

Bethany Christian School
Parent-Student Handbook
Grades K-8
2017-2018



Christ-centered Excellence!!!

Bethany Christian School

is accredited by:

The Association of Christian Schools International (ACSI)

and

The Western Association of Schools and Colleges (WASC)

BETHANY CHRISTIAN SCHOOL | 93 N. Baldwin Ave., Suite B | Sierra Madre, CA | 91024
626.355-3527 | FAX 626.921.1285 | bcslions.org | bethanychristian@bcslions.org

Revised 2/6/17

CONTENTS

CONTACT INFORMATION.....	8
• Administration and Office.....	8
• Faculty K-8 th Grade.....	9
• Enrichment.....	9
• Support Staff.....	10
INTRODUCTION.....	11
• Non-Discrimination Policy.....	11
• Parental Agreement.....	11
BSC FOUNDATION.....	12
• Mission of Bethany Church of Sierra Madre.....	12
• Vision of Bethany Church of Sierra Madre.....	12
• Purpose of Bethany Christian School.....	12
• Mission of Bethany Christian School.....	12
• Statement of Faith: What Bethany Christian School Believes.....	12
• Vision of Bethany Christian School.....	13
• Philosophy.....	14
○ Education.....	14
○ The Student.....	14
○ The Parents.....	14
○ The Teacher.....	14
○ The School.....	14
• Subject Area Philosophies.....	15
○ Language Arts.....	15
○ Mathematics.....	15
○ Science.....	15
○ Social Studies.....	15
○ Bible.....	15
○ Leadership.....	15
○ Music, Drama, and Fine Arts.....	15
○ Spanish.....	16
○ Physical Education.....	16
○ Technology.....	16

ADMISSIONS.....	16
• Biblical Morality Policy.....	16
• Non-Discriminatory Policy.....	16
• Academic Readiness.....	17
• Commitment to Christian Values.....	17
• Admissions Procedures.....	17
○ Education Success Consultation and Application.....	17
○ Consideration for Admission.....	17
○ Notification.....	18
○ Confirmation of Registration.....	18
FINANCIAL	18
• Payments.....	18
• Tuition Payment Plans.....	19
• Payments in case of withdrawal.....	20
• Returned Check Fee.....	20
• PTF Requirements.....	20
COMMUNICATION	20
• RenWeb.....	20
• Parent Contact Information.....	20
• Contacting School Staff.....	20
• Matthew 18.....	21
SCHOOL DAY ARRIVAL AND DISMISSAL.....	21
• Transportation of Students to and from School.....	21
• Arrival.....	21
○ Morning Student Drop-Off.....	21
○ Opening Ceremonies: Pledges, Prayers, Announcements.....	22
○ Late Start Procedures for Grades K-8.....	22
○ Arriving Late to School.....	22
• Dismissal.....	22
○ End-of-Day Dismissal.....	22
• Rainy Day Drop Off & Pick Up Procedures for Grades K-8.....	23
○ Rainy Day Drop Off.....	23
○ Rainy Day Pick Up.....	23
PROCEDURES.....	23
• Tardy Procedures.....	23
• Late Arrival Procedure.....	24
• Late Pick-up Procedure.....	24
• Leaving Early from School Procedure.....	24
• Absent Procedure.....	24

ATTENDANCE: ABSENCES AND TARDIES	24
• Absence and Tardies.....	24
• Requesting Homework in Cases of Unexpected Absence.....	25
• Make-up Work.....	25
• Planned Absence.....	25
• Extended Absences Due to Illness.....	26
• Excessive Absence and Tardies.....	26
• Phone Use.....	26
DRESS CODE	26
• General Dress Code.....	26
• Uniform Code for Boys.....	27
• Uniform Code for Girls.....	28
• Special Dress Code.....	29
○ Physical Education.....	29
○ Free Dress.....	29
○ Off-Campus or After-Hours School Activities (including field trips).....	29
ACADEMICS AND AWARDS.....	30
• Courses of Study.....	31
○ K-5 th	31
○ 6 th	31
○ 7 th	31
○ 8 th	32
• Course Grades.....	32
• Incomplete.....	33
• Homework.....	33
○ Late Homework.....	34
• Promotion.....	34
• Retention.....	34
• Parent Conferences.....	35
• Tutoring and Extra Help.....	35
• Field Trips.....	35
• Sharing.....	36
• TerraNova.....	36
• Textbooks.....	36
• Awards.....	37

SPIRITUAL LIFE	38
• Chapel.....	38
• Christian Character Trait Program.....	38
• Special Projects.....	38
• Biblical Version.....	38
• Bible as a Class/Subject.....	38
• Christian World-view.....	38
STUDENT SERVICES	39
• Lost and Found Articles.....	39
• Extended Childcare.....	39
○ Billing for Extended Childcare.....	40
○ Childcare on Non-School Days.....	40
• Food Services.....	40
○ I-Fruggie.....	40
○ Lunch Program.....	40
▪ Forgotten Lunches.....	41
▪ Packing a lunch from home.....	41
▪ Snack.....	41
• Library/Computer Lab.....	41
○ Checking Out Books.....	41
○ Fines.....	41
○ Donations to the Library.....	41
○ Book Fair.....	41
• Internet Acceptable Use Policy.....	42
ACTIVITIES.....	44
• ACSI-Sponsored Activities.....	44
• Fine Arts Activities.....	44
○ BCS Lions Choir and Art Club.....	44
• Bethany Buddies.....	44
• Storybook Character Day and Middle School Spirit Week.....	44
• Middle School Science Fair and All-School Art Fair.....	44
• Class Trips (4-8).....	45
• Sports Activities.....	45
○ Student Athlete Contract.....	45
• Birthday Parties.....	45
CONDUCT AND DISCIPLINE.....	46
• Important General School Wide Guidelines.....	46
• Behavioral Expectations.....	47
• Disciplinary Procedures.....	47

- Prohibited Behavior.....48
- Suspension.....48
- Probation.....49
- Expulsion.....49
- Sexual Harassment.....50
- Lockers and Backpacks.....50
- Point-Based Corrective Plan (Grades 5-8).....50
 - Point Totals and Consequences.....50

HEALTH AND SAFETY..... 51

- Closed Campus.....51
- Classroom Observation by Parents.....51
- Student Illness, Medical Emergencies and Accidents.....51
- Keep Your Student Home.....52
- Student Accident Insurance.....52
- Medication Policy for prescribed/ non-prescribed drugs.....52
- Health Records Required for Enrollment.....52
 - Kindergarten.....52
 - First Grade.....52
 - Grades 2-8.....53
- Communicable Diseases.....53
 - Chicken Pox.....53
 - Fifth Disease.....53
 - German Measles.....53
 - Hand-Foot-Mouth Disease.....53
 - Head Lice.....53
 - Impetigo.....54
 - Measles.....54
 - Mumps.....54
 - Pinworm.....54
 - Pink Eye.....54
 - Pneumonia.....54
 - Ringworms.....54
 - Scabies.....54
 - Scarlet Fever and other Strep Infection.....54
 - Whooping Cough.....54

- Disaster Drills.....55
 - In Case of Disaster.....55
- Phone Use.....55
 - Phone Procedures Regarding Caller ID.....55
 - Cell Phones (including PDA's & Other Electronic Communication Devices)..55
- Not Pets.....56
- Driving and Parking on Campus.....56
- BCS Rules of the Road.....56
 - For Everyone.....56
 - For Drivers.....57
 - For Students.....57
- Child Abuse.....57
- PARENT INVOLVMENT 57
 - Parent Volunteers.....57
 - Field Trips.....58
 - Class Fundraisers.....58
 - Parent – Teacher Fellowship (PTF).....58
 - Parent – Teacher Fellowship Fundraisers.....58
 - Parent Action Teams (PAT's).....58
 - Room Parents.....58

Contact Information

School Office Hours: 8am—4pm, Monday—Friday (school year)
9am—3pm, Monday—Friday (summer)

Main Office Phone: (626) 355-3527

Fax: (626) 921-1285

Email: bethanychristian@bcslions.org

After-School Extended Childcare:

(626) 355-3527 ext. 1701 (K-8)

(626) 355-3527 ext. 1709 (Preschool)

RENWEB:

When you receive your RenWeb Login Information; Write it here:

Administration and Office

Dr. William Walner, Principal
bwalner@bcslions.org ext. 1654

Mrs. Lynn Elliott, Preschool Director
lelliott@bcslions.org ext. 1653

Mrs. Melody Heal, Marketing Director/Academic Coach
mheal@bcslions.org ext. 1655

Mrs. Barbara Sargent, Accounting Manager
bsargent@bcslions.org ext. 1658

Mrs. Shari Siewert, Administrative Assistant
ssiewert@bcslions.org ext. 1650

Faculty K-8th Grade

Mrs. Stacy Allred, Kindergarten
sallred@bcslions.org ext. 1704

Mrs. Kim Taylor, 1st and 2nd grade Lead Teacher
ktaylor@bcslions.org ext. 1727

Mrs. Jan Wright, 2nd grade
jwright@bcslions.org ext. 1725

Miss Andrea Buehler, 3rd grade
abuehler@bcslions.org ext. 1728

Mrs. Grace Howe, 4th grade
ghowe@bcslions.org ext. 1723

Mrs. Cathy Ambrose, 5th grade
cambrose@bcslions.org ext. 1724

Mr. Jonathan Hawes, 6th grade, Math 1
jhawes@bcslions.org ext. 1729

Mr. Ron Foster, 7th & 8th grade, Bible, Science, Algebra, Geometry
rfoster@bcslions.org ext. 1702

Mrs. Kathryn Spinelli, 7th & 8th grade, Language, History, Math 2
kspinelli@bcslions.org ext. 1706

Mrs. Amanda Heitritter, Pre-Algebra
aheitritter@bcslions.org ext. 1705

Enrichment

Mrs. Tracy Watson, Art Teacher
twatson@bcslions.org ext. 1720

Mrs. Jill Cucullu, Chapel, Drama Teacher, Athletic Director, Encore
jcucullu@bcslions.org ext. 1617

Mr. Brian Osier, Elementary & Middle School PE Teacher
bosier@bcslions.org

Mr. Daniel Northrop, Music & Spanish Teacher
dnorthrop@bcslions.org ext. 1703

Mrs. Janice Wright, Librarian
jwright@bcslions.org

Support Staff

Mrs. Amy Babik, Yard Supervisor/Teacher Aide
ababik@bcslions.org

Mrs. Jennifer Heyer, Yard Supervisor/Teacher Aide
jheyer@bcslions.org

Mrs. Kayleen Anghelina, After School Childcare Director, PTF President
kanghelina@bcslions.org ext. 1701

Ms. Mia Khadour, Before and After School Childcare
mkhadour@bcslions.org ext. 1701

INTRODUCTION

This handbook was written and adopted by the administration and school board of Bethany Christian School (BCS). The entire document is considered official school board policy and may be amended at any time.

