

# **BETHEL CHRISTIAN SCHOOL STUDENT / PARENT HANDBOOK**



**2018 - 2019**

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**Adopted by the School Board**

**5/15/18**

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# INTRODUCTION

Dear Parents and Students:

Welcome! We are very excited about this school year and we hope that you are, too. Bethel Christian School (BCS) is counting on your support to make this year the best.

The staff at BCS is dedicated to discovering your needs, and helping you benefit as much as possible from your experience with us. Many opportunities for spiritual and personal growth, as well as deep and lasting friendships will be made possible through our program.

This handbook is designed to give you an understanding of the basic policies and procedures of BCS. We hope it is a benefit to you. If you have any questions, please feel free to contact us.

We look forward to getting to know each one of you. Please join us in praying daily for our school. By working together, BCS can become all that God has destined it to be.

Sincerely in Christ,

The Administration, Teachers, Staff, and School Board of Bethel Christian School

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## **Organization**

Bethel Christian School (BCS) of Redding, California, operates within the structure of the Constitution and by-laws of Bethel Church.

## **Bethel Church Mission**

Bethel's mission is Revival: the personal, regional, and global expansion of God's kingdom through His manifest presence.

## **BCS Motto**

God is the center of all subjects. [Romans 1:20]

## **BCS Mission Statement**

At Bethel Christian School, we partner with parents to prepare and develop the whole student; mind, body, and spirit, through academic training that is interwoven with ministry and worship. [Proverbs 22:6]

## **BCS Vision Statement**

Our students will become successful life-long learners and leaders in a lifetime relationship with the Lord Jesus. [1 Thessalonians 2:11 & 12]

## **BCS Mascot**

The Warriors

## **BCS Colors**

Purple, gold and black

## EDUCATIONAL PHILOSOPHY

Jesus grew in wisdom (intellectually), stature (physically), and in favor with God (spiritually) and man (socially). [Luke 2:52] Therefore, our educational goals encompass the spiritual, social, intellectual, and physical areas of our students' lives. These areas are inseparable, and through them all run the insistent thread of the spiritual. It is our aim to avoid the tendency to teach the Bible compartmentally or on the intellectual level alone. Scripture clearly commands parents to be responsible for the education of their children. Bethel Church maintains a Christian school to assist Christian parents in the exercise of their Biblical duty. [Deut. 6:4-9, Proverbs 22:6] Our purpose at Bethel Christian School is to partner with parents to prepare and develop the whole student; mind, body, and spirit through academic training that is interwoven with Biblical teaching, ministry, and worship. We believe that the spiritual man is integrated into all aspects of learning and life.

Students at Bethel are...

### **Commissioned to Make Disciples**

God reveals Himself in the Bible as Creator and “the way, the truth and the life.” We honor Him as Lord and King. Therefore, all curriculum and instruction flows from the Biblical worldview that in Christ Jesus, God established His kingdom and commissioned His people to make disciples of all nations. We teach our students to preach the Gospel in word and action, knowing that signs and wonders follow those who believe. [Mark 16:15-18, 2 Cor. 5:11-20]

### **Friends with God**

A student's personal relationship with Christ is the core of all they can learn and accomplish. We teach our students to receive and respond to God's offer of intimate relationship by loving Him in return with all their heart, soul, mind, and strength through communion with the Holy Spirit. [Luke 2:52, Mark 12:30, 2 Cor. 13:14]

### **Sons and Daughters of God**

Knowing and personally experiencing God's transforming love, power, and truth is the deepest need and greatest joy of humanity. As our students grow in friendship with the Lord and learn to follow the Holy Spirit, they will perceive themselves as God perceives them and embrace their true identity as a child of the King. As they work FROM God's acceptance rather than FOR it, holiness and Christ-like character will become more an internal motivation to position them to fulfill God's call on their life and less a merely external expectation. [Galatians 4:7, Romans 8:14-17]

### **Successful SELF-DIRECTED Learners and Leaders**

Our purpose is to nurture a love for learning in our students and to help them understand their learning styles and strengths, thereby equipping them with the skills to be successful, self-directed learners. Students with this self-understanding become excellent contributors and leaders in both church and society. They impart what they are to others – all for the glory of God. [Ephesians 2:10, Psalm 15]

### **Passionate Worshippers**

Worship is fundamental to our relationship with God. It recognizes His worth and we become like the One whom we worship. We believe the arts find their true home in service to God, so our students learn to express worship through dance, music, choir, drama, painting, and drawing. [John 4:23]

### **Warrior Traits/ESLRs**

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

**World Changer:** A BCS student has a relationship with Christ, is led by the Holy Spirit, and is anchored in his Word. Their Christian character is displayed by the fruits of the Spirit. They freely use spiritual gifts at school, in the community, and abroad.

**Cultured Creative Learner:** A BCS student appreciates creativity and diverse forms of arts, cultures, and athletics. They have the freedom to explore and grow in confidence in a set of skills and disciplines.

**Successful Communicator:** A BCS student clearly presents accurate information in written, verbal, and non-verbal form.

**Effective Learner:** A BCS student demonstrates fundamental, age-appropriate skills and logic in applying their skills to new situations.

## Statement of Faith

We believe.....

- There is only one true God who is the eternal King, Creator, and Redeemer of all that is. He is perfectly holy, just, loving, and truthful. He has revealed Himself to be eternally self-existent – one being in three persons: God the Father, God the Son, and God the Holy Spirit.
- The Bible to be the inspired and only infallible and authoritative Word of God.
- Humankind was created in the image of God to know and enjoy Him yet we willfully rejected the Lordship and glory of God for which we were intended. Because of this, sickness, death, and judgment entered the world and now creation experiences the effects and consequences of sin.
- The Lord Jesus Christ, the one and only Son of God, was conceived of the Holy Spirit, born of the virgin, Mary, and is God’s Anointed One, empowered by the Holy Spirit to inaugurate God’s Kingdom on earth. He was crucified for our sins, died, was buried, resurrected and ascended into heaven, and is now alive today in the presence of God the Father and in His people. He is “true God” and “true man.”
- We are saved by God’s grace, through faith in the person and work of Jesus Christ. Anyone can be restored to fellowship with God through repenting, believing, and receiving Jesus as their Savior and Lord. The Holy Spirit convicts, regenerates, justifies, and adopts us as we enter the Kingdom of God as His sons and daughters.
- In the sanctifying power of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy life and minister super-naturally. The baptism of the Holy Spirit according to Acts 1:4-8 and 2:4 is poured out on believers that they might have God’s power to be His witnesses.
- The victorious, redemptive work of Christ on the cross provides freedom from the power of the enemy – sin, lies, sickness, and torment.
- The Church consists of all who put their faith in Jesus Christ. He gave his church the ordinances of Baptism and Communion. The Church exists to carry on the ministry of Jesus Christ and further advance His kingdom by undoing the works of the enemy, preaching and living the good news of God’s love, discipleship of the nations, baptizing and teaching them to love and obey God.
- In the ever-increasing government of God and in the Blessed Hope, which is the glorious, visible return of the Lord Jesus Christ to rule and reign with His overcoming bride – the church.
- Heaven and hell are real places. There will be a resurrection of the saved and the lost, the one to everlasting life and the other to everlasting death.
- That the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture. (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman. (Genesis 1:27-28; 2:21-24, Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33).

