



**Bethel Christian School
Parent/Student Handbook
2018 – 2019**

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Welcome to Bethel Christian School!

It is our joy and privilege to partner with you for your child's education! BCS provides a warm and structured learning environment with the priorities of safety, academic excellence, and whole-child character development. Our goal is to equip each student in our care to navigate the challenges he or she will face in the future.

School and Office Hours

School Hours:

Toddler – Pre-Kindergarten (half-day)	_	8:30 – 12:15
Preschool – 3 rd (regular day)	_____	8:30 – 3:00
4 th – 6 th	_____	8:30 – 3:15
7 th – 8 th	_____	8:10 – 2:50

Minimum Day School Hours:

Toddler – 3 rd	_____	8:30 – 12:00
4 th – 6 th	_____	8:30 – 12:15
7 th – 8 th	_____	8:10 – 12:25

Extended Care Hours:

Preschool – 6 th (before school)	_____	6:00 – 8:00 a.m.
	(after school) _____	3:30 – 6:00 p.m.
7 th – 8 th (before school)	_____	7:30 – 8:00 a.m.
	(after school) _____	3:30 – 5:00 p.m.

Library Hours (subject to change):

Monday – Friday _____ 8:00 – 11:30 a.m.; 12:30 a.m. – 4:00 p.m.

School Office Hours:

Monday – Friday _____ 8:00 a.m. – 4:30 p.m.

School Holidays

Labor Day	Martin Luther King, Jr., Day
Veterans Day	Presidents' Day
Thanksgiving Week	Good Friday
Christmas Break (2 weeks)	Easter Break (week after Easter)
New Year's Eve	Memorial Day
New Year's Day	Independence Day

*See school calendar for exact dates.

Accreditation

Bethel Christian School is accredited with Association of Christian Schools International (ACSI) and Western Association of Schools and Colleges (WASC). All teachers maintain ACSI accreditation by completing regular professional development courses.

BCS Distinctives

Academic Excellence

Our academic program supports the development of core knowledge and relevant skills for success. Smaller class sizes facilitate the balance between challenging gifted students and providing pathways to success for students who are struggling, with greater individual attention and teacher accessibility.

Safe Environment

Your children's safety and security are our priority. We continually consider ways to enhance the safety of our closed campus and to streamline procedures to keep our students as safe and secure as possible.

Christian Values

Our teachers are Christians who value the God-given uniqueness of each child. Instruction and guidance integrate a distinctively Christian worldview and emphasizes the development of such character traits as a heart for service, a strong work ethic, discernment, social graces, emotional resilience, and firmly-rooted faith.

Structure and Discipline

Our policies and rules exist to maintain a safe, productive and respectful environment in which all students can learn and thrive.

Statement of Faith

1. We believe in the only true God. We believe that the Godhead eternally exists in three persons: the Father, the Son, and the Holy Spirit. (John 17:3; Matthew 28:19-20)
2. We believe in the total deity of the Lord Jesus Christ. We believe He is the manifestation of God in the flesh. We believe He was born of the virgin Mary. (John 1:1, 14, 18; John 14:8-9; 1 Timothy 3:16)
3. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ during this age. The Holy Spirit guides the Christian and convicts him or her of sin, of all that is not pleasing to God. (Romans 8:9-17; John 14:26; 16:7-8, 13-14)
4. We believe the Scriptures of the Old and New Testaments are inspired of God and inerrant in the original writings. They are of supreme and final authority in all matters of faith and life. We do not believe that God revealed Himself in any writings other than the Holy Bible. (2 Timothy 3:16; 2 Peter 1:21)
5. We believe that man was created in innocence under the law of God, but through the sin of Adam and Eve, every person became enslaved to sin. We believe that every person is totally trapped in sin and needs a Savior. There is a penalty for sin, and that penalty is death and separation from God. (Genesis 3:1-6; Romans 3:10-19; Romans 1:18, 32)
6. We believe that the Lord Jesus Christ died on the cross as our substitute to enable forgiveness for our sins. We believe that all who repent of their sins and, by faith, receive Him as their personal Savior are considered clean and acceptable by God through Jesus' blood shed on the cross. (Romans 5:8; 10:9-10; John 3:16; John 1:12; Ephesians 2:1-10)
7. We believe that Jesus was resurrected three days after dying on the cross, and ascended into heaven. He is presently in heaven as our high priest and advocate. (Romans 8:34; 1 Corinthians 15:3-8)

Philosophy of Education

At Bethel Christian School, we are committed to providing

- A strong academic program targeted for high achievement, with a low student-to-teacher ratio
- A safe and structured environment in which all students can learn, thrive and be supported
- An emphasis on developing competencies in the core areas of reading, writing, math, science, and technology
- An overall program that emphasizes excellence in written and verbal communication, critical thinking, and interpersonal skills
- A comprehensive enrichment program that includes computer technology, visual and performing arts, Bible instruction, and athletic opportunities
- A distinctly Christian culture that places a high value on truth and on each individual, young or old
- A family environment that fosters communication, cooperation, and warmth

Sponsorship

Bethel Christian School is a ministry of and governed by Bethel Baptist Church of Lancaster, CA. Bethel Baptist Church shares its facilities with the school. The school's immediate supervision and basic policies are determined by the Elder School Council and carried out by the school's administration.

BCS students and families are not required to attend church or adhere to our statement of faith in order to attend the school. Rather, BCS is open to all students who wish to attend, agree to adhere to our policies, and meet academic qualifications. However, we do encourage our students and their families to make church attendance a priority in their spiritual lives, and we extend a warm welcome to our Sunday worship service at Bethel Baptist Church if you do not already have church home.

Admission Policies and Procedures

Enrollment Procedures

- Step 1:** Submit completed application along with registration fee, immunization records, birth certificate, and latest academic records. Class(es) will only be assigned after all immunizations are up to date and records are submitted.
- Step 2:** Prospective students may be required to take a placement test, at the administrator's discretion. All newly enrolled students entering Kindergarten (K-5) will take an assessment test to determine readiness.
- Step 3:** Schedule an enrollment interview with BCS administration, parent(s)/guardian(s), and the prospective student.
- Step 4:** Purchase textbooks and pay tuition. A start date is set.

Enrollment Policies

Non-Discrimination Policy

Bethel Christian School students and parents receive equal treatment and access to services, without regard to race, color, national origin, or religion.

New Students

All new students are admitted on a three-month probationary basis. During this period, a student who is unable to meet academic or behavioral standards may be asked to withdraw, at the discretion of the administration.

Kindergarten Age Requirement

Students entering Kindergarten must be five years old by September 1st. Students with a later birthday may enter the Pre-Kindergarten program. A birth certificate or valid proof of age must be produced at the time of registration.

Records

For students transferring to or from another school, permanent cumulative file records are sent school-to-school rather than being released to parents. However, parents do have the right to review these records and challenge their contents.

Previously Expelled Students

Students previously expelled from BCS may reapply after one year (plus the balance of the school year during which the student was expelled from BCS) of acceptable conduct at another school. Such applicants are not guaranteed re-admission. Each student will be evaluated on an individual basis.

