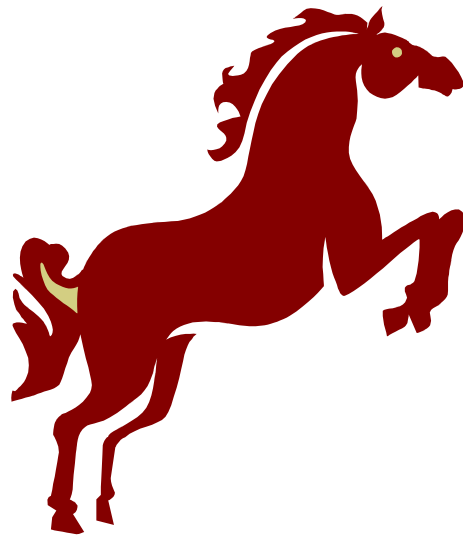


BETHEL

CHRISTIAN SCHOOL HANDBOOK

2007-2008



HOME OF THE BRONCOS

Bethel Christian School Mission Statement

(revised June 2007)

The mission of Bethel Christian School is to provide every student with a non-denominational, Christian education with the highest academic standards, ***enabling them to become godly men and women***

Bethel Christian School is an independent, non-denominational, college preparatory school founded in April, 1965 by Dr. Jack and Mrs. Florine Martin. Our student body in grades pre-K through twelve are drawn by the school's reputation for academic excellence ***and*** low pupil/teacher ratio.

Our mission is accomplished through the encouragement of good study habits, coupled with good discipline, self-discipline, high morale, Christian leadership, great integrity, and outstanding educators.

Bethel Christian School does not discriminate on the basis of sex, race, color, national or ethnic origin in employment practice, administrative policies, admissions, or other programs or activities.

Bethel Christian School Statement of Faith

- I. We believe the Bible, both Old and New Testaments, to be the inspired word of God, inerrant and authoritative in the original writings; the final point of reference and authority in all matter of Christian faith and life; God's Holy Word being the objective creedal standard which judges either sin or fruitfulness. (I Tim 3:16-17, II Pet 1:20-21)
- II. We believe in one God, Creator of all things, eternally existing in three co-equal persons: Father, Son, and Holy Spirit. That they created the earth in six days and rested on the seventh. (Deut 6:4, Heb 1:3, II Cor 13:14)
- III. We believe the Father is sovereign and immutable in all His ways, sending His Son to accomplish His will on earth as it is in heaven. We, therefore, acknowledge our dependence upon God as a school, a community and a country. (Deut 4:39, I Ch 29:12, Ps 29:10, Ps 33:12)
- IV. We believe Jesus Christ is fully God and fully man and recognize His virgin birth, sinless life, sacrificial death, bodily resurrection and ascension, and reign at His Father's right hand in glory. (Isa 9:6-7, Dan 7:14, Matt 28:18, John 1:1-2, Col 2:9, Heb 1:3, Heb 12:2)
- V. We believe in the ministry and power of the Holy Spirit, as He convicts, regenerates, seals, indwells, guides, and instructs individual Christian: empowering the Church to reveal the glory of her divine husband, Jesus. (John 14:15-17, John 16:7-15, Rom 8:11, II Cor 1:22, Titus 3:5, I Pet 1:12)
- VI. We believe in the necessity of salvation for sinful man, by grace, through faith in Jesus Christ, His shed blood and atoning death upon the cross: the only means to the forgiveness of sin and eternal redemption. This grace engenders love, and out of his love grows a desire to serve both God and our neighbor. (Acts 4:12, Rom 3:21-26, Rom 5:8-10, Eph 2:4-10)
- VII. We believe that it is of utmost importance to give our Lord Jesus the preeminence in all things, as Prophet, Priest and King, in view of His having been given, by His Father, all power and authority in heaven and earth. (Heb 1:1-2, Heb 6:19-20, Col 1:12-20, Ps 29:2, John 4:23-24, Phil 4:4)

(adapted from Franklin Christian Academy, adopted by BCS Board, June 2007)

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to communicate to members of the faculty, students and their families, especially first year teachers and students at Bethel Christian School, the principal policies and regulations currently in effect at Bethel Christian School. This handbook should provide all the information needed by teachers, students and parents for the performance of their ordinary duties and daily conduct. For unusual or specific problems, all concerned are to seek advice from the Administrative Director or Academic Director.

HISTORY AND PHILOSOPHY

Incorporated in April 1965 as a non-profit corporation, La. Christian Schools, under which Bethel is operated, has continued through the years to have only two purposes: a non-sectarian, Christian education and a high academic standard.

To Bethel Christian School, every student is important, and is challenged to do his best by teachers who are genuinely interested in him. The encouragement of good study habits, coupled with good discipline, will always yield an atmosphere conducive to learning. The teaching of Christian principles such as honesty, respect for authority, high morals, reverence, self-discipline, and other Christian values is interwoven in our program and reinforces the home and the church in their efforts to produce men and women of real character.

For well over 200 years, every school in America was organized and operated by Christian churches for the purpose of providing Christian leadership in our new nation. These early schools contributed towards the development of men and women of sterling character and great integrity.

