

BETHANY CHRISTIAN SCHOOL
Parent-Student Handbook
Grades K-8
2023-2024



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)

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8 am—12 pm, Monday—Thursday; Closed Friday (summer)

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FACTS Family Portal:

When you receive your FACTS/ParentsWeb Login Information; Write it here:

District Code: BETH-CA

Username:

Password:

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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 policies for the operation of the school. The administration of the school is assigned to the Head of School, who oversees the total school program.

The following is a list of school board members for the 2023-2024 School Year:

Terry Cheraz	Julie Perdisatt
Stephanie Chiasson	Kathy Churchwell
Rich Johnson	Alice Elliott
Mario Mosesman	Irene George

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, and 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 the 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.
- We believe that God has created human persons male and female as unique, yet complimentary genders representing the image and nature of the God as Creator.
- We believe that God has established marriage as an exclusive relationship between one man and one woman and that all sexual conduct outside such marriage is contrary to His creative design.
- We believe in God's redemptive love available to all who repent, confess, and forsake sin and who seek His mercy and forgiveness through Jesus Christ.

Vision of Bethany Christian School

Bethany Christian School students will be:

HEAD: 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

HEART: GROWING CHRISTIANS who...

- Worship God as Creator, Sustainer, and Redeemer of the World
- Acknowledge their sinful nature and need for 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

HANDS: 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

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 its 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 to 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 worldview, 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 that 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 the 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 (see the statement of faith). Includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality (i.e. sexual activity outside of the covenant marriage of one man and one woman), 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 the admission of a student who,

although not working at grade level at the 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 (ESC) and Application Forms

ESC: The purpose of the ESC is to give the family and BCS the opportunity to meet, learn about each other, see the campus, discuss programs, and answer any questions about Bethany Christian School.

The admissions 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's 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 homeschooled, please contact the admissions office 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 Individualized Education Plan (IEP), 504 Plan, Regional Report, Professional Evaluations, or Diagnosis Reports, if applicable.

STEP TWO: Consideration for Admission

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

Student Assessment: All students applying for admission to Bethany Christian School must take a student assessment. Appointments for individual assessments are scheduled through the admissions 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 wait pool. When an opening occurs, several factors are considered, including the 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 a link to complete the Online Enrollment

Packet. The Enrollment Packet and non-refundable enrollment fee must be submitted to secure your student's place in the class.

The Online Enrollment Packet includes various forms, which may include:

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

FINANCIAL

Tuition and Fees

All tuition payments will be made through FACTS Family Portal.

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 Family Portal. Contact the Accounting Office for details.

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

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

It is expected that tuition payments will increase by 5-10% per year. This allows the school to offer cost of living increases to staff and continue to offer a quality program to students.

Field Trips

The cost of most field trips is included in your annual tuition amount.

Does tuition cover costs for the 7th/8th grade Washington D.C. trip?

No. Every other year the students in grades 7 and 8 enjoy an extended trip to Washington D.C. Your tuition does NOT cover the Washington D.C. trip cost. This trip is managed by an outside agency and you will pay for this trip separately. The trip cost varies by year and typically costs approximately \$3,000.

What about parent chaperones?

Chaperones are greatly appreciated and encouraged! Parents attending trips will be billed an amount to cover their entrance fees and expenses.

If my child does not attend a trip, will I receive a refund?

No. Refunds will not be given when a student misses, either by choice or unexpectedly, any trip. Each trip is carefully considered by your teacher as an integral part of your child's education for the year. Students are expected to attend all trips assigned.

What happens on days that we miss a field trip?

Because the teacher and classmates are not on campus on that date, the school cannot accommodate children that choose to skip a trip. Please keep your child at home or make alternate care arrangements for the day(s). Your teacher will likely assign an alternate make-up assignment for students that miss a trip.

Late and Unpaid Balances

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.

Accounts with unpaid tuition and/or fees will be blocked from re-enrolling for the following year. Once the current student re-enrollment period is complete (typically ending in February) that seat will be available to new students.

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

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 via check directly to the Accounting Office at Bethany Christian School, or online via the FACTS Family Portal payment option.
2. Make monthly payments online directly through FACTS Family Portal.
 - a. Through FACTS Family Portal, 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 Family Portal 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 Family Portal will be applied to your account.
 - d. If there are non-sufficient funds on the 5th of the month, FACTS Family Portal will make another attempt to collect funds on the 20th of the month.

- e. Requests for changes to your FACTS Family Portal tuition payment 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 the 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. Additionally, returned checks will trigger a late payment fee (see above).

NEED-BASED TUITION ASSISTANCE PROGRAM

What is Tuition Assistance at Bethany Christian School?

Bethany Christian School administers a tuition assistance program in keeping with the mission and spirit of the school to extend care and support to its families. Bethany Christian School recognizes that the family bears the primary responsibility for financing their child's education. Bethany Christian School also recognizes that pressing financial circumstances and/or emergencies require families to seek temporary assistance in meeting their financial obligations. Therefore, a portion of the Operating Budget is set aside each year to help "bridge the gap" between family resources and the cost of tuition. These funds are offered to returning students or newly accepted applicants when the need is determined.

How to Apply for Need-Based Tuition Assistance

Need-Based Tuition Assistance is done online through a third-party organization using Clarity Financial Aid.

To be considered for Tuition Assistance, the child must be accepted at Bethany Christian School, and enrollment fees paid in full.

To be considered for Pre-School Tuition Assistance, the child must be enrolled for a five-day, $\frac{3}{4}$ or fulltime, program. Tuition Assistance is not available for partial-week and $\frac{1}{2}$ -day programs. Preschool is not a mandated program, and our tuition assistance preschool budget is designed to support families where both parents are working and in need of childcare.

Determination for the award is on a first-request, first-consideration basis. Funds are limited.

Returning students must have their Clarity application fully completed by November 30. **No awards for returning students will be granted after the November 30 deadline.**

New students must complete application and testing, be accepted, and have completed enrollment with enrollment fees paid when requesting tuition assistance consideration. New

students enrolling after February 28 must complete their Clarity application within 3 weeks of school acceptance.

