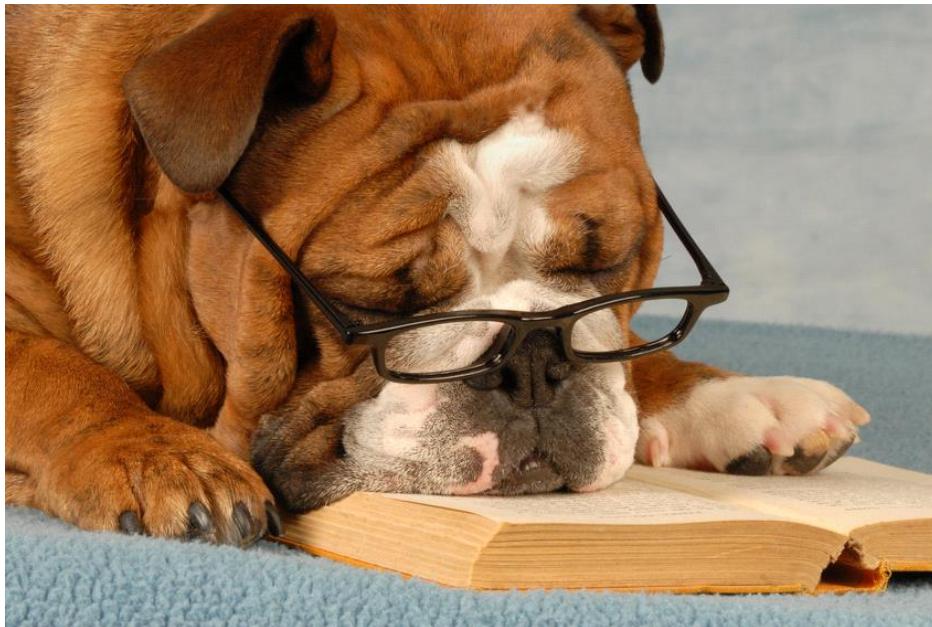




Pre-school/elementary/middle school Student & Parent Handbook 2014-15



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The Purpose of the School

Our Purpose:

To instruct future generations to love God and serve others

Our Mission:

We seek to provide an exceptional academic education through partnership with our families in a diverse environment that integrates biblical truth throughout all course of study while equipping every child to impact their world for Christ.

Our Core Values:

- **Academic Rigor:** It is our desire to provide the finest possible Christ-centered, academic experience for each of our students and to encourage them to work diligently in all they do.
- **Grace:** It is our desire to reflect the character and love of Christ in all we do and in every relationship with one another, with students, with parents, and with every member of our community.
- **Outreach:** It is our desire to share the love of Christ with all families in our community regardless of their church affiliation.
- **Service:** It is our desire to develop a genuine servant's heart in every student so they in-turn would serve others in Christ's name.
- **Integrity:** It is our desire to equip and encourage our children to be honest and to display the strong moral principles as revealed in the Old and New Testament Scriptures.

Educational Philosophy & What We Teach:

Bethany Christian School reflects in every way a Christian philosophy of life. We are a Christ-centered school. We honor Jesus Christ as the physical Enabler and spiritual Motivator for pursuing knowledge. We affirm the Biblical teaching that man is created in God's image. We therefore, appreciate inquiring minds, the desire to create, freedom to explore, and the will to achieve order as expressions of God's image within us. We seek to stimulate these internal motivational forces so that our students will find their educational experiences to be genuinely fulfilling.

The Scriptures

The Bible, consisting of the Old and New Testaments, are the inspired Word of God without error in the original writings, are the complete revelation of God concerning His will for the salvation of humankind, and are the supreme and final authority for Christians and the only rule of faith and obedience.

God

There is but one living, sovereign, and true God, who is infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit, coequal in power and glory, each having the same attributes and perfections.

Humanity

Humankind, male and female, were created in the image of God with reasonable (rational) and immortal souls, endued with knowledge, righteousness and true holiness, to have intimate fellowship with God and to glorify and enjoy Him forever. Therefore, all human beings have great dignity and value. By their sin, however, our first parents (Adam and Eve) fell from their original righteousness and communion with God and thereby became spiritually dead. Being the root of all mankind, the guilt of their sin, and the penalty of death, were imputed and conveyed to all of their descendants at that moment and their corrupted natures are passed on to us by ordinary generation. Thus, all of humankind is separated from God, under His condemnation and wrath, and are totally unable to please Him. Moreover, humankind cannot merit in any way, nor can it even know the need for salvation without the intervening work of the Holy Spirit.

Jesus Christ

Jesus Christ is true God and true man, one person with two distinct natures. He was conceived by the Holy Spirit and born of the Virgin Mary. He died on the cross as the supreme and only acceptable sacrifice for our sins and according to the Scriptures, was buried, and on the third day He arose bodily from the grave and ascended into heaven, where He sits at the right hand of the Majesty on High and forever makes intercession for His people. Thus, there is no other name under heaven whereby humankind can be saved.

Salvation

God has graciously provided a plan of salvation for fallen humanity in the Covenant of Grace. In this plan, Jesus Christ has become our representative, fulfilling the broken Covenant of Works in Adam and in perfect obedience, and having taken our sins upon himself has offered himself as a sacrifice to satisfy divine justice and to reconcile us to God. Salvation is the supernatural work of the Holy Spirit and is by grace alone (Sola Gratia), through faith alone (Sola Fide), in Christ alone (Solo Christo), as revealed in the Scriptures alone (Sola Scriptura), to the glory of God alone (Soli Deo Gloria).