Health and Immunization Policy

Students entering Preschool through 1st grade are required to have a physical examination on record at BCS prior to the first day of school. Additionally, state law requires that students newly enrolled in any California school must have received the following immunizations:

- DPT (diphtheria, pertussis/whooping cough, tetanus)
- Polio
- MMR (measles, mumps, rubella)
- Hepatitis B
- Varicella (if student has not had chicken pox)
- Mantoux tuberculosis examination (entering Preschool and children from out of state)

The only exception to the above requirement is as follows: Family physician recommends against immunization for a medical reason, as verified by a physician-signed statement along with the physician's report.

California law requires all students entering 7th grade to have a Tdap booster. If a student does not comply with the state law, he or she will not be able to register or attend school until the requirements are met. All out-of-state students are required to have written documentation of a completed Mantoux tuberculosis examination upon enrollment.

Financial Policies

School finances are handled by the Business Office staff under the direction of the Accounting Manager. Our Business Office staff members are happy to help you with questions regarding tuition billing, school fees, payments, and clarifying monthly statements. You may also request an account history statement or additional information about any charge, payment or credit. Please do not hesitate to contact any member of the Business Office staff with any questions you may have.

Registration Fee

New and returning students must submit the registration form and pay the registration fee each year. The parent's tuition account must be current before registration for the new school year will be accepted. Returning students are students who are currently enrolled in BCS. Former students returning to BCS from another school are considered new students. The registration fee is non-refundable.

Textbook/Workbook Purchase, Rental, and Buyback

Elementary Textbooks/Workbooks

Elementary textbooks are purchased in the library. The total cost of textbooks must be paid at the time of purchase. A limited number of used textbooks may be available at a reduced price. At the end of the school year, the school may buy back used elementary books in good condition at a discounted price. Used books that are obsolete for the following school year will not be bought back. The school will not buy back any book which is considered unsuitable for resale.

Junior High Textbooks/Workbooks

Junior high textbooks are **rented** from the school. Consumable books (i.e., workbooks) are **purchased** in the library. Textbook rental fees will be billed to the tuition account in nine (9) monthly installments.

Tuition

General Tuition Policies

An annual tuition contract is included in the registration packet and must be signed for each family. Tuition may be billed under a 9-month or 11-month plan. By signing the tuition contract, each family is agreeing to accept financial responsibility for tuition and other school-related charges. If the family arranges payments by a third party such as a relative, ex-spouse, or government agency (CCRC), the family will still be responsible for any charges not paid by the third party. If tuition or other charges are to be allocated between ex-spouses or other individuals, a cost-sharing agreement may be signed to allow each party to be billed separately for his or her share of the costs. Monthly statements are mailed at the beginning of each month.

Tuition Payment Methods

Tuition payments may be made in cash or by check, money order, cashier's check, or certain major credit cards. Postdated checks are not accepted. Payments may also be made online via *Parents Web*, which may be accessed through the school's website. If a payment is made in cash, a receipt should be obtained from the school receptionist.

A locked payment drop-box is located between the main entrance doors of the office building. Parents may use this mail slot to deposit tuition payments if the office is closed; please do not deposit cash in this

drop-box. Payments placed in the drop-box after business hours will be credited to the relevant account on the following business day.

Tuition Due Dates and Late Charges

Tuition is due on the 1st of the month. Tuition payments are late if not received by the close of business on the 20th of the month. If the 20th of the month falls on a weekend or holiday, a payment made on the first business day following the weekend or holiday will not be considered late. Payments sent by mail must be received by the 20th of the month to avoid the late finance charge. The finance charge is based on charges due as of the 1st of the month which have not been paid by the close of business on the 20th of the month.

Exclusion Policy

If tuition is not paid by 4:30 p.m. on the last business day of the month, the student will be excluded from classroom attendance and school activities until the past due balance is paid. A student who is under exclusion should not be brought to school. However, the student may obtain homework assignments in order to keep up with schoolwork.

Tuition Adjustments for Absences

If a student is absent for an extended period of time due to illness, travel, or other reasons, tuition billing will not be waived.

Withdrawal

To withdraw a student, parents must complete the withdrawal form and submit it to the school office. Final billing adjustments will be made to the account based on the date of withdrawal. If the tuition account shows a credit balance after all final billing adjustments have been made, a refund will be given.

If a student enrolls or withdraws during the month, tuition will be prorated based on the number of weeks attended during that month. If a student withdraws and the tuition is billed under the 11-month plan, the billing will first be adjusted to the 9-month billing plan before the proration is applied.

Family Tuition Discount

A family discount is available for children in the same immediate family who are living in one household. Immediate family includes brothers, sisters, stepbrothers, stepsisters, foster brothers and foster sisters who are listed together on the same tuition contract, and of whom parents have legal custody/guardianship. In the case of blended families, the family discount applies if the parents/guardians have legal custody and are listing the children together on the same tuition contract.

Referral Credit

If a new student enrolls at BCS for the first time as a result of your recommendation, you will receive a referral credit after the new student has attended BCS for three months. This credit may be used to offset tuition and other charges, but will not be given in cash if unused.

Returned Checks

If a tuition check is returned due to non-sufficient funds (NSF) or is otherwise blocked from payment, an NSF check fee will be charged to the account. If a second NSF check is received, checks will no longer be accepted from the individual for the next 12 months.

Other Fees

Athletic Fees

Fees for athletic participation (e.g., team fees, uniform rental/purchase fees) are billed to the relevant tuition account. The sports authorization form must be signed by the parent and submitted to the coach or athletic director. Fees will not be refunded once team rosters have been determined, or if a student quits a team, is removed by the coach, or becomes ineligible due to a breach of academic or conduct standards. If uniforms or equipment issued to an athlete are lost or damaged, the parent's account will be charged for replacement costs.

Extended Care – Toddlers through 6th Grade

Staff will be onsite to supervise students from 6:00 a.m. - 6:00 p.m. on school days and days that childcare is offered. Students who arrive at school from 6:00 - 8:00 a.m. or are picked up from 3:30 - 6:00 p.m. must be supervised in the Extended Care program. All students in the Extended Care program must be signed in and out by an approved adult (i.e. on the pick-up list, identification required) each day. The hourly rate will be billed for the time logged and will be rounded by the quarter hour. There is a maximum childcare billing per child per month and a maximum billing per family per month to help families budget for childcare expenses.

Parents whose students are not picked up by 6:00 p.m. will be charged a late pick-up childcare rate. The late pickup hourly rate is billed and rounded up to the next 15 minutes. Preschool students in the half-day program must be picked up by 12:30 p.m. or this late pick-up childcare rate will be charged. Late pick-up fees are not covered under maximum billing per family for childcare.

Extended Care – Junior High

Regular morning drop-off time for 7th and 8th grade is from 7:30 - 8:00 a.m., and after school Extended Care for junior high is offered from 3:30 - 5:00 p.m.

Discipline Penalties

Tardiness disrupts the quality of education of all students, including those who are on time. We therefore strongly encourage families to make it a priority to be on time for school every day. A tardiness penalty will be charged to the tuition account if a student has more than one unexcused tardy per week.

