

BETHANY CHRISTIAN SCHOOL ELEMENTARY/MIDDLE SCHOOL

PARENT/STUDENT HANDBOOK
2016-2017



"The mission of Bethany Christian School is to educate, equip, and encourage students to reach their God-given potential and impact the world for God's glory through a growing relationship with Jesus Christ."

HEADMASTER'S WELCOME

Mr. Sam Kastensmidt



Dear Bethany families,

Thank you so much for entrusting Bethany with the great privilege of educating your children. Bethany Christian School was established as an outreach ministry of Rio Vista Community Church in 1980. As a Christian school, we offer an excellent academic program coupled with a nurturing environment that will help your child reach his or her greatest potential in every area of development — academically, socially, athletically, and spiritually. This approach begins with the youngest students in our nursery and preschool program and continues all the way through our elementary and middle school classes.

Our theme for the year is “Satisfied in Christ,” and our Bible verse for the year is Psalm 37:4.

"Delight yourself in the Lord, and he will give you the desires of your heart."

Pastor John Piper rightly says: "God is most glorified in us, when we are most satisfied in Him." I love what this statement says about the heart of our God. Like a mom whose heart is overwhelmed with joy when her child seeks to snuggle close beside her, God is never more thrilled with us and exalted by us than when we find our greatest joy and satisfaction in drawing near to Him. I want each student at Bethany to experience the all-satisfying love of God, knowing that He will never leave them nor forsake them. In an ever-changing world, our God (and His love for us) never changes.

For the fifth consecutive year, Bethany is set to begin the coming school year with record enrollment. For the first time in Bethany's history, we will now have two classes in each grade — from K through 4th grade. As Bethany continues to be blessed with growth, we are taking exciting new steps to meet these needs. Bethany offers an impressive range of enrichment opportunities and after school activities. Both preschool and upper school students enjoy a number of specials — including Art, Computer, Library, Music, P.E., and Spanish. After school, our campus is buzzing with a variety of extracurricular activities — including a variety of fine arts and athletic program.

Our faculty and staff are committed to the pursuit of excellence in all things, because we believe that Bethany Christian School ultimately belongs to the Lord.

Blessings,

Sam Kastensmidt
Headmaster
Bethany Christian School

Table of Contents

Introduction	5
School Theme, Contacts, & Calendar	
I. Arrival & Dismissal	6
Arrival, Before School Care, Dismissal, Communication at Drop-off/Pick-up, Parent Safety During Arriva/Dismissal, Early Pick-up, Bicycles, Electronic Gate	
II. Attendance Issues	7
Tardiness, Absences, Make-up Assignments	
III. Communication	8
Information Now, Conferences, Telephone Calls, Flyers and Notes, Emergency Closings	
IV. Academics	9
Curriculum, Report Cards & Progress Reports, Academic Grading Scale, Homework, Late Work, Standardized Testing, Library Resources, Student Services, Tutoring, Bible Translation, Middle School-Honor Rolls, National Junior Honor Society, Failed Classes, Academic Probation	
V. Code of Conduct	11
Discipline and Student Conduct, Conflict Resolution, Detentions, Suspension/Expulsion, Public Displays of Affection, Dishonesty, Anti-Bullying Policy, Drugs, Tobacco, and Alcohol, Food and Drink, Gum/Candy, Electronic Devices, Cell Phones & Toys, Sexual Harassment Policy, Employee and Student Dignity	
VI. Dress Code	14
VII. Business & Finance	15
Tuition-- Contract, Deposit, Payments and Delinquent Accounts, FACTS Tuition Management Program, Re-enrollment Period, Early Enrollment Tuition Discount, Late Enrollment, Withdrawal of a Student, Address Changes/Phone/Custody, Collection of Cash, Gifts for Teachers, No Solicitation, Lost and Found, Private Property Textbooks	
VIII. Health & Safety	17
State of Florida Medical Entrance Requirements, Medications, Scoliosis Screening, Animals/Pets, School Lockdowns, Visitors	

IX. Technology on Campus	19
X. School Activities Performing Arts, Athletics, Chapel, Aftercare, Field Trips, Lunch Program, Party Policy, Birthday Parties, Student Council, Facilities Use	19
XI. Parental Support Parent Involvement, Respecting Teacher Privacy, Non-custodial Parents, Parental Code of Ethics, Administrative Prerogative	20

2016-2017 School Year Theme & Passage

Satisfied in Christ

“Delight yourself in the Lord and he will give you the desires of your heart.” — Psalm 37:4 —

Bethany Christian School
615 SE 9th Street Fort Lauderdale, FL 33316

www.bcsftl.org

School Office, 954-522-2554

Church Office, 954-522-2518

Admissions Office, 954-522-2554, ext. 211

Finance Office, 954-522-2554, ext. 216

School Fax, 954-522-3406

2016-2017 School Calendar

TEACHER INSERVICE	AUGUST 16-19, 22
K-8 MEET YOUR TEACHER (1:00-2:00PM)	AUGUST 22
FIRST DAY OF SCHOOL (Early Dismissal)	AUGUST 23
PRESCHOOL MINI-SESSIONS	AUGUST 23
BACK TO SCHOOL NIGHT (6:30PM)	SEPTEMBER 1
LABOR DAY (No School)	SEPTEMBER 5
PARENT/TEACHER CONFERENCE DAY (No School)	SEPTEMBER 28
END OF 1 ST QUARTER	OCTOBER 13
TEACHER PROFESSIONAL DAY (No School)	OCTOBER 14
VETERANS DAY (No School)	NOVEMBER 11
KINDERGARTEN THANKSGIVING PLAY	NOVEMBER 18
THANKSGIVING BREAK (No School)	NOVEMBER 21-25
END OF 2 ND QUARTER (Early Dismissal)	DECEMBER 16
CHRISTMAS BREAK (NO SCHOOL)	DECEMBER 19 – JANUARY 2
MARTIN LUTHER KING JR. DAY (No School)	JANUARY 16
GRANDPARENTS' DAY (Early Dismissal)	FEBRUARY 16
TEACHER PROFESSIONAL DAY (No School)	FEBRUARY 17
PRESIDENTS' DAY (No School)	FEBRUARY 20
SPRING BREAK (No School)	MARCH 6-10
END OF 3 RD QUARTER (Early Dismissal)	MARCH 17
ITBS TESTING WEEK	APRIL 3-7
EASTER BREAK	APRIL 13-17
TEACHER PROFESSIONAL DAY (No School)	MAY 12
LAST DAY OF SCHOOL / END OF 4 TH QTR. (Early Dismissal)	JUNE 2

I. Arrival & Dismissal (K-8)

Each student's timely arrival at school helps to ensure an uninterrupted flow to classroom instruction and activities. The main entrance (i.e., the 9th street doors) will be opened at 7:55. Teachers will be waiting at their classroom doors to greet the students. The school day will begin promptly at 8:10. Middle school students should report to their homerooms between 7:55 and 8:10. Students should be in their seats and ready to learn at 8:10.