We believe that today Christian schools can do much to stimulate our youth to trust in God and seek His ways rather than to follow the path of self-indulgence which often leads to defiance of authority, immorality, alcohol, drugs, etc. The Christian home needs the influences of the disciplined Christian school to reinforce its

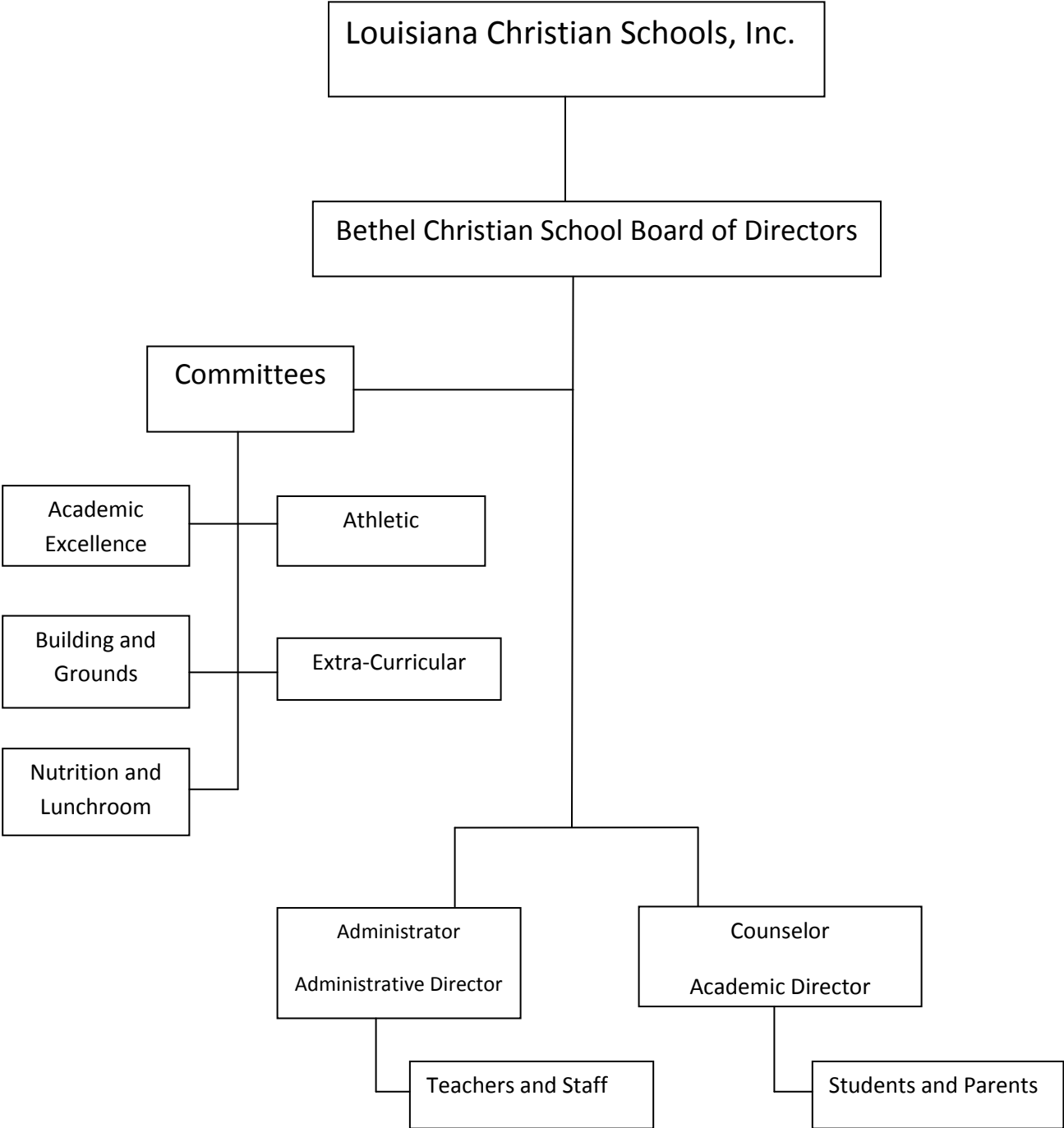
teachings of Christian virtues. Since children spend more of their waking hours at school than at home, the influence of the school cannot be over estimated.

There is no substitute for a well trained, understanding teacher who radiates Christian character and establishes a wholesome relationship with each child. He firmly demands that the student put forth his best efforts and doesn't allow him to waste his time.

STATE APPROVAL

Bethel Christian School is approved by the State Department of Education. In many areas, Bethel's standard exceeds those standards required by the State.

Bethel Christian School Organizational Chart



ADMINISTRATOR

Sarah Ingram – oversee all money, employees and events

1. Maintain all bank accounts and provide financial report for the Board.
2. Receive all monies including all tuition, fees, and other charges.
3. Disperse funds for bill paying, payroll and payroll taxes.
4. Schedule a yearly calendar of events.
5. Teach one or two classes.
6. Coordinate all fundraisers.
7. Supervise all employees with discretionary ability to dismiss employees.
8. Write job descriptions and expectations of all employees.
9. Evaluate teachers – compile records of teacher performance and report to the Board.
10. Conduct teachers' meetings
11. Actively recruit prospective teachers.
12. Work with people to organize events for success – graduation, banquets, and other special events.
13. Oversee all extra-curricular activities and work with the people/committees responsible – day care, sports, cafeteria, clubs, etc.
14. Promote and advertise the school.
15. Organize events to recruit students.
16. Participate in the Board Interviewing Committee

COUNSELOR – Academic Director

Nancy Stevenson –see that the school runs smoothly and in order

1. Discipline and monitor students and enforce rules.
2. Perform duties required for student enrollment/communication – application, interview, acceptance/rejection.
3. Coordinate achievement testing.
4. Implement academic goals and objectives that are set by the Academic Excellence Committee
5. Assist students in career and college planning including college applications
6. Schedule classes.
7. Complete and submit all required forms for state approval.
8. Monitor and remain knowledgeable of current BESE requirements.
9. Assist in evaluating teachers.
10. Help in all fundraisers/
11. Complete all grade cards and transcripts.
12. Conduct beginning of the school orientation meeting and awards assemblies.
13. Assess, maintain and encourage academic performance.
14. Participate in the Board Interviewing Committee.
15. Coordinate the Science and Social Studies Fairs.
16. Sponsor the Governor’s Program of Abstinence if possible Organize all students who will be going to competitions (e.g. literary rally, spelling bee, etc.)
17. Organize all students who will be going to competitions (e.g. literary rally, spelling bee, etc.)