BCS is a ministry of Bethany Church of Sierra Madre and is governed by a school board made up of church members whose function is to set policy for the operation of the school. The administration of the school is assigned to the principal, who oversees the total school program.

The following is a list school board members for the 2016-2017 School Year:

Tanja Bughman	Marthel D'Arezzo
Cheryl Casanova	Rich Johnson
Terry Cheraz	Andrea Stalder
Gary Churchwell	Paul Visick
Kathy Churchwell	

As a private Christian school, Bethany Christian School reserves the right to deny admission to any student. Further, Bethany Christian School reserves the right to ask any student to leave at any time for any reason when the administrator believes it is in the best interest of the school; this also includes the right to deny re-enrollment for the next school year.

Non-Discrimination Policy

Bethany Christian School admits students of any race, color, gender, nationality and ethnic origin, to all rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, gender, nationality and ethnic origin in the administration of its educational policies, admissions policies, financial aid, scholarship programs, and athletic and other school administered programs.

Parental Agreement

By enrolling their children at Bethany Christian School, parents agree to abide by the policies and procedures set forth in this handbook.

BCS FOUNDATIONS

Mission of Bethany Church of Sierra Madre

To Connect, Grow and Serve as a community of people who cannot contain God's love for us.

Vision of Bethany Church of Sierra Madre

To develop fully committed followers of Jesus, who know and love God, and who strive to make Him known.

Purpose of Bethany Christian School

As a ministry of Bethany Church, the purpose of Bethany Christian School is to impact the larger community by providing the highest quality education in an environment that draws students and their families to the saving knowledge of, and a deeper relationship with, Jesus Christ.

Mission of Bethany Christian School

Bethany Christian School's mission is to partner with parents to educate, develop, and nurture students for a life of Christ-centered excellence in academics, Christian character, and servant-leadership.

Statement of Faith: What Bethany Christian School Believes

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe there is only one God, eternally existent in three persons: Father, Son, Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death through His shed blood, in His miracles, in His bodily resurrection, in His Ascension to the right hand of the Father in Heaven, and in His personal return in power and glory.
- We believe that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
- We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life and that they are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Vision of Bethany Christian School

Bethany Christian School students will be:

ENGAGED LEARNERS who ...

- Meet or exceed grade level standards in all core subjects
- Grow in their artistic literacy and creative abilities
- Develop higher-order thinking skills
- Recognize and nurture their physical bodies as temples of the Holy Spirit
- Develop and realize their potential in God-given talents and abilities
- Become self-directed learners
- Meet entrance requirements for college preparatory high school

•

SERVANT-LEADERS who ...

- Respect authority
- Demonstrate care and compassion for one another
- Display the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control
- Become positive and productive citizens, serving at home and in the community
- Develop interpersonal communication skills
- Respect world cultures and appreciate other people as created in God's image
- Appreciate the blessings and heritage of living in the United States, including its traditional values and freedoms

•

GROWING CHRISTIANS who ...

- Worship God as Creator, Sustainer, and Redeemer of the World
- Acknowledge their sinful nature and need of redemption through the grace of God
- Comprehend and express the Gospel message, being able to articulate the plan of salvation through Jesus Christ
- Apply biblical knowledge and wisdom in all life choices
- Employ their spiritual gifts to minister to the body of Christ
- Embrace God's love for the world and express that love through supporting missions and evangelism
- Develop a growing, vibrant Christian faith by means of Bible study, prayer, and fellowship with believers

Philosophy

Education

The educational philosophy of BCS is based on a God-centered view that all truth is God's truth (Psalm 137:7-10), and that the Bible is the inspired and the only infallible and authoritative Word of God, which contains this truth (Hebrews 11:34). God created all things and sustains all things. Therefore, man is dynamically related to God and has the purpose of glorifying Him; knowing Him and His creation; and understanding his relationship to His creation (Colossians 1:16).

The Student

All children are uniquely created by a loving God and endowed with certain gifts and abilities that will enable them to fulfill their divine calling in life (Psalm 139:13-16). Through the process of education, in partnership with the student's family and the life of the church, the student is taught the knowledge and skills necessary to use their gifts and abilities in a way that is effective in their community and honorable to God (Luke 2:52). This education happens best in a caring, nurturing environment, where an inspiring teacher meets a motivated student who is supported and held accountable by loving parents.

The Parents

God has divinely blessed and given to parents the primary responsibility of raising and educating their children. Bethany Christian School supports parents in their responsibility and commitment to "train up a child in the way he should go" (Proverbs 22:6). BCS neither seeks to usurp the parents' authority nor to be a substitute for their responsibility toward their children; instead, BCS joins its resources and the talents of its staff in support of and in partnership with parents as they fulfill their God-given trust.

The Teacher

Teachers at Bethany Christian School are born again believers who seek to exemplify Christ in their words and actions. They are those who have been given by God as teachers (Ephesians. 4:11) to the body of Christ with special gifts and abilities that enable them to educate, edify, and equip their students with the knowledge and skills necessary for them to succeed in life.

The School

Bethany Christian School operates on the campus of Bethany Church of Sierra Madre, a place dedicated to the gospel of Jesus Christ and the "teaching, reproof, correction, [and] training in righteousness" (1 Timothy 3:16) of the whole person--spirit, soul, and body. As one of its many ministries, Bethany Church's resources, the leadership of its pastors and elders, and the prayers and encouragement of its congregants are dedicated to the support and success of Bethany Christian School, its students, and staff.

Subject Area Philosophies

Language Arts

Language is recognized as a God given gift. Teaching reading, writing, grammar, spelling, and vocabulary empowers students to communicate effectively with others and with God. Students will have the ability and opportunity to express themselves creatively, preparing them for future endeavors.

Mathematics

Mathematics instruction has four main functions. First, it equips students to function effectively in an ever-changing world by becoming proficient in computational and communication skills. Second, it enables students to understand and apply mathematical concepts in everyday life. Third, it develops higher-order thinking skills necessary to make a contribution in related fields of study, research, and technology. Finally, it clearly illustrates the order and structure of the world God created.

Science

Biblical science is the study of God's creation. God has revealed Himself in two ways: through the Bible and through creation. In creation, God's eternal power and divine nature are clearly perceived, and God has mandated that we investigate, explore, appreciate, and care for God's Creation. In this way we come to understand our Creator better in the process.

Social Studies

Social Studies reveals God's sovereign plan through humanity's interaction with nature, social institutions, and community. It is through the understanding of these interactions that students evaluate the patterns of the past in order to work to fulfill God's Kingdom here on Earth.

Bible

The Bible is the foundation of the Christ-centered life. Through careful study and memorization of the Scripture, we will develop and defend a Christian world-view, identify and live God's purposes for our lives, and grow in Christian character and God's grace. The fruit of this study will be "that the man of God will be adequate, equipped for any good work." 2 Timothy 3:14-17

Leadership

The body will recognize that some will be called as leaders, led by the Spirit. The leader will be one who will use his or her position and talents to help others rather than rule over them. Students will develop integrity and motivation to study and, most importantly, serve others in their community in a positive way.

Music, Drama, and Fine Arts

God is the great Creator, and creation is God's artwork, through which He communicates His truth and love to mankind. Mankind, being created in the image of God, is imbued with creativity. Through participation in the arts, students will discover their own creative abilities and learn to express themselves and God's truth through their artistic talents.

Spanish

Language is a God-given gift which allows us to communicate with one another and with God. Learning a second language helps students better understand their own language and develops an appreciation for other languages and their cultures. In addition, acquiring a second language equips students for Christian evangelistic ministries and prepares students for bilingual career opportunities.

Physical Education

Physical activity is a source and expression of joy. Through organized sports, and gross motor activities, students will be given the skills leading to an active and healthy lifestyle, which is pleasing to God and will enable them to fulfill God's purpose for their life.

Technology

God has given us the gift of discernment. In order to utilize technology effectively, students must learn to evaluate digital media of the 21st century. To be informed and productive citizens, best fit for service in God's kingdom, students need to be equipped to use technology wisely, effectively, and responsibly.

ADMISSIONS

Biblical Morality Policy

Bethany Christian Schools' biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the schools' understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. Includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity, promoting such practices, or being unable to support the moral principles of the school. (See Leviticus 20:13; Romans 1:24-27; Romans 13:13-14; Colossians 3:5; Ephesians 5:3; I Corinthians 6:9-11, 18; Galatians 5:19.)

Non-Discriminatory Policy

Bethany Christian School admits students of any race, color, gender, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, gender, nationality and ethnic origin in the administration of its educational policies, admissions policies, financial aid and scholarship programs, and athletic and other school-administered programs.

Academic Readiness

Before admission to Bethany Christian School, students will be evaluated for grade-readiness by those methods chosen by the administration; including, but not limited to: evaluation of previous report cards, standardized test results, recommendations, administration of further testing, and student interview.

Students must demonstrate readiness to work at grade-level upon entrance. Special consideration may be given by the administration to admission of a student who, although not working at grade-level at time of evaluation, demonstrates a commitment to achieving readiness by the beginning of the school year through tutoring or other means. In such a case, the student must demonstrate to the administration the ability to work at grade-level by the beginning of the school year.

Commitment to Christian Values

Bethany Christian School is committed to and teaches the Christian values and doctrines as declared in the Statement of Faith and the school's Philosophy of Education. While enrollment at Bethany Christian School is not contingent on one's personal acceptance of the Statement of Faith and the school's Philosophy of Education, families must be aware that their child's education is founded upon these principles and that their child will be taught that these values and doctrines are true.

ADMISSIONS PROCEDURES

STEP ONE: Educational Success Consultation and Application Forms

Parent/Principal Interview: The purpose of the interview is to give the family and the principal the opportunity to meet and answer any questions you might have about Bethany Christian School.

The school office must receive the following items before admission will be considered. These items may be submitted at any time for the following year; acceptance for enrollment will not be considered until open-enrollment begins in early February when it can be determined how many openings will be available in each class.

- **Application & Application Fee:** (one per student) Please see the current year financial information sheet for the schedule of fees and tuition.
- **School Recommendation Form:** (one per student) Your student's current teacher or school administrator will complete the School Recommendation Form. If your student is home schooled, please contact us for information on how to meet this requirement.
- **Report Card, Test scores, IEP:** Please submit your student's most recent report card, standardized test scores (if taken) and a copy of your student's IEP (if applicable).

STEP TWO: Consideration for Admission

Once the above information has been received at the school office, the following must take place:

Entrance Exam: All students applying for admission to Bethany Christian School must

take an entrance exam. Appointments for individual testing may be scheduled through the school office.

STEP THREE: Notification

Once the above has been completed, you will be notified whether or not your child has been accepted. If the class for which your student is applying is full, your student will be placed in a waiting pool. When an opening occurs, several factors are considered, including date of application and siblings who are currently attending or applying for entrance.