A detention penalty is charged if a junior high school student is required to serve detention.

Library

Students may use the School Library for research or study. If a library book is returned after the due date, a library fine will be charged to the account. If a library book is not returned, the parent's account will be billed for the replacement cost of the book.

Lunch Program

Students may bring their own lunches each day. Lunches are also available for purchase from the school kitchen, with the exception of minimum days and child care days, when the kitchen will be closed.

Preschool and elementary lunches will be billed to the parent's tuition account. Junior high students may pay cash at the lunch counter or fill out an I.O.U. for the cost to be billed to the parent's account.

Music Lessons

Individual instrumental or vocal music lessons may be available at an additional charge. The annual cost for lessons is divided evenly and billed on a monthly basis. As a result, the monthly billing will not always coincide with the number of lessons given in the month. If a lesson is missed by the instructor, the lesson can be rescheduled by the instructor. There is no refund for lessons missed by the student. If a student wishes to withdraw from music lessons, a withdrawal form must be submitted to the school office.

Tutoring and Enrichment Programs

Tutoring is available to assist students who need academic assistance, and enrichment programs are available for students who wish to expand their education in a variety of areas. A tutoring schedule or enrichment class can be arranged for the student. The tutoring fees will be billed to the parent's account. The enrichment class fee must be paid at the time of registration for the class. If a student misses a tutoring session or enrichment class, there is no refund. If the instructor misses a tutoring session or enrichment class, a make-up session or class will be scheduled. If the instructor does not make up the missed session or class time, there will be no charge for that session.

Yearbook

The cost of the annual yearbook is included in the tuition. One yearbook will be provided to each student.

Gifts and Donations

Bethel Christian School is a ministry of Bethel Baptist Church, a not-for-profit organization exempt from income tax under IRS code section 501(c).

The school strives to keep tuition and other fees as affordable as possible. Gifts and donations, whether in cash, goods, or services, are greatly appreciated. If an individual wishes to give a gift to the school, we may suggest gifts toward needs such as computer equipment, audio/visual equipment, library books, science lab equipment, sports equipment, the scholarship fund, or donations toward the purchase of major capital improvements.

Please contact the principal or the accounting manager for more details. Tax donation receipts will be provided, in accordance with Internal Revenue Service guidelines.

Scholarships and Financial Aid

Information about the Scholarship and Financial Aid Program is available at the school website. The paper portion of the application is also available at the school office. The Scholarship and Financial Aid Program is administered by the Scholarship Committee.

Harassment Policy

Bethel Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. BCS is prepared to take action to prevent and/or respond to any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion, as well as legal action as appropriate.

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct, and may also be sexual in nature. Some examples of unwelcome conduct could include the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs or jokes;
6. 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;
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Definition of sexual harassment: "Sexual harassment" means unwelcome sexual advances. Requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, might be considered sexual harassment under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as a basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through this school.

Employee-student sexual harassment is strictly prohibited. Student-student sexual harassment is also strictly prohibited.

If you feel that you have been subjected to conduct of a harassing nature, please promptly report the matter to one of the designated school officials in the office. Individuals who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the designated school officials in the office. All complaints will be promptly investigated.

Confidentiality: Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate law enforcement officials if the circumstances warrant.

Protection against retaliation: It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Schoolwide Standards

*Start children off on the way they should go,
and even when they are old they will not turn from it.*

~ Proverbs 22:6

Training involves correction as well as instruction, and is designed to guard our moral, mental, emotional, physical and spiritual welfare. The primary responsibility for discipline belongs to a child's parents. However, BCS also has a responsibility to guard the wellbeing of students through appropriate correction and discipline, which has four components:

1. An attitude of love, with the aim of restoration
2. Consistency and equitability
3. Provision of natural consequences whenever possible, to foster wise decision-making
4. Timeliness

Respect for Adults

Students are expected to maintain an attitude of respect towards adults, addressing them with the appropriate title (i.e., Ms., Mrs., Mr., Dr., etc.) as indicated by the adult.

Students should be prepared to follow reasonable directions given them by adults employed by the school.

The teacher has authority in the classroom to assign appropriate discipline or instruction and/or to refer students to the office for improper conduct.

Property Damage or Vandalism

Students are expected to respect BCS property, buildings and grounds by cleaning up after themselves, not littering, etc.

If a student damages or vandalizes facilities, his or her parents will be held financially responsible for restoration or replacement.

Special Assemblies and Chapels

Each student is to show respect for speakers and give them his or her undivided attention. Respect is to be shown during prayer and the pledge at all times.

Personal Property

All personal property should be clearly marked with the owner's name. Students are to respect one another's property. Stealing and defacing items belonging to others will not be tolerated. Any student destroying another's property will be held responsible for replacing any items damaged.

Physical Contact

There is to be no physical contact of any kind between students. Fighting, wrestling, etc., even in a joking manner, will not be tolerated. Outward displays of affection (hand-holding, hugging, kissing, etc.) are not appropriate conduct for school or school activities.

Dress Code

Our student dress code is an essential distinctive quality of the BCS academic culture, and wearing appropriate attire impacts and enhances the overall learning environment by:

1. Fostering a distinct and positive BCS appearance
2. Decreasing distractions
3. Increasing wardrobe equity
4. Supporting easy identification of visitors

This dress code is mandatory for all BCS students and is intended to improve safety, reduce discipline issues, and enhance the overall learning environment on our campus.

School attire may be purchased at local retailers or online (e.g., Target, Dillard's, JC Penney, Old Navy, Macy's, Ralph Lauren, Brooks Brothers, etc.). BCS logo attire may also be made available for order on a limited basis.

No dress code can cover all possibilities or anticipate every new fad and style. For this reason, the administration reserves the right to amend this dress code, to request that a student change attire, and to confiscate any objectionable items when deemed necessary.

General Standards for Student Appearance

- Students must be in uniform during school hours, except during special dress up or casual days as designated by the administration. Students must also adhere to the dress code while on field trips unless the administration approves otherwise. (Elementary students are required to wear a navy polo shirt on field trips.)
- Students must present a neat and clean appearance, with attire that is appropriate in size and fit and does not have holes or fraying.
- Regardless of gender, students must be dressed modestly (e.g., no exposed undergarments, sheer or revealing clothing, shirts off, etc.).
- Hair must be neatly groomed, a naturally occurring color, and worn in a moderate and gender-appropriate style.
- No hats are to be worn inside, with the exception of sporting events and by special permission.
- No visible tattoos or body piercing (e.g., tongue, lip, eyebrow, nose, etc.). Girls may have a maximum of two earrings per ear. Boys are not permitted to wear earrings at school.
- No gang-related attire or attire with obscene or questionable writing, symbols, or association.
- School attire is not required for evening or weekend activities (e.g., athletic or fine arts events, etc.) unless specified by the administration or an activity's supervisor. At such functions, students may wear modest and neat attire appropriate to the events (e.g., athletic pants, t-shirts and flip-flops at athletic events).
- The administration reserves the right to determine the appropriateness of any clothing item.

