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs)** – Exclude until evaluated and cleared by child's physician.
- **Conjunctivitis (pink-eye) with purulent (white or yellow) drainage from eyes** – Exclude until twenty-four hours after initial antibiotic treatment.
- **Infestations (scabies, head lice, or other infestation)** – Exclude until twenty-four hours after initial antibiotic treatment and cessation of fever.
- **Tuberculosis** – Exclude until well and cleared by child's physician.
- **Impetigo** – Exclude until twenty-four hours after treatment is initiated
- **Strep Throat or other streptococcal infection** – Exclude until twenty-four hours after initial antibiotic treatment and cessation of fever.

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- **Pertussis** – Exclude until 5 days of appropriate antibiotic treatment have been completed.
- **Mumps** – Exclude until 9 days after onset of parotid gland swelling.
- **Measles** – Exclude until 6 days after onset of rash or as directed by physician.
- **Rubella** – Exclude until 6 days after onset of rash or as directed by physician.
- **Unspecified Respiratory Illness, Shingles or Other Conditions** – Exclude until well and cleared by child's physician.
- **Molluscum** – Exclude until well and cleared by child's physician (Molluscum is a virus spread by touch. Symptoms include lumpy bumps like a pimple or ant bite. It is painful and can be found anywhere on the body.)
- **Whooping Cough/Viral Croup** – Exclude until 5 days after treatment is initiated by physician
- **Open Wounds, Sores, Scabs** – Cover all open wounds or sores.

**\*Proof of non-carriage: Either by completion of appropriate drug regimen of Rifampin (two-day course for Meningococcal disease of four-day course for Hib disease or by a negative throat culture obtained after completion of treatment for meningitis.**

**\*\*These persons should include the child's physician and other qualified individuals such as the center director, a representative from the Office of Public Health, and a child development specialist, and should be able to evaluate whether the child will receive optimal care in the specific program being considered and whether an HIV-infected child poses a potential threat to others.**

## IMMUNIZATIONS

All students must have proof on file of conformance to the immunization requirements of the State of Louisiana. Children entering kindergarten must show proof of an immunization for varicella (chicken pox) in addition to the other required immunizations.

Families who wish to delay vaccines, must provide the school office with a letter.

## MEDICAL EMERGENCIES

In the event of an extreme emergency, parents will be notified and the student will be transported to the nearest hospital unless designated otherwise by the parent(s). Parents will be called concerning any injury to the head.

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### SPIRITUAL TRAINING

We believe that the purpose of Christian education is to educate the whole man - spirit, soul, and body. Therefore, we believe that the spiritual training of our students is as important, if not more important, than the academic training of our students.

- We believe the Bible is the infallible, divine Word of God.
- We desire that all students be conformed into the image of Jesus.
- We desire that all students learn to lead lives from biblical perspectives and principles.

To help achieve this purpose, biblical integration is part of all instruction. We have chosen to use curriculum developed from a biblical worldview including curriculum from Bob Jones and ABeka. However, spiritual training is not achieved through the use of a Christian curriculum alone. The following areas are important components in the spiritual training of students at BCS.

### BIBLE

God's Word is taught daily to all students during Bible class. Scripture memorization, verse meaning, catechism, and character qualities are a part of Bible class. We believe that Bible class is a vital part of our students' day as they study the Word of God so they are equipped to "rightly divide the Word of Truth" (II Tim. 2:15).

### CHAPEL

Chapel services are held every other week to give students and teachers opportunity to worship, sing, and fellowship together. Chapel is held in lieu of the regular Bible period on the scheduled day. Chapel services are led by Bethany Church BKids' staff. A missionary offering is received as a part of each service.

### MISSION AND SERVICE EMPHASIS

We at BCS want to do everything possible to relate to our students the needs of others in our own community and in the world. Our desire is for them to follow the example of Christ as they become servant leaders and to understand the urgency of world missions. We work toward these goals in the following ways.

