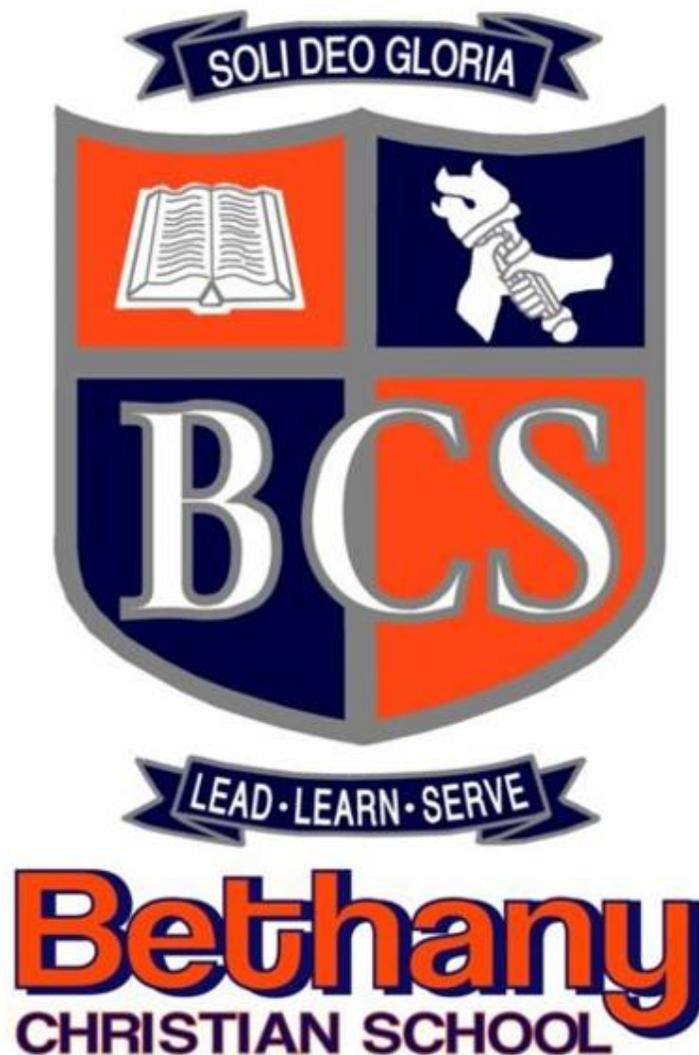


PARENT/STUDENT MANUAL



Mission Statement:

Bethany Christian School exists to love, educate and train students to be ambassadors of Christ.

Our Vision:

BCS strives to be a Christian school whose vision is to partner with families who desire an education that is in its entirety Christian. It is our hope that a child's experience within the community of our Christian school enhances God's purpose for the Christian family.

I. Introduction

A. History

Bethany Christian School was founded in 1968 as a ministry of Bethany Ministries, West Melbourne, FL. Although in the beginning it was operated under the Accelerated Christian Education approach, it has functioned as a traditional school format since 1981. In April of 2013, Brevard Christian School became Bethany Christian School.

Bethany Christian School is owned and operated by Bethany Baptist Church of West Melbourne, Florida. Thus, it is designed as a private church school. Bethany Christian School practices open enrollment to all students in the surrounding area.

B. Statement of Faith

1. *We believe the Bible to be the inspired and only infallible authoritative Word of God (2 Peter 1:21; Psalm 12:6, 7).*
2. *We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (1 John 5:7).*
3. *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 (John 1:1, Matthew 1:18, 2 Cor. 5:21, John 2, Col. 1:20, Acts 1:9, Rom. 8:34, Acts 1:1).*
4. *We believe that salvation is “by grace.” The conditions to salvation are repentance and faith (Eph. 2:8, 9).*
5. *We believe that humanity is justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ (Rom. 5:1).*
6. *We believe in the resurrection of life, and those that are lost unto the resurrection of damnation (Rev. 20:6, Rev. 20:11, 12).*
7. *We believe in the ministry of the local church as God’s established instrument of carrying out the Great Commission (Matt. 28:18-20).*

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

C. Statement of Philosophy and Purpose

Bethany Christian School is a ministry of Bethany Ministries whose mission centers on an unwavering commitment to the grace of our God, the authority of the Bible and the preeminence of Christ in all things. Our doctrinal position, which all members of the school community uphold, is articulated in the Statement of Faith.

Bethany Christian School embraces a transformation model in that we recognize each child as made in the image of God, with worth and purpose beyond imagination, yet is born separated from God. Our vision is that students will come to know God, understand who they are in Christ, and transform society for His glory.

Bethany Christian School recognizes and values “the whole child,” and it is our mission to offer children a Christ-centered environment where they are educated spiritually, intellectually, socially, and physically to transform their world for Christ. As such, Bethany Christian School is committed to being a vibrant community of faith and learning.

Statement of Purpose (objectives)

The educational process in a Christian school is dependent on a biblical philosophy, which provides the right worldview and essential truths for life so that students may be prepared to assume their proper place in the home, the church, and the community. Accordingly, the educational objectives of Bethany Christian School are as follows:

- 1. Concerning spiritual and moral development, graduates of Bethany Christian School:**
 - a. Understand that the Holy Scriptures, including its basic doctrines and precepts, is God’s revelation of Himself and is His intended standard for faith and living;*
 - b. Understand that personally accepting salvation by grace through faith in Jesus Christ is the means of being right with God;*
 - c. Understand the Lordship of Christ, pursue intimacy with God, and demonstrate love for God by obedience to His commandments;*
 - d. Exhibit ethical and moral application of a biblical worldview in all areas of personal life as well as national and global concerns;*
 - e. Understand that all people are uniquely created in the image and likeness of God and possess the potential to develop their personhood and affect their family, church, and world for Christ; and*
 - f. Embrace biblical excellence in the pursuit of education as a means of being a good steward of the gifts that God has given them.*

- 2. Concerning academic/intellectual development, graduates of Bethany Christian School:**
 - a. Commit to developing their God-given intellectual potential through all areas of study;*
 - b. Pursue knowledge as a means of knowing and understanding God more fully;*
 - c. Possess a comprehensive command of communication skills including reading, writing, speaking, and listening;*
 - d. Demonstrate critical-thinking skills in research, logic, and problem solving;*
 - e. Demonstrate the ability to perceive and cope with ambiguity and opposing viewpoints;*