The 9th Street main entrance doors will be closed at 8:10. All students arriving after 8:10 must be brought to the 8th Street entrance in order to receive a tardy pass before entering class. To ensure the safety of our students, please do not open exterior doors for visitors. The front desk is capable of opening the doors remotely after screening visitors to ensure that they belong at Bethany.

Parents parking and walking to drop-off or pick-up students should never leave young children or valuables unattended in the car. Please make sure cars are in park, the motor is off and the car doors are locked.

BEFORE SCHOOL CARE

Supervision is provided in the church building for students arriving between 7:30 and 7:50 AM. There is no charge for this service. All students PK2-Grade 8 arriving early must be escorted into the building and signed in by a parent so the school knows the student is present. Students in grades K-8 will be escorted across the street each morning at 7:55 AM and preschool students will be escorted to their classrooms. Please do not leave children unattended at the 9th Street doors when they are closed.

DISMISSAL

Dismissal for full-day preschool students begins promptly at 2:55 PM and at 3:00 PM for grade K-8. Each family will be given a car tag that is to be placed on the vehicle's dashboard during dismissal. These tags are used for student safety and help to speed the dismissal of students. These signs identify the vehicle and indicate parental permission for student pick-up. K-8 teachers must log and verify each student's release before the student enters a vehicle.

The speed limit is 5mph while in the pick-up/drop-off lanes. Students are to enter vehicles from the passenger side only. Our staff members are trained and certified as crossing guards. Please respect their stop signs and directions while in the school vicinity.

Students will not be released to anyone other than the parent or legal guardian unless request has been made by the parent or guardian. Students will not be released to a non-custodial parent, sibling, or relative without the custodial parent's authorization. If a child will be picked up by someone else, arrangements must be made before pick-up time, and notification must be made to both the teacher and the office.

COMMUNICATION AT DROP-OFF/PICK-UP

While good communication is essential for each child's success, the timing of the communication is also important. Please do not engage a teacher in conversation during the appointed drop-off/pick-up times. Teachers have been instructed to devote their full attention to the safety and efficient arrival/dismissal of the students. For immediate concerns, kindly park and wait until pick-up is over to have these discussions after school. Once pick-up is complete, teachers will be able to give their full attention or schedule a parent/teacher conference. Teachers are not able to talk during or after arrival time since classes will begin promptly at 8:10.

PARENT SAFETY DURING ARRIVAL/DIMISSAL

For student safety, please give full attention to the surroundings during pick-up and drop-off times. Cell phone use by drivers is not permitted.

In order to provide a calm atmosphere during arrival/dismissal, please refrain from using loud music during these times. We ask that you refrain from having bumper stickers and signs on your car that would draw attention, embarrass or be otherwise inappropriate for the age of the student body that we serve.

EARLY PICK-UP

Occasionally it is necessary for a student to be released prior to the regular dismissal time. Early pick-up for grade K-8 is only possible through the office. Please submit requests to the office and the student will be escorted to the

office for pick-up. Students may not be released to parents from the classroom. If the student is returning to school following the early pick-up, please report to the office before the student returns to class.

Early pick-up for preschool students will be handled at the preschool reception desk with prior notification to the teacher.

BICYCLES

Students may ride their bicycle or skateboard to school. A bike rack is provided for student use. The school cannot ensure the security of the bicycle. If a student elects to ride his/her bike to school, it must be secured to the bike rack with a sturdy locking device. Students are not allowed to ride the bike on school property, including the parking lot. Students who ride bicycles are not permitted to return to the school property after they are dismissed. Bethany is not responsible for loss or damages to bicycles. Skateboards are not to be taken to the classroom but need to be stored in the designated area.

ELECTRONIC GATE

Parents seeking to pick up or drop-off their students outside the normal arrival and dismissal times may find that the electronic gate south of the church building is closed. This gate will open as a car approaches and closes again automatically.

II. Attendance Issues

Bethany Christian School is required to take attendance and to keep accurate attendance records. Regular attendance is absolutely essential for academic success. Attendance is taken promptly each day by the classroom or homeroom teacher and reported to the office.

TARDINESS

Please bring students to school on time. When a student arrives late to class, it disrupts the flow and momentum in the classroom, distracting the other students and requiring the teacher to restate instructions. All students (grade K-8) not in their classroom at 8:10 AM will be considered tardy. Tardy students must report to the office for a pass before going to class. In addition, middle school students may be considered tardy if they are late in between classes. Students are permitted four tardies during a nine-week grading period. For subsequent tardies during the same nine-week grading period or for chronic issues of tardiness, parents will be notified and may be required to conference with the administration and students may receive disciplinary action.

ABSENCES

If a student is absent due to illness, parents should notify the school by 8:30 AM with a reason for the absence. To reach the school, call the school office at 954-522-2554. Absences may be excused for the following reasons: (1) student illness; (2) doctor's appointments; (3) pre-planned family trips; (4) a major illness in the family; (5) a death in the family; or (6) any other activities deemed acceptable by the school's administration.

Any student absent for more than 3 consecutive days due to illness will be required to present a doctor's note clearing them to return to school.

If a family is anticipating an upcoming series of absences (e.g. a family trip), please notify the office as soon as possible — preferably at least one week in advance. This lead time will enable the teacher to gather assignments for the student prior to the absences. All assignments will be due upon the student's return to school.

Students with excessive absences place their re-enrollment and/or promotion to the next grade-level in jeopardy. More than twelve absences in a semester, or more than a total of 24 absences in a school year, would be considered excessive. If a student is suffering from a serious health issue that prevents regular attendance, the school will discuss the options available to ensure that the student is able to keep up with his or her class.

MAKE-UP ASSIGNMENTS

It is the student's responsibility to make up any missed work due to early dismissal, absence, or tardiness.

1. The teacher will provide the student with one additional day to complete the assignment for each day missed. If the assignment is not submitted within that time frame, then late penalties will be assessed. Not turning in the assignment will result in a zero.
2. If a student is absent on the due date of an assignment or the day of a test or quiz (but was previously made aware of this due date), the assignment, quiz, or test will be due on the day of the student's return.
3. If an assignment, quiz, or test is missed due to an early dismissal, it is due when the student returns.
4. If a student is absent due to the school's disciplinary action, all assignments are due at the time of the student's return. It is required that the work be handed in, but late penalties will apply and may result in a zero. Those penalties will be at the discretion of the administration.
5. For extreme circumstances requiring a student's absence from school (e.g., a serious accident or illness), the teacher and administration will develop a plan to reasonably accommodate the student's needs.
6. If a student is absent from school but capable of working from home, parents and students are encouraged to check Bethany's online resources for assignments or projects. Parents may contact the office if they would like to request textbooks or homework assignments.
7. If the student receives the assignment prior to the absence (in the case of a planned absence), the assignment is due when the student returns from the absence.