Tuition Assistance will be awarded as follows:

Round 1: Returning students with Clarity application fully completed by November 30 are eligible for an early January award.

Round 2: New students with Clarity application fully completed by December 31 are eligible for a late January award. (if funds are still available).

Round 3: New students with completed enrollment and enrollment fees paid by February 16, including the Clarity application fully completed, are eligible for a March award (if funds are still available).

Additional Rounds for new students will be awarded each subsequent month (if funds are still available).

Funds are limited. Please only request Tuition Assistance if there is a real need.

Clarity applications are available online only, and can be found as a link on the Bethany Christian School website as follows:

- bcslions.org
- under Admission, choose "Tuition and Tuition Assistance"
- scroll to the bottom of the page and click on "Apply for tuition assistance"

Eligibility

Parents must demonstrate an understanding of and desire for Christian education. To qualify for tuition assistance, they should be able to provide specific examples of financial sacrifices they have made or are prepared to make in their own lives to enable their children to attend a Christian school (working extra jobs, cutting back on discretionary spending, selling vehicles, delaying major purchases, etc.). This sacrifice balances the sacrifice of the tuition assistance donors and staff of the school.

Generally, aid will only be considered for current students and newly accepted students enrolled for the following school year and whose tuition account is current.

- Eligibility shall be based on demonstrated student need and space availability in the classroom.
- Continuing good behavior by the student both in and out of school is required or the remainder of the assistance award may be withdrawn upon written notice.
- All students on tuition assistance must maintain at least a "C" average with no "F" grades in any subject at the end of each semester.
- Parents must demonstrate a cooperative attitude toward the school administration and staff or the remainder of the assistance award may be withdrawn upon written notice.
- Parents are expected to try to pay more toward their children's tuition if their financial situation improves during the year so that more needy families may be assisted. Therefore, parents must notify the school if the family's financial condition changes during the year. Failure to comply will affect eligibility for further assistance.

Tuition Assistance Frequently Asked Questions

What factors are considered?

All of Bethany's Tuition Assistance is strictly need-based. Although family income level is an important consideration, many other factors enter into the decision-making process: number of children in the family, number of children attending schools for which tuition is paid, other family dependents, assets (including housing), and liabilities, unusual expenses, and so on. The school will learn of these special considerations from the information you provide on the application.

Will I qualify for assistance? What is the size of a typical award?

Every family situation is reviewed carefully based on all available information. Therefore, it is very difficult to offer general guidelines to determine eligibility. In order to meet the needs of the greatest number of families, the maximum award will generally be no more than 50% of the annual tuition. Bethany Christian School does not provide assistance for fees, extended day childcare, and other incidental expenses.

To what extent will I be expected to use my own resources?

Many families seek assistance through the Tuition Assistance Program each year, and the school's resources are limited. Therefore, we begin the review of each family's financial circumstances with the assumption that family resources will be used to the maximum extent possible. We anticipate that this will involve some degree of sacrifice. We ask that you give careful thought to the maximum amount of tuition that you can reasonably pay, and ask only for that which cannot realistically be paid from your own resources or those of your extended family.

Must I re-apply each year for assistance?

Yes. Financial circumstances often change from year to year, and in order to allocate our limited resources wisely, it will be necessary for you to re-apply each year for tuition assistance.

Will I be expected to repay the tuition assistance?

No. Tuition assistance is a grant, not a loan. If at some future date, your family's financial situation improves, we hope you will consider making a donation to the school to help enable other deserving students to attend Bethany Christian School.

What if I miss the deadline for submission?

Returning student applications are due no later than November 30.

New student applications are due later than February 28 or 3-weeks after receiving notice of acceptance to the school.

Late applications may be considered at the discretion of the Tuition Assistance Committee, however, applications received by the deadline will be considered first.

What if my tax return has not been filed in time to submit it with my aid application?

The school currently uses the prior year's tax data in the application process. All deadlines are after the October IRS tax extension due date. If you have an unusual circumstance, please contact the accounting office directly.

What happens in cases of parental divorce or separation?

Regardless of marriage status, the school does consider both biological parents as responsible for their child's education, regardless of any legal assertions to the contrary. Therefore, Bethany Christian School requires both biological parents to complete financial aid applications.

What happens if one or both divorced parents have remarried?

In cases of remarriage, all adults in each household must submit their information in the application. In the case of a step-parent, their income and assets are to be included in the application and we will consider obligations a step-parent has towards his/her own natural children.

What allowances are made if one parent cannot be located or refuses to complete the application?

Bethany Christian School understands that some family situations can be very difficult. In such cases, a letter may be submitted to the school from a pastor, school official, social worker, or attorney confirming that the other biological parent cannot be located or refuses to participate in any aspects of their child's life. The letter writer cannot be a relative of the applicant. The letter must state the following, as applicable: the whereabouts of the other biological parent are unknown; the other biological parent has provided no support and has had no contact with the family for at least two years; it is in the family's best interest not to have further contact with the other biological parent; any other extenuating circumstances that the individual believes the school should consider.

Will my records be confidential?

Yes. The Accounting Office maintains strict confidentiality over Tuition Assistance files. Teachers and staff are not informed of Tuition Assistance decisions.

Non-discrimination

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 at the school. It does not discriminate on the basis of race, color, gender, or nationality and ethnic origin in the administration of its educational policies, admissions policies, financial aid and scholarship programs, or athletic and other school-administered programs. Bethany Christian School does not discriminate on the basis of race, color, gender, nationality, and ethnic origin in the hiring, management, or supervision of its faculty and staff.

Additional Questions?

If you have any questions about the application or the process, please contact Gabi Abaya at gabaya@bcslions.org or phone 626.355.3527x1658.

