

Bethany Christian School



Parent / Student Handbook

Revised January 2011

Notice of Nondiscriminatory Policy As To Students:

Bethany Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school administered programs.

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Welcome!

Welcome to Bethany Christian School. You have enrolled in a school that is well known for quality Christian education. We are happy that you are a part of BCS this year.

The policies and procedures in this handbook are the product of concentrated prayer. This book is designed to serve students and parents by establishing the guidelines for expected attitude and behavior.

Bethany Christian School is designed to work hand-in-hand with parents. Parents are God-ordained to be central in the training of children. For this reason, Bethany Christian School desires to assist parents as they help their children to develop intellectually, emotionally, socially, and spiritually.

It is our desire to promote godliness and moral integrity in young people in an academic program that teaches cultural literacy, communication skills, and critical thinking.

We pray God's anointing and blessing upon you for a successful year.

BCS Overview

Statement of Faith

The members of Bethany Christian School hold the following truths in common:

- We believe the Bible to be the inspired and only infallible authoritative Word of God (II Timothy 3:16).
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (I John 5:4-6).
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (I Corinthians 15:3; I Peter 2:21-24; John 3:16).
- We believe that, for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (Romans 3:21-30; Galatians 4:4-7).
- We believe that the full consummation of the baptism of believers in the Holy Ghost is evidenced by the initial, physical sign of speaking with other tongues as the Spirit gives utterance and by the subsequent manifestation of spiritual power in public testimony and service (Acts 2:4; Acts 10:44-46; Acts 19:2,6; Acts 1:8; Acts 2:42,43; Matthew 3:11).
- We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:24,28,29).
- We believe that deliverance from sickness is provided for in the atonement and is the privilege of all believers (Isaiah 53:4; Matthew 8:16-17; John 5:14; I Peter 2:24).
- We believe in the imminent return of our Lord and Savior Jesus Christ (I Thessalonians 4:18; Revelation 22:20).

Mission Statement

The mission of Bethany Christian School is to provide a Christ-centered learning environment where students are able to discover and develop their God-given talents to empower them to fulfill God's purpose for their lives.

Philosophy of Bethany Christian School

Bethany Christian School is a “discipleship” school. This means BCS sees its purpose to be complementing and supplementing what is going on in the Christian home. BCS is not called to be an evangelistic tool of the ministry.

Bethany Christian School has a desire to provide the congregation of Bethany World Prayer Center and other interested parties with the opportunity of educating their children totally - body, mind, and spirit- engraving the Word of God on their hearts (Deut. 6:6). Our philosophy centers on Jesus Christ as the focal point of all teaching and learning. Because we believe the Bible is the infallible, divine Word of God, we desire that students be conformed into the image of Jesus (Rom. 8:9), that they learn to think like Him and to execute the whole of life from biblical perspectives and principles.

The school’s role is to impress each student with the knowledge that God is the source of all subjects in the curriculum (Col.1:17; II Cor. 8:6). Accordingly, teachers implement biblical principles into their classroom instruction and discipline.

Purpose of Christian Education and BCS

The purpose of Christian education is to educate the whole man - spirit, soul, and body. As an extension of Bethany World Prayer Center, Bethany Christian School is ordained by God to educate young men and women who will make an impact on the world for Jesus Christ.

Since BCS sees education as a succession of instruction and internal discipline based upon the teachings and principles found in the Bible, we believe that the following are foundational purposes of Christian education:

1. To set free the mind so that the student will reason based upon the criteria of truth set forth in the Word of God
2. To equip students academically and spiritually to positively impact society as transformed individuals
3. To mold the student’s behavior so that he may pursue the course of life which Jesus Christ has chosen for him and, thus, be a beneficial and valuable asset to society.

Management Statement

Bethany Christian School is an educational institution which is supported and managed by Bethany World Prayer Center. The Word of God is central in the educational process. The goals of Bethany Christian School reflect those of Bethany World Prayer Center and

are within the scope of the vision for Bethany World Prayer Center.

Life Success Outcomes

It is the goal of Bethany Christian School to have graduates who meet the following Life-Success Outcomes:

- Born again Christians, exhibiting the Fruit of the Spirit (Gal. 5:22-23)
- Disciples of Jesus, empowered by the Holy Spirit (Acts 1:8)
- Motivated believers, able to lead others to Jesus (Matt. 28:18-20)
- Positive community leaders and role models (Eph. 4:11-12)
- Responsible citizens and international ambassadors (I Peter 2:13-14)
- Effective communicators (Eph. 4:29)
- Well-educated, self-directed, life-long learners (II Tim. 2:15)

Accreditation

Bethany Christian School holds dual-accreditation from AdvancED (the parent organization of SACS-CASI) and by the International Christian Accrediting Association (ICAA). ICAA is a part of the National Council for Private School Accreditation, an organization recognized by the U.S. Department of Education.

State Approval

Bethany Christian School is also approved by the State of Louisiana. This allows for an easy transfer of credit when changing schools, recognition of our diploma at all universities, and eligibility for our graduates to participate in TOPS.

Membership

Bethany Christian School is a member of ORUEF (Oral Roberts University Educational Fellowship). Through this membership BCS seeks to associate with other Christian schools who are dedicated to serving the Lord Jesus Christ in the field of education. ORUEF desires to instill within member schools an enthusiasm to be responsible and reputable leaders in the field of education. ORUEF's purpose is not only to provide fellowship but also to aid Christian schools in becoming strong and stable. Consequently, ORUEF offers regional teacher workshops, an annual national Christian school conference, monthly newsletters, and many other services.

Notice of Student Nondiscrimination

Bethany Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. BCS does not discriminate on the basis of race, color, national and ethnic origin in

administration of its educational policies, admission policies, athletic programs, and other school administered programs. For the purpose of this handbook, “he” is not to denote gender, but to refer to the “student.”

Admission to Bethany Christian School

Admission Criteria

It is important that families coming to BCS have a strong commitment to Jesus Christ as well as the basic biblical standards as described in God's Word. Therefore the following criteria apply for admission to BCS:

1. Both parents should be born-again believers who regularly attend a Bible-believing, local congregation. However, under certain circumstances, a family may be admitted with only one parent being born-again. (See # 7 below)
2. Students under suspension or expulsion from another school or history of serious behavioral problems are not eligible to enroll at BCS.
3. Students must want to attend BCS.
4. Students should be born-again. While we realize that not all students can make such an important personal decision prior to entering a particular grade, a student applying for grades 9 – 12 will be required to have faith in Jesus Christ as his personal Savior.
5. A pastor's recommendation is required.
6. We expect all families and students to live a life of moderation in movies, music, and dress. Furthermore, families will be encouraged to grow spiritually through their church, school sponsored seminars, and their own personal family devotions.
7. Additional Requirements of Parents:
 - If only one parent is a Christian, the non-Christian parent must be in agreement with the enrollment of the children and must sign all necessary forms.
 - The family should attend church regularly.
 - Family Bible reading and prayer should be a part of the normal home routine.
 - The primary motive for enrollment must be for spiritual training.

Admission Process

The admission process begins with an admission test and a student questionnaire. The applicant must pass this test (score on grade level in all subject areas) for the admission process to continue. The school office will notify the parents after the admission test has been scored. Applicants who wish to continue the admission process must complete all forms in the application packet. Once all necessary forms are completed and received by the school, an interview for the applicant and his/her parents will be scheduled with the appropriate school administrator.

Acceptance is based on a decision by the school administration. The school's administrators choose carefully from the broad range of applicants who seek admission to BCS. The administrators are committed to selecting a diverse student body and show special concern for continuing the school's Christian vision. Students' academic and behavioral records will be used to determine admission.

Placement

Grade placement for all students will be determined by the administrative staff. (All Kindergarten students must be five years old by September 30 to enter K-5.) After placement, the administrative staff may determine it is in the child's best interest to alter the grade placement of a child. If this occurs, and the parents disagree, they may withdraw from the school and be freed from all future financial obligations. *BCS reserves the right to adjust and/or modify course offerings, selections and/or combination of classes at each grade level based on final enrollment.* Only those students with a completed application packet will be considered for final enrollment and permitted to attend class. This includes but is not limited to proof of up-to-date immunization, a copy of the birth certificate, a copy of the student's social security card, previous school records, and all recommendations. Any false information provided during the enrollment process will result in student(s) not being allowed to enroll in BCS.

New Student Probation

All new students will automatically be placed on academic and disciplinary probation for the first semester. During this time, the student will be evaluated as to whether they are a good "fit" at BCS. If it is determined that it is in the best interest of the child and/or BCS that the child be withdrawn, the parents will immediately withdraw the child. This does not imply that the child is not a Christian or of great worth, merely that BCS may not be the best place for him/her at this time.

In addition, new students who do not maintain a 2.0 GPA or are failing more than one core curriculum class their first semester will be dismissed.

For students transferring to BCS, all provisions of the school's admission policy apply. In addition, any grades expressed in percentages will be converted to letter grades.

Readmission of Students

If a student is asked to leave BCS because of academic or behavioral problems, he may be readmitted according to the guidelines under Dismissal. If he leaves for other reasons, readmission will be contingent on available space, as defined by the principal, at the time the student wishes to be readmitted to BCS. If space is available, then the regular admission criteria and procedures apply. Bethany Christian School reserves the right to evaluate its student body at the end of the school year for readmission into the following school year.

Homeschooled Students

Homeschooled students enrolling in BCS must present evidence of work completed, attendance records, curriculum samples, etc. To receive high school credit, homeschooled

students must be able to demonstrate competency in those subjects. Credit will be granted when these competencies are established. Only those homeschooled students who are enrolled as an attending student at Bethany their entire senior year will be considered for graduation.

Married Students

BCS does not accept students who are married or pregnant, who become pregnant, or who are either mothers or fathers of a child.

Missionaries

Children of full time missionaries on the field may apply for graduation from BCS provided they meet the following criteria:

- Meet the Louisiana state graduation requirements
- Are enrolled in BCS by the second semester of their senior year.

Transfers

Students who transfer from other Christian or private schools in Baton Rouge or the surrounding areas must have all previous accounts paid. Transfer students are not accepted the last four months of school unless moving from another state or city outside the greater Baton Rouge area. Only those high school students with a valid transcript will be given credit for courses completed.

Domicile of Student

All students attending BCS must live with their parents or legal guardians throughout their enrollment at Bethany Christian School. Extenuating circumstances must have approval from the administration or withdrawal from BCS may be required.

Records

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Parents or eligible students should submit to the principal a written request identifying the records they wish to inspect. The principal will make necessary arrangements for access and notify the parent or eligible student of the arrangements.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. BCS discloses directory information regarding its students. The parent or eligible student may refuse to allow the disclosure of directory information by notifying the principal in writing within 5 days of enrollment at BCS. Otherwise consent is implied for BCS to release directory information to others.

This handbook serves as the annual notification of parents and eligible students of their rights under FERPA. A complete copy of the FERPA policy can be obtained in the school office.

Release of Records

Bethany Christian School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of parents and, in the event of divorce, the rights of custodial and non-custodial parents. In the latter case, absent a court order to the contrary, the school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that no information is to be given, it is the responsibility of the custodial parent to provide the school with a copy of the court order.

Procedures

Bell System

The school bell system is set according to the time given by calling 387-5411. This information is helpful when planning what time to leave for school or when school is released.

Bus Students

In order for students to ride the bus, all necessary paperwork must be completed and submitted to the school office. This includes occasional riders.

We ask that you do not call the office to convey messages to your child about riding the bus unless it is an absolute emergency.

Bus fees and schedules are available in the school office. Students missing the bus will always be taken to Aftercare and allowed to phone their parents. It is understood that the bus cannot wait at the morning stops for any student, as that would disrupt the time schedule, causing all the students on the bus to be tardy. It will be necessary to bring your child to school if he misses the bus.

A copy of bus safety regulations is included with the bus schedule. Please cooperate with the bus driver by teaching your child proper behavior on the bus. We reserve the right to refuse transportation to anyone who violates bus safety regulations. Parents will be notified and will be asked to transport their own children.

Any student who wishes to ride the bus with a friend must follow these guidelines:

1. Obtain a permission form from the school office.
2. This form must be completed and returned to the school office no later than the day before the student is to ride the bus.
3. Permission to ride the bus will be granted by the school depending upon seat availability.
4. All students riding the bus must follow bus regulations. Failure to do so will result in disciplinary action.