- Discuss missions as well as take a mission offering at each chapel. If you have a missionary friend with available time for sharing, please let your classroom teacher know.
- Participate in service projects throughout the year including the collection of canned goods for the needy during the month of November.
- Periodically participate in efforts to raise funds for specific needs both locally and overseas.

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### PERSONAL SPIRITUAL GROWTH

Students are encouraged to read God's Word and to pray daily. Students are also encouraged to be regular in their Sunday School and church attendance. While biblical principles are taught to the students and Christ-like character is taught and modeled by faculty and staff, the Christian school does not take the place of the church or the home in the training of the child.

### PRAYER

Our school is a testimony to the power of prayer. Our faculty and staff begin each school day praying together for our students and our school. As a school, we depend upon the prayers of all our stakeholders including our school families, their extended families, and their friends. We ask that you pray regularly for your child's teachers, the school administration, and the church leadership as we all labor together to make BCS the best school that it can be.

### SPIRITUAL MENTORING

- In addition to general prayer for all students, teachers in grades K4 – 5 are to pray for a particular student every day.
- Teachers must “wear” the student's name on a noticeable sticker or lanyard as a visual reminder that she is praying especially for that student.
- Teachers pray for the student during classroom morning prayer and in private prayer time.
- Student may sit beside teacher during lunch on his/her special prayer day and converses with teacher about interests and/or concerns.
- Each homeroom teacher posts/documents students' names on the RenWeb Monthly Classroom Calendar to inform parents of which days she is particularly praying for their child.

### STUDENT RECORDS

#### FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

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FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Parents or eligible students should submit to the principal a written request identifying the records they wish to inspect. The principal will make necessary arrangements for access and notify the parent or eligible student of the arrangements.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. BCS discloses directory information regarding its students. The parent or eligible student may refuse to allow the disclosure of directory information by notifying the principal in writing within 5 days of enrollment at BCS. Otherwise consent is implied for BCS to release directory information to others.

This handbook serves as the annual notification of parents and eligible students of their rights under FERPA. A complete copy of the FERPA policy can be obtained in the school office.

### RELEASE OF RECORDS

Bethany Christian School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of parents and, in the event of divorce, the rights of custodial and non-custodial parents. In the latter case, absent a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court

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order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with a copy of the court order.

In addition, please see the Financial Requirements to Release Records under the Financial Policies section of this handbook.

## UNIFORM POLICIES AND REQUIREMENTS

### UNIFORM POLICY

Ideas regarding neatness and modesty vary. The uniform code and special codes for dress-down days will serve as standards of modesty for all students enrolled in BCS. The biblical principle we seek to follow is defined in I Peter 3:3-4: *“Don’t depend on things like fancy hairdos or gold jewelry or expensive clothes to make you look beautiful. Be beautiful in your heart by being gentle and quiet. This kind of beauty will last, and God considers it very special.”*

A dress code goes a long way in producing a peaceful atmosphere at Bethany Christian School. There are several important reasons why a uniform is required at BCS:

- To dispense with competition due to outward appearance and affluence.
- To de-emphasize outward appearance and stress in its place the need for inner beauty and character development.
- To serve as an economy measure for parents.
- To enhance school spirit.
- To allow students to demonstrate a submission to the authorities placed over them.

Each year, a uniform sheet describing the exact uniform to be worn and the selections for optional wear will be made available. All uniform items must be purchased at School Time. Students are required to be in their uniforms during school hours. Students are required to arrive at school and to leave school in their uniforms unless prior permission was obtained from the principal.

Students with violations of the uniform standards may be required to return home and put on the proper uniform item. Parents may be contacted if a student repeatedly comes to school wearing improper uniform attire, and a conference may take place to correct this problem.

**Coats, Jackets and Sweatshirts:** The only coats, jackets, sweatshirts, or sweaters that may be worn in the school building including the cafeteria and classrooms are those with the school logo. No other coats, jackets, sweatshirts, or sweaters may be worn in the building during the school day regardless of the color. All non-uniform outerwear must be stored in the cubby locker during the school day.