COMMUNICATION

FACTS Family Portal – ParentsWeb

FACTS Family Portal is the student information system used by Bethany Christian School. ParentsWeb is the parent portal and the main correspondence link between school and home — written announcements and notices (such as progress reports and report cards) will be sent home via FACTS Family Portal email. Also, parents can access school-related information through ParentsWeb. ParentsWeb information will be updated weekly. Please let the office know if you are having difficulty accessing your ParentsWeb account 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 ParentsWeb. 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 the teacher's email. Teachers and staff members will make every effort to return your call or email promptly; please allow the teacher or staff member a full 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 Head of School 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.

Communication Guidelines

In consideration of the Biblical admonition related to the tongue found in James 3, as a school community we will strive to keep our communication pleasing to God at all times. This is important for the health and successful operation of Bethany Christian School, as well as for setting an example to our students. Therefore, it is expected that parents, teachers, school staff, and students will guide their conversation according to Biblical principles and Christian convictions.

The following statement expresses a Biblical view regarding communication between members of the school community. We are asking every member of Bethany Christian School's community to acknowledge this agreement and to abide by these guidelines in order to protect and preserve the integrity of our school and our commitment to bring honor and glory to God on our campus as we work and learn together. These guidelines are follows:

"In obedience to the Word of God and in support of the Bethany Christian School's community, I commit myself to the goal of giving only good reports. When dealing with issues of conflict or when I am in disagreement with someone within the school community, I purpose to remain silent or privately go to the person and explain the offense that would hinder me from giving a good report. When approaching others with my concerns, I also purpose to do so with a spirit of genuine love having first examined and corrected my own attitudes and actions. Only if I am unable to resolve the issue and/or restore the relationship will I share my concerns with others according to the principles of scripture. If decisions are made that I am in disagreement with after following the commands in scripture, I will vow to support those decisions, and those making the decisions, for as long as I am a member of Bethany Christian School's community. If I breach this goal, I purpose to ask forgiveness from all parties involved as an expression of my commitment to God and the ministry of Bethany Christian School."

In communicating matters of concern at Bethany Christian School, the following principles are expectations of all of the members of the school community, including parents:

1. All information and communication is to be kept confidential. Speaking about matters regarding individuals who are not present during a conversation is considered gossip and unhealthy to the school community.
2. No information should be shared by anyone except with appropriate persons who have a definite and identifiable need to know and those who are directly involved.
3. No comments of a critical or derogatory nature should be expressed publicly (on or off campus with school personnel, employees, or between parents) when the content involves teachers, administration, staff, students, or parents.
4. Opinions regarding private matters involving school issues, school business, faculty or staff members, students or fellow parents should not be shared in such a manner that would create an unfavorable attitude or opinion of the school or any person within the school community.
5. The relationship between each family and Bethany Christian School is a partnership where parents have entrusted the school to support their God-given role of being the primary educators of their children, thereby defending and protecting the school's policies, procedures, standards, and decisions.

6. When communication of a serious nature is necessary, an attitude of courtesy, respect, sincerity, and a willingness to be both graceful and understanding is of primary concern.
7. Matters involving critical statements made of the school, its teachers, staff, administration, or families, should be addressed directly to the Head of School or Preschool Director. Administrative action is not possible if concerns are not shared or if concerns have only been heard about through hearsay or gossip. Don't assume "they already know," or "they have chosen not to do anything about it."
8. When issues have been brought to the attention of the administration, the resolution is not always made to the satisfaction of everyone. This does not mean that opinions and concerns were not listened to or considered by the administration. Likewise, issues do not always become public knowledge. All parties are expected to protect the confidentiality of every issue and person involved and to support the final decisions made by the administration.

SCHOOL DAY ARRIVAL AND DISMISSAL

School hours for grades K-8 are from 8:15 am-3:00 pm on Monday, Tuesday, Thursday, Friday, and early release Wednesday 8:15 am-2:00 pm.

LionsGate Extended Childcare Program is available:

Before school begins at 7:00 am

After school starting at 12:00 pm, 2:00 pm, or 3:00 pm and ending at 6:00 pm.

Please see p. 44-45 for LionsGate Extended Childcare Program 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 walk or 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

ONE-WAY TRAFFIC ONLY from 7:45-8:30 am.

Enter from Montecito Avenue. NO ENTRY FROM HIGHLAND. (Maps available online ParentsWeb > School Information > Resource Documents.)

Please cooperate with school officials that are directing traffic.

7:00-8:00 am. Students arriving for LionsGate Before School Extended Childcare.

8:00-8:15 am. Carline Arrival.

Enter from Montecito Avenue.

Parents may park in the West Parking Area and walk their students onto campus. Preschool parents will take students to their classroom and sign them in. (Preschool parents arriving after 8:30 am must bring their children to the school office first. Please refer to the Preschool Handbook) K-8 parents may also drop their students off in the carline loop.

- For the safety of our students, please do not use your cell phone while in the car line.

- Pull forward as far as possible to the drop-off area.
- Put your car in “park” before students exit your car.

Once students are safely out of the car and the car doors closed, carefully pull forward toward the exit onto Highland Drive. **TURN RIGHT.**

Starting at 8:00 am students will be dropped off at Carline or the courtyard, where they will make their way to their classrooms and meet their teachers.

At 8:15 am, the bell will be rung and students will walk out to the courtyard or balcony to participate in pledges and prayer.

Mondays (and First Day of School): K-8 will meet in McAndrew Courtyard at 8:15 am.

Tuesdays-Fridays: K-5 will meet in McAndrew Courtyard.

6-8 will head directly to the homeroom or house meetings.

At 8:20 am. Rolling gates will be closed and locked. Students arriving after 8:15 am may go to their classroom but will be marked tardy. Students arriving after 8:30 am will need to enter through the pedestrian gate and come to the school office for a tardy slip before going to class.

Opening Ceremonies: Pledges, Prayers, Announcements

Teachers will lead students to the classrooms immediately following the opening ceremonies. Students not in the line/classroom by 8:15 am will be counted as 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.

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 pages 25-27 for tardy and absence information. If your child has an appointment in the morning and arrives at 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 note to their teacher explaining the appointment date and time.

DISMISSAL:

End-of-Day Dismissal

ONE-WAY TRAFFIC ONLY from 2:45-3:30 pm.