Responsibilities of the Secretary, Angie Green

1. Assist Administrator, Counselor and teachers in any help they need to lighten their load.
2. Be receptionist for students and parents and sales people.
3. Keep office record of attendance (check in/check out).
4. Answer telephone.
5. Run copies for teachers, counselor and administrator.
6. Assist students and staff with minor first aid and medical needs.
7. Help enforce rules –use of telephone, copy machine, skipping class, etc.
8. Type notes to be sent home.
9. Get the mail, file teachers' mail in mail boxes; take out-going mail to post office.
10. Collect money and write receipts.
11. Be at school by 7:30 AM and stay until 3:30 PM with a 30 minute lunch break.
12. Do all filing.
13. Call for new students' records from previous schools.
14. Copy and send transferring students' records to new school.
15. Keep record of current inventory and supplies needed.
16. Print out all certificates at the end of the year.
17. Set up appointments with Counselor and Administrator.
18. Call for substitute teachers when necessary.

POLICIES AND PROCEDURES

In the following sections of this handbook, you will find an explanation of our school's policies and rules, discipline procedures, facilities, and program. Please read and familiarize yourself with these as a parent, student or student. The Bethel Christian School Academic Excellence Committee has approved and accepted the following Policies for non-enrollment of a current or new student, receiving credit for individual high school subjects, transferring to Bethel from home school program and advancing or skipping a grade. Extenuating circumstances must be reviewed and approved by the Committee. IF YOU CANNOT SUPPORT AND PRACTICE THE POLICIES AND PROCEDURES OF THIS SCHOOL, WE ADVISE YOU TO LOOK FOR A SCHOOL WHOSE POLICIES AND PROCEDURES YOU CAN SUPPORT.

NON-ENROLLMENT OF A CURRENT OR NEW STUDENT POLICY

1. Student has been previously expelled from another public or private school.
2. Student has been a discipline problem at another public or private school (repeatedly suspended, etc.).
3. Student is assigned to a probation officer.
4. Student broke a school class III code of conduct rule during the school year.
5. Student broke a school class I or II code of conduct rule 3 times during the school year.
6. Student showed disrespect to teachers or other people in authority.
7. Student failed two or more subjects during the school year.
8. Student refused to quote the Bible verses (learned during the school year) at the end of the year.
9. Student refused to take subjects required for the TOPS curriculum.
10. Parent(s) verbally or physically insulted or harassed Bethel staff, teachers or administrators at school, home, or any other location.
11. Parent(s) refused to follow proper procedures in filing complaints at previous schools or at Bethel.
12. Parent(s) was not supportive of school authorities.

13. Not enough Parental support during fund raisers.
14. Not enough Parental support during Parent/Teacher conferences.
15. Late fee payment (includes tuition, fund-raisers, class fees, etc.).
16. School is not equipped to educate students with special learning problems.

RECEIVING CREDIT FOR INDIVIDUAL HIGH SCHOOL SUBJECTS POLICY

1. Parents must submit a letter of request and examples of student work.
2. Student must pass a subject examination, either by passing a nationally validated exam (e.g. AP, CLEP) or by passing a nationally validated exam (e.g. AP, CLEP) or by passing a locally developed exam (by BCS teachers and staff) or by passing another placement exam.
3. Request will be reviewed by a school committee consisting of the Counselor, Administrator, a teacher and one additional Board member.

STUDENT TRANSFERRING TO BETHEL FROM HOME SCHOOL PROGRAM POLICY

1. Parents must submit a letter or request and examples of student work.
2. Student must pass a subject examination, either by passing a nationally validated exam (e.g. AP, CLEP) or by passing a locally developed exam (by BCS teachers and staff) or by passing another placement exam.
3. Request will be reviewed by a school committee consisting of the Counselor, Administrator, a teacher and one additional Board member.

ADVANCING (SKIPPING) A GRADE POLICY

1. Parents must submit a letter of request and justification for advancement of the student.

2. Student must have received at least a 3.6 GPA in previous year for all subjects.
3. Student must score about 75th percentile on standardized assessment test in at least four subjects.
4. Request must be supported by all teachers of the student.
5. Request will be reviewed by a school committee consisting of the Counselor, Administrator, a teacher and one additional Board member.
6. After advancing a grade, the committee will review performance of the student after the first nine weeks to determine if the student should be retained in that grade or transferred to the grade that was skipped.

ADMISSION POLICY

This school admits students of all races, color, and national and ethnic origin to all the rights, privileges, programs, and activities made available to the students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration or its educational policies, admissions policies, scholarships, athletics, or any other school-administered programs.

NEW STUDENTS

Because of a limited enrollment at Bethel Christian School, all parents and prospective students will observe the following policies:

1. Application and financial agreement for admission must be made for each prospective student.
2. Both parent and student must have read and agreed to the school handbook.
3. The administration or a designated faculty member must interview parents and students.
4. All information will be reviewed by the administration and the parents will be notified as to acceptance or non-acceptance.