The Church

We believe in the one holy, universal church, which is made up of all believers of all time in the entire world, of which Christ is the head. The visible church, which is the Body of Christ in the present age, is the ordinary means of the spread of gospel and the building up of God's people in Christ. Particular or local churches are the visible manifestations of the Body of Christ throughout the world, the members of which include believers in Christ and their covenant children. Water baptism and the Lord's Supper are sacraments to be observed by the Church during this present age, though they are not to be regarded as means of salvation.

Last Things

We teach the personal, visible return of the Lord Jesus Christ at the end of this present age at which time he will judge the world. We believe in the bodily resurrection of the just and the unjust, the everlasting punishment of the lost in hell, and the everlasting blessedness of the saved in God's New Creation.

ATTENDANCE and TRANSPORTATION

ELEMENTARY/MIDDLE SCHOOL ATTENDANCE POLICIES

- Students are sent to the classrooms at 8:20 a.m. Class starts at 8:30 a.m.
- When an absence occurs, the student and/or parent is responsible to attain any classwork missed and must arrange with the teacher to make up assignments, test, and quizzes.
- On the day a student returns to school after an absence, a written note signed by the parent is to be given to the teacher who will send it to the school office. The note should state:
 - ❖ Name of student
 - ❖ Date(s) of absence
 - ❖ Specific reason for absence (An "appointment" is not specific enough; please specify "medical appointment", etc.)
 - ❖ If the student fails to bring a note the following school day stating an approved reason for the absence(s), it will be considered "unexcused". Unexcused absences will result in a grade of zero in classwork and tests.
- Excused absences include the following:
 - ❖ Personal illness
 - ❖ Serious illness or death in the immediate family
 - ❖ Medical and/or dental appointment
 - ❖ Anticipated absence excused by Head of School in advance (Planned absences not cleared in advance will automatically be considered unexcused).
- Parents are asked to avoid scheduling vacations during scheduled conference times during times when school is in session.
- A child who leaves school before 12:00p.m., and does not return for the remainder of the school day, will receive credit for only attending a half (1/2) day.
- Children with any evidence of a communicable disease must stay out of school until there is no danger to other children. A child with a fever above 100 degrees or who has vomited or had diarrhea within the past 24 hours, should remain at home until free of these symptoms for at least 24 hours. If all visible signs have disappeared, the child may return to school. In the case of chicken pox where visible signs may remain for some time, it may be necessary to have a physician certify that the child may return to school.
- A child missing five (5) days or more in succession due to illness must have a physician's note to return to school. A physician's note may be requested at other times, also, such as for repeated absences.
- The health and physical well being of all students is a matter of great concern to us. When a child becomes too ill to remain in class, the parents will be contacted. For this reason, **it is most important that we are notified immediately if a telephone number and/or email address is changed.**

- Since it is not possible for us to maintain a health clinic, please arrange to have sick children picked up promptly. If a child is not responding well and we cannot contact you, an ambulance may be called. A parent must bring any form of medication your child is required to take into the school office. State law prohibits any child from carrying any medication on a school bus. This is for his safety as well as his classmates. Doctor's instructions must accompany all prescriptions. Please try to give medication before school, after school and at bedtime.
- All students must be signed out at the office when they are leaving the school for any reason during the school day. If they return to school again in the same day, they must be signed back in at the office. Please do not take your child out early for haircuts, shopping or visits. It creates problems during dismissal. Habitual request for early dismissal will require a parent conference with the Head of School (HOS). If you must pick up your child(ren) early, you must do so before regular dismissal procedures are in affect. **No students will be called to the office after 2:45.**
- Long-term projects with a designated due date should be brought/sent to school even if a child is absent that day or it will be considered late.
- If you know in advance that your child will be absent, please notify the school by filling out the request form which will then be signed by the teacher and the HOS. PLEASE NOTE the terms as follows:
 - ❖ Parents (and student) assume responsibility to make arrangements with the teacher for any homework or special projects that should be done during the trip.
 - ❖ Please plan ahead, **teachers cannot prepare work for your child the day they receive your note.** It is a great deal of work for a teacher to put assignments together. If you receive assignments before you leave for a trip, the work must be turned in by the second day you return. They will not be graded after that.
 - ❖ The student is responsible to make up any work that is missed during his/her absence.
 - ❖ The student should be prepared to report (written and/or oral) to the class what was learned through the trip upon his/her return.

TAKING YOUR CHILD OUT OF SCHOOL

- If for any reason you need to take your child out of school during the school day, please follow this procedure: (Please do not call the office to arrange this.)
- Send a note to your child's teacher on the morning the child will be leaving, stating the reason your child is to be released. Also include the time you will call for them.
- **IMPORTANT: Report to the OFFICE for your child, not to the child's classroom.** We will call for your child and he/she will be sent to the office to meet you. Teachers have been instructed that no children are to be released to adults directly from the classroom. Please do not ask the teacher/aide to violate this rule as it is for your child's protection. This procedure is followed to protect your child from being taken by an unauthorized person.

- You must sign your child out in the "Sign Out" sheet in the office.
- Whenever a child is to visit the home of another student, the school must receive a permission slip from both families granting their permission for the visit. Buses are not permitted to transport children who are not on their route sheet due to insurance problems.
- Students can never be taken from the playground.
- Students may not call home during the day to make arrangements to go home with someone else after school. **(Again, please do not call the office to arrange this.)** Also, a student may not call home for forgotten homework, projects, etc. Students will be permitted to call home in the event of an emergency.