Enter from Montecito Avenue. NO ENTRY FROM HIGHLAND. (Maps available online ParentsWeb > School Information > Resource Documents.)

Please cooperate with school officials in directing traffic.

2:55 pm. Rolling Gates will be opened and remain open. School ends at 3:00 pm, please do not expect your student before that time.

Parents may park in the West Parking Area and walk onto campus. For your safety please stay behind the yellow barriers. Students will reconnect with their parents at the designated grade level area. Please refrain from gathering in the courtyard, this practice tends to delay the students from making it out to the carline where parents are waiting.

K-8 parents may also enter the carline loop, pulling up as far as possible.

- Pull forward as far as possible to the drop-off area.
- Place the car in “park” and turn off your car (until 3:00 pm).
- Do not use your cell phone while in the car line.

3:00 pm. (2:00 pm on Wednesdays). Students are dismissed from their classrooms.

Teachers will accompany students to the pick-up area. Students will be dismissed to walk-in parents or in cars when visual contact with parents/guardians is made.

For multiple-child families, the eldest child will go to the location of the youngest child and wait to be dismissed to their car.

Once your child is safely in your car, start your car and move forward through the loop to exit onto Highland Avenue. **TURN RIGHT.**

3:15-6:00 pm. After the carline is complete, the rolling gates are closed and locked.

After 3:15 pm, parents/guardians must park in the designated spaces and go to the LionsGate Extended Childcare room to pick up and sign out their students.

See pages 38-39 for an explanation of the LionsGate Extended Childcare Program and the Policy and Billing procedures. Registration forms are available in the school office or online.

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

Rainy Day Morning Drop Off: Before 8:00 am, daycare students, grades K-8, should go to the LionsGate Extended Childcare room (C107, SW corner of the Ministry Center) as usual. Between 8:00 am and 8:15 am, students will go directly to their classrooms. Parents may drop off students with staff, who will be waiting alongside the Ministry Center. After 8:30 am, 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 3:00 pm K-8 students will be brought to the gymnasium by their teachers. Staff members outside will communicate with teachers inside via walkie-talkies to notify them when family members are here for pick-up. Staff members will be available to walk students out to parents waiting in the carline. Teachers will release students to parents inside the gymnasium. You may park in the west parking lot and walk into the ministry center gym to pick up your students. Students who have not been picked up by 3:15 pm will be signed into LionsGate Extended Childcare. After 3:15 pm parents may pick up students from the LionsGate Extended Childcare room (C107, SW corner of the Ministry Center).

PROCEDURES

Tardy Procedure

If your child arrives at school after 8:15 am, they will be marked tardy by their teacher. If your child arrives at school after 8:30 am, 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 at 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 note to their teacher explaining the appointment date and time.

Late Pick-up Procedure

Any student not picked up by 3:15 pm will be signed into LionsGate Extended Childcare and parents will be billed at \$3.20 for any portion of one-quarter hour. Please call the office if you are going to be later than 3:15 pm, but definitely call the school if there is an emergency.

Leaving Early from School Procedure

If you or anyone else is picking your child up 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 school 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 office and/or email the student's teacher and the Front Office Administrator. If your child is absent for more than three 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 student's 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 ParentsWeb. 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 the 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

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

Phone Use

The school office phone is available for parent and student use at the discretion of the 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/email sent to the teacher and the Front Office Administrator giving permission.

DRESS CODE

Parents are responsible for making sure their student comes to school dressed 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. Disciplinary action includes but is not limited to: the student needing to change into school-provided alternate clothing (first offense), the parent needing to bring an appropriate uniform for their student, and the student being sent home for the day.

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

Online: Go to www.reddotuniforms.com click on School Uniforms and select Bethany Christian. This will take you to Boy's Uniforms, Girl's Uniforms, or Mandatory Chapel Uniforms where you may make your selections.

Phone: Call (626) 401-2756 and reference Bethany Christian School with your child's grade level and gender.

In-Store: Visit Red Dot at 10932 Valley Mall in El Monte. They can help you with sizing information and you can try them on and take them home the same day.



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 the waist size.
- Only uniform-style shorts and pants are allowed. Cargo-style shorts and pants with outside pockets are not allowed.
- During cold weather, students may wear solid navy outerwear over their BCS uniform. Sweaters, sweatshirts, and jackets must be navy or grey in color with either a BCS logo or plain. 8th-grade sweatshirts and BCS-branded sweatshirts are acceptable.
- During rainy days it is acceptable for students to wear Ugg boots or rain boots and outerwear of different colors over their BCS uniform.
- No body art is allowed, including temporary tattoos or drawings.
- No clothing with inappropriate images or words.
- Any logos or brands must not conflict with Christian values.

UNIFORM CODE FOR BOYS

Shirts:

- Polo shirt with BCS logo (navy blue, grey, or white) **or**
- White Oxford-style tailored broadcloth shirt with embroidered logo (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 **current** BCS t-shirt (e.g. house, sports, field trip, etc.) *instead of their regular uniform shirt* with blue jeans.

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** grey) or solid navy blue sweatshirt or solid grey sweatshirt without any logo (pullover or zip up).
- Solid navy blue, white, **or** grey sweater vest, pullover sweater, or cardigan sweater.
- Uniform shirts **must** be worn underneath sweatshirts or sweaters.

Shoes:

- Only athletic shoes may be worn. Shoe colors and designs must not be a distraction. The Administration has the final say on whether a shoe becomes a distraction.

Socks:

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

Hair:

- Must be neat and well groomed.
- Must be cut above the eyebrows and above the 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 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 **current** BCS t-shirt (e.g. house, sports, field trip, etc.) *instead of their regular uniform shirt* with blue jeans.

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 Plaid) **or**
- Jumper (navy blue, khaki, or Plaid) **or**
- Skort (navy blue, khaki, or Plaid).
- Girls must wear solid blue, black, khaki, or white shorts or tights under skirts and jumpers.
- Shorts, skirts, jumper, or skort length must follow the Fingertip rule. They must not be shorter than fingertip length when the arms are extended straight at the student's side with fingers extended.