III. Communication

Our school website (www.bcsftl.org) is a great information source for parents and students. Parents are encouraged to sign-up for the school-wide email database via our website. Updates of important news, the school calendar, and information including emergency school closings and openings are available through the website. This database is solely for school use and is not shared with others. Visit our website often as information is regularly updated.

A school calendar of events is issued at the beginning of the school year. Classroom newsletters are posted each Friday in preschool through 5th grade. K-8 parents can sign-up for *Information Now* to access student grades and class projects and to email teachers directly. *The Bethany Connection* comes out weekly and highlights upcoming events and other newsworthy items.

INFORMATION NOW

This online communication tool is available for grade K- 8 parents and students to access student grades. Grades will be updated weekly. Log-ins and passwords are given out at the beginning of each year. The first time one signs into I-NOW, it must be done using a computer and not a phone or tablet. Please feel free to contact the registrar if you need assistance.

CONFERENCES

Parent/teacher communication is strongly encouraged at Bethany Christian School. One conference day is scheduled during the fall. To ensure that instructional time is used to the benefit of all students, please do not seek to meet with a teacher during school hours, including drop off and pick up times. To make an appointment to meet with a teacher before or after school hours, email the teacher directly or call the school office at 954-522-2554 to leave a voicemail message. The school office is open from 7:45 AM- 3:30 PM. The BCS administrative staff is also ready and willing to serve. To make an appointment to meet with an administrator, please call the school office for assistance.

TELEPHONE CALLS

Students are permitted to make telephone calls to parents or family members with permission from the teacher or office staff. Students are generally not permitted to call regarding after school plans with a friend or if they forgot to bring something to school. Cell phones are not permitted for use during the school day unless authorized by the teacher as an emergency. If a parent wishes to call a teacher during instructional time, he or she may leave a message in the teacher's voicemail. Bethany's teachers check their voicemail regularly and will return the call as soon as possible.

FLYERS AND NOTES

All notes or communications distributed to students or parents must be approved by the school office prior to going home. This will help limit inappropriate or incorrect information and better coordinate school events.

EMERGENCY CLOSINGS

On rare occasions the school may need to close for an emergency. In the event of a severe storm or a community emergency in the area, Bethany will follow the early dismissal or closing schedule of the Broward County Public Schools. Our emergency contact system will be used to provide pertinent information for closing and reopening times and dates. Check our website (www.bcsftl.org), or local media outlets.

1. Sign up for the school-wide database and ensure that contact information on file is accurate.
2. We will post updates regarding necessary school closures or emergencies as soon as possible.
3. To hear the school's latest automated update regarding school closures and re-openings, call the school's main office at 954-522-2554. During power outages, this service may be temporarily interrupted.
4. For important announcements (e.g. lockdowns or school closures), parents will be notified through an automated messaging system. This system is not located in South Florida, so it will not be impacted by a local storm. Correct contact information is mandatory for this system to work effectively. If there are any address or phone number changes, please inform the school office as soon as possible.

IV. Academics

CURRICULUM

Bethany Christian School (BCS) offers the freedom and flexibility to craft the curriculum and ensure that our students are on a pace that far exceeds both state and national norms. Teachers are not pressured to "teach to a standardized test." To the contrary, Bethany's teachers seek to ensure that students are equipped with various skill sets and a broad base of knowledge that will set them apart from other students. Each grade level's curriculum meets and exceeds the Common Core Standards, and by using these standards as a baseline for the curriculum, parents can be assured that students will be well-prepared to enter any school once they graduate from BCS.

REPORT CARDS & PROGRESS REPORTS

Report cards are issued in grade K-8 quarterly, every nine weeks. Preschool students will receive a mid-year progress report and a formal report at the end of the school year. Grading scales for K-8 are listed below. All parents of students in grade K-8 may access interim reports halfway through each grading period through the *Information Now* (I-NOW) online system. Parents are responsible for checking the student's progress and homework information online through the *Information Now* portal, explained below.

ACADEMIC GRADING SCALE (Grade 2-8)

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 59 and below

ACADEMIC GRADING SCALE (K-1)

EFFORT AND CONDUCT SCALE (K-5)

E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

HOMEWORK

Homework assignments are intended to reinforce the concepts being studied in class. Students will be assigned an amount of homework that is appropriate for the grade level of each child. In general, expect 10 minutes for each grade level of the student. For example, a fourth grader could expect an average of forty minutes (4x10) of homework each night. Of course, some students take longer, and some students are very quick in completing assignments. Please inform the teacher if a student is spending an inordinate amount of time on homework.

Teachers post homework in their rooms along with assignments and upcoming tests. Homework assignments are expected on the due date.

Bethany values quality family time. Middle school teachers have been asked to limit homework assignments given on Wednesdays in order to encourage student involvement in church-based youth ministries. Elementary students

will not receive homework assignments over the weekend unless it is associated with reading practice or a long-term project that stretches over a weekend. Homework assignments are expected on the due date.

LATE WORK

Bethany will accept late work, but all assignments turned in after the due date will receive a 10% reduction grade per day late.

STANDARDIZED TESTING – THE IOWA TEST OF BASIC SKILLS

Bethany administers the Iowa Test of Basic Skills (ITBS) each year to students in grade K-8. The ITBS is a highly respected, nationally recognized standardized achievement test. The ITBS is the longest enduring and one of the most commonly used standardized tests in the nation. Each year, roughly five million students from every state in the nation — including many of Florida’s Catholic schools — take this exam. The results from ITBS exams are helpful in determining how students and classes rank nationally in various academic disciplines, including reading, language arts, mathematics, science, and social studies. The school uses these results to assess individual students and overall school performance. Individual student test results are distributed to parents with the final report cards.

LIBRARY RESOURCES

Library books circulate on a two-week loan. Reference books may be checked out for classroom use with the librarian’s permission but may not be taken home. Books should be returned on or before the due date. The library may charge a fine for books that are overdue. Students with overdue books may not be permitted to check out additional books until the overdue book is returned or a replacement fee is paid if it is lost.

STUDENT SERVICES

Bethany Christian School assesses student performance and development using a variety of resources — including the Gesell Test of Developmental Observation, the Iowa Tests of Basic Skills, the Ages & Stages Questionnaire for Social and Emotional Development, and other teacher-devised instruments. Bethany can also refer parents to outside resources which are able to provide diagnostic and instructional assistance to children facing educational challenges in the traditional learning environment. In order to best serve the needs of our students, we may require parents to provide their student’s physicians/therapists with an exchange of information release form allowing the physicians to share developmental information and recommendations with school administrators and faculty.