STEP FOUR: Confirmation of Registration

If your student has been accepted, you will be given the Registration Packet. The Registration Packet and non-refundable registration fee must be submitted to secure your student's place in the class.

The Registration Packet includes various forms, which may include:

- Parent Agreement Form signed by parent or legal guardian
- Completed immunization records with doctor's signature
- Photocopy of child's birth certificate
- Financial Responsibility Contract

FINANCIAL

Payments

All tuition payments will be made through FACTS Tuition Management.

Exception: If you are paying your student's annual tuition in full, you may do so in one payment made directly to the school. Contact the Accounting Office for details.

Scheduled childcare payments will be made through FACTS. Contact the Accounting Office for details.

Other fees (emergency lunches, non-scheduled childcare, etc.) will be billed by and are payable to the school.

Account balances must be brought to zero by the 7th of each month. A late charge of \$30 will be applied to your account when payment is not received by the 7th day of each month (postmarks do not count – payments must be physically received at Bethany Christian School by the 7th of each month).

If your account has a past due balance over 30 days, your child will not be allowed to attend classes until satisfactory payment arrangements are made with the Accounting Office.

Any accounts not paid in full by the end of May will prevent 8th grade student participation in graduation ceremonies and release of student records to families, including final report cards and TerraNova scores.

No student will be allowed to return the following school year unless their account from the previous year is paid in full.

No credit is given for regularly scheduled school holidays and vacation periods for tuition or childcare fees.

Bethany Christian School will attempt to collect any unpaid balances by means of phone calls, letters and outside collection agencies, which may result in a negative report on your credit score.

Tuition Payment Plans

Parents have two options for paying their *Scheduled Charges*:

1. Make a one-time payment due on July 1. Make this payment directly to the Accounting Office at Bethany Christian School.
2. Make monthly payments on-line directly through FACTS Tuition Management.
 - a. Through FACTS, parents may choose to make either ten equal payments, July-May (no tuition payment in February), or twelve equal payments, beginning July - June (tuition payments and re-enrollment fees are paid in February)
 - b. Payments through FACTS are automatically made by Electronic Funds Transfer on the 5th of each month.
 - c. If there are non-sufficient funds (NSF) in the account on the day of the transaction, a \$30 late fee and an NSF charge from FACTS will be applied to your account.
 - d. If there are non-sufficient funds on the 5th of the month, FACTS will make another attempt to collect funds on the 20th of the month.
 - e. Requests for changes to your FACTS tuitions payments plan must be made in the school office in writing no later than 5 days before the transaction will go through as originally scheduled.

Payments in case of withdrawal

Each student is enrolled for the entire year or balance of the school year. Upon withdrawal, two weeks prior notice is required in writing or two weeks tuition is payable.

A child enrolled in school as of April 1 will be charged through the close of the school year.

Returned Check Fee

A fee of \$25 will be charged for checks returned from the bank for nonpayment.

PTF Requirements

All families are charged a \$150 PTF service fee that is included in the final price of tuition. While no service hours are required by the PTF, parents are encouraged to join one of the Parent Action Teams to support the various activities of the PTF and the School.

COMMUNICION

RenWeb

RenWeb is the main correspondence link between school and home — written announcements and notices (such as progress reports and report cards) will be sent home via RenWeb email. Also, parents can access school-related information through RenWeb. RenWeb information will be updated weekly. Please let the office know if you are having difficulty accessing RenWeb so that we can help.

Parent Contact Information

It is very important that the school records contain the correct parent contact information at all times. Parents are responsible for keeping their contact information current through RenWeb. Please contact the office if we can help.

Contacting School Staff

Clear and open communication between parents and teachers and staff members is vital to student success. Parents should feel free to contact the appropriate teacher or staff member if there are any questions or concerns. The customary channel to contact school personnel is through the school phone number or the teacher's school email. Please call the school at (626) 355-3527 or use RenWeb. Teachers and staff members will make every effort to return your call or email promptly; please allow the teacher or staff member a business day to get back to you.

Matthew 18

All communication should follow the biblical guidelines as listed in Matthew 18. If you have a concern or issue to address involving someone at school, first go to the appropriate staff member directly and seek resolution in the spirit of love and reconciliation. If no resolution is found, contact the principal to set up an appointment to discuss the situation together. If still no resolution is found, a written appeal may be made to the school board. While it may be tempting to discuss issues or concerns with other people, this is not helpful or biblical.

SCHOOL DAY ARRIVAL AND DISMISSAL

School Hours for grades K-8 are from 8:10am-3:00pm on Monday, Wednesday- Friday and late start Tuesday 8:40am-3:00pm.

Before-school Extended Childcare is available beginning at 7:00am

After-school Extended Childcare is available 3:00pm-6:00pm.

Please see p. 39 for Extended Childcare policies and fee information.

Transportation of Students to and from School

Parents of BCS Students provide transportation for their children to and from school. All parents must adhere to designated traffic patterns. Students (12 years or older) may ride bikes to and from school as long as there is an arrival/dismissal form completed and in their file.

ARRIVAL:

Morning Student Drop-Off

Any student arriving before 8:00am must be escorted by a parent to Before-school Extended Childcare (SW corner of the Ministry Center) and sign them in. Parents will be billed. Students in Before-school Extended Childcare will be escorted to the yard after 8:00am. Yard supervision begins at approximately 8:00am. There is to be no student drop-off before yard supervision begins. In no circumstance may any student be left on campus unsupervised.

Parents may use the drive-through lane to drop-off students beginning at 8:00am. Please enter the BCS parking lot on either Montecito Avenue or Highland Avenue, observing traffic cones and signs (SPEED LIMIT: 5 MILES PER HOUR). Entering from Montecito, make a right turn into the one-way drop-off lane; from Highland, make a left turn into the one-way drop-off lane. Pull forward to the furthest point, come to a complete stop, put your car in PARK, and turn off your cell phone. Students will exit on the right (passenger) side, where a staff member will be available to open doors for students getting out of cars, and WALK to the open gate. For their safety; parents cannot allow students to get out of the car in the drop-off lane without a staff member assisting them out of the car. Once your child/ren are safely out of your vehicle, proceed forward, making a right turn onto Highland Avenue (do not exit onto Montecito).

Opening Ceremonies: Pledges, Prayers, Announcements

All students in grades K-8 will line up by grade on the yard at 8:10am for Opening Ceremonies. Students will “freeze” after the first whistle blows. When all movement on the playground has stopped, the whistle will be blown a second time and students will WALK to their class line-up area for pledges and prayers. Teachers will lead students to the classrooms immediately following the opening ceremonies. Students not in the line/classroom by 8:15am will be counted tardy.

Pledge to the 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.

Pledge to 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.

Pledge to the 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.

Late Start Procedures for Grades K-8

On Tuesdays, school begins at 8:40am for Kindergarten through 8th grade, to allow our K-8 faculty time for ongoing professional development. Any student arriving between 8:00am and 8:30am must be escorted by a parent to Before-school Extended Daycare (SW corner of the Ministry Center) and sign them in without incurring childcare charges. The opening ceremonies will begin at 8:40am. Students arriving after 8:40am will be counted tardy.

Arriving Late to School

Students who arrive late at school for any reason must sign in at the school office before going to class. Please see page 24 for tardy and absence information. If your child has an appointment in the morning and arrives to school late it will be considered a late arrival. Be sure to bring your child to the office when they arrive at school and sign them in. The student should take the note to their teacher explaining the appointment date and time.

DISMISSAL:

End-of-Day Dismissal

Parents or other authorized adults will pick up their student(s) in the playground parking lot located behind the Ministry Center unless it is raining and then pick-up will be in the Ministry Center. All K-5 teachers will be lined up by grade and parents or authorized pick-up people must see the teacher before picking up the student. Parents are responsible for keeping the school informed of any changes to the list of authorized adults who may pick up their children.

Students in grades 6-8 will be dismissed from their classrooms at 3:00pm to go and meet their parent or other authorized adult.

Students enrolled in After-school Extended Daycare will be walked to the Daycare room by their teacher. Any student not picked up by 3:15pm will be signed into After-school Extended Daycare and parents will be billed at \$7.00/hour, for any portion of one hour. Students who are involved in school-sponsored activities after school will be dismissed by their teacher and must report immediately to the activity to be accounted for by the adult supervising the activity. Occasional childcare will be billed monthly to RenWeb accounts and payable directly to the school, through RenWeb..

ALL CHILDREN MUST BE SIGNED IN AND OUT OF EXTENDED DAYCARE WITH TIME AND SIGNATURE (first and last name) EVERY DAY THAT THEY ATTEND. ANY CHILD NOT SIGNED OUT WILL BE BILLED UNTIL 6:00pm at \$7.00/hour.

If parents allow it, students (12yrs or older) may leave campus at the end of the school day unaccompanied by an authorized adult provided the school has a signed form granting this permission on file. For liability reasons, students who leave campus under these circumstances may not return to campus that day unless accompanied by an authorized adult. In other words, there are no in-and-out privileges. Students must leave campus by 3:15pm or they will be checked into After-school Extended Daycare and parents

Rainy Day Drop Off & Pick Up Procedures for Grades K-8

Rainy Day Morning Drop Off: Before 8:00am, daycare students, grades K-8, should go to the Daycare room as usual. If it is a Late Start Day and raining, the parking lot gates will be open. Parents may park and bring students, grades K-8, to the Ministry Center Gym. Between 8:00am and 8:10am, parents may drop off students with staff, who will be waiting along-side the Ministry Center. K-8 teachers will pick up students from the gymnasium following Opening Ceremonies at 8:10am and go to their classrooms and be ready to begin instruction at 8:15am. After 8:15am, parents of students in grades K-8 should bring students to the school office for a Tardy Slip before going to their classroom.

Rainy Day Pick Up: At 3:00pm K-8 students will be brought to the gymnasium by their teachers. Teachers will release students to parents inside the gymnasium. Please park and walk in to pick up your students. Students who have not been picked up by 3:15pm will be signed into After-school Extended Daycare. After 3:15pm parents may pick up students from the Daycare room C107 (SW corner of the Ministry Center).

PROCEDURES:

Tardy Procedure

If your child is late due to anything other than an appointment, the student will come to the school office for a Tardy Slip before going to class. No phone call to the office is necessary.

Late Arrival Procedure

If your child has an appointment in the morning and arrives to school late it will be considered a late arrival. Be sure to bring your child to the office when they arrive at school and sign them in. The student should take a tardy slip to their teacher explaining the appointment date and time.

Late Pick-up Procedure

Any student not picked up by 3:15pm will be signed into After-school Extended Childcare and parents will be billed at \$10.00/hour, or \$5.00 for any portion of one-half hour. No phone call to the office is necessary for late pick-ups, but definitely call the school if there is an emergency.

