



# PARENT/STUDENT HANDBOOK 2017-2018

*Love Deeply*  
**SERVE STRONG**  
SO THAT IN ALL THINGS GOD MAY BE PRAISED

“Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling. Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms. If anyone serves they should do so with the strength God provides, so that in all things God may be praised through Jesus Christ. ”

I Peter 4:8-11



**Parent/Student Handbook  
Acknowledgement of Receipt  
2017 – 2018**

We have received a copy of the Parent/Student Handbook. We have read it and we are prepared to follow the policies and procedures that are contained in it.

Student Name(s): \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Please turn this signed form into a classroom teacher or the Front Office.***



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# OUR VALUES

## STATEMENT OF FAITH

- **We believe** the Bible to be the only inspired Word of God without error.
- **We believe** there is one God, eternally existing in three persons – Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- **We believe** that Jesus Christ is fully human and fully God (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His death on the cross for our sins (1 Corinthians 15:4); His resurrection (John 11:25, 1 Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11, Revelation 19:11).
- **We believe** that every person, because of his or her own sin, is in need of personal salvation and that this salvation is available as a free gift of God's Grace to all who believe in Jesus Christ alone. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5-6)
- **We believe** in the reality of heaven for those who are saved and the reality of hell for those who are not. (John 5:28-29)
- **We believe** in the spiritual unity of all believers in Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
- **We believe** that the Holy Spirit is alive and active in all believers and is their source of strength for living in a way that pleases God. (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

*The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of faith, doctrine, practice, policy, and discipline at Bethany Christian Schools, Inc. the Board of Directors is the final interpretive authority on the Bible's meaning and application.*

## MISSION STATEMENT

We believe life has meaning and significance only in relationship to God. We lead each student toward a relationship with Jesus Christ and encourage each one to reach his or her unique potential in Christ – academically, spiritually, socially, physically, and creatively.

## OUR VISION

Bethany Christian School delivers academic excellence from a biblical worldview in a caring, Christ-centered environment. By partnering with parents, we help students develop critical-thinking skills and a strong foundation to recognize their God-given talents and gifts, so that they may become confident, intentional Christian leaders.

## EXPECTED STUDENT OUTCOMES

The expected outcome of students who graduate from the 8th grade at Bethany Christian School is that they will have a Biblical/Christian worldview and be competent in the areas of Spiritual Formation, Academics, and Community. ***Bethany Christian School Definition of Spiritual Formation:*** *Christian Spiritual Formation occurs as we surrender our lives to God, allowing the Holy Spirit to transform us. Ultimately this process will conform us to the image of Christ, which will be evident in all matters of life.*

### **SPIRITUAL: To teach students how to listen to, walk with, and be more like Christ.**

Students will:

- Understand the need for salvation
- Commit to a personal relationship with Christ
- Know, understand, and apply God's Word in their lives
- Participate in mission and outreach events on and off campus without bias toward others
- Articulate and defend their Christian worldview
- Understand that every person has worth and value, and that this will be reflected in their daily lives by the way they interact with others
- Pursue a lifestyle that reflects the Fruit of the Spirit
- Understand the importance of regular church attendance
- Actively serve in church and in the community
- Think critically about issues affecting society as a whole and themselves individually, weighing decisions against God's Word

**ACADEMIC: To educate students to find their passion and develop their gifts and talents to love and to serve God in all aspects of life.** Students will demonstrate competence in the following areas:

- Language arts (reading, writing, grammar, speaking), history, math, and science
- Appreciation of literature, other cultures, and the arts
- Understand the value of education and work diligently in their classes
- Use technology appropriately and be able to discern credible sources of information
- Work and socialize well with others, in the classroom and in other environments

**SCHOOL COMMUNITY: To provide a safe, caring environment where students and families are encouraged to love your neighbor as yourself.** Students will:

- Have an appreciation for God's creation and responsibly care for it
- Do justice, love mercy, and walk humbly
- Respect others and interact with them in their daily lives
- Be able to work effectively in a group to complete projects

# ACADEMIC PROGRAM

## ELEMENTARY COURSE OFFERINGS

The academic program includes classes in Bible, reading/literature, phonics, spelling, grammar/language, composition, math, history, science, handwriting, and computers. Skill-based grouping occurs in math and reading in grades K – 5 to allow students to work at their instructional level. All subjects are presented from a Christian perspective.

## MIDDLE SCHOOL COURSE OFFERINGS

The academic requirements of Bethany Christian Middle School have been adopted to give families and students opportunities and choices as they enter into an appropriate high school academic path upon graduation from Bethany Christian School. The middle school curriculum includes the following: Bible, Math, Literature, Grammar, Composition, Science, History, Computers, Electives, and PE. Skill-based grouping for math continues through 8<sup>th</sup> grade, allowing some students to take Algebra and Geometry in Middle School. Students must pass all major subjects (Bible, Grammar, History, Literature, Composition, Math, and Science) in order to pass unconditionally to the next grade.

## HOMEWORK

All teachers assign homework on a regular basis. Teachers will provide a system that clearly defines what the required homework will be. Parents are expected to check and sign the homework assignment sheets or agenda books as directed by the teacher. Parents will be notified if their child is not complying with the homework standard. Agenda books are provided by Bethany Christian School to students in grades 3 – 8. If your child is absent, you may email the teachers directly to request homework assignments. Assignments will be prepared by your child's teacher(s) and will be available for pick-up in your child's classroom at the end of the school day. If there are extenuating circumstances where a student is unable to complete an assignment by the due date, parents may send an email describing why the assignment could not be completed. Teachers can make arrangements with individual students/families in these circumstances.

## GRADING

Grading periods occur every nine weeks (quarterly). Each quarter, teachers will notify the administration of students who qualify for the Honor Roll or Principal's List. Students in grades 4 – 8 are placed on Honor Roll with no grades below a B for that quarter. To qualify for Administrator's List, students must earn all A's for the quarter. In addition to good grades, students must consistently follow the classroom and school rules to be eligible for Honor Roll and Principal's List.

Point values are assigned to each letter grade. These values are used in the determination of the grade point average (GPA) for Middle School.

Grade	Point Value	Grade	Point Value	Grade	Point Value
A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	F	0.00

The weighting of grades is based on number of hours students are in the classroom for each individual subject. GPA is determined by multiplying the point value of the grade earned in a particular class multiplied by the credits. Then, the total of these numbers is then added together and divided by the total number of credits. The weighting of grades is as follows:

Core subjects (5 class periods a week) = 5 credits

Electives and PE (2 class periods a week) = 2 credits

## ACHIEVEMENT TESTING

The TerraNova3 Achievement Test will be given to all 2<sup>nd</sup> – 8<sup>th</sup> grade students during a designated week at the end of March or beginning of April. Homework assignments will NOT be given during this week. Parents are asked not to plan vacations or appointments during this week. Make-up testing is not guaranteed.

## ACADEMIC GUIDELINES

Students will not use or give to another any notes, materials, or other sources of information on any assignment including homework, quizzes, tests, or semester examinations that have not been approved by the teacher.

Students' homework and in-class work fulfill the intention of the instructor in a specific class. Individual assignments must be represented by individual work. Group assignments must be represented by group work. In no case is direct copying allowed, and in such case, the student will receive a score of zero on the assignment.

Students will not plagiarize in any form. Plagiarism presents the work or ideas of another as one's own. This includes direct copying of another person's (living or dead) work, using any amount of another person's material or ideas without proper documentation, or paraphrasing another person's original material without proper documentation.

Students must maintain a relationship based on integrity and trust with their teachers. When a teacher gives a student an assignment; homework, paper, project, etc., or when a quiz or exam is given, that teacher is building the framework for the student's learning.

