



Bethany  
Christian  
School



# **STUDENT/PARENT HANDBOOK**

## **PRESCHOOL/ELEMENTARY/MIDDLE SCHOOL**

### **2017-2018**

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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.

### **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 8<sup>th</sup> grade will be assessed for readiness and/or academic development.

### **SCHOOL HOURS**

- **PRE-SCHOOL** – 8:30-11:15 am (half day) and 8:30-3:00 (full day)
- **ELEMENTARY/MIDDLE SCHOOL** – Class begins promptly at 8:30 and ends at 3:00pm.

### **ARRIVAL**

- **PRE-SCHOOL**— Students should be in their classroom by 8:30 a.m. Bus transportation is not provided for Preschool students. Parents may walk their preschooler into class to drop them off.
- **ELEMENTARY/MIDDLE SCHOOL**– Students need to arrive by 8:20 so they have time to prepare for the school day after they are sent to class. Upon entering, children must report to the Family Life Center/gym, sit and talk quietly with their classmates. Students can arrive by bus or car. Teams of middle school students will assist with opening car doors and greeting students.

### **PARKING**

- Please do not park 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.*

## **TARDINESS**

- Children in Kindergarten through 8<sup>th</sup> grade should be in their class by 8:20 a.m. A child who is not in his seat as school begins at 8:30 is considered tardy. When tardy, a child misses valuable information that may affect his/her performance and 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 child (elementary/middle school) arrives at school after 8:30 a.m., he/she must stop at the office. Exceptions: Doctor's visit with note or bus arrives late.

## **DEPARTURE**

- **PRESCHOOL**—School ends at 11:15am for half day students and 3:00pm for full day students.
- **ELEMENTARY/MIDDLE SCHOOL**—School ends at 3:00 pm. Aftercare and afterschool clubs are dismissed from classes first. Next to be dismissed are bus riders, then car riders, and lastly sports teams.
- 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 or email to your student's teacher and school office on the morning the student will be leaving, stating the reason and time your child will be picked up.
  - ❖ Report to the office for your child. We will call for your child and he/she will be sent to the office to meet you. If the person picking up the student is not a parent or well-known by the office, we will check identification against the student's emergency or transportation contacts listed on RenWeb.
  - ❖ The student must be signed out on 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
- If your child is to be picked up by someone other than you or an emergency contact, the school must have written parental permission informing us. If it becomes necessary for someone else to pick up your child after he/she has already been dropped off at school, please call the office. Be sure to inform the pick-up person that we will require proof of identification before releasing your child.
- 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 Administrative Team. If you must pick up your child(ren) early, you must do so before regular dismissal procedures are in effect. No students will be called to the office after 2:45.

## **LATE PICK-UP**

- If parents/guardians are late at pick-up time and we have not received any message informing us of the reason for a delay, we will call you, your emergency contacts, or send your child to after-care. You will be charged at least the minimum fee of \$2.00.

## **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 is not available on days that school is dismissed at 12:30pm (Grandparent's Day, Banquet Day, Conference Days, etc). The cost is \$4.00 per hour with a minimum of \$2.00 per day.
- Parents/guardians must sign their child in for Before Care and out at After Care.

- 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.
- Aftercare charges will be added monthly to FACTS. Aftercare students should bring a snack and a drink each day.

### **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-5<sup>th</sup> 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.

- **BLACKBOARD CONNECT SYSTEM**

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. 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. Contact information placed on RenWeb must be accurate in order to receive all communications sent from the school.

- **SCHOOL CLOSINGS/LATE OPENINGS DUE TO INCLEMENT WEATHER**

We will send an automated phone message via our Blackboard Connect system 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. Please notify the office so it can be documented.*

### **ELEMENTARY & MIDDLE SCHOOL ATTENDANCE POLICIES**

- When an absence occurs, the student and/or parent is responsible to obtain 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 (medical appointment, illness, 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 be changed to “excused” once a written note by the parent/guardian is sent to the office.
- Excused absences include, but are not limited to, the following:
  - ❖ Personal illness
  - ❖ Serious illness or death in the immediate family
  - ❖ Medical and/or dental appointment

❖ Anticipated extended absences excused in advance by the Administrative Team

- Parents are asked to avoid scheduling vacations 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 a half 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.
- 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. Parents/guardians must bring medications to be taken during the school day into the office. State law prohibits any child from carrying any medication on a school bus. Doctor's instructions must accompany all prescriptions. Please try to give medication before school, after school and at bedtime.
- 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 for a family trip, please ask the office for an Educational Trip Form. Complete and return the form to the office for the teacher and Administrative Team to sign. PLEASE NOTE the terms as follows:
  - ❖ Parents (and student) assume responsibility to make arrangements with the teacher for any work or special projects that should be done during the trip.
  - ❖ The student is responsible to make up any work, tests, and quizzes that are missed during his/her absence.
  - ❖ Please plan ahead as teachers cannot prepare work for your child the day they receive the trip approval form. It takes multiple days for a teacher to put assignments together.
  - ❖ If your child receives work/assignments before you leave for a trip, the work must be turned in within a week of return or an "incomplete" or grade of zero will be earned.