- f. *Integrate an appreciation of God’s creation with a sense of ethical and moral stewardship of both the environment and human culture;*
- g. *Understand that biblically-based education includes development of the physical and aesthetic part of individuals as well as the academic part; and*
- h. *Pursue godly wisdom and discernment in applying knowledge to life situations.*

3. Concerning personal and social development, graduates of Bethany Christian School:

- a. *Understand that they are made by God in His own image, are unique in personality and potential;*
- b. *Honor Christ by respecting the unique worth of others;*
- c. *Internalize a biblical concept of the roles of society, marriage, home and church;*
- d. *Embrace a strong work ethic and derive satisfaction from progressive achievement;*
- e. *Recognize Jesus Christ as the model for spiritual, emotional, social, and academic development; and*
- f. *Continue to model a servant spirit by seeking opportunities for service in the home, church, and community.*

D. Statement of Nondiscrimination

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

E. Affiliation Accreditation

Florida Association of Christian Colleges and Schools (FACCS). The Florida Association of Christian Colleges and Schools’ contact information is: 1429 Bethel Church Rd., Omega, GA 31775; by phone at (850) 422-0065; or on the Internet at www.faccs.org.

F. Resource Information

Contact Information

Bethany Christian School
1100 W. Dorchester Ave.
W. Melbourne, FL 32904

Main Campus: (321) 727-2038
Preschool Campus: (321) 726-8165
School Fax: (321) 729-4212

Web Address: www.bcsmelbourne.com

Administration

School Administrator	Mrs. Sue Schwanda
Preschool Administrator	Mrs. Rebecca Leach
Administrative Asst.	Mrs. Rosie Carpenter
Finance Office Manager	Mrs. Stephanie Shekell
Athletic Director	Mr. Josh Watson
Guidance Counselor	Ms. Jennifer Batson

Email address

sschwanda@bcsmelbourne.com
rleach@bcsmelbourne.com
rcarpenter@bcsmelbourne.com
sshekell@bcsmelbourne.com
jwatson@bcsmelbourne.com
ibatson@bcsmelbourne.com

Note: The school administration reserves the right to interpret and execute all school policies and to address any other issues that may have an impact on the school community.

II. Admissions

A. Admissions Policies

- Students are admitted on the basis of available space, their character, scholastic record, without regard to race, color, national or ethnic origin; and a genuine desire on the part of the parents to have their children in a Christian school.
- Only those children whom we feel will adjust to our particular program, and whose parents agree to cooperate fully with the teachers and administration will be admitted.
- Students are evaluated for academic readiness to enter Bethany Christian School. After successful completion of admission screening, the Administrator will give approval or denial for the enrollment process to continue.
- Each student applicant must be interviewed by the school principal or other administrative personnel with at least one parent or guardian present.
- All parents/guardians are expected to read the student handbook Covenant Agreement. Also, Secondary Students are required to sign the Student Agreement of Conduct, which will be distributed and explained during the initial interview.
- The completed enrollment forms for new students must be returned to the administration office along with copies of 1) your child's immunization records (including dates), 2) a physical, and 3) a birth certificate. **Note: Children entering K-5 must be five years of age ON OR BEFORE September 1.**
- The registration fees are due at the time of enrollment. The school monthly payment plan begins July.
- Parents will be notified of their student's acceptance. That acceptance normally occurs with a final interview with the appropriate administrator/principal which would clarify any conditions of enrollment which may be dictated by the results of the entrance testing, discipline records and interview.

- No student will be admitted who smokes or uses tobacco in any form, uses drugs or alcohol, or has a criminal record. Students expelled from another school that school year are rarely admitted. If so, admittance is determined by the administration. If the interviewer feels a student has proven to be drug-free and has successfully completed a certified drug rehabilitation program, he/she may be considered a candidate for admission.

NOTE: Registration is not complete until all fees are paid (including past due accounts from the previous year), testing is completed, and the Covenant Agreement is signed.

B. Enrollment Procedures

Enrollment for school will be finalized upon completion of the following:

1. A completed Student and Family Application form.
2. A Financial Agreement signed by parents and/or guardians and a representative of Bethany Christian School.
3. Student Agreement of Conduct signed by the student and both parents and/or guardians (Grades 6-12).
4. Parents'/Guardian Statement of Support signed by both parents and/or guardians.
5. A Liability Release Form signed by both parents and/or guardians.
6. Medical Information Form.
7. Records Release Form (New Students only).
8. Payment of Registration Fee.
9. Show sufficient competency in Math and Reading.
10. Meet with a member of the Administration.

C. Re-enrollment Procedures

Students reenrolling in the school must complete re-enrollment in RenWeb, along with making sure all required immunizations are up-to-date.

Students entering 7th grade must complete the Hepatitis B vaccine series.

BCS reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations of the school.

In addition, no student may be re-admitted unless all financial obligations have been met from the previous school year without written authorization from the administrator.

D. Transfer Students

Students who transfer in after the school year has started will be charged beginning the month they enter BCS.

Testing may be required of students transferring to Bethany Christian School. If the student tests deficient in any portion of Bethany Christian School's curriculum, he/she will be required to take the equivalent Bethany Christian School course, even if he/she has taken a similar named course of study in his/her school.

All official records are exchanged between schools. Parents do not act as carriers to the accepting school. Release of official records requires written permission from the parent/guardian.

III. Financial Information

A. Tuition/Fees

The administration of Bethany Christian School publishes new rates on a Financial Information Sheet that is released in the second semester for the following school year.

Information on payment plans can be found on the Pricing Schedule Sheet. Student accounts must be current before entering classes.

B. Financial Policies

Payment Options:

We have two payment options:

➤ Option 1: Annual Tuition Payment

Families paying the entire annual tuition by August 1st will receive a 5% discount. *Scholarship and VPK students excluded.*

➤ Option 2: 10 monthly payments due the 10th of each month.

Families must set up account with the FACTS on-line billing.

Refunds Due to Withdrawal:

Note: **Application, Registration and Student fees are non-refundable.**

Tuition is due for the month the student is withdrawn. Bethany Christian School does not prorate by the day of the month. A prorated refund will be given for families who have pre-paid the entire school year.

Withdrawals and/or Dismissals:

If a student account is not up to date at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid in full. If the school balance is paid by check, grades and/or records will not be released until the check has cleared the bank. **Grades or records will not be released on the same day a student withdraws.**

Parents must have completed all withdrawal papers and paid all fees and tuition payments due in order for the school records to be sent to the receiving school. Withdrawal is not complete until the withdrawal form is turned in to the administration office. An account left open may incur additional tuition fees until withdrawal papers are returned to the administration office.