Leaving Early from School Procedure

If you or anyone else is picking up your child early, send the student to school with a note telling the teacher who will pick them up and at what time. Be sure that the person picking up the student is either on the emergency pick-up list or that you have given us written permission for the person to pick them up. The parent or other authorized person must go to the office to pick up a student who is leaving early from school,—do not go directly to the classroom. The office will contact the classroom and the student will be sent down to the office. The parent or authorized person must sign the student out in the school office.

Absent Procedure

If your child is absent due to illness, call the school. If your child is absent for four or more consecutive days, call the school and send your child back with a note explaining the absence. Extended absences require a doctor's note in order for children to return to school.

ATTENDANCE (ABSENCES AND TARDIES)

Regular attendance at school is essential to a student's academic success. With that in mind, BCS has established the following policies and procedures relating to attendance:

Absences and Tardies

In grades K-5, an absence occurs when a student is not present for instruction at least 50% of the school day. A student who arrives late to school but within the first half of the school day is considered tardy, either excused or unexcused. A student who arrives at school after lunchtime is considered absent for the day, whether excused or unexcused. A student who leaves school within the first half of the day will be considered absent the whole day.

In grades 6-8, an absence occurs each class period when the student is not present for at least 50% of the class period. A student who arrives late to class but within the first half of class will be considered tardy, either excused or unexcused.

BCS categorizes all absences and tardies as either excused or unexcused. The only acceptable excuses for absences and tardies are set forth in the California education code.

Excused absences and excused tardies are those due to the following*:

- Illness of the student
- Medical appointment
- Authorized school activity
- Death in the students family
- For 8th graders: High school interviews and/or visits, up to four whole days
- Participation in school activities (with permission).

Written verification of the above is required; otherwise, absences or tardies shall be categorized as unexcused.

*Note: running late, heavy traffic, or oversleeping are not excused tardies.

Requesting Homework in Cases of Unexpected Absence

Parents who would like their student's homework in cases of unexpected absence may obtain it by logging in to RenWeb. Questions should be directed to the appropriate teacher.

Make-up Work

Students may only make up missing work from excused absences or excused tardies. Teachers will determine a reasonable timetable for making up missing work. Parents are responsible to see that all work is made up according to the timetable set by the teacher. In the case of unexcused absences or tardies, missing work may only be made up at the discretion of the administration and teachers.

Planned Absences

If a student must miss school for any reason and the parent knows this in advance, the parent must notify the appropriate teacher and the administration in writing. To allow sufficient time for make-up work to be arranged, please notify the school in writing **one day in advance for every day to be missed**. For example; if a student will miss five days of school, the parent must notify the teacher and/or the office in writing five days in advance of the first day of absence. Advanced notice does not guarantee that make-up work will be allowed; this is at the discretion of the teachers and administration.

Extended Absences Due to Illness

A student who is absent **four or more consecutive days** due to illness will be required to provide a written doctor's clearance to return to school. If a student is absent fewer than four days, a written doctor's clearance will be accepted, but is not necessary.

Excessive Absences and Tardies

The parents of any student who has accumulated four or more unexcused tardies in a quarter will be fined \$5 per tardy. Parents will be notified of each tardy.

Students in grades 6-8 who are tardy to any class may face disciplinary consequences.

If a student (K-8) is absent five or more times per quarter he or she may not receive credit for the class(es) or subject(s) missed, and may be required to do make-up work in order to be promoted to the next grade level or be eligible for 8th grade graduation.

Phone Use

The school office phone is available for parent and student use at the discretion of teacher or administration. The phone should not be used to get permission to go to a friend's house or stay after school to help the teacher. These activities should be planned previously and a note sent to the school office giving permission.

DRESS CODE

Parents are responsible for making sure their student comes to school according to the dress code. The school staff will enforce the dress code. Parents will be notified of violations. Students who violate the dress code will be subject to disciplinary action.

The administration has the final say regarding whether a student meets or violates dress code.**GENERAL DRESS CODE**

- Clothing must be clean and neat in appearance and fit properly.
- No oversized, torn, distressed, or excessively tight clothing.
- Pants and shorts should be worn at the waist and fit properly, no more than 2 inches greater than waist size.
- Only uniform style shorts and pants allowed. Cargo style shorts and pants with outside pockets are not allowed.
- During cold weather students may wear heavy winter coats or raincoats of different colors over their BCS uniform. Such outerwear must be removed in the classroom; items worn inside the classroom must meet the BCS uniform code. Light weight sweaters, sweatshirts, and jackets are **not** considered "heavy" winter coats. Sweaters, sweatshirts, and jackets must follow uniform guidelines defined below.
- No body art is allowed, including temporary tattoos or drawings.

In-Store: Visit your local Lands' End at Sears store. Our associates can help you with sizing information and you can place your Preferred School order online via the store kiosk. Please note, Lands' End at Sears stores may have a limited product

assortment (no logo'd merchandise is available in the store).

Sears
Hastings Ranch Plaza
3801 E Foothill Blvd
Pasadena, CA 91107
(626) 351-3



Online: Go to www.landsend.com/school and create or sign in to your account. Include your student and school information in My Account. Please choose “classic navy or classic navy plaid” for the skirt, skort, or jumper.

Phone: Call 1-800-469-2222 and reference your student's Preferred School Number 900160961, grade level and gender. Our team of consultants is available 24/7 for assistance

UNIFORM CODE FOR BOYS

Shirts:

- Polo shirt with BCS logo (navy blue, royal blue, gold, or white) **or**
- White Oxford-style tailored broadcloth shirt (short or long sleeve), which must be tucked in at all times
- Tee shirts or turtlenecks may be worn under uniform shirts, but must be solid navy, white or gray without any logos or writing on them.
- Fridays only: Students may wear any BCS promotional t-shirt (e.g. hoop-a-thon, fall festival, etc.) instead of their regular uniform shirt.

Pants and shorts:

- Slacks (navy blue or khaki) **or**
- Walking shorts (navy blue or khaki). Shorts must not be longer than 3 inches below the knee.

Sweatshirts and sweaters:

- Sweatshirt with BCS logo (navy blue or white) or solid navy blue sweatshirt or solid white sweatshirt without any logo (pullover or cardigan)
- Solid navy blue or white sweater vest, pullover sweater or cardigan sweater.
- Uniform shirt must be worn underneath sweatshirts or sweaters.

Shoes:

- Athletic shoe style with closed toe and heel is preferred.
- No heeled boots.
- All other shoes must have closed toe and heel and no high heels.

Socks:

- Socks must be of a solid color, matching the school's uniform colors—navy blue, royal

blue, gold, brown, black, or white

Hair:

- Must be neat and well groomed.
- Must be cut above eyebrows and above collar and cannot cover more than half of the ear.
- No extreme/unnatural styles or colors.

Hats:

- No hats of any kind are to be worn on campus during school hours. Hoods attached to a sweater or jacket may be worn when outside, but must be pulled off inside or during outdoor flag salutes or prayer times.

Jewelry:

- Must be modest and in good taste.
- No earrings or piercings.
- No studded belts, collars, or bracelets.

Makeup:

- No make-up.

UNIFORM CODE FOR GIRLS

Shirts:

- Polo shirt with BCS logo (navy blue, royal blue, gold, or white) **or**
- White Oxford-style tailored broadcloth shirt, which must be tucked in at all times **or**
- White blouse with Peter Pan collar (short or long sleeve), which must be tucked in at all times
- Tee shirts or turtlenecks may be worn under uniform shirts, but must be solid navy, white or gray without any logos or writing on them.
- Fridays only: Students may wear any BCS promotional t-shirt (e.g. hoop-a-thon, fall festival, etc.) instead of their regular uniform shirt.

Pants, shorts, skirts, skorts, or jumpers:

- Slacks (navy blue or khaki) **or**
- Capris (navy blue or khaki) **or**
- Walking-shorts (navy blue or khaki) **or**
- Skirt (navy blue, khaki, or Classic Navy Plaid) **or**
- Jumper (navy blue, khaki, or Classic Navy Plaid) **or**
- Skort (navy blue, khaki, or Classic Navy Plaid).
- Girls must wear solid blue, black, khaki, or white shorts or tights under skirts and jumpers.
- Shorts, skirt, jumper, or skort length must be no higher than 3 inches above the knee.

Shoes:

- Athletic shoe style with closed toe and heel is preferred.
- No heeled boots.
- All other shoes must have closed toe and heel, and no high heels.

Socks:

- Socks must be of a solid color, matching the school's uniform colors—navy blue, royal blue, gold, brown, black, or white

Hair:

- Must be neat and well groomed.
- No extreme/unnatural styles or colors.

Hats:

- No hats of any kind are to be worn on campus during school hours. Hoods attached to a sweater or jacket may be worn when outside, but must be pulled off inside or during outdoor flag salutes or prayer times.

Jewelry:

- Jewelry must be modest and in good taste. Earrings are to be no longer than one inch.
- No piercings, except for the ears.
- No studded belts, collars or bracelets.

Makeup:

- No makeup for girls in grades K-5.
- Makeup for girls in grades 6-8 must be modest, light, and in good taste, not heavy or extreme. No dark or heavy eye makeup.
- Nail polish may be worn, with the exception of black, and lip-gloss must be natural or light colors only.

SPECIAL DRESS CODE

Physical Education:

- All students must wear athletic style shoes for P.E. class.
- Students in grades 6-8 must wear the P.E. uniform.
- Girls may wear yoga pants in lieu of athletic shorts.

Free Dress:

- Regular uniform code for hair, hats, jewelry, and makeup applies on free dress days
- Clothing must reflect Christian values of modesty and good taste
- No sleeveless shirts or tank tops
- No baggy or torn clothing

- No cropped tops or bare midriffs
- No extremely short or extremely tight clothing
- No clothing with inappropriate images or words
- Any logos or brands must not conflict with Christian values
- Shoes must meet uniform code requirements, even on free dress days

The administration has the final say regarding whether a student meets or violates dress code.

Off-Campus or After-Hours School Activities (including field trips):

- Students involved in BCS activities off campus or after hours are to wear the BCS uniform or follow the dress code given for the activity.
- Information about what dress code to follow will be given in advance.

The administration has the final say regarding whether a student meets or violates dress code.

ACADEMICS

The Christian approach to education views knowledge and truth as coming from God. It is understood that the student can know God and therefore can acquire knowledge and truth. Bethany Christian School seeks to prepare its students for all of life and not just to impart information. A broad-based curriculum that allows the student to learn to deal with issues and ideas from a Christian worldview is presented. Exposure to issues and ideas and learning how to deal with them will aid in preparing the student to live in contemporary society. Students will be taught to think and not just to "parrot" answers. A foundation will be laid which will include a verbal, written, and literary approach. Skills will be taught in a structured manner and are viewed as tools for learning and not as an end in themselves.

There will be a natural integration of Biblical principles into the academic, social, and emotional areas. Each student will be taught that through a personal relationship with Christ one may attain the true purpose of life - to honor and glorify the Lord.