BCS Uniform

Pants, shorts, and skirts (girls) should be a uniform, chino style in one of three approved solid colors: beige, navy, or gray. They must not have cargo pockets. Uniform shorts and skirts may be no shorter than four inches above the knee, and girls who will be tumbling or going on playground equipment while wearing

skirts/dresses must wear tights or cartwheel shorts underneath. Athletic shorts, leggings, and denim (jeans) are not acceptable.

Shirts must be of a solid-colored polo style and must meet the standards of neatness and modesty. Girls may wear polo dresses that meet the length requirement.

Sweaters, sweatshirts and hooded sweatshirts must be of a solid color (without print), and must be worn as an exterior garment with a polo shirt underneath.

Closed-toe footwear such as dress or athletic shoes must be worn at all times, and must be neat and clean. Shower/beach/athletic sandals, flip flops, combat boots and high heels are not allowed.

Dress Code Violations

Parents have the responsibility to ensure that their students arrive at school wearing the proper attire. At school, the dress code will be enforced by classroom teachers, other staff members and administrators who will make the final decisions regarding dress code issues. If a student is out of dress code, a demerit/detention may be assigned. If a student violates the dress code policy in a manner that cannot be immediately corrected, parents will be required to bring appropriate attire to school, and the student may be excluded from class until he or she can change into dress code-approved attire.

Junior High Physical Education (PE) Uniforms

The PE uniform includes a pair of shorts and a shirt bearing the school logo. Please be sure to label both with your student's name. Students are to wear their uniforms to every PE class, and are responsible to keep them clean and in good condition. Lost or torn uniforms must be replaced at the students' expense.

Students failing to wear the complete uniform to class will receive a reduced grade for that class period. During the winter, when the high temperature for the day is forecast to be below 65 degrees F, students may wear blue or gray sweats. Sweats may not be substituted for PE uniforms **except for cold weather**.

Internet Use Policy

The Internet offers students a wide array of resources, but it is important to educate students about efficient, ethical, and appropriate use of these resources. Within the context of our mission statement as a school, the Internet may be used at school as appropriate to meet the goals of our curriculum. Specifically, students *may* have the opportunity to enhance their learning by:

1. Accessing a wealth of additional resources for reference and research
2. Consulting with experts in a variety of fields
3. Communicating with other students and individuals as relevant to studies
4. Learning to conduct searches, evaluate resources, and locate relevant material
5. Interacting with current primary sources

Internet access for students while at school is a privilege, not a right. All users of the Internet must agree to adhere to the following statements:

- I will strive to act in all situations with honesty, integrity, and respect for the rights of others
- I will follow all rules regarding Internet access, usage, and interaction with others
- I will strive to apply the principles of **Philippians 4:8**: “*Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.*”

Internet users will be held responsible for their online actions during school hours. Students are not permitted to access the Internet during school hours without the permission and supervision of a staff member.

At the beginning of each school year, all classes with access to the computer lab will receive training on Internet safety, appropriate online behavior and privacy protection. Unacceptable use of the network will result in the suspension or revoking of these privileges, and may result in additional disciplinary action being taken. The following are examples of unacceptable use:

- Cyberbullying or uttering threats
- Posting rude or inappropriate messages
- Posting information intended to be private, or personal communications/content without the author’s consent
- Plagiarism
- Invading the privacy of individuals, including reading others’ email or personal content without their permission, or accessing personal (non-public) pages on social media websites
- Vandalizing another user’s data
- Accessing non-approved public web pages on social media websites
- Participation in online chats with strangers
- Viewing inappropriate web sites, and/or sexually explicit or other morally questionable material
- Using an account owned by another user – with or without that user’s permission
- Wastefully using finite resources after being warned and instructed as to proper use
- Gaining unauthorized access to resources, including attempting to get around the censor ware installed on a computer with Internet access
- Degrading or disrupting the equipment or system performance. Any serious problems must be reported to the technology coordinator and not shared with other users.
- Downloading viruses or attempting to circumvent virus protection programs
- Violating the spirit of the BCS mission statement

Please report any unacceptable online behavior or unauthorized Internet use your child witnesses during school hours. BCS is not responsible for monitoring the Internet use of students outside of school. If you or your child witness or know of activity outside of school that grossly violates school standards or is otherwise concerning, it is your responsibility to contact the parent of the student directly. Threats against BCS and/or its students or agents will be immediately referred to the appropriate law enforcement.

Health, Safety, and Security

Illness or Incapacity

If there are any symptoms of illness or other indications that a student is not well enough for school, alternative arrangements must be made by the parent/guardian. A student with fever, vomiting, diarrhea, earache, persistent cough, red or itchy eyes, or yellow nasal discharge may not attend school.

If your child becomes ill at school, he or she will be isolated from other students. Parents will be contacted and pick-up arrangements should be made as soon as possible. The student may not return until the next school day at the earliest. Students must be fever-free for 24 hours before returning to school.

The following illnesses require exclusion from school: Chickenpox, Conjunctivitis (pink eye), Diphtheria, Impetigo, Meningitis, Mumps, Rubella (3-day measles), Rubella (10-day measles), Scabies, Strep Throat, Scarlet Fever, Whooping Cough (Pertussis). Upon adequate treatment or recovery from these illnesses, the student must produce written consent from either a physician or the county health department in order to return to school (except Chickenpox).

If a student is unable to participate in regular school activities for any medical reason, the school must be notified in writing by the attending physician, specifying the nature of the incapacity and the probable length of its duration.

Medications

Students needing occasional medications such as penicillin, Tylenol, etc., for colds, earaches and sore throats, should take those medications at home if possible. Medication taken three times a day can be given before school, after school and at bedtime.

All medications (prescription and non-prescription) to be administered at school must go through the school office.

BCS personnel administer over-the-counter medicines only when supplied by the parents and accompanied by a completed *Permission to Administer Medicine* form (available from school office). This form includes:

- Signed, written instructions from a physician, clearly detailing the method, amount and time schedule for administration;
- A signed note from the parent/guardian indicating the name of the student and requesting school personnel to administer medication according to the doctor's instructions

As the school does not have suitable provisions for refrigeration, only one day's dosage should be sent at a time. Alternatively, parents may come and administer medicine to their own children.

Accidents

If a student suffers an accident requiring medical attention, parents/guardians will be notified immediately. If they cannot be reached, persons listed on the emergency form will be notified. School policy requires that an accident report be completed in such an event and kept on file. BCS does **not** carry medical insurance for students.

Traffic Safety Procedures

Please observe the following rules and safety precautions:

- Follow the traffic pattern at all times
- Be alert for students crossing the driveways

- The speed limit on campus is 5 mph
- Do not stop in traffic lanes or in red zones, and always park in a parking space
- Always turn car engine off
- Always escort young students across the traffic lanes

In case of inclement weather (rain or snow), please pick up your student at the classroom at the departure time, unless otherwise notified. In such an event, please do not tie up the telephone lines by calling the school.

Items Not Allowed on Campus

For the safety of the students and staff, hazardous items (e.g., real or toy weapons, skateboards, roller blades), and items of a questionable moral nature (e.g., magazines, slogans, etc.) are not allowed on campus. Alcohol, tobacco and drugs are not allowed on campus at any time. Additionally, students may not bring gum on campus. Prior permission may be required for animals, magazines, show-and-tell items, etc.

