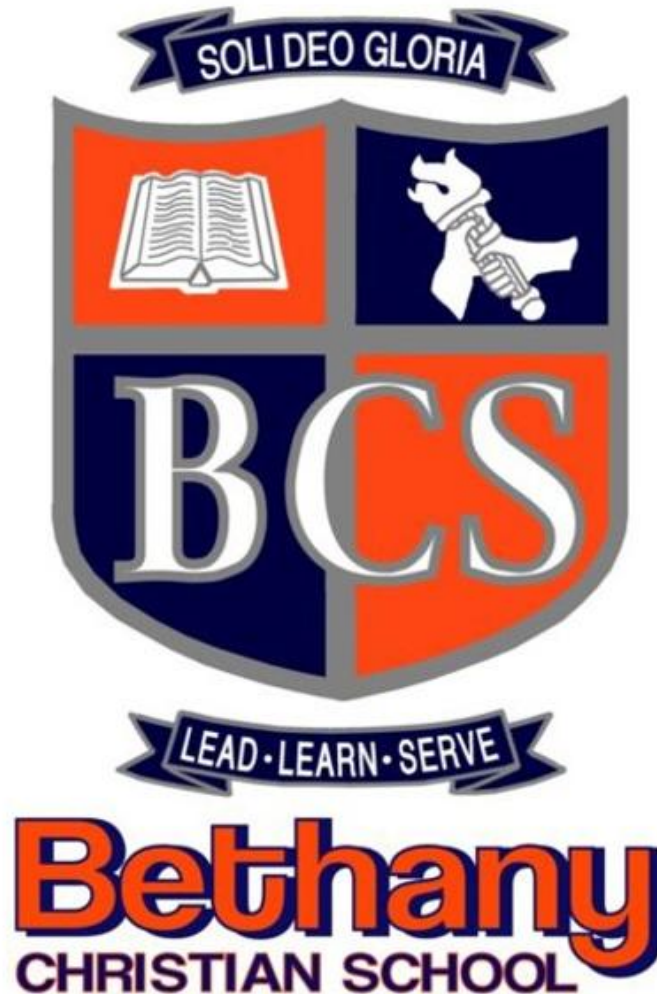


# PARENT/STUDENT MANUAL

**2025-2026**



**Mission Statement:**

Bethany Christian School exists to prepare students academically, spiritually, and emotionally to become passionate followers of Jesus who discover their God-given potential, become life-long learners, and stand on God's absolute truth.

**Our Purpose:**

Partnering with families in the battle to prepare students to stand for Christ.

**Our Vision:**

To be the school of choice for Christian families in south Brevard County, Florida

## Table of Contents

Campus Life .....	5
<i>Introduction</i> .....	5
History.....	5
Statement of Faith .....	5
Statement of Philosophy and Purpose.....	6
Statement of Purpose (objectives).....	6
Statement of Non-discrimination .....	8
Affiliation Accreditation .....	8
<i>Resource Information</i> .....	8
<i>Admissions</i> .....	9
Admissions – New Students .....	9
Enrollment Procedures .....	10
Reenrollment Procedures .....	10
Transfer Students.....	11
<i>Financial Information</i> .....	11
<i>Tuition/Fees</i> .....	11
<i>Withdrawals and/or Dismissals:</i> .....	11
<i>Late Charges:</i> .....	11
<i>Check Fees and Other Information:</i> .....	12
General Information .....	12
School Hours.....	12
School Office .....	12
Other Notes .....	13
Volunteers .....	13
Medications .....	13
Well Child/Student Policy .....	14
Attendance .....	15
Arrangements for Homework .....	17
Make-up Work for Excused Absences .....	17
Tardy Procedures.....	17
Tardy Discipline .....	18
Leaving/Returning Campus during School Hours .....	18

Authorized Leaving of Campus .....	18
Unauthorized Leaving of Campus .....	19
Teacher Conferences .....	19
Home/School Communication.....	19
Open House/Orientation.....	19
Parent-Guardian/Teacher Conference .....	19
BCS Cares .....	19
Surveys .....	20
Transportation .....	20
Parent Provided .....	20
Student Provided .....	20
School Provided Transportation.....	20
Student Drivers .....	21
Academics.....	21
Textbooks and Workbooks .....	21
Grading Calculations.....	22
Help Class .....	23
Late Work .....	23
Viewing Student Progress .....	23
Report Cards .....	24
Promotion Policy.....	24
Student Achievement Testing.....	24
Class Schedules.....	24
Class Transfers .....	24
Transcripts.....	25
Discipline .....	26
<b>Discipline Guidelines – Demerit System.....</b>	<b>26</b>
Sexual Conduct .....	27
Discipline Philosophy .....	27
Purposes of Behavior Code.....	28
Behavior Code.....	28
Policy Boundaries .....	29
Responsibilities .....	29
Disciplinary Action Guidelines .....	30

Disciplinary Probation .....	30
Parent-Guardian/Student Conferences .....	30
In-School Suspension.....	30
Out-of-School Suspension .....	31
Expulsion .....	31
Extreme Behavior Violations.....	31
Guiding Assumptions .....	33
Conflict Resolution .....	33
Dress Code.....	34
Dress Code – Girls .....	34
Dress Code – Boys .....	35

## **Parents-Guardians/Students:**

For parents/guardians, this book gives you helpful information regarding attendance, academics, and discipline. For students, this handbook outlines important guidelines in academics, attendance, dress code and discipline, and student regulations. Please take time to read and review this year's Parent-Guardian/Student Handbook. We believe that the information provided in this handbook gives us all the opportunity to work together cooperatively daily as we strive to provide the best in an excellent, Christian education for you, our BCS students and parents/guardians.

## **Campus Life**

*Bethany Christian School is a Christ-centered community of students, faculty, staff, and parents/guardians 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/guardian 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.*

## **Introduction**

### **History**

Bethany Christian School was founded in 1968 as a ministry of Bethany Church, 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 2017, Brevard Christian School became Bethany Christian School.

Bethany Christian School is owned and operated by Bethany Baptist Church (Bethany 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.

### **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 for 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).*

## ***Education, Philosophy and Objectives***

### **Statement of Philosophy and Purpose**

Bethany Christian School is a ministry of Bethany Church 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 student 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 student,” and it is our mission to offer students 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.*

### **Statement of Non-discrimination**

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 based on race, color, national, and ethnic origin in the administration of admission policies, educational policies, or athletics, and other school-administered programs.

### **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](http://www.faccs.org).

## **Resource Information**

### Contact Information

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

Main Campus: (321) 727-2038  
Preschool Campus: (321) 726-8165  
School Fax: (321) 729-4212  
Web Address: [www.bcsmelbourne.com](http://www.bcsmelbourne.com)

### **Administration**

School Administrator	Dr. Stephen Wynn
Guidance Counselor/ Secondary Principal	Mrs. Jennifer Batson
Elementary Principal	Mrs. Bethany Hughes
Admissions/Registrar	Mrs. Rosie Carpenter
Finance Manager	Mrs. Stephanie Shekell
Athletic Director	Mrs. Kara Morrison
Administrative Assistant	Ms. Danielle Sustaie
Main Campus Front Office	Ms. Cindy Berrios
Preschool Administrator	Mrs. Katie Maddox

### **Email address**

<a href="mailto:swynn@bcsmelbourne.com">swynn