Courses of Study

Students in grades K-5 typically study the following general subject areas:

- Language Arts (including reading, writing, grammar, and other related topics)
- Bible (including memory verses)
- Social Studies
- Science
- Mathematics
- Art
- Physical Education
- Music
- Spanish
- Computers

Students in grade 6 typically take the following courses:

- Language Arts
- Bible
- Social Studies (Ancient History)
- Science
- Mathematics (Course 1 or Course 2)
- Physical Education
- Computer (1 semester)
- Spanish (1 semester)

Students in grade 7 typically take the following courses:

- English 7
- Bible 7
- History 7 (World History)
- Science 7 (Life Science)
- Mathematics (Course 2 or Pre-Algebra)
- Physical Education
- two enrichment classes (1 semester each)

Students in grade 8 typically take the following courses:

- English 8
- Bible 8
- History 8 (U.S. History)
- Science 8 (Physical Science)
- Mathematics (Pre-Algebra or Algebra)
- Physical Education
- two enrichment classes (1 semester each)

Course Grades

Grades reflect the academic progress of a student. The school year is divided into two semesters, each with two quarters. The semester grade will be the average of the two quarter grades. Report cards will be issued through RenWeb at the end of each quarter. Progress reports will be issued through RenWeb approximately half-way through each quarter to students earning C– or below in a subject or class. Teachers will issue progress reports individually at any time in cases where there has been a significant drop in academic performance. Parents are encouraged to monitor their student’s academic progress through RenWeb. Teachers will update RenWeb weekly. Any questions about grades should be directed to the appropriate teacher.

Teachers may require, assign, and grade class work, homework, quizzes, tests, projects, and student participation, and use these in combination to determine final grades at their discretion.

The school uses the following percentage grading scale:

A+	98-100	B+	87-89	C+	77-79	D+	67-69
A	93-97	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
						F	Below 60

Grades below 60 (D-) are not considered passing grades.

To calculate a student’s grade point average (GPA), the following scale is used:

A+	4.00	B+	3.30	C+	2.30	D+	1.30
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.70	B-	2.70	C-	1.70	D-	0.70
						F	0.00

Other marks which may be in used in grading or citizenship:

O	Outstanding	✓+	Making excellent progress
S+	Above average	✓	Satisfactory
S	Satisfactory	✓-	Needs improvement
S-	Below average		
N	Needs improvement		
U	Unsatisfactory		

Incomplete

At the discretion of the teacher and administration, an incomplete (I) may be recorded on a report card if requirements are not met due to unusual circumstances.

Outstanding requirements must be made up within a designated period of time as determined by the teacher and administration or such a grade changes to "F".

Homework

Homework will usually be assigned each school day and will be meaningful and not just homework for homework's sake. Homework may be preparation for a lesson, reinforcement of an area covered, or aid for the student in an area of difficulty. Book report reading, projects, practicing phonics and math facts, and studying for tests are also considered homework. Completing work not finished during regular school hours is not considered homework, but may be added to a student's homework.

The following time frames are only approximate and meant as guides, as the actual amount of time a student takes to complete his/her homework may vary greatly depending on the student's academic ability and focus. Please contact the appropriate teacher if your student's actual homework time greatly exceeds these suggestions:

- Kindergarten: up to 10 minutes per day
- First Grade: up to 15 minutes per day, plus reading
- Second Grade: between 15-30 minutes per day, plus book report reading, projects, and math facts.
- Third Grade: approximately 30 minutes per day, plus book report reading, projects, and math facts.
- Fourth Grade: approximately 45 minutes per day, plus book report reading, projects, and math facts.
- Fifth Grade: approximately 1 hour per day, plus book report reading, projects, and math facts.
- Sixth Grade: approximately 1 hour per day, plus book report reading and projects
- Seventh & Eighth Grade: approximately 1 ½ hours per day, plus book report reading and projects

Again, these timeframes are guidelines. Please discuss any concerns with the appropriate teacher.

Late Homework

All homework must be turned in on the day assigned by the teacher. For grades 4 to 8, homework turned in one day late will receive 70% of the grade earned. Homework turned in after that will receive a zero. Lower elementary grade students will also receive negative consequences for late homework. While extenuating circumstances will be taken into consideration at the discretion of the teacher, the goal of BCS is to train students to be engaged learners, those who take active responsibility for their education and academic development.

Promotion

Students must satisfy grade level requirements in order to be promoted to the next grade. Requirements include, but are not limited to, a student's semester grades. A student whose semester grade is lower than a D- (60) in a subject will have failed that subject for the semester and must make up the failed or missing work for that subject. In order for the student to be promoted to the next grade level, or to graduate from the 8th grade, the student must complete the make-up work satisfactorily as determined by the teacher. A summer intervention program may be offered by the administration to complete the missing or failed work. If the make-up work is not completed, the student may not be allowed to re-enroll for the following year or graduate from the 8th grade. If the teacher and the administration decide that there is too much work to be made up, retention may be offered. Eighth grade students who are not eligible for graduation may be allowed to participate in the graduation ceremony, but will receive a Conditional Certificate instead of a diploma, and will not be granted the status of graduate of Bethany Christian School until makeup work is completed.

While a student's academic grades and abilities are important indicators, they are not the only consideration in promoting a student. The student's developmental readiness is also taken into consideration. In all cases, the student's best interest is the primary consideration.

Retention

We believe that, in certain cases, retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. In rare cases, retention is necessary because of academic failure. The goal is that through retention the student would meet with academic success in the classroom and develop age-appropriate social and emotional behaviors.

Research clearly indicates that children benefit far more in their academic progress when retention occurs during earlier years. However, retention may be appropriate at any grade level. If, after observation, the teacher feels retention is advisable, the teacher will consult with the principal. A parent conference will be scheduled to discuss the child's academic and developmental progress and the likelihood of retention.

The general policy regarding retention is that a child may not be retained more than one time while enrolled at Bethany Christian School.

Parent Conferences

BCS believes it is very important for school and home to work together. Parent conferences will be scheduled for every student in grades K-5 the end of the first quarter, the first report card will be given out at the conference. Parent conferences for students in grades 6-8 will be scheduled at the end of the first quarter on an as-needed basis at the discretion of the teachers and administration. Parent/teacher conferences can be called at any time during the schoolyear at the request of a parent, teacher, or an administrator. Conferences should be scheduled before school, after school or during an off-period only. On occasion a phone conference maybe needed.

Tutoring and Extra Help

Teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. If additional help is needed, a recommendation to obtain a tutor for your child may be made by the teacher after consultation with the administration. The school will attempt to develop a list of tutors, but it will not (1) recommend a specific tutor, (2) accept responsibility for the qualifications or accomplishment of tutors, or (3) discuss or recommend financial arrangements with a tutor. Teachers who wish to offer tutoring services to parents make their own arrangements and set their own fees.

Field Trips

Field trips are an important, necessary, and fun part of the academic program. Field trips allow students to experience first-hand what, up to that point, has only been learned in the classroom and from textbooks. Therefore, every effort should be made to ensure each student goes on all field trips with his/her class. Students who do not attend field trips may be required to do other work at home to receive the academic instruction that would have taken place on the field trip.

Parents will be notified of each pending field trip. Parents may request that their child not participate in a particular field trip; however, should parents opt their student out of any field trip, there will be no adjustment to tuition obligations, and no on-campus supervision will be provided for the student. In no circumstances will a student be permitted to go on a field trip without having submitted a permission slip signed by the parent. In those circumstances, the student will be sent to the office and the parent will be contacted to come pick up the student immediately.

In grades 4-8, overnight class trips are a part of the curriculum. Typically, students in grades 4 –6 take two or three-day trips, and students in grades 7 & 8 take week-long trips. These trips are paid for by parents over and above tuition. Students not going on these class trips will remain at home and may need to complete alternate assignments in lieu of the trip.

Sharing

Kindergarten and first grade teachers may establish regular days for "Show and Tell" or "Share Time". In grades 2-6, teachers will set guidelines appropriate to the grade level. Please do not send valuable or fragile toys, mouth toys, guns, or knives. Items should be marked with the child's name. Toys may not be played with during school, but will be used for "Show and Tell" time only. Permission needs to be obtained from the teacher before a pet or animal of any kind is brought to school. The parent should stay with the pet while it is being shown and then take it home. If it is brought in a proper cage with a small wire mesh so fingers cannot be put into the cage, the pet may be left at school for the day. If the pet is to be handled, heavy gloves should be provided.

TerraNova

The TerraNova 3 Test is administered each year in the school to every student in grades K-8. This provides both parents and teachers with an evaluation of the student's general achievements, as well as strengths and areas of needed improvement. At Bethany Christian School, achievement tests are used as a tool in meeting each child's individual needs.

It is extremely important that each student is present when achievement tests are administered. The TerraNova 3 test is always administered in the month of April, so parents should consult the school calendar and plan accordingly. While every effort will be made to offer make-up opportunities for students who miss the tests, this cannot be guaranteed.

Individual test results are delivered to the parents as soon as they become available. Parents who wish to review their child's scores with the principal may do so by contacting the school office and scheduling an appointment.

Textbooks

The school issues all basic classroom textbooks to the students for use during the school year. These textbooks remain the property of Bethany Christian School and should be treated with care. Students are required to keep non-consumable textbooks covered at all times. The condition of each textbook will be noted at the time it is issued and all non-consumable textbooks are collected and examined again at the end of the school year.

If a textbook is lost it must be paid for before a replacement is issued. The replacement cost will include tax, shipping, and handling fees. The appropriate teacher should be notified of any lost textbooks immediately.

Non-consumable textbooks must be returned in good condition at the end of the year or immediately upon withdrawal from school, or the parent will be charged the full replacement cost of the book, including tax, shipping, and handling fees.

All textbooks which are returned damaged but re-usable will incur a fee of half the replacement cost, and textbooks which are returned damaged to the point of not being re-usable will incur a fee of the total replacement cost. Normal wear and tear will not usually be considered damage, but the damage assessment will be determined solely at the discretion of the school. The school will withhold grades until outstanding book fees are paid.

Awards

Teachers may give Christian Character Trait and academic awards to students. Teachers will establish criteria for these awards. Conduct, behavior, and attitude can be used as factors in determining recipients. Teachers will choose recipients fairly, but awards are given at the discretion of the teachers and administration.

The Embodiment of Excellence Award may be given at 8th grade graduation to one graduating 8th grade girl and/or one graduating 8th grade boy who demonstrate excellence in academics, extra-curricular activities, character, and servant leadership. The award recipients must have attended BCS for at least 7th and 8th grade, with longer tenure given emphasis in consideration. Eligible students will be evaluated on the basis of the following:

- cumulative middle school grades (1st and 2nd semester 6th grade, 1st and 2nd semester 7th grade, and 1st semester 8th grade, with the 3rd quarter of 8th grade as an optional consideration)
- participation and leadership in extra-curricular activities
- acts that demonstrate good character, and
- leadership activities, especially service activities.