ARRIVAL & DEPARTURE

- **PRE-SCHOOL** – Transportation is not provided for Pre-School students. If you would like to form a carpool, check the student directory to find other families in your area. Students should be in the building at 8:20 a.m. They should go directly to their class. Pre-School children must be picked up in their classroom.
- If your child is to be picked up by someone other than the parent, the school must have written parental permission informing us of this, or have this indicated on the Emergency/ID Card. Your child will not be released to an unauthorized person. If it becomes necessary for someone else to pick up your child after he/she has already been dropped at school, please call to inform us who will pick up the child and inform that person that we will require proof of identification before releasing your child.
- **ELEMENTARY/MIDDLE SCHOOL** – ***Students are sent to the classrooms at 8:20 a.m.;*** class begins promptly at 8:30 a.m. and ends at 3:00 p.m. Upon entering, children must report to the gym and sit quietly with their classmates. They will be sent by class groups to their classroom at 8:20 a.m.

PARKING

- Please do not park in the lot in front of the school between the hours of 8:00 – 8:45 a.m. and 2:15 – 3:30 p.m. **for any reason.**
- **A one-way traffic pattern is required.** We feel this will provide the safest arrival and departure for all. Please **enter** the parking lot at the **front** side of the church (off of Baltimore Pike) and **exit** out the **back** side (onto Shadyside Road).
- **NEVER ATTEMPT TO PASS A BUS OR ANY OTHER VEHICLE IN THE PARKING LOT.**

PRE-SCHOOL PARKING

- **Parents are required to park their cars and bring their child to the proper room.** Children are never to be "dropped" at the outside door. Parents are required to follow the same policy at pick-up time.

BEFORE CARE AND AFTER CARE

- Before Care and After Care are offered at Bethany Christian School. The program operates only on school days. Before Care is available from 7-8 a.m.; After Care is available from 3-6 p.m. Aftercare will not be available the day of the school banquet. The cost is \$3.75 per hour with a minimum of \$1.75 per day. (A pre-school staff member will accompany any child using this program to the elementary gym. Therefore, please be sure to inform the pre-school office of your child's aftercare schedule.)
- **If your child has not been picked up by 3:15** he/she will be sent to aftercare and you will be charged at least the minimum fee. There will be a late fee of **\$1.00 per minute** for each child, if you have not picked up your child by 6:00 p.m.
- You will receive an invoice. Aftercare students should bring a snack and a drink each day. An emergency card specifically for After Care will be sent home to complete and return. You must sign your child in for Before Care and out at After Care.

TARDINESS

- Children in Kindergarten through 8th grade should be in their class by 8:20 a.m. The classroom activities will begin at 8:30 a.m. A child who is not in his seat as school begins is considered tardy. When tardy, a child misses valuable information that may affect his/her performance. It is disruptive to the class. Doctor and dentist exams should be scheduled after school hours whenever possible. Habitual lateness will require a parent conference. If your Elementary/Middle School child arrives at school after 8:30 a.m. he/she must stop at the office. Children who arrive after class begins are considered tardy. Exceptions: Doctor's visit or bus arrives late.
- If a student is tardy four times within a quarter, the student will serve a detention. The parent will be notified in advance and will need to make arrangements to pick up the child at 4:00 p.m. A child may not use After Care on that day.

LATE PICK-UP

- If you are late at pick-up time and we have not received any message informing us of the reason for delay, we will call the numbers listed on your emergency information or send the child to after-care. You will be charged at least the minimum fee of \$1.75.

BUS REGULATIONS

- Pre-School – please see the “Arrival and Departure” section on the preceding page.
- Bus riders always go home by bus unless the teacher receives written instructions otherwise. Bus riders will not be permitted to ride any other bus than their assigned bus. This includes no transfer of buses within the same school district unless instructed by the administration.
- Pupils must obey and be courteous to the driver and fellow pupils. The driver is in full charge of the bus and pupils and has the authority of a classroom teacher. Whenever a teacher is present, the teacher is then in charge.
- Pupils must remain seated at all times, and until the bus has come to a complete stop.
- Students that wait at another school, either to be transferred to a different bus or for parents to pick them up, must stay in the assigned area and wait quietly. They are representing Bethany Christian School and the Lord; therefore, their behavior should always be appropriate.
- Students are not to bring toys or any other similar objects on the bus. If they have a project or item for show and tell that cannot be contained in a backpack, it is best if parents arrange for the item to be brought to school. Any toys or similar objects brought to school should be kept in backpacks. Any toy or object taken out of the backpack may be taken by the bus driver and will be given to the HOS. (Toys should never be brought to school to be played with at school.)
- **NO chewing of gum on the bus (or on school grounds).**
- **NO eating of food on the bus unless it is a field trip and circumstances dictate such.**
- **NO medications of any kind** may be taken on the bus. An adult must bring the medication into the office and come in to pick it up if the child needs it at home.
- Students should help to keep the bus clean and orderly. They must not damage or abuse equipment or seats.
- Riding the bus is a privilege, violating the rules will result in either restricting bus privileges or suspension from the bus.
- If a child receives two written reports from the bus driver for behavioral reasons, he/she may be removed from the bus for a period of time.
- If a child misses his/her bus, he/she will be sent to Aftercare and you will be notified.

SCHOOL HOURS

- **PRE-SCHOOL**

8:30 – 11:15 a.m. (Half Day) and 8:30 – 3:00 (Full Day)

- **ELEMENTARY/MIDDLE SCHOOL**

Students will be sent to class by **8:20 a.m.**, class begins promptly at 8:30 a.m. and ends at 3:00 p.m. Children must report to the gym and sit quietly with their classmates when they arrive in the morning.

- Bus students will be dismissed at 3:00 PM. Car students will be dismissed after the buses leave. **Parents – Please do not come into the building for students at dismissal time.**

- **REGULAR DISMISSAL**

Bus students will be dismissed first from the hallway.