Sweatshirts and sweaters:

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

Shoes:

- Only athletic shoes may be worn. Shoe colors and designs must not be a distraction. The Administration has the final say on whether a shoe becomes a distraction.

Socks & Tights:

- Socks must be of a solid color, matching the school's uniform colors—white, black, navy blue, or grey.
- Tights must be of a solid color: navy, 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 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

Chapel Dress:

- Gold polo with embroidered logo
- Navy bottoms (boys: pants or shorts, girls: navy cheer skirt)
- Navy socks
- Dark shoes

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 **under** 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 (i.e. yoga pants, jeggings, etc.).
- 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 the 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 the 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

Kindergarten – 5th Grade

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

Grade 6

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
- Four encore classes (1 quarter each)

Grade 7

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
- four encore classes (1 quarter each)

Grade 8

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
- four encore classes (1 quarter 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 FACTS Family Portal at the end of each quarter. Progress reports will be issued through FACTS Family Portal approximately halfway 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 FACTS Family Portal. Teachers will update FACTS Family Portal 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 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 makeup 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 a 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 Head of School. 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 at 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 school year at the request of a parent, teacher, or administrator. Conferences should be scheduled before school, after school, or during an off-period only. On occasion, a phone conference may be 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. All field trips, with the exception of the 7-8 grade week-long trip, are included in the cost of tuition. Students not going on these class trips **will remain at home and may need to complete alternate assignments** in lieu of the trip.

Field Trip Parent Volunteer Chaperones: Occasionally, parents will volunteer to join students for off-campus field trips. The number of volunteer chaperones may be limited per trip. They will typically transport students in their personal vehicles, but may also use the school vans once they are added to the school's insurance policy. These adults will be responsible to pay their own admission, parking, and other vehicle expenses. These volunteers are a blessing to the class and are greatly appreciated by all.

All adults transporting students must have current insurance forms on file with the school.

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.

MAPS Growth Assessment

MAPS Growth Assessment (MAPS) testing will be administered twice a year (beginning and end of the school year) to every student in grades K-2 and 3 times a year (beginning, middle, and the end of the school year) to every student in grades 3-8. This provides both parents and teachers with an evaluation of the student's general achievements, as well as strengths and areas of needed improvement. This also provides students with an opportunity to see their strengths, and areas of potential improvement, and make goals specific to their learning. At Bethany Christian School, achievement tests are used as a tool for meeting each child's individual needs.

It is extremely important that each student is present when MAPS tests are administered. 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 each teacher and will be passed along to students and parents as they become available. Parents who wish to review their child's scores with the teacher/Head of School may do so by contacting the teacher directly or 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 that 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.

Awards

Teachers may give "Head, Heart, Hand" 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 demonstrates 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 extracurricular 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 Head of School.

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

- The Head of School's List: To be eligible, the student must have straight A's: (any combination of A-, A, A+) regardless of GPA
- The Honor Roll: To be eligible, the student must have a B average (grade point average of 3.50 or above) (Recommend making this 3.50 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.)

Bethany Church of Sierra Madre presents the Bethany Church Discipleship Award to an eighth-grade graduate at graduation.

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 in a class with their teacher. Special chapels may be held for special occasions. Parents are always welcome to attend chapel.

Head, Heart, Hands Awards

Each month a Head, Heart, Hand Award will be presented to students in K-5th grade chapel and middle school chapel (6-8). This award is to recognize one student in each grade level for being a diligent learner (not necessarily straight A's)-Head, demonstrating Christ-like character-Heart, and serving others-Hand. These awards are an opportunity for teachers to acknowledge a specific student who is displaying these qualities in the class. These awards are meant to encourage students to strive for these ideals; as a result, not every student will receive this award.

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 the 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 K-5 Chapel and in the classroom for study, quotation, and memorization. The English Standard Version (ESV) is the Bible translation normally used in 6-8 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 God's truth to everyday subjects and situations, as well as understanding the Biblical basis for proper decision-making.

Christian Worldview

All subjects are taught from a Christian worldview, regardless of the subject matter or the curriculum used. While other worldviews 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 pages 12-15).

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.

LIONSGATE EXTENDED CHILDCARE PROGRAM

The LionsGate 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 to allow students to do their homework. All school rules apply during Extended Day.

LionsGate Extended Childcare Program is available before school from 7:00 am to 8:00 am and after school from dismissal (12:00 pm, 2:00 pm, or 3:00 pm) to 6:00 pm. Please contact the school office for current fees for this program.

No child may be on campus without supervision. Students who arrive before 8:00 am or remain on campus after 3:15 pm on Mondays, Tuesdays, Thursdays, and Fridays (or 2:15 pm on Wednesdays), will be checked into LionsGate and fees incurred.

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

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

After school, students enrolled in the LionsGate Extended Childcare Program will be signed in at the after-school line-up. Any student not picked up by 3:15 pm will be signed into the LionsGate Extended Childcare Program and parents will be billed at a rate of \$3.20 for any

portion of a one-quarter hour, per child. Students are to be picked up no later than 6:00 pm. Any student remaining after 6:00 pm will be billed \$1.00 per minute per student. Parents who are late picking up their student(s) may lose Extended Childcare privileges.

If anyone other than a parent is to pick up the student, their name must be listed as an Emergency Contact or Authorized Pick Up on FACTS Family Portal, or the student will not be released. Pick Up status is required for electronic check-in and out of students. Identification is required.

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

All children in the LionsGate Extended Childcare Program (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 the LionsGate Extended Childcare Program

- **Flat-Rate Program.** This is for students who will be in LionsGate on a regular basis. It is a monthly fee, payable through FACTS Family Portal, and includes every regularly scheduled school day. There is a flat rate plan for the morning only, afternoon only, both morning and afternoon, or the “early release” plan. Families must enroll in advance for this option and arrange for payment options. A *Flat-Rate LionsGate Extended Day Program Registration Form* is attached for your convenience.
- **Pay As You Go/Incidental.** Families are billed at \$12.80 per hour per student, billed in 15-minute increments (e.g., 15 minutes, \$3.20). Any regularly enrolled student may use LionsGate for childcare services without reservation. (However, it is helpful to let the school office know in order to alert the child that they will not be picked up at the normal pickup time; but if not, know that your child will be automatically enrolled and cared for until you arrive to pick them up.)