Chain of Authority

If you have a question, concern, or complaint, please follow the line of authority:

1. Teacher
2. Elementary Supervisor / Secondary Supervisor
3. Principal

It is important that you discuss your concerns with your child's teacher before approaching the teacher's supervisor, since most concerns are best handled directly with the classroom teacher.

Change Of Address

If at any time a family has a change of address, phone number, or email address, the parent should notify the school secretary immediately to complete the necessary form.

Concern ~ Complaint Procedures

The following procedure is used by the faculty and staff of BCS and is taught to the students. Parents are requested to use this procedure.

A. IF YOU HAVE A CONCERN ~ COMPLAINT

1. Pray. Seek God. If you feel God is leading you to voice your concern, ask Him to help you to present it in such a way that it will result in the betterment of BCS and, thus, in the glory and growth of His kingdom. Read and think about passages such as Ephesians 4:1-3 and Colossians 3:12-13.
2. Express the concern promptly. Jesus says that we cannot properly worship or serve God if we are in disagreement with someone else (Matthew 5:23-24).
3. Voice the concern to the right person. Concerns about a particular problem or situation should be expressed first to the individual in question and then through the proper chain of command. (See Chain of Authority)
4. Express the concern clearly. Make sure the person you are expressing your complaint to knows all the details of the situation and exactly what you are complaining about and why.
5. Do not broadcast the concern. Express your complaint only to the person who should hear it. Needless worry, harm, and hard feelings result when problems and dissatisfaction are expressed to persons other than those directly involved.
6. Trust God to work in the situation to bring about His will.

B. IF YOU OVERHEAR OR ARE TOLD A CONCERN ~ COMPLAINT

1. Become a referral center by encouraging the person to express it only to the person who is a part of the problem or a part of the solution.
2. Pray and ask God to take care of the situation. Do not continue to listen to the details of the problem after you discern you are not part of the problem or the solution.

C. IF A COMPLAINT IS MADE TO OR ABOUT YOU

1. Understand what the complaint is and why it is being made.
2. Give it prompt attention and agree on an effective solution.

3. Make it a growth experience and learn from your mistake.
4. Pray about it. Ask God's wisdom in solving the problem.

Damage To Property

Students doing damage to property that is not their own will replace or pay for the damaged property. Students may be subject to disciplinary action for damaging property.

Emergency Procedures

BCS has the highest concern for our students' safety. Thus we have developed a thorough emergency response plan covering most natural and other emergencies. If you wish to discuss specific concerns or to ask questions, please call the school office.

Parents play an essential role in keeping students safe during an emergency. Please consider the following guidelines that are of particular importance to parents in emergencies so that you may help our staff respond effectively to an emergency.

1. **Provide the school office with up-to-date contact information.** It is important that you provide us with up-to-date contact information so that we can contact you if necessary. We must have accurate emergency information for each student. Please contact the school office if this information changes during the course of the year.
2. **Be prepared for early dismissal.** In some emergencies, school officials will deem it prudent to send students home early. We will contact you if there will be an early dismissal.
3. **If we have not contacted you about an early dismissal, do not pick up your children in a school or area emergency:** If you do not learn about an early dismissal, but you do learn of a school or area emergency, please do not rush to school to pick up your children. Traffic will block any needed emergency vehicles, and your presence in the school building during an evacuation may delay the process. Keep in mind that police will bar parents from school grounds in some emergencies. The safety of our students is paramount to us, and we will reunite students and parents as soon as possible in any emergency.
4. **Get the necessary information from the local media in an emergency.** In an emergency, stay tuned to both television channels WAFB and WBRZ for current information, including how parents will be safely reunited with their children.

Emergency School Closing

- If the East Baton Rouge Parish School system announces an emergency school closing due to impending bad weather such as hurricanes, BCS will also close.
- If there is ever a need for BCS to announce an emergency school closing when EBR is remaining open, every attempt will be made to notify parents through the

RenWeb Alert System or announcements on WAFB and WBRZ. The RenWeb Alert System may include a phone call, text message to all phone numbers in our system, and possibly email messages. It is imperative that we have current contact information. Please inform the school immediately if you change your phone numbers or email addresses.

- Announcements concerning school closing will also be made on the school answering machine and information line.
- Decisions to reopen that depart from EBR's decision will also be communicated by announcements on WAFB and WBRZ as well as through RenWeb, phone calls and the school's information lines.

Field Trips

Each field trip is planned by the teacher to coordinate with a particular area of study. Parents are usually needed to help provide sponsorship. Buses will be used for all field trips.

Fire Drills

Each room has a designated evacuation route posted by the door. Fire drills are practiced regularly.

Fund-Raising

Tuition payments do not cover all the cost. BCS endeavors to keep tuition rates low to make Christian education affordable to as many Christian families as possible. BCS depends on your support and God's blessing to keep our program operating.

All families are expected to participate in Bethany's fund-raising events. *Students and staff are not permitted to fundraise on campus or before or after church service unless approved by the school administrative team.*

Illnesses

Students who have a fever, diarrhea, or are vomiting should not be sent to school. Both parents and students should demonstrate concern about spreading diseases and should use common sense as to when the student should return to school. Students, however, do at times come down with illnesses while at school. If that happens, the student should report to the office. The student may obtain an excuse from class to lie down for a time not to exceed one class period. If the student is still feeling ill after that time, the parents will be called to come and take the student home. The school is not permitted to give a student even simple non-prescription medication such as aspirin or its substitute without express written permission from one of the student's parents. Once all such

provisions have been met for both prescription and non-prescription medication, the student may obtain the prescribed dosage that the parent has provided to the school office. The only individuals allowed to dispense this medication are the school secretaries.

Please make sure the office has correct phone numbers for contacting each parent and the correct number of a reliable third person who could be contacted, if needed.

Individuals With Disabilities Education Act Funded Programs

BCS does not participate in IDEA Funded programs for students with disabilities.

Internet Use

The school is connected to the Internet. Access to the Internet for research and school related activities is available to students in the school's library, the online computer lab, and most classrooms. Students' online activities must be consistent with the general behavior policies outlined in this handbook. Unacceptable behavior includes but is not limited to hacking, bringing inappropriate materials onto campus, retrieving such materials at or sending them from school sites, cyberbullying, and unauthorized use of e-mail or copyrighted materials. Any student who engages in such activity is subject to appropriate corrective action.

Library

The library is usually scheduled to be open for study and research during regular school hours. Books may be checked out for seven days. It is the responsibility of the student to renew any books needed longer than the seven day allowance. Magazines may not be removed or checked out.

Overdue fines are ten cents per school day. (Holidays and week ends are not counted.) Students who have not returned overdue books and/or paid fines may not check out any books until their library account is cleared.

Students who have not paid their fines and/or returned all library books by the end of the year will have their report cards withheld. All library books must be returned by May 1st.

Lost and Found

The school maintains a locked lost and found closet. A student may stop by the office before or after school, or during lunch to look into the lost and found. Items that are not claimed by the end of the month may be donated to either the school store or to charity. Students must clearly label all articles of clothing and any items brought to school with

their names by using a permanent marker. This includes lunch boxes, coats, sweaters, notebooks, booksacks, P.E. clothes, and any other such items.

Lunches

BCS has an outside provider for lunches. Lunches are to be pre-paid by depositing money in the student's lunch account. This account will be accessed by means of the student's ID card whenever the child purchases a lunch. Microwave ovens are also provided for heating food that children may bring from home. If a student forgets his lunch, a lunch should be purchased.

Parents who wish to eat lunch with their child are welcome to do so. In such a case, a parent may bring a lunch for his child, provided that the parent stays to eat with the child. Parents should remember that our lunch time is limited.

Parental Involvement

Because our school desires to be in partnership with the Christian home, parents are encouraged to play an important part in our school. Each parent is encouraged to become involved in his/her child's life at BCS and to participate in some of the volunteer projects available. Furthermore, BCS expects full cooperation from both parents and students in the educational process. There may be areas that need to be discussed or points that need to be clarified. We ask that all this be done in the spirit of unity (I John 4:7-11). If at any time the school feels cooperation is lacking from either the parents or from the student and it is determined that the parents are not satisfied with the school, then the parents will be asked if they would like to withdraw their child from BCS. If the child is not withdrawn and if, after an effort has been made by the school to solve the problem that exists, the school continues to feel that cooperation is lacking from the parents, the child (or children) will be dismissed. When a student is enrolled in school, the whole family becomes enrolled, thus affecting the family as a unit.

Parents In The Classroom

We encourage parents to visit the classroom in order to observe the responses and interactions of their children. Parents should make arrangements with the office ahead of time and check in at the office upon arriving. Parents will need to sign in at the office and receive a visitor's pass. Younger children should not come when a parent is visiting in a classroom. Also, we ask that parents do not plan to visit during the first few weeks of school or the last few weeks of the year since these times are hectic for teachers and administrators. Parents should sign out at the office before they leave campus.

Parent Volunteers

Parents are encouraged to volunteer in many areas. Specific information is provided about

the volunteer programs at the school orientation in August. Some areas where parents are encouraged to volunteer include athletics, library, prayer support, social activities, and in many school organizations. A parent interested in volunteering may contact the school office to receive directions for becoming involved.

Parking For Special Events

Parents and visitors must abide by all parking lot procedures and regulations whenever they are on campus during school hours and for all school events including athletic events, banquets, graduations, etc.

- Please observe the traffic flow when picking up or dropping off students.
- The speed limit on school property is 10 mph.
- Parking under all overhangs is always prohibited.
- Parking in fire lanes is always prohibited.
- Please do not park in designated handicapped spaces without proper authorization.
- Failure to observe these guidelines will result in towing of vehicle.

Permission Slips

A permission slip must be signed to allow students to participate in any school sponsored field trips, competitive sports, and other special events. Failure to return the permission slip could prevent a student from attending the event.

Promotion

To be promoted each year, a student must satisfactorily complete the previous grade. Elementary and middle school students must pass English and Math. Secondary students must earn the number of credits required to be considered for the next grade.

10th Grade	6 credits
11th Grade	12 credits
12th Grade	18 credits

School Dismissal

All students are expected to be off of the school campus by 3:20 p.m. Monday through Thursday and by 2:20 p.m. on Friday, or they will be required to go to Aftercare. Students involved in extra-curricular activities are the only students allowed to remain on campus during that activity. After the activity, they must report to Aftercare or leave campus. Students who do not report to Aftercare after an extra-curricular activity is over (including athletic practices) will no longer be allowed to participate in the activity or be part of the athletic team.

Siblings of players are not allowed to wait at practice for their parents. They **MUST** report to Aftercare.

School Office

Office hours are 7:30 a.m. until 3:30 p.m. Monday through Thursday, and from 7:30 a.m. until 2:30 p.m. on Friday. When a parent visits the school (for any reason), he must sign in at the office first. The parent should not go directly to his child's classroom. *Please do not bring lunches, homework, books, etc. to the school during the day.*

School Supplies

A list of school supplies is available in the school office.

Search And Seizure

With reasonable cause a teacher, principal, or school official may search a student or the personal property of a student to seize anything that is in violation of the law, BCS rules, or any policy of BCS. Random search may be conducted of lockers, booksacks, and automobiles by school personnel or law officers. Refusal to cooperate with the school or law may result in dismissal from BCS.

Slanted News

One of the most critical areas of parent-school communication involves "slanted news." Slanted news is information regarding the school that is reported by a child from his perspective for his benefit. A parent should carefully weigh each comment made by his child because, at some time, almost every child will report events at school in a manner favorable to himself and unfavorable to others. In front of the child, the parent should support the school, even if what the child says is alarming or upsetting. Later, in private, the parent should call the teacher or administrator involved in order to get an accurate view of the situation.

Student Led Meetings

Student led prayer meetings and praise and worship services are held either before school or during lunch. Students are encouraged to attend these meetings regularly.

Suggestions

We encourage parents to share their thoughts and suggestions concerning Bethany Christian School. Suggestions can be submitted by emailing or writing to any of our school administrators.

Visitors

Immediately upon entering the campus, all visitors should check in at the school office to receive a visitor's pass. BCS is a closed campus for non BCS students. Students considering enrollment at BCS are welcome to visit. Such students should contact the office upon arrival for further details.