Late Charges:

All payments for tuition, extended care, or any other charges paid through the school will be due on the first day of each month. A late fee of \$25.00 will be added to an account with a balance due after the 10th of the month.

If, on the first day of the new month, the previous month's tuition is still outstanding, the parents will be notified that their student(s) may not attend classes until account has been made current.

Check Fees and Other Information:

A \$40.00 returned check fee will be charged for each time a check is returned by your bank. Checks returned for the first time will be re-deposited. After two (2) returned checks; cash, money order, or cashier's check must be used to make further payments.

Report cards will not be released at the end of a grading period if the student's account is not paid in full.

The business office does not accept post-dated checks.

Graduating **senior** student accounts must be paid in full **10 days** before graduation.

IV. General Information

School Colors – *Navy Blue and Orange*

School Mascot – *Eagle*

School Hours

School Office	8:00 am- 4:00 pm (<i>Monday– Friday</i>)
<i>Morning Care</i>	<i>6:30 am - 8:15 am</i>
<i>After School Care</i>	<i>3:45 pm - 5:30 pm</i>
K5-1 st Grade	8:30 am- 3:20 pm
2 nd – 5 th Grade	8:30 am- 3:25 pm
6 th – 12 th Grade	8:30 am- 3:35 pm

School Office

All parents are welcomed in the school. EVERYONE is required to check in in the school office. Classroom visits can be disruptive to the classroom routine and must be scheduled with the teacher and/or administration. *Parents are encouraged to volunteer for field trips, lunch and or recess help.* Field trip chaperones require the parent to be fingerprinted.

Visitors to our campus must report to the school office prior to going to a classroom, gymnasium or cafeteria. Visitors must be listed in the student's "Acceptable Visitor" or the "Pick-Up" list. *If a visitor comes to campus without being previously posted to the list by the parent/guardian, they will not be permitted to interact with any member of our student body.* **All changes to the pick-up list must be made in writing.**

Lunches, homework, books, or other items to be delivered to your child may be left in the school office. Although school phones are for school business, the students may use them for contacting their parent or guardian in case of an emergency.

V. Volunteers

As a private Christian school, not only do we need tuition to cover our expenses to educate students, we also rely on the good heart of our volunteers. To further indicate the importance of volunteerism, we ask each two-parent family to donate 20 hours of service each year and for single parent families to donate 10 hours of service. In lieu of volunteer hours, a \$100.00 fee per family may be paid.

This payment will be on the May billing statement if the volunteer hours have not been provided. Volunteers are required to be screened through the school office. Check with the office before volunteering in the classroom or other situations involving direct contact with students. We have lots of volunteer needs, especially with our athletic department which typically occurs in the evening. Many other opportunities are available including donating food items for special occasions.

VI. Medications

Florida State Law does not allow school personnel to administer medicine without explicit written instructions from the parent or guardian. All medications must be kept in and administered by School Office Personnel.

Students are not permitted to have prescription medication, non-prescription medication (including cough drops), or vitamins in their possession. Any medication must be brought to the school office, by the parent or guardian, and the parent or guardian must complete and sign the appropriate Prescription Administration Form. All medications coming to the school must be in the original container with the manufacturer/pharmacy label in place.

Medications not picked up by the parent within one week of the last day of school (unless student is enrolled in our summer program) will be destroyed.

VII. Well Child Policy

In an effort to reduce the spread of illnesses and maintain a safe and healthy environment for all students and staff we ask that parents not bring children to school if:

- 1) the child shows any signs of illness see (SYMPTOMS REQUIRING CHILD TO BE SENT HOME)
- 2) the child is unable to participate in the normal routine of the school day.

Sick children can expose all children and staff members who they come in contact with to the illness leading to excessive absences and disruption to the program.

In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted.

Symptoms requiring a child to be sent home from school:

- Fever: Fever is defined as having a temperature of 100.4°F or higher (a child needs to be fever free, without the aid of any fever reducing substance, for a minimum of 24 hours before returning to school.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence.

A physician's note is needed when (1) the student has been absent for 3 or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under the doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.

VIII. Attendance

1. **What qualifies as being counted as present at School?**
 - A student who is present at school is in attendance.

- A student who is participating in a school sponsored event away from school or out of class is considered to be present. Examples of a school sponsored event are: academic contests, athletic contests, field trips and special meetings on campus.
2. **What is required legally in the state of Florida?**
Florida State Law (1007.271) regulates the number of absences a student is allowed in order to receive credit for a course. The state allows no more than 18 absences for the entire year. Secondary students who have more than 9 absences in a semester will not receive credit for that semester. This includes excused and unexcused absences.
4. **What happens when a student begins to accumulate too many absences?**
 FACTS/sis will send out automatic excessive absence warnings. In addition, the school will e-mail the parent official letters indicating their student(s) is/are accumulating an excessive number of absences. If excessive absences continue a hard-copy letter will be sent home.
5. **Parents need to inform the school concerning the absence of their child.**
- Parents must send a note with their child following an absence.
 - When appropriate, following a sickness or Doctor's appointment, the student should have a medical note from the provider.
 - Students who return from an absence without a note will receive an unexcused absence.
6. **Types of Absences**
- A tardy can become an absence
 - The student must be in the class for 70% of the class hour. Any student 15 minutes late is considered absent for that class.
 - Excused
 - Illness:
 - A Parent's note for a 1 day illness.
 - A Parent & Doctor's note for multi-day absences.
 - Doctor's Appointment:
 - Doctor's note should accompany a parental note.
 - Pre-Arranged Absence:
 - Must obtain approval of teachers and administration of the school
 - Unexcused:
 - Missing all or part of a class period without specific verbal or written permission from the Administration.
 - An absence for which the parent/guardian failed to notify the school.
 - Students may not leave school grounds during school hours unless they receive permission from the Administration and are signed out in the school office. Failure to follow this procedure will result in an unexcused absence and will be treated as unexcused.

- Unexcused absences will be reflected on the student’s nine-week grade.
 - All classwork/homework and participation grades will receive zeroes for each unexcused absence. A 20% deduction will be taken for tests and quiz grades.
 - Parents are encouraged to e-mail or call the school to when their students will not be at school. Notes to excuse absences may be brought the day a student returns to school. If the school has not been notified and no note is presented, an unexcused absence with its academic penalties will be assigned. The absence can be changed to “excused” if a note with an excusable reason is brought the next day. A one-day grace period is provided for excused absence notes.
 - Suspensions: Students are expected to do all missed work, including tests and quizzes; however, students may only earn up to 50% for class assignments and 75% for tests and quizzes.
7. **Exceptions to the state law concerning attendance.**
- Court Dates with Documentation
 - Illness with Medical Professional Documentation
 - Extended illness which causes the student to become home bound with Medical Professional Documentation and Administrative assistance
 - School sponsored events

Arrangements for Homework

Elementary and Secondary students may request homework assignments that have been missed during their absences through the school office if absent for more than one day. Access your RenWeb account for all missed assignments. If you are unable to access your RenWeb account, you may contact the office by 9:00 am to have homework assignments available by 3:30 pm.