Award recipients will give a speech at graduation, which must be approved in advance by the principal.

Middle School Academic Achievement Awards may be given at the end of a quarter, and may include:

- The Principal's List: To be eligible, the student must have straight A's: (any combination of A-, A, A+) regardless of GPA
- The Dean's List: To be eligible, the student must have at least an A- average (grade point average of 3.70 or above)
- The Honor Roll: To be eligible, the student must have a B average (grade point average of 3.00 or above)

In addition, to be eligible for any of the above, the student must have no grades below C- in GPA-eligible courses, and no citizenship marks below S- (such as N or U.)

SPIRITUAL LIFE

Chapel

Chapel is held once a week and attendance is required of all students as part of the total school program. Classes will take turns hosting chapel, with selected students performing various duties such as flag salute, prayer, worship leading, and collecting the offering. Students always sit as a class with their teacher. Special chapels may be held for special occasions. Parents are always welcome to attend chapel.

Christian Character Trait Program

Each month a different biblical character trait will be presented to students in K-5th grade chapel and middle school chapel (6-8). It is our goal throughout the month to help train our students in this particular biblical trait using a variety of activities, such as role playing, storytelling, skits, posters, etc. Students are selected who have exemplified this character trait and are honored in chapel each month.

Special Projects

Occasionally the school will partner with Bethany Church or other Christian organizations to do special projects or fundraisers to benefit others. Some recent examples include:

- Operation Christmas Child shoeboxes (OCC)
- Foundation for His Ministry (FFHM)

Information will be given in chapel and/or sent home in advance. While such projects are not mandatory, students are encouraged and expected to participate as much as possible.

Bible Version

Bethany Christian School recognizes the New International Version (NIV) as the Bible translation normally used in Chapel and in the classroom for study, quotation, and memorization.

Bible as a Class/Subject

Bible is an integral part of BCS's curriculum and is considered a core subject. All students will be taught Bible memorization, Bible stories, and the basic core doctrines of scripture using the approved curriculum. The critical thinking process will teach students to use the Bible as a resource for applying Gods truth to everyday subjects and situations, as well as understanding Biblical bases for proper decision making.

Christian World-view

All subjects are taught from a Christian world-view, regardless of the subject matter or the curriculum used. While other world-views and ideas may be respectfully presented, the teachers are expected to apply biblical principles and discernment to the subject and teach the students to think critically from a biblical perspective. (See pp. 7-11)

STUDENT SERVICES

Lost and Found

Articles left unattended on campus will be placed in the "Lost and Found." Students and parents should check the "Lost and Found" regularly for lost items. Unclaimed items will be disposed of or donated periodically. The school is not responsible for loss or damage to personal property.

EXTENDED CHILDCARE

Extended Childcare is available before school from 7:00am to 8:00am and after school from 3:00pm to 6:00pm. Please contact the school office for current fees for this program.

The Extended Childcare program is designed to be a safe, fun, caring place for students. While there is no formal "study hall," time is set aside each afternoon for Childcare students to do their homework. All school rules apply during Extended Childcare.

Students may lose their privilege of being in Extended Childcare by not maintaining proper behavior standards.

Before school students are to be brought directly to the designated room and signed in by a parent or responsible adult no earlier than 7:00am.

After school students enrolled in after-school Extended Childcare will be signed into Extended Childcare at after-school line up. Any student not picked up by 3:15pm will be signed into Extended Childcare and parents will be charged the hourly fee. Students are to be picked up from afternoon childcare no later than 6:00pm. Any student remaining after 6:00pm will be charged \$1.00 per minute each. Parents who are late picking up their student(s) may lose Childcare privileges.

If anyone other than a parent is to pick up the student, their name must be listed as Emergency Contact or Pick Up on RenWeb, or the student will not be released. Identification is required.

A student absent from school (unless absent for school-related activities) may not be dropped off for afternoon Childcare.

All children in Extended Childcare (morning and afternoon) must be signed in and out by an authorized adult.

If children are not signed in in the morning or signed out in the afternoon they will be billed for the entire day.

Billing for Extended Daycare

- Extended Childcare is billed either as a flat-rate for Scheduled Childcare or hourly for Non-Scheduled Childcare. Please contact the business office with any questions.
- Fees for Scheduled Childcare will not be adjusted if your child elects to participate in extra-curricular activities such as Dance, Music, Sports or other after school programs.
- Credit will not be given for Scheduled Childcare that is missed by a student due to absence, illness, vacation, etc.
- Changes to Scheduled Childcare must be made in writing to the school office prior to the date of change. There is no charge for the first change. There is a \$20 fee for the second schedule change and a \$10 fee for each schedule change thereafter.

Fees for Scheduled Childcare will be billed based on the Approved Schedule on file in the office. Scheduled Childcare is billed through FACTS Tuition.

Non-Scheduled Extended Daycare will be billed at \$10.00/hour, or \$5.00 for any portion of one-half hour. Non-Scheduled Daycare is billed through the school.

Daycare on Non-School Days

For non-school days (when childcare is available) a flat rate of \$60 per student will be charged and will cover the entire day (7:00am to 6:00pm). Parents must submit the request for childcare in order to secure a place on the non-school days when childcare is available. Sign up forms will be sent home two weeks in advance. Parents who do not reserve their child's place will not be able to bring their child. Parents who pre-register are billed accordingly (accounts are billed even if the student does not attend on the day).

FOOD SERVICES

I-Fruggie – once a week morning snack option. Parents sign up for this program on a month-to-month basis. Order forms/menu will be distributed by BCS staff through email. Parents purchase their child's i-Fruggie must: a) Complete the order form and return to the school with a check payable to "i-Fruggie"; b) One form and check per child, please; c) Order forms must to be returned by due date on form to ensure processing.

Lunch Program

A lunch program through The Only Place in Town is offered as a convenience to parents. Preschool – 8th grade lunches are priced at \$6.00 per lunch. Lunch includes: one choice (Hot Entrée or Sandwich/Wrap), fruit, vegetable and beverage (milk, chocolate milk or juice). Parents sign up for this program on a month-to-month basis. Order forms/menu will be distributed by BCS staff through email. Parents who purchase

their child's lunch through The Only Place in Town must: a) Complete the order form and return to the school with a check payable to "The Only Place In Town"; b) One form and check per child, please; c) Order forms must to be returned by due date on form to ensure processing.

Forgotten Lunches

Students who forget their lunch may be served an emergency lunch as available. The Lunch Supervisor will determine what will be served. Parents will be billed for the lunch thru RenWeb.

Packing a Lunch from Home

Students should not bring any food that requires refrigeration or warming in the microwave. All food should be packed, ready to eat. Students should have the appropriate utensils to eat their lunch.

Snack

There is no morning snack program in grades K-8. If your child requires a snack between breakfast and lunch, you may send one to be eaten at recess time. Certain classes may sell snacks at lunchtime and/or after school as a fundraiser.

LIBRARY/COMPUTER LAB

Student use of the school library and computer lab is a privilege. Students may lose their library and/or computer lab privileges by not maintaining proper behavior standards. All classes in grades K-8 are assigned weekly library and computer times. The library and/or computer lab is also available for use by a class when scheduled by the teacher.

Checking Out Books

Each student will be issued a library ID number. Students, third grade and up, may check out two to three books for a two-week period. When these are returned, two to three more books may be checked out. When students check out books, they are responsible for them.

Fines

There is a charge for late returns: 50 cents per book per week. If a book is lost or damaged, a fee will be charged. The replacement cost for a paperback will be \$10. For a hardback book, the minimum replacement fee is \$25. If the book is found and returned in good condition before the replacement is ordered, the charge will be refunded.

Donations to the Library

Donations of new and used books suitable for elementary and middle school use are welcome. Please contact the librarian.

Book Fair

Parents have the opportunity to purchase books for the library, their student's classroom or their personal library at the annual book fair. All book fair proceeds benefit the library and/or computer lab.

Internet Acceptable Use Policy

Students at Bethany Christian School have the opportunity to use computers with internet access in the computer lab, in the library, and sometimes in the classroom. This is an excellent opportunity for the students to conduct research.

While this opportunity is invaluable, there are potential risks to the students using the internet. Not all the information online is accurate or of benefit to the students. Some information on the internet is offensive and illegal.

It is Bethany Christian School's belief that the school can provide a safe, filtered internet access that enhances the learning process, without compromising the integrity of the students. This includes using a filter on internet access, as well as utilizing adult supervision of students using the computer.

Bethany Christian School recognizes that the student must make ethical choices while accessing information online, and therefore, each student is expected to abide by the Acceptable Use Policy. The purpose of internet use for students is for educational purposes, and the students will not plagiarize another person's work without proper citation or prior approval.

Students who do not follow the terms of the Acceptable Use Policy may lose their privilege of computer access and may be subject to further disciplinary consequences.

If evidence suggests the misuse of the computer network, the school administration may review files and/or communications to maintain system integrity. All users should be aware that communications on school computers are not private.

The following are the terms and conditions of **acceptable** use of the school computers:

- Completing classroom assignments
- Conducting online research
- Using reference materials on CD-ROM
- Communicating with individuals regarding school issues
- Accessing appropriate websites for information
- Playing appropriate games at the discretion and under the supervision of school staff

The following are the terms and conditions of **unacceptable** use of the school computers:

- Sending and receiving personal email
- Accessing or attempting to access inappropriate websites or other material as determined by the school
- Conducting personal business
- Using games without consent and supervision of an authorized adult
- Distributing personal information
- Accessing or attempting to access school administration information
- Engaging in any act or communication which violates school behavior standards or school rules

Furthermore, students are expected to follow network etiquette. This includes:

- Being polite
- Using appropriate language, not using offensive words or symbols
- Not revealing personal information
- Not harassing, insulting or defaming another person

Students are expected to observe all copyright laws. This means that students will not place any copyrighted material on any computer without permission of the network administrator.

Students may not download copyrighted data, including but not limited to: music, software or photos without the permission of the copyright holder.

For security purposes, students who identify a problem must tell the teacher or the librarian immediately. The problem is not to be discussed with other students.

Passwords are to be kept private.

System settings are to remain unchanged.

Students may not bring and/or use disks or memory devices from home without the prior consent of the teacher or librarian. If permission is given, school personnel may scan for viruses and load on the computer.

Students must not misuse or damage any school hardware or software, or destroy any data.

School personnel may deny student access to any program or website at their sole discretion.

Parents will be held legally and financially responsible for their student's actions

involving school computer and/or internet use. Students who violate the Acceptable Use Policy, school behavior standards and/or school rules, while using school computers, will be subject to disciplinary consequences.

ACTIVITIES

Bethany Christian School is pleased to offer various activities to students. Participation in these activities is a privilege. Student selection and participation in school activities is at the discretion of the responsible teacher or coach. The school may offer the following activities:

ACSI-Sponsored Activities:

BCS participates in many ACSI Student Activities, which may include such events as *Math Olympics, Speech Meet, Spelling Bee, Science Fair, and Choral Festival*. Students are selected and may participate based on guidelines provided by ACSI event coordinators. However, student participation is at the discretion of the teacher.