## **MAKE-UP WORK**

Students who are scheduled to miss classes due to athletics or field trips are required to turn in any work due on the determined day/time prior to their departure. Additionally, these students must make arrangements with their teacher to take any tests or quizzes on the next school day. It is also the responsibility of the student to obtain all assignments that will be given on that day and due the next day in class. Assignments are posted on RenWeb, but if more information is needed, the student or parent may contact teachers.

When a student is absent, it is his/her responsibility to make up missed work. If work is incomplete due to an absence, a student will have two (2) days for the first day's absence and one day for each subsequent absence thereafter. For example, if a student is absent on a Monday and Tuesday, he/she will have until Friday to complete Monday's assignments and will have until the following Monday to complete Tuesday's assignments. Work not made up during the allotted time *may not* be accepted. If a student is absent the day before a long-term project is due, it is still due on the original assigned date. Long-term assignments are to be turned in the day they are due. Students must make arrangements to have projects delivered to school if they are absent. If a situation calls for an exception to this policy, the student should contact the teacher before the long-term project is due.

## **UNCOMPLETED AND INCOMPLETE ASSIGNMENTS**

If a student has an assignment that is not finished or has been forgotten, the parents/guardians will be notified through RenWeb that their child has a missing assignment. Students may complete and turn in that assignment 1 day late for a maximum total of 75%. Work turned in past 1 day late will receive a grade of 50%.

If a student has 3 missing assignments in a single class, that teacher will assign a detention and they will be required to make up the missing assignments for 50% credit. Excessive missed/incomplete assignments will be grounds for academic probation.

## **ACADEMIC PROBATION OR DISMISSAL**

Parents of elementary students will be informed of any grades lower than 70% by a RenWeb notification. If a student's grade in any subject falls below a "C" or "Needs Improvement," the student may be put on academic probation. If the student is placed on probation, the teacher and the parents will meet together to develop a plan of action to improve the student's performance.

Middle School students need to maintain a GPA of 2.25 or better for each year in order to re-enroll for the following year. Further, failing one or more subjects may lead to academic dismissal. Any student whose semester GPA is not above a 2.25 or who receives an *F* in one or more courses will automatically be placed on academic probation. In addition, students may be placed on academic probation at the discretion of the administration. Students who have been placed on academic probation and who fail to achieve above a 2.25 GPA for any semester or who receive an *F* in one or more class are liable for dismissal from Bethany Christian School.

## **TUTORING AND ACADEMIC ASSISTANCE**

Students and/or parents should speak to their teachers about assistance needed in a given subject area. Arrangements can be made for extra help before or after school. If long-term help is needed, private tutoring will be recommended. In some cases, tutoring may be required for enrollment or continued enrollment at Bethany Christian School. Bethany Christian School has an on-site tutor whose services may be enlisted to provide additional help to students who need it. There is an extra fee for these services.

## **RETENTION**

Students needing extensive improvement with their academics may be recommended for retention. Parents will be kept informed throughout the remainder of the school year of their child's progress. Formal recommendations and ongoing strategies will be discussed during a parent teacher conference in the spring.

At the end of the year, if a student has not successfully completed the required grade level coursework for promotion, he/she may be retained at the current grade level. This decision will be made jointly with parent, teacher, and administrative input. A meeting to discuss retention will occur before the end of the year. The final decision rests solely with the administration.

# STUDENT LIFE

## PLEDGES

Students will begin each day with prayer and pledges in Elementary Morning Opening and each Middle School classroom. Teachers may also take time out of classes during the day to pray as needs arise.

### **The Pledge of Allegiance to the American Flag**

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

### **The Pledge of Allegiance to the Bible**

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

### **The Pledge of Allegiance to the Christian Flag**

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

## CHAPEL AND WORSHIP

In order to facilitate spiritual growth in the lives of our students, Chapels for elementary and middle school are held each Friday. In addition to a time of praise and worship, announcements are shared, and there is a time of reflection on God's Word by a staff member, visiting pastor, youth leader, group discussion, or class presentation. In elementary Chapel, each elementary class conducts at least one Chapel presentation during the year. The dress code for all Chapels is the Bethany Christian School polo shirt and appropriate pants, shorts, or (for girls) skirts. Parents are always welcome to attend Chapel.

## MUSIC

Music classes are provided for all elementary grades. Students in grades K – 4 will study music theory, performance, music appreciation, and instrumentation.

Worship Band is offered as an elective for all Middle School grades. Instrumental and vocal instruction is provided in the Middle School Worship Team elective.

## **PHYSICAL EDUCATION**

Physical education is offered for students in all grades twice a week. Elementary students should wear PE shirts to school on PE days (unless PE is scheduled for Friday, at which time the students wear their Chapel shirt). Students should wear correct footwear appropriate for physical activity. Order forms for the PE shirts may be acquired in the main office or online. Middle School students will have the availability to dress out for PE.

## **LIBRARY**

Elementary classes visit the Bogle Library which is located on our campus. Students will have the opportunity to check out and return books during the week with their class, as well as twice a week during lunch.

## **ART PROGRAM**

The Art in Action curriculum provides teachers with multifaceted, age-appropriate art lessons to develop students' critical-thinking, creative confidence, hands-on skills, and visual literacy. Grade level specific art supplies and resources are included for the entire year. Students will be well-engaged in a minimum of 12 sequential and dynamic art projects, with each school year providing the scaffolding needed for strong visual art development in the years ahead.

## **COMPUTER INSTRUCTION**

Students in 1<sup>st</sup> – 5<sup>th</sup> grade attend computer classes weekly. Middle School students attend computer class three times a week. A grade-level curriculum is used to create projects that are linked with language arts, social studies, math, and science, while promoting active learning in the following technology areas: databases, word processing, spreadsheets, graphics, Internet, and desktop publishing. Additionally, the students will learn proper keyboarding skills, as well as performing research on the Internet and validating their sources.

## **MIDDLE SCHOOL ELECTIVES**

Elective courses are offered to allow students to explore their God-given talents and interests. Electives are offered on a semester basis, except for Yearbook and Student Council, which are year-long electives. Students choose their electives on the first day of the semester. Once students have selected an elective, they have one week in which they may switch that elective for another. Making an elective change will also be dependent upon the availability and teacher permission of the new elective chosen.

Electives include, but are not limited to: life skills, performing arts, Student Council, Spanish, spiritual discipleship, worship team, robotics, engineering, and yearbook.

# EXTRACURRICULAR ACTIVITIES

Bethany Christian School provides a wide-range of extracurricular activities. These activities may include, but are not limited to: chess club, music keyboarding, art classes, team sports, robotics, gymnastics, etc. Fees for these activities are not part of the regular tuition payment. If a parent does not pick up a child from these activities on time, the child will be signed in to Bethany Christian School Extended Care and charges will apply.

## FIELD TRIPS

All grade levels take field trips throughout the year. Parents are notified approximately 2 weeks in advance of a scheduled trip. Permission slips will be sent home and must be signed by the parent and returned to the teacher in order for a student to attend the field trip.

Parent drivers and chaperones are needed for field trips. **All parent/guardian drivers and chaperones must have a background check on file prior to attending the field trip.** Background checks are completed online and the website link will be available on the school website or through the Front Office. Teachers will solicit drivers and then inform parents who have been chosen to drive and/or chaperone. The teacher will also assign students to the cars.

Seatbelts are required for all students and must remain fastened the entire length of the trip. As per Arizona state law, a child should be in a convertible car seat up until they reach 40 pounds. Once they reach 40 pounds, the child must be placed in a booster seat until they are 4' 9" or at least 80 pounds. Booster seats with no back and high back booster seats must be used with a lap and shoulder belt combination unless the booster seat is purchased with harnesses that secure to the vehicle seat with a lap belt.

Buses may be rented and used for trips out of the greater Phoenix area.

Parents are responsible for their own entrance fees, should they attend the event. Parent field trip fees will be applied to your account at the end of the month.