Make-up Work for Excused Absence

After an excused absence, Elementary and Secondary students will be granted two days for each day absent up to a maximum of one week to make up missed classroom work. For absences of one week or longer, the classroom and resource teacher will work with the student and parent to determine the best way to catch the student up. The student bears the responsibility to make up all missed work, quizzes and tests. **A student who is absent only on the day of a scheduled test or quiz will be expected to take the missed test or quiz when they return.**

Tardies

Tardiness is disruptive to the classroom and has an adverse effect on your child’s education.

Tardy Procedures

- Any student arriving after the final bell without an excuse should go directly to their classroom and will be marked tardy.
- Students arriving late with an excuse (doctor/dentist) should check in at the school office to have the excused tardy recorded.
- If a student is tardy because of a previous class, that teacher must write a note for the student.
- Each teacher will track the unexcused tardies in their class.
- Tardies are rarely excused- **Excused only at the Administration's discretion.**
- Students who are more than 15 minutes tardy will be counted as absent for the entire class.

Tardy Discipline

- A warning will be issued when a student has received four (4) unexcused tardies.
- An administrative after-school detention (\$10) will be given when a student is marked tardy-UNEXCUSED, five (5) times in any grading period.
- Failure to serve detention will result in administrative discipline, which may include Saturday School (\$20) or suspension.
- Habitual tardiness may result in the student being withdrawn from school.

Leaving/Returning during School Hours

Authorized Leaving of Campus

BCS operates under the "closed campus" policy. This means that once a student arrives on campus in the morning, he/she is not allowed to leave until class is dismissed at the end of the school day. The exceptions are:

- Students who have a parent's specific request on file and that request has been approved by the Administration.
- His/her parent or guardian has signed out the student.
- The student is involved in a Dual Enrollment class during the school day.
- High School seniors who have parent permission may leave campus for lunch up to two times per week. This privilege may be revoked if students do not return to school in time for their next class.

Note: Students involved in Dual Enrollment or have limited classes (primarily seniors) are expected to leave campus immediately following their last class.

Steps to follow to leave campus:

1. Get parent permission
2. Inform office personnel by written note

3. Sign out at the school office

Unauthorized Leaving of Campus

Students are not allowed to leave campus without the permission of the Administration. Students are not allowed to leave campus for lunch. Students who leave campus without permission will be subject to a one-day suspension.

Teacher Conferences

If you wish to talk to your child's teacher, please arrange for a private conference by e-mailing your child's teacher or calling the office.

Please do not detain the teacher from his/her responsibilities immediately before or after school. Teachers are happy to arrange for conferences with parents at convenient times.

IX. Home/School Communication

A. Orientation/Open House

Parent orientation video will be on the school website during the first month of school. Information that will be important to a smoothly run school year will be addressed on the video. At least one parent is expected to view the video. An Open House is held during the week before the start of school. This is an opportunity for students and parents to meet the teacher, bring in school supplies and get any questions answered.

B. Parent – Conferences

Parent-teacher conferences should be made by appointment, please e-mail the teacher or call the school office to schedule. Conferences may be in person or by phone and will be scheduled before or after school. Failure to attend a school-requested Parent-Teacher Conference may lead to dismissal of student from school. Other conferences may be scheduled as needed.

C. BCS Cares

The Parent Teacher Organization, BCS Cares is a ministry of our school that allows parent/grandparents, teachers, and staff to connect and create opportunities for fellowship and learning, as well as raising money for the annual operating budget and other financial needs such as playground equipment and technology. The mission of the BCS Cares is to uphold the values and support the vision of Bethany Christian school by promoting, facilitating and fostering unity and fellowship with families.

D. Problems

At some time during the school year, a problem may arise with your child. Usually, this problem can be solved with a simple phone call. We suggest you follow this procedure in handling any problems that might surface:

First ... person to whom complaint has been made.

Second ... school principal

Third ... school administrator

The steps are established to ensure that appropriate channels are followed and appropriate communication is made to all parties involved. The goal is that problems are resolved in a manner in which Christ is honored and positive relationships are maintained.

IMPORTANT NOTE: In extreme situations a student may be asked to leave BCS based upon the behavior of a parent.

E. Surveys

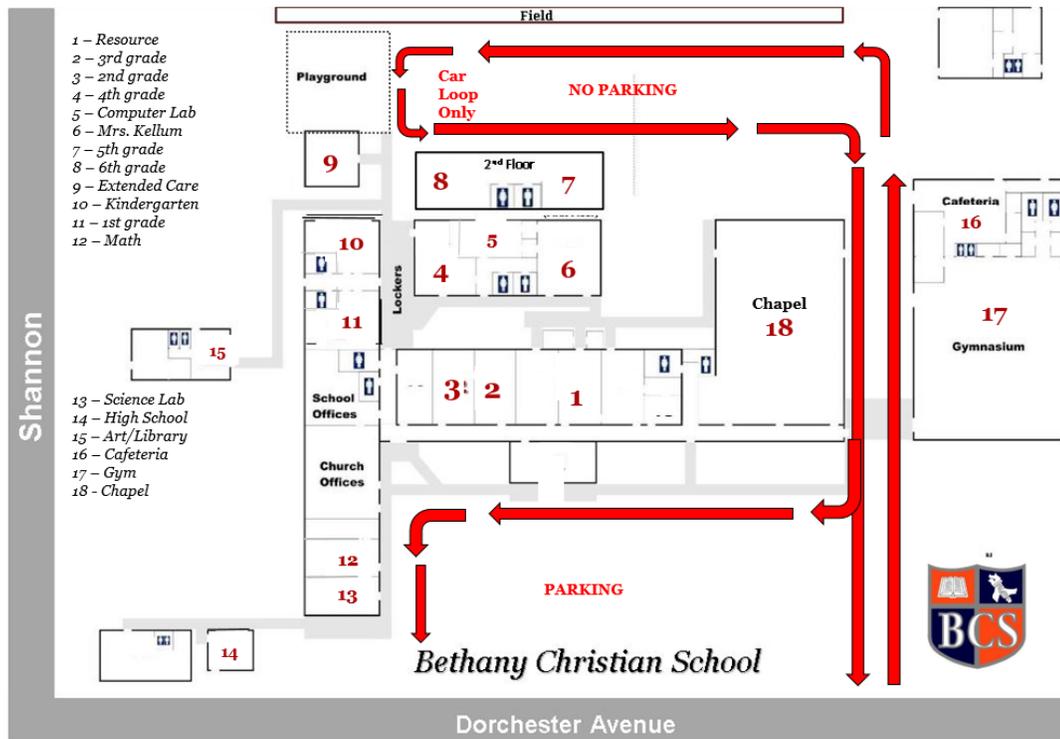
Bethany Christian School conducts an annual Parent Survey which is anonymous. BCS also conducts an exit survey for all seniors prior to graduation.