FOOD SERVICES

Lunch Program

Bethany Christian has partnered with Only Place in Town to provide a secure, fast, and easy-to-use online ordering system that allows you to view our lunch menu, order, prepay, and manage student lunches from your smartphone, tablet, or computer.

- Go To: orgsonline.com – to register (please bookmark this page)
- Click on “Create NEW Account”: School code is: 490BCSCA
- Enter information and click Submit
- Enter information for your students, Add Profile, and be sure to select your student’s correct grade. Repeat for any additional students
- Click I’m Done and Sign In
- Click “Lunch Order”
- Click “Place Order” when you have made selections
- Click on the “Pay Now” link and review
- If you are ready, click the “Pay Now” button. A \$4.50 Convenience Fee will appear when you view the total amount due. (Note: The Convenience Fee helps cover processing fees charged to the lunch program.)
- Cancellations: Cancellations can be made up until 9 am on the day of absence for full credit. After 9:00 am, cancellations are not available. To cancel a lunch, go to enter new lunch order, and select the form for the month in which you would like to cancel. Simply deselect the lunch/day you wish to cancel and the system will automatically apply the credit.

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 through FACTS SIS (formerly known as 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

At this time, a morning snack program for grades K-8 is unavailable. 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/SCHOOL COMPUTERS

Student use of the school library and school computers is a privilege. Students may lose their library and/or computer privileges by not maintaining proper behavior standards. All classes in grades K-5 are assigned weekly library times. The library and/or computers are 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 school library.

Internet Acceptable Use Policy

Students at Bethany Christian School have the opportunity to use computers with internet access in the library and in their classrooms. This is an excellent opportunity for the students to conduct research.

While this opportunity is invaluable, there are potential risks to 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 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, and GoGuardian software.

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, this includes AI-generated work.

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
- 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 for **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, including social media
- 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 the 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 them on the computer.

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

School personnel may deny a 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.

Teachers and the librarian may have students sign in (with their individual accounts) and use the following websites/online services: FACTS, Google Classroom, Google Suite for Education, Renaissance Learning (STAR/AR), IXL, ABCya, Learning Without Tears, Youtube (educational videos), Readworks, ReadTheory.org, Quill.org, Flipgrid, Quizlet, Kahoot, and Screencast-o-matic

Shadow Policy

Shadows shall fill out the "Shadow Emergency & Contact Form" at the beginning of each school year.

Shadows are expected to provide/prove that they have their own liability insurance.

Supervisor/Oversight observes and provides regular feedback to the shadow.

- An observation schedule will be developed at the beginning of each year with the family/supervisor and classroom teacher with approval by the administration.
- A scope of work, duties, and/or expectations should be provided to the school in order to facilitate an effective partnership.

The Shadow shall abide by the following expectations:

1. Shadows shall check in and check out with the office every day that they are on campus.
2. While on campus, all shadows are expected to abide by the policies and procedures of the school and defer to school personnel (aides, office staff, teachers, and administration) if/when situations arise. This includes, but is not limited to the standards that we expect of our staff. For example:
 - Dress code
 - Language usage
 - The topic of Conversation (i.e. in line with Christian values)

Shadows are there to support their student in the assigned and agreed-upon manner.

Shadows, faculty/staff, and other students should avoid any behavior that would distract them from their assigned duties. This may include, but is not limited to:

- Shadows are not classroom aides for the teacher and shall not be expected to complete classroom tasks.

- Outside of facilitating social interactions at the appropriate times, Shadows should not be socializing with students. I.e. playing games with other students without their student, participating in group activities without their student, etc.

In the classroom setting, teachers are the authority.

Shadows are not there to discipline students; However, they should step in for safety concerns and to stop a disruptive situation from developing until a BCS employee is able to intercede.

- Any situation between students shall be handed off to an appropriate BCS employee.
- If a Shadow has a concern, they shall bring the concern to either the classroom teacher, their supervisor, and/or their student’s parent so that it can be addressed in a timely manner.
- Shadows shall not address the concern with other students/parents directly.

Phone Usage:

- Shadows may not take pictures of students without the written consent of the parent.
- Shadows may not show students images, videos, audio, etc. on their phones.
- Shadows shall limit phone usage to their breaks and lunch.

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.

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 for students to participate in sports activities. The contract states the expectations of students and parents. Please contact the athletic director for more information. The availability of sports depend on student interest and coach availability.

Sports Typically Offered through the Foothill Sports League

- Boys Flag Football (fall)
- Girls Volleyball (fall)
- Girls and Boys Basketball (winter)
- Spring sports may also be available depending on the league's decision and coach availability

k-5 Classroom Party Guidelines (for Birthdays and Seasons)

Classroom parties at BCS have a specific purpose. The classroom party is an opportunity to honor and to celebrate an individual or a special season. The goal is for each member of the group to acknowledge and celebrate the life of an individual (as in a birthday party) or the special season of the year (which, for Christian holidays, has a Person to honor, as well.)

General Guidelines

Scheduling. All celebrations must be arranged in advance. The teacher determines the day and time of day, generally at the end of the school day. Parents need to arrange with the classroom teacher for birthday celebrations. Room parents will arrange with the classroom teacher for seasonal parties (Harvest, Christmas, Valentine's Day, Easter, and End-of-Year).

Time Frame. All classroom celebrations have a time limit. Birthday celebrations are limited to 15 minutes. Seasonal parties may last longer and may include a special learning or creative activity related to the season.

Student Behavior. A classroom party is a teaching opportunity on social behavior. While parents may plan and facilitate the party, the classroom teacher is responsible to ensure appropriate student behavior. Behavior expectations for social conduct must be clearly taught to students before the event and reinforced throughout.