Each adult driver is responsible for transporting and supervising the students to and from the field trip. Each driver will receive a trip plan, medical forms for each student, and a checklist to verify headcounts once arriving and departing the field trip destination. ***The medical forms are to be kept strictly confidential and must be returned to the teacher upon the return to the school campus.***

Each driver must provide a copy of his/her driver's license and automobile insurance which will be on file in the school office. A new copy will be made each year and will be good for the entire school year.

Drivers wanting to bring additional children on the field trip should gain permission from the teacher in charge. No additional stops or destinations may be added to the trip without permission from the teacher in charge.

## **STUDENT CO-CURRICULAR ACTIVITIES**

Co-curricular activities are a vital part of student life at Bethany Christian School. Every student is strongly encouraged to actively participate in these. In addition to athletics, there are many activities for students such as Student Council socials, and community service outreach. These activities are designed to provide opportunities for leadership, friendship building, social development of the student, service to the school and community, and to develop interests and talents that may not be tapped in the classroom setting. Furthermore, they provide an opportunity for students to get to know faculty and staff members away from an academic environment.

To attend a school sponsored activity, a student must:

- Be a current student of Bethany Christian Middle School (no outside guests are allowed)
- Wear proper attire (according to theme and/or announced directives) and be in compliance with dress code
- Be picked up from the event no later than 15 minutes after the activity has ended

## **BOBCAT ATHLETIC SPORTS PROGRAM**

Bethany Christian School strives to develop all students' God-given talents and skills in the athletic realm. We further strive to motivate them to practice, play, and achieve athletic excellence whether they win or lose.

After-school sports may include, but are not limited to, basketball, volleyball, baseball, cross country, golf, and soccer. The Athletic Director schedules these teams to play other schools in various leagues. Coaching is provided by the Athletic Director, teaching staff and volunteer coaches, usually from the Bethany Christian School parent population. Bethany Christian School is a member of the Valley Christian Schools League.

Students in Kindergarten through 5<sup>th</sup> grade have the opportunity to participate the Mighty Cat program for soccer, running club, and basketball. Middle School students compete in the following sports (as participation numbers dictate) as members of the Valley Christian Schools League.

**Fall**

Co-ed Soccer  
Girls' Volleyball

**Winter**

Boys' Baseball  
Co-ed Cross Country

**Spring**

Boys' Basketball  
Girls' Basketball  
Co-ed Golf

Additional sports may be offered throughout the year.

**ATHLETIC ELIGIBILITY**

Students will lose their athletic eligibility by receiving a failing grade in any class on a 5-week progress report or quarter grade report. Students may regain their athletic eligibility by receiving a passing grade in all of his/her classes at the next 5-week report or quarter grade report. Incompletes must be made up according to academic policy or may be grounds for a declared ineligibility, starting the second week of the quarter. The reinstatement of an athlete will begin the morning following the grade check date of the ineligible athletes.

If a student is assigned a detention for any reason on the day of a practice or a game, the student will serve the detention and then be eligible to attend the practice or game afterwards.

**MIDDLE SCHOOL STUDENT COUNCIL**

Elections for the executive board are held the fourth quarter of the preceding year. Elections for class officers are held during the first week of school. To be eligible to run, a student has to meet a minimum GPA, has to have one written recommendation from a faculty member, as well as a parent's written approval. The student cannot be on academic or disciplinary probation. Students whose grades or behavior come into question following their elections will be subject to dismissal from Student Council. Student Council is a year-long elective, and members must commit to the entire year. Students who fail to fulfill the obligations of their offices will be subject to impeachment.

# ENROLLMENT

## ADMISSIONS POLICY

In order to maintain consistency between the home and the school, and to achieve our goal to provide a Christian environment, at least one custodial parent/guardian must have a personal relationship with Jesus Christ, and be able to give a testimony and demonstrate their full agreement with the *Bethany Christian School Statement of Faith* by signing this document without any reservation.

Admission and grade level placement will be decided with the goal of providing a successful learning environment for the student. Students entering Kindergarten should be at least 5 years old by September 1<sup>st</sup> of the current school year. A developmental readiness evaluation may be required by the Administrator to determine that the child is ready for the academic program provided by Bethany Christian School. Exceptions may be made at the sole discretion of the school administrator.

All student applicants will be given an academic placement test prior to admission and grade level placement. Standardized test scores, report cards, and citizenship reports from previous schools will be reviewed. Records should indicate at least a "C" average on report cards and scores in the average range or above on standardized tests in order to be considered for admission. Exceptions may be made at the sole discretion of the school administrator.

After submitting an application file to the school, parents will be interviewed by the Administrator. Students will be given an "entrance exam" to determine their readiness for the grade they wish to enter. Following the interview process, the parents will be notified as to whether or not the student has been accepted. The purpose of the interview is to allow the Administrator an opportunity to become better acquainted with the parents and student, share Christian testimonies, answer questions, and discuss individual expectations and concerns.

It is the desire of the staff at Bethany Christian School to partner with parents in the Christian education of their children. The parents are asked to sign a *Parental Commitment Form* before the enrollment of their child will occur. By this, the parents are indicating their willingness to affirmatively support and cooperate with the school.

Once the student is accepted, the enrollment process will be completed after all necessary forms are in and all fees are paid. The parents will meet with the Business Manager to set up a financial plan for tuition payments. Bethany Christian School reserves the right to accept, deny acceptance, suspend, or expel students solely at its discretion.

Any appeal of an admissions decision may be directed in writing to the Administrator, addressed to the Executive Committee of the School Board. That committee, along with the Administrator, will review the written document and act accordingly. This may include a joint meeting with the family, committee members, and Administrator. This committee, along with the Administrator, has full and complete decision making authority. A written response to appeal will be sent certified mail to the drafter of the admissions appeal.

## **NON-DISCRIMINATORY POLICY**

It is and shall be the policy of Bethany Christian School not to discriminate on the basis of race, color, sex, nationality, or ethnic origin in the admission of students.

## **RE-ENROLLMENT FOR BCS STUDENTS**

Parents may begin re-enrolling their child(ren) two weeks prior to our Open House for new families. Enrollment information for returning families is made available in late January. Parents will be informed each year of the dates set aside for re-enrollment, as well as the date when Open Enrollment begins for the general public. *Returning families are not guaranteed enrollment of their child(ren) once Open Enrollment begins.* Open House usually occurs in early February, with Open Enrollment beginning that evening.

# POLICIES AND PROCEDURES

## MORNING STUDENT DROP-OFF

Students who are on campus before 7:50 a.m. must be signed into Extended Care by their parent/guardian.

**Please do not drop your children off in school or church parking lots and allow them to walk unattended onto campus. Please escort your children through the parking lots, gates and breezeway and onto the school campus.**

If you wish to drop-off your children in the morning without getting out of your car, please do so in the designated drop-off zone located between the two educational buildings on the west side of the school. This gate will be open from 7:50 – 8:15 a.m. for drop-off. Move into the drop-off zone, and shift your vehicle into “park” as the students unload. Students should exit the right side of the vehicle to avoid walking between cars.

Please have your children ready to exit immediately once your car has come to a stop and is in park. If you need to write notes or talk longer, please pull into the church parking lot and walk your child onto the campus through the breezeway.

*For the safety of the children and in order to prevent backup on the main roadways, parents and students are asked to respectfully follow the directions of the Bethany Christian School staff member directing the cars.*

## MORNING OPENING FOR ELEMENTARY STUDENTS

One way to foster a sense of community, a common purpose, and to direct our thoughts on Christ is to gather together for Morning Opening. Elementary students may play on the playground between 7:50 – 8:10 a.m. They should go to the Multi-Purpose Room (MPR) between 8:10 – 8:15 a.m. Morning Opening exercises begin promptly at 8:15 a.m. During Morning Opening, students participate in the pledges to the American flag, Bible, and Christian flag. Reflecting on Bible verses, singing, prayer, and announcements are included. This time is part of the school day and attendance is important. On occasion, the Morning Opening time facilitates assemblies and kick-off ceremonies for exciting school programs and activities. *Please note that elementary students arriving after 8:15 a.m. are considered tardy.*

## AFTER-SCHOOL STUDENT PICK-UP

Elementary students (grades K-5) should be picked up directly from the classroom at 3:15 p.m. by their parent or persons approved by the parents on the release form. Middle school students may walk directly to the pick-up loading zone. With parental permission, middle school students may pick up elementary siblings and escort them to the pick-up zone to wait for their carpool. All non-extended care students must be off campus by 3:45pm.