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**Jewelry and Accessories For School And School Related Functions:** Girls are permitted to wear no more than two pairs of earrings at one time. No overly large earrings are allowed. No body piercing is permitted. Boys are not permitted to wear earrings. Tattoos are not permitted.

**Hair:** Hairstyles that are extreme or attention-seeking, such as Mohawks or outlandish and/or unnatural hair coloring are not permitted. Boy's hair should be well-groomed, and it should not be excessively long, (i.e. in general over the collar, ears, or eyebrows.) The administration may require that a student cut his hair.

**Belts:** Boys must wear belts. Girls may wear belts if they wish. All belts must be worn in the belt loops of the pants. Belts must be brown or black with no adornments or unusual buckles.

**Socks:** All visible socks must be solid navy, black, brown or white. Girls' tights must be blue, black, or white.

### SPECIAL DRESS DAYS

BCS has several days throughout the year that are considered special dress days with a particular dress theme. Participation is optional. If a student chooses not to participate, he must wear his regular uniform and shoes. A student who participates should wear the designated attire. The special dress types vary from year to year. Some favorites include the following:

- Pilgrim and Indian
- Pajama Day
- Bible Character
- Western/Rodeo
- Patriotic, Red, White and Blue
- Mix-Match Day
- Dress-Down Day
- 100's Day

Keep special dress day notices handy for reference. Teachers will remind your child a few days prior to the special dress day.

### NON-UNIFORM DRESS CODE

At times students are given permission to be at school in regular, non-uniform clothes. When permission is given to have a dress-down day, students should make sure they come in clothes that are appropriate for school wear and conform to the following dress code:

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- No tight pants.
- No shorts (except when leaving school for camp or a retreat) except school uniform shorts.
- No skirts above knee level. (The appropriateness of a skirt length will be determined by the administration).
- No sundresses.
- No tank tops, see-through (e.g. mesh) clothing, or loose fitting sleeveless shirts.
- No leisure, lounge, or exercise wear.
- No clothes that promote activities contrary to school policies (e.g. alcohol or rock advertisements).  
[Refer to Code of Conduct.]

## WITHDRAWAL POLICIES AND PROCEDURES

### WITHDRAWAL POLICY

BCS realizes that there are situations that require a family to withdraw a student during the course of the school year. However, BCS makes budgetary decisions based upon anticipated tuition revenue. If a family withdraws anytime prior to the end of the school year, a hardship is placed on the school due to the decrease in anticipated revenue. Therefore, a three-month tuition penalty fee calculated from the official date of withdrawal will be assessed when families withdraw before the end of the school year. This fee will help cover the cost of running the school in their absence. There are two exceptions for this penalty. Exceptions are company transfers required to maintain one's employment that require relocation or relocation due to loss of employment. A letter documenting such a required move will be sufficient proof to waive the three-month penalty.

Finally, before any records are released, all financial matters including unpaid fees and tuition must be concluded. Report cards and transcripts will not be released until all tuition, fees, and fines have been paid.

### WITHDRAWAL PROCEDURE

In order to withdraw a child from school during the course of the school year regardless of the reason, the child's parent or legal guardian should inform the school office in writing of the intent. The parent should state the last day the child will be present and the reason for withdrawal. The school office will provide the parents with the official withdrawal papers to sign and return to the office.

The three-month fee will be calculated from the day the signed papers are received. **All fees including registration, activity, and new-student fees are non-refundable. All fees, tuition, and penalties must be paid for any report cards and transcripts to be issued, or records forwarded**

Failure to attend school or a telephone call to the school office is not sufficient notice of withdrawal. Monthly tuition will continue to be charged until a student has officially withdrawn from school.



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### MISCELLANEOUS SCHOOL POLICIES

#### BIRTHDAYS

Each elementary student receives birthday recognition at school during the school year. Students with summer birthdays are assigned a day in May on which to celebrate.

A parent may wish (optional) to bring a special snack on that day. If a treat is provided, it will be distributed at lunch time. Birthday treats should be sent to school with the child or delivered to the school office before lunch. It would be very helpful if individual servings were brought instead of food items that require cutting before serving.