### **DIRECTORY**

- A school directory including email addresses will be available on RenWeb unless you notify us in writing *not* to include you.

### **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 with other symptoms, runny nose, fever, vomiting, diarrhea, sore throat, or 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, or 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.
- Whenever possible, give your child medication before school, after school, and at bedtime so the school does not have this responsibility.

- Please do not send fidget spinners into school unless they are accompanied with a signed justification from the child's pediatrician.
- **IMPORTANT!** Please make sure the classroom teacher and 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 medications into the office and pick them up when needed. (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, dental form, and immunization schedule on file in the BCS office.
  - A school nurse is provided once a week by the public school. The nurse will check all elementary and 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**

- Office staff will record a child's visit to the nurse's office for minor illness and injury (sore throat, mild headache, scraped knee). The illness/injury and treatment will be inputted on the student's medical log in RenWeb and emailed to the parent.
- In the case of an illness or emergency that requires your child be sent home, we will call parents/guardians first. If we cannot reach you, we will begin calling the names listed on your emergency information as well as continue to try to contact you. Please be sure you have the correct emergency contacts and information on RenWeb. If a child does not respond to medical care and we cannot contact you, an ambulance will be called.
- There are staff members that are certified in CPR and first aid. An AED is available outside the administrative offices. There are several first aid kits located throughout the school and on the bus.

### **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.

### **VISITORS**

- We encourage you to visit with us. Formal visits must be arranged in advance with office personnel. You must receive a visitor's sticker or lanyard from the office before going anywhere in the building.

### **TUITION**

- Our 2017-18 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 the office.

### **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.

## **DISCIPLINE and BEHAVIOR CONCERNS**

- 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.
- 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 or to the detriment of other students in the classroom. An environment that is conducive to learning must be maintained.
- Bullying or harassment of any kind is unacceptable and will not be tolerated. Respect for all is required. A consistent pattern of bullying or harassment 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. Students may not throw mulch or snowballs at any time.
- The teachers and Administrative Team will attempt a variety of methods to help students who are failing to behave appropriately. Parents will be informed, and involved with discipline concerns related to their child(ren).
- The teacher will handle discipline in the classroom. There are a number of strategies that teachers use to manage the classroom. In grades preschool – 5, many teachers use the Staff of Honor or a variation of the staff as a tool to encourage positive student behavior. Think Sheets are used in preschool - 8 to communicate undesired behavior and to encourage improvement in conduct. Continued inappropriate behavior results in the student spending time with an administrator during the student's lunch period (lunch detention) and an email or call from the teacher. Parents may be asked to attend a conference with the classroom teacher and Administrative Team if there is no change in unwanted behavior. Students may be suspended if the Administrative Team feel all other attempts to change behavior have been exhausted. When a student is suspended, missed assignments and tests cannot be made up. If there is no change in behavior after a suspension is issued, a recommendation will go to the Board for expulsion.
- 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**

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 every day above 32degrees.

- No racer back tank tops for boys or girls; girls may wear tank tops but straps must be at least 3 fingers wide.



- All girls' shirts must have sleeves that cover all undergarments, shoulder straps, mid-drifts, camis, and cleavage. No sheer/see through clothing is to be worn.
- No tight or short clothing is acceptable – All shorts/skirts must have a 7 – 9 inch inseam. A helpful guideline for shorts and skirts: Have student stand with her hands by her side. If the tip of her middle finger is at or above the hemline, the shorts/skirt should be long enough.
- Sweatpants are permitted, but must not have rips and/or holes.
- No leggings, stretch pants, or form-fitting yoga pants without a tunic, dress, cardigan, or shorts over top of them covering a child's bottom.
- 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.
- No earrings for boys.
- We must always be able to make eye contact with a student; hair must not inhibit this.
- Sunglasses may not be worn in the building.
- Sneakers are necessary to use the playground equipment and for 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. Gym pants and sneakers may be left in the classroom.
- Please do not allow your child to wear T-shirts with pictures or words that are inappropriate to a Christian environment.
- If any adult speaks to a child about inappropriate clothing, the child must comply without an argument. The office has some long shirts and shorts available for students who need to change their attire.
- If a child (boy or girl) wears a hat to school they must remove it upon entering the building.