## PARKING LOTS

*The parking lots should not be used as areas in which students wait for rides.* Parents must park their vehicles and walk onto the campus to escort students through the lot to the car.

The Auction Winner parking spaces are reserved for specific families. **Please respect those who have paid for these parking spaces by not parking in them.**

It is illegal to park in a handicapped parking space unless you display a handicapped placard. Violators are subject to fines. No double parking is ever allowed in the parking lots.

## ATTENDANCE POLICY

Regular attendance and arriving at school on time are essential to children's success in school. Frequent absences are detrimental to a student's progress. Class time is an experience that cannot be duplicated or made up. Students who miss more than 10% (18 days) of the school year may be placed on academic probation. Promotion to the next grade level will be the sole discretion of the administration. Except for extraordinary situations, students who demonstrate a pattern of repeated absences may be put on probation when the teacher determines that the student's progress is affected by lack of classroom time and participation.

When a child is ill, parents should call the school office no later than 9:00 a.m. to report the absence. If a child is ill prior to the start of the school day, please do not send the child to school. Children should not have thrown up for at least 12 hours and be fever free for at least 24 hours before returning to class. Please report to the school office if your child has something that could be contagious (i.e. chicken pox, pink eye, lice, strep).

Parents should request official verification from the doctor or dentist in order to obtain an excused absence for medical or dental appointments. Please make every effort to schedule these appointments during non-school hours. These appointments should not be scheduled during TerraNova testing week.

Falsification of Notes and/or Misrepresentation by Phone: Forging a parent/guardian's signature on a note or any communication in any way, making a phone call or having a phone call made which represents a parent/guardian is

illegal and dishonest. Students may be issued detentions, suspended and be liable for expulsion for such offenses.

Parents/guardians are asked to call the school each day your child is absent. Please notify us at that time if you wish to pick up your child's missed assignments. Your child will be expected to make up all missed assignments. See the Homework Policy section for the number of days allotted to turn in missing work due to excused absences.

It is recommended that families do not take extended vacations while school is in session. The school calendar is provided in advance to allow families to schedule vacations during school breaks. In the case of a long-term absence, parents are asked to inform all of the student's teachers at least two weeks in advance. All assignments and tests will have to be made up when the student returns. Advance assignments from teachers should not be expected, but will be provided when possible.

***According to Arizona Revised Statute 15-803 regarding school attendance, "Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1." (18 days)***

## **ATTENDANCE AT CO-CURRICULAR ACTIVITIES**

A student who has been absent from school on a given day may not attend or participate in any co-curricular activities on the same day, without the prior permission of the Administrator. This includes athletics, drama productions, socials, etc. A student must attend at least half of his/her classes on a given day in order to participate in co-curricular activities.

## **TARDY POLICY**

Recognizing the importance of punctuality, Bethany Christian School endeavors to teach this quality to the students. However, we also realize that everyone travels some distance to get to Bethany Christian School, and that traffic issues do occur. Keeping this in mind, the following policy has been implemented.

Elementary school begins at 8:15 a.m. Students need to line up at 8:10 a.m. in the Multi-Purpose Room on Monday through Thursday. They will line up at their classrooms on Friday. Any student who is not in place when the bell rings will be considered tardy.

Middle School begins at 8:10 a.m. Middle school students need to be in their homeroom classes by 8:10 a.m. each day. If a student is late to school, he/she will check in at the front office and receive a tardy pass. During the day, middle school students have 3 minutes between each class period. Anytime a middle school student is late to class without reason,

the teacher will record an unexcused tardy (TU) in RenWeb. Any student who is not in place when the bell rings will be considered tardy.

If a child is tardy due to a medical appointment, the tardy will be excused. Please bring in notification from the doctor's office.

Tardies will be counted per quarter. If your child accrues unexcused tardies, the following consequences will take place:

- **5 tardies:** Parents will receive an email informing them that their child has been tardy 5 times. Students will miss the following break.
- **10 tardies:** Parents will receive a phone call from the Administrator to discuss the tardies and develop a plan of action. Students will serve a detention.

## TELEPHONE USE

School telephones may be used by students as needed. However, students must have a hall pass from their teacher in order to go to the office to use the phone. Cell phones are not to be used by students on campus at any time. Cell phones must remain in the students' backpacks and turned off. If a student uses a cell phone on campus, the student's cell phone will be retained in the office and will need to be picked up by a parent.

# HEALTH AND SAFETY PROCEDURES

## ACCIDENT INSURANCE

All students of Bethany Christian School automatically participate in the student accident insurance program. The insurance premium is included in the tuition. This insurance provides benefits for students injured at school while participating in certain athletic contests and while going directly to and from school related activities. Parents must file claims. Claim forms are available in the school office.

## HEALTH REQUIREMENTS

Bethany Christian School is committed to providing a safe and healthy environment for all students. When ill, a student is more comfortable at home. A student exhibiting any of the following symptoms should not be brought to school:

- A fever in the last 24 hours
- Diarrhea within the last 24 hours
- Vomiting within the last 24 hours
- Persistent cough
- An unexplained or undiagnosed rash
- Pink eye/conjunctivitis- pink to red, itchy eyes with a discharge
- Head lice or nits

When a report of lice or nits is made, all students in that classroom will be examined. If nits or lice are found on a student, the child will be sent home for appropriate treatment.

## ILLNESSES

A designated office staff member provides episodic and long-term care as required congruent to the level of their training. Episodic care is defined as care that is given on an unplanned, unscheduled basis for a problem, which may be acute. Long-term care is defined as planned, goal-directed care designed to provide symptomatic treatment, maintenance, and/or rehabilitation, based upon the needs, resources, and readiness of student (and family) to participate in the plan of care.

The health office is required by law (ARS 36-621) to report suspect cases of infectious and communicable diseases to the local health department. The AZ Department of Health Services has established guidelines for handling specific communicable diseases. The health office will refer to the Communicable Disease Flip Chart as a reference for the guidelines.

## **INJURIES**

Parents will be notified with a Medical Event Notification by email of any injury that goes beyond the need for minor first aid. Parents will be phoned for any injury that occurs to the head, as well as receiving a Medical Event Notification by email. BCS does have a registered nurse on staff. However, if she is not on campus, first aid will be provided to each injured student by a Bethany Christian School staff member congruent with the staff member's level of training. First aid supplies are available on the playground, classrooms, and in the health office.

## **IMMUNIZATIONS**

The Legislature has enacted laws regarding the immunizations recommended for school attendance. In accordance with AZ Immunization Laws, data will be collected and analyzed in the school health office. Proof of immunity to vaccine preventable diseases will be documented in the following way:

- An immunization record which contains name, type of vaccine administered, month and year of immunization except for the MMR, for which month, day and year is required
- Name of physician or health agency administering the vaccine
- Laboratory evidence of immunity
- Records or statement of immunity signed by a physician or authorized representative of health agency

## **EXEMPTIONS**

If a student is to be exempt for reasons of personal beliefs, the parent/guardian must sign a Request for Exemption to Immunization form (ADHS form 209) indicating that he/she received the information about immunizations provided by ADHS and understands the risks and benefits of immunizations.