The buildings are not open to visitors after school hours except for interscholastic or public events unless permission has been granted by the administration.

Withdrawing From School

Before withdrawing a child for any reason, the child's parent or legal guardian should inform the school office in writing of such an intent and file the required withdrawal papers. The parent should state the last day the child will be present and the reason for withdrawal.

Before any records are released, all financial matters must be concluded. Bethany Christian School makes budgetary decisions based upon anticipated revenue. If a family withdraws anytime prior to the end of the school year, it causes a hardship on the school. Therefore, a two-month tuition penalty fee calculated from the official date of withdrawal will be assessed when families withdraw for any reason before the end of the school year. This fee will help cover the cost of running the school in their absence. Exceptions are company transfers required to maintain one's employment or relocation due to loss of employment. A letter documenting such a required move will be sufficient proof to waive the two month penalty.

Failure to attend school or a telephone call to the school office is not sufficient notice of withdrawal. Monthly tuition will continue to be charged until a student has officially withdrawn from school.

Official withdrawal papers must be signed and filed with the school office. The two-month fee will be calculated from the day the signed papers are received. **All fees including registration, activity, and new-student fees are non-refundable.**

All fees, tuition, and penalties must be paid for any report cards and transcripts to be issued, or records forwarded.

SECONDARY

SECTION

Academic Program

Achievement

In order for a student to receive the maximum benefit from his educational program, he should plan to be attentive, alert, and responsive in the classroom. He should also plan to study outside of class. No teacher, regardless of his capabilities can adequately teach a student who is unwilling to learn. Judas' rejection of Christ and His teachings is an example of how a student can fail even under a perfect teacher. A child's role at BCS is that of a "student." He has a responsibility to God, his parents, his teachers, and himself to be the best student he can be.

BCS is a college prep academy; therefore, our students are strongly encouraged to take a rigorous academic load all four years of high school.

Graduation Requirements

Core 4

All BCS students beginning with the 2009-2010 freshman class must take the Core 4 as outlined by the Louisiana Department of Education. These requirements, as well as graduation requirements for students who were freshmen prior to 2009-2010, are outlined in Bulletin 741. Core 4 requires 24 credits for graduation. In addition, high school students are required to take two Bible classes. Please feel free to contact the office for specific questions concerning graduation requirements.

Any BCS student and his parents (beginning with the freshman class of 2009-2010) wishing to opt out of the Core 4 Curriculum must schedule a meeting with the school counselor. If at this meeting it is determined that it is in the student's best interest to not complete the Core 4 Curriculum, the student and his parents must sign a statement acknowledging that a consequence of not completing Core 4 is the ineligibility to enroll in a Louisiana four-year public college or university.

TOPS Program

All of the TOPS awards require 17.5 units of high school course work. To obtain TOPS Core Curriculum please contact our guidance counselor.

Communication

Communication on the secondary school level is accomplished through our online system called RenWeb. Parents may request a parent-teacher conference to discuss the student's progress any time during the course of the school year. Although it is the responsibility of the parent to initiate conferences, the school may also request conferences. **It is highly**

recommended that parents attend Orientation every year to meet with teachers and to learn about procedures and requirements for each class taken on the secondary level.

Homework

Purpose

Homework is an important part of the total educational process and is assigned as it is deemed necessary for learning.

Students need to be conscientious of the appearance of their work. Papers will not be accepted unless they are neatly completed. Paper torn from a spiral notebook is unacceptable.

Parents should encourage their children to complete their homework. Here are several helpful suggestions:

- Prepare a quiet place where a child's work can be supervised. Do not sit with the child, but remind him of his task if he appears distracted.
- Encourage him to be neat and to bring home all necessary materials. Do not allow listening to music or watching television while doing homework.
- Set a time limit on each phase of work. Some students will make it seem as though they have enough homework to occupy themselves for hours, when it actually can be accomplished in far less time.
- After homework is completed, have your child pack up his booksack and prepare for the next school day. Check to see if there is any homework to sign or review.
- Always check assignments for accuracy.

Teacher Responsibilities

BCS serves as an extension of the home, and we take great effort to keep homework time from interfering with family and church activities. However, we have an obligation to the home to help train each student and to help make him academically fit so that he may move on to whatever purpose God has for him. Therefore, we use the following guidelines to regulate the issuing of homework by teachers. These guidelines are to be followed unless the teacher has a special need and receives permission from the principal to vary from these procedures.

- In order to support mid-week church attendance, homework will not be assigned on Wednesday nights.
- Homework, projects, or tests may be scheduled which would require a student to study or complete assignments on the weekends.

Student Responsibilities

Students are expected to do all assigned homework and to make sure it is turned in when due. In case of an excused absence, students are permitted to make up assignments that were assigned when absent. However, major projects and research papers that are assigned days or weeks in advance must be turned in on or before the day due for the student to receive full credit, *even if the student has an excused absence*. Some other guidelines that the student should be aware of are the following:

- Late assignments are not permitted unless permission is obtained from the teacher. When permission is granted, the late work will be docked ten (10) points per day. A day is defined as being 24 hours from the date due.
- Research papers will be given a grade of zero if it is evident that the student plagiarized.

Make Up Work

Students are required to make up any work missed due to an excused absence. Each student will be given the same number of days to complete the work as the number of days he has missed. *The responsibility for all make up work rests with the student, not the teacher*. A grade of “zero” will be recorded for work not completed on time. Please consult RenWeb for class lessons and assignments.

Progress Reports

At the mid-point of each nine-week grading period, the school will send through RenWeb a progress report which indicates the student’s grade estimate for each class. Parents should consult the school calendar for dates progress reports are sent home. Of course, parents may check their child’s progress at anytime through RenWeb.

Report Cards

Report cards are issued each quarter through RenWeb.

The final report card for the school year will be mailed to the student only if all books have been returned, all fines and fees have been paid, and tuition is current.

Incompletes

An incomplete (I) may be recorded on a report card when a student has been absent several days during the last two weeks of the grading period. An extension of two weeks into the new grading period will be given to make up the incomplete. If it is not made up within that time, the student will receive a zero for any missing assignments, and the zero will be averaged in with his other grades for the course.

Grading Scale

All grades are recorded numerically and placed on the report cards and transcripts as letter grades. Individual courses may have flexibility in the grading system.

Traditional Courses:

93 – 100 = A

85 – 92 = B

78 – 84 = C

70 – 77 = D

0 – 69 = F

Online Courses:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

0 – 59 = F

Failure

A letter grade of D or better is required for passing. Students who have a semester average below a D in a class are considered to have failed that class. High school courses in which the student received a failing grade can only be made up by repeating that course. Core classes should be made up in summer school for students to remain on grade level. A BCS student in junior high may, with the approval of the administration, be tutored during the summer and tested again in order to be considered for promotion to the next grade level.

Academic Honors

Academic honors have been established to recognize students who have demonstrated excellence in academics. These honors are determined and posted each grading period. The following are the two categories that are used in the secondary school system:

- A Honor Roll -** Each subject for the period has a letter grade of an A.
- A/B Honor Roll -** Each subject for the period has a letter grade of a B or higher.

Academic Probation/Dismissal

A student may be placed on academic probation when his or her GPA falls below 2.0 or when a student has a failing grade in more than one core curriculum class. If placed on academic probation, the student has one semester to demonstrate that he can perform at BCS at an acceptable level. Once he has so demonstrated this ability, he will be removed from academic probation. Failure to attain a 2.0 GPA at the end of two consecutive semesters or to attain a cumulative yearly average of 2.0 will result in dismissal from BCS. In addition, in order to remain at BCS, secondary students must earn five core curriculum credits each year. New students admitted to BCS are

automatically placed on academic probation; therefore, students must maintain these requirements their first semester.

Helps Class and Tutoring

Please inform the teacher of your child's need so that the teacher can arrange a time before, during, or after school to give extra help. This designated time is called "Helps Class." It is important that Helps Class not be looked upon as a detention or as a form of discipline. A positive, healthy attitude must prevail, and parents should make every effort to have their child at school at the designated time. The school or teacher does not charge for Helps Class, and it should not be confused with outside tutoring.

The administration does not encourage the faculty to become financially involved in tutoring students. At times, however, permission to tutor will be granted by the administration when it is deemed appropriate or necessary for the student's success. If a teacher tutors one of his present students in the given subject, the teacher may not charge his student a tutorial fee.

Testing

Examinations are a part of our way of life. They are a way of evaluating a student's progress. The surest way to demonstrate progress is to conscientiously and consistently apply effective study techniques. Parents may check RenWeb for weekly test schedules and grades.

Semester Exams

Semester tests are taken in grades 6 – 12. A special exam schedule will be issued. Exams are 15% of a student's semester grade.

Online

Bethany Christian High School is a blended learning environment offering classes in both the traditional classroom and online setting through the ORU eAcademy and the Louisiana Virtual School. Students taking online classes must abide by all policies and procedures outlined in the online manual.

Achievement Tests

Each student in grades 6 – 10 is given a standardized achievement test in the spring of the year to determine his progress and scholastic strengths and weaknesses. The results of these tests will be made available to the parents.

PSAT, PLAN, SAT And ACT Testing

The PLAN is made available to sophomore students each year as a innovative tenth grade assessment of academic development, interests and needs, and as guidance information for planning the student's academic pursuits.

The PSAT is made available to juniors each year as preliminary training for the SAT. The PSAT is used to select students for National Merit and National Achievement Scholarships. Thus, taking the PSAT is not only a helpful practice, but for the bright or gifted student who does well on the exam, it can be a means of obtaining recognition for college scholarships.

The SAT and ACT tests are college entrance exams. BCS is an ACT testing center. Information concerning testing dates and application forms are made available through the high school counselor. Students in grades 9 – 12 are strongly encouraged to take the SAT or ACT exams.

The Explore test is given to all eighth grade students. Explore is produced by the designer of the ACT and is geared to identify academic strengths and weaknesses and vocational interests.

Determining Class Rank

In determining a senior's class rank the following will be done:

- GPA will be determined on work completed from grade 9 – 12. (If high school credit was awarded prior to 9th grade, these courses will be included also.)
- Course by course evaluations will be made for honors credit for classes not taken at BCS.
- In the case of two honor students with straight A's, valedictorian ranking will be determined by GPA of the course by course comparison rather than the overall GPA. If there still remains a tie, these students will be named co-valedictorians.
- Students to be considered for top honors must have enrolled by the beginning of their 11th year. Transfer student criteria for ranking will be considered by an academic committee consisting of the school administration. The only honors courses considered for transfers will be the same as those offered by BCS. If a student transfers from out-of-town during his/her senior year, the academic committee will evaluate his case separately.
- Only those who have not been on any disciplinary probations during the last semester of their senior year will be considered for top honors.
- Only those who have all class work and assignments completed will qualify for either of these positions.
- For publicity purposes where a tie must be broken, a mathematical formula provided by the media will be used.

Attendance

Morning Arrival

Students should arrive no earlier than 7:00 a.m. **Students who arrive between 7:00 and 7:40 a.m. must report to Beforecare at a charge of \$2.00 per day per family** (The fee schedule and terms of the Beforecare program are available in the school office). At 7:40 a.m., students are to report to their first hour classroom.

Absences

It is of utmost importance that students have good attendance records. Good attendance often translates into good marks. One of the most important characteristics of excellent students is good attendance.

Ten days of absence are allowed per semester. If a student exceeds ten absences (excused or unexcused) in a single semester, he may forfeit credit for that semester's work. The classification of an absence as excused or unexcused is determined by the Administration.

When a student has been absent, he should report to the school secretary with a parent's note explaining the absence. He may then secure an absence permit to re-enter class. Failure to obtain an absence permit will cause a student's absence to be recorded as an unexcused absence.

Excused Absence

Absences due to school functions (athletic events, science fairs, etc.), personal illness, medical appointments, death in the family, serious family situations, or other circumstances approved by an administrator are considered to be excused absences. All requests for excused absences must be made in writing and given to the school secretary. It is the student's obligation to find out if there were assignments for which he will be held responsible. **Generally, anyone absent from school is not permitted to attend a school-sponsored event scheduled on that day.**

Educational Absence

When students are absent from school due to school functions (athletic events, science fairs, speech or math meets, etc.) the coach, teacher, or sponsor is responsible to issue a list for teacher and office use. Such absences are not counted as days absent from school, but the student is required to make up any assignments or other responsibilities.