Birthday party invitations or thank you's MAY NOT be passed out at school unless every child in the class is invited. Please check class lists being careful not to omit just one or two children when planning parties. In addition, we do not allow birthday presents, flowers, or balloons to be brought to school or delivered to school at any time by a student or parent.

#### DAMAGE TO SCHOOL PROPERTY

Students doing damage to property at school that is not their own will replace or pay for the damaged property. Students may be subject to disciplinary action for damaging property.

#### FIELD TRIPS

Each field trip is planned by the teacher to coordinate with a particular area of study. Parents are usually needed to help provide supervision. Buses will be used for all field trips. The school uniform is the appropriate dress unless otherwise designated. Parents are asked not to bring other children on the trip because a parent's full attention is needed for supervision of the students assigned to his group.

Please follow the guidelines listed below:

- Students are not to engage in loud talking/singing.
- No electronic devices are allowed for student use
- No younger siblings allowed accompanying class trips.
- Please keep your designated group together with you.
- You are not allowed to take your group away from the class at any time.
- Please do not purchase refreshments or treats for your group.

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Please require the same respect due to any adult and require your group of students to follow all designated rules. BCS has many wonderful field trip locations. During a student's elementary years, he will experience many of the favorite area field trip locations and cultural events.

### FLAG SALUTES

As a part of the daily "opening exercises" we salute and pledge our flags and Bible. Students sing patriotic and Christian songs. Students are expected to stand at attention and to be respectful during this time. Please help your student by learning the words to the pledges.

- **American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

- **Christian Flag**

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands; One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

- **Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

### FUNDRAISING

Tuition payments do not cover all the cost. BCS endeavors to keep tuition rates low to make Christian education affordable to as many Christian families as possible. BCS depends on your support and God's blessing to keep our program operating.

All families are expected to participate in Bethany's fundraising events. Students and staff are not permitted to fundraise on campus or before or after church service unless approved by the school administrative team.

### INDIVIDUALS WITH DISABILITIES ACT FUNDED PROGRAMS

BCS does not participate in IDEA Funded programs for students with disabilities.

### INTERNET USE

The school is connected to the Internet. Access to the Internet for research and school related activities is available to students in the school's library and in all classrooms. Students' online activities must be consistent with the general behavior policies outlined in this handbook. Unacceptable behavior includes but is not limited to hacking, bringing inappropriate materials onto campus, retrieving such materials at or sending them from

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school sites, cyberbullying, and unauthorized use of e-mail or copyrighted materials. Any student who engages in such activity is subject to appropriate corrective action.

### LIBRARY

The library is usually scheduled to be open for study and research during regular school hours. Books may be checked out for seven days. It is the responsibility of the student to renew any books needed longer than the seven day allowance. Magazines may not be removed or checked out.

- Children may browse and choose the books (up to 2) that they wish to check out.
- The child should sign his/her name on the card and write the date. Last names are not needed, as each teacher will keep track of her own classes' cards.
- If a child has a book for an extended time, the school will inquire if they are still reading that book. The teacher will enlist their parent's help in locating the book. Teachers will also email parent every couple of weeks reminding them to keep an eye out for the book. If the book is unable to be located, the parents will need to reimburse the school for the cost of the book.

### LOST AND FOUND

Lost and found articles are kept in the office and donated to charity if not claimed. Students are encouraged to check for lost items after school. Parents are welcome to check the lost and found during school office hours.

Every effort will be made to get a lost item to the owner. Only articles that are unlabeled will be donated. Unclaimed items are disposed of on the last school day of each month. **All clothing items should be labeled with the child's name.**

### LUNCH

BCS has an outside provider for lunches. Lunches are to be prepaid by depositing money in the student's lunch account on RenWeb. If a student forgets his lunch, a lunch will be purchased. If you send a lunch to school with your child, then your child will not be allowed to purchase a lunch. Due to the limited amount of time for lunch, we are unable to warm food.

No lunch will be offered when school is scheduled to dismiss at 12:00 noon.