AZ School Immunization Record Form 109R will be maintained as required as a part of the permanent Student Health Record. Enrollment is not considered complete until verification of immunization or exemption is provided to the health office.

In the event of an outbreak of disease and upon notification by the county health department, the health office will assist administration in the exclusion of all non-immunized students from the school. This exclusion period will be determined by the county health department and will last for the duration of the outbreak. Students may return to school as soon as they demonstrate proof of immunization.

## PRESCRIPTION MEDICATIONS

The school will follow legal guidelines when dispensing prescription medication during school hours. The school nurse or other designated school personnel may administer medication to students if needed during school hours.

In order for school personnel to administer medication, the following legal requirements must be met:

- The parents must sign a consent form (renewed annually) requesting that the school nurse or other designated personnel administer the medication during school hours. A new consent form must be submitted if the medication or dosage is changed.
- The medication must be in its original container and labeled by the pharmacy with the student's name, medication, directions for use, prescriber's name, and date of prescription. The original prescription label serves as the prescriber's order since the prescription is on file in the pharmacy.
- According to the Arizona Legislature, there is a law that allows students to possess and self-administer handheld inhaler devices for breathing disorders, as long as they have written parental consent to do so. If your child uses an inhaler, and you wish him/her to have this privilege, please contact the office and fill out an Inhaler Release Form. Additionally, please make sure to label the inhaler clearly with your child's first and last name.

## NON-PRESCRIPTION MEDICATIONS

Written permission from the parent for the administration of non-prescription medications will be kept on file in the health office. If written permission is not available, verbal permission may be acceptable for one day only. This verbal permission will be noted in the health record. Dosage requested by parent will be in keeping with manufacturer's recommendations.

School personnel may first use other methods of treatment before deciding to give medications, i.e. ice packs, rest, cough drops. Any decision regarding the necessity of medication will be the responsibility of the school nurse or other staff members designated by the nurse.

## CAMPUS SAFETY

In order to maintain a safe campus, all visitors are asked to sign in at the main office and record the time and purpose of the visit. A visitor's badge will be given to the visitor to wear while on campus. Upon leaving, the visitor should sign out in the office.

During school hours, the breezeway and gates are locked from 8:45 a.m.–2:45 p.m. and 8:45 a.m.–12:45 p.m. on Fridays, except for the main gate. *For security reasons, please do not enter any other gates designated for entry during school hours.*

Please drive slowly throughout the parking areas of Bethany Christian School and Sun Valley Community Church. Always anticipate that a young child may run out in front of you. The parking areas behind the elementary and middle school educational wings are for Bethany Christian School staff only.

Parents and students are asked to immediately report any suspicious activity or person whom they see around the campus, inside or outside the fenced area.

## **PETS ON CAMPUS**

Pets may be brought onto campus for designated sharing days, previously arranged with the classroom teacher. Pets may not be brought onto campus at any other times.

## **LUNCH PROGRAM**

For your convenience, Bethany Christian School offers a hot lunch program. Beginning with the 2017-2018 school year, all **lunch orders will need to be placed in RenWeb** the Monday for the next week's service. Lunch calendars will be made available before the first of each month, sent home with your child, and in RenWeb. Family accounts will be billed monthly.

Prices for elementary lunches are \$4, and middle school is \$4.50, including a milk or water. Students who bring their lunch from home may also purchase milk or water (40 cents). Students will not have access to a microwave. ***If your child has a food allergy, please notify the lunch coordinator and nurse in writing specifying the allergen.***

# PARENT INVOLVEMENT

## PARENT VOLUNTEERS

Bethany Christian School appreciates its volunteers! Parents are encouraged to get involved in the life of Bethany Christian School. Parents will be made aware of the various ways that they can assist the school at the beginning of each school year and throughout the year as needed. During *Back to School Night*, the teachers and the administration will inform parents of the many ways in which they can help. Parents are encouraged to call the school office to find out more about how they can assist. More information is given during meetings such as *Moms Meet and Greet* and *Donuts for Dads*. Moms, dads, and grandparents are welcome volunteers. **All volunteers must have a current background check on file prior to volunteering in the classroom.**

Bethany Christian School has a volunteer program that includes *Lead Parent Volunteers (LPV's)* from each classroom. These representatives will also communicate with parents about ways they can be involved at Bethany Christian School.

## PARENT COMMUNICATION

Communication between the staff and parents is a key component of a successful partnership between the home and school. Bethany Christian School is committed to using every possible tool to enhance communication, including RenWeb, email, teacher notes in the agenda, teacher letters, phone calls, conferences, school newsletters, School Board updates, family meetings, and current information on the school's website, [www.bethanychristianschool.org](http://www.bethanychristianschool.org).

If a parent wishes to talk to their child's teacher or any other staff member, they should either contact that person via email, or contact the school office and request an appointment. The Bethany Christian School staff member will make every attempt to respond to this request in a timely manner.

## RENWEB

Bethany Christian School uses RenWeb as its software management system. Each family creates their own personal "log-on" which allows access to school information, as well as personal information regarding their children's progress, grades, etc. Family contact information and email addresses are also included to facilitate interaction between families. However, Bethany Christian School prohibits the use of this information for personal gain, advertisement, etc.

## **SUMMER COMMUNICATION**

Information for the coming school year will be provided during early July to enrolled students. Students will receive a postcard from the teacher. Information is also available on the Bethany Christian School website.

## **FIVE-WEEK REPORTS**

Elementary students will receive an academic report during the 6<sup>th</sup> week of school that indicates his/her achievement for the first 5 weeks of school. This will provide preliminary evaluations and assessments based on the teacher's observations of the student's performance and behavior during the first weeks of school.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled for all elementary students at the end of the first quarter. Dates are listed on the school calendar for reference. Teachers design a conference schedule and parents sign up for times that are available to them. The purpose of the conference is to discuss the student's progress, strengths, areas needing improvement, social development, etc. During this time, teachers may recommend special services such as tutoring, speech therapy, or testing for learning disabilities. Additional conferences may be scheduled throughout the year at the request of the parent or the teacher.

## **PARENTAL SUPERVISION OF STUDENTS AND SIBLINGS**

Bethany Christian School parents are asked to closely supervise their children before and after school, unless the children have been signed into Extended Care. Children should not roam freely around the campus without parent supervision. As per state licensing requirements, once the Extended Care program has transitioned outside to the playground, students not signed into Extended Care must leave the playground.

If younger children become a distraction during morning opening, Chapel or school programs, parents are asked to take the child(ren) out until they can come back in quietly, so as not to interfere with others.

## **PARENTAL BEHAVIOR**

Cooperation between parents and the school staff concerning policies, regulations, procedures, and programs of Bethany Christian School is essential to school harmony. Lack of cooperation significantly reduces the school's ability to serve students effectively and carry out the school's mission. Bethany Christian School tries to follow the principles outlined in Matthew 18 when addressing problems between Christians. In the event you have a concern, complaint, or negative comment, please share it with the person(s)

involved and resist discussing this with your child or others who are not involved in the problem or solution.

Parents should dress appropriately when on campus and speak appropriately to staff and students in a manner that is not offensive to the Christian culture. Parents are asked to only discipline their own children while on campus. If a parent sees an infraction that needs to be addressed, he/she should report it immediately to the school office.

If at any time the school determines, at its sole discretion, that a parent's actions do not support the school's mission/vision or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to require the withdrawal of the student(s). Notification, conferencing, and written documentation will occur through this process. The Bethany Christian School Board will be informed of an administrative decision to request withdrawal of a student based on inappropriate parental behavior.

# SCHOOL CONDUCT AND BEHAVIOR

## CONDUCT AT ACTIVITIES

Bethany Christian School students are expected to behave in a respectful manner on and off campus. All school policies and procedures need to be followed by students at off-campus school events. Bethany Christian School reserves the right to handle cases involving student conduct and actions at school events wherever they are.