Classroom accommodations for students with special needs may be considered if requested by a parent. In order to provide modifications in the curriculum for a student, the school administration will require an assessment from a licensed therapist. To ensure that Bethany can adequately meet the needs of all students, we will consider input from all concerned school personnel.

TUTORING

On occasion some students require assistance in the form of tutoring. Teachers are asked not to tutor their own students except with administrative approval. The administrative office does maintain a list of tutors that are approved by the school. Please contact the administrative office for assistance in this area.

BIBLE TRANSLATION

Bethany Christian School desires to create in each student a love for the Holy Scriptures and a desire to read the Scriptures daily for guidance. The New International Version (NIV) of the Bible is used at school because of its sound translation and its readability for students.

MIDDLE SCHOOL – HONOR AND HIGH HONOR ROLLS

Middle school students will be eligible for the Honor Roll when they achieve a 3.33-3.66 grade point average for the quarterly report card. High Honor Roll is attained when the grade point average exceeds 3.66. Yearly, Honor Roll and High Honor Roll are also available at the end of the year when the quarterly grades are averaged.

NATIONAL JUNIOR HONOR SOCIETY

Bethany Christian School has a chapter of NJHS for eligible middle school students. This prestigious organization encourages academic excellence, citizenship and community service. To retain membership in NJHS, inductees are to complete ten hours of community service each year.

FAILED CLASSES

Elementary students must pass Reading and Math in order to be placed in the next grade level. Summer tutoring will be required if the student does not pass either of these subjects with a Satisfactory score. At the end of the summer tutoring, their progress will be re-evaluated.

Middle school students failing a core subject or with a grade point average below a 1.5 for the year in any core subject are required to attend an accredited summer school program. They must successfully complete the summer course(s) with an average of C or better to be promoted to the next grade level. Students with F grades as semester averages in more than two core subject areas will need to repeat the grade.

The re-enrollment of students with poor academic performance (those who are required to attend summer school or are repeatedly placed on academic probation) will be considered on a case by case basis. The student's attitude, conduct, ITBS scores, and history will weigh heavily in this decision-making process, solely at the discretion of the school administration.

ACADEMIC PROBATION

If a student's combined average in core classes (Bible, Language Arts, Math, Science and Social Studies) drops below a C, or if a student fails any of the core subjects, that student is placed on academic probation for nine weeks. The probationary status exists until the end of the following quarter if the student is able to bring up the grade.

Middle school students placed on probation are ineligible for all extracurricular school activities until the average of all core subjects reaches a C or above. Grade averages may be recalculated at the end of 3 weeks and again at the end of 6 weeks during the probationary period. If a student's core average reaches a C or above, the period of ineligibility will be lifted. The probationary status will continue, however, until the end of the quarter.

V. Code of Conduct

DISCIPLINE AND STUDENT CONDUCT

We are committed to teaching our students that God disciplines those He loves and that discipline is training that yields a harvest of righteousness (Hebrews 12:6, 11). The greatest reward for righteous behavior lies in the student's knowledge and understanding that he/she is becoming more conformed to the image of Jesus Christ. Loving obedience develops godly character. Bethany Christian School expects students to conduct themselves in a manner that is honoring to God and BCS — both in school and out of school.

Each class will have classroom rules posted to remind the students of expectations. These rules will be few and general. Most discipline will occur in the classroom by the individual teacher. If there is a need for further discipline, the student will be sent to a school administrator.

CONFLICT RESOLUTION

As a Christian school, we sincerely desire to work with all parents and students in a positive and constructive manner. Occasionally misunderstandings or differences of opinion arise. When such issues arise, we wish to resolve the issue in a manner that protects the reputation of the school and those involved. The school's policy is to follow the teachings found in Matthew 18:15-20. An outline on conflict resolution provided by Dr. Paul Kienel, President of American Christian Schools International, has these four suggestions: **(1)** Keep the matter confidential; **(2)** keep the circle of involved parties small; **(3)** be straightforward and honest; and **(4)** be eager to forgive.

1. Any questions or concerns are to be brought directly and privately to the person involved before involving other parties. A parent with concerns about classroom related issues should always discuss the matter with the child's teacher before making it an administrative matter.
2. The situation is usually resolved after direct communication with the individual. If, however, the problem is not resolved, an appointment should be scheduled to speak with a member of the administration.

DETENTIONS

As a part of our classroom management plan, students in the middle school may be assigned lunch detentions or after-school detentions. Students will receive verbal and/or written warnings and reminders, followed by change of behavior plans and/or written letters home for most minor offenses. When these warnings, reminders and actions fail to produce the desired change in the student's behavior, students will be assigned detention and/or referred to the middle school office for disciplinary action at the discretion of the school administrator.

1. Lunch detentions are served in isolation during the class lunch time.
2. After-school detentions are served on appointed afternoons from 3:15 PM to 4:15 PM.
3. Any extra-curricular activities (including athletics) scheduled during an assigned detention will not preempt the detention without the direct approval of the school administration.
4. Parents will be informed if an after-school detention has been issued. Failure to serve an after-school detention without administrative or teacher approval will lead to an additional after-school detention.

SUSPENSION/EXPULSION

Consequences for major offenses or repeated misbehavior will be determined on a case-by-case basis. Violations may lead to suspension or expulsion from Bethany Christian School. Students who routinely and repeatedly require disciplinary action may be placed on a probationary behavioral contract. The school reserves the right to require counseling for continued enrollment.

1. Dangerous or illegal items — including (but not limited to) matches, knives, pepper spray, guns, utility tools, explosive devices, or anything intended for use as a weapon — are prohibited on campus. Rumors or suspicion of such items on campus will result in an immediate investigation. If found to be true, the student will face suspension and/or expulsion.
2. Any student (grade 2-8) engaged in an aggressive physical altercation with another student will be immediately suspended or expelled from school.
3. If the school administration reasonably concludes that a student's presence at Bethany threatens or poses a danger to other students, faculty or staff, the administration reserves the right to suspend or expel the student.
4. Any action taken by a student toward a teacher or administrator which disturbs the privacy or private property of the teacher or administrator will lead to suspension or expulsion.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not appropriate on campus or school sponsored events. This includes holding hands, hugging, and kissing.

DISHONESTY (Cheating, Lying, Plagiarism)

Character development and integrity are important to instill in each student. We expect students to do their own work and to tell the truth.