Food and Paper Goods. Celebrations often include food and the utensils needed to eat it.

Note: It is essential to be aware of food allergies that can cause anaphylactic responses (peanuts, eggs, etc.).

For birthday parties, food must be limited to one snack item (cookie, cupcake, etc.) and beverage (water, or low sugar beverage, is preferred), along with the appropriate paper goods (napkins, paper plates, utensils, etc.). Non-food options can be considered, as well (small book, craft activity, etc.).

For seasonal parties, room parents may organize a reasonable assortment of seasonal foods and beverages, along with the appropriate paper goods (napkins, paper plates, utensils, etc.). If the party is scheduled to occur in conjunction with the noon meal, the food may be more substantial than a morning or afternoon party would warrant. Contact the room parent for more information.

Note: Meal events must be planned and announced the month before so that families know not to order hot lunches for that day.

Gifts. Celebrations often include gifts (especially Christmas and birthday celebrations). The following policies will guide these situations:

The purpose of the classroom **birthday party** is to celebrate the life of an individual student. The student whose birthday is being celebrated may bring a food item (see above) to share with the class. No individual party gift bags or treats (beyond the snack item) are to be provided. While these may seem to be viewed as “hospitality,” they can create unwarranted expectations for other students and their families.

For **seasonal parties** in which gift-giving is traditionally involved (e.g. Christmas), each student should have the opportunity to give so that the focus is on giving and not receiving. **Therefore, no individual party bags or treats are to be provided.** Classes may, with teacher approval and input, participate in a gift exchange (e.g., Secret Santa, White Elephant, etc.) with a clearly communicated price limitation. (Teachers need to ensure that an extra gift is on hand in the event a student forgets their gift on the day.) Or, the class may choose to give to a specific project or community service organization.

Housekeeping Items.

Candles. No lit candles! The fire code does not permit open flames in classrooms. (You can have candles on a cake, but no flame.)

Entertainment. Due to the purpose and time frame for classroom parties, it is not appropriate to provide special entertainment for birthday celebrations. Seasonal parties might include a read-aloud story or short program of singing and skits that include the students, but no outside entertainment.

Outside Party Invitations. Occasionally, parents ask to distribute invitations to students for parties/celebrations outside the school. The following guidelines apply:

- Invitations may **ONLY** be distributed at school if the **entire** class is invited to the event (all boys **and** all girls).
- If only certain class members are being invited (e.g., just the boys or just the girls), those students/parents must be contacted 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 Head of School/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 Head of School.

Disciplinary consequences can include, but are not limited to:

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

Peacemaker Plan

All students at Bethany Christian School are trained in and should use the *Peacemaker Plan*. Lions are Peacemakers...It takes courage to be a peacemaker!

1. One on One: Jesus said, "If your brother sins against you, go and show him his fault, *just between the two of you.*"
2. Eye to Eye: Look each other in the eyes. It shows *respect and concern* for the other person.
3. Speak with Kindness: *With a gentle voice, share your feelings.* For example, "I don't like it when you say that. It makes me feel. _____."
4. Listen with Compassion: Try to *hear and understand* how the other person feels about what happened.
5. Respond in Love: *Admit when you are wrong; forgive when you are right.* For example, "I was wrong to do that." Or, "I forgive you."
6. Ask for Help: If you feel you still can't work out your problem, or if the issue is too big for you to handle, ask for help from an adult. *Don't just ignore the problem!*

Therefore each of you must put off falsehood and speak truthfully to your neighbor, for we are all members of one body "In your anger do not sin": Do not let the sun go down while you are still angry, and do not give the devil a foothold. Ephesians 4:25-27.

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:

In all settings, 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 the 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.
- Keep hands and feet to themselves.
- Walk and talk in a normal voice.
- Be on task.
- Keep the school clean.
- Do the best they can.
- Treat others the way that they would like to be treated.
 - Use of kind words and actions.

During arrival and dismissal, students should always,

- Stay in assigned areas.
- Maintain physical space while moving.
- Be on time.
- Listen to and follow the directions of adults.
- Listen for their names during pickup.

While in the courtyard/eating lunch, students should always,

- Walk to the lunch line.
- Keep their hands to themselves.
- Stay seated at the first table selected.
 - Do not switch tables throughout the meal.
- Remain seated until excused.
- Walk to and from the playground.
- Use good table manners.
- Eat their own food.
- Keep their food on a tray or wrapping.
- Use a normal talking voice.
- Keep their table area clean.
- Put their trash in the trash bins.

While on the playground, students should always,

- Use equipment properly.
- Follow all equipment rules.
- Stand still when the 1st whistle blows.

- Walk to their line when the 2nd whistle blows.
- Play available activities.
- Put equipment back in place.
- Pick up all personal items.
- Listen to and follow the directions of adults.

During chapels and assemblies, students should always,

- Keep hands and feet to themselves.
- Watch their teacher for directions.
- Stand or sit quietly or sit flat on the floor.
- Listen and watch with voices & hands off.
- Use robust applause to congratulate and acknowledge people.
- Sit in one spot in their assigned area.

During bus and transportation, students should always,

- Sit and stay in their assigned seat as soon as they board the bus, car, or van.
- Use quiet whisper voices.
- Follow the driver's directions at all times.
- Keep the bus, van, or car clean.
- Keep food and drink in their backpack.
- Be kind to the bus driver, students, and staff.
- Leave with all their belongings.
- Follow the directions of the teacher/adult.

While using the restroom, students should always,

- Keep water in the sink.
- Wash hands before leaving the bathroom.
- Put used towels in the trash can.
- Give people privacy.
- Wipe the sink with their paper towel before throwing it away.
- Use the fixtures carefully.
- Flush the toilet when finished using it.
- Inform an adult if the restroom is not clean.

During an emergency/fire, students should always,

- Walk to and from the assembly area
- Do not crowd or push others.
- Move quickly and safely.
- Listen without talking.
- Follow the directions of the teacher or adult.