## DRESS CODE

1. Students must wear their school polo shirts on chapel days for the entire day. As a general rule, polo shirts are also to be worn on field trips, unless otherwise instructed by their teachers.
2. Clothing, backpacks, hats, notebooks, jewelry, and other accessories must not have any words or pictures that would be offensive in a Christian environment.
3. The body must be adequately covered; no bare midriffs, shoulders, or backs will be permitted. Mesh or sheer garments and low cut necklines, are not permitted.
4. Pants, shorts, and skirts must be worn at the waist at all times. No holes are allowed in jeans or pants.
5. Underwear should not be visible, including bra straps. Proper undergarments must be worn.
6. Shoes must be worn at all times. Athletic shoes are to be worn on PE days along with a BCS PE shirt. Middle school students wear PE shorts as well. No sandals or flip-flops are allowed in PE. It is recommended that students wear footwear every day that allows for safety during recess activity. Shoes with laces must have laces tied properly.
7. Shorts, skirts, and dress lengths must be modest and must not exceed 4" above the top of the knee. Tights or leggings may only be worn under shorts, skirts, or dresses that fall within the dress code guidelines. This includes any tight fitting pants that look like tights or leggings.
8. Sunglasses and hats may not be worn inside of classrooms or inside other school facilities. Sunglasses may be worn on the playground and before and after school.
9. Girls in 6th-8th grade may wear light make-up.
10. The only pierced jewelry allowed is earrings.
11. Hair should look neat and clean. Styles and colors that draw undue attention are not allowed. Hair color should appear natural. Hair should not cover the eyes.
12. BCS parents are expected to dress as appropriate role models by wearing modest and appropriate clothing when on campus or when attending school functions.

Any student found in violation of the dress code policy will be sent to the office, and parents will be notified through RenWeb. Proper clothing may be loaned to the student to be worn for the remainder of the day. BCS administration has sole discretion and reserves the right to determine, based on this code, what dress is acceptable and permissible.

Bethany Christian School parents are expected to dress as appropriate role models by wearing modest and appropriate clothing when on campus or when attending school functions.

Any student found in violation of the dress code policy will be sent to the office, and parents will be notified through RenWeb. Proper clothing may be given or parents may be called to bring appropriate clothing for their child to wear. Any subsequent violations will also result in parental notification, as well as the possibility of any consequences that the administration deems appropriate. Bethany Christian School administration has sole discretion and reserves the right to determine, based on this code, what clothes are acceptable and permissible.

## **GENERAL STUDENT BEHAVIOR GUIDELINES**

Consistent communication and enforcement of these expectations provide the framework needed to produce growth in academic excellence and godliness.

Students should:

- Make choices that please God, parents, and the school.
- Respect others: staff, teachers and students, be kind in words and actions.
- Always do their best.
- Look at and listen to the teacher when he/she is talking.
- Do not interrupt when others are talking.
- Acknowledge adults when they speak to you.
- Follow directions given to you by any Bethany Christian School staff.
- Treat others the way you would like to be treated.
- Use encouraging and uplifting words.
- Apologize and seek forgiveness when you have wronged someone.
- Be quick to forgive others.
- While working in the classroom, complete classwork and follow teacher directions.
- Keep your work area neat.

## **DISCIPLINARY ACTIONS**

Teachers strive to handle discipline within their classrooms. Because the education of a child is a partnership between school and home, there will be times when teachers will

communicate behavioral incidents to parents. Teachers may exercise one of the following methods for communicating with parents: RenWeb Behavioral Notification through email, email, phone call, note home, note in agenda book, or a Behavioral Plan.

The behaviors mentioned below may result in disciplinary action which may include, but is not limited to behavior plans, loss of recess, detention, suspension, expulsion, contact of legal authorities, and/or a request to withdraw the student.

## MINOR VIOLATIONS

Minor violations are cumulative for one quarter, unless a student has reached suspension. In this case, the Administrator will outline consequences for the next quarter. These violations include but are not limited to:

- Food and drink (other than water) in the classroom
- Dress code (see Dress Code Policy)
- Out of class without permission
- Inappropriate horseplay and teasing
- Disregard for classroom rules
- Classroom disruptions
- Use of electronic devices such as cell phones, handheld electronic games, iPods, and laptops on campus and at school events
- Use of skateboards or bikes on school property

Procedures for dealing with minor violations include the following:

1. Verbal warning
2. Written warning
3. Behavior Plan written by students, and discussed with staff member who issued it
4. Behavior Notification emailed to parent
5. Detention (email to parent)
6. Sent to office – *If sent to the office, parents will be called, and the following may occur:*
  - a. Behavior Plan (if not already written)
  - b. Behavior Notification
  - c. Detention
  - d. Suspension (in-school or out-of-school)
  - e. Expulsion

The severity and frequency of the students' issues determines disciplinary procedure. Any of these consequences may be disregarded for a more severe consequence based on the incident or the number of occurrences.

Be aware that continued abuse of rules may result in removal from Bethany Christian School.

## MAJOR VIOLATIONS

These violations include, but are not limited to:

- Classroom disruptions with disregard for corrective efforts from the teacher
- Harassment/Bullying/Intimidation/Disrespect
- The provocation of a fight, intending to inflict physical harm to another (fighting)
- Insubordination (refusal to comply with a reasonable request or disrespect to staff member)
- Use of profane, vulgar, or obscene language or actions
- Possession of obscene and/or offensive materials
- Swearing/cursing
- The demonstration of physical affection such as hand-holding, kissing, and inappropriate touching on the Bethany Christian School campus or any school sponsored activity
- Use of any type of drugs or tobacco products
- Willful misuse or destruction of school property or private property on school premises, including lockers (Student will pay for repairs)
- Theft
- Possession or use of matches, lighters, fireworks, etc.
- Possession of any kind of dangerous weapon
- Inciting or contributing to the disruption of the school program
- Forgery/Cheating (giving or receiving any information on an assignment, quiz, or test; taking someone else's work and making it your own)
- Lying
- Leaving school grounds without being checked out by proper authorized person
- Inappropriate activity with the Internet that directly involves Bethany Christian School that the administration deems inappropriate
- Any behavior in action or words that occurs on or off campus that is antagonistic to the basic goals and objectives of the school or has an adverse effect on other students. This includes electronic formats such as email, Facebook, YouTube, etc.

Procedures for dealing with major violations include the following:

1. Immediate removal to the office – behavior plan will be written
2. Parent contacted by the Administrator
3. Consequences for major violations will include detention, suspension, probation, and/or expulsion from school.

## CAFETERIA RULES

1. Show respect to all supervisors in the cafeteria.
2. Do not enter cafeteria until you have been invited by cafeteria supervisor.

3. Walk in the cafeteria at all times.
4. Place trash in the correct containers.
5. Use soft, inside voices at all times.
6. Keep food on plate or in your mouth; no throwing or playing with food or drinks.
7. Sit up properly, keeping hands to self.
8. Clean up your personal eating area.
9. After exiting, place lunchboxes neatly in designated area.
10. If you need to use the restroom, use the one located in the cafeteria.
11. Students do not have access to microwave ovens to heat lunches.
12. Students are to remain in the common cafeteria area, not behind the serving counter.
13. Students are to remain in the cafeteria until dismissed by supervisor.

## **PLAYGROUND RULES**

These rules have been developed as guidelines for safety, but they may not cover every situation that occurs on the playground. Playground staff may also use their own judgment in determining the safety of additional practices.

The playground is defined as the area that includes the wood chips, grass and asphalt.