1. If a student is caught cheating on tests, quizzes, homework, or class work, the teacher will notify the administration of the incident and parents will be informed. An appropriate penalty will be determined by the administration, based on the age and maturity of the student. Counsel for the student will include finding the cause of the incident and assisting the student in determining better judgment and reasoning for the future.
2. The consequences for plagiarism are serious. Older students will be subject to more serious consequences. A middle school student who has plagiarized will receive a zero on the assignment and further disciplinary action. This will be left to the discretion of the administration.
3. A student with multiple offenses will risk suspension and/or expulsion.

ANTI-BULLYING POLICY

Bethany Christian School will not tolerate bullying in any of its forms. The State of Florida defines bullying as "systematically and chronically inflicting physical hurt or psychological distress on one or more students." An act of bullying includes any electronic, written, verbal, or physical act that intends to bring the following result:

1. A student feels reasonably threatened due to the persistent cruelty of another student.

2. An unyielding harassment that has the effect of substantially interfering with another student's education.
3. A student's persistent cruelty toward another threatens the stability of the educational environment.
4. Substantially disrupting the orderly operation of the school.

Any student who is made to feel threatened or harassed should immediately inform his or her teacher, a staff member, or a school administrator. After investigating the matter, if it is determined that a student has been engaged in "bullying," the school will impose immediate disciplinary actions and require a parental conference to address the problem. If the behavior is deemed extreme, the student may be suspended for a period of time or expelled from Bethany. The course of action will be based solely on the discretion of the school administration.

Please note: *Many younger students have not developed the interpersonal skills necessary to adequately express their immediate needs and feelings. This immaturity may cause some students to act or respond in a mean-spirited manner — lashing out verbally or even physically. The teachers and administrators will attempt to work with these students to help them learn to express themselves with words and good choices. While such actions are unacceptable and will be subject to discipline, isolated incidences will not be classified as "bullying." As defined by the State of Florida, bullying must be "systematically and chronically" inflicted upon another student. In contrast, a student may bully another student by "systematically and chronically" inflicting minor abuses on another student.*

DRUGS, TOBACCO AND ALCOHOL

Our goal is to maintain a drug-free/tobacco-free/alcohol-free environment for students at Bethany Christian School. Drug, tobacco, and alcohol use by students will not be tolerated. A first-time offense involving the use, possession, transportation, or involvement in the purchase of drugs or alcohol at school or a school function will result in expulsion. The school reserves the right to question students about the suspicion of drug possession or use. School officials may search a student's locker or possessions at any time without prior notification. The school also reserves the right to require that the student be tested for drugs at the student's/family's expense, if suspected of drug use.

FOOD & DRINK

To protect against distractions, carpet stains, and insects, students in grade 2-8 are only permitted to consume food and drink while inside the lunchroom. It will be left to the discretion of each teacher to determine whether to allow food or drink into the classroom for specific instances (e.g. snack-time, parties or lessons on culture). Under no circumstances may open drinks (i.e., drinks without a lid) be consumed, carried, or stored in the school hallways, Media Center or lockers. Water fountains are accessible in the hallways.

GUM/CANDY

Gum chewing is not allowed at BCS in any part of the school or church facilities. Teachers will not permit gum chewing as a privilege or reward. Students should not bring gum or other candy to school. For safety reasons, candy donated to the class as a special treat should not be hard candy or candy on a stick.

ELECTRONIC DEVICES, CELL PHONES, AND TOYS

Cell phones may be brought to school but must be turned off and stored in the locker or backpack during school hours. Students may not bring electronic games, iPads, tablets, laser-pointers, etc., to school without the written consent of a teacher for a specific academic reason. Any electronic equipment that is brought to school without permission or any cell phone not stored properly will be collected and held in the office until a parent picks it up. BCS is not responsible for the loss or damage of any object or device brought to school. Using electronic devices during Before School Care or Aftercare is prohibited. Children may call their parents with permission from the supervising staff member from classroom phones.

Games, toys and other items are not to be brought from home. The only exception is with reference to announced "Show and Tell" days for students in preschool through first grade.

SEXUAL HARASSMENT POLICY

Sexual harassment of students by other students or by employees of Bethany Christian School is unlawful and contrary to our religious beliefs and the commitment of this school to provide a stable learning and working environment. School authorities will not tolerate any sexual harassment of students. It is the policy of this school that all contact between students, teachers, and other adult employees be kept with respect for the individual students, be of a nature which does not make a student feel uncomfortable, and be conducive to creating a stable environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

If a student, parent or employee has concerns about the nature of another person's conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student/employee should immediately report this concern to a school administrator and/or to a parent or guardian. Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated by school authorities. Criminal charges will be handled by civil authorities. Anyone found to be in violation of this policy will be subject to disciplinary action, including the expulsion of a student or the termination of an employee. All such reports will be handled with discretion and confidentiality to avoid further embarrassment and to protect the victim and the person making the report. It should be understood, however, that this school is legally obligated to report child abuse to the appropriate social agency. If a person's allegations present a child as the victim of abuse, neglect or exploitation, the school is legally obligated to report the incident to the abuse hotline at 1-800-96-ABUSE. This may result in an official investigation by law enforcement officials and/or criminal charges. Those who report reasonable suspicions of child abuse are legally protected from prosecution and lawsuits and will not suffer adverse consequences or retaliation.

EMPLOYEE AND STUDENT DIGNITY

Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics or disability, robs the person of dignity and is not permitted. Bethany Christian School does not condone harassment of employees, administration, students, or others on our campus. Any person who believes he or she has been subjected to harassment should report it immediately to the school administration for immediate investigation.

VI. Dress Code

ALL STUDENTS

- All shorts, pants, skirts, and skorts are to be khaki or navy blue uniform wear (not denim, capri or cargo style), and no shorter than 4 inches above the knee.
- All shirts must have the school logo and be ordered through Debbie's Uniforms.
 - Polo shirts are red, white, navy blue, or red/blue striped with a school logo ordered through Debbie's Uniforms.
 - Oxford button down shirts are to be white or light blue with a school logo ordered through Debbie's Uniforms.
- Female students may wear skorts or skirts that are khaki or navy blue and no shorter than four inches above the knee. They may also wear navy jumpers with a school logo from Debbie's Uniforms with a blouse or a polo. Preschool through 1st grade girls may wear the solid color drop waist knit dress with a logo from Debbie's Uniforms.
- No form fitting shirts, sagging or fraying pants/shorts/skorts and no oversized clothing may be worn. Shirts must be tucked in at all times. For middle school students, pants/shorts/skorts with belt loops need to be belted with a blue, brown or khaki belt.
- Athletic shoes are suggested, but shoes must have enclosed toes and heels. Crocs, sandals, jellies, heels, and flip-flops are not permitted.