### **BUS REGULATIONS**

- 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.
- 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 our Lord and Bethany Christian School; 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 toy or object taken out of the backpack may be taken by the bus driver and will be given to the school office. \*Toys should never be brought to school unless permission is given from the teacher (ex: show and tell, board game day).
- 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 medications into the school office and pick them up when needed. (This includes Tylenol and cough medications.)
- 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 parents will be notified.

## **PLAYGROUND RULES**

- Aides will be on duty at all times.
- Students are not to begin playing until a teacher is on duty.
- Use the playground equipment for the intended purpose (no standing on swings or slides).
- No fighting, wrestling, tackling or pushing each other. “Play-fighting” is considered fighting and will be handled as such.
- No profane language or teasing.
- Make sure not to leave any trash on the playground.
- Do not pick up sticks, rocks, bugs or animals, unless doing so under the supervision of an aide.
- Students are to line up promptly when the whistle is blown and walk quietly into the building.

## **ELECTRONIC EQUIPMENT**

- Middle school students will be issued their own BCS electronic device 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, iPods, and wireless headphones 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, it will be taken to the office. A parent/guardian will need to come to the school to retrieve the phone. 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 the school office and must be retrieved by parents.
- Devices used for e-reader purposes (Nook, Kindles, iPod, Wireless Headphones, etc.) are permitted to be used in school for reading purposes 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. The student’s parent/guardian will need to retrieve the device in the office. The school is not responsible for lost devices or damage that occurs to 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 the BCS Administrative Team 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.

## **SPORTS**

- Students may play at the discretion of the Administrative Team – eligibility is based on behavior. (See Student/Parent Sports Handbook)

## **COMMUNICATION with CLASSROOM TEACHER**

- Teachers are to respond within 48 hours of receiving an email from parents. This allows the teacher to collect any information needed before responding.
- Teachers are not expected to return emails over the weekend. Please understand our teachers have family, church, and community commitments.
- Teachers from K – 5<sup>th</sup> grade have a blog. You may access the blog through the Bethany’s website at [www.bethanychristian.org](http://www.bethanychristian.org). Please check the blog frequently. Middle school (6<sup>th</sup>-8<sup>th</sup>) teachers use Google Classroom as a way to send important information regarding schoolwork to students.
- If you have concerns or questions, please contact your child’s teacher *first*. They spend the day with your child and will have the most information regarding your child academically and socially. If the discussion is unsatisfactory, then contact the Administrative Team.

- Please copy the Administrative Team and Office Staff on any emails regarding dismissal changes.

### **LUNCH and SNACKS**

- A healthy lunch and drink should be brought to school each day.
- Lunches may contain a juice box or water bottle.
- Please send disposable utensils as they are not supplied by the school.
- Gum is never permitted in the school due to damage to rugs and clothes.
- There will be a snack break each morning for preschool – 5<sup>th</sup> grade. Preschool 3 and 4 has an afternoon snack as well. Snacks should be healthy and low in sugar.
- Each child should have water in a spill-proof container in class each day.
- Thursday Pizza Hot Lunch will begin in September for for Preschool - 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.**

### **BOOKS and SUPPLIES**

#### **TEXTBOOKS:**

- 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 office will give you the replacement 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.

### **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 will have some reading and math homework throughout the 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 share your concern.
- Students will have time to complete missed or incomplete homework during their lunch period with an administrator.

### **GRADING and REPORT CARDS**

#### **CONFERENCES and REPORT CARDS:**

- **PRE-SCHOOL** - Parent/teacher conference time will be scheduled in November.
- **KINDERGARTEN** - Parent/teacher conferences will be scheduled after the first report period in November. Kindergarten will receive report cards at the end of the second and fourth report periods.

- **GRADES 1 – 8** - There is a parent/teacher conference at the end of the first report period in November. Other conferences may be set up as needed. Students will receive report cards every quarter.