Restricted Use Items

Electronic devices (e.g., mobile devices, video games, etc.) may not be used during school hours at any time. We encourage students to leave all such expensive items at home, as all electronic devices brought to school will be at the owner's risk. BCS assumes no responsibility for lost, broken, or stolen items.

Transportation

Student Bicycles

Junior high students (7th and 8th grade) may ride their bicycles to school with the permission of their parents. Riders must dismount upon entering the school grounds and walk their bicycles to the bike area. Students are not to mount their bicycles until they are off the school premises. All bicycles should be locked, as we cannot be responsible for theft or damages.

Parent Chaperones and Drivers for Activities

When traveling to and from off-campus school functions (field trips, etc.), students will be accompanied by teachers and/or persons authorized by the administration to drive and chaperone for that event.

Volunteer drivers must submit an application to the school office that includes a copy of their driver's license and proof of insurance coverage. Drivers' insurance must meet minimum coverage levels. Once the application is approved, it will remain valid for the remainder of the school year or until the insurance expires, whichever comes first. Since drivers also serve as chaperones on activities and field trips, they may not bring other students who are not enrolled in the class, athletic team, club, or school group.

Parent - School Communications

Parent Classroom Observations

Classroom observations must be arranged through the school office one day in advance and are limited to 30 minutes. Parents coming to visit the classroom should go directly to the school office to sign in and receive a visitor's pass. The teacher then will be notified.

Contacting Teachers/Parents

Phone calls from parents will not be put through to the classroom, unless it is an emergency. Messages for students may be left with the front office staff. Voicemail messages left for teachers will be responded to within 24 business hours. Students may place calls to their parent in the school office.

Emails are an efficient way for parents to communicate with teachers. Teachers' email addresses are the teacher's first initial and last name, plus @bethelchristian.net. Example: bsmith@bethelchristian.net

Parent Concerns

For inquiries regarding your child, please be sure to discuss the matter with the teacher first. If the issue cannot be satisfactorily settled with the teacher, you may present the problem to the Director or Administrator, and finally, to the Elder/School Council, which is responsible for the final decision in all school issues. Constructive suggestions made to the administration are always appreciated.

Food Services

Students may bring their lunches in bags or lunch boxes (clearly marked with their names), or they may buy lunch at school. Ice packs should be used in lunch boxes, as refrigeration is not available in classrooms.

Lunch orders for full-day Toddler - 6th grade students are submitted to the kitchen at the beginning of the school day. Parents of tardy students who arrive after 9:00 a.m. must either notify the office to order a lunch or bring lunch from home that day. Snacks are also available for purchase for 5th - 8th grade students during their breaks. If a parent brings a late lunch, please take it to the school office and not the classroom. If a student forgets his or her lunch, an IOU lunch will be issued and billed to the parent's account.

Kitchen services/staff are not available for students to warm lunches brought from home. Microwaves are available in classrooms, with a one minute per child limit. Microwaves are also available for junior high students, but use is limited due to the number of students.

Please take note: Lunches are **NOT** available for purchase on minimum days or child care days.

Lost and Found

Please clearly label all student belongings. Any items turned in may be reclaimed during school hours in the lost and found area. Students are responsible to keep track of and care for their personal property. Items left for over a week may be donated to a charitable organization. Please check with the front desk regarding lost items.

Toddler – 6th Grade: Policies and Procedures

Elementary Academics (1st – 6th)

At BCS, a variety of excellent curricula are employed to teach the basic skills students must master for a sound educational foundation.

Academic Grade Scale

- A = 90 – 100% (Excellent)
- B = 80 – 89% (Above Average)
- C = 70 – 79% (Average)
- D = 60 – 69% (Below Average)
- F = 59% or below (Failing)

Citizenship

Citizenship grades indicate a student's overall effort, character growth and behavior. These grades are a reflection of the student's attitude in all areas of schoolwork and activities. The following scale will reflect student progress in these areas:

- E = Excellent
- G = Good
- S = Satisfactory
- U = Unsatisfactory

Communication of Student Progress

All graded tests will be sent home for a parent to sign and return to the teacher within a specified time frame. As part of our desire to cooperate and communicate with parents, a progress report will be emailed to parents/guardians mid-way between report periods. Report cards will be issued after the close of each nine-week period. If a student is struggling in a subject, the teacher and/or director will meet with the student's parents to come up with a plan and strategies to help the student improve. If a student receives a 59% or below in core subjects at the end of the school year, the director will counsel with the student's parents to determine if retention or a required summer tutoring program would best serve the needs of the student.

Homework

Believing that homework is an integral part of any excellent school program, each teacher is at liberty to assign homework to aid students in the advancement of their studies. Homework is assigned on Mondays, Tuesdays, and Thursdays; Wednesdays are left open for students to study or catch up on missed assignments.

Students are expected to complete homework assignments on time. Homework may include unfinished classwork, drill and practice assignments, remedial practice or special projects. Although parents may assist by explaining and checking their child's work as necessary, the work must be done by the student and he or she must take responsibility for it. We do request parent cooperation in checking to ensure that assignments are completed on time and done correctly, and in signing and returning homework slips.

Exemptions and Excuses

The only acceptable excuses for incompleteness of homework are illnesses or emergencies. A written note of explanation or a doctor's note is required.

Missed Homework

If a student fails to turn in homework, he or she will have to make it up that day. Parents will be notified by the teacher should homework neglect become a problem.

Absences and Make-up Work

If homework or make-up work is desired for a student while he or she is absent, please call the school office to make a request. The work will be compiled and can be picked up the following day. When coming to collect requested work during the day, please pick it up at the school office rather than the classroom.

After an excused absence, a student has two days for each day's absence to complete make-up work, tests, or quizzes. The parent or student should request a projected schedule of make-up dates for tests and quizzes so the student can be prepared for them.

Awards and Honors

- Honor Roll:** Students in grades 1 - 6 who receive report card grades no lower than 90%
- Merit Roll:** Students in grades 1 - 6 who receive report card grades no lower than 80%
- Attendance:** Students with perfect attendance, no early dismissals, and no tardies
- Student of the Month:** Honors outstanding character qualities or academic achievement

Elementary Attendance

We observe all laws and regulations of state and local education authorities with respect to attendance. Excessive absences during the school year may result in a student being retained at his or her grade level. A student must be in attendance for a minimum of 80% of the school year in order to be a candidate for promotion to the next grade, with no more than 30 absences total (15 per semester). Parents may be required to petition the administration for credit if a student has more than 15 absences per semester. A doctor's note is required for absences in excess of three (3) consecutive days.

Students in the Toddler, Preschool, Pre-Kindergarten programs must be signed in and out daily by an approved adult (i.e., on the child's pick-up list). Kindergarten and Elementary students only need to be signed in and/or out for Extended Care (6:00 – 8:00 a.m.; 3:30 – 6:00 p.m.). Elementary (1st – 6th) students may be dropped off with a staff member at the playground between 8:00 – 8:25 a.m., or taken directly to the classrooms between 8:25 – 8:30 a.m. In case of inclement weather, Elementary students are to be taken to Extended Care.