- Socks may not be distracting and are not to be knee length. It is suggested that they be solid red, white or blue.
- No excessive or distracting jewelry, make-up, or hair color. No face-painting, stickers or temporary tattoos on the face except on days when the school has school-sponsored events.
- Hats, scarves, sweatbands and sunglasses are not be worn during the school day.
- Leggings, tights or yoga pants are not appropriate to wear as pants.
- Boy's hair must be worn above the eyebrows and cut above the shirt collar.
- No facial piercings or visible tattoos on students. No earrings may be worn by boys.

P.E. UNIFORMS

P.E. uniforms are mandatory for students in grade 2-8, and they may be purchased through the school store. Students are required to dress out for P.E., and failure to do so will affect the student's grade.

COLD WEATHER WEAR

- Sweaters and Sweatshirts: Apart from sweatshirts with a BCS logo, students may only wear solid red, white, gray or navy blue sweaters and sweatshirts without any logos during school. Hoods/headwear is not to be worn during the school day.
- Coats and Jackets: Any color may be worn to school but may not be worn indoors during the school day.
- Unless otherwise instructed, denim is not to be worn during cold weather.
- Undershirts may be worn under the school shirt but must be tucked into the pants. They need to be red, white or blue with no markings or logos.

CASUAL & SPIRIT-THEMED DAYS

Occasionally there are special, thematic dress days. Participation is encouraged, but optional. When a student does not wish to participate, he/she is to wear the school uniform. Clothing must be modest and appropriate, as deemed appropriate by the administrator (No spaghetti straps, midriffs, tank-tops, shorts shorter than 4" above the knee, etc.).

UNIFORM RECYCLING

A used uniform bank is available at our school store. The school accepts donations of used uniforms to sale to others for a nominal fee. The uniform bank is open during school office hours from 7:30 AM to 3:30 PM.

DRESS CODE INFRACTIONS

Elementary students who are found to be violating the dress code will be issued a warning and parents will be notified. If there is a persistent problem staying within the dress code (more than 2 warnings issued), the student will be referred to the administration for possible disciplinary action. Middle school teachers and students will follow the Middle School Classroom Discipline Plan pertaining to rule infractions. All major dress code violations will be referred to administration immediately.

VII. Business & Finance

TUITION CONTRACT

All families enrolling students at Bethany Christian School are required to sign a tuition contract each year. This contract is a legally binding agreement between BCS and the family. Student enrollment is not complete until the tuition contract is signed and the deposit is paid.

TUITION DEPOSIT

A non-refundable tuition deposit is required to secure a class space for every student entering Bethany Christian School. This deposit will be equal to two months' tuition payments and will be applied to the last two months' charges for the school year (i.e., April and May).

TUITION PAYMENTS & DELINQUENT ACCOUNTS

Bethany Christian School offers two options for tuition payments:

1. Tuition may be paid-in-full prior to June 1st — payable by cash or check.
2. Monthly payments (June-March) are due through the FACTS Tuition Management Program.

Every effort will be made by the school to keep the cost of activities and materials as low as possible while providing a quality program. Parents are responsible for all fees, tuition, and student expenses incurred. Payments and fees are subject to a \$30.00 returned check charge. If tuition payments are delinquent by more than 60 days, parents may be asked to withdraw their student from Bethany until all accounts are brought up to date. Participation in extracurricular activities is contingent upon prompt payment of bills and fees. Report cards, diplomas, and transcripts will not be released until all debts are satisfied. Please call our Business Manager to discuss a payment plan for any financial setbacks. In hardship situations, arrangements may be made prior to delinquency penalization. Forthrightness and open communication are helpful and appreciated.

FACTS TUITION MANAGEMENT PROGRAM

All families wishing to pay in monthly installments must register with FACTS. There is a set-up fee of \$41 per family. FACTS fliers are available at the front office and a FACTS link is located on the home page of the BCS website.

RE-ENROLLMENT PERIOD

Information regarding the admission to and re-enrollment at Bethany Christian School is available in the Admissions Office located on the ground floor of the school building near the 8th Street entrance.

EARLY ENROLLMENT TUITION DISCOUNT

Bethany Christian School offers an early enrollment discount. The deadline for the early enrollment discount will be announced via publications, calendars, and email communications. In order to register early and qualify for the early enrollment discounted tuition rate, all accounts must be current and up-to-date.

LATE ENROLLMENT

If a student applies for admission after June 1st and before the first day of the school year, all missed payments must be paid before the student is considered officially enrolled. For those students applying for admission after the school year has begun and during the first semester of the school year, the full published tuition rate will be charged. For students applying for admission during the second semester, a prorated tuition will be assessed.

WITHDRAWAL OF A STUDENT

Permanent withdrawal must be conducted through the Admissions and Business Offices. To withdraw a student from Bethany Christian School, the following steps must be taken:

1. Schedule an exit interview with the school Admissions Director to sign a formal withdrawal.
2. Meet with the Business Manager to ensure that all outstanding tuition, fees, and charges are paid in full.
3. All property and textbooks must be returned or the replacement costs must be paid.

Student records and transcripts will be sent to the next school upon request. Student records are the property of Bethany Christian School. Records and transcripts will be held until financial obligations are met.

The administration of Bethany Christian School extends teacher contracts and purchases supplies based upon the reliability of our enrollment contracts. If a student withdraws from Bethany for any reason, tuition is due and payable through the end of that semester. A semester constitutes the first two quarters or last two quarters of the school year. Please refer to the school calendar for semester dates.

ADDRESS CHANGES/PHONE/CUSTODY

Accurate, up-to-date records are essential for the normal processing of school business. Please keep the school informed of any changes in address, phone numbers, place of employment, emergency contact information and custody by notifying our Admission Office so that our database will remain accurate.

COLLECTION OF CASH

All money sent to the school for special activities, pictures, etc., must be sealed in an envelope with the student's name, homeroom teacher, amount and activity noted on the front. Parents are encouraged to pay these types of fees by check or money order. Checks are made to "Bethany Christian School" unless a different payee is specified. Please double-check all payments to ensure that the correct information and amount is enclosed.

GIFTS FOR TEACHERS

Bethany Christian School is extremely grateful for the generosity of parents toward our teachers and staff members. However, in order to prevent any conflict of interest, the value of gifts from individual parents to teachers must be kept at a value of \$50 or less. If a classroom's parents choose to present the teacher with a "group gift", these donations are not to be considered mandatory to all parents. In addition, the collection of funds and the amount of individual donations must be kept strictly confidential.

NO SOLICITATION

The distribution of commercial literature or distribution for sale of merchandise on school campuses is prohibited. Solicitation by students, parents, staff or others for charity is prohibited. Any fundraisers designed to assist charitable organizations must be approved by the administration before being allowed at school.

LOST AND FOUND

Lost items should be put in the baskets located in the elementary hallway. Items will be held for two weeks. Parents and students are encouraged to claim the lost items immediately. All items brought to school should be labeled with the student's name so that they can be returned to the rightful owner.