RE-ENROLLMENT

Each student's record will be reviewed by the administration. The administration considers the following criteria for re-enrollment:

1. Desire of student and his parents to continue a Christian education at Bethel Christian School.
2. Positive attitude of student and parent toward authority.
3. A signed contract by both parent and student, pledging full cooperation.

Bethel Christian School reserves the right to set standards for the student regarding conduct, dress and scholarship. Admission is not based on race, color, or nationality. The school maintains the right to refuse admittance to anyone who fails to meet the requirements. The school maintains the right to refuse admittance to anyone who fails to meet the entrance requirements, and to suspend or expel any student who violates the standards set down in the school handbook, or other rules of conduct as defined by the administration. Bethel Christian School reserves the right to search lockers, backpacks, or student belongings for any reason at any time.

THE HONOR CODE POLICY

Bethel Christian School recognizes that to implement its mission, the school, parents and students must enter into an alliance. To be productive partners in this alliance, parents and students must understand and accept the school's mission and also the means by which this mission is carried out. The Honor Code Form must be read and signed by each parent and student.

ILLNESS AND MEDICINE DISTRIBUTION POLICY

The following symptoms will describe our decision to send a child home from school. If a child has fever, vomiting, diarrhea, moderate to severe pain, or head lice, we will contact a parent come for the child. He or she will need to return to

school ONLY after being free from symptoms for 24 hours. Please be considerate of the health of others and do not knowingly return or send a child to school displaying any of the afore mentioned conditions. A Policy for Illness and Medicine Distribution Form must be signed for each student attending Bethel Christian School.

HEALTH AND SAFETY POLICY

Bethel Christian School is required by Environmental Protection Agency (EPA) to keep a record of any students who are allergic to any pesticides. An EPA Form must be signed for each student attending Bethel Christian School.

PERMISSION TO PHOTOGRAPH POLICY

Bethel Christian School at times may use pictures of our students in advertising, newspaper articles (Ruston Daily Leader and Bethel Buzz), brochures or the school yearbook. We will not sell the pictures or do anything that would violate the privacy and protection of a child. A Permission to Photograph Form must be signed for each student attending Bethel Christian School. This form either gives or denies permission to use a child's picture in any of the above avenues of advertising Bethel Christian School.

WITHDRAWALS

Withdrawals must be conducted through the school office. Notification should be a week in advance. All textbooks, library books and school owned property must be turned in at the time of withdrawal. A parent will be charged for any books which are not turned in at the time of withdrawal. Report cards and/or student records cannot be released until all fees are paid. Records will be sent to the next school upon request.

ENROLLMENT FEE

This fee is due at the time of acceptance or re-enrollment of a child in Bethel Christian School. It covers schoolbooks, school usage, and maintenance costs and yearbook fees. This fee is non-refundable, except when payment has been made and the student was not accepted for a new school term.

TUITION

Tuition is a pre-set amount (see current Fee Schedule Sheet). Tuition is to be paid in advance between the first and fifteenth of each month. We do not send out monthly statements. If we do not receive your tuition by the fifteenth of the month, we will send a statement with a late fee of \$20.00. Tuition may be paid yearly, semi-annually, or in 8, 9, 10 or 12 equal payments. If tuition is paid in one sum, it is to be paid before school starts. If parent desires to pay by either two, 8, 9, 10 or 12 installments, pre-dated signed checks must be submitted to the administration by the time the school term begins.

Bethel receives No Federal or State funds and depends solely on tuition to meet the regular expenses of salaries. The fund-raisers pay the utilities, and general upkeep of the facilities.

No financial adjustments will be made for absences of any part-time or full-time student.

A pro-rata refund of unused tuition shall be made whenever the administration rejects student, expels student, or the family moves to a new location too far to attend Bethel.

Students will not be permitted to attend classes if parents owe more than two months tuition.

ATHLETIC AND OTHER EXTRA-CURRICULAR FEES

Prior to involvement in an extra-curricular activity, students must pay the required fee to Bethel Christian School. The amount of the fee may vary depending upon the activity.

GRADUATION FEE

On April 1st, each student scheduled to graduate must pay a graduation fee. This fee covers only the cost of the graduation program; it does not include graduation invitations.

LUNCH ROOM

If a student desires to eat food the lunchroom provides, he must pre-pay monthly, bi-monthly, weekly or daily. A child's lunch order and money must be turned in to the teacher.

Students are to remain quietly in their chairs while eating. There must not be any trading of lunches or playing with food.

Students may only leave the lunchroom when they have been given permission.

PRE-SCHOOL AND KINDERGARTEN SNACK FEES

Parents of pre-school and kindergarten students must submit \$10.00 each month to pay for daily snacks. This fee is turned in the child's teacher.

AFTER SCHOOL CARE

Bethel does provide After School Care for our children from 3:15 until 5:30 PM. The cost is \$5.00 per day per child. There is an automatic late fee charge of \$10.00 each day a child is picked up after 5:30 PM.

ATTENDANCE AND TARDIES

SCHOOL CLASS HOURS

Classes begin each morning at 8:00 a.m. and continue until 3:00 p.m. A student should arrive no earlier than 7:30 a.m. and remain no later than 3:15 p.m. (unless arrangement was made for after-school day care at Bethel). The office is open from 7:30 a.m. until 3:30 p.m., Monday through Friday. If parents come to school for any reason during the class hours, they should report to the office first.