X. Transportation

Parent Provided

- The rear parking lot is for car loop drop off and pick up only.
- **No parent parking is permitted in the rear parking lot during school hours**
- Parents may park in the front lot to escort their students to class.
- The gate leading to the rear parking lot will be closed and locked after 8:30 a.m.
- Parents picking up or dropping off students after 8:30a.m. and before 3:20 p.m. must park in the front parking lot and come into the school office to sign in/out their student(s)

See diagram for drop-off and pick-up below.



3

Student Provided

- Bicycles must be parked in their designated area in the rear parking lot. Locks are highly recommended. Students must walk their bicycles while on campus.
- Student drivers must register their vehicles with the school office, offering driver's license and proof of insurance.
- When the student parks his/her car in the parking lot and enters BCS, he/she is not permitted to return to his/her car without permission from administrative personnel.
- Students may not sit in cars during study halls and/or lunch break. When driving on and off campus, students are required to keep the volume of the music where it cannot be heard outside of the car, also adhere to all speed limits.
- Reckless driving and/or violations to the above policy may result in suspension and eventual loss of driving privileges.

School Provided Transportation

- The school is responsible for students participating in all officially sponsored school activities such as field trips, athletic events, choir appearances, class trips, etc.
- Students will only be transported in school-approved vehicles and by school-approved drivers.
- School approved parent drivers must have a copy of driver's license and proof of insurance on file in the school office and cleared as a volunteer.

- The following rules will be enforced with traveling on school transportation:
 - No food or drink allowed on any school van or bus
 - Remain seated and facing forward with seatbelt fastened
 - Do not bring any breakable container on board
 - Do not bring any animals onboard other than service dogs
 - All school behavior policies apply when in school vehicles
 - Students' misconduct on school transportation may be sufficient reason to suspend riding privileges and enforce other disciplinary measures
 - Any damage to the vehicle or equipment will be compensated for by the responsible party/(ies)

XI. Academics

Textbooks and Workbooks

- All textbooks, hard bound and softbound, are the property of the school. The only exception are softbound workbooks (identified as “consumables”) which are the property of the student.
- Damage or extraordinary wear on textbooks will result in a damage assessment or purchase fee.
- If a student damages a textbook or workbook in such a way that it is unusable for classroom work, the student will be required to purchase another textbook or workbook to finish the course. Payment is due at the time of order.
- If a student cannot find a lost textbook or workbook within 7 days, a new textbook or workbook must be ordered to finish the course. Payment is due at the time of the order.

Grading Scale

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

Grading Calculations

Nine-Week grades are calculated as follows:

40%- Class/homework Assignments

30%- Quizzes

30%- Tests

Semester grades are calculated as follows:

40% - 1st nine weeks

40% - 2nd nine weeks

20% - Semester exam

If curriculum does not include semester exam, first and second nine-week grades will be calculated at 50%.

Graduation Requirements

In order to graduate from a Florida High School, a student must earn 24 credits. BCS expects our students to meet the Brevard County graduation requirements of 26 credits, the 26 required credits are divided in the following manner.

18 Core Curriculum Credits

- Four (4) credits in English, with a major concentration in composition, reading for information, and literature.
- Four (4) credits in mathematics, two of which must be Algebra 1, a series equivalent to Algebra 1, and geometry or a higher-level mathematics course.
- Four (4) credits in science, one of which must be two of which must have a laboratory component. Two credits must include biology and chemistry.
- Four (4) credits in social studies three of which must include: one (1) credit in American history; one (1) credit in world history; one half ($\frac{1}{2}$) credit in government; and one half ($\frac{1}{2}$) credit in economics w/personal finance.
- One (1) credit in fine/performing arts.
- One (1) credit in physical education to include integration of health.
- 8 Credits in elective. (4 of which are required Bible classes 9th-12th grades)
- One high school credit must be on-line

Students entering BCS during their high school years will not be required to make up missed Bible credits. Students receive one-half ($\frac{1}{2}$) credit for each semester passed with a grade of 60% or better. Therefore, if a student fails a semester in a subject, he or she loses $\frac{1}{2}$ credit towards his or her graduation requirements.

Credits for graduation are accumulated in ninth through twelfth grades. Students may accumulate math and/or foreign language credits in middle school. Students planning to attend college are strongly encouraged to take two credits of foreign language and a minimum of one credit of computer education, as many colleges require these for incoming students.

Homework

- Homework is a vital part of mastering the subject matter of a class. We have found that students who do not consistently do their homework often struggle to pass their classes.
- Homework is graded in the following manner:
 - 100%- turned in on time
 - 50%- reasonable effort given but incomplete (teacher's discretion)
 - 0%- No Homework
 - At the discretion of the teacher, homework may be graded periodically for an actual grade in lieu of (100% or 0%).
- Secondary homework policy
 - A parent conference will be requested for students failing to complete homework assignments.
 - Students who fail to complete their homework assignments may be required to attend mandatory homework sessions after school.
 - Students who fail to complete 4 or more homework assignments in a grading period may be required to participate in the Resource Teacher check in/out system for the remainder of the grading period.
 - Students who continue to neglect homework may be required to attend homework sessions and participate in the check in/out system for the remainder of the school year.
 - Students who fail to attend mandatory homework sessions or fail to check in/out with the Resource Teacher will face disciplinary action which may include an in-school suspension.
 - A parent may request homework sessions or the check in/out system for their student at any time.