Lunch time is a special part of the day for students. It is their opportunity to "refuel" and get their needed nourishment. Students are expected to practice good manners and appropriate lunch table behavior. Students are given 20 minutes to eat their lunches.

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Parents who wish to eat lunch with their child are welcomed to do so. In such a case, a parent may bring a lunch for his child. Parents should remember that our lunch time is limited.

### MONEY AND NOTES

All notes should be sent in a sealed envelope to protect the privacy of any written communication between parents and school personnel. Of course, parents may also email classroom teachers directly.

In addition, all money should be sent to school in a sealed envelope with the following information on the front of the envelope:

Child's Name	Sue Jones
Purpose of Money and Amount	Lunch Money - \$10
Teacher's Name and Grade	Ms. Smith - 1st Grade

### PARENT CHAIRPERSON

It is our desire for every parent to be involved in some way in the class parties or field trips. The parent chairperson is a critical link in bringing home and school together. This important position should be chaired by a person who has a servant's heart and is able to organize and lead. Some responsibilities include the following:

- Seek to involve parents in field trips and parties.
- Assist the teacher with party or field trip arrangements.
- Meet and seek to involve the new families in the class.
- Serve the classroom families when a special need arises.
- Encourage and pray for the teacher.

### PARENTAL INVOLVEMENT AND COOPERATION

Because our school desires to be in partnership with the Christian home, parents are encouraged to play an important part in our school. Each parent is encouraged to become involved in his/her child's life at BCS and to participate in some of the volunteer projects available. Furthermore, BCS expects full cooperation from both parents and students in the educational process. There may be areas that need to be discussed or points that need to be clarified. We ask that all this be done in the spirit of unity (I John 4:7-11).

If at any time the school feels cooperation is lacking from either the parents or from the student and it is determined that the parents are not satisfied with the school, then the parents will be asked if they would like to withdraw their child from BCS. If the child is not withdrawn and if, after an effort has been made by the school

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to solve the problem that exists, the school continues to feel that cooperation is lacking from the parents, the child (or children) will be dismissed. When a student is enrolled in school, the whole family becomes enrolled, thus affecting the family as a unit.

### PARENTS IN THE CLASSROOM

We encourage parents to visit the classroom in order to observe the responses and interactions of their children. Parents should make arrangements with the office ahead of time and check in at the office upon arriving. Parents will need to sign in at the office and receive a visitor's pass. Younger children should not come when a parent is visiting in a classroom. Also, we ask that parents do not plan to visit during the first few weeks of school or the last few weeks of the year since these times are hectic for teachers and administrators. Parents should sign out at the office before they leave campus.

### PARENT VOLUNTEERS

Parents are encouraged to volunteer in many areas. Specific information is provided about the volunteer programs at the school orientation in August. Some areas where parents are encouraged to volunteer include library, prayer support, social activities, field trips, fundraising activities, parent chairperson, missionary storytellers, coaches, Jr. Beta, and in many school organizations. Both moms and dads are a vital asset to the school, while following the example of the Lord Jesus Christ in Mark 10:45; "For even the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many." A parent interested in volunteering may contact the school office to receive directions for becoming involved.

### PARKING

Parents and visitors must abide by all parking lot procedures and regulations whenever they are on campus during school hours and for all school events.

- Please observe the traffic flow when picking up or dropping off students.
- The speed limit on school property is 10 mph.
- Parking in the inside lane under all overhangs is always prohibited.
- Parking in fire lanes is always prohibited.
- Please do not park in designated handicapped spaces without proper authorization.
- Failure to observe these guidelines will result in towing of vehicle.

### PARTIES

The teacher works with the parent chairperson in the planning of class parties. The chairperson in turn seeks to involve the other parents in at least one of the parties. Parties include Thanksgiving Feast, the Christmas Party,

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Valentine's Day Party, and an Easter Party. Since class parties are designed for a particular age group of students, parents are requested not to bring additional children to class parties.

As a Christian school, we do not celebrate Halloween. We also do not give any teaching time to Santa Claus or the Easter Bunny. We reserve all the precious time we have at school to teach and celebrate the birth of our Lord Jesus during December and to focus on the meaning of His death and resurrection prior to Easter.