- The students will be dismissed to the Family Life Center after the buses have loaded. We will call students by last name this year for loading. Please display your car tag visibly when in the car line.
- **All students will receive two (2) new car tags with their last name on it this year – Please throw out your old one with the number from last year.**

SCHOOL CLOSINGS

- **EARLY DISMISSAL**
All early dismissals will be at 12:30 p.m. On early dismissal days, Half-Day preschool students will also dismiss at 12:30 **so please pack a lunch for them.** There will be **NO lunch** on early dismissal days for K-8th grade students - **please send a substantial snack.** (Dismissal at 12:30 p.m. is necessary to count as a full day and for bus service.) Time will change only if an emergency dictates.
- **PRESCHOOL SCHOOL CLOSINGS**
 One-hour delay – AM and Full Day classes will open one hour late.
 Two-hour delay – Modified Preschool:
 Full Day classes start at 10:15 a.m. and will end at 3:00 p.m.
 AM Classes start at 10:15 a.m. and will end at 12:15 p.m.
- **SCHOOL CLOSINGS/LATE OPENINGS DUE TO INCLEMENT WEATHER**

We will send an automated phone message via our Blackboard Connect system (formerly "Alert Now") to all parents and we will display the information on our website usually by 6:30 a.m.

***Parents, on inclement weather day late openings, if you believe the driving conditions are too hazardous in your neighborhood to venture out, you reserve the right to keep your child at home and your child not be charged an absence as a result.**

- **Blackboard Connect system (formerly "Alert Now")**
 Bethany Christian School will continue to implement the emergency dismissal program, *Blackboard Connect*, to assist during the event of a snow day, emergency early dismissal, etc. Basically, you will receive a phone call advising you of snow days or an emergency dismissal. The program is also used to provide you with informational bulletins via the telephone. Therefore, accurate and precise contact information will be needed from you.

DISCIPLINE and BEHAVIOR ISSUES

- Consistency and communication are critical to successful discipline. Parents are ultimately responsible for their children's behavior.
- The maintaining of discipline in the school is essential to an effective learning climate and is the responsibility of teachers, administrators, and students with the support of parents. Students have responsibilities such as: 1) regular school attendance, 2) a conscientious effort in classroom work, and 3) conforming to school rules and regulations as they exist. **No student has the right to interfere with the education of his fellow students.** It is also the responsibility of each student to respect the rights of teachers, administrators and fellow students who are also involved in the educational process.
- Bullying of any kind is unacceptable and will not be tolerated. Respect for all is required. **A consistent pattern of bullying displayed by any student will lead to suspension and/or dismissal from Bethany Christian School. This includes cyberbullying.**
- Students are expected to demonstrate respect at all times including recess. Fighting or "play-fighting" (aggressive horseplay) will be met with significant consequence including possible suspension and/or expulsion. Please discuss this with your child. Students may not throw mulch or snowballs at any time. This may result in suspension.
- **The school's first obligation is the preservation of a learning environment.** Individual behavior problems must not infringe unduly upon a teacher's time and attention, to the detriment of other students in the classroom. An environment that is conducive to learning must be maintained.
- The teachers and HOS will attempt a variety of methods to help students who are failing to meet that responsibility. Parents will be informed, and involved with discipline issues related to their child(ren).
- Generally the teacher will handle discipline problems in the classroom. Parents will be notified of ongoing problems by either their teacher or the HOS. Continual inappropriate behavior results in the student seeing administrative personnel. In cases of significant behavior when an administrator is involved, parents will be contacted by phone to discuss the issues. Students who continually disrupt the class or attempt to hurt other students will be suspended. If the behavior continues, a recommendation will go to the Board for expulsion.
When a student is suspended, missed assignments cannot be made up.
- **MIDDLE SCHOOL STUDENTS:** No public displays of affection (handholding, etc.) are acceptable during school hours or at school events. Repeated offenses of this policy will result in suspension from school. Offenses that occur after a suspension may lead to expulsion.

DRESS CODE

PRESCHOOL/ELEMENTARY/MIDDLE SCHOOL - Comfortable school clothing is appropriate. Even though our dress code is simply “clean, neat and modest” there are several issues that must be addressed. Dress according to the weather, i.e., gloves, hats, etc., the playground is a windy area. We go out everyday unless bitter cold or raining.

- No tank tops for boys or girls
- All girls' shirts must have sleeves that cover the shoulder and all undergarments, shoulder straps, mid-drifts, cami's and cleavage.
- No tight or short clothing is acceptable – All shorts must have a 7 – 9 inch inseam. (the hands at the side, tip of the middle finger rule is still a good guideline for length of shorts).
- Sweatpants are permitted, but must not have rips and/or holes.
- No spandex or tight stretch pants without shorts or a dress over top of them.
- All tops should be able to be tucked in
- All jeans or khakis must be without rips and/or holes
- Pants must be worn at the waistline; with a belt.
- Dresses and skirts must be knee length
- No earrings for boys
- We must always be able to make eye contact with a student; hair must not inhibit this.
- Hair may not be dyed a color that creates interference with education, i.e., blue, green, etc., except on a designated day
- Sunglasses may not be worn in the building.
- Sneakers are necessary to use the playground equipment and Run Club.
- NO JEANS for P.E. classes! Students must wear sweatpants or loose elastic banded shorts. For physical education class, boys and girls must have sneakers. They may be left at school. A detention will be given if a student is unprepared for gym twice.
- Please do not allow your child to wear T-shirts with pictures or words that are inappropriate to a Christian environment. (Specifically, no t-shirts with the names of rock bands, etc.)
- If any adult speaks to a child about inappropriate clothing, the child must comply without an argument.
- If a child (boy or girl) wears a hat to school they must remove it upon entering the building. Hats worn in class or in the hall will be confiscated if a student persists in wearing it after being asked to remove it.
- Students may not wear “outerwear” (coats, jackets,) in the classroom.
- **PLEASE PUT YOUR CHILD'S NAME ON EVERYTHING!**