## PARENTAL RESPONSIBILITIES

Parents/Guardians of BCS students agree to wholly support the school's Biblical standards and environment of holiness and love in word and deed as based on Bethel Church's interpretation of scripture. For clarity please review the following scriptures: 1 Tim. 4:12, Col. 3:17, Titus 2:7-8, 1 Thess. 5:19-23, James 3:17-18, Romans 12:1-2, 1 Cor. 6:9-20, Ephesians 5:3-5, 1 Thess. 4:3-8, 1 Tim. 4:12, 2 Tim. 2:19-22, 1 John 3:1-3.

### **Additionally, parents agree to:**

Make a concerted effort to attend the school activities in which your student is involved and attend the Parent-Teacher conferences.

### **Volunteer service**

1. Support BCS with your **volunteer service**. Each family is committed to serve 30 volunteer hours per school year. Any adult family member (i.e. grandparent, aunt, uncle, etc.) may serve to contribute to the 30 hours. A single parent serves 15 volunteer hours. Volunteer time is pro-rated only for families with a child(ren) in preschool. See *Preschool Handbook*. It is the responsibility of the parent to update RenWeb with their current hours.
2. Provide prayer support for our school. This is essential. This is a spiritual battleground, and the battle must be fought with spiritual weapons. [Ephesians 6:13-20]
3. Support and uphold BCS's standards and policies.
4. Maintain communication with BCS. When you have questions concerning school procedures or policies, contact the person most immediately involved by calling the office for an appointment or return call.
5. Not share problems you have concerning the school or its members with anyone who is not directly involved or part of the solution to your concern (i.e. other parents or students).
6. Refrain from taking your student out of school unnecessarily. Independent study (self-directed study) must be arranged in advance.
7. Be informed and involved with your student's work. If your child is having a problem, make an appointment with his/her teacher. Don't wait for the teacher to contact you.

## STUDENT CONDUCT

All students are expected to conduct themselves according to the highest Christian standards of honesty, honor, integrity, responsibility, and love toward his fellow Christians. The administration reserves the right to dismiss a student who, in its judgment, does not conform either to the stated regulations governing student conduct or to the expressed principles, policies, and programs of the school.

### **Student Behavior**

Listed below are guidelines regarding standards of student behavior. Students are expected to act according to these guidelines at all times, whether on or off school campus, including sports events and school related activities:

1. BCS students are expected to treat others with the same respect with which adults in school treat them.
2. A student's actions, dress, possession, etc., on or off campus may not cause a problem for anyone else.
3. Problem actions include, but are not limited to: Not following school staff's instructions, misuse of facility, misuse of computers/Internet, lying, bullying, teasing, cheating, stealing, loitering, playing

or visiting in restrooms or out of bound areas, inappropriate language, being unsafe, violence, romantic displays of affection, discussions regarding sexual matters and innuendo. Students are to follow a hands-off policy; no hitting, slapping, wrestling, or play fighting.

4. Problem dress includes, but is not limited to: Violations of the BCS dress code during school activities.
5. Problem possession includes, but is not limited to: Unauthorized electronic devices, weapons, illegal drugs, alcoholic beverages, and tobacco products.
6. BCS students will conduct themselves in Christian character, which includes but is not limited to: Being respectful of all others, honesty, fair play, good sportsmanship, modest dress, and sexual abstinence.
7. If a student's actions, dress, or possessions cause a problem for anyone else, they will be asked to solve that problem.
8. If any student cannot or chooses not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
9. If students and/or parents feel that the consequences appear not to be fair, they can request a "due process" hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

## **Anti-Bullying Policy**

Biblical illustration of relationships: John 15:12

"My command is this: Love each other as I have loved you."

**Rationale:** In an effort to instill biblical values and create a loving environment, our school has adopted this policy. From time to time, conflict can occur. Bethel Christian School realizes that while bullying may occur, it is never acceptable. We have zero tolerance for such conduct and consistent with this policy a true violation will result in appropriate action. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is in line with our schools biblical standards of honoring and caring for all persons.

**Definition:** Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools-The Hidden Curriculum" (2003).

The following actions in an ongoing form may be forms of bullying and are included in all references to "bullying" herein:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups

- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means

**Policy Statement:** From time to time in a community such as a school, conflict and offense can occur. Bullying can result when one doesn't relate to others, as they should, trying to exert power and influence over others.

Bethel Christian School realizes that while bullying may occur, it is never acceptable and we seek to implement a clear framework for dealing with bullying incidents. The school's response to bullying is based on the pattern of relating to one another found in the Bible. God intended for us to live in a way that acknowledges differences and accepts others because we are all made in God's image.

BCS will not tolerate any mean-spirited, unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

*BCS recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy.* Behaviors will be assessed by the teacher and/or administrator and addressed according to the procedures below.

## **PROCEDURES**

- Confidential reporting of any bullying activity can be done by calling the school office and leaving a message without identifying yourself 246-6010 ext. 1109
- Anonymously written reports may be placed in the secure deposit drop box located inside the school office to the left of the school counter.
- Investigations into bullying allegations must be undertaken in a timely manner after the reporting of a bullying incident, and should be carried out in such a way as to minimize the risk of escalation.
- All parties will be spoken to: victim, bully and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/in action.
- Generally, all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
- Parents/caregivers of student accused of bullying and the victim of the bullying will be informed.
- All incidences are to be documented and written reports will be kept on the behavior in the RenWeb system.
- All staff will be informed about and have access to the information recorded.
- All incidents of bullying will be followed up with notification to parents/caregivers of the victim/victims and bully.



- Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.

## RESPONSIBILITIES

### STUDENTS

- In addition to reporting bullying behavior, student must ask the offending student to stop.
- Students being bullied must promptly report it to school staff, faculty, administration and their parents.
- Students who are aware of bullying must promptly report it to their teacher. It is the responsibility of all students (victims and witnesses) to report **all occurrences** of bullying behaviors as outlined in this policy, whether or not directed at them or others. Students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences.
- The filing of a false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.
- Students must be willing to resolve bullying situations, employing use of Restorative Chat reconciliation, forgiveness, and changes in behavior.
- Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a teacher or school Principal.
- Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report unless the school's investigation confirms the bullying behavior.

### PARENTS, GUARDIANS, OTHERS

- Bethel Christian School expects parents, guardians, caregivers and others who witness or become aware of an instance of bullying or retaliation involving a student to their child's teacher or the school principal.
- Any individual who wishes to file such a complaint may request, and shall be provided with, assistance from a school staff member to complete a written report.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.

### STAFF

- Non-teaching staff should refer all allegations of bullying to a homeroom teacher, principal, or support staff supervisor of the school.

### FACULTY

- A faculty/staff member will promptly report to the school Principal (within 2 days) and in RenWeb behavior report any instances of bullying or retaliation witnessed by the faculty/staff member or that is reported to the faculty/staff member by a student, parent, or other individual. The requirement to notify the school Principal shall not, however, limit the authority of the faculty/staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management.

## REPORTING BULLYING

- It is the responsibility of all students, parents, faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences.
- Any student who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action.
- BCS recognizes that not all inappropriate behaviors should be considered bullying or willful violation of this policy.

## PREVENTION AND EDUCATION PROCEDURES

### *Written Notices*

Notices of what constitutes bullying or bullying behavior, that bullying is prohibited, and the consequences of engaging in bullying or bullying behaviors will be distributed to students and printed in the

Student /Parent handbook.

A copy of the bullying policy will be posted on the school website ([www.bcsredding.org](http://www.bcsredding.org)) and can be made available to any interested party if requested.

Annual in-service will review the policy and staff duties under the policy. The goal of professional development will be to establish a common understanding of the tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying.