Extended Absence

Ordinarily, more than ten days of absence per semester per class will cause a pupil to forfeit credit for that semester's work. A case of prolonged illness will be an exception if the pupil is able to make up the work. A doctor's statement recommending an extended absence must be submitted to the school office.

Unexcused Absences

A student is unexcused if he is absent from school without a legitimate reason or simply as a matter of convenience to himself or his family. For example, in such instances as obtaining a driver's license, going to the beauty salon, or running errands, the absence is unexcused. Because the absence is unexcused, no extra time will be given to the student to complete assignments. All work is due and all tests must be taken on their assigned day.

In cases where a student purposely cuts a class to avoid taking a test or turning in a paper, the principal will apply the policy listed for skipping class. In the case of suspensions for disciplinary reasons, those consequences given by the principal will stand on their own and may or may not include consequences associated with unexcused absences.

Morning Tardies

Students and parents should realize that being tardy to first period is just as disruptive to class learning as being tardy to any other class. A student is considered tardy if he is not in first period class by 8:00 a.m. (2nd bell). **Unexcused tardies will result in 3 demerits being issued to the student.**

Class Tardies

Students are required to be in their classrooms and in their seats, ready to begin work, when the bell sounds. Failure to be on time and seated causes disruption to the class and takes away from a teacher's preparation. However, if a student has a good reason for his tardy, that student can appeal to the assistant principal to receive an excused tardy. Unless such an appeal is made and approved, the student will be issued an unexcused tardy. In cases when a teacher is helping a student after class, that teacher must write the student an admit to the next class.

Continual tardiness will result in suspension from school because it demonstrates a disrespect for school and authority.

Student Checkout

A parent who needs to take his child out of school during regular school hours must report first to the school office to check the student out of class. The parent must list the reason for this absence so that it may be considered as excused or unexcused. A student will not be allowed to leave class and wait for the parent outside or taken out of class until the parent has presented himself to the school office. Students able to drive must present written parental permission to the school office before checking out. The school reserves the right to contact the parents to determine the authenticity of written requests.

Skipping Class

Skipping school or “cutting class” is defined as not attending school and not having the proper excuse from either a parent or school official. All daily work is recorded as a zero when a student skips class. Also, the student will have to make up the work missed, even though his daily grade will be a zero. All work due or tests to be taken on such a day will be assigned a grade of zero.

College Visits

Students are encouraged to visit colleges of interest during school holidays. Seniors and Juniors are allowed **two** excused absences for college visits during the academic school year. Written notes from a parent or guardian must be given to the Senior Counselor and the school office at least one week prior to the college visit. Seniors invited to attend LSU Spring Testing are given an additional excused absence(s) if they have followed proper checkout procedures.

STANDARDS OF CONDUCT

Philosophy of Discipline

Bethany Christian School's primary goal is the total Christian education of the student. The school believes it can attain that goal only within a highly disciplined environment. Therefore, BCS has developed a Behavior Policy designed to provide for the orderly growth and development of the individual student and to promote the health and safety of all.

Students must behave in a manner consistent with their status as a student of Bethany Christian School. Students conduct, therefore, must contribute to the following:

- meeting the personal and academic needs of the student as well as those of his classmates.
- supporting the good name, reputation and integrity of Bethany Christian School.

SPECIAL NOTE: It is neither the jurisdiction nor the desire of BCS to prescribe what limits or freedoms parents may specify for their child's behavior. Nevertheless, there are times (including the summer months) and places in which the behavior of students reflects on Bethany Christian School. In all such cases, student behavior is definitely within the jurisdiction of BCS and the school's policy will be administered judicially and rigorously by the school administration.

Discipline Defined

Discipline is the process of training, teaching, reproof, and correcting students in order to help them accept responsibility for their own actions. Discipline is an act of love and, according to Hebrews 12:6, everyone who is loved will be disciplined. While discipline is not always pleasant, its purpose is to produce righteous behavior that enables the student to be at peace with both God and others. The ultimate goal of all discipline is restoration and renewed relationship.

Discipline is essential to life. When a student learns to accept responsibility for his own behavior and to submit to authority, he follows the example of Christ who knew the discipline of obeying His Father's will even to death. The student's prayer should be as Christ's was, namely: "Not my will, O Lord, but Thine be done."

Preventive and Corrective Discipline

There are two types of discipline: preventive and corrective. Both are important in maintaining good relationships and Christ-like behavior.

Preventative discipline for the parent and teacher involves the building of relationships, forming clear guidelines, modeling Christ-like behavior, expressing unconditional love, spending quality time, expressing personal convictions, understanding, expressing approval or disapproval of certain types of behavior, and many other attitudes and actions dealing with relationships.

Corrective discipline occurs when the student has stepped outside of determined guidelines and boundaries. It is the consequence of wrong actions. Examples of corrective discipline at BCS include demerits, clean-up duty, probation, suspension, dismissal, and expulsion.

Root Convictions For Conduct

There are five (5) basic convictions that the school attempts to instill in students. These convictions are the basis for all discipline performed at our school. A student who is disciplined for misbehavior is disciplined for having failed to demonstrate an acceptance of one of these five convictions. These convictions are *respect for God, respect for authority, respect for others, respect for property, and respect for school rules.*

Respect For God

We are a Christian school. We believe in a supreme God who holds men accountable for their actions, their words, and the thought of their hearts. He is a God who is to be loved (because He first loved us), worshiped (because He only is worthy), honored (for all that He is and has done), and entreated (because of His many promises). At BCS, we desire to develop a deepening relationship with God through Jesus Christ. Any student who demonstrates a lack of respect for God is of great concern to the school. Such a student will be jointly counseled by parents and staff. Such a counseling session may result in the student's dismissal.

Respect For Authority

Respect for God leads to respect for authority. The development of humility and submission to authority are essential qualities necessary for receiving God's grace for growth and service (I Peter 5:5). Everyone needs to grow in humility and submission. Teachers are under the authority of the administration, and the administrators are under the authority of the church. Students must learn to demonstrate a willingness to submit to those who have been placed in authority over their lives, including their parents, teachers, administrators, coaches, pastors, and governmental authorities. A student's lack of respect for authority is of great concern to the school because, through his attitude, the student is challenging the order of authority established by God. A student who demonstrates a lack of respect for authority will be counseled by school staff. Such a counseling session may result in the student's being suspended or being asked to leave the school.

Respect For Others

Jesus teaches us that the two greatest commandments are “to love the Lord your God... and to love others as yourself.” In practice, these commandments teach us that we need to be sensitive to those around us and to act in a manner that edifies, encourages, strengthens, and assists our neighbor. Students, at times, can hurt, degrade, or hinder others by their actions. Such students will be corrected immediately once the problem is made known. Students demonstrating a pattern of such behavior will be dealt with according to the best judgment of the administration. Students need to realize that Jesus made love for others the chief characteristics which enables the unbelieving world to recognize His followers. Honesty and trustworthiness are two virtues that demonstrate respect for others. The individual who lies or is untrustworthy manifests a lack of concern for others. When others cannot trust a person’s words or actions, his own witness toward God becomes suspect. Honesty and faithfulness will be encouraged at BCS by every reasonable means that is available.

Respect For Property

A large portion of any country’s laws has to do with property. Even the atheist recognizes the importance of respect for property and has designed laws to punish those who steal, destroy, or abuse other people’s property. Students who steal, cheat, plagiarize, vandalize, or put graffiti on walls are expressing a disregard for other people’s property. A student exhibiting such behavior will be promptly disciplined.

Respect For School Rules

In any institution, certain rules unique to that institution must exist for the purpose of accomplishing the institution’s goals and purposes. These rules are only necessary at a given time or place. At BCS, there are some rules designed to promote our goals and purposes which do not apply to other areas of life. Such rules include our uniform guidelines, classroom procedures, absence notes, and tardies. Students need to learn to respect man-made rules that are designed to accomplish beneficial goals. To say that these rules can be ignored because they are not God-given or are not universally applicable would at times cause chaos and prevent a teacher from accomplishing the tasks of educating students. Therefore, some degree of discipline is necessary to prevent the violating of school rules. The discipline is usually mild since the behavior is not considered as severe as breaking a moral law. **A student, however, who consistently refuses to respect school rules, who consistently disrupts a class, who is often out of class, or who in some other manner shows a disrespect for the school may be suspended or even asked to withdraw from BCS.**

General On-Campus Conduct

Expectations regarding student conduct on campus are those that produce an environment conducive to learning.

Classroom Expectations

Students at Bethany Christian School must agree to do their very best to obey those in authority over them, for this is right in the sight of God. They will agree at all times to follow the following classroom rules:

- Be in their seats when the tardy bell rings.
- Remain quiet.
- Face the front of the class.
- Work independently.
- Pay attention in class and be recognized to speak.
- Behave in a manner that will not disrupt the attention and/or activities of the teacher or other students.
- Bring the appropriate books and supplies to class.
- Have lessons prepared on time.
- Be responsible.

In addition, the student at Bethany Christian School will agree to the following:

- Will learn to accept all school policies with a positive attitude.
- Will refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting.
- Will refrain from chewing gum or eating candy in the classroom unless authorized by the teacher as part of a classroom party/special treat occasion.
- Will not lie, cheat, or steal.
- Will not condone such behavior in other students.
- Will not only adhere to this policy, but will promote and encourage his peers to follow it.
- Will adhere to the signed Code of Conduct.

Following this classroom code will require courage, consistency, conviction, diligence, and a genuine enthusiastic effort. Failure to follow this classroom code may result in several consequences. See “Disciplinary Measures.”

Contraband

Certain substances and objects are considered harmful, dangerous, or otherwise inappropriate for students to possess on the campus. Such materials, which are subject to confiscation, include but are not limited to the following:

Drugs: The sale, purchase, possession, or consumption of drugs, including anabolic steroids or alcohol, is strictly prohibited. Anyone observed violating this regulation is subject to expulsion.

BCS is a drug free zone. Any confiscated drugs, drug paraphernalia, and individuals involved will be turned over to the police. Possession of prescription medication with intent to distribute or possession of falsely represented or illegal or counterfeit drugs will also be grounds for legal prosecution.

Drug Testing Policy: Students suspected of possible drug use will have to be drug tested at the expense of the student/parents, regardless of whether or not they test positive or negative. Random drug testing may be done on any student, at any time, at the discretion of the administration.

Medication: The use or possession of any medication while a student is on campus must be reported to the school office. All prescription drugs must be brought to the office and be administered by the office staff.

Tobacco: Smoking or the use of smokeless tobacco by a student is strictly prohibited at all times on the school or church property. Also, use of any tobacco product is prohibited for students at all school-related functions.

Weapons: A weapon is defined as any instrument that is used or may be used to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function. Any violation of this regulation is subject to suspension or dismissal.

Electronic Devices: Electronic devices (including but not limited to radios, CD players, and Ipods) are not permitted at school, on field trips, on athletic trips, at athletic events, at school-sponsored activities, or on the school bus. If a student wishes to record a classroom lecture or bring a recorder for academic purposes, he must secure permission from a teacher or principal. Other items not permitted at school include any electronic entertainment units, games, and/or laser pointers. Failure to adhere to this policy will result in the confiscation of the electronic device and demerits. In addition, in the case of any device that stores any type of recorded material, that material will be examined by the administration. If the material is found to be in violation of the school's code of conduct additional disciplinary action may be taken. This action may include demerits, suspension or even expulsion depending upon the material.

If students drive to school, they may keep a cell phone at school, however, its use during the school day is strictly prohibited. All cell phones must be turned off (not on vibrate) throughout the day including during lunch and in between classes. All students must sign our cell phone policy which explains the consequences of making phone calls, sending text messages, taking pictures, listening to music, or accessing the Internet. These consequences include demerits, fines and possible suspension and expulsion.

Other Prohibited Objects: Fireworks, weapons, water guns, stink bombs, and similar objects that serve no purpose at school must not be brought onto the campus (including parking lots). Bringing such objects onto the campus could result in corrective action, including suspension or dismissal.