PRIVATE PROPERTY

Bethany Christian School is not responsible for damage or loss of private property brought to school by students or adults. Securing private property is the sole responsibility of the owner.

TEXTBOOKS

Most textbooks issued to the students are owned by the school. While reasonable wear is expected, unreasonable damage to textbooks will result in fines. If a student has lost a textbook, the student will be charged the replacement cost of the book. This fee must be paid at the time of replacement.

VIII. Health & Safety

The school complies with all health requirements by the Broward County Health Department regarding immunizations and communicable diseases.

- Students are to be kept home for the following symptoms: Rashes, colored runny noses, discharge from eyes, persistent coughs, upset stomachs, nausea, vomiting, diarrhea, or fever.
- Students must be without symptoms or fever-reducing medicine for 24 hours before returning to school.
- Students with head lice cannot return to school until they have been treated and are nit-free. Upon returning to school, the student must come to the main office for a head check before going to the classroom.

Bethany Christian School recognizes the importance of providing and maintaining a school environment which minimizes the risk of transmission of communicable diseases. Communicable diseases include (but are not limited to) the following, which have been declared by Broward County Public Health to be contagious, infectious, communicable, and dangerous to the public:

- Class 1: Measles, meningitis, meningococemia, chicken pox, lice, etc.
- Class 2: HIV infection, encephalitis, viral hepatitis, salmonellosis, shigellosis, tuberculosis, scabies, etc.

Bethany Christian School will work cooperatively with local, county, and state agencies as appropriate to enforce and adhere to health codes for prevention, control, and containment of communicable diseases in school. The administration may exclude students or personnel from school who are suspected of having a communicable disease, pending the completion of an appropriate medical evaluation. In most cases, return to school will be dependent on the written recommendation from the physician.

STATE OF FLORIDA MEDICAL ENTRANCE REQUIREMENTS

Florida Statute 232.032 states that students enrolling in a Florida school must present tangible documentation that immunization and health requirements have been met. Documentation includes HRS FORM 3040 and HRS FORM 680. These forms must be provided and completed by a Florida physician within 12 months prior to entry date. They are transferable in Florida counties and include:

- HRS FORM 3040 - Health Examination and Tuberculin Skin Test (including date and result)
- HRS FORM 680 - Certificate of Immunization (Part A, B, or C)

State of Florida regulations mandate that students entering Kindergarten and 7th Grade meet additional immunization requirements and submit HRS documentation to the school showing compliance with these requirements. Students are not to be in school without up-to-date documentation.

MEDICATIONS

In compliance with accreditation standards and the State of Florida, Bethany Christian School does **NOT** dispense medications to students except for prescriptions brought to the school under the following conditions:

1. The Student Medication Card is completed.
2. Parent or guardian has transported the medication.
3. Prescribing practitioner has reviewed the request in writing each school year, with any changes in prescription or with the renewal of the prescription, whichever is more frequent.
4. Pertinent school personnel will be notified by the parent/guardian of any changes in the child's condition or changes in the schedule of medication (with written proof from the doctor).
5. The medication is to be brought to school in a container appropriately labeled by the pharmacy and stating: Name of Student, Medication, Dose, Pharmacy, Date of Prescription, and Name of Prescribing Physician.

Over-the-counter medications such as (but not limited to) Tylenol, cough medicines, etc., may NOT be administered by school personnel. Parental permission or notes requesting BCS staff to administer such items cannot be accepted. If a child is ill, the BCS staff will provide a place of rest, and the school administration will contact the student's parent. Parents are permitted to come and administer a medication if they desire. However, students are not permitted to possess or self-administer any medication, including cough drops.

SCOLIOSIS SCREENING

In compliance with state law, 6th grade students will be screened for scoliosis during the school year.

ANIMALS/PETS

For the safety and well-being of all, please do not bring pets to the school. This includes inside and outside the building at pick-up and drop-off. Students are welcome to bring in pictures of pets to share during Show and Tell. Animals are not permitted inside the school facilities unless they are an on-duty working dog.

SCHOOL LOCKDOWNS

In the event of a school lockdown, students will be secured in their classrooms with doors locked, and they will remain in the classrooms until the lockdown is lifted. Please do not call the school office. The phone lines are left open for communication with law enforcement. Lockdowns are rare and may be required as a precautionary measure.

VISITORS

In general, BCS is a closed campus during the school day. During school hours, friends and relatives of the students are not permitted to come to school to visit the classrooms unless authorized. At various times throughout the year, prospective students and families may be touring and visiting. Volunteers will also be on campus.

All visitors to grade K-8 must register with the campus front office during the school day. Please report to the 8th Street entrance to sign in. The campus receptionist will provide directions to the appropriate location and a visitor's badge. Visitors must return the visitor's badge to the office and sign out at the end of the visit. All visitors to the preschool should sign in and obtain a visitor's badge at the preschool reception desk. Upon leaving, visitors should sign out and return badges. If an unauthorized individual is observed on the school premises, employees will escort the person to the school's main office.

IX. Technology on Campus

The computer system, including all programs, networks, files and email are school property. Students should not assume that messages and communications are private. The school reserves the right to track network use and to review and/or to access student files and emails without student knowledge or consent. Other computer files may also be examined if in question by faculty or administration. Vandalism or theft of hardware or software or an attempt at hacking into unauthorized files on the Bethany network will result in severe disciplinary action or expulsion and criminal action if applicable.

The computer system is to be used for school-related purposes only. Students may not use electronic devices for personal interest, to access social media websites, to send or receive text messages, or to place or receive phone calls during the school day. Under no circumstances may students use technological devices to insult, disrupt, offend or harm anyone, or to lower school morale. Examples of prohibited uses of technology include:

1. The conveying of insensitive, improper, derogatory, insulting, threatening, or harassing language or remarks, sexually-explicit messages, cartoons, jokes, or other potentially offensive material;
2. The sending of propositions, love letters, or any other messages that could be construed as harassing, or disparaging to others;
3. The writing of personal letters or documents unrelated to school work;
4. The unauthorized running of computer games or personal software, or the copying of such software;
5. Gossiping or personal communication.

The Internet is only to be accessed with the permission of the classroom teacher or computer teacher. When using information obtained online for projects and reports, be sure to cite the source. Students are not to access personal email accounts, chat rooms, game sites, or any website that has material offensive to Biblical standards. Bethany Christian School attempts, in good faith, to block access to all improper Internet sites with the use of a filtering system. However, no filtering system is perfect. If a student is able to access an inappropriate site, the student must leave the site immediately and report the site to the supervising teacher so that the school can block it. If there is any doubt about the site, the student must request the supervising teacher to review the site, or he/she can leave the site immediately.