CANCELLATION OF SCHOOL DUE TO INCLEMENT WEATHER

On days when adverse weather may affect school attendance, Bethel Christian School will make announcements of cancellation on the local Ruston radio station. If Lincoln Parish Schools close, Bethel Christian School will be closed also.

ABSENCES

Regular attendance is required of all students. Absences always reduce the amount of learning, which takes place and almost always results in lower grades. If a student is tardy or absent, he must bring a note from his parent or guardian stating the reason and giving the specific dates. If a student fails to bring a note, his absence or tardy will be counted as unexcused. The following are the only reasons for excused absences:

1. Illness of the student
2. Doctor's appointments
3. Death in the family

4. Very serious illness in the immediate family
5. An occasional emergency in the family which necessitates the student's absence or tardy (This means no more than once or twice during a nine week period.)
6. Any other reason excused by the principal BEFORE the absence occurs

School work missed the first day of an excused absence must be made up within two days. For each additional day missed, one additional day will be allowed for make-up work.

Students with unexcused absences or tardies will NOT be allowed to make up the work missed, and will be given a zero on those assignments/tests.

The State of Louisiana has a policy which states that any student missing more than 10 days each semester or 20 days during the school year will not be given credit unless the child has been seriously ill and has a doctor's excuse.

If a student needs to be checked out of school for any reason during the school day, that student must be checked out through the office by a parent, note or call from a parent. **NO STUDENT IS PERMITTED TO LEAVE SCHOOL PROPERTY WITHOUT PRIOR PERMISSION.**

Four unexcused tardies in a nine-week period will be counted as an unexcused absence.

The classroom teacher is to devote a section of his/her grade book to recording attendance of students.

The roll is to be called following prayer and the Pledge of Allegiance to the American Flag each day. Students absent are to be marked as such. A student, on the day of return, will bring a note giving the reason for the absence. This note will be sent to the school office with the daily absentee list.

Any student arriving after 8:00 a.m. is to be marked tardy in the grade book. Students receiving four (4) tardies in a nine-week grading period shall be counted absent one day.

At the conclusion of the school year, an award for attendance and punctuality is awarded to deserving students.

ABSENCES OF TEACHERS AND STAFF

If a teacher finds it impossible to be in school for the day, he/she should contact Mrs. Angie Green (255-7465 home or 225-278-0523 cell) before 10:00 p.m. the night before or before 6:15 a.m. that day. Reasons for absence are to be made known to the administrator.

School policy permits 10 days of sick leave; i.e. 8 days for illness and medical reasons, and 2 days for personal needs. If a contract employee misses more than 10 days, their pay will be deducted \$50 for each day missed.

CONDUCT OF BETHEL'S TEACHERS

We are a Christian School and Christian conduct is an absolute necessary requirement of all our teachers. Christian attitudes and character are required to have the privilege of teaching at Bethel. The teachers are to promote the character by their own lives. Students learn by example as well as by instruction.

Bethel's staff is to put a guard on their tongue. Absolutely there is to be no cursing, gossiping, lying, or unnecessary talk. In our tongue should be the law of kindness. All faculty must be able to have control over their own spirit. Anger may be a natural response, but it must be under control. An employee that cannot control his/her anger will lose their position at Bethel.

We are to guard all of our actions that there be no impurity or even the appearance of evil in our actions. Maintain a professional distance between you and your students and their families. Due to the increased incidents of sexual molestation by public school teachers, all of our faculty must behave in a way that even an accusation of improper actions would have no impact upon the reputation of our school.

CODE OF CONDUCT - STUDENTS

Class I Offenses:

- 1.1 Students may NOT eat outside of the lunchroom.
- 1.2 Yelling, running, or horseplay in the halls, or classrooms is not allowed.
- 1.3 Students MUST show respect for each other. Name calling, jesting, mocking, etc. is not allowed.
- 1.4 Students must conduct themselves in an orderly manner when changing classes.
- 1.5 Students are NOT allowed to bring, write, or pass notes at school.
- 1.6 Students may NOT talk in class without permission.
- 1.7 Students may not move around in class with permission.
- 1.8 NO public display of affection is allowed.
- 1.9 Students are NOT allowed to bring radios, cassette players, CD players, or MP3 players to school.
- 1.10 Students may not bring toys (for other than physical education purposes) to school.
- 1.11 Bethel Christian School is a closed campus; therefore students may not have visitors or talk to non- students in cars on the school grounds.
- 1.12 Students may not congregate in the parking lot, sit on cars , or talk on cell phones during school hours.

Class II Offenses:

- 2.1 Student may not use profane or indecent language.

2.2 Students must show respect and be cooperative and obedient to authority at all times. Disrespecting teachers or any other faculty member is not allowed.

2.3 Students must abide by the uniform standards before school and during school hours.

Class III Offenses:

3.1 Students may not bring or use any forms of tobacco, alcohol, or drugs (illegal or controlled substances) anywhere on or off the school grounds.

3.2 Students may not bring any guns, knives or other object that can be used as weapons to school.

(Physical education equipment is excluded unless the student uses the equipment as a weapon).

DISCIPLINE

Students learn best in a loving, but firm environment. While discipline is basically a positive training in the right direction as Proverbs 22:6 points out, “Train up a child in the way he should go; and when he is old, he will not depart from it.” There is also the necessary element of correction and adherence to the rules. When problems arise they will be dealt with promptly and in a prescribed manner.