#### **GRADING FOR KINDERGARTEN, 1<sup>ST</sup> AND 2<sup>ND</sup>:**

- Academic, specials, social and spiritual area grades are interpreted as follows:

E = Excelling

P = Progressing Successfully

G = Growth Demonstrated

N = Needs Improvement

#### **GRADING FOR 3rd THROUGH 8th:**

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		

- For Music, Art, Technology, and PE grades are interpreted as follows:  
O = Outstanding  
S = Satisfactory  
N = Needs Improvement
- An \* next to a grade on a report card indicates a significant modification was made to the grade level curriculum in this subject area for this student. The modification(s) will be listed on a BCS Learning Support Intervention Document and included in the student's permanent file.
- 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 are sent through email each quarter for all students in grades 3-8.
- The following criteria constitutes retention in the current grade level:
  1. a final grade of 'F' in at least two core subjects (*grades 3-5*: math, reading, writing, social studies, science or Bible / *grades 6-8*: math, literature, composition, science, history or Bible)
  2. a final grade of 'F' in one core subject and 'D' in two other core subjects.
- Failing students in grades 3-8 must attend summer tutoring to promote to the next grade the following school year. Completion of 50 tutoring hours per subject failed and 25 hours for each grade of 'D' by a school approved tutor are required. Promoting to the next grade requires passing an assessment at completion of tutoring.
- Eighth grade students must pass literature, composition, math, and Bible to graduate. If one of these is a failure, the student will need 50 tutoring hours per subject failed and 25 hours for each grade of 'D' by a school approved tutor. Promoting to the next grade requires passing an assessment at completion of tutoring.
- If an 8<sup>th</sup> grade student is retained, they will not be permitted to graduate with their class or participate in the end of the year class trip.

#### **AWARD CRITERIA**

- After the close of each academic quarter, eligible students in grades 3-8 will receive the following awards:  
Honor Roll:
  - ❖ Blue - All A's in core subjects and at least an "S" in all specials classes. No Think Sheets were 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 were issued during a marking period.
- At the end of the school year, there are a number of awards that are granted to students in Elementary and Middle School. These are described below:

Specials Class Awards:

- ❖ Select students in Kindergarten – 7<sup>th</sup> grade will receive an award for music, art, gym, technology, and Spanish classes.

Attendance Awards:

- ❖ Each student is eligible for an attendance award based upon very low (4 or less) or no absences during the school year.

Distinguished Honor Roll:

- ❖ This is awarded to students who received Blue Honor Roll for quarters one through three and continue to be in excellent academic standing. No Think Sheets were issued during the school year.

- 8<sup>th</sup> Grade Awards Presented during Graduation:

Lifetime Achievement Award - This award is given to the student who has spent more than 5 years at Bethany and demonstrates spiritual leadership and Christian character.

Bethany Christian School Award - This award is given to the student who best exemplifies what Bethany stands for academically, socially, physically and spiritually, and has been willing to stand up for his/her beliefs.

Bill and Kitty June Shepherd Award – This award is given to the student who consistently demonstrates a servant's heart.

Academic Area Awards - Based on grade and effort in a particular subject and specials class.

### **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. 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 about 2-3 trips each year. These trips support the curriculum. The number of chaperones needed varies. All chaperones must have their clearances in order to be able to have direct supervision of students on a field trip. Please do not sign up to be a chaperone unless you have your clearances on file in the school office. This is for the safety of all of our students and is state law.
- Field trips are for students of BCS. Siblings of BCS students are not permitted to attend field trips.

### **HOLIDAYS**

- Bethany Christian School teaches about Reformation Day occurring on October 31.
- The focus of both Christmas and Easter is on Jesus Christ.

### **PARENT FELLOWSHIP**

- Every BCS parent is a member of the Bethany Parent Fellowship. Meetings will be held periodically throughout the school year. The primary contact is Dawn Clement. Serving on Bethany Parent Fellowship is a wonderful way to encourage and support the BCS community.

### **LEARNING SUPPORT**

- Our learning support instructor provides remedial help in reading and math for qualifying students. The classroom teacher will recommend students to the learning support instructor. Our instructor will work with qualifying students who would benefit from extra enrichment when the schedule allows.

### **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. If your child may benefit from speech/language, math, and/or reading assistance from the IU, you will receive notification and paperwork from the classroom teacher and IU staff.

### **STUDENT PERMANENT RECORDS**

- Test results, copies of report cards, conference notes, transfer records, medical reports, suspension notices, Learning Support Intervention Documents, 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.

### **PHOTO RELEASE**

- Quite often, photos of our students are displayed at the school, on the school website, Facebook 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. This letter will be kept on file in our office. A child's name is never published outside of our school setting.

### **SCHOOL WITHDRAWALS**

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

### **\*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.

*Revised: Summer 2017*