### PERMISSION SLIPS

A permission slip must be signed to allow students to participate in any school sponsored field trips and other special events. Failure to return the permission slip could prevent a student from attending the event.

### SCHOOL OFFICE HOURS

Office hours are 7:30 a.m. until 3:20 p.m. Monday through Friday. When a parent visits the school (for any reason), he must sign in at the office first. The parent should not go directly to his child's classroom. Please do not bring lunches, homework, books, etc. to the school during the day.

### SCHOOL PICTURES

Individual pictures of each student in school uniform will be taken each fall. All pictures are available for purchase. Teachers will assist students in the "touch-up" of hair; however, each child must bring his own brush or comb. Under no circumstances are students allowed to share brushes or combs.

### SCHOOL SUPPLIES

A list of school supplies is available on our website ([www.bethanychristianschool.com](http://www.bethanychristianschool.com))

### SEARCH AND SEIZURE

With reasonable cause a teacher, principal, or school official may search a student or the personal property of a student to seize anything that is in violation of the law, BCS rules, or any policy of BCS. Random search may be conducted of cubby lockers, backpacks, and desks by school personnel or law officers. Refusal to cooperate with the school or law may result in dismissal from BCS.

### SEXUAL HARASSMENT

Bethany Christian School emphasizes to all students, faculty, and staff members that sexual harassment is a prohibited behavior and should be taken seriously by all members of the school community. BCS is committed

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to maintaining an environment that is free from all forms of sexual harassment, violence, intimidation, and exploitation. Any student who feels this directive is being violated has the right and responsibility to report the situation so that it can be corrected immediately. If anyone's attentions, actions, or statements are making a student's school situation uncomfortable, the student should advise the principal, who will immediately investigate the complaint. It is the policy of BCS to investigate all complaints and discipline all violations.

### SLANTED NEWS

One of the most critical areas of parent-school communication involves "slanted news." Slanted news is information regarding the school that is reported by a child from his perspective for his benefit. A parent should carefully weigh each comment made by his child because, at some time, almost every child will report events at school in a manner favorable to himself and unfavorable to others. In front of the child, the parent should support the school, even if what the child says is alarming or upsetting. Later, in private, the parent should call the teacher or principal involved in order to get an accurate view of the situation.

### SUGGESTIONS

We encourage parents to share their thoughts and suggestions concerning Bethany Christian School. Suggestions can be submitted by emailing our principal.

### TOYS

No personal toys should be brought to school for play without the teacher's permission. Electronic devices such as but not limited to iPods, Gameboys and cell phones are not permitted at school for any reason. Please use discretion when purchasing lunch boxes and book bags. Many promote anti-Christian values, beliefs, and principles.

### VISITORS

Immediately upon entering the campus, all visitors should check in at the school office to receive a visitor's pass. While parents and caregivers are welcome to visit classrooms, BCS is a closed campus for non BCS students including former students, siblings, or neighborhood friends. (We ask that parents make arrangements for the care of younger siblings when visiting the classroom.) Students considering enrollment at BCS are welcome to visit. Such students should contact the office upon arrival for further details.

The buildings are not open to visitors after school hours except for interscholastic or public events unless permission has been granted by the administration.

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### XYZ REMINDERS FOR PARENTS

- Make going to school a pleasurable experience.
- Send a written excuse after each absence from school.
- Tell the teacher anything about your child that will help in understanding him better.
- Be interested in what your child brings home from school.
- Listen to what he has to tell you.
- Put his name on his lunch box and personal items.
- Place any money sent in an envelope with his/her name on it.
- Do not combine money for siblings.
- If your child is ill, please keep him home from school!
- Let your child know of your confidence in his teacher.
- Never discuss teacher/school negatively in your child's presence.
- Questions about your child should be discussed with the teacher.
- Questions about school policy should be discussed with the principal.
- Pray for your child's teacher each day.
- During April through August, pray with your child for God's choice in a teacher for the coming year.