The disciplinary action taken will depend on the offense and the attitude of the child. Students can receive disciplinary action for any infraction of the rules of the administration or the handbook. Discipline may include: reprimanding, paddling by school authority, paddling by the parent, in-school suspension, or expulsion. At each time action is taken, students will be informed of their infraction and what is the right way to behave.

The teacher will notify the parent of a continued problem in his/her class. The office will notify the parent of the times the student has been disciplined through

the office. If the offense is not resolved by the discipline and the help of the parents, the school will understand that you and your child no longer desire to be at Bethel Christian School and expulsion will be necessary.

Suspension and/or expulsion is a decision made by the administration. The student may be suspended or expelled on their first offense depending on the seriousness of the offense.

The purpose of good discipline is to teach self-control. Most children exhibit proper behavior in school. Those who do not must be dealt with – immediately, consistently, and fairly. No child has the right to infringe on anyone’s right to learn and exist peacefully at school.

It is encouraged that in self-contained classes, teachers limit the number of acts of misbehavior of a student in a given day. By setting a reasonable limit, students know your expectations. Classroom rules and consequences are to be posted in each classroom.

A report is kept on each child when the teacher has to administer discipline. The teacher may need to contact the parent depending upon the nature of the misbehavior.

If there is a continued problem, after the teacher has already disciplined in the classroom, the child is to be sent to the counselor to be disciplined. If the child is sent to the counselor, the teacher needs to be prepared with accurate records of the discipline that they have administered to meet with the parent if need be.

DISCIPLINE PROCEDURES

Class I Offenses:

- 1.1 Student receives a warning from the teacher or faculty member.
- 1.2 Student is sent to the office for a conference with the principal.
- 1.3 Student is sent to the office; student’s parents are notified.
- 1.4 Student may be suspended.
- 1.5 Further violation moves the particular offense into the Class II Offense Procedures.

Class II Offenses:

- 2.1 Student is sent to the office for a conference with the principal
- 2.2 Student is sent to the office; student's parents are notified.
- 2.3 Student may be suspended.
- 2.4 Further violation moves the particular offense into the Class III Offense Procedures.

Class III Offense:

- 3.1 Student may be suspended or expelled

Other Discipline Procedures:

4.1 Dress and Personal Appearance Violations

4.1.1 If student is able to rectify the offense himself, he may do so with a warning.

4.1.2 If student is not able to rectify the violation, he is sent to the office and must remain there until the violation is rectified. Parent may be notified to amend the situation. Time away from class is treated as an unexcused absence; student receives a grade of zero on all class work missed and is not allowed to turn in homework taken up during this time.

4.1.3 Further violations may result in suspension.

DRESS AND PERSONAL APPEARANCE

The following dress codes are to be maintained by all students who are on school property or attend school functions, unless they are otherwise instructed by the administration.

- 1. Shirts must be oxford, polo or school tee or sweat shirt in white, navy or royal blue.

2. Undershirts must be white or the same color of shirt being worn with no visible writing on them.
3. All shirts must be tucked in.
4. If pants or skirts have belt loops, they must be belted.
5. Pants or skirts must be standard cotton twill in the colors of khaki, navy or Bethel plaid.
6. No cargo, flare or sagging style pants or skirts are allowed.
7. Shoes must be closed toe style in colors of black, blue, brown, gray or white
8. Socks must be in colors of black, blue, brown, gray or white.
9. Shorts may not be worn by anyone above the 6th grade unless the teacher requires them for P.E.
10. Any clothing advertising something anti-Christian (such as beer, cigarettes, etc.), may not be worn.
11. Clothes must be neat and clean. Frayed clothing or clothing with holes in them may not be worn.
12. Hats are not to be worn inside the school buildings at any time before, during, or after school.
13. Basketball players and Broncettes may wear their uniforms on game days.
14. Neat and well groomed hair is required, which does not hang over the eyes.
15. No facial hair is allowed.

16. Free Dress Days - Skirts, shorts, (K-3 through 6th grades only) must be knee-length or below.

No clothing may be so tight or loose that it is overly revealing.

No t-shirts with graphics or writing depicting violence, alcohol, drugs, sex, etc. may be worn. Sleeveless shirts are not permitted.

Shirts must be long enough so that they cover the belly and the back

The teachers are to be familiar with and to help enforce the dress code. The classroom teacher assists the administration by monitoring each student's adherence to our dress code, and it is very important that each teacher be consistent in enforcing the dress code's regulations. The administration needs the help of the classroom teacher in enforcing the dress code, as they (the administration) may not come in contact with each child every day.

TEACHERS' DRESS AND PERSONAL APPEARANCE

Each teacher and staff member should always present a professional appearance. (*Blue jeans are not professional attire.*) Teachers' apparel must be modest, (no shorts except during athletic events). Teachers and workers are not expected to dress according to be student dress code, but to exemplify its guidelines in daily appearance.

CLASSROOM RULES

Individual classroom rules are to be formulated by the end of the first week of school and then posted in the classroom. The teacher is to give each child a copy of the rules to be attached in a notebook and sent home for the parents' notice.

Since the classroom teacher is the model of self-discipline in his/her classroom, students expect to know what they can and cannot do by observing the teacher. Consistency and fairness are essential qualities, which lead to a well-managed classroom. Each teacher is to be fully aware of student regulations set down in the school handbook.

The purpose of good discipline is to teach self-control. Most children exhibit proper behavior in school. Those who do not must be dealt with – immediately, consistently, and fairly. No child has the right to infringe on anyone’s right to learn and exist peacefully at school.

It is encouraged that in self-contained classes, teachers limit the number of acts of misbehavior of a student in a given day. By setting a reasonable limit, students know the teacher’s expectations. Classroom rules and consequences are to be posted in each classroom.