ELECTRONIC EQUIPMENT

- Middle school students will be issued their own IPad to be used for educational purposes. These devices belong to the school and all MS students and their parents will be required to sign an acceptable use policy. Cell phones are not permitted to be used in school. If a student needs to make a personal phone call home, they should request permission from their teacher to come to the office and use the office phone. If a student is caught using a cell phone during school hours, the item will be given to the appropriate administrative personnel and a parent will need to come to the school to retrieve the item. If you require your child to

have a cell phone for after school use, it must remain off in his/her backpack. If you must contact your child during the day you must go through the school office. Ringing cell phones will be turned in to administration office.

- Devices used for e-reader purposes (Nook, Kindles, etc.) are permitted to be used in school for reading purposes only. These devices will be used at the discretion of BCS staff for reading only. If a student brings in such a device and uses it for any other purpose other than reading (gaming, etc.) the device will be confiscated, and the student's parent asked to retrieve it in the office. The school is not responsible for lost devices or damage that occurs at school for personal electronic equipment brought to school.
- Student intentional misuse of social media (Facebook, Twitter, Instagram, etc.) in order to shame, embarrass, or bully another student will NOT be tolerated. If substantial evidence is provided to BCS administration that such abuse is occurring between BCS students, a meeting will be held between the necessary students and their parents to determine appropriate consequences. Consequences could include suspension and/or expulsion from school.

DIRECTORY

- A school directory including email addresses will be available online unless you notify us in writing not to include you. Families will be given an access number to the directory.

PLAYGROUND RULES

- A teacher or aide will be on duty at all times.
- Students are not to begin playing until a teacher is on duty.
- If a piece of playground equipment was made to sit on when riding, that is exactly what you do. No standing on the swings.
- Students are to go down the sliding board in a sitting position only.
- Always stand in front of the swings when waiting, not behind.
- Always stand on the grass, away from the equipment when waiting to get on the swings.
- No fighting, wrestling, tackling or pushing each other. "Play-fighting" is considered fighting and will be handled as such.
- No profane language or teasing.
- Do not pick up sticks, rocks, bugs or animals, unless doing so under the supervision of a teacher.
- Make sure all trash is picked up and disposed of in its proper place.
- Keep the playground neat and clean.
- Students are to line up promptly when the whistle is blown and walk quietly into the building.
- Note age, height and weight requirements for equipment where given.
- Wear appropriate shoes for the equipment. You cannot use the equipment wearing flip flops or "crocs".
- Preschool, Kindergarten and first grade may not be on the circular jungle gym.

Disobeying these rules will result in loss of playground privileges. Parents, please review with your child(ren).

SPORTS

- Students may play at the discretion of the Administration – eligibility is based on behavior and academics.

AWARD CRITERIA

- At the end of the school year, there are a number of awards that are granted to students in Elementary/Middle School. These are described below:

Attendance Awards:

- ❖ Each student is eligible for an attendance award based upon very low and/or no absences during the school year.

8th Grade Awards:

- ❖ Given at Graduation

Academic area awards:

- ❖ Based on grade and effort in a particular subject. A small awards ceremony will occur on the Monday afternoon prior to graduation.

Bethany Christian School Award:

- ❖ The award is given to the student who best exemplifies what Bethany stands for academically, socially, physically and spiritually.

Lifetime Achievement Award:

- ❖ This award is given to the student who has spent more than 5 years at Bethany and exemplifies excellent academic work and is willing to stand up for his or her beliefs.

HEALTH and MEDICAL

- When your child is obviously sick, please keep him or her home. Also, keep your child home when they have any of these symptoms: persistent cough, runny nose, fever, vomiting, diarrhea, sore throat, eye drainage. Your child may return to school after illness when any fever has been broken for 24 hours, nausea, vomiting, or diarrhea has subsided for 24 hours, at least 4 doses of antibiotic have been given over a 24 hour period for any type of bacterial infection and the child is feeling well. Please talk with your child's teacher about any special medical needs your child may have. Whenever possible give your child medication before school, after school and at bedtime so the school does not have this responsibility. Of course, we will do this when absolutely necessary. If you give your child medication before school, please let the teacher know so she will be alert to any side affects.
- **IMPORTANT!** Please make sure the school office is aware of all known allergies and medical conditions.
- **NO medications of any kind may be taken on the bus.** An adult must bring the medication into the office and come in to pick it up if the child needs it at home. (This includes Tylenol and cough medications.)
- The staff is required by state law to report ***any suspicion of child abuse.***

IMMUNIZATION & PHYSICALS

- School policy requires that each student have a medical form completed and signed by his or her physician before entering kindergarten. New students must present proof of complete immunization according to Pennsylvania State law and a birth certificate.
- A school nurse is provided once a week by the public school. The nurse will check all Elementary/Middle School records yearly. Additionally, the nurse will do hearing and sight screenings each year.

***All required medical forms must be received as required or the child will be dismissed from school.**

ACCIDENTS & EMERGENCIES

- There are several first aid kits located throughout the school and on the bus. We do have a standard non-emergency accident form that will be sent home when the teacher and/or HOS feels the accident warrants it. The form explains where and how an accident occurred and what type of first aid was administered. A copy of the report will also be kept in the school files.