X. School Activities

A variety of activities is provided for student participation. These activities will be announced throughout the year and students are encouraged to get involved. In order to participate in extracurricular activities, a middle school student must be present for a minimum of four core classes that day.

PERFORMING ARTS

Each year the school's drama department presents a BCS Middle School musical production. If a student wishes to audition for a part in the production, he/she must be enrolled in the appropriate drama courses. Once a student has been cast as part of the production, he/she is expected to be faithful to the show until it is completed. Failure to fulfill this obligation impacts the production negatively for the entire cast and crew. A *Consent and Release from Liability Certificate* must be kept on file in the school office for all students participating in the Drama Production.

ATHLETICS

All middle school students interested in competing in BCS athletics must maintain a minimum "C" average in core courses. Please review the section on *Academic Probation* found earlier in the handbook. All students involved in BCS athletics are required to receive a *Pre-Participation Physical Evaluation* by a physician prior to engaging in any school activities. A *Consent and Release from Liability Certificate* must be kept on file in the school office. Additional fees may be charged for some after school sports.

Elementary students must maintain a satisfactory grade equivalency in academics and conduct in order to participate in the elementary sports programs.

CHAPEL

A regular part of the student's life at Bethany is the weekly Chapel service involving speakers, music, videos, and special student presentations. Chapels develop Christian growth and provide the opportunity to praise God with teachers and fellow students. Parents are always invited to attend Chapel at 8:50 AM on Wednesdays. During the first chapel of every month, we will announce and honor the winners of our monthly Character Trait Awards.

AFTERCARE

Aftercare is available, for a fee, until 5:30 PM. The first 30 minutes of Aftercare will be devoted to finishing homework so that students will be able to complete their assignments before going home. Students are allowed to bring a snack if they wish. Aftercare also provides a time for students to play indoor or outdoor games.

Full-day K-8th grade students who have not been picked up by 3:15 PM will automatically be sent to Aftercare.

FIELD TRIPS

Students are required to submit a signed permission slip for each field trip the class takes. A student will not be allowed to attend a field trip without a signed permission slip from their parent or guardian. All field trips are curriculum related. For that reason, only students within the specific class/grade level are to attend the field trip. Siblings not in the class/grade level of the field trip participants are not to accompany parental chaperones.

LUNCH PROGRAM

Students have the option of purchasing lunch, bringing a lunch from home, or a combination of the two, but all students must plan for a lunch. Food for purchase must be ordered in advance from the authorized outside vendor. Menus are available on a monthly basis and parents can preorder their selections online. A pizza day, which serves as a school fundraiser, is available once a week and must be ordered in advance through the same authorized vendor.

Food should not be delivered from outside vendors to your student at lunch, including vendors such as Jimmy Johns, Papa Johns, Dominos, New River, etc.

PARTY POLICY

Bounce houses, water slides or rented equipment are not permitted for use on school property. Student activities involving these items are not covered under our school insurance policy. For questions regarding our insurance requirements, contact the Business Office at 954-522-2554, Ext. 212.

BIRTHDAY PARTIES

Students will be recognized on their birthday, however, birthday parties will not be held at school. No personal party invitations are to be distributed unless every student in the class receives one. Parents may bring a light snack of cupcakes or cookies to be served at lunch or recess. Teachers should be notified in advance of any treats to be shared with the class. Flower arrangements, balloons, treat bags, birthday paraphernalia and lunch for the entire class are to be reserved for birthday celebrations at home.

STUDENT COUNCIL

Bethany Middle School is committed to developing leadership skills in our students. The Student Council is a training ground for future Christian leaders. Student Council elections will be held in August of each year. The Council is composed of two elected 8th grade officers, and two representatives from 6th and 7th grades, pending administrative approval. It is an honor to represent the school and students of Bethany on the Student Council; however, unsatisfactory behavior can jeopardize a student's position.

FACILITIES USE

Please secure an event form from the school office to request the use of the school/church facilities for a school function. All requests require approval.

XI. Parental Support

Parental cooperation and support of our discipline procedures is essential for students to accept, process, and learn from the event and grow in maturity. The school strives to work with parents as partners, not as adversaries. If,

however, a situation cannot be resolved amicably, and the parents are unwilling to support the disciplinary actions of the school, the school reserves the right to require the withdrawal of the student from the school.

PARENT INVOLVEMENT

Bethany Christian School appreciates the support and involvement of our parents. The difference between good and great schools is often determined by the extent to which parents are involved. We want to give our parents the opportunity to participate at school related activities.

Our Parent Teacher Fellowship (PTF) actively supports the school through many different functions and fundraisers. All parents of Bethany students are considered to be members of the PTF and are encouraged to attend meetings. Scheduled PTF meetings will be announced and posted on the school calendar.

RESPECTING TEACHER PRIVACY

If a teacher needs to be contacted regarding a school-related activity or assignment after school hours, please limit the time of the phone calls and/or text messages to between 8AM and 8PM. Unless a personal invitation has been extended, please do not contact Bethany's teachers or staff members unless questions pertain to school-related matters.

NON-CUSTODIAL PARENTS

The following guidelines have been adopted to assist in situations where a non-custodial parent wishes to become involved in the school activities.

1. Unless the school is presented with a court order, the school will not interfere with a non-custodial parent's involvement in school related activities. The school is not "choosing sides."
2. A non-custodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access to the parent and take other reasonable and necessary actions.
4. For student activities requiring parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

PARENTAL CODE OF ETHICS

The following code of ethics was adopted by Bethany Christian School and requires parents:

1. To support the school and its philosophy, objectives, teachings, and discipline, to conduct themselves in a manner which does not interfere with the school's educational mission or harm its reputation and good name, and otherwise to adhere at all times to customary standards of Christian conduct;
2. To support and act with deference and respect with regard to: the school, its teachers, assistants, staff members, students, and other parents; and to encourage their children to do likewise;
3. To refrain from engaging in dissemination of rumors, gossip, and innuendo with respect to the school, its teachers and staff, students, and other school parents;
4. To support, and to refrain from interfering with, the performance of duties of any teacher or staff member;
5. To refrain from interfering or encouraging interference with any school classes, activities or functions.

In the event that the school administration concludes that there has been a willful, serious, and/or harmful violation of the Parental Code of Ethics by a parent, the school reserves the right to take any of the following actions: (A) Issue a verbal or written reprimand; (B) Allow the parent's student(s) to continue being enrolled on a probationary basis; (C) Request that an offending parent withdraw the parent's enrolled student(s); or (D) Suspend or expel an offending parent's enrolled student(s).

ADMINISTRATIVE PREROGATIVE

This Handbook provides general guidelines for students and parents. These are guidelines only. The Handbook is not designed to restrict administrators from doing their job, and thus, the administration reserves the right to exercise its administrative prerogative in responding to situations or circumstances that may occur within the course of the school year.