Pornography: Pornographic material is strictly prohibited at all times on school and church property, and at any school functions off campus. Inappropriate sexual material includes, but is not limited to magazines, music, videos, and anything off the Internet. Suspension or dismissal may result for possession of these materials.

In addition, any type of involvement in pornographic activities at any time (on or off school campus) is also strictly prohibited. Pornographic activities include but are not limited to involvement in inappropriate chat rooms, websites, videos, music, My Space, etc. Participation in pornographic activities may result in suspension or dismissal.

General Off-Campus Regulations

Students of BCS are representatives of their school, their parents, and their Lord at all times. Therefore, a student must conduct himself off campus as in a manner consistent with his status as a student at BCS.

There are certain guidelines that go beyond the school setting. The following constitute serious breaches of discipline and make the student subject to disciplinary review and possible action even if the event occurred away from school.

- Stealing or shop-lifting
- Drinking any alcoholic beverage
- Sexual immorality
- Smoking or possession of cigarettes
- Possession of illegal drugs or misuse of prescribed drugs
- Vandalism
- Malicious prank against a school representative (e.g. teacher, secretary)
- Involvement in a felony crime
- Shameful behavior (e.g. mooning)
- Involvement with the occult, new age, or any type of eastern mysticism, or any philosophy that does not promote Jesus or the Bible.
- Involvement in pornography or sexually explicit material in any media including music and Internet.
- Involvement in any pornographic activities in any form or by any means.
- Any form of bullying including cyberbullying.

Violations Of Standards Of Conduct

Minor Violation

Chewing gum, dressing sloppily (shirt tails out, shoes untied etc.), eating in the classrooms, eating or drinking in the hall, etc., will result in demerits.

Major Violation

Major violations of this handbook will result in an office referral in which consideration will be given for suspension or expulsion.

Listed below are some additional explanations of some major violations. **This is not an all inclusive list.**

Bullying/Harrassment: Bethany Christian School does not tolerate bullying in any form or by any means. All forms of cyberbullying, namecalling or use of racial slurs is also prohibited. Students found in violation of this policy may receive demerits, be suspended, placed on probation, or dismissed.

Cheating: Cheating is any attempt to deceive a teacher concerning the extent of one's work or knowledge so as to cause the teacher to grant a higher grade than deserved. Cheating is a type of lie and demonstrates both a lack of respect to the one in authority as well as a lack of respect to another person. Cheating in any form is a major violation of school ethics and morality that can result in suspensions and expulsion. At the very least, parents will be notified and zeros will be given for any school work that is involved.

Disrespect for Authority: Disrespect for authority is of great concern to the school because, through his attitude, the student is challenging the order of authority established by God. A student who demonstrates a lack of respect for authority will be counseled by school staff. Such a counseling session may result in the student's being suspended or being asked to leave the school.

Disrespect to Other Students: Name calling, slander, derogatory notes, insults, and other actions that demean another will result in discipline up to and including expulsion.

Fighting: Fighting is an indication of a lack of respect for another person and is inappropriate behavior. A student who is being goaded into a fight by another student should inform a teacher. In the event that fighting actually occurs, the students involved will be sent to the assistant principal. Punishment for a student who has assaulted another student will be suspension or dismissal. In addition, the parents will be informed of the fight.

My Space, Facebook, Bebo: Students are responsible for all information on these and similar accounts. The administration reserves the right to take disciplinary action for any inappropriate material including vulgar language, racial slurs, inappropriate music, pictures, etc. Disciplinary action may include suspension, dismissal or expulsion.

Music: BCS believes music which promotes rebellion, violence, sexual perversity, disrespect for authority, promiscuity, vulgarity, suicide, or Satanic activity is not an acceptable form of entertainment for the Christian. Therefore, while at school, school-sponsored functions, or on the school bus, students may not listen to such music or have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of music. A student who violates this policy will go through normal disciplinary procedures which may ultimately result in the student's dismissal.

Plagiarism: A student who submits written work must be the author of the paper. When a student uses facts or ideas originating with others, he must make clear which ideas are his and which are not. A student who knowingly plagiarizes, offering as his own what is in fact someone else's, participates in a form of cheating and the student will receive a grade of zero for the work submitted.

Profanity And Vulgarity: While we are aware that cursing and profanity are common in our society, we firmly believe that Christian institutions need to demand a speech free from profanity or cursing. Profane or vulgar speech demonstrates a lack of respect for God's name as well as a lack of respect for others who find such speech offensive. The discipline of the tongue is a sign of Christian maturity and a topic of frequent discourse of Scripture. An undisciplined tongue can cause much grief to others and can undermine the witness of an individual or school. A student using profane or vulgar language will be corrected and parents will be informed of the problem. A parent conference may then be held. In certain situations, the administrator may choose to take strong disciplinary measures, such as suspension or dismissal.

Disciplinary Measures

At times disciplinary measures are necessary and will be implemented. The actual forms of discipline and the discipline process will vary depending upon the seriousness of the infraction, the circumstances involved and the spirit of the student.

The following measures may be used in discipline, but not necessarily all measures will be used nor will the measures be used in this sequence.

- Verbal correction and/or warning
- A personal conference and prayer with the student
- Telephone call to parents
- Parent Conference
- Loss of privileges
- Demerit
- Suspension
- Behavioral Probation Contract
- Dismissal
- Expulsion

Demerit Listing

No ID	1
Dress Code Violation/Shirt Untucked. Hair Violation/Facial Hair	3
Gum, Food, Candy	3
Tardy to Class	3
Talking without permission	3
Disturbance in class	5
Hall Violation and Failure to Report to Before/Aftercare	5
Unauthorized Area	5
Chapel Misconduct	5
Name Calling	5
Inappropriate Behavior	5
Physical Contact	5
Inappropriate Language	5
Reckless Driving on Campus	10
Deliberate Disobedience	10
Cell Phone Used	15

Students who receive more than 6 demerits in a 9-week period must attend school on Redemption Day for their demerits to roll back to “0.”

When students receive 15 demerits in a 9-week period, they will be required to serve lunch detentions for five days. Students receiving 30 demerits will be suspended.

Probation, Suspension, Dismissal And Expulsion

The administration takes quite seriously any decision to put a student on probation or to consider him for suspension, dismissal, or expulsion.

Dismissal and expulsion are two different measures of discipline rendered by the school. Dismissal requires that the student immediately withdraw for the balance of the semester or school year. A dismissed student may reapply for admission to BCS once certain established guidelines have been met. Expulsion is the most severe measure of discipline imposed upon a student. If a student is expelled, continuation at BCS at a later date is not possible.

Repentance And Restoration Policy

The goal of discipline is to produce a harvest of righteousness in a student’s life, to see a life changed. Hebrews 12 states that a father who loves his son will discipline him. Jesus learned obedience through the things He suffered.

Therefore as a goal of Bethany Christian School, if a student is convicted by the Holy Spirit for violating the school’s behavior policy and confides in a pastor, then the school dismissal policy may be waived if there is evidence of a changed heart and behavior. However, there will be consequences for the misbehavior.

Probation

A student may be placed on behavioral probation because the student has not lived up to the school's standards in action or attitude as evidenced by his accumulation of demerits throughout the school year or by the violation of our code of conduct. In this case, a student may be placed on probation for a length of time ranging from one semester to the duration of his enrollment at BCS. Any violations during the probationary period may result in immediate dismissal or expulsion. A student may be taken off of probation if it is deemed that the student's life reflects positive spiritual changes.

Suspension

Suspension of a student will be at home for a period of one to five days. It may be for a longer period of time in order to call an administrative meeting to consider dismissal or expulsion of a student. An administrator or the committee on discipline may suspend a student. Parent notification is a part of this procedure.

A student may be suspended for violating the Code of Conduct. Violations may include disrespect for authority, 30 demerits, cheating, stealing, skipping class, using vulgar language, having inappropriate physical conduct, vandalizing, possessing pornography, leaving the school grounds without permission, or participating in other such activities. Suspension is a time of soul searching and re-evaluation for the student, a time for him to re-evaluate his relationship both with God and with the school. All missed work must be completed and turned in as if the student had been at school. Tests missed must be made up the day the student returns. Additional time as given for excused absences will not be offered. If the student does not complete the work, the student will receive zeros for all work not completed. **Three suspensions in one school year will be grounds for dismissal.**

Dismissal

Dismissal requires that a student withdraw immediately from Bethany Christian School. Appeal of a dismissal may be made to the principal only. An appeal will be considered only if the principal agrees that additional (new) relevant information has become available.

Dismissal of a student will be for the balance of the semester or the remainder of the school year. Such behavioral problems may include those listed under suspension, serious breaches of discipline violating the Code of Conduct, or other misbehavior deemed inappropriate by the school administration. This action can only be taken by the school administration, and its goal is to separate the student from the school for a period of time so that he may do some strong soul-searching. During this time of separation, the school administration will look for the following:

- Evidence of a repentant heart
- An interest in spiritual growth as evidenced by a discipleship relationship with an appropriate spiritual leader
- Making things right by asking forgiveness and/or restoration

- A genuine desire to return to BCS and to be under the authority of the school.

Once a previously dismissed student has met the above guidelines, he may reapply for admission to BCS for the following school year. The school administration will then determine the wisdom of such a student's returning to BCS. If allowed to return, the student will be on probation for at least half of the school year.

BCS is under no obligation to accept the reapplication for enrollment.

Expulsion

Expulsion is the most severe consequences BCS can impose upon a student. For a student to be expelled, his behavior would be of such a severe nature that continuation at BCS would be impossible. Reasons for expulsion might include a student's making a threat to a teacher or classmate, possession of illegal drugs, drunkenness, possession of a weapon with intent to do bodily harm, possession of pornographic or profane material, defiance of authority, fighting, inappropriate language, overt rebellion, scoffing of God or of Christ, involvement with the occult or eastern mysticism, sexual immorality, or any other action deemed inappropriate by the administration. Only the administration may expel a student.

Denying Readmission to BCS

Attending Bethany Christian School is a privilege and not a right. Readmission to school each year is not automatic for students. Application for readmission must be made by using the registration form, and the student must be notified of his acceptance into the new school term. Bethany Christian School reserves the right to deny readmission to any student found to be in violation of school policy or involved in activities that conflict with school principles or philosophies.

Sexual Harassment

Bethany Christian School emphasizes to all students, faculty, and staff members that sexual harassment is prohibited behavior and should be taken seriously by all members of the school community. Any student who feels this directive is being violated has the right and responsibility to report the situation so that it can be corrected. If anyone's actions, or statements are making a student's school situation uncomfortable, the student should advise a member of the administrative team, who will immediately investigate the complaint.

Student Code of Conduct

A copy of the following must be signed and turned in prior to the beginning of the school year for registration to be complete.

I understand my attendance at Bethany Christian School is a privilege and not a right. The standards of integrity, honesty, and morality are expected to be maintained. I have chosen to

attend BCS because I feel it is the place God has chosen for my spiritual and academic training. I understand that I am to exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. I realize that my dress and behavior are never to be an offense to others.

In keeping with the character of Christ and the goals of this school, I commit to the following code of conduct: (This includes but is not limited to the following items.)

1. I will keep myself pure in spirit, soul, and body
 - a. by avoiding participation in drug use of any kind, including tobacco and alcohol.
 - b. by avoiding any engagement in immoral activities or sexual misconduct, including conversations and pornographic material (magazines, movies, music, questionable computer accesses, etc.)
 - c. by avoiding participation in any occult activity, new age, or any eastern philosophy or mysticism.
 - d. by avoiding the use of profanity, offensive slang, vulgarity, envious rivalry, foolish jesting, lying, stealing, and cheating.
 - e. by avoiding use of racial slurs of any kind.
 - f. by not participating in any form of vandalism.
 - g. by avoiding all forms of bullying or harassment.
2. I will keep my conversation in the spirit of the Word by speaking those things which are edifying to the hearer and will avoid conversations which demean others.
3. I will settle all differences with others through Biblical guidelines.
4. I will commit myself to building my Christian character through regular church attendance, personal prayer, and Bible reading. I will participate in ministry at church, chapel and devotions.

I understand that failure to uphold this Code of Conduct will result in disciplinary action, which may include suspension and/or expulsion. I also understand that I have a duty, in accordance with Matthew 18:15-17, to confront others who may violate this code. I have prayerfully considered this Code of Conduct, and I understand that my signature on the Code of Conduct indicates my acceptance of the entire code.