Tardiness

A parent or driver bringing a student to school after 8:30 a.m. must sign the student in on the late register in the office. Tardiness is **only** excused for medical/dental appointments when a note from the doctor/dentist is provided. Otherwise, it is considered an unexcused tardy. A classroom entry pass will be issued for tardy students to be admitted to class.

The first unexcused tardy per week is not penalized. The second unexcused tardy will result in a charge per tardy per child during that week, charged to the parent account. Students who arrive before the gate closes but do not make it to class on time are still considered tardy.

Absences

If a student is absent, a parent note or phone call to the office indicating the reason for the absence is required. If the excuse note/call is forgotten, one day's grace will be extended. After the grace period, if no excuse is received, the absence will be recorded as an unexcused absence.

Absences are excused for the following reasons: illness, death in the immediate family, or medical/dental appointments. The student will be given time to make up the work outside of class.

Preplanned Absences: Parents may request up to five days of excused absences per year for reasons of a personal nature. If parents know in advance that their child will need to be absent from school, they must obtain a *Preplanned Absence Request* form from the school office, and complete and submit it to the office for authorization at least **three days prior to the absence**. If possible, make-up work will be assigned ahead of time; otherwise, homework for these absences will be issued upon the student's return to school.

Unexcused Absences: If a student is absent from school and an adequate reason is not provided, an unexcused absence will result. Notes that state "personal business" will not be accepted unless the absence has been arranged in advance by parents or approved by the director. If a student accrues two unexcused absences per semester, a parent conference will be arranged to ascertain the problem and determine what corrective measures will be taken should further absences occur.

Early Dismissal

If your child needs to be picked up before school dismissal time, you may send a note to the teacher or call the office. Parents can then come and sign out on the register in the office at the indicated time and pick up their child from the office.

If an emergency arises that makes it necessary for your child to leave school early, please notify the school office and follow the above procedure for pick-up. Responsibility for missed assignments belongs to the student.

Release of Pre-School and Elementary Students

Only parents, guardians or authorized adults on your pick-up list may pick up students. Definite identity verification must be obtained in order to release children. It is important that parents keep their authorization list updated. This may be done through the school office or on *RenWeb*. Parents should not call with an authorization for someone who is not on their pick-up list to pick up their child.

Extended Supervision (Childcare)

Pre-school and elementary students who arrive at school between 6:00 – 8:00 a.m. or are picked up between 3:30 – 6:00 p.m. must be supervised in the Extended Care program. All students in the Extended Care program must be signed in and out by an approved adult (i.e., on the pick-up list, identification required) each day. Students will be supervised in the afternoon to work on homework and/or play indoors or outdoors.

Discipline: Toddlers, Preschool, and Kindergarten

Children are much happier with boundaries, which make them feel secure and teach them the importance of respect and obedience. All discipline is administered with love, kindness and grace, with the aim of training children to make sound choices and do what is right. We keep our discipline in balance by providing a positive environment and offering encouragement to promote desired behavior.

The following are some corrections a student may receive for willfully breaking a rule, being disrespectful, or not following directions:

On the Playground

- Redirection and/or verbal correction from the teacher.
- A student may sit out for a few minutes.

In the Classroom

- A look from the teacher is often all that is needed.
- Redirection or a private talk with the student is often effective.
- The student may lose a privilege for that day, be required to put his or her head down on the desk for a few minutes, and/or sit away from the group for a short time.
- A behavior note or email is sent to parents to keep them informed.
- If the student's behavior continues to be a problem, a parent conference will be scheduled with the teacher and/or director.
- The student may be subject to dismissal if behavior does not improve.

Discipline: Elementary (1st – 6th Grade)

Recognition and Encouragement

Merits are given to students who perform well and exhibit good conduct. Teachers may also give a student a bonus merit for exceptional improvement or going above and beyond in positive conduct.

Correction and Discipline

Demerits

Demerits are given when there is a need for correction in the student's behavioral pattern. These may be given by any teacher or administrator.

D1 - Unprepared

Repeated homework and class assignments not in on time, or forgotten books, papers and supplies

D2 - Attitude

Disrespect toward teachers, staff members, or peers

D3 - Disturbance

Any action that disrupts the class

D4 - Disregard

Disregard for school rules or teacher's instruction

D5 - Dress Code

Any violation of the dress code

D6 - Intentional disobedience

Any purposeful disobedience or actions of a serious nature such as inappropriate physical contact, vandalism, cheating, lying, stealing, etc.

1st D6 = Parent contact and/or 1 day suspension

2nd D6 = Parent contact and/or up to 2 day suspension

3rd D6 = Parent contact, student placed on probation and/or 3 day suspension

4th D6 = Expulsion

*Please note that the administration reserves the right to use discretion in the discipline process and may potentially bypass the above steps. In severe cases, immediate dismissal may occur.

Disciplinary Procedures

1st and 2nd Demerits: The teacher privately handles behavior problems in class, taking the student aside and explaining what is expected in class and what needs to change in attitude and/or conduct. Teachers may withhold a portion of recess time, take away a privilege, or have student attend Study Hall, if necessary. Since many discipline issues occur on the playground, a teacher's aide supervising the students during recess is responsible to deal with minor issues and report more serious issues to the teacher when returning from recess.

3rd Demerit: If discipline problems persist, the teacher will contact the student's parents to make them aware of the problem and work together to find a solution.

4th Demerit: If the behavior or attitude problem persists, the teacher will send the student to the Division Director's or Principal's Office.

Disciplinary actions taken by the school will be done in confidence, involving only those parties involved. Students subject to disciplinary actions are required to make up missed work within two school days to receive credit. No academic penalties will apply.

Special Occasions

In the lower division, there may be classroom observances for special occasions such as birthdays and holidays. If a teacher is notified in advance, parents may bring refreshments on a student's birthday to be distributed (no red or purple drinks). Guidelines for specific refreshments will be given by classroom teachers. Please bring the treat to the office, not to the classroom, if it is during the school day. Otherwise, it can be given to the teacher before school begins. No birthday gifts are to be given at school.

Extra-Curricular Activities

Music and Drama: Fine Arts Productions

Our elementary fine arts programs are an integral part of the whole-child educational program of BCS. We therefore ask that all students participate in these programs, whether or not they have special parts. Students participating in school programs are expected to learn their parts and to be prompt. Preplanned absences must be cleared in advance with the school office. Costumes may be required, and we appreciate the help and cooperation of parents in preparing them.

Intramural Sports

At Bethel, the goal of our elementary athletic program is for students to develop skills and character through teamwork and training. The Core Values of the Eagles provide a framework for our coaches and teams, and give guidance to the overall program.

Bethel Eagles' Core Values:

- Resilience
- Discipline
- Confidence
- Community
- Good Sportsmanship

Upper elementary students have the opportunity to participate in intramural sports in the spring. The Athletic Director will provide more details.