- There are staff members that are certified in CPR and first aid. In the case of an illness or emergency we will call parents first. If we cannot contact parents we will then begin calling the names listed on your emergency information, as well as continue to try to contact parents. Please be sure you have completed your Emergency/I.D. Card and make updates as necessary. If a child does not respond to medical care and we cannot contact you, an ambulance will be called. An AED is available outside the HOS's office.
- The new RenWeb System allows the office to record a child's visit to the nurses office. The nature of the incident will be placed on the student's medical log and emailed to the parent.

EMERGENCY DRILLS

- Fire drills are held regularly to develop safety practices that will help students to move quickly and orderly in case of an emergency. A copy of the evacuation plan is located in each classroom informing students of designated safety areas.
- Other emergency procedures will be practiced.

REPORT CARDS and HOMEWORK

CONFERENCES and REPORT CARDS:

- **PRE-SCHOOL** - Parent/teacher conference time will be scheduled. Students will receive a checklist.
- **KINDERGARTEN** - Parent/teacher conferences will be scheduled after the first report period. Kindergarten will only receive report cards with a narrative report at the end of each semester (the second and fourth report periods).
- **GRADES 1 - 8** will receive report cards every quarter. There is a parent/teacher conference at the end of the first report period. Others will be set up as needed.
- You may keep each report card that is sent home but please sign and return the report card envelope within three school days. There is a \$1.00 charge to replace lost report card envelopes. Report cards will not be sent home without an envelope. Please contact a teacher directly to schedule a meeting to discuss any questions and/or concerns related to their report card.

KINDERGARTEN GRADING:

- Students are graded on effort and skill only using the following grades:
+ = Good ✓ = Satisfactory - = Needs Improvement

GRADING FOR GRADES 1 AND 2:

- First Grade and Second grades are interpreted as follows:
+ = Achievement High, ✓+ = Slightly Above Average, ✓ = Achievement Average,
✓- = Slightly Below Average and - = Achievement Low
- For Music, Art, Computer, and PE, letter grades are interpreted as follows:
O = Outstanding
S = Satisfactory
N = Needs Improvement

GRADING FOR GRADES 3 THROUGH 8:

- For grades 3 to 8, letter grades are interpreted as follows:

A+	98 – 100	C+	80 – 81	F	63 and below
A	93 – 97	C	75 – 79	I	Incomplete
A-	91 – 92	C-	73 – 74		
B+	89 – 90	D+	71 – 72		
B	84 – 88	D	66 – 70		
B-	82 – 83	D-	64 – 65		

- If a teacher uses an "incomplete," the student and the parents should be informed of the work to be completed by an exact date. Two weeks after the end of the marking period, the mark becomes a failure unless the teacher changes the mark.
- ***Midterm reports will be sent home if a student is receiving a "C–" or lower.**
- **The following criteria constitutes retention in the current grade level:**
 1. a final grade of 'F' in at least two core subjects (math, reading/language arts, social studies, science or Bible)
 2. a final grade of 'F' in one core subject and 'D' in three other subjects.
- **Middle School students must pass English and Math to go into High School. If one of these is a failure, the student will need 24 hours with a school approved tutor to pass.**
- **If an 8th grade Middle School student is retained they will not be permitted to graduate or participate in the end of the year class trip.**
- **Honor Roll criteria:**
 - ❖ Blue = All A's in core subjects and at least an "S" in all specials classes; No Think Sheets issued during a marking period
 - ❖ White = All A's and/or B's in core subjects and at least an "S" in all specials classes; No more than 2 Think Sheets issued in one marking period

HOMEWORK:

- Homework serves two important functions. It permits a review of the work done during the day and helps to prepare for projects or tests. It also allows the parents to know what is going on in the classroom curriculum. Please be consistent. Find a quiet spot without stress for your child to do his homework.

TIME RECOMMENDED FOR HOMEWORK ASSIGNMENTS

<u>GRADE</u>	<u>TIME PER DAY</u>
1 – 2	10- 20 minutes
3 – 4	30 – 40 minutes
5 – 6	50 – 60 minutes
7 – 8	70 – 80 minutes

- Extra time for projects is not included in the recommended homework time shown above.
- Kindergarten may have some reading homework the last half of the school year.
- If you believe your child is diligent in their homework responsibilities, yet still spending significantly more time on their homework than recommended in the provided guidelines, please schedule a time to meet with your child's teacher to discuss.

INTERMEDIATE UNIT

- The Chester County Intermediate Unit (IU) provides speech screening and therapy, as well as remedial help in reading and math for qualifying students. The teacher will recommend tutoring if it appears that your child will benefit from this.

LUNCH and SNACKS

- Lunch and drinks should be brought to school each day. Also, please send 2 napkins each day.
- **No purple or red juice**, it stains the carpets if spilled.
- No sodas
- No glass containers
- Do not send containers that need to be poured
- No lunches with grated cheese. It gets into the carpet
- The microwave and/or refrigerator are not for student use
- If required, please send disposable utensils. The school does not supply these
- Gum is never permitted in the school due to damage to rugs and clothes

- There will be a break each morning. Send an extra piece of fruit, fruit roll ups, fruit tidbits, etc. (something that can be eaten without a utensil). Please, NO COOKIES, CAKE, ETC. You would be surprised how they will gobble these up in the morning while leaving the fruit or throwing it away at lunch. The intake of foods with high sugar content can have a negative effect on a student's behavior.
- Each child should have water in a safe container on his/her desk each day.
- Hot Lunch will begin in mid-September for K - 8. Paperwork will be sent home in the fall.

***Please be sure to talk to your child's teacher about any significant food allergies your child may have. They will need to know this due to cooking projects and birthday snacks.**

HALF DAY PRE-SCHOOL:

- Upon arrival, snack is to be put in your child's cubby. Children will be encouraged to eat their entire snack. Please do not send in big snacks. Water will be provided with snack.