1. One student is allowed on a swing at a time. He/she must be seated when swinging and swing in a straight pattern. Jumping from the swings is not allowed. Students who are waiting for a swing should stand at a safe distance from the swing and count to 100. At that time, the child on the swing should get off and allow the child who waiting in line to use the swing.
2. Only 1 student should go down the slide at a time. Students should not climb up the slide.
3. No more than 6 students should climb on the red jungle gym at a time.
4. Students should take turns on the monkey bars.
5. Climbing is not allowed on top of the monkey bars, fences, poles, basketball standards, buildings, or trees.
6. Tag is allowed as long as it involves light touching. Shoving, grabbing, tackling, and pulling are not permitted.
7. Toys may not be brought to school from home, except for show and tell, or at the discretion of the teacher.
8. Balls may not be thrown at anyone unless it is part of an organized and supervised game, and then they should only be thrown below the chest.
9. Do not stand or walk on the picnic tables. Sit on the bench part only.
10. Do not kick basketballs or 4 square balls. Soccer balls and footballs may be kicked as part of an organized game. Four-square balls must be used appropriately without slamming or banging.
11. Do not hang on the basketball rim or adjust the height of the basketball standards.

12. Do not pick flowers or break off any part of a plant around the campus or playground area.
13. Hats may be worn on the playground and outside.

## ANTI-BULLYING POLICY

All staff, students, and parents should be aware of the negative effects that bullying can have on individuals and the school in general and should work towards ensuring that students can work in an environment without fear. Bullying is unacceptable at Bethany Christian School, and it will not be tolerated. Bethany Christian School also recognizes that it must take note of bullying which takes place outside school which spills over into school. Bethany Christian School will do what is reasonably possible to eliminate any such bullying.

Bullying is defined as persistent, repeated behavior which makes other people feel uncomfortable or threatened, whether it's intended or not. The main types of bullying are: physical, verbal, emotional, and cyber bullying. Specific types of bullying include:

- Race or culture
- Special education or disabilities
- Appearance or health conditions
- Sexist or sexual statements

Styles of bullying may include:

- Intimidation and/or rude gestures
- The "look" (This may be given as an example of non-verbal bullying)
- Threats and/or extortion
- Malicious gossip and exclusion from the group
- Telling lies with the express purpose of causing trouble
- Threatening texts or messages in chat rooms
- Electronic Social Networking, including but not limited to Facebook, YouTube, Instagram, etc.

Children do have disagreements with each other and friendships change from time to time. This is usually not bullying. One of the main characteristics between bullying and other relational conflicts is an imbalance of power. Bullying is a form of peer abuse. The student who is being bullied needs to be protected from such victimization. The student or students who are bullying others must learn to stop their destructive behavior.

All incidents of bullying will be referred to the Administrator. The Administrator will investigate and determine appropriate follow up. Parents will be contacted. Consequences may include behavior plan, detention, in-school suspension, out-of-school suspension, probation and expulsion from the school.

## HARASSMENT POLICY

Bethany Christian School believes in the integrity and dignity of all people: that we are created in God's image and are of the utmost value. For these reasons, any form of harassment (including harassment by electronic means – by email, through instant messaging, in online chat rooms, or through internet sites such as Facebook and YouTube) is completely contrary to this belief. All students and employees of Bethany Christian School are forbidden from engaging in any behavior of this nature, which is directed at any member of the Bethany Christian School community – adult, adolescent, or child.

This policy also extends to any visitor or guest to the Bethany Christian School campus. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have accused others falsely will also be subject to disciplinary action, up to and including expulsion.

## ELECTRONIC EQUIPMENT POLICY

Electronic equipment (which is broadly defined by Bethany Christian School as including any audio or video equipment, such as but not limited to cell phones, personal-data-assistants, iPods, MP3s, hand-held electronic games, and cameras, or anything similar to the above) may not be used on campus, while on field trips, or at school functions, unless a teacher has given permission for a special occasion. *The exception to this policy is for Kindles/Nooks. If a student has a signed permission slip, he/she may use that approved device for the purpose of reading only.* Students may carry cell phones to school; however, cell phones may not be out of students' backpacks or used while on the school property. Phones are available for student use in the office.

## INTERNET USE POLICY

Internet access is available on campus to the Bethany Christian School parent community. Bethany Christian School is pleased to offer Internet access and its multitude of resources for student use in the computer lab under teacher supervision. While the Internet may have its disadvantages, Bethany Christian School firmly believes that the benefits to educators from access to the Internet far exceed any drawbacks. Using the Internet, however, is a privilege, not a right. This privilege may be revoked at the discretion of the Bethany Christian School Administrator. All students and parents of Bethany Christian School must read the Bethany Christian School Computer Policy and agree to its terms by their signatures.

## **BEHAVIOR PLANS**

Anytime a child needs to be redirected, a staff member will give the student a verbal warning. If the inappropriate behavior continues, a written warning will be issued. If the child still does not follow directions, he/she will be asked to fill out a behavior plan. This plan will help the student identify his/her choices and determine what would have been the appropriate thing to do. Students will also include Scripture in the plans, to help them understand God's purpose for us to be respectful of those around us. After behavior plans are filled out, the student will discuss the plan and the situation with a staff member. Behavior plans are then sent home with the child. Parents are asked to discuss the behavior plans with their children and sign and return them the next day. If plans are not returned in a timely manner, detention may be assigned.

## **DETENTION**

Detentions may be given to students in grades 2 – 8. After school detention lasts 40 minutes and takes place in an assigned room from 3:20 - 4:00 p.m. If detention has been given, it will be stated on the RenWeb Behavior Notification through email. Detentions will be served on the next detention day following the occurrence. Detention activities will be appropriate for the cause and will be provided by the staff member assigning the student to detention. Parents may pick their child up directly from detention at 4:00 p.m. If a student is not picked up by 4:00 p.m., he/she will be signed directly into the Extended Care program. Extended Care charges will apply following the detention time.

## **SUSPENSION**

A suspension is invoked when a student demonstrates a deliberate disregard for Bethany Christian School guidelines. Suspension is generally served from 1 – 5 school days and may either be served in or out of school, depending on the decision of administration. The student's parents will be informed that the Administrator has decided that their child has been suspended. A conference with the Administrator may be deemed necessary. While on suspension, the student may not attend his/her regular classes, or any school function/activity.

## **DISCIPLINARY PROBATION**

After consultation with the Administrator, faculty, and parents, circumstances may warrant that a student is placed on disciplinary probation. This status may be achieved by, but not limited to, excessive discipline violations or the demonstrating of an attitude deemed outside the expectations of Bethany Christian School. Any student receiving two (2) suspensions (including in-school suspension) resulting from discipline consequences

and/or major violations may be placed on disciplinary probation. A student who is placed on disciplinary probation at any time during the school year is disqualified from taking part in all extracurricular activities, including athletic involvement, music programs, talent shows, plays, competitions, meets, fairs, festivals, etc., for the nine week probationary period. Probation will be for a minimum nine-week period, but may extend longer at the discretion of the Administrator. Any student on probation who receives another suspension for any reason will be placed on an extended suspension or dismissed from school. However, the Administrator reserves the right to expel a student on probationary status at any time, should behavior warrant. At the end of the nine-week period there will be an evaluation meeting at which time the Administrator will determine if there has been a significant improvement in behavior and the correct course of action: 1) the student is to remain on probation or 2) the student is recommended for removal from school, or 3) the student is released from probationary status.

## **EXPULSION**

Conduct of any kind that brings discredit upon the school or is in conflict with the values for which Bethany Christian School stands or is in violation of criminal or civil law or the reasonable rights of others is grounds for dismissal. Expulsion is the permanent exclusion of a student from Bethany Christian School. The Administrator will recommend expulsion to the Bethany Christian School Board for the student whose conduct and attitude is intolerable or for the student who has been on probation for a reasonable period of time with little or no improvement.