Junior High (7th – 8th): Policies and Procedures

Junior High Academics

At BCS, we employ a variety of highly credible curricula with the aim of equipping students with the skills they must master for success in high school and beyond.

Textbooks and Workbooks

Textbooks will be rented from the school. Rental fees will be billed to the tuition account in nine (9) monthly installments. Workbooks will be purchased in the library. The cost of workbooks must be paid at the time of purchase and may not be charged to an account.

Homework

Homework is an integral part of an excellent school program; each teacher is therefore at liberty to assign homework to aid students in the advancement of their studies. Homework may include unfinished classwork, drill and practice assignments, remedial practice or special projects. Although parents may assist by explaining and checking their child's work as necessary, the work must be done by the student and he or she must take responsibility for it.

Students are expected to complete and submit assignments by the assigned date and time. The only acceptable excuses for late homework are illness and emergency.

Academic Grade Scale

- A = 90 – 100% (Excellent)
- B = 80 – 89% (Good)
- C = 70 – 79% (Average)
- D = 60 – 69% (Poor)
- F = 59% or below (Failing)

Citizenship

Citizenship grades indicate a student's overall effort, character growth and behavior. These grades are a reflection of the student's attitude in all areas of schoolwork and activities. The following scale will reflect student progress in these areas:

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

If a student receives a citizenship comment of *Needs Improvement* or *Unsatisfactory* comment consistently throughout a semester, he or she may be asked to withdraw.

Grade Reports

Semester Report Cards

Report cards will be issued after the close of each quarter, but will be averaged to calculate an overall Semester grade. The first quarter reporting period will include a parent/teacher conference if requested or needed. An entire semester must be completed to receive credit; partial semester credit will not be given.

Reports cards are mailed home approximately one week after the end of each quarter (see school year calendar for quarter end dates).

A grade of *Incomplete* (I) will only be given at the quarter with special administrative approval, with a specified time frame in which to make up work. If the work is not completed within that time frame, the work will receive a zero (0) and the grade will be finalized. This also applies to students who cannot take finals due to non-payment of tuition.

Mid-Quarter Progress Reports

Midway between report card periods, progress reports will be emailed to parents (see the school calendar for dates), indicating quarter grade progress. Parents with questions or concerns should contact their child's teacher. Additionally, teachers may send out notices at any time for low test scores, missing homework, poor work habits, or poor citizenship.

Awards

- Honor Roll = all grades 90% and above
- Merit Roll = all grades 80% and above

Academic Requirements and Eligibility

Academic Probation

If a student receives an *F* or has a GPA below 2.0 on any quarter report card, he or she will be placed on academic probation and be excluded from extra-curricular activities (including athletics).

Parents will be notified and may be asked to meet with the teacher and/or Administrator, and the student will be given a probationary letter. Tutoring may then be required in the relevant subject(s) until the grade is raised to a satisfactory level. A student placed on academic probation must adhere to the terms in his or her probation letter.

The end of the quarter is the re-evaluation time for students on academic probation; a student's semester grade does not have bearing on the probation conditions. If the end of the quarter falls during an athletic season and the student athlete is placed on academic probation (*F* or below 2.0), he or she will be removed from the team for the remainder of the season. Students on academic probation may not participate in any type of leadership role. Students who fail to fulfill the probationary period requirements as stated in his or her probationary letter may be asked to withdraw from BCS.

Athletic Participation

We encourage students to take advantage of the opportunity to be involved in athletics. Athletic participation provides opportunities to build friendships and enhances the overall school experience. However, athletics should be considered an extra-curricular activity and academic competency must take precedence. It is a privilege to participate in athletics and those doing so are representatives of BCS. Thus, athletes must maintain satisfactory grades, at minimum, and strive for academic excellence.

For eligibility to play sports, students must maintain at least a 2.0 GPA. They must also have satisfactory citizenship in all classes and no failing grades (F's) in any classes on the report card. If a student is on academic probation, he or she will not be allowed to participate in athletics until he or she is eligible to be taken off the academic probation as evaluated at the end of the quarter.

Any student who is absent for more than half of his or her classes on the day of an athletic game is not eligible to participate in that day's game.

Semester Final Exams

At the end of each semester, the exam schedule will be published. Students taking exams at any time other than regularly scheduled exam times may be charged a \$10 fee per exam. The last 3-4 academic days of each semester will be reserved for these exams.

Additional Testing

The Stanford Achievement Test (SAT 10) is administered to every student in the spring of each school year. (See school calendar for exact dates). Test results are filed in each student's permanent file.

Transferring Schools

When a student transfers from one school to another, records are sent school-to-school and not hand-carried by parents to the new school. However, parents do have the right to review the records in their child's cumulative file. Parents are strongly encouraged to keep all report cards and standardized test scores on file for future reference. A fee will be charged for additional copies of reports previously mailed home.

Promotion Policy for Junior High Students

Typically, junior high students study two years of each of the following subjects: English, mathematics, history, science, Bible, physical education and two electives. Students are required to pass all semesters to be promoted to the next grade. Students who fail to meet promotional requirements will be required to repeat the grade.

Junior High Attendance

We observe all laws and regulations of state and local education authorities with respect to attendance. Excessive absences during the year may cause a student to be retained at his or her grade level. A student should be in attendance 80% of the school year to be a candidate for promotion to the next grade, with no more than 15 days absent during a semester. Excessive absences during the year may cause a student to be retained at his or her grade level, or credit may be withheld, regardless of the student's grades. Parents may be required to petition the administration for credit if extenuating circumstances exist.

Absences

When a student is absent, a note or phone call to the office is required from the parents, indicating the reason for the absence. Students whose parents send a note or call in to notify of an excused absence will have the excused absence recorded by the office. If the excuse note/call is forgotten, one day's grace will be extended. After the grace period, if no excuse is received, the absence will be recorded as an unexcused absence.

Absences are excused for the following reasons: illness, death in the immediate family, or medical/dental appointment. The student will be given time to make up the work outside of class. The administration has final say in deeming an absence excused. If a student accrues multiple unexcused absences per semester, a parent conference may be arranged to ascertain the problem and determine what corrective measures will be taken should further absences occur.

Preplanned Absences

Parents may request up to five days of excused absences per year for reasons of a personal nature. If parents know in advance that the child will need to be absent from school, they must obtain a "*Preplanned Absence Request*" form from the school office, and complete and turn it in to the office for authorization **one day prior to the absence**. If possible, make up work will be assigned ahead of time; otherwise, homework for these absences will be issued upon the student's return to school.

Unexcused Absences

If a student is absent from school and an adequate reason is not provided, an unexcused absence will result. Notes that state "personal business" will not be accepted unless the absence has been arranged in advance by parents or approved by the director. Students who oversleep, stay home to study or complete assignments, miss school due to hair appointments, etc., will not receive an excused absence.

Student Responsibilities Regarding Absences

- All previously assigned work due on date of absence must be handed in on the day the student returns to school.
- The student must be prepared to take any previously assigned test missed during an absence the day he or she returns.
- All previously assigned long-term projects, book reports, term papers, etc., must be turned in on the day the student returns, if the student was absent on the due date.
- For excused absences, all work assigned during an absence must be made up within the number of days absent. If the absence is unexcused, all work assigned and due during an absence must be

handed in on the day the student returns to school. Extensions will not be given for work assigned during an unexcused absence.