A report should be kept on each child when the teacher has to administer discipline. The teacher may need to contact the parent depending upon the nature of the misbehavior.

If there is a continued problem, after the teacher has already disciplined in the classroom, the child is to be sent to the counselor to be disciplined. If the child is sent to the counselor, the teacher needs to be prepared with accurate records of the discipline that they have administered to meet with the parent if need be.

EXTRA-CURRICULAR DUTIES

Each teacher is required to sponsor or co-sponsor an extra-curricular activity or club. There will be a list of these activities at the beginning teacher’s meeting. Bethel Christian School Clubs include 4-H Elementary, 4-H Junior High and High School, FCA, GPA, NHS and NHJS. Other activities include helping at sports events, and programs through-out the year.

All members of the staff are required to help in the fundraisers each year. There will be a minimum of three major fundraisers each year.

CURRICULUM AND INSTRUCTIONAL TIME

We use the A-Beka Curriculum, supplemented by appropriate educational materials, throughout our school. Teachers are expected to follow the curriculum guides. Teachers will make sure that the students do their assignments and complete their workbooks in all subjects. There are some High School classes that

are not taught by A-Beka such as fine arts, music, computer, etc. All curriculum used is chosen by the Administration and Board of Directors.

Bethel is required to use our instructional time for instruction for the entire year. The state has a requirement of how many minutes are to be used in instructional time. The teachers are to schedule their day according to the time required. A time schedule is to be turned into the counselor so that it can be reported to the state.

GRADE BOOK

The school supplies each teacher with a book in which must be recorded student grades and work completed. One portion of the grade book is for attendance keeping. The grade book is private for that teacher. Grade books must be turned in to the administration at the end of the year. Each grading period, the teacher should have grades (from tests, quizzes, assignments, projects, etc.) in each subject for each student. The greater the number of grades, the better the chance for the student's success.

HOMEWORK

The purposes of homework are to reinforce instruction already given and for mental study of a particular lesson. At Bethel Christian School, written homework and study may be given every school night except on Wednesdays. (We encourage students and teachers to go to church on Wednesday nights.)

These written and study assignments are usually for spelling, and class assignment that was not finished during the day, and any subject that the student will be tested on the following day. We encourage students to complete their homework in class.

Homework on weekends is discouraged, as students need a break from a week's work just as much as teachers. Each teacher is to see that homework assignment pads or an equivalent be used for recording assignments which are to be clearly written on the chalkboard.

REPORT CARDS AND GRADES

Grades must reflect: test grades, daily quizzes, assignments (homework), oral participation, and consideration of each child's individual ability. Black ink is to be used in legibly completing each card. Grade sheets will be turned in to the office when the report cards are completed. They will be reviewed by the counselor. Report cards will be issued each nine weeks. At the halfway mark (four or five weeks) the parents will be notified if their child's average is "D" or "F". This will give them and the school time to work out some details which will give the student an incentive to work more diligently or for us to decide if the work is too difficult and too much is being expected from the student. If this seems to be the case, we would need to talk with the parents and try to work out what is best for the child.

We want all of our parents to feel free to go to the teacher or counselor if there are academic or other problems. Our goal is to bring out the best in each child.

Bethel Christian School uses the following numerical grades for graded work, e.g. tests, quizzes, projects:

100 – 93 = A

92 – 86 = B

85 – 75 = C

74 – 68 = D

67 & below = F

Teachers will be sure that all grades are mathematically correct.

On The report card, the grades of "A" and "B" are given to those students who are achieving above average. The grade of "C" is for work done well on an average level. A student's grades should never be orally called out. The teacher will be discrete in displaying graded work so that no student is publicly embarrassed by an unsatisfactory grade.

Report card grades are never determined by test grades alone. Daily quizzes, oral participation, and completed homework assignments need to be considered also. Conduct should not influence a student's grades. Teachers are to review for test several days before the test is given. A study guide is very helpful to the students and parents.

TESTS

Teachers are to compose tests which give their students the best opportunity to express their knowledge reflecting the grade level. Written tests are to utilize a variety of types of questions (multiple choice, fill in the blanks, work selection, matching). Essay questions are highly recommended to allow self-expression and to develop writing skills. Tests compose one portion of the student's report card.

Departmental teachers are to work out a convenient schedule to follow for the giving of tests. Students are not to be given more than two tests per day.

LEAP and STANFORD ACHIEVEMENT TEST: One week every year is devoted to administering standardized test.

RETENTION/ADVANCEMENT

In our educational system, all children do not progress at the same rate. In some cases, a child is too immature or has not achieved sufficiently (and is unable to) during a particular school year. Thus, the teacher can recommend that the student be retained and repeat the grade. Conferences with the parents or guardians must occur no later than the third reporting period.

To be retained, a child must have an "F" average in two major subjects or one major subject and two minor subjects for the year. The major subjects include math, reading, and English for grades 1 through 8. The minor subjects include science, history, art, music, penmanship, Bible, PE, and Spanish for grades 1 through 8. For grades 9 through 12 all subjects are considered major and the students must pass a class to receive credit. All final decisions on retention of students will be made by the administration of the school.

BULLETIN BOARDS

Each classroom has one or more bulletin boards as instructional and display areas. These displays need to be updated regularly (e.g. each month) and must reflect good artistic taste. One bulletin board each month is to be developed around Bible verses, a religious topic, or seasonal feast. A caption is one ingredient of a meaningful bulletin board.