BCS teachers shall implement age and grade appropriate anti-bullying presentations

in each grade. Which will include:

- Emphasizing accepted behavior and treatment of others through the classroom social contract agreement and classroom instruction;
- Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
- Helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance;
- Emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
- Enhancing students' skills for engaging in healthy relationships and respectful communications; and engaging students in a safe, supportive school environment that is respectful of diversity and difference.

*Note: The administration of BCS reserves the right to treat any single act as severe enough to warrant dismissal/expulsion from school.*

## **Discipline**

Discipline is a word that means "to train": guiding, molding, encouraging, teaching, reproofing, and correcting, all with a goal of students learning to manage their own behavior. When a student is trained

they will become self-disciplined. As much as possible, the characteristics of our discipline are modeled after God's.

- God teaches us out of unconditional love. He does not love us any more when we do good, nor does he love us any less when we do evil. [Proverbs 3:12, Hebrews 12:6]
- God delights in us. [Proverbs 3:12]
- As Christ did with his disciples, we visualize what a student can become. [Romans 8:29, Hebrews 12:10]
- God expects us to produce fruit in our lives. [Colossians 1:10]
- The fruit of repentance [2 Corinthians 7:9-11]
- The peaceable fruit of righteousness [Hebrews 12:12, Galatians 5:22, 23]
- God forgives and forgets. [Hebrews 8:12, Titus 2:14]

Attendance at BCS is a privilege. Each student is accepted as an individual with individual needs. Students are expected to conduct themselves according to the stated policies and programs of the school while on or off campus. The school endeavors to work and communicate closely with parents in all matters of discipline. BCS discipline is based on Danny Silk's "Loving Our Kids on Purpose" and Jim Fay and Foster Cline's "Love & Logic". Students will be treated as individuals. When the need for correction is required, it is viewed as an opportunity for the student to learn by his/her mistake. The student will be actively involved in determining the best course to make amends; by asking forgiveness and deciding how to repair damaged relationships or objects. The student must learn that, as in life, when I make a bad choice I have to fix it. We are not here to bail them out, but to guide them in making better choices. It is our goal to work with parents/guardians in the area of discipline. In order for any discipline to work in training children, it is essential for the school staff and parents/guardians to be in agreement. A parent/guardian who is not supportive of the school's discipline program will undermine the structure of the school. For this reason, parents/guardians that are against the policies of this school and school board may be asked to leave the school if no understanding can be reached.

## **Detention**

Detention may be assigned to a student for, but not limited to the following:

1. Attitude or behavior unbecoming a student at this school.
2. Repeated dress code violations.
3. Failing to report to an assigned detention on time.
4. As a consequence of a teacher's classroom discipline plan.
5. Fighting or aggressive behavior.
6. Incidents of lying, cheating, stealing, profanity, or vulgarity.
7. Willful damage to school property.
8. Defiance of authority.
9. Excessive tardies. (3 or more unexcused)
10. Unexcused absence.

Detention will be served after school for a minimum of one hour. The parents and student will be notified at least 24 hours prior to the detention period. Detention is a disciplinary action that must be served on the day assigned. Failure to report to detention will result in a doubled detention. Detention may include some form of public service, such as, but not limited to, picking up litter, light cleaning, or pulling weeds.

Detentions will accumulate. Students who receive repeated detentions will be dealt with in the following manner: A conference will be held with the student. The conference may also include the parent(s), school

administration, and school board. The student will be placed on probation or may be suspended. Further detentions may be grounds for expulsion.

## **Suspension**

For gross misconduct by a student or a student who continually fails to respond to disciplinary procedures, the administration reserves the right to suspend the student. Suspension deprives the student of the privilege of attending his/her classes. During the period of suspension, the student will be responsible for all assignments given prior to the suspension. All work will be due upon the student's return. No credit will be given for class work or tests that are missed during the suspension. Students may not attend or participate in extra-curricular activities during suspension. The following is a list of behaviors that shall/may constitute good cause for suspension. (Just cause for suspension is not limited to this list.)

1. Continued willful disobedience, profanity or vulgarity, or open, persistent defiance of authority.
2. Possession, use, or sale of drugs, alcoholic beverages, tobacco or other controlled substances.
3. Possession of any weapons, i.e. guns, knives, etc.
4. Gambling.
5. Stealing.
6. Fighting.
7. Misconduct, when other means of correction fails to bring about proper behavior and conduct.
8. Willfully cutting, defacing, or otherwise injuring or damaging property (real or personal) belonging to the school or school personnel. The parent/guardian will be liable for all damages by the student.

The day(s) of suspension should be spent doing assigned work. We encourage parents to support the policy and not allow the day to become a free day.

## **Probation**

Probation is defined as that period of time in which his/her teachers and the administration will evaluate the student in order to monitor student progress. When a student's conduct, attitude, or academics repeatedly falls below the standards outlined by the school, a student may be placed on probation. During this period, a student will forfeit the privilege of participating in extra-curricular activities for the full trimester. A student may be placed on probation when:

1. GPA falls below 2.0.
2. Conduct is repeatedly below school standards.
3. He/she is suspended.

Parents will be notified when a student is placed on probation. The student's progress will be regularly monitored. At the end of the trimester the School Board will evaluate each student on probation. The School Board will make a decision regarding the student's continuation.

## **Expulsion**

After probation, if the student's academic work or behavior has not shown sufficient progress, the student may be expelled from the school. The following are examples of, but not limited to, reasons justifying immediate expulsion without probation:

1. Immorality.
2. Possession of obscene literature.
3. Possession, use or sale of illegal drugs, alcoholic beverages, or controlled substances as defined in the California Education Code.

4. Possession and/or use of weapons.

A student who has been expelled or withdrawn by request of the administration may apply for re-admission after a waiting period of two full trimesters following the date of expulsion or withdrawal.

THE ADMINISTRATION HAS ABSOLUTE DISCRETION IN REGARD TO MATTERS OF DISCIPLINE.

## CLASSROOM BEHAVIOR

Students are expected to conduct themselves in the classroom in the following manner:

1. Students shall follow the teacher/classroom expectations.
2. Students are to come prepared to learn and bring proper equipment to class.
3. Class will be dismissed by the teacher, not the clock or bell. Do not be discourteous by getting up before you are dismissed.
4. Eating in class is at the teacher's discretion.
5. Invitations to a student's birthday party can be distributed at school only if all students in the class are invited or all students of a single gender are invited. Otherwise, invitations cannot be distributed at school.

### Conflict Resolution (Due Process)

When dealing with conflict resolution or due process, all involved agree to use Matthew 18:15, 16 as our guiding principle. It should be the purpose of every staff, student, and parent to follow this Biblical principle: "And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother." This scripture can be implemented by following the principles listed below:

1. Never share or discuss your conflict with anyone who is not a part of the solution to the conflict.
2. Purpose that you will not listen to anyone who wants to share his/her personal conflict/problem or gossip to you about another person. Direct him/her to talk only to people that are part of the solution to the conflict.
3. If you have met with the person personally and the conflict has not been resolved, follow up and meet with the immediate supervisor and the person(s) with whom you have the conflict.
4. Be sensitive to the chain of command/order of authority.
5. It is imperative that the love of Jesus Christ be extended to ALL our relationships.

### Electronic Devices

Radios, CD players, MP3 players, iPods, collectable cards, video toys and games, miscellaneous toys, etc. are not to be brought to school or to any school function. If any of the above-mentioned items are brought to school, they will be confiscated by the staff or the administrator and not returned until the end of the day. These items are allowed at school for show and tell but students are not allowed to play with them during the school day. Students staying for after school daycare may bring items approved by the daycare staff.