FULL DAY PS4:

- These students will be required to bring their lunch to school each day. Lunches must include a drink. You will also need to send two snacks a day in the full day PS4 class. Water will be provided with snack.

PROGRAMS

- You will receive a monthly schedule and letter from your child's teacher. This is will available each month on the Bethany Christian School website: www.bethanychristian.org. If you do not have access to the web, please request a hard copy.
- In Elementary/Middle School, Bible will be taught on a daily basis. Chapel will be held weekly. Phonics, reading, math, science, social studies, language, and spelling will be taught on a regular basis. Computer skills, art, music, and P.E. and library will be taught on a weekly basis.
- Recess and lunch will prove to be a highlight of the day for most students. Field trips will be conducted when the teacher feels they add to the educational experience. Shortly after the beginning of the school year, you will be receiving an "Acceptable Use Policy" that will give general guidelines for the student's use of the internet at school. A form will be included that must be signed and returned to the school.
- All students who have prepared for special programs (evening and Sunday, etc.) are expected to attend. This will be included in the class grade. It is important that students attend the Church School Day program for their grade level. It is our one opportunity to thank the Bethany congregation for the sacrifices they make for the school. If a child is too sick to attend school the day of the event (program or sport), he/she may not participate in the event.

- Clothing must be appropriate for the event, no jeans, sweat suits, or sneakers unless otherwise specified
- Pre-School has many special events during the year. Be sure to check the monthly calendar to see when they are scheduled. Parents may be asked to help with these events.

MIDDLE SCHOOL CLUBS:

- The Middle School has a club program. The goal is to give students an opportunity to try new things. There is a variety of offerings each year. We need your help. Do you have a special skill you could introduce to the students? The timeframe is one 40-minute period, once a week, generally at the end of the day. Each club has about 8 or 9 students. Please talk with a homeroom teacher if you are interested.

FIELD TRIPS:

- Children are taken on field trips, within our geographic area, in order to provide outside educational experiences. Individual classroom teachers supervise these trips. You will be asked to sign a permission slip when such trips are to be taken. Arrangements are made for children without permission slips to remain in school with another class. Timely parental attention to these items will avoid disappointment and administrative problems. Only children that are members of the class are permitted to ride the bus. Upon space availability, chaperones may ride the bus; although due to insurance restrictions, siblings may not.
- Each class takes 2-3 three trips (or the equivalent) each year. These trips support the curriculum. The number of chaperones needed varies. It is our goal to take a variety of parents whenever possible.
- Field trips are for students of BCS. Siblings of BCS students, particularly younger ones, are not permitted to attend these field trips. If you are planning on chaperoning a field trip, and have a younger child, please make arrangements for childcare for this child on the date of the field trip.

HOLIDAYS:

- Bethany Christian School does not celebrate Halloween – we do celebrate Reformation Day on October 31
- The focus of both Christmas and Easter is on Jesus Christ. We do not discuss Santa Claus or the Easter Bunny at school.

SCHOOL PARTIES:

- **ELEMENTARY/MIDDLE SCHOOL** - We will observe the usual school parties at holidays throughout the year. A homeroom parent will be in contact with you. Each classroom needs two homeroom parents. In addition, you may elect to send a special snack on your child's birthday. Summer birthdays will be celebrated at the end of the year or at the child's half-year birthday. Party invitations, which are given out in school, must be for each child in the class, otherwise they cannot be given out at the school.
- If a gift is to be given to faculty or staff, money collected cannot exceed \$3.00 per student and is strictly voluntary.
- **PRE-SCHOOL** – Class birthdays are held once a month. The office will send birthday notices home. Parents will be asked to help with holiday parties.

VISITORS:

- We encourage you to visit with us. Formal visits must be arranged in advanced with the HOS. You must receive a visitor's button from the office before going anywhere in the building.
- If you are able to donate an hour or so each week to help in one of the classrooms or library, please see the appropriate teacher or phone the office. If you or someone you know has an occupation or hobby that you think the students would enjoy hearing about, please see the teacher. This is welcomed as a good educational experience.

PHOTO RELEASE:

- Quite often, photos of our students are displayed at the school, on the school website and/or used in newspaper articles. **If you do not want your child's picture used** in this manner it is necessary for you to send a letter to the school requesting that we not use your child's picture. A child's name is never published outside of our school setting. This letter will be kept on file in our office.

NEWSLETTER:

- Each teacher has a blog Preschool through 8th grade. You may access the blog through the Bethany's website at www.bethanychristian.org. Please check the blog frequently. A school newsletter is distributed periodically. Please contact the school office if you do not have access to the internet and we will send a letter home with your child.

PARENT LEAGUE

- Every parent is a member of the Bethany Parent League. Meeting dates and times will be announced in the Parent letter on our website: www.bethanychristian.org.
- Letters – unless the HOS reviews a letter and approves it, parents may not send letters home.

CONCERNS ABOUT FACULTY

- Please be supportive of the classroom teacher. Do not talk negatively about the teacher, especially in front of the children. Please do not air your concerns or frustrations with a teacher or the school publicly via Facebook, Twitter, etc. This does not help solve the issue and damages trust between home, school, and the community. If you have a question or concern, please call and make an appointment to speak with the teacher. If the discussion is unsatisfactory then contact the HOS.

BOOKS and SUPPLIES

TEXTBOOKS/LIBRARY BOOKS:

- ALL books must be covered immediately! This is required by Pennsylvania Act 90/195. Do not use contact paper or tape paper directly to the inside of the book. Your child may bring home his reading book and other books often. Keep it in a safe place and see that it is returned the next morning. Any lost or damaged book must be paid for; the librarian/teacher will give you the cost. Report cards will not be sent home if there is an outstanding bill for books or tuition.