- Students are responsible for requesting and gathering missed assignments from teachers for all absences.
- Special arrangements will be made for long-term excused absences due to illness.
- Pre-planned absence forms must be submitted at least one day in advance.

Attendance Requirement for Extra-Curricular Activities

To participate in extracurricular school events, a student must be present for half of his or her classes. Students seeking exceptions for any reason must contact the principal before the activity.

A student who is too sick to attend class is too sick to participate in extra-curricular activities. Exceptions may be made for emergencies or medical appointments.

Tardiness

Students arriving at school after 8:10 a.m. must sign in on the register in the office and submit a reason for tardiness. Tardiness is only excused for medical or dental appointments accompanied by a note from the doctor or dentist. Otherwise, a tardy will be considered unexcused. An absence/tardy slip will be issued in the office for tardy students to be admitted to class.

The first unexcused tardy per child per week is not penalized. For each additional tardy in that week, a tardiness fine will be charged to the parent's account.

Sign-In/Sign-Out Sheet

Any student arriving on campus after 8:10 a.m. or leaving before the end of the school day (2:50 p.m.) must sign in or out in the office.

Students are not permitted to leave campus for lunch unless they are signed out in the office by a parent/guardian.

Early Dismissal

To minimize phone calls to the classroom, a note should be sent to the office the morning of an early dismissal, explaining the reason. An early dismissal slip will be sent to your child's teacher so he or she can dismiss your child. Parents can come and sign out on the register in the office at the indicated time and pick up their child from the office.

If an emergency should arise that makes it necessary for your student to leave school early, please notify the school office and follow the above procedure for picking them up. Responsibility for missed assignments belongs to the student.

Truancy

Students are not to leave campus without permission from the administration. Students are truant if they are absent from school all or part of the day without prior authorization from parents and school authorities.

After-School Departure

When the school day ends, students are expected to leave campus for home as soon as possible, unless a supervised activity requires their presence.

Junior High Discipline

Demerits

A demerit is assigned when there is a need for correction in the student's behavioral pattern. Demerits may be given by any teacher, administrator or staff member on campus. Demerits are tracked to determine where additional correction may be necessary.

- D1 = Disrespectful
- D2 = Talking
- D3 = Discourtesy
- D4 = Disturbance
- D5 = Dress Code
- D6 = Intentional Disobedience
- D7 = Homework
- D8 = Disregard for Rules
- D9 = Tardiness
- D10 = Lack of Supplies

Detentions

Detention is assigned as a consequence for more serious or repeated offenses. Detention is served in a designated room for 45 minutes, and a fee is charged. A student who fails to serve detentions, is late to detentions or receives in excess of four detentions in a quarter may be placed on probation, suspended, or be subject to further disciplinary action as determined by the administration.

Office Referral

Each office referral results in a conference with the student and an administrator. Parents will be notified and informed with regards to each step of discipline. Office referrals automatically result in a minimum consequence of a detention, but may also result in suspension and/or expulsion.

Behavioral Probation

A student may be placed on probation if he or she repeatedly fails to respond to discipline or is involved in an incident which calls for stern action. A student who fails to fulfill the conditions of his or her probation contract may forfeit the privilege of attending BCS.

Suspensions

A student may be required to serve a suspension for serious and repeated offenses, at the administration's discretion. Suspensions will generally be served off campus, as determined by the administration. More than two suspensions may result in expulsion.

Expulsion

In the case of Major Offenses, the administration reserves the right to bypass these steps and to recommend immediate dismissal of a student to the School Board. The following is a non-exhaustive list of infractions considered major offenses:

- Rebellion against authority

- Repeated infractions and disregard for the code of conduct prescribed in this handbook
- Cheating
- Gambling
- Immorality
- Possession or distribution of obscene or offensive literature or music
- Use of foul language or profanity
- Possession, provision, sale, or consumption of narcotics, alcohol, or non-prescription drugs; and/or intoxication resulting from use of such substances
- Smoking or possession of any form of tobacco, marijuana, etc., or smoking paraphernalia
- Theft
- Vandalism of school or private property
- Attempts or threats to harm another person or oneself, or causing harm to another person or oneself
- Possession, sale or provision of any firearm, knife, explosive or other dangerous object, including incendiary devices, fireworks, pepper spray or tasers
- Truancy

Inappropriate conduct, regardless of when and where it takes place, has potential to cause harm. In addition, such conduct reflects poorly on the student and on our school. Therefore, the administration reserves the right to forego general disciplinary procedures when they deem necessary. Students involved in a major offense may be subject to any or all of the following disciplinary actions:

- Parent/student/administrator conference
- Suspension from school
- Immediate loss of eligibility for extracurricular activities
- Probationary status. Failure to comply with probationary conditions may result in immediate dismissal
- Immediate expulsion
- Restitution – Parents of students involved in vandalism or theft will be held financially responsible for any loss due to the student’s actions

Expulsion Policy

In any discipline situation, the student’s attitude is important. If a student displays genuine remorse and a desire to change, that will be taken into account in any final action. However, if after counseling, a student continues to be uncooperative or the student’s influence is deemed to be detrimental to other students, he or she will be removed from school.

A student who was expelled or asked to withdraw may not participate in school-sponsored activities or visit campus; nor may he or she re-apply for re-enrollment at BCS until one (1) full academic year has passed, in addition to the balance of the semester during which the student was expelled or withdrawn.

Extra-Curricular Activities

During the junior high school years, we provide special opportunities for the development of community spirit and the enrichment of their education. Involvement in such activities brings fulfillment to students' lives and forms memories that will last a lifetime. As such, we hope that parents will encourage their children to become involved in some of these opportunities, and will continue to support them throughout the school year. The following is a list of possible opportunities that BCS may provide:

- Athletics
- Performing Arts
- Class Parties/Outings
- End-of-Year Activities
- Field Trips
- Fine Arts
- Student Government
- Banquets (Non-BCS student guests must have administrative approval to attend banquets)
- Clubs

Athletics

BCS is a member of the Antelope Valley Christian School Athletic League on the junior high level. Sports offered on the junior high level are soccer, volleyball and basketball.

BCS does not offer medical insurance for interscholastic sports.

At the end of the sport season, all uniforms and gear will be turned in to the coach or athletic director. Athletes are expected to take care of equipment and uniforms. If items issued to an athlete are lost or damaged, a replacement fee will be charged.

Sports transportation: All athletes must use approved transportation to and from all scheduled away games and meets. Approved transportation includes the school bus, a school van, a vehicle owned and driven by a BCS employee, or a vehicle owned and driven by an approved BCS parent. All students are required to wear safety belts and all drivers/vehicles must be properly insured.

All team members must meet academic requirements as explained in the Academic Requirements for Athletes agreement form and submit a signed agreement for each sport played.

Clubs

New clubs may be formed as a result of interest of student and faculty, and authorization of the administration. We encourage all students to participate in the after-school clubs to pursue creative arts, develop new skills, or spark new interests.