Policies

Baked Goods

Students are not to bring baked goods or other treats for distribution to other students without approval from the administration.

Cars Driven by Students

Students are permitted to drive to and from BCS and to park in designated student parking spaces. This permission is considered a privilege, however, and not a right. Consequently, students who abuse this privilege by driving recklessly near the campus may have this privilege revoked.

Students driving to school are given permission to do so under these conditions:

- A car permission slip must be signed by the parents at the beginning of each school year.
- All students who drive to school must complete the necessary paperwork with the school office. Proof of insurance and copy of a valid driver's license must be provided. Students will be issued a parking permit which must be hung from the vehicle's rear view mirror.
- Cars driven to school should be parked in the designated student area, locked, and not driven again until school dismissal. Students are not allowed to go back into the parking lot after school begins.
- Loitering in cars or in the parking areas is strictly prohibited.
- Safe driving habits must be maintained at all times on the school property.
- Speed limit on the property is 10 miles per hour.
- Cars should never be parked under overhangs, in fire lanes, or in handicapped spaces.

ID Cards

All secondary students must wear their ID cards everyday. Failure to have their ID card visible will result in demerits.

Non-Uniform Dress (Civies)

At times students are given permission to be at school in regular, non-uniform clothes. When permission is given to have a Civies day, students should make sure they come in clothes that are appropriate for school wear and conform to the following guidelines:

- No tight pants.
- No shorts (except when leaving school for camp or a retreat) except school uniform shorts.

- No skirts above knee level. (The appropriateness of a skirt length will be determined by the administration).
- No sundresses.
- No tank tops, see-through (e.g. mesh) clothing, or loose fitting sleeveless shirts. No leisure, lounge, or exercise wear.
- No clothes that promote activities contrary to school policies (e.g. alcohol or rock advertisements). [Refer to Code of Conduct.]

Uniform Policy

Ideas regarding neatness and modesty vary. The uniform code and special codes for dress-down days will serve as standards of modesty for all students enrolled in BCS. The biblical principle we seek to follow is defined in I Peter 3:3-4: *“Don’t depend on things like fancy hairdos or gold jewelry or expensive clothes to make you look beautiful. Be beautiful in your heart by being gentle and quiet. This kind of beauty will last, and God considers it very special.”*

A dress code goes a long way in producing a peaceful atmosphere at Bethany Christian School. There are several important reasons why a uniform is required at BCS:

- To dispense with competition due to outward appearance and affluence.
- To de-emphasize outward appearance and stress in its place the need for inner beauty and character development.
- To serve as an economy measure for parents.
- To enhance school spirit.
- To allow students to demonstrate a submission to the authorities placed over them.

Each year, a uniform sheet describing the exact uniform to be worn and the selections for optional wear will be made available. All uniform items, except those items required for P.E., must be purchased at School Time. P.E. clothes will be ordered from the school after the school year begins. Students are required to be in their uniforms during school hours. Students are required to arrive at school and to leave school in their uniforms unless prior permission was obtained from the principal.

Violation of uniform policy will result in demerits. Students with violations of the uniform standards may be required to return home and put on the proper uniform item. Parents may be contacted if a student repeatedly comes to school wearing improper uniform attire, and a conference may take place to correct this problem.

Coats, Jackets and Sweatshirts: The only coats, jackets, sweatshirts, or sweaters that may be worn in the school building including the cafeteria, gym, chapel, and classrooms are those with the school logo. No other coats, jackets, sweatshirts, or sweaters may be worn in the building during the school day regardless of the color. All outerwear must be stored in the locker during the school day.

Jewelry and Accessories For School And School Related Functions: Girls are permitted to wear no more than two pairs of earrings at one time. No overly large earrings are allowed. No body piercing is permitted. Boys are not permitted to wear earrings. Tattoos are not permitted.

Hair: Male students are not permitted to have long hair. Hair must be above the eye-brows (when combed forward), the middle of the ear, and the collar. Boys may not braid their hair in any way. Unnatural hair colors and styles (such as mohawks) are not allowed.

Facial Hair: Male students must be clean shaven at all times. No facial hair is allowed. Side-burns must be neatly trimmed and may not extend beyond the bottom of the ear.

Belts: Boys must wear belts. Girls may wear belts if they wish. All belts must be worn in the belt loops of the pants. Belts must be brown or black with no adornments or unusual buckles.

Socks: All visible socks must be solid navy, black, brown or white. Girls' tights must be blue or black.

Extracurricular

Athletics

Athletics are offered in middle school. One of the major purposes in our athletic program is to train students to “have the mind of Christ” even under the pressure of competition. The policies outlined here are designed to encourage discipline and consistency, two vital ingredients for the success of the student athlete.

Eligibility Requirements

BCS has established the following academic standards for athletes:

- To maintain a 2.0 overall GPA based on a 4.0 scale.
- To have no more than one failing grade.

Students who fail to meet the eligibility requirements (academic eligibility will be evaluated at the end of every semester immediately prior to and during the season) will be placed on academic probation.

If a student is absent or misses more than three classes during a school day, he or she shall not participate in any school-sponsored athletic contest on that day. If a student has an unexcused absence on the day of a game, he will not be allowed to participate that day.

Each coach has the authority to set specific standards of conduct and training rules within the guidelines stipulated by BCS. The respective coaches will assume the responsibility for enforcing those rules.

Fees

Each student who participates in an interscholastic athletic team will be required to pay an athletic fee for each sport in which he participates. These fees will be posted to RenWeb.

Cheerleaders

The cheerleaders are girls in middle school who wish to cheer the teams to victory in an organized way. The girls will wear a special cheerleader uniform and be allowed to travel to some of the away games. The following rules and regulations pertain to each individual in the cheerleaders:

- Must purchase uniform.
- Must be able to attend all athletic activities to which the cheerleaders are scheduled to go.
- Must be able to attend practices on a regular basis.
- Must meet eligibility requirements as set forth in the cheerleading constitution.

Beta Club

The purpose of the Bethany Beta Club is to promote scholarship, leadership, and good citizenship at school and within the community. During the school year, Beta Club members participate in the annual state convention, host the annual school Kite Day, and participate in various school and community service projects. Members must exhibit leadership qualities, maintain a 3.50 GPA, and perform 30 service hours per year in order to remain in good standing. All members must have the recommendation of their teachers and administrator. There is a new membership fee and a returning membership fee.

Junior - Senior Banquet

The Junior-Senior Banquet occurs in the spring of the school year. It is a banquet designed to honor students. Senior class favorites are announced and class awards are given. Dress guidelines can be obtained from the guidance counselor or secondary supervisor.

Student Council

The purpose of student council is to serve the school by developing leadership within the student body, to serve as a liaison between students and administration, to provide social and service projects, and to help promote an attitude in the school that is honoring to the Lord and supportive of Christian education. Qualifications for student council positions include showing spiritual leadership, passing all subjects, maintaining a 2.0 overall GPA, and demonstrating a willingness to work.

Miscellaneous

Aftercare

All students who remain on campus after 3:20 (Monday-Thursday) and 2:20 (Friday) must report to Aftercare unless they are reporting to Helps Class or an extracurricular activity that begins at 3:20 (2:20 on Friday). Students are never to wait outside to be picked up unless there is adult supervision.

Students must report to Aftercare if they are remaining on campus to wait for an extracurricular to begin.

Siblings may not attend athletic practices but must report to Aftercare.

Awards Day

At the conclusion of each school year, all students in grades 6-12 will be considered for receiving special awards. (Elementary awards are covered in the Elementary section of handbook.) Secondary awards are the following:

- Christian Character
- Top Honor
- Hardest Worker
- The “A” Honor Roll
- The “A/B” Honor Roll

Parents are invited to attend.

College Days

College Day is held every fall at the River Center. Over fifty colleges and universities are represented. Seniors are encouraged to attend to pick up needed college admissions and scholarship forms, as well as to meet with college representatives. College Day is held during a school day and seniors who attend are excused from classes without penalty.

Food Items

For middle school students, food items must be kept in lockers or rooms until lunch time. Absolutely no food is allowed in class or between classes with the exception of approved class parties. Vending machines are to be used only during recess and lunch periods. Soft drinks are to be drunk only in the cafeteria.

Leaving From Activities

Upon the completion of a school activity or extracurricular activity, all participating students must leave the premises. BCS is not responsible for the behavior or safety of students beyond the conclusion of a school activity. Parents will be held financially responsible for all damages to school property or to the property of a host facility incurred by their child. Depending upon the circumstances, disciplinary action (probation, suspension, or expulsion) may be imposed on the student by the BCS administration.

Parent-Teacher Conferences

Any parent who desires to have a conference with a teacher is welcome to do so. The parent may call the school office for an appointment. The school secretary will work out a suitable time. Should a conference with the administrator be desired, the same procedure should be followed. Please do not attempt to see a teacher or an administrator without an appointment, except in emergency cases. Regularly scheduled conferences for elementary students are held at the end of the first and third nine weeks. Conferences for secondary students are scheduled as necessary.

ELEMENTARY

SECTION

PHONE (225) 906-2770
OR
(225)774-1709 EXT. 482
FAX (225) 906-2772

Elementary

Morning Arrival

Elementary students are dropped off at the South overhang near the gym between 7:40 a.m. and 7:55 a.m. Enter the property via Lavey Lane, turn right near the playground, and proceed on the far side of the playground to the South parking lot. Students are to report to the gym. If you have elementary and secondary passengers, you may unload all riders at the South (elementary) overhang. Please do not drop off any student on the school grounds before supervision begins at 7:40 a.m.

If you need to take care of business in the school, please park and have your child wait and cross the parking lot with you. **At no time is a student permitted to cross the parking lot without being accompanied by an adult.**

Beforecare

Beforecare is provided each morning so that no student is left unattended before school opens at 7:40 a.m. and teacher supervision begins. Beforecare begins at 7:00 a.m. and is located in room 12 of the Junior High building. Beforecare fee requirements are available in the school office.

Afternoon Dismissal

Elementary students are to be picked up under the South covered area where they are dropped off each day. Elementary carpool begins at 3:00 p.m. on Monday - Thursday and at 2:00 p.m. on Friday.

Parents of elementary and secondary students may pick up all riders at the South (elementary) point in the afternoons, but should not arrive prior to 3:15 p.m.

If an elementary student is riding with an older student, the older student should go through the carpool line located at the south (elementary) overhang.

If for any reason an elementary student must return to his classroom after loading, a responsible adult must accompany the student back into the building.

In order to provide for the safety of our students, we ask that you follow the directions for arrival and pick-up. **If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the office a certified copy of the court order of Final Judgment.**

At 3:20 p.m. all students who remain will be taken to Aftercare and will be charged the Aftercare fee.

If you need to speak with a teacher or go into the office, please park in one of the parking lot spaces; do not get into the carpool line.

Aftercare

Aftercare is located in the high school building (906-2101). Aftercare is offered daily after school until 6:00 p.m. Aftercare fee requirements are available in the school office. A charge of \$1.00 per minute is assessed after 6:00 p.m.

Parents interested in Aftercare must complete an information sheet before leaving their child in the program. These are available in the school office.

A student who shows repeated behavioral problems or who is continually picked up late will not be permitted to remain in Aftercare.

After 3:20 p.m. (or 2:20 p.m. on Fridays) students are taken to Aftercare. At no time are they allowed to remain on campus or on the church property without proper supervision. Siblings of athletes are not allowed to wait at practice for their parents. They MUST report to Aftercare.

Athletics

Elementary competitive sports for 4th and 5th grade boys and girls are offered on a year-to-year basis. Traditionally, we have had girls' volleyball and boys' and girls' basketball.

Attendance

Students are expected to be in daily attendance and on time. When a student returns to school from an absence, he should bring a written statement with a parent's signature listing the dates and reason for the absence. The classification of an absence as excused or unexcused is determined by the administration. **As per state law ten days of absence are allowed per semester. More than ten can cause a pupil to repeat the grade.**

Tardies

Students demonstrate responsibility and dependability through their attendance and promptness to school. Tardiness disrupts the normal teaching patterns and must be held to an absolute minimum. **A student is considered tardy if he is not in his classroom by 8:00 a.m. When an elementary student is tardy for any reason, the parent and student must report to the elementary desk in the south foyer to receive a tardy slip.** If a student accumulates an excessive number of tardies (three or more in a nine week period), a letter of notification of tardies will be mailed to the parent. The ninth unexcused tardy in a 9-week period will result in a 1-day suspension from school.