### Cell Phones

Electronic communication devices will be allowed at school. However, the school is not responsible for devices brought to school and will not be liable for damaged, destroyed, or lost devices. **They must be turned off and in the student's backpack as soon as student arrives on campus and must remain there until school is dismissed.** This includes during lunch and passing periods. Students may not have electronic devices in their pocket at any time during the school day. Students may use cell phones and other electronic devices after school is dismissed. If student has an electronic device on campus, the content must ALWAYS be appropriate (text messages, pictures, music, and ringtones). If a student needs to make an

emergency call during the school day, she/he should go to the office. If a parent needs to reach a student, she/he may call the school office.

If a student has their cell phone in their pocket or out any time during the school day the following will apply:

- First offense: Cell phone will be confiscated and must be picked up by a parent.
- Second or more offenses: Cell phone will be confiscated and must be picked up by a parent, student must pay a \$25.00 fine for each offense.

Students in afterschool daycare may use cell phones only in the presence of an adult in charge.

BCS is not responsible for plans made by students without parental permission or school knowledge.

Parents must notify the school office in writing if their child will be leaving school with someone not on their authorized pickup list.

### **Weapons**

Students are not allowed to have weapons or toy weapons on campus unless a teacher has requested an item be brought to class as part of lesson or report.

### **Textbooks**

All hardback books must have book covers within the first week of school. Lost, stolen, or damaged text or library books are the responsibility of the student to which they are assigned and replacements costs will be charged to that student's account. The Bible is the standard text used for every class. A modern translation of the Bible, such as New International Version, is required for all students (no storybook Bibles).

### **Assignments**

Reasonable neatness and readable penmanship are expected or the teacher may not accept the assignment. Assignments are due on the day announced. "I forgot it at home" is not an acceptable excuse for late work. Assignments will not be accepted when handed in past the teacher's final deadline.

### **School Lockers**

All seventh and eighth grade students will be assigned a locker at the beginning of each school year and should keep it neat and orderly. The number of the locker along with the lock combination must be kept on record in the school. All lockers are school property and subject to unannounced locker checks or inspections.

### **Gym Lockers**

Students may have assigned lockers, which will be locked with a built in lock. They are to keep it locked. All gym lockers must be emptied of all clothing by the close of school every Friday. All lockers are school property and subject to unannounced locker checks or inspections.

### **Concern for Property**

As an expression of pride and respect toward their school, students should assume responsibility for keeping all facilities clean and in good repair. Any student who defaces or destroys school property will be charged the full cost of repairs and will be subject to disciplinary action. All students are expected to treat school property as one would treat any other gift from God.

### **Dress Code**

All clothing shall be modest, neat and clean.

- Garments designed with holes and frays are permissible. Holes and frayed areas that could expose undergarments or are above the short & skirt length requirement must have opaque fabric behind them.
- All undergarments must be completely covered by clothing.
- All logos, art, and lettering must be non-offensive.

- Hair must be kept clean and well groomed. Hair must not cover eyes.

**Hats** may be worn as long as the brim doesn't obstruct eye contact. Any hat may be worn outdoors for protection from the weather.

**Shirts/Tops** must be long enough to cover the waistband of student's pants when their arms are fully extended above their heads.

- No snug fitting or stretchy shirts.
- Age appropriate modesty applies for older girls
  - Shirt straps and dress tops must be at least 1" wide, enough to cover undergarments.
  - No spaghetti straps or strapless/tube tops or dresses allowed.
  - No halter or crop tops
  - No bandeaus under muscle tank tops.

**Pants/Shorts/Dresses/Skirts** may not be shorter than fingertip length or mid-thigh which ever is shorter. Leggings and tights are not considered pants.

- They must be covered by a top that covers the bottom.

**Shoes:** Dress type shoes, boots or tennis shoes are acceptable.

- Open-toed shoes are allowed for all grades.
- No moccasins (soft-soled), flip-flops, or wheeled shoes.
- All shoes must fasten to the student's feet with a back strap or fitted heel so that the shoe will not easily slip off their foot when running or playing.

**Outerwear:** Students may wear any jackets, coats, sweatshirts, sweaters, or vests that meet the general guidelines. Additionally, all clothing under outerwear must meet all other dress code criteria.

**Make-up:** Only 5th, 6th, 7th, and 8th girls are allowed to wear moderate make-up.

- Moderate means "not excessive in any way."
- The administration will have the final say regarding what is and is not moderate.

**Jewelry:** No facial piercing or nose rings. Earrings are allowed. Only post earrings may be worn for P.E. and dance.

Students are responsible for meeting dress code and will be required to change inappropriate clothing before attending class. Subsequent violations will be considered disrespectful behavior and addressed.

THE ADMINISTRATION RESERVES THE RIGHT OF FINAL JUDGMENT REGARDING PROPER DRESS.

### **Label All Outerwear**

Due to Redding's often cool morning that turn warm mid day students regularly remove their coats, jackets, and sweaters during recess and lunch resulting in an abundance of lost outerwear. Please label all outerwear with you student's full name as most of these lost coats and jackets go unclaimed and end up being donated to a local thrift store.

### **Physical Education (P.E.) Dress**

Physical education uniforms are purchased through the school office. All clothes must be labeled with the student's name.

### **Graduation Dress**

All clothing shall be modest, neat and clean. Boys must wear nice pants (no shorts), a dress shirt, with dress shoes. Girls may wear nice dress pants or a dress no shorter than mid-thigh with dress shoes. A wrap, jacket, or sweater must cover dress or top shoulder straps that are less than one-inch wide. No strapless or off-the-shoulder attire may be worn. "

# Computer/Internet Use Agreement

I will demonstrate Godly character through trustworthiness, respect, responsibility, fairness, caring, and citizenship. Philippians 4:8 “Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things.”

## **RESPECT FOR PRIVACY**

I will respect others' right to privacy. I will only access, look in or use other individuals', organizations' or companies' information on the computer or through telecommunications if I have the permission of the individual, organization or company who owns the information. I will never give out personal information over the Internet to someone I don't know.

## **RESPECT FOR PROPERTY**

I will respect others' property. I will only make changes to or delete computer programs, files or information that belong to others if I have been given permission to do so by the person, organization, or company who owns the program, file or information.

## **RESPECT FOR OWNERSHIP**

I will respect others' rights to ownership and to earn a living for their work. I will only use computer software, files, or information which I own or which I have been given permission to borrow. I will only make a backup copy of computer programs I have purchased or written and will only use it if my original program is damaged. I will only make copies of computer files and information that I own or have written. I will only use computer programs which I have written or have been authorized to use by the author. I will pay the developer or publisher for any shareware programs I decide to use.

## **RESPECT FOR OTHERS AND THE LAW**

I will only use computers, software, and related technologies for purposes that are beneficial to others, that are not harmful (physically, financially, or otherwise) to others or others' property, and that are within the law. “Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God.” Romans 13:1.

## **I WILL USE THE SCHOOL'S COMPUTER FOR ACCADEMIC PURPOSES ONLY**

I will use the school's computers, software, and related technologies for education purposes only. I will not check e-mail, browse the internet, or manage information unless specifically directed to do so by your teacher as part of a school assignment.

## **Student Limitations on Computer & Internet Activities**

The school's computers & internet may not be used for any purpose that conflicts with goals or the Student Computer/Internet Policy of Bethel Christian School for illegal or unethical purposes.