CLASSROOMS

Everyone's cooperation in keeping the classrooms clean and in order will be a great help to all concerned. It is a teacher's responsibility to make sure that the general appearance of the classroom is as neat and attractive as possible.

1. Students will sit at a regular assigned place.
2. There should be no books or paper on the floor at any time. Students are not allowed to write on desks, tables, or walls. A check will be made at the end of each day.
3. Desks should be orderly and books in them in proper order.
4. Blinds/shades should be uniformly adjusted.
5. Rooms should be well ventilated.
6. During lunch period all classroom lights and fans should be turned off.
7. All supplementary books should be stored in an appropriate place in neat order.
8. The teacher is responsible for keeping chalkboards and erasers clean.
9. Classrooms are to be kept neat and clean with the trash cans emptied weekly or as needed.

COURTESY

Christian courtesy and respectfulness must be developed in each of our students. Students at Bethel Christian School need to be taught these courtesies in each grade.

1. Remarks like “Good morning”, “Excuse me”, “Yes, Mrs. Jones”, “Yes Ma’am”, “Thank You”, “Please”, “May” must be used regularly.
2. During class hours, greetings like the above are to be said in a soft voice when said in the hallway.
3. If entering a door, the student should let the teacher or adult enter first, or if need be, hold the door and let the adult enter first.
4. A student raises his/her hand to give a response or to ask questions.

The best method of teaching social courtesies is that teachers themselves show courtesy to the students. The expression “shut-up” is rude and thus an unacceptable remark by anyone. Students are to be corrected on this point.

FIELD TRIPS

Meaningful educational field trips are permitted and encouraged. These should be cleared with the administrator at least two weeks prior to the trip. The Extra-curricular Committee has established guidelines for field trips.

- The students are to go on no more than four field trips a year.
- The field trips must be approved by the administration at least two weeks in advance.
- The field trips must advance our mission by promoting education and Christian character.
- Parents need to sign permission slips, which are sent to the school office on the day prior to the trip.
- After the field trip has been approved, the classroom teacher is to inform the cafeteria manager about the class’ absence for that day.

FIRE DRILLS

These are conducted monthly. The signal is one long continuous ring of the bell. When the alarm sounds, the students are to leave the building followed by the teacher according to the Fire Route displayed in each classroom. All proceed in silence quickly and orderly. The teacher is to take his/her roll book, and take a count to see that all are present.

Everyone will leave all buildings through the Bethel Loop entrances, and cross the street to the field. They will be notified when it is safe to return to class quietly.

DUPLICATING

Teachers needing to have materials copied may use the school copier. Please use it sparingly. Students learn to copy from the board in 1st grade. Let's try to continue that skill through every grade. We have a limit of 4000 copies per month that can be made. Additional copies are an added expense to the school.

AUTOMOBILES

Driving an automobile to school is a privilege, not a right. The following is a list of regulations, which must be observed on and off campus. Any infraction of these rules will mean forfeiture of driving privileges to and from school.

1. Any erratic driving will not be tolerated in any form.
2. Cars are to remain parked along the street in a proper manner until the student is dismissed for the day.
3. Cars must not be occupied before or during regular class hours. There is to be no sitting in parked cars anytime throughout the school day.
4. During school hours no one but the parent or guardian may pick up any child unless prior written request is made to the office.
5. Students may not ride with other students to town or a ball game or anywhere without parental consent of both students.

PARKING

The spaces in front of the high school building (school office) are reserved for Handicapped and Visitor parking. Teachers and staff will park in front of the

school cafeteria or along either side of the street. Students with automobiles will park along either side of the street, not interfering with the Handicapped and Visitor parking or the flow of traffic.

TELEPHONE

To use the telephone, students and parents must receive permission. Students may make only necessary calls to their parents or relatives. They may NOT call friends nor may they accept calls from anyone other than parents, grandparents, or siblings.

Cell phones must be turned off when a student comes on campus and may not be used or seen during school hours. If this condition is abused, the cell phone will be confiscated and held by the school authorities for 5 days.

PHYSICAL EDUCATION

All students participate in physical education classes. In case of illness, parents may request an excuse for their child's temporary non-participation. Excuses are submitted to the physical education teacher, and kept on file in the school office.

Students should have at least one free day a month from dressing out. This would total at least two for a nine-week period.

RECESSES

The A-Beka Curriculum does not allow a morning recess. They allow one or two five-minute restroom breaks. We do allow for a 15-minute morning break. After a 30-minute lunch break, a 30-minute PE or playtime may be scheduled. Teachers will observe and monitor students during recess.

TEACHERS' MEETINGS AND IN-SERVICE DAYS

There are at least two days incorporated in our school calendar for professional improvement for our faculty. Students do not report on these days. Teachers are required to attend. Attendance will be taken. Attendance to these meetings is a part of the teacher evaluation and compensation.

PARENT-TEACHER CLUB (PTC/BOOSTER)

The PTC is a club organized to be a support to the school through financial funding and labor. Parents are encouraged to become active members of this group.

FUND RAISERS

The PTC conducts at least two large fund-raisers per year. Each family is asked to participate in these fund-raisers or to donate \$100.00 per fund-raiser to the school. The money raised from the fund-raisers is used to update and repair the buildings and equipment.

This Bethel Christian School Handbook will be reviewed, revised and/or updated yearly or as needed by the Board of Directors and Committees of the school. Without the cooperation and support of all concerned (students, teachers, and family members) Bethel Christian School could not function at its highest level. Thank you for your dedication in making Bethel the academically superior Christian school that it is today.