Fine Arts Activities:

BCS Lions Choir and Art Club

In general, any current student who is interested may participate. However, student participation is at the discretion of the teacher.

Bethany Buddies:

All students are automatically signed up for the Bethany Buddies program upon enrollment. Teachers will assign buddies.

Storybook Character Day and Middle School Spirit Week:

In general, any current student who is interested may participate. Students and parents are notified that all clothing must be modest, in good taste, and appropriate for a Christian school. The administration has the final say in whether a costume or clothing meets this requirement.

Middle School Science Fair and All-School Art Fair:

All students automatically participate as part of course requirements.

Class Trips (Grades 4-8)

In general, any current student who is interested may participate. However, student participation is at the discretion of the teacher.

Sports Activities

BCS is a member of the Foothill Sports League. The sports program is offered to students in grades 4-8. The integrity of the league is maintained by good sportsmanship and dedicated coaches. The coaches' goal is to develop the student-athlete and prepare them for the rigors of competitive high school athletics. Students must maintain passing grades (C- or better) to be eligible to participate.

Student Athlete Contract

Students and their parents must sign a Student Athlete Contract in order to for students to participate in sports activities. The contract states expectations of students and parents. Please contact the athletic director for more information.

Sports Typically Offered through the Foothill Sports League

- Boys Flag Football
- Girls Volleyball
- Girls and Boys Basketball
- Spring sports may also be available depending on the league's decision

Birthday Parties

If parents wish to provide treats for the class to celebrate their child's birthday, they must make suitable arrangements with the teacher in advance. Such arrangements will be accepted at the discretion of the teacher.

To prevent hurt feelings or damaged relationships, if parents wish to invite their child's classmates to an off-campus birthday party (or any other off-campus activity), the following rules apply:

- If you are inviting the whole class or all boys or all girls, you may distribute party invitations at school.
- If you are not inviting the whole class or all class members or one gender, you may NOT distribute party invitations at school. If only certain class members are being invited then you must contact those students/parents privately, outside of school.

CONDUCT AND DISCIPLINE

The goal of Bethany Christian School is to create a safe, positive environment for learning that is mutually beneficial to teachers and students. In this environment, students will not only better develop academic skills, but also better develop behavior that reflects Christian character traits and moral values. The foundation for developing a positive environment is respect for God, others, and one's self, leading to positive behavior that reflects this attitude of respect. The school environment should also be an emotionally safe and protected environment so that all students can focus on learning.

Discipline will be administered in a loving, positive manner so that the student is helped to change attitudes and behavior and become a self-disciplined individual. Parents are expected to support the school in disciplinary cases.

If parents have concerns or questions regarding their student's behavior or discipline, they should first contact the teacher in a manner conducive to open communication. If the situation is not resolved, a Principal/Parent/Teacher conference may be arranged. This meeting can be requested by the parent, teacher, or administrator. It is important that such conferences be scheduled in advance. Planning ahead will allow all parties to carefully consider the specific student in question and how to best serve his/her needs.

Most discipline will be handled by the teachers, but serious or persistent problems will be referred to the principal.

Disciplinary consequences can include, but are not limited to:

- Loss of privileges (including recess time)
- Written standards
- Extra work
- Campus clean up
- Parent notification or conference
- Detention
- In-school or out-of-school suspension
- Expulsion

Important General School Wide Guidelines

- No gum is allowed on the school grounds.
- Toys, valuable items, and/or electronic devices (video games, CD players, iPods, cameras, etc.) are allowed only if specifically approved by the teacher. Otherwise, such items should be left at home. The school is not responsible for lost or stolen items.
- In cases where electronic devices are allowed, the content must be acceptable. This would include but is not limited to only E-rated video games, G-rated movies, and music and music videos with appropriate lyrics and content. At its discretion, the school will determine if the content is appropriate.
- Students should walk, not run, on campus, except as allowed during P.E. and recess activities.

- Balls and frisbees are the only things allowed to be thrown on the playground.
- Paper and other trash should be put in waste receptacles and not be thrown or left on floors or the ground.

Behavioral Expectations

The following is a list of behaviors Bethany Christian School values and expects of its students:

Students should always:

- Follow all classroom, playground, and school rules.
- Arrive at school on time and be prepared to learn.
- Dress in compliance with school dress code policies.
- Have necessary supplies and materials for each class.
- Show respect to others (adults and students).
- Interact and play in a way that is kind and fair.
- Respect and care for school property, their own property, and the property of others.
- Settle problems that arise with a Christian attitude, and, when necessary, seek help in finding a positive resolution.

Students who do not meet these behavior expectations are subject to disciplinary consequences.

Disciplinary Procedures

The following disciplinary procedures may be implemented:

First offense, or minor infraction (as determined by the school):

- Disciplinary consequences may include but are not limited to:
 - Loss of privileges (including recess time)
 - Written standards
 - Extra work
 - Campus clean up
 - Parent notification

Second offense, or more serious infraction (as determined by the school):

- Disciplinary consequences may include but are not limited to:
 - Those listed above
 - Detention
 - Conference with the parent, teacher and/or administrator, and student

Third offense, or major infraction (as determined by the school):

- Disciplinary consequences may include but are not limited to:
 - Referral to the administration for disciplinary consequences which may include, but are not limited to:
 - Those listed above
 - In-school or out-of-school suspension – The length of suspension will be 1-5 days determined by the administrator.
 - Probation (the probation period will be determined by the administrator).

- Expulsion (Only the school board has the authority to expel a student from BCS).

Prohibited Behavior

The following behavior is prohibited at any time (either on or off campus) and will lead to disciplinary consequences, which may include, but are not limited to, suspension (either in-house or out-of-school), or expulsion:

- Causing, attempting to cause, or threatening to cause physical injury to another person, and/or willfully using force or violence upon another person (fighting)
- Harassing, threatening, disrespecting, or intimidating another person (bullying)
- Possessing, selling, or otherwise furnishing a firearm, knife, explosive, or other dangerous object or weapon, including imitation or replica weapons
- Possessing, using, selling, or furnishing a controlled substance or drug, drug paraphernalia, tobacco in any form, or alcohol
- Stealing and/or committing or attempting to commit robbery, theft, or extortion, and/or receiving or possessing stolen school or private property
- Vandalizing and/or causing or attempting to cause damage to school or private property
- Committing an obscene act or engaging in profanity, swearing, cursing, or vulgarity
- Committing academic dishonesty, cheating, or copying another person's work or allowing another student to borrow or copy one's work, or in any way representing another person's work as one's own (plagiarism)
- Lying or giving false or misleading information to school personnel
- Disrupting school activities or otherwise willfully defying the authority of school personnel
- Skipping school and/or being absent from school or school activities without authorization (truancy)
- Public displays of affection and/or inappropriate touching

Acting detrimental in any way to the operation or reputation of Bethany Christian School, as determined by the school, either on or off-campus.

Suspension

An administrator has the authority to suspend a student for any breach of school rules or regulations. Suspension may be in-house (i.e. student is suspended from classroom participation) or out-of-school. The length of suspension may be 1-5 days, at the discretion of the administrator. Suspended students may make up missed schoolwork at the discretion of the administrator.

Probation

A student whose behavior and/or academic performance has failed to improve may be placed on probation. Probation gives the student and parents an opportunity to correct a behavior problem. At the beginning of the probationary period, the student and parents will receive a behavioral and/or academic contract. The duration of the probationary period and the requirements outlined in the contract will be determined by the administration. Should a student fail to meet the requirements specified in the contract, the administration and/or school board may take further action, including, but not limited to, denial of enrollment for the following school year, or immediate expulsion.

Reasons for probation can include, but are not limited to, the following:

- Academic
 - Academic failure and/or insufficient academic progress, as determined by the school
- Attitudinal
 - Rebellion, negative attitude, and/or negative influence on others, as determined by the school
- Disciplinary
 - Continued or willful deliberate disobedience and/or committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's reputation, as determined by the school

Expulsion

The school board has the authority to expel any student for non-compliance with school rules and regulations. Expulsion may result from actions including, but not limited to:

- Continued and/or willful defiance of school rules, as determined by the school
- Continued academic failure and/or lack of academic progress, as determined by the school
- Failure to fulfill a behavioral and/or academic contract, as determined by the school
- Lack of support and cooperation from a student's parents, as determined by the school
- Any act by a student or parent detrimental to the operation or reputation of Bethany Christian School, as determined by the school, occurring either on or off-campus.

Should the administration deem it necessary that a student be expelled, the administration may place the student on an extended suspension from school pending a school board hearing. The board's decision may include, but is not limited to, recommendations for other disciplinary measures, denial of enrollment the following year, a request for the student to withdraw, or immediate expulsion.

Sexual Harassment

Sexual harassment, or any form of harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of a teacher, office personnel, or administrator who will thoroughly investigate the matter in confidence. After reviewing all the facts, Bethany Christian School will make a determination concerning whether or not reasonable grounds exist to believe that harassment has occurred. Disciplinary consequences, which may include but is not limited to discharge or expulsion, will be taken against anyone who is found to have engaged in harassment. Sexual harassment, either direct or indirect, includes but is not limited to:

- Unwanted sexual advances.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct: either directly or indirectly making derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding, or blocking movement.

Lockers and Backpacks

Lockers are the property of the school and may be searched at any time without notice and without the student being present. Backpacks may be searched at any time with the student present.

Point-Based Corrective Plan (Grades 5-8)

Behavior Points (demerits) will be assigned for the following:

- 1 point per tardy in non-homeroom classes (after three tardies per quarter per class)
- Points of any quantity may be assigned for other offenses at the discretion of the administration

Point Totals and Consequences

6 points—Referral to administration

11 points—Parent conference and loss of one athletic game/extra-curricular activity (if applicable)

15 points—Removal from current sports season/extra-curricular activities (if applicable) and two day in-house suspension

18 points—Three-day out-of-school suspension and removal from ALL sports/extra-curricular activities

21 points—indefinite out-of-school suspension pending meeting with school board with recommendation for expulsion

HEALTH AND SAFETY

Closed Campus

Bethany Christian School is a closed campus. This means that all visitors must check in at the school office for permission to be on campus before being allowed in or around the school during the hours of 7am-6pm. A visitor's badge must be obtained and worn. A closed campus also means that students are not allowed to come and go without permission. See pp. 12-13 for more details.

Classroom Observation by Parents

Parents are welcome to observe in their student's classroom. However, observations must be scheduled in advance by contacting the school office. Observations are generally scheduled for no longer than 20 minutes to minimize classroom disruption. Appointments to talk with a teacher and/or administrator must also be scheduled in advance.