### **The Students will:**

- not install or remove any software
- not install or remove any hardware
- not download files to the school's or church's computers with out permission for the teacher.
- not use the system without signing the Bethel Christian School Computer/Internet User Agreement.
- follow all teachers' instructions regarding the use of the Bethel Christian School computers and computer network.
- only use the internet when a teacher is present in the classroom and in full view of the teacher.
- handle hardware and software tools with care and respect.
- respect other student's privacy by not viewing or altering their files or settings.



- not send or receive or view material or messages that are likely to be obscene, immoral, racist, sexist, illegal, unethical, or inappropriate in language for this Christian school environment.
- not send a message with someone else’s name as author or send a message that is inconsistent with the school’s Internet Etiquette, Student Limitations and Biblical standards of conduct. “You shall not bear false witness against your neighbor.” Exodus 20:16.
- not send any material in violation of federal or state law regulation. This includes non-exclusively copyrighted material, threatening or obscene material, or material protected by trade secret. Impair or damage the school’s system operations or disrupt the use of the system by another user.
- not share your individual account and password or use another persons password.
- not participate in online chat or discussion groups unless specifically directed by my teacher.
- will only use e-mail when authorized by my instructor for school related activates.
- not use school’s computers or web access to manage personal web site.
- not sign up for or visit any web site or services that would require me to falsify my identify.

**Penalty for Inappropriate Use**

Inappropriate use may result in your losing access to the computers and or the Internet and could result in suspension or expulsion. The student may also be subject to additional disciplinary action. **Students that (either intentionally or accidentally) introduce a computer virus could be held liable for the cost of restoring the computer system.**

## ATTENDANCE POLICY

Regular attendance is required by law and is vital to the student’s success in school. When a student is absent, he/she misses classroom instruction and discussion that is impossible to adequately make up and therefore decreases the student’s ability to do the best he/she could do. All parents are asked to use good judgment and not allow their student to be absent unless it is absolutely necessary. While it is not always possible, parents are asked to make all appointments, including doctor and dentists, outside of school hours. California law requires us to keep accurate attendance records.

**School Hours**

Students are not to arrive at school more than 25 minutes prior to the first class period, and are to be off of the school campus or checked into daycare no later than 15 minutes following their last class. All students on campus after 3:00 PM will be charged for daycare unless they are involved in a church or school sponsored activity. Students who have business with a teacher or other faculty member before or after school are the exception to this standard. All classes begin at 7:55 a.m. (tardy at 8:00 a.m.)

<b>Daily class dismissals:</b>	<b>Grades K - 4</b>	<b>2:45 p.m.</b>	<b>Grades 5 - 8</b>	<b>3:00 p.m.</b>
<b>Early Release dismissals</b>	<b>Grades K - 4</b>	<b>1:30 p.m.</b>	<b>Grades 5 - 8</b>	<b>1:45 p.m.</b>

**Drop Off & Pick Up Procedure**

Please keep in mind at all times that keeping the traffic flow going is a necessity. Traffic will flow in a counter-clockwise pattern circling the “seniors parking” section and center island. Drivers must keep to the right at all times and keep all intersections clear. Be aware that cars will need to move in and out of the parking lot at all times. Students will only be loaded into cars while they are stopped in front of the handicapped space and steps directly in front of the gym and school foyer. Please try to load/unload all passengers from the right side of your vehicle. This will prevent students from having to move between cars and keep them out of the traffic flow.

Pick-up cards/placards with students’ names and grades will be distributed to each BCS family at the beginning of the school year. All cars will be required to display their pick-up card(s) in the right side of the vehicle dashboard in order for BCS security and staff personnel to clearly see. If a car picking up students

does not have a pick-up card, the driver will be required to park and walk up to their teacher(s) to collect child(ren) (if the parent) or go into the school office for approval to pick up students.

Keep all conversations with teachers and others to a minimum. If your topic of conversation becomes lengthy you will be holding up other parents that are trying to move through the line. DO NOT leave your car unattended for even a moment. Unattended cars create gridlock, causing delays for everyone. If you need to exit your car you must park in a designated parking space. The loading zone in front of the school steps is a “no parking” zone during the morning and afternoon release times. Fifth through eighth grade students are released fifteen (15) minutes later than elementary students. Drivers that are picking up 5th through 8<sup>th</sup> grade students are asked to not get in line prior to their release. Cars that are holding up the line waiting for students that are late being released will be asked to go around again.

## **Closed Campus**

BCS operates under a closed campus policy. All visitors must register at the school office and receive and wear a visitor name badge while on campus. Before leaving campus at any time, prior to the normal dismissal bell, students must have administrative approval and be signed out in the office by a parent/guardian. Upon returning all students must be signed back into school. The parking lot and HeBrews hall/lobby are considered out-of-bounds during the school day.

## **Tardies/Early Departures**

A student is considered tardy (late) for class if he/she is not in their seat when the tardy bell rings. Early departures from school will be counted as a tardy. First through eighth grade students that arrive late to school must check in at the school office. The school office may excuse a tardy for the following reasons: medical appointments, illness, car trouble, or unexpected traffic delays. If a student misses three or more periods (half the school day) the tardy will become an absence. Each three (3) unexcused tardies/early departures will be counted as one (1) absence.

## **Unexcused Tardies/Early Departures**

**Students in 3<sup>rd</sup> grade and up will receive one after-school detention for every three unexcused tardies.**

Un-excused tardies will include, but are not limited to the following: overslept, running errands or doing work for parents, lack of proper clothing or shoes, hair appointments, forgetting items needed for school, delays due to ongoing road construction or similar reasons for delay. If a parent feels that their child's unexcused tardies or absences are the fault of the parent, that parent may serve one hour of additional school volunteer service in place of their child's detention.

## **Excused Absences**

Excused absences will include the following: illness (after 3 days absence a doctors note will be required), medical appointments, funerals, family emergencies, court appointments, and approved family days off.

## **Unexcused Absences**

**Students in 3<sup>rd</sup> grade and up will receive one after-school detention for every unexcused absence.**

Unexcused absences will include, but are not limited to, the following: running errands or doing work for parents, lack of proper clothing or shoes, hair appointments, taking a day off school, etc.

## **Family Days (1 to 2 days)**

The school understands the importance for family time and allows parents the choice to take an occasional family day for family connection. A family day will count as an excused absence. All missed assignments are expected to be completed within 2 days of return to school. It is important that this privilege not be abused. It is intended for children to strengthen their bond with family members; it is not simply a day off from school.

## **Independent Study**

### **Vacations or Ministry Travel (1 time per year)**

Bethel Christian School offers an Independent study program **once a year** for families missing more than 3 days of school for a family or ministry trip. Family or ministry trips **may not exceed 10 school days**. Arrangements must be made ahead of time for independent study. Prior to booking your students travel, check with the teacher to see if any large projects or tests will occur while your child is away. Whenever possible, we would appreciate your adjusting travel to assist the teacher in meeting the academic goals for your child along with the other students in the class. Students that are on independent study are considered in school. As a result, it is important that all work is completed, because that work represents attendance.