Help Class

Teachers are required to offer at least two 30-minute help classes each week for students who may have academic gaps or are experiencing academic difficulties. Help classes will be set up by the teacher, and it is the student's responsibility to be there. These classes are held after school, and it is the responsibility of the student and parent to provide transportation home. Additional tutoring or intervention needs may be required for the student to remain at Bethany Christian School. Teachers are not required to give more than two help classes per week. Additional fees may be required for tutoring or other interventions.

Late Work

If a student does not complete an assigned project in the given-time schedule, he/she will be given three (3) days to turn it in, with a letter grade drop for each successive day late. After the third day, the project will receive a 0%. (For example, Monday the assignment is due. If it is turned in Tuesday the highest grade possible is 90%, Wednesday is 80%, and Thursday is 70%, and Friday no credit would be given. A parent may request a student attend an available homework session if desired to get the assignment finished within three days.

Viewing Student Progress

Our internet-based program, FACTS/SIS, is the portal through which a parent may keep up-to-date with his or her child's progress. Grades are updated by Wednesday of the following week, so all grades should be available from the Friday before to the beginning of the quarter.

Report Cards

A link to your student's report card is e-mailed approximately ten days after the end of each grading period. Printed report cards are available upon request.

Report cards and/or transcripts will not be made available to families with outstanding school bills, which include tuition, unpaid fees and damaged property.

A student who has incomplete work at the time report cards are calculated will be automatically assigned a zero for each missing assignment. Students with an "I" for incomplete is considered an "F" until all the grades have been turned in and made current in the office. For students with excused absences at the end of the quarter, their report card will be updated once the missing work is turned in.

Promotion Policy

Students are promoted who demonstrate ability in their core subject areas in elementary and junior high school. Students must have an overall passing grade in their core subjects to be promoted in the elementary and junior high schools.

High school students must pass a sufficient number of credits (see Graduation Requirements) to graduate. Class standings are based upon credits earned.

Student Achievement Testing

Bethany Christian School uses standardized tests to check student progress and assess students' potential, and compare our students to our county, state and nation. Students take the NWEA Measures of Academic Progress (MAP) assessment three times during the school year. The first assessment will be done in the first few weeks of school and serves as a benchmark. The student will take the second assessment in January to check progress and the final assessment will be in the spring.

Class Schedules

Class schedules are subject to change each semester. When students meet with the Guidance Counselor to schedule classes, the class schedule will be given.

Class Transfers

On rare occasions, a high school student may want or need to transfer to another class. If that is the case, the student must request a class transfer the first two (2) weeks of class. If it is possible, an attempt will be made to transfer that student to another class. The

administration and teachers may identify a student who is not capable of succeeding in a class. If possible, the administration will recommend a transfer to another class for that student.

Transcripts

It is the policy of BCS not to release official transcripts or records directly to students or their parents. When transferring to a new school, the parents will sign a request for student's transcripts, and upon receipt of that request, BCS will forward that transcript to the new school if account balance is zero.

XII. Cell Phones

Cell phones must be turned OFF and out of SIGHT during class time and when signed into before and after care. First offense: Confiscation of cell phone for the remainder of the school day. Second offense: Confiscation of the cell phone, parent will be required to come into school office to pick up the phone. Third offense: Detention and student will not be permitted to bring cell phone on campus for remainder of term. (Parent may meet with administration and arrange for the student to check the phone in and out of school office each day)

Students are prohibited from using a cell phone or any other electronic device to take pictures and/or video of other students or school events, or to post anything to social media during the school day.

"Smart watches" are not permitted to be worn by students during school hours as these devices can be used for texting and accessing media.

Absolutely no camera's, cell phones or "smart watches" are permitted in restrooms or locker rooms. Students who take any of these items into a restroom or locker room will have the item confiscated, their parents called and face additional disciplinary action.

XIII. Gum Chewing

Students are not permitted to have gum on school premises. Students caught with gum (in their mouth, or on their person) will be given a warning and required to throw the gum away. Continued disregard of this policy may result in the student being assigned a detention in which they are required to clean gum off chairs, desks and other areas of the school campus.

XIV. Discipline

Guiding Assumptions

1. The standard of behavior is simple, straight forward and understood by all.
2. Students, by nature, will always push to change the standard.
3. Students are to be trained in self-discipline and modesty.

4. Parents, who support our school and consider sending their children to our school, will judge us based on the behavior they see on our campus.
5. The Church is called to change the culture; many times, the culture has changed the church.
6. Standards of conduct and dress establish a basic team spirit, camaraderie and the belonging to the group.

Disciplinary Procedures

CAMPUS LIFE:

Bethany Christian School is a Christ-centered community of students, faculty, staff and parents who desire to provide a safe, peaceful and loving environment that promotes learning and develops character. Christian faith affirms the sacredness of the individual because of his or her relationship to Christ: God created man in His image; God created man as a person; and God Himself became man. Such a faith recognizes the value of a community such as BCS. Each student, teacher or parent in this community is related to the other members. Each is nurtured in the relationships found in this community, and each has a responsibility to God for the other members of the community. Therefore, God intends for each member of this academic community to nurture and complete each other in any way possible.

Discipline Philosophy

Discipline is an integral part of emotional and spiritual development. It occurs in a positive way through instruction, modeling appropriate behavior, rewarding appropriate behavior, praise, and prompts, etc. (Prov. 22:6; Eph. 4:22-24). Usually, these methods build in new behaviors, or increase the frequency of desirable behaviors.

Discipline also occurs as a result of an appropriate use of punishment or aversive learning (Heb. 12:5-8). Included in this category are reprimands, detention, social probation, work assignments, suspension, and expulsion. Generally, when punitive disciplinary processes are used the purpose is to suppress or remove undesirable behaviors.

Any time disciplinary measures are taken, whether in a positive or punitive process, those measures are taken for the express purpose of ministering to (i.e., developing or educating) the individual and/or the whole student body. This involves assisting the student(s) in transferring responsibility and accountability for behavior from parents and teacher/administrators to God who is the ultimate judge and authority (Rom. 14:10; II Cor. 5:10). As this process occurs, the student matures spiritually and emotionally and develops self-control as well as an understanding of accountability to God.

When punishment is administered at BCS, mercy and justice are combined in an attempt to assist the student in understanding the offense and the results of the offense. Further, punishment is administered in such a way as to show that love and forgiveness result when a student has appropriately responded to discipline.

Every attempt will be made to instill in each individual an understanding of the necessity of the discipline and the potentially positive outcome. When all methods for helping, a student have

been exhausted without positive results, or a student (or his/her parents) is not cooperative in carrying out disciplinary procedures, or a behavioral problem is an extremely serious offense, it may become necessary for the student to leave for the greater good of the student body. This is not a desired occurrence, and a great deal of effort will be made to prevent it from happening.