SUPPLIES:

- All toys and trinkets should be left at home. You will be notified about Show and Tell Day where applicable. **PLEASE LABEL EVERYTHING** (with your child's name) that your child brings to school including sweaters, gloves, scissors, glue, etc. This eliminates many problems for students and teachers!

LOST & FOUND

- Lost and found items will be hung on the coat rack near the office. Please remind your child to check it often. **Please put names on everything.**

TUITION

- Our 2014-15 tuition information and financial policies are posted on our website.
- We use FACTS tuition management company to collect our tuition.
- If you have any questions related to tuition or the BCS Financial policies please contact Stacey Cost in the Finance office at 610-998-9827

STUDENT PERMANENT RECORDS

- Test results, copies of report cards, conference notes, transfer records, medical reports, and registration forms are maintained in a student folder for each child. In order to be in complete compliance with Public Law 93-380, Family Educational and Privacy Act of 1974, transcripts of the school records of pupils enrolled in Bethany Christian School will contain only data that is part of the pupil's permanent records.

- Parents requesting access to records will be referred to the school secretary. Written parent release forms must be obtained before copies of student records may be sent anywhere. Tuition must be paid in full before records can be released.

AGE REQUIREMENT FOR PRE-SCHOOL

- Children entering PS3 must be three by August 31. PS4 children must be four by August 31. All children must be "potty-trained", no "pull-ups".

AGE REQUIREMENT FOR ELEMENTARY

- Kindergartners must be five years of age on or before August 31, and first graders must be six years of age on or before August 31. This is good for the overall development of your child. **Any new student entering the school in kindergarten through 8th grade will be tested for readiness and/or academic development.**

SCHOOL WITHDRAWALS

- Please notify the Bethany School office at least two weeks prior to a final withdrawal. It gives time for notification of a new student should there be a waiting list, and allows time for the staff to complete their responsibilities.

PRESCHOOL ITEMS OF IMPORTANCE

- We require each child in the PS3 Department to have a change of clothing to be left at the school in case of any type of accident. Please send in old clothes. Also, be sure to label each item and place them in a labeled bag. If the clothes are worn home, please send them back as soon as possible. Also, if any of the school's clothing is used, please wash and return them promptly.
- A school directory including emails will be available online unless you notify us in writing not to include you. Please let us know of any address or phone number change you may have so that we can keep the directory and our files up-to-date. An access number will be given to school families.
- A written excuse must be from a parent in order for a child not to participate in outside play.
- Extreme cold and rain are the only reasons to cancel outside time (playtime may be shortened, but the children still need to get outside). Therefore, be sure to dress your child appropriately (hats and MITTENS are a must in cold weather!). *NOTE: mittens requested rather than gloves - it is much easier to put on 12 pairs of mittens than 12 pairs of gloves.
- Each preschool student is requested to bring in a box of tissues at the start of school. Every half-day PS4 student is requested to bring in a roll of paper towels. Every full-day PS4 student is requested to bring in two rolls of paper towels. We go through a lot of these in preschool and your donations help tremendously.

- Every preschool student is required to bring a smock to be left at school. The best smocks are made from boys or small men/ladies short sleeve shirts. Also, a tab of Velcro should be sewn on at the second button. Smocks will NOT be returned at the end of the year, so please do not purchase an expensive smock.
- All PS4 Full day students are required to have a rest mat, preferably one that wipes clean easily. In Kindergarten at Bethany you will need a fold-up mat, preferably the red and blue "Kindermat" mat but any fold-up brand is good. (Preschool children may also bring a small "travel" size pillow, blanket, and stuffed animal. These items are to be left at school. All items will be sent home monthly to be cleaned and returned.) No sleeping bags.
- Think of your child's comfort and provide simple clothing that is free of complicated fastenings (no "onesies" and no pull-up diapers). Remember that they will be involved in some messy activities and they will be playing on the playground. Please provide clothing that is washable and sturdy.
- Re-registration will be held during the month of February for you to re-enroll your child in a school for the following school year.
- The school may not be used as a setting for solicitation.
- Please do not allow your child to bring candy or gum to school at any time.
- Fire Drills are held periodically. Children are thoroughly introduced to the procedure before the first fire drill occurs.

PRESCHOOL DISCIPLINE

- The teacher makes sure the children know what is expected of them, reviewing the rules and guidelines and reminding them that they need to obey.
- The student is given a time-out, meaning that they sit on a chair in the teacher's range of vision. After the time-out, the teacher will spend a few minutes talking with the child. If a child is having multiple time-outs within a short time, the teacher will contact the parents.
- If the child is causing physical harm to himself or other children, causing major disruption, behaving disrespectfully, or being blatantly disobedient, the child will be brought to the preschool office for time-out. If the child is being brought to the office repeatedly, a meeting will be required with the parents, teacher and HOS to determine a course of action.

***PLEASE READ CAREFULLY*:**

Registration fees are never refundable unless we cannot accommodate the child. Testing fees are never refundable. Tuition payments made monthly will not be refunded. If tuition has been paid in full by lump sum and, because of unforeseen or extraordinary circumstances, the child cannot continue at Bethany, the Board will make a decision concerning the refunding of unused tuition payments. The school continues to seek ways to expand the amount of its tuition assistance to families through budgeting, the Earned Income Tax Credit (EITC) program (for PA residents only), and the pursuit of a school endowment program. Please remember that the timely payment of your tuition allows BCS to fulfill its stated mission. Consistent delinquency in payment has the potential to greatly affect the quality by which we can fulfill the school's mission.

PLEDGES

Pledge of Allegiance

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

Pledge to the Christian Flag

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

Pledge to the Bible

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