### **Qualifications**

- Family or ministry trips may **not exceed 10 school days**.
- A form must be completed in the school office to **2 weeks prior** to travel to provide teachers time to prepare work
  - Please recognize it is a time-consuming process for teachers to prepare in advance
  - Work will not cover everything taught while the student is away on independent study and work can in no way make up for lost classroom instruction
  - Students may need parent support in completing work
  - When tests occur, students are responsible for the content
- All work is due no later than the 2<sup>nd</sup> day the student returns to school
  - Failure to turn in independent study assignment on time will result in missed days being changed to unexcused absences

### **Unexcused additional Travel**

- Does not fall under independent study qualifications
- No prior work will be provided by teacher prior to travel
- Some work may not be able to be made up and could possibly effect grades
- Other work will be given following the absence(s)
- All makeup work due within 1 week of return

### **Make-Up Work**

After excused absence or family days: All work assigned before the illness is due the day the student returns. All work assigned while absent will be due in one day for each day absent, not to exceed one week. Any tests missed during an absence will be given at the teacher's discretion. Special arrangements will be made for long-term absences due to illness.

### **Re-admission Following an Absence**

When a student is absent or tardy, the parent/guardian must report the reason for the absence or tardy to the school. The office may be notified by phone, a signed note, email, or in person. After days of absence a doctor's note may be required. The office will issue a re-admit slip to enter class. Parents can email the office at [bcs@bethel.com](mailto:bcs@bethel.com).

### **Truancy**

Parents of students with excessive absences, tardies, or early departures will receive a truancy letter and possibly be required to meet with the principal to develop a plan with a timeline for correcting attendance problems. Should the excessive absences/tardies/early departures continue, the parent(s) will be referred

to the Bethel School Board. Failure to resolve an absence and/or tardy issue could lead to the student being expelled from school and/or being referred the Sheriff/Shasta County School Attendance Review Board (SARB) for further action. Excessive absences are defined as students with three (3) days of unexcused or ten (10) days of excused absences. Parent(s) of a student with excessive absences will be sent a letter requesting a conference with the principal to address the attendance issue. A second letter will be sent after five (5) days of unexcused or twelve (12) days of excused absences. A third letter will be mailed requiring a meeting with the school board after seven (7) unexcused absences or fifteen (15) days of excused absences to determine the next course of action.

### **Withdrawals and Transfers**

In the event of a withdrawal or transfer, necessary forms must be completed through the office. Prior to withdrawal or transfer, appropriate textbooks and other school property must be returned and all charges paid before records will be released.

## **ACADEMIC POLICY**

### **Homework for Grades K-5**

Homework will consist of students completing unfinished classroom assignments, as well as memorization, research projects, studying spelling, reading, working on or re-writing of long-term assignments/reports, and studying for tests. In addition, work may be given to reinforce skills and provide necessary practice for that skill retention. Reading practice is considered necessary at every grade level. Teachers have the freedom to assign homework as necessary to cover the skills in their curriculum.

Grades K-1: Reading log and approximately 15 minutes of additional homework.

Grades 2-3: Reading log and approximately 30 minutes of additional homework.

Grades 4-5: Reading log and approximately 45 minutes of additional homework.

All students in grades K-5 are required to complete the weekly reading log.

### **Homework for Grades 6-8**

In preparation for the rigors of high school, homework is an important part of grades 6-8. Homework consists of students completing unfinished classroom assignments, as well as memorization, research projects, studying vocabulary, weekly reading log, working on or re-writing of long-term assignments/reports, and studying for tests. However it is not limited to the listed items. Teachers have the freedom to assign homework as necessary to cover the necessary skills in their curriculum.

All students in grades 6-8 are required to complete weekly reading log.

### **Grading**

The purpose of grading at BCS is to help students and their parents know how they are progressing, and provide an evaluation of the student's performance for use by institutions of higher learning in admittance procedures. Much emphasis is placed upon grades in relationship to the success and worth of an individual in our society. We want to encourage each student to become all he/she is capable of becoming and to do his/her very best at all times. Grades and evaluations should never be used as measure of value or worth, but as an indicator of how much the student has learned compared to what was expected. All tests and examinations will be given a percentage grade, which can be translated into the following letter grade scale (Grades 3 through 8):

Letter Grade	Percentages	GPA Score
A+	98%-100%	(4.0)
A	93%-97%	(4.0)
A-	90%-92%	(3.7)
B+	87%-89%	(3.3)
B	83%-86%	(3.0)
B-	80%-82%	(2.7)
C+	77%-79%	(2.3)
C	73%-76%	(2.0)
C-	70%-72%	(1.7)
D+	67%-69%	(1.3)
D	63%-66%	(1.0)
D-	60%-62%	(0.7)
F	59% and below	(0.0)

Kindergarten through 2<sup>nd</sup> grade receive standards based grading on a numerical scale as follows:

- 4 – Consistently above grade level standard
- 3 – Meeting grade level standard
- 2 – Making progress toward grade level standard
- 1 – Making minimum progress toward grade level standard
- NA – Not applicable during this grading period

### **Grade Point Average (GPA) (5<sup>th</sup> – 8<sup>th</sup> grade only)**

GPA's are used to determine eligibility for extra-curricular activities, student status, and honors. GPA's are calculated by giving numerical equivalent points and then dividing by the number of classes.

### **Incomplete**

A student who has been given an Incomplete for a class at the end of a grading period must complete the course within two weeks, otherwise a zero will be placed in the missing assignments and reflected in the grade.

### **Report Cards**

Official grades are given at the end of each trimester. If accounts are current, report cards will be given at Parent Teacher Conferences or emailed home. Parent Teacher Conferences will be held at the end of the first trimester for all students and at the second trimester at the teacher's discretion.

### **Progress Reports**

Parents may check the progress of their student at any time. Students' academic records are available through RenWeb. Contact the school office to gain access to your child's information.

### **Academic Honors (5<sup>th</sup> – 8<sup>th</sup> grade only)**

Academic Honors are posted during each report period recognizing those students in grades 5 – 8 who have met the following qualifications:

Principal's List	3.75 - 4.0
Honor Roll	3.5 - 3.74

## **Academic Awards**

Special recognition by subject is given to outstanding students in each class at the end of the school year.

## **ACADEMIC INTEGRITY POLICY**

BCS is committed to promoting ethical conduct appropriate as a responsible member of our Culture of Honor. Cheating and plagiarism are serious violations that undermine learning, hamper competence, and tear down ethical behavior. This conduct prohibits both teachers and students from knowing a student's true academic ability; furthermore, it breaks down the honor that is so vital in our school community

### **Cheating**

There are many varied forms of cheating including but not limited to:

- Copying another student's answers or homework
- Letting another student copy your answers or work
- Sending or receiving answers by text message
- Using or distributing copies of test questions, answers, or answer keys
- Secretly using "crib notes" or the Internet to help you answer test questions
- Having someone else do your homework or take a test for you, **or doing the same for another student**
- Changing your answers on a test after it's been graded and then asking for the grade to be changed.
- Putting your name on group work that you did not participate in

### **Plagiarism—From Copy-and-Paste to Bespoke Research Papers**

Plagiarism is passing off someone else's work as your own—is another form of cheating that becomes more of an issue as students move from middle and high school to college and beyond. Some forms of plagiarism are:

- Taking credit for something that is not your work
- Copying text (or even an entire paper) from a website, book, or other source without putting the copied words in quotes and giving credit to the source
- Buying, stealing, borrowing, or downloading a paper written by someone else
- Passing off someone else's work as your own.

### **Consequences**

1<sup>st</sup> Offense: Parent/Guardian will be notified. Student will receive a zero on the assignment.

2<sup>nd</sup> Offense: Parent/Guardian will be notified. Student will be expected to attend one detention in which they write a paper on what it means to cheat or plagiarize. They will receive a zero on the assignment.