Purposes of Behavior Code

1. To provide positive reinforcement for positive behavior.
2. To establish a clear description of the types of behavior that would be considered unacceptable.
3. To set forth the disciplinary measures that will be taken against unacceptable behavior.
4. To provide for the communication of all involved- parent, student, teacher, and administration - of the cause for discipline and the action taken.
5. To provide for accurate record keeping of disciplinary action so that discipline may be administered throughout the school in a firm, fair and consistent manner.

Policy Boundaries

The discipline policy applies to students while they are on campus, on BCS operated school buses, or at school functions. Their behavior at other times or places is *parent's responsibility* and *not the school's*. Behavior that *impairs the testimony of the school*, however, cannot be ignored. Therefore, offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

Responsibilities

PARENT: You have been given the responsibility by God for the discipline of your children. As a BCS parent you have conferred this authority upon teachers and administrators during the school day and in school activities. If a parent has questions or disagreements regarding disciplinary actions, it is his or her responsibility to immediately discuss them with the teacher involved and not to bring the grievance to other parents, faculty or students. For matters not resolved with the teacher, parents are encouraged to schedule a meeting with the school administrator and teacher.

STUDENT: BCS students are expected to conduct themselves according to the highest Christian standards of honesty, integrity, responsibility, and love. In harmony with the principles of Scripture, the rule by which a young person is to live is the conscious striving for God's approval and the protection of your Christian testimony.

Behavior Code

Discipline is necessary for the welfare of the students as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a code of conduct not only for their own benefit, but for the benefit of others as well. Bethany Christian School expects full cooperation from students and support from parents.

Bethany Christian School has a commitment to its school families to maintain its standards and requirements for all students. Because attendance at Bethany Christian School is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and expectations of the institution; and the school may request withdrawal of any student at any time, who in the opinion of the school does not fit into the spirit of the school ministry.

There is, at Bethany Christian School, a great sense of commitment and love for the students and families we serve. There is, however, an additional commitment to the total school family and to the Lord Jesus Christ.

When problems arise, the following means of discipline may be used in various combinations and varying order.

- The teacher may warn the student and explain why the behavior is not acceptable.
- Extra work may be assigned.
- Privileges may be restricted.

A student may be dismissed from class to go to the office for a conference with the principal.

- Demerits may be issued.
- A phone call or an email may be made to the parent.
- A note may be sent to parents that must be signed and returned within three days. Failure to return the signed note will result in additional consequences.
- A parent-teacher-principal conference may be arranged.
- After-school detention (3:45-4:30) may be given
- An in-school or out-of-school suspension may be given.
- Saturday school may be assigned (\$20 fee)
- The student may be asked to withdraw from school.

Disciplinary Action Guidelines

Guidelines are established to ensure that both students and parents understand the process which will be followed should disciplinary actions be necessary. As stated earlier, it is the hope of the BCS administration that every student will function within the school community without the need of disciplinary intervention. However, to assume so would be unrealistic and to not make preparations would be negligent.

Described below are the potential consequences for misbehavior.

Disciplinary Probation

A student will be placed on disciplinary probation when the administration feels that the behavioral pattern and record indicate that the student is not abiding by the rules of the school. During this time, some privileges may be denied, and the student will be observed carefully to see if any real effort is being made to improve attitudes and actions.

Parent/Student Conferences

School administration may request a conference with a student and his/her parents, or the student and his/her parents may request a conference with the school administration concerning the student's conduct. The goal of the conference will be to develop a behavior contract with defined, measurable goals for improved conduct.

In-School Suspension

1. Student must complete classroom assignments in a designated room from 8:00 a.m. to 3:00 p.m.
2. All class work missed must be made up. Ten percent will be subtracted from the grade on all assignments, quizzes, or tests missed because of suspension. If no assignment, quiz, or test was scheduled for the day missed, ten percent will be deducted from the participation grade.
3. No contact with other students during the school day.
4. Students will not be allowed to participate in any extracurricular activity on the day of the suspension.

Out-of-School Suspension

Serious discipline problems which may result in students being assigned Off Campus Suspension involves the following:

1. Students are not allowed to be on campus for any reason without permission of the administration.
2. All class work missed must be made up. **Twenty percent will be subtracted from the participation grade in each class missed because of suspension.**
3. Students will not be permitted to attend or participate in any extracurricular activity on the day of the suspension.

Expulsion

A student may be expelled or required to withdraw from school at any time he/she is found to be out of harmony with the rules and policies of the school. A student expelled is prohibited from school grounds and functions (ballgames, competitions, school plays, banquets, etc.). Decisions in these matters are at the discretion of the administration.

1. An expulsion from BCS is for two consecutive semesters.
2. The expelled student must satisfactorily complete a mentoring program and be recommended by his/her mentor as ready to make application for readmission.

Administrative Discretion...

Chapel Misconduct, Cheating or Lying, communicating without Permission (talking, notes, letter, etc.), Defacing School Property or Vandalism Disobedience, Disorderly Conduct, Disrespect, Disturbing Class, Driving Offense, Fighting, Having Unapproved Items at School, Horseplay, Immorality (Sexual Misconduct), Inappropriate Music (material collected), Invasion of Privacy (being in someone's backpack, wallet, purse, notebook, textbook, etc., without previously obtaining that person's or the administration's permission), Leaving Campus Without Permission,

Littering, Off Limit Areas, Physically or Verbally Threatening a Teacher, Pornographic or Lewd Material, Promoting or Attending Inappropriate Concerts, Movies, Establishments, etc. Questionable Behavior Roughhousing, Skipping Class, Social Infraction, Stealing, Teasing and Name Calling, Tobacco in Any Form, Vulgarity, Profanity, Drugs or Alcohol.

In any of these instances the administration has the discretion of assigning demerits ranging anywhere from 1 to 50 demerits, giving level consequences or both.

Extreme Behavior Violations

Listed below are some of these serious offenses.

CHEATING: Students should resist any temptation to copy work from other students or to plagiarize. Cheating of any type is regarded as a serious offense and may lead to suspension or expulsion.

FIGHTING: Fighting is not an acceptable Christian way of settling differences. A student who is willingly involved in a fight will receive a minimum 3-day suspension from school depending upon the severity of the offense. The Principal may take into consideration such factors as bullying or excessive provocation and assign suspensions or expulsion as warranted. However, a penalty up to and including suspension will be considered for any student who, in the course of defending him/herself, does intentional physical harm.