## **GRIEVANCE PROCESS**

The school board recognizes there is potential for situations to arise whereby a parent may believe a circumstance to be unjust or injurious in some manner. The Administrator is responsible for resolving these grievances; however, if the grievance is not resolved to the satisfaction of the parties involved, this process may be used:

In the event of an unresolved grievance with a parent, the Administrator shall request that the complaint be put in writing. The Administrator shall refer the written complaint to the executive committee of the school board. The committee will consult with the Administrator and the party or parties involved in an attempt to facilitate a satisfactory resolution. Issues that cannot be resolved by the committee will be forwarded to the full board. The board may choose to meet with the aggrieved party or may refer the issue back to the executive committee and Administrator. In any event, there will be written follow-up from the executive committee or the board to the party or parties involved.

# EXTENDED CARE PROGRAM

## PHILOSOPHY OF EXTENDED CARE

Bethany Christian School provides child care from 7:00 – 7:50 a.m. and after school care from 3:25 – 6:00 p.m., Monday through Thursday, and 1:25 – 6:00 p.m. on Friday for Bethany Christian School students.

The Extended Care program reflects our standards of excellence at Bethany Christian School with a shared vision of the purpose of education, discipline, and respect of students. Our goal is to provide child care before and after school that is safe and worry-free. Although the Extended Care program is not as structured as a regular school day, there is a set schedule that the students follow. Specific time is planned for play, homework, crafts, snacks, and activity centers. The Extended Care program does not take field trips off campus or provide transportation.

## STATE REGULATIONS

Bethany Christian School Extended Care Program is regulated by:

Arizona Department of Health Services, Office of Child Care Licensure  
150 N. 18<sup>th</sup> Avenue, Suite 400, Phoenix, Arizona 85007 | 602.364.2539  
[www.azdhs.gov/als/childcare/](http://www.azdhs.gov/als/childcare/)

## CAREGIVERS

All staff members are screened, fingerprinted, and Christian believers. A staff member with current training in first aid and CPR is present at all times. In addition, staff receives 18 or more in-service training hours per year in accordance with state licensure requirements.

## PROGRAM ENROLLMENT

Because unexpected emergencies may cause you to be delayed in picking your child up after school, every Bethany Christian School student must be enrolled in the Extended Care program. It is a state requirement that every child who attends the program has certain completed forms on file. Therefore, parents/guardians must complete the following forms prior to the beginning of each new school year. These forms are included in the enrollment paperwork.

- Emergency and Information Form from the State of Arizona (blue)
- An updated copy of immunization records
- Signed Statement of Commitment to the program

## **SIGN-IN PROCEDURES**

When a child is not picked up by a parent/guardian by approximately 3:25 p.m., he/she is signed into the Extended Care Program by their homeroom teacher. If a child attends an extracurricular class and is not picked up immediately at the end of the class, the child will be signed into the Extended Care program by the adult in charge of the extracurricular class.

## **SIGN-OUT PROCEDURES**

It is required by the State of Arizona Department of Health Services that a full signature or a first initial and full last name be given. Sign-out books must be signed and dated, with the time included. It is NOT permissible to use initials only.

- For the protection of your child, an Extended Care worker may ask for picture identification, especially at the beginning of the year. Parent cooperation is appreciated.
- A child enrolled in Extended Care will be released only to those persons specifically authorized on the information form. No exceptions will be made without the advance written permission of parents/guardians.
- A child must leave the school campus with a parent/guardian once he/she has been signed out.
- A child may not sign him/herself out to go home or to an extracurricular activity.
- If a child signed into Extended Care is participating in an extracurricular activity on campus, the coach or adult activity leader must come to Extended Care and sign the child out. If a child attends an extracurricular class and is not picked up immediately at the end of the class, the child will be signed into the Extended Care program. The parent/guardian will find their child in Extended Care and follow the sign-out procedures.

## **EXTENDED CARE DISCIPLINE**

Bethany Christian School rules apply in Extended Care, as well as during school hours. The discipline consequences used are verbal warnings, behavior plans, removal from activity, notes home, phone calls to parents/guardians, conferences, detention, suspension, probation, and expulsion.

## **MEDICAL CARE DURING EXTENDED CARE**

A child exhibiting any of the following symptoms should not attend the Extended Care program:

- A fever in the last 24 hours
- Diarrhea within the last 12 hours
- Vomiting within the last 12 hours
- Persistent cough
- Unexplained or undiagnosed rash
- Pink eye/conjunctivitis
- Head lice or nits

The Health Office is generally not open during Extended Care hours. Therefore, if a child becomes sick during Extended Care, staff will contact the parent or other authorized person to pick up the child from the program. It is expected that the child be picked up immediately. The child will rest in an isolated area until a parent/guardian arrives.

In case of serious accidents, the paramedics will be summoned for treatment. They will advise whether the child should be taken to the nearest hospital or doctor's office by ambulance. Staff will notify a parent/guardian as quickly as possible.

## **ADMINISTRATION OF MEDICATION**

Prescription and non-prescription medications can be administered to Extended Care students only during PM Extended Care hours of 3:25 – 6:00 p.m. Medication will not be dispensed during AM Extended Care hours, but your child will be sent to the Health Office when the school day starts to receive medication from our school nurse, if medication is needed.

To administer medication, Bethany Christian School Extended Care must receive written permission signed by the student's parent or health care provider. Please follow the guidelines below.

Information Needed to Administer Medication:

- Prescription medication (must be in a container dispensed by a pharmacy)
- Name of the child
- Type of medication
- Prescription number
- Instructions: Dosage and route of administration, times and frequency of administration, starting and ending dates of dosage
- Reason for medication

- Date of authorization
- Non-Prescription medication (must be in a container prepackaged and labeled by manufacturer)
- Medication must be labeled with student's name

Extended Care does not supply stock prescription or non-prescription medication to students.

Medication will be dispensed according to manufacturer's instructions, unless written authorization and instructions on dosage and frequency are provided to Extended Care by enrolled student's health care provider.

Only one Extended Care staff member will be designated to administer prescription or nonprescription medications at any given time during PM Extended Care. The Facility Director, Kary Sterkowitz, has designated Coy Seabrooke to administer medication during PM Extended Care hours. In Coy Seabrooke's absence, Kary Sterkowitz will administer medication.

# STAFF CONTACT INFORMATION

Office: 480-752-8993 | Fax: 480-752-7913 | Extended Care Cell: 480-815-4212  
[www.bethanychristianschool.org](http://www.bethanychristianschool.org)

## Name

Alexander, Tonita (Elem. Music)  
Ellis, April (1<sup>st</sup> Grade)  
Ferrara, Genevieve (Kindergarten)  
Gomez, Rebekah (Middle School)  
Harrison, Paige (Student Support)  
Hernandez, Anya (Extended Care)  
Hines, Kristin (Ex.Care, Campus Asst.)  
Johnson, Jacob (Extended Care)  
Lloyd, Mary Lou (Teaching Assistant)  
Lorbeck, Sheri (Receptionist)  
Lorbeck, Kendra (Extended Care)  
Lucci, Renee (Business Manager)  
Maxwell, Sharon (Middle School)  
Mockenhaupt, Elizabeth (Ex. Care)  
Nichols, Louise (4<sup>th</sup> Grade)  
Palansky, Nancy (Extended Care)  
Pelton, Jayne (Administrative Assistant)  
Pursley, Stephanie (Tutoring)  
Rhoades, Diana (Middle School)  
Sass, Janine (Nurse)  
Sawyers, Kris (3<sup>rd</sup> Grade)  
Seabrooke, Coy (Extended Care Program)  
Shoffner, Susan (Lunch Program)  
Sterkowitz, Kary (Administrator)  
Thorneycroft, Charmain (5<sup>th</sup> Grade)  
West, Kim (4<sup>th</sup> Grade)  
Wiehl, Matt (Athletics)  
Witbeck, Elisabeth (2<sup>nd</sup> Grade)  
York, Steve (Computer)

## Email

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The Administration of Bethany Christian School reserves the right to amend this handbook at any time. Notification of amendments will be published in The Focus newsletter and updated in the handbook.