### **Extra-Curricular Eligibility**

The following activities are considered extra-curricular: All athletic teams, drama performances, reward field trips, student government and clubs, and other similar activities. Eligibility is as follows:

1. Parental permission is required before participation is allowed.
2. Students must be in school on the day of the activity for at least four periods in order to participate.
3. A student must maintain a GPA of 2.0. Calculation of initial eligibility will occur at trimester grade reporting periods. Students may become ineligible at any time a teacher or advisor sees a

substantial drop in the quality of a student's work. Students will be removed from eligibility any time they are placed on academic or disciplinary probation. Ineligible students will be returned to eligibility by maintaining one week favorable progress/eligibility report.

4. The extra-curricular activity's fee must be paid before students are allowed to participate. This fee is non-refundable.
5. It is the responsibility of the extra-curricular coaches and advisors to submit a list of all students at the beginning of the season/activity to certify scholastic eligibility for the students in their activities.
6. Students who are suspended from school are also suspended from attending all activities during his/her suspension.
7. Students are required to serve all detentions even if they conflict with extra-curricular activities.
8. Ineligible students are allowed to practice with the team if they obtain teachers, coaches, and parent's approval. He/she may not take part in any team competition, contest, or travel during school hours.

### **Weekly athletic eligibility check:**

Each 7<sup>th</sup> and 8<sup>th</sup> grade player shall check his or her grades at the end of the week on Thursday. They shall then record their current grades on the eligibility form. They then need to get them initialed by their teachers on Thursday or Friday of that week. They will turn the form in to the athletic director's box (in the school office) by Monday. Having an "F" in any class or a failure to turn in the form will result in one week off practices and games. Ineligible students will be returned to eligibility by submission of a favorable report the next Monday.

### **Academic Probation**

Any student that has a GPA that is below 2.0 will be placed on academic probation. The following procedure has been designed to assist the student experiencing academic difficulties raise their performance. The purpose is to provide a means by which the student may maintain academic growth and avoid expulsion. Weekly progress will be checked in RenWeb. Students on academic probation will not be eligible to try out for sports teams without approval from the teacher, administration, coach, and parent/guardian. At the next trimester grade report, the student is either: 1) Removed from probation if his/her GPA is at or above 2.0, or 2) reviewed by the school board if his/her GPA is below the 2.0 standard. The parent/guardian(s) and student will be notified of the school board's decision to extend the probation period or remove the student from the school.

### **Student Study Team (SST) Protocol**

The Student Study Team is designed to help teachers and parent(s) work together to best meet a student's needs. The SST will meet with the parents, the teacher(s) and the student when the student has been struggling academically or socially for more than one trimester and several attempts have been made by the parents and teacher to intervene and assist the child. Each teacher must follow these steps when dealing with a student having academic problems. A parent may request an SST meeting any time they feel intervention on behalf of their child is needed.

### **Achievement Testing**

The TerraNova Assessment Test is given to each of the students in the spring (usually April). These tests measure the student's progress annually and the results are shared with parents.

### **Eighth Grade Graduation Requirements**

Eighth grade students participate in an evening graduation ceremony during the last week of the school year. Students shall receive diplomas of graduation only after completing the prescribed course of study. BCS requires that 8<sup>th</sup> grade students must have a cumulative GPA of 2.0 or higher in order to graduate. Any

students who fall below this GPA will not receive a diploma from the school, and will not be allowed to participate in the graduation ceremony.

The four highest honors recognized at this ceremony are the Christian Warrior of the Year to a graduating boy and girl for Christian service to the school and the community, and the academic honors of Valedictorian and Salutatorian. The Valedictorian and Salutatorian are determined by overall grade point average from the student's 7<sup>th</sup> and 8<sup>th</sup> grade report cards. A student must be enrolled in Bethel Christian School for the last six trimesters to be eligible for these honors. **Students who have failed to maintain a 2.0 GPA, are missing books, or have unpaid fees will not be allowed to participate in the Graduation ceremony.**

## ADMITTANCE POLICY

### Non-discriminatory Policy

It is, and shall be, the policy and practice of BCS, in admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, color, gender, or national origin.

### Admissions

Attendance at BCS is a privilege and admittance is by application only. Acceptance, including terms and conditions, is determined by the administration. Applications are available online at [bcsredding.org](http://bcsredding.org) and must be completed in detail. Applications for the next school year may not be submitted until March 1<sup>st</sup>. If the class is full, accepted students will be put on a wait list for spots that come available. The enrollment process is as follows:

1. Read the entire handbook and share appropriate sections with your child(ren).
2. Submit the following:
  - Completed application
  - Application testing fee. See BCS Tuition and Fee Schedule for cost.
  - Copy of official birth certificate (not hospital copy)
  - Copy of Social Security card
  - Updated immunization record
  - Latest basic skills test (SAT, etc.)
  - Most recent report card
1. Following review of the application for enrollment by the administrator, the applicant and his/her parents will be contacted for a Scantron Performance Series Testing appointment. This testing will give an indication of the student's working grade level. Kindergarten students will have a Kindergarten assessment test administered.
2. If it is determined the student is able to work successfully in BCS's curriculum and expectations, as well as the student and parents agree wholly to support Bethel's moral and spiritual lifestyle standards, the parents will be notified of the student's acceptance into school. Parents will be asked to complete the necessary financial forms and pay the non-refundable registration fee to hold their child's spot on the class list. Parents will be required to sign up for an overview of the direct deposit program.
3. All new students will be placed on academic/behavioral probation for the first semester. Any student who does not conform to the standards and regulations of the school will be dismissed.



4. Students that are denied admittance to the school may submit an appeal in writing to the Bethel Christian School Board to be reviewed at their next regularly scheduled meeting.

### **Student Transfer Acceptance Policy**

Students transferring into BCS are accepted based on their admittance test scores, standardized test scores, interviews, references, and previous school records. The students are enrolled at the appropriate grade level once these records have been reviewed and discussed by the principal and the teacher who administered the BCS admittance test. If there are concerns about a student's ability or proficiency in a particular area, this is discussed with the parents and accommodations or adjustments are made to the child's program.

### **Re-Enrollment**

Beginning February 1<sup>st</sup>, currently enrolled students may apply for re-enrollment to BCS for the following year. The following conditions must be met to qualify for re-enrollment:

1. The student must be meeting academic, behavior, and moral standards as laid out in this handbook.
2. A fully completed re-enrollment application along with the application fee must be submitted to the office.
3. All financial obligations to the school must be current.

Students that are not re-enrolled by March 1<sup>st</sup> cannot be guaranteed a place in the class for the following school year. See the BCS Tuition and Fees Schedule for Application cost.

## **FINANCIAL POLICY**

All payments made in the school office should be to Bethel Church.

### **Application/Testing Fee**

Application/Testing fee is due with the application and is non-refundable. See the BCS Tuition and Fees Schedule for cost.

### **Registration**

Registration fee helps cover the cost of textbooks, student insurance, yearbook, etc. The registration fee becomes non-refundable after June 20<sup>th</sup>. Students that have NOT PAID registration in FULL (or made financial arrangements with the administration) by JUNE 20<sup>th</sup> WILL BE MOVED TO THE WAIT LIST. BCS cannot guarantee enrollment for any student on the waiting list. See the BCS Tuition and Fees Schedule for cost.

### **Tuition**

Tuition is based on an annual fee, with a monthly payment option. The annual tuition amount may be paid over a maximum of ten months. The first payment is due August 1<sup>st</sup> with the last payment due May 1<sup>st</sup>. Annual tuition, if paid in full by August 10<sup>th</sup>, will receive a 5% discount. Monthly tuition payments are available. The monthly payments are set up to be paid electronically through RenWeb. Payments are automatically deducted by preauthorized Automatic Bank Payment. Contact the school office for further information.