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

Disciplinary Procedures

The following disciplinary procedures may be implemented at any point and the step taken is solely up to the discretion of the school/administration. Should a cycle of behavior be identified, each step will be evaluated at the end of a two-four week period, as determined by the school/administration. At the end of each period, a determination will be made to return to the previous step, stay at the current step, or progress to the next step. Steps may be skipped should it be deemed necessary by the school/administration:

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

- Disciplinary consequences may include but are not limited to:
 - The student will be assigned a Behavioral Plan
 - Loss of privileges (including enrichments)

- Note
- Campus clean-up (if related to the incident)
- Parent notification

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

- Disciplinary consequences may include but are not limited to:
 - Those listed above
 - Visit with an Administrator
 - Conference with the parent, teacher and/or administrator, and student
 - Probation (the probation period will be determined by the administrator).
 - Student Behavioral Contract created and implemented.

Step Three: 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.
 - Extended Suspension with a recommendation for Expulsion.
 - 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

Termination of Contract/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/plan, 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 the school board with a 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 7:00 am-6:00 pm. 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. Do not prop gates open and close any that you see propped open. Let staff know if a gate is unlocked or propped open. The administration reserves the right to ask anybody to leave for any reason.

Classroom Observation by Parents

Parents are welcome to observe in their student's classrooms. 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 check that the information in FACTS is accurate, this includes the name and phone number of the primary doctor 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 FACTS Family Portal.

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 Head of School 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 the former residence was out of state)
- Emergency Information

Grades 2 - 8

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

VACCINE	4-6 YEAR OLD Elementary School at transitional-Kindergarten/ Kindergarten and Above	7-17 YEARS OLD Elementary or Secondary School	7TH GRADE
Polio (OPV or IPV)	4 doses (3 doses is alright if one was given on or after 4th birthday)	4 doses (3 doses is alright if one was given on or after 2nd birthday)	
Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, or Tdap)	5 doses of DTaP, DTP, or DT (3 doses is alright if one was given on or after 4th birthday)	4 doses of DTaP, DTP, DT, Tdap, or Td (3 doses is alright if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/DTP given on or after 7th birthday for all 7th-12 graders.)	1 dose of Tdap (Or DTP/DTaP give on or after the 7th birthday)
Measles, Mumps, and Rubella (MMR or MMR-V)	2 doses (Both doses given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)	1 dose (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)	2 doses of MMR or any measles-containing vaccine (Both doses given on or after 1st birthday)
Hepatitis B (Hep B or HBV)	3 doses		
Varicella (chickenpox, VAR, MMR-V or VZV)	1 dose	1 dose for ages 7-12 2 doses for ages 13-17	

There is only one type of exemption allowed by the California School Immunization Law. A child may be exempt because of a medical condition. If so, a statement signed by a doctor must be presented stating the medical problem, which immunizations the child cannot receive, and if the medical problem

is temporary or permanent. The school will keep this statement in its files. As of January 1, 2016 personal belief exemptions are no longer accepted. If the child is exempt and there is a disease outbreak, the school may be ordered by the Health Department to temporarily exclude the child for his protection.

Another requirement states that a student must have a health check-up sometime within the 18 months before he enters first grade. This is a child Health and Disability Prevention requirement.

All elementary students who have NEVER attended a California school must present written evidence of a Mantoux (PPD) skin test. Multiple puncture tests are not acceptable.

All kindergarten students must have had the test given within 1 year prior to school entry. A chest x-ray instead of a skin test is not acceptable unless the physician medically waives the skin test. Students with history of Bacillus Calmette-Guerin vaccine must have a skin test unless the physician certifies in writing that the child is free of communicable tuberculosis.

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 a rash. The child is contagious when they have the fever. The face can look as though it has received a hard slap on the cheeks. The 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 the head, rash-like appearance around ears and neck.
Incubation: 3-week cycle

Isolation: The 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 the 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

Symptoms: Perianal itching, insomnia, irritability, teeth grinding and restlessness

Incubation: 1-2 months

Isolation: After receiving the first treatment. See doctor.

Pink Eye

Symptoms: Pink coloration of eyes, swollen eyelids, matted eyes, and sticky discharge from eyes.

Incubation: 4 days

Isolation: 4 days

Pneumonia

Symptoms: fever, cough, chills, fast breathing, breathing with grunting or wheezing sounds, working hard to breathe, vomiting, chest pain, belly pain, being less active, and loss of appetite

Incubation: 1-3 days

Isolation: 48 hours after starting antibiotics. See doctor.

Ringworm

Symptoms: Raised, round ring-shaped, red, and itchy

Incubation: 10-14 days

Isolation: If the sore is treated and kept covered child may attend school

Scabies

Symptoms: Intense itching, itchy rash, tiny blisters, and scales.

Incubation: 4-8 weeks

Isolation: After treatment has begun. See doctor.

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

Symptoms: The initial stage is characterized by a runny nose, sneezing, low-grade

fever, and a mild cough. The second stage begins with bursts of numerous, rapid coughs followed by a characteristic, long, high-pitched inspiratory whoop.

Incubation: 6 – 21 days, usually 7 – 10 days
Isolation: Until 5 days after appropriate treatment (antibiotic)

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 a 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 Pick-Up list in FACTS. 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, 8:00 am-3:00 pm, 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 iPads, iWatch, tablets & 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 in their lockers and turned off. **All 6th-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 phones 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 pg. 38 (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 school 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 airbag.

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.

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.

Parent-Teacher Fellowship Fundraisers

Fundraising activities sponsored by the PTF include events that are hospitality focused. This may include the In-N-Out Truck, Silent Auction, Family Fun Night, and other similar events. The purpose of these fundraisers is to help fund community building and hospitality activities.

Annual Fund

The Annual Fund is for the purpose of raising funds for programs that benefit the whole school, such as capital improvements, physical education equipment, special books, and classroom equipment. This fundraising activity provides an opportunity for your family to have a part in the improvement of the school. It is expected that every family will participate in the Annual Fund.