Student Check Out

We request that parents not ask for students to be dismissed early (i.e., 2:50 p.m.) on a regular basis. Important instructions and reminders are given at the end of the day, as well as written communications. Parents are requested to stop at the main office if they have to pick up the student. **Please do not go directly to the classroom, as this interrupts the teacher.**

Awards

The awards listed below are presented by the classroom teacher on Awards Day. Parents are invited to attend this special ceremony on the last day of school. Sunday dress is the appropriate attire for students.

Christian Character - Certificates
Top Academic Award - Trophies
All A Honor Roll - Trophies
All A/B Honor Roll - Medals
Perfect Attendance – Certificates

Bible

God's Word is taught daily to all students. Every student is taught from a biblically integrated point of view. Scripture memorization, verse meaning, catechism, and character qualities are a part of Bible class.

Birthdays

Each elementary student receives birthday recognition at school during the school year. Students with summer birthdays are assigned a day in May on which to celebrate.

A parent may wish (optional) to bring a special snack on that day. If a treat is provided, it will be distributed at lunch time. Birthday treats should be sent to school with the child or delivered to the school office before lunch. It would be very helpful if individual servings were brought instead of food items that require cutting before serving.

Birthday party invitations or thank you's MAY NOT be passed out at school unless every child in the class is invited. Please check class lists being careful not to omit just one or two children when planning parties.

NO birthday presents, flowers, or balloons are to be brought to school or delivered to school at any time by a student or parent.

Chapel

Chapel services are held every other week to give students and teachers opportunity to worship, sing, and fellowship together. Chapel is held in lieu of the regular Bible period on the scheduled day. Chapel speakers may include the following: missionaries, ministers, administrators, faculty, and school parents. A missionary offering is received as a part of each service. There is no special uniform dress requirements for elementary students on Chapel days.

Conduct

Students are expected to conduct themselves as Christian youth and follow scriptural standards for living which include the following:

- Respect for God and His Word
- Respect for authority
- Respect for the rights and feeling of others
- Respect for property
- Respect for oneself

Each student will be taught what is expected of him and should feel a sense of security in the consistency of our basic rules and procedures. When it becomes necessary for a student to receive correction, it is done prayerfully, lovingly, fairly and swiftly.

To show respect, students are directed by the teacher to stand when an adult enters the room. Students always answer with a “yes or no, sir/ma’am.” We appreciate the cooperative attitude of parents who uphold our standards of conduct and encourage their children to be a positive example to others.

Conferences

There are two parent-teacher conferences that we highly recommend parents attend. These are scheduled after school at the end of the first and third grading periods. The conference is a 10-minute conference scheduled with 5-minute intervals. At each conference the report card is presented. Character development, attitudes, study habits, and academics are discussed. The conference day is another valuable opportunity to set team strategies in the cooperative training of the child by parents and teacher.

Parents are encouraged to communicate frequently with the teacher concerning any needs of the child. Elementary teachers can be reached online through RenWeb’s email feature. Parents or teachers may request a conference at any time they think necessary. For the child to grow in all areas, it is important for the home and school to work closely together.

Unscheduled conferences occurring during the school day are prohibited.

If parents are divorced or separated, it is the school’s practice to meet with both parents at the same time.

On conference days, childcare arrangements need to be made for both your pre-school and school age children. The school is not obligated to meet with a child's extended family members (i.e. grandparents, aunts...) but only the parents or legal guardians. They in turn, should relay information to other family members.

Curriculum

Our basic academic program is designed to give the students a firm foundation in reading, writing, and arithmetic. Our traditional curriculum integrates instruction with moral values, patriotism, and Christian principles with strong academics. Texts from Saxon Math, Abeka, Bob Jones, Shurley English, Character First, and supplemental materials make up the curriculum.

Discipline

The entire elementary school is using Lee Canter's Assertive Discipline method, which is a positive behavior management system for the classroom. A classroom discipline plan allows the teacher to spell out the behaviors she expects from her students and what they can expect from her in return. The plan consists of three parts: RULES that students must follow at all times; POSITIVE RECOGNITION that students will receive for following the rules; and CONSEQUENCES that result when students choose not to follow the rules.

Grades K - 2 will use the color-coded card system for tracking behavior:

- Blue - school zone
- Green - warning
- Yellow - check and 5 minutes away from group
- Red - check and 10 minutes away from group

- An accumulation of 10 conduct marks in a nine-week period will result in 2 days of eating lunch separate from class and no lunch recess.
- An accumulation of 20 conduct marks in a nine-week period will result in 5 days of eating lunch separate from class and no lunch recess.
- An accumulation of 25 conduct marks in a nine-week period will result in a one-day suspension from school.

Grades 3 - 5 will write name on board as a warning.

- A check by name will result in 5 minutes away from group.
- A second check by name will result in 10 minutes away from group. The student will write in the behavior journal which must be signed by the parent and returned the following school day.
- An accumulation of 10 conduct marks in a nine-week period will result in 2 days of eating lunch separate from class and no lunch recess.
- An accumulation of 20 conduct marks in a nine-week period will result in 5 days of eating lunch separate from class and no lunch recess.

- An accumulation of 25 conduct marks in a nine-week period will result in a one-day suspension from school.

Conduct Champions are students who receive zero marks in a 9- week period. These students will be recognized by attending a special activity, such as “Lunch with the Principal.”

Guidelines For Suspensions

Students can be suspended for any of the following reasons. All missed work must be completed and turned in as if the student had been at school. Tests missed must be made up the day the student returns. If the student does not complete the work, the student will receive zeros for all work not completed.

1. Accumulation of 9 unexcused tardies per nine-week period
2. Accumulation of 25 conduct marks in a nine-week period.
3. Stealing (minor offenses)
4. Using profanity
5. Disrespect to school official
6. Cheating
7. Causing personal injury to someone: verbal or physical
8. Open defiance
9. Fighting
10. Repeated misconduct in class
11. Forgery
12. Possessing any items not allowed on campus
13. Repeated disobedience

“Train up a child in the way he should go” means “to mold character, to direct the growth of, to make prepared, and to point in an exact direction.” Discipline is “training that corrects, molds, or perfects character.” Our goal in discipline is to “link up” with the parent in the training of the child. Each teacher seeks to build a love relationship with each child in order that discipline can be individualized as the parent and teacher work together to train the student to grow toward a Christ-like image, using the Scriptures as the student’s foundation.

The Scriptures clearly show us that discipline is an act of love, and God sets the example, “as many as I love, I rebuke and chasten” (Revelation 3:19). It goes a step further to say in Proverbs 13:24 that “he who spares the rod hates his son; but he who loves him is diligent to discipline him.” Scriptures also show that discipline brings life and salvation: “He disciplines us for our good, that we may share His holiness. For the moment all discipline seems painful rather than pleasant; later it yields the peaceful fruit of righteousness to those who have been trained by it” (Hebrews 12:10-11).

The school and home must be parallel in disciplinary outlook for the moral training to be effective. Bethany Christian School strives to cooperate with the home in forming good habits in each student.

While the discipline of the child is the parent's responsibility, parents and teacher must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. Mutual understanding can be gained by conferring with and praying for one another.

Other disciplinary measures may include counseling, a warning, withdrawing privileges, temporary isolation, parent conference, referral to the principal, suspension, or expulsion.

Field Trips

Field trips are planned by the teacher each school year. The school uniform is the appropriate dress unless otherwise designated. Parents are asked not to bring other children on the trip because a parent's full attention is needed for supervision of the students assigned to his group. Please follow the guidelines listed below:

- Students are not to engage in loud talking/singing.
- No radio or personal music systems are allowed.
- No younger siblings allowed accompanying class trips.
- Please keep your designated group together with you.
- You are not allowed to take your group away from the class at any time.
- Please do not purchase refreshments or treats for your group.

Please require the same respect due to any adult and require your group of students to follow all designated rules. BCS has many wonderful field trip locations. During a student's elementary years, he will experience many of the favorite area field trip locations and cultural events.

Fire Drills

A fire drill is scheduled approximately once a month. Other periodic emergency drills are conducted to insure that students can rapidly and safely exit the building and/or follow correct procedures in an emergency.

Flag Salute

As a part of the daily "opening exercises" we salute and pledge our flags and Bible. Students sing patriotic and Christian songs. Students are expected to stand at attention and to be respectful during this time. Please help your student by learning the words to the pledges.

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.

Christian Flag

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

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.

Gifts And Surprises Etc.

In order to maximize learning and to limit peer pressure for special occasions, parents are requested not to send floral arrangements, candy grams etc. to their children at school. On a special day, parents are encouraged to send treats to share with the entire class, etc.

Grading Scale

Grades 1-12	100 - 93	A
	92 - 85	B
	84 - 78	C
	77 - 70	D
	69 - 0	F
Grade K	S+	Very high satisfactory progress
	S	Satisfactory progress
	S-	Slightly less than satisfactory
	N	Needs time to develop/improve
	I	*No evaluation at this time/incomplete
	U	Unsatisfactory

*An incomplete grade is given when a student has been absent. (See Make-up work)

Health Services

Many illnesses begin with a cough, sore throat, and/or fever. Students with any of these symptoms will be isolated from the class and sent home as soon as possible. **Parents, please do not send your child to school if he has had fever, diarrhea, or vomiting within the last 24 hours.** Parents, please do not send your child to school if he has a cold with green mucus.

A detailed list of communicable diseases/symptoms and recommended amounts of time for exclusion from school will be distributed at the start of every school year.

Notify the school office and the classroom teacher immediately if your child has a communicable disease such as chicken pox, influenza, measles, mumps, meningitis, infectious hepatitis, pink eye, etc. Also notification is necessary if your child has head lice. As soon as the school is made aware of this situation, students in the classroom/grade level will be checked to avoid the casual spread of such.

Medication: If a student needs to be given prescription medicine at school, a note must be sent from the doctor along with labeled medicine to be kept in the office. All medication will be given in the office and only will be given if a note listing dosage and time is included.

No aspirin, Tylenol, etc., will be given at school without parental consent. If a child has a fever, the parent will be called to come get the child. If a parent anticipates his child needing some over-the-counter medicine during the day for some reason other than fever, the medicine should be sent with a note from home and accompanied by a doctor's note.

Immunizations: All students must have proof on file in conformance to the immunization requirements of the State of Louisiana. Children entering kindergarten must show proof of an immunization for varicella (chicken pox) in addition to the other required immunizations.

Required immunizations to enter kindergarten:

- HBV - Hepatitis B Vaccine - 3 doses
- DTP - Diphtheria - Tetanus - Acellular
- Pertussis Vaccine - 5 doses
- HIB - Haemophilus Influenza Type B Vaccine - 4 doses
- IPV - Inactivated Poliovirus Vaccine - 2 doses
- OPV - Oral poliovirus Vaccine - 2 doses
- MMR - Measles, Mumps, Rubella Vaccine - 2 doses
- VAR - Varicella Vaccine - 2 doses

Emergencies

In the event of an extreme emergency, parents will be notified and the student will be transported to the nearest hospital unless designated otherwise by the parent(s). Parents will be called concerning any injury to the head.

Helps Class

Helps class is designed for students who need some additional help in a particular academic area, but do not require long term tutoring. Helps class meets from 3:30 - 4:00 in the afternoon. There is no charge to the student for this assistance.

The teacher determines which students would benefit most from this help. A child will be invited to helps class by the teacher. It is the responsibility of the parent to advise the teacher if his/her child will be unable to attend a scheduled helps class.

Homework

Homework is an important part of the total educational process and is assigned as it is deemed necessary for learning.

Students need to be conscientious of the appearance of their work. Papers will not be accepted unless they are neatly completed.

Parents should encourage their children to complete their homework. Here are several helpful suggestions:

- Prepare a quiet place where a child's work can be supervised. Do not sit with the child, but remind him of his task if he appears distracted.
- Encourage him to be neat and to bring home all necessary materials. Do not allow listening to music or watching television while doing homework.
- Set a time limit on each phase of work. Some students will make it seem as though they have enough homework to occupy themselves for hours, when it actually can be accomplished in far less time.
- After homework is completed, have your child pack up his booksack and prepare for the next school day. Check to see if there is any homework to sign or review.
- Always check assignments for accuracy.