### **Late Tuition Fees**

RenWeb's missed or late payment fee is not set by BCS. See RenWeb's payment agreement for more information. Late fees will be assessed on all payments paid directly to the school office not paid by the 20<sup>th</sup> of the month. The BCS late fee is 15% of past due amount with a \$5.00 minimum. Report cards and records will not be released to families that have a past due balance.

## **Daycare Hours and Charges**

Morning daycare hours are from 7:30 – 7:55 am. There is no cost for morning care. No students may be on campus before 7:30 am. Afterschool daycare runs from the end of school until 5:45 p.m. See the BCS Tuition and Fees Schedule for cost. In the event your daycare charges (hourly rate) become two weeks delinquent, your daycare privileges will be revoked. Privileges will be re-instated when payments are brought current. Daycare and other payments can be paid online or in the school office. Daycare payments are due on the 15<sup>th</sup> and considered late on the 20<sup>th</sup> of the month.

## **Late Afterschool Care Pick-Up Fee**

If you pick up your child from afterschool care later than 6:00 p.m., you will be charged an additional late fee of \$5.00 for first 15 minutes past 6:00 p.m. After 15 minutes is \$1.00 per minute. Failure to pay this fee will result in the suspension of childcare privileges until the fee is paid.

## **Returned Checks**

A \$20.00 fee, plus additional bank charges, will be accrued for each returned check.

## **Delinquent Accounts**

In the event an account becomes over 30 days delinquent, we reserve the right to remove your children from the school. Late fees will be added to past due balances and report cards will be withheld until accounts are brought current. Families with delinquent accounts will not be allowed to re-enroll their students.

## **Late Enrollments**

Application/testing/registration fee for late enrollments will not be pro-rated. Tuition will be pro-rated based on the number of weeks remaining in the school year. The partial year tuition may be paid in full or will be divided into equal payments.

## **Withdrawals**

If a student withdraws during the school year, tuition will be pro-rated based on the number of weeks the student(s) have/has attended in the school year. **PLEASE NOTE: The last day to withdraw and have tuition pro-rated in this manner will be March 30<sup>th</sup>. After March 30<sup>th</sup> each family will be expected to pay their full annual tuition.** It is our goal that all BCS and BCS Preschool students complete their education by remaining in school until the posted end date.

## **Refunds**

Refunds will not be made for absences due to illness, holidays, or other causes. The tuition is based on the annual amount not the monthly payment. Refunds will be made after all other payment responsibilities are cleared. All refunds require a withdrawal form to be filled out in the school office. Refunds require 20-30 days to process.

## **Discounts**

Multiple child discounts are available within the following schedule:

1<sup>st</sup> child - largest annual tuition, full payment, no discount

2<sup>nd</sup> child - 65% of annual tuition

3<sup>rd</sup> child - 45% of annual tuition

Additional child(ren) - 10% of annual tuition

Preschoolers are not counted in Elementary/Junior High multiple child discounts.

### Special Fees

Special fees are paid in the school office and are due prior to participation in the activity. See the BCS Tuition and Fees schedule for cost. Make checks payable to Bethel Church. Elective fees for Junior High are paid annually. Athletics fee helps cover the costs of coaches, uniforms, referees, league expenses, and equipment. Dance, music, and instrument rentals/fees are paid in advance or monthly. Tutoring is paid in advance or monthly.

### Missions Trip/Science Camp

In the spring of each year, the Junior High (7th-8th grade) students participate in a Missions trip. The cost for this camp is approximately \$1,100.00-\$ 1,300.00 and is due early March. Science camp is available for students in 6<sup>th</sup> grade. The cost per student is approximately \$100.00.

## GENERAL INFORMATION

### Nutritional Guidelines

School snack and Lunch. To assist you here are the current USDA dietary guidelines.  
<https://www.cnpp.usda.gov/dietary-guidelines>

Bethel Christian School does not have a school lunch program consequently lunch items are provided by parents. Students need to bring a cold lunch and snacks each day to school. There are no opportunities to heat items.

Specialty drinks

- Must be finished prior to entering the building
- No drinks such as coffee, cocoa, smoothies can be brought into the classroom.
- **ONLY WATER IS ALLOWED IN THE CLASSROOMS.**

Things to consider in packing lunch

- Healthy and nutritional food
- Limited sugar
- No sodas or energy drinks

### Gum Chewing

Gum chewing is not allowed at any time on the school campus during school hours.

### Bicycles

Students are welcome to ride bicycles to and from school after submitting a parent signed permission slip from the office. Each bicycle must be locked up immediately upon arriving. Each student that rides a bicycle to and from school is required by the State of California to wear a helmet. If the student does not wear the required helmet, he/she will not be permitted to ride the bike. Due to pedestrian traffic, no riding shall take place on sidewalks. Violations of bicycle rules may warrant bicycle restriction. BCS is not responsible for stolen property.

## **Chapel**

Chapel services are mandatory. Chapel is held once each week and is designed to be an opportunity for the expression of worship and praise to God. Chapel consists of music, testimonies, teaching, and sharing from the Word of God. Parents are welcome to attend chapel services.

## **First Aid Emergencies**

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is notified. It is essential that the emergency call number is current and updated in RenWeb. We would encourage every parent to have at least two emergency numbers available. The school office CANNOT:

1. Treat old wounds, cuts, remove splinters, etc.
2. Treat skin disease (itch, impetigo, poison oak, etc.)
3. Treat pink-eye.
4. Administer any remedy (cough drops, aspirin, etc.) without a Medical Authorization Form properly filled out by a doctor and parent.
5. Diagnose illness.

## **Illness**

BCS follows California State Law regarding the administering of medications at school. State law requires that a child who becomes ill at school be isolated until someone calls for them. A child will not be admitted into class until 24 hours after one of the following: sore throat, temperature, diarrhea, or vomiting. Please be sure your child is feeling well before class begins.

## **Prescription and Non-Prescription Drugs**

California law states that only school office personnel may administer prescription and non-prescription drugs. Parents must have a Medical Authorization Form (signed by doctor and parent) on file. All medication must be left in the school office for safekeeping. Please do not send any medication for the student to take unsupervised.

## **Field Trips and Off Campus Events**

On occasion students may participate in off campus field trips, ministry trips or sporting events. Students must have a travel consent form signed by their parent or guardian before being allowed to participate in any school sanctioned travel. The school will not be responsible for any event that is not officially sanctioned by the school administration.

## **Lost And Found**

All students' personal belongings must have identification labels on them. All abandoned personal articles will be placed in lost and found. As the lost and found becomes full, items will be donated (at least every two weeks) to a local charity or thrown out.

## **School Supplies**

A school supply list will be available online after the admissions procedures have been completed and the student has been accepted to BCS. Teachers may request some extra materials as needed.

## **Phone Calls**

Parents who find it necessary to call students should leave a message with the office to be delivered to the student. Students will not be called from class to the telephone, except in the case of an extreme

emergency. Students are to use the office phone for personal calls. Cell phones may be at school but must remain off and kept in the student's backpack or locker.

### **Transportation**

Parents are responsible for getting their students to and from school. The school office personnel may assist in a car pool, but the responsibility still belongs to the parents. If the student is to be picked up by someone who is not on the emergency list in RenWeb, written communication is required: a note or email is required. A school staff member will ask to see the person's driver's license to obtain accurate identification.

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