Student Illness, Medical Emergencies and Accidents

At the beginning of each school year all parents of students must fill in information on the "Field Trip and Medical Authorization Card" which includes the name, and phone number of the doctor to be notified as well as the name and number of parents and alternate emergency contact persons to be notified if the need should arise. It is the responsibility of the parents to see that this information is on file and kept current in RenWeb.

In case of minor injuries, the student will be taken to the office and given first aid by school staff as deemed necessary. Parents will be notified, and, if deemed necessary by the school, will be directed to come to the office to pick up the student.

For illnesses or serious injuries, as determined by the school, parents will be contacted and directed to come to the school office to pick up the student. In emergencies, paramedics (911) may be called.

All serious accidents will immediately be reported to the principal or other administrator and then to the parent.

PLEASE NOTE: We are not able to care for sick children at school.

Keep Your Student Home

- If your student has a communicable disease, he/she must be kept at home. Examples may include but are not limited to: chicken pox, measles, German measles, mumps, strep throat, pink eye, impetigo, head lice, or ringworm.
- If your student has or has been exposed to a communicable disease you must notify the office immediately. A doctor's clearance will be required before the student may return to school.
- If your student has a temperature of 99.4 degrees or more he/she must stay home. The un-medicated temperature must be normal for 24 hours before the student returns to school.
- When general conditions such as discharging nose or eyes, persistent cough, sore throat, nausea or vomiting, or earache are evident, the student must be kept at home.
- Whenever there is the possibility of infecting others, the student must be kept at home.
- A doctor's clearance may be required before students are allowed to return to school following an illness.

Student Accident Insurance

Bethany Christian School does have a student accident insurance policy. This is a benefit to our school families in case of a serious accident occurring on the school grounds. This insurance is secondary coverage, meaning the student must first utilize all benefits available under their own insurance. Please see the Accounting Manager for details.

Medication Policy for prescribed/ non-prescribed drugs

An authorized staff person will dispense all medications, including Tylenol, or cough syrup/lozenges. Written permission and instructions from the parent must be on file before any medication will be dispensed. A record will be kept of all medication dispensed. All medication must be taken to the school office; no medication is to be kept in the student's possession.

Health Records Required for Enrollment

The following are required for enrollment in the specified grades:

Kindergarten

- Immunization record
- Emergency Information

First Grade

- Mantoux TB Test (If former residence was out of state)
- Emergency Information

Grades 2 - 8

- Mantoux TB test (If former residence was out of state)
- Immunization record (If new to Bethany Christian School)
- Emergency Information

Communicable Diseases

The following is for informational purposes only and is not intended to diagnose or treat any disease or illness. If your student is ill, contact your doctor immediately. If your student is diagnosed by the doctor with a communicable disease, follow the doctor's instructions and notify the school office immediately. A child must have written consent from either a physician or the Health Department to return to school or be subject to administration approval for remittance.

- **Chicken Pox**
Symptoms: Fever, Loss of appetite, red spots-some with a clear blister
Incubation: 14-21 days
Isolation: 6 days symptom free
- **Fifth Disease**
Symptoms: Fever followed by rash. Child is contagious while they have the fever. Face can look as though it has received a hard slap on the cheeks. Rash can take on a "lacy" look. May disappear and reappear - heat sensitive
Incubation: 7-10 days
Isolation: 4 days
- **German Measles**
Symptoms: Sign of cold, swollen glands, rash
Incubation: 14-21 days
Isolation: 4 days or until well
- **Hand-Foot-Mouth Disease**
Symptoms: Canker sores inside or around the corner of the mouth.
Rash or blisters on hands and feet-skin may peel. Fever
Incubation: 7-10 days
Isolation: 3 days symptom free
- **Head Lice**
Symptoms: Scratching of head, rash like appearance around ears and neck.
Incubation: 3 week cycle
Isolation: Child must be treated for lice. See doctor.

- **Impetigo**
Symptoms: Small blisters with thin yellow fluid, blister breaks, a scab is formed
Incubation: 5 days
Isolation: If sore is treated and kept covered child may attend school
- **Measles**
Symptoms: Signs of cold, red eyes, fever, red spots
Incubation: 10-40 days
Isolation: 7 days or until all scabs have disappeared
- **Mumps**
Symptoms: Swelling, fever, sore throat, difficulty swallowing, tired
Incubation: 12-26 days
Isolation: 10 days or until swelling has disappeared
- **Pinworms**
- **Pink Eye**
Symptoms: Pink coloration of eyes, swollen eyelids, matted eyes, and sticky discharge from eyes.
Incubation: 4 days
Isolation: 4 days
- **Pneumonia**
- **Ringworm**
Symptoms: Raised, round ring shaped, red and itchy
Incubation: 10-14 days
Isolation: If sore is treated and kept covered child may attend school
- **Scabies**
- **Scarlet Fever and other Strep Infection**
Symptoms: Sore throat, fever, and possible rash
Incubation: 2-7 days
Isolation: 4 days until well if under antibiotic treatment
- **Whooping Cough**

Disaster Drills

Fire drills, earthquake drills, and lockdown drills will be held regularly during the school year. Instructions and directions for leaving each room will be given during the first week of school. Directions will also be posted in each room. Students should recognize the seriousness of such a drill and refrain from improper behavior.

In Case of Disaster

In case a disaster occurs during a school day, students will be released only to parents or those adults authorized to pick up students as listed on the Emergency Card. It is impossible at times of disaster to take or check telephone requests or parents' written consent given to a friend or neighbor to pick up a student. School personnel cannot release students to any adults other than parents or those listed on the form. Parents should make disaster arrangements in advance.

Phone Use.

Students with a legitimate need to make a phone call may ask permission to use the phone in the school office. Likewise, parents who need to contact their child may call the school office, and a message will be relayed to the student. Therefore, there is no need for a student to use a cell phone on campus during school hours, 8:00am-3:00pm, and such use is prohibited. We recommend that students leave their cell phones and other electronic communication devices at home.

Phone Procedures Regarding Caller ID

All BCS phones are connected to the main phone number 626-355-3527. When you receive a voice message from BCS, be sure to listen to the message to know from whom the call came before calling the school office, as there is no way for us to know for sure from which of the many phones on our system the call came.

Cell Phones (including PDA's & Other Electronic Communication Devices)

It is understandable that parents may want their child to have a cell phone for emergencies or for use away from campus. Students who possess cell phones must keep them safely out of sight and turned off. **All 7th and 8th grade students must keep their cell phones and other electronic devices turned off and stored and locked in their lockers.** Students who fail to follow this "out-of-sight/out-of-mind" rule will have their phone confiscated. For the first offense, the phone will be returned to the parent at the end of the day with a warning. A second or continued violation of cell phone rules may result in disciplinary consequences as described in this handbook, and may include confiscation of the phone for a longer period of time, including until the end of the school year.

If a phone is confiscated, the teacher or administration may search through images, texts, and messages. Any inappropriate images, texts, and messages found may lead to disciplinary consequences.

Confiscated phones must be picked up by the parent directly from the student's teacher or the school office.

Bethany Christian School is not responsible for lost, damaged, or stolen phones.

No Pets

No pets are allowed on campus, unless pre-arranged with the teacher in special circumstances. Please see p. 24 (Show and Tell).

Driving and Parking on Campus

Gates will be closed during the school day, so the far northwest parking area should be used during school hours. Observe the signs posted in the parking lot. The speed limit in the school parking lot is 5 mph. Be sure to leave the drop-off lane open—do not park there.

If you are dropping off your student and need to stop and speak with someone, park your car in a designated parking space. This will prevent traffic jams in the drop-off lane.

No children may be left unattended in a car at any time.

BCS RULES OF THE ROAD

(DRIVERS: Please review all rules at the beginning of each trip)

For Everyone

- Safety First!
- Be Respectful! Remember, you are representing Christ and BCS
- Christian or Classical music only—if at all.
- Videos shown to backseat students must be “G” rated and preapproved by the teacher and/or field trip supervisor.
- Clean the vehicle at the end of each trip!

For Drivers

- Head Count! Make sure that all students assigned to you are accounted for.
- Before driving, make sure the office has a copy of your driver's license information (and proof of insurance if you are driving your own car).
- Obey all the traffic rules and regulations.
- Stick to the schedule—e.g. no unnecessary pit stops for snacks.
- Make sure you have all student emergency contact information with you at all times.
- For BCS vehicles—know where the First Aid Kit is in the vehicle.
- For BCS vehicles—make sure you know where the registration and insurance documents are located in the glove box.

For Students

- The same rules that apply on campus also apply off campus, as well.
- Cell phones and other electronic devices should remain off and stored out of sight (e.g. student's bag or backpack).
- Each student must have their own seatbelt.
- Students must stay seated at all times.
- All students should sit in the back seats, if possible.
- Any student sitting in the front seat must be heavy enough to activate the air bag.

Child Abuse

School personnel are required by law to report any observed or suspected instances of child abuse to the appropriate public authorities.

PARENT INVOLVEMENT

Parent Volunteers

Parents interested in volunteering to help in their student's classroom should contact the appropriate teacher. If you are not able to help in the classroom but would like to help in other ways, please contact the appropriate teacher and offer your services. Parent volunteers must abide by standards of conduct and dress.

Field Trips

Parents are needed as chaperones to drive for field trips or walk with the class. Please contact the appropriate teacher if you are able to help.

Class Fundraisers

Sometimes classes will conduct fundraisers to help pay for field trips and activities. The teacher will give details on how parents can help.

Parent - Teacher Fellowship (PTF)

All parents of Bethany Christian School are members of the Parent-Teacher Fellowship (PTF).

The PTF is overseen by a volunteer board comprised of parents and teachers who take on the responsibility of coordinating and running the various fundraisers and fellowship activities scheduled throughout the year. PTF board members communicate with all parents regularly through notices and emails sent home to keep them informed of parent requirements and responsibilities. PTF board members make themselves readily available to all parents to answer questions regarding PTF activities.

Parent-Teacher Fellowship Fundraisers

Fundraising activities sponsored by the PTF are for the purpose of raising funds for programs that benefit the whole school, such as capital improvements, physical education equipment, special books, classroom equipment, and special school programs or activities. These fundraising activities provide an opportunity for your family to have a part in the improvement of the school. It is expected that every family will participate in PTF fundraising activities.

Parent Action Teams (PAT's)

The PTF Board is comprised of various committee chairpersons who oversee the PAT's which fulfill the various activities of the PTF, including Science and Technology; Hospitality and Fellowship; Fundraising; Classroom and Student Support; Marketing and Communication; and Faith and Spiritual Direction. Parents are encouraged join one of these teams, and bring their own gifts and talents to support the PTF and the school.

Room Parents

The PTF coordinates the Room Parent program at Bethany. Being a room parent offers the opportunity to serve your child's class in a supportive capacity. Room parents are a vital part of the total program at Bethany Christian School. If you are interested in serving as a Room Parent, contact the school office or any PTF board member.