Each student will have an assignment pad, student planner, or assignment sheet to assist the student and parent in knowing the exact daily assignment.

The assignment pad is to be signed every day, even on no-homework nights, in the event of special notes and information.

Homework is added into total points possible and is recorded as 0 (not turned in), 3 (partially completed), or 5 (completed).

Approximate Daily Assigned Homework

Beginning in 1st grade: Three or four times a week
20 - 30 minutes of work for the average student

Beginning in 3rd grade: Three or four times a week
30 - 45 minutes for the average student

If your child's homework amount consistently exceeds the maximum amount of time, please advise your child's teacher so that a plan to solve the situation can be devised.

Occasionally, homework, projects, or tests may be scheduled which would require a student to study or complete assignments on the weekends.

Visit RenWeb.com for helpful classroom information.

Other helpful websites:

www.shurley.com to download practice sentences for Shurley English.

Online math is available at www.SaxonPublishers.com.

Honor System

Each teacher is to teach the meaning and proper use of the BCS Honor System. Each student is on his honor to tell the teacher, privately, when he hears or sees:

*Swearing *Lying *Stealing *Cheating *Defacing Property

He is also on his honor not to tell other students. The parent will be informed by the teacher if his child has been dealt with regarding any of the above five areas.

Library

All students have a scheduled library period weekly. Students may do research in the library during scheduled “open times.” Books are checked out for one week. No library materials are to be taken from the library without following the proper check out procedure. Report cards or transcripts will not be issued to those who owe book fines.

Lost And Found

Lost and found articles are kept in the office and sold at a sale or donated to charity if not claimed. Students are encouraged to check for lost items after school. Parents are welcome to check the lost and found during school office hours.

Every effort will be made to get a lost item to the owner. Only articles that are unlabeled will be donated or sold. Unclaimed items are disposed of on the last school day of each month. **All clothing items should be labeled with the child’s name.**

Lunch

Lunch will be offered Monday - Friday for kindergarten through fifth grades. No lunch will be offered when school is scheduled to dismiss at 12:00 noon. Students who stay all day must bring a sack lunch on these days.

Lunch time is a special part of the day for students. It is their opportunity to “refuel” and get their needed nourishment. Students are expected to practice good manners and appropriate lunch table behavior. Students are given 30 minutes to eat their lunches. Students are allowed to talk to their neighbor for the last 10 minutes of the lunch period.

Ordering Lunch

If you send a lunch to school with your child, he/she will not be allowed to purchase a lunch.

BCS has an outside provider for lunch. Lunches are to be prepaid by depositing money in the student lunch account. This account will be accessed by means of the student's ID card whenever the child purchases a lunch.

Elementary students are not allowed to use the microwave ovens. Because of the limited time, please do not ask your child's teacher to heat his lunch.

If lunch is forgotten, students will be allowed to purchase lunch only if there is money available in your lunch account. Our recommendation is that parents put at least \$5.00 on account in case of forgotten lunches or emergencies.

Parents who wish to eat lunch with their child are welcome to do so. Please remember that our lunch time is limited.

Lunch Schedule:

K – 1	10:50 – 11:30
2 – 5	11:00 – 11:30

Make Up Work

When an absence occurs, the teacher determines exactly which assignments need to be made up. When a student has missed one or two days of school, he will be given two days to make up missed work. If he misses three to five days of school, he has a week to make up designated work. A zero will be recorded for work that is not made up. The responsibility for all make up work is the responsibility of the student, not the teacher.

Mission Emphasis

A mission offering is taken each chapel day. We at BCS want to do everything possible to relate the student's life to the needs of the world and the urgency of world missions.

We particularly emphasize missions during the month of November by collecting canned goods for the needy and by packing shoe boxes for Operation Christmas Child. If you have a missionary friend with available time for sharing, please let your classroom teacher know.

Money And Notes

All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher. You can also email your classroom teacher through RenWeb's email feature.

Money should always be sent in a sealed envelope with the following information on the outside: 1) Child's Name 2) Amount and purpose of enclosed money. 3) Teacher's Name

Sample Envelope:

**Sue Smith
Lunch Money - \$4.00
Mrs. Green's Class – Grade 2**

Please send money or a check for the EXACT amount due. Please do not combine two or more fees (example: library fine and field trip money) in the same envelope. Also, do not combine money for brothers and sisters from different classes. Combined monies complicate teacher's bookkeeping and robs the class of precious academic time. Please help our teachers by sending the exact amounts of money.

Music

Our music program is designed to teach children to praise God with reverence and with joy. Songs are chosen on the basis of their content and quality. Scripture songs are woven throughout the fabric of school life. Examples of music included are patriotic, character, and appropriate fun songs. Children are taught the fundamentals of music, such as notation and rhythm, as we strive to instill healthy vocal habits.

Parking

Parking spaces are provided for your convenience in the south parking lot. AT NO TIME are school families to park in other areas of the church or school parking lot or under the church overhangs.

Parties

The teacher works with the parent chairperson in the planning of class parties. The chairperson in turn seeks to involve the other parents in at least one of the parties. Parties include the Christmas Party, Valentine's Day Party, and an Easter Party. Since class parties are designed for a particular age group of students, parents are requested not to bring additional children to class parties.

As a Christian school, we do not celebrate Halloween. We also do not give any teaching time to Santa Claus or the Easter Bunny. We reserve all the precious time we have at school to teach and celebrate the birth of our Lord Jesus during December and to focus on the meaning of His death and resurrection prior to Easter.

Physical Education

Tennis shoes must be worn to participate in P.E.

In addition to the regular recess periods, planned physical education classes are conducted. Goals of the P.E. program include character building as well as skill building. Students have the opportunity to practice Christ-like attitudes and actions whether their team wins or loses. Students are taught specific skills appropriate to their age and skill level. Participation, behavior, and attitudes are more important than a child's ability to perform physically.

The children condition all year for the Presidential Fitness Challenge given the last nine weeks of school.

Pictures

Individual student pictures will be taken each fall in the school uniform. All pictures may be purchased by the student as desired.

Teachers will assist in the "touch-up" of hair; however, each child must bring his own comb or brush. Under no circumstances are students allowed to share combs and brushes.

Prayer

Our school is testimony to the power of prayer. Our teachers pray daily for their students and our school. We also depend on the prayer support of our school families and friends.

“When we depend upon education, we get what education can do. When we depend upon man, we get what man can do. But when we depend on prayer, we get what God can do.”

Parent Chairperson

It is our desire for every parent to be involved in some way in the class parties or field trips. The parent chairperson is a critical link in bringing home and school together. This important position should be chaired by a person who has a servant's heart and is able to organize and lead. Some responsibilities include the following:

- Seek to involve parents in field trips and parties.
- Assist the teacher with party or field trip arrangements.
- Meet and seek to involve the new families in the class.
- Serve the classroom families when a special need arises.
- Encourage and pray for the teacher.

Report Cards

In our effort to communicate student progress, report cards will be issued each nine week grading period via RenWeb.

School Office

Elementary school office hours are 7:30 a.m. to 3:30 p.m. Monday - Thursday and 7:30 a.m. - 2:30 p.m. on Fridays.

Note: Due to carpool, the elementary office (906-2770) cannot be reached from 2:55 - 3:25 Monday - Thursday and from 1:55 - 2:25 on Fridays. If you leave a message during these times, your call will be returned on the following school day.

If you have a change of address, home/business phone number, or place of work, please notify the office immediately at 774-0133.

Please notify the office of any changes in emergency contacts.

Secondary Event Days

BCS Secondary School has special event days designed specifically for secondary school students only. These are limited to the secondary school unless a note from the elementary office is sent home authorizing the event for the elementary school.

Spanish

Conversational Spanish is the foreign language we teach in the elementary school. Although not available every year, it is part of the enrichment curriculum as the Lord provides funding and classroom space for a teacher.

Special Dress Days

A variety of special dress day options provide the child some selection. Participation is optional. If a student chooses not to participate, he must wear his regular uniform and shoes. A student who participates should wear the designated attire. The special dress types vary from year to year. Some favorites include the following:

- Pilgrim and Indian
- Sunday/Party Dress - No skirts above knee!
- Bible Character
- Western/Rodeo
- Patriotic, Red, White and Blue
- Mix-Matched Day
- Dress-Down Day

Please note the following:

- No Shorts (except uniform shorts)
- No skirts above knee
- Girls may wear Capri pants to mid-calf; boys shorts below the knee.
- Tops must be long enough to cover midriff when arms are raised.

Keep special dress day notices handy for reference. Teachers will remind your child a few days prior to the special dress day.

Spiritual Life

Students are encouraged to read God's Word and to pray daily. Biblical principles are taught to the students. Christ-like character is modeled by the teacher and other adults. Students are also encouraged to be regular in their Sunday School and church attendance.

The Christian school does not take the place of the church or the home in the training of the child.

Testing

A week is set aside each spring for Achievement Testing. Families are encouraged to have their children at school each day and on time. Make-up tests will not be given for students who are not present for testing week. A copy of the results becomes a part of the student's permanent record, and a copy is given to the parents for their personal records.

Test papers go home every Monday. You are welcome to keep them until Friday, but please write a short statement in your child's assignment pad on Monday evening stating that you have the test papers. This is **only** if you do not plan to return the papers on Tuesday.

Toys

No personal toys should be brought to school for play without the teacher's permission. Electronic devices such as but not limited to iPods, Gameboys and cell phones are not permitted at school for any reason. Please use discretion when purchasing lunch boxes and book bags. Many promote anti-Christian values, beliefs, and principles.

Tutoring

When a student needs more long-term academic assistance due to a significant educational gap, tutoring is appropriate. A list of tutors is usually available from the school office. The school will not recommend a specific tutor, accept the responsibility for the accomplishments of the tutor, or become involved financially in setting or collecting fees.

Uniform Requirements

All students at BCS wear the school uniform. There are several important reasons for this policy. It is required in order that proper emphasis is placed upon the character traits of modesty, personal neatness, and cleanliness. The uniform dispenses with competition due to outward appearance and affluence, thus rather emphasizing the development of the inner person. Recognition is based on character qualities rather than mere outward show.

The uniform also serves as an economy measure for parents while giving the student a distinctive appearance which helps develop and reflect a worthy self-image, enhance school spirit, and encourage good behavior. Further, the uniform is symbolic of a student's acceptance of authority over him: his parents, school, and ultimately God.

All students must be dressed in approved school uniform each day unless the school is observing a "special dress" day. Copies of the Elementary Uniform Guidelines are available in the school office. There are no special dress requirements for chapel days.

Haircuts for boys need to be no longer than the middle of the ear and off the collar. Hair should be out of the eyes for both boys and girls.

Visitors

Parents/caregivers are welcome to visit classrooms. Visitors must stop by the office to get a Visitor's tag. Arrangements must be made for young children during classroom visitation.

Students may not bring former students, family or neighborhood friends to spend the day at school with them.

Volunteer Parents

We encourage parents to be involved in our school, thus enriching and improving the learning experience for the child. Parents work as volunteers in the library, serve as chairperson, office volunteers, teacher aides, Bible verse listeners, missionary storytellers, chapel speakers, etc. Both moms and dads are a vital asset to our school, while following the example of our Lord Jesus Christ in Mark 10:45 (NIV): "For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many."

Withdrawal

Withdrawals from school must be made through the school office. Report cards/transcripts will not be released until tuition/fees/fines have been paid.

XYZ Reminders For Parents

- Make going to school a pleasurable experience.
- Send a written excuse after each absence from school.
- Tell the teacher anything about your child that will help in understanding him better.
- Be interested in what your child brings home from school.
- Listen to what he has to tell you.
- Put his name on his lunch box and personal items.
- Place any money sent in an envelope with his/her name on it.
- Do not combine money for siblings.
- If your child is ill, please keep him home from school!
- Let your child know of your confidence in his teacher.
- Never discuss teacher/school negatively in your child's presence.
- Questions about your child should be discussed with the teacher.
- Questions about school policy should be discussed with the principal.
- Pray for your child's teacher each day.
- During April through August, pray with your child for God's choice in a teacher for the coming year.

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