PROFANITY, GROSS DISRESPECT: While “discourteous behavior” and “inappropriate language” may generally be handled through the discipline report procedure above, profane language or gross disrespect for authority may lead to suspension or expulsion. Racial slurs are considered reprehensible behavior and will result in immediate expulsion.

PROFANE LANGUAGE: includes gross sacrilege, vulgar language (such as use of sexually-oriented profanity) and obscene gestures.

GROSS DISRESPECT: of authority includes either open defiance or active resistance toward a teacher, staff member, or other adult volunteer which is either belligerent or vulgar in nature. Any student who is proven to have treated a BCS faculty or staff member in such a manner will forfeit the right to attend Bethany Christian School.

SUBSTANCE ABUSE: A student who knowingly possesses, uses, or is under the influence of any narcotic substance, alcoholic beverage, controlled drug, or intoxicant of any kind shall be subject to expulsion.

A student who distributes narcotics, an alcoholic beverage, a controlled drug, or an intoxicant of any kind will forfeit the right to attend Bethany Christian School.

TOBACCO USE: Smoking is prohibited on school grounds or at school sponsored events. Possession of any tobacco product (including vaping products) is prohibited and is subject to these actions:

1. First offenders will receive a minimum 3-day suspension from school.
2. Second offenders will be recommended for expulsion.

THEFT: Acts of theft will be subject to one to five days of suspension or expulsion depending upon the severity of the incident and restitution of the items taken.

Mentoring Program

The mentoring program is for students who have been expelled from BCS or students who have been placed on prayerful consideration with regard to being allowed to continue as a student. Any expelled student who wishes to re-apply for admission after the expulsion period must complete the requirements of a mentoring program. The mentoring program has as its goal the restoration of students who have lost the privilege or are currently in danger of losing the privilege of attending BCS.

Conflict Resolution

At some time during the school year, a problem may arise with your child. Usually, this problem can be solved with a simple phone call. We suggest you follow this procedure in handling any problems that might surface:

First ... person to whom complaint has been made.

Second ... school principal.

Third ... school administrator

The steps are established to insure that appropriate channels are followed and appropriate communication is made to all parties involved. The goal is that problems are resolved in a manner in which Christ is honored and positive relationships are maintained.

IMPORTANT NOTE: In extreme situations *a student may be asked to leave BCS based upon the behavior of a parent.*

XV. DRESS CODE

BCS believes it is necessary to dress appropriately and modestly at all times. The school maintains a high standard of modesty and dress based upon Biblical principles. Please realize that while you may not agree with the specific standards we maintain, as an institution, we must prescribe specific standards. It is expected that the parents cooperate in enforcing these standards.

Dress Code – Girls

- Earrings are to be worn only in the ears.

- Shoes must be worn at all times.
 - Athletic or canvas-type shoes are acceptable for the classroom.
 - Shower thongs and open-toed or open-heeled sandals or slides are not permitted.
 - Flip-flops and open healed Crocks are not permitted.
- Shirts must be purchased from the school office.
 - BCS polo shirts must be worn Monday-Thursday, including under BCS sweatshirts.
 - BCS spirit wear may be worn on **Fridays Only**.
 - Shirts may be worn “untucked” unless they are too large and appear “sloppy.”
 - Solid color white, navy or orange long-sleeve shirts may be worn under the school polo shirt.
- Shorts, pants or Capris, skirts/skorts can be purchased through Wal-Mart or other locations where the BCS standard for pants and shorts is available.
 - Colors of the shorts, pants or Capris must be khaki or navy.
 - Must be of no more than two inches above the knee.
 - On cold days students may wear solid color leggings/tights under shorts/skirts.
- Sweaters, jackets and sweatshirts will have the BCS logo in a visible area and must be purchased through BCS. **Non BCS outerwear may not be worn in the classroom at any time.** Heavy coats and other non BCS outerwear may only be worn outside and only when weather conditions require it. **No non-BCS outerwear may be worn only when the temperature is below 70°.**
- Athletic sweatbands or any other head covering including ball caps and skullcaps may not be worn.
- Hair
 - Hair must be neatly cut and not appear unkempt.
 - Extreme hairstyles or hair colors are not permitted.
 - In general, any hairstyle that draws attention to the student or that creates a distraction that interferes with learning will not be permitted.
- Jewelry
 - Administration reserves the right to disallow any jewelry of which they determine to be inappropriate for a positive Christian school environment.
 - For safety reasons no excessively large hoop or dangling earrings may be worn.
 - Not to be excessive.

Dress Code – Boys

- Shoes must be worn at all times.
 - Athletic or canvas-type shoes are acceptable for the classroom.
 - Shower thongs and open-toed or open-heeled sandals or slides are not permitted

- Flip-flops and open-healed crocks are not permitted.
- Shirts must be purchased from the school office.
 - BCS polo shirts must be worn Monday-Thursday, including under BCS sweatshirts.
 - Shirts may be worn “untucked” unless they are too large and appear “sloppy
 - On spirit days (Friday Only) students may wear BCS spirit wear
 - Solid color white, navy, or orange long-sleeve shirts may be worn under the school polo shirt.
- Sweaters, jackets and sweatshirts will have the BCS logo in a visible area and must be purchased through BCS. **Non BCS outerwear may not be worn in the classroom at any time.** Heavy coats and other non BCS outerwear may only be worn outside and only when weather conditions require it. **No non-BCS outerwear may be worn only when the temperature is below 70°.**
- Shorts or pants can be purchased through Wal-Mart or other locations where the BCS standard for pants and shorts are available.
 - “Uniform style” short and pants.
 - Colors of the shorts or pants must be khaki or navy.
 - **No Cargo Pants or shorts**
- Athletic sweatbands or any other head covering including ball caps and skullcaps may not be worn.
- Hair
 - Hair must be neatly cut and not appear unkempt.
 - Extreme hairstyles or hair colors are not permitted.
 - In general, any hairstyle that draws attention to the student or that creates a distraction that interferes with learning will not be permitted.
- Jewelry
 - Administration reserves the right to disallow any jewelry of which they determine to be inappropriate for a positive Christian school environment.
 - If chains are worn, they must be worn under the shirt. Chains may not hang outside the shirt.
 - Not to be excessive.

School sponsored events outside of school: When a student attends a school function, whether on or off school grounds, discretion and Christian modesty are expected with consideration given for that particular activity. At sports activities, dress with modesty, knowing that you represent BCS. If necessary, you may be asked to leave the activity if immodestly dressed and you will receive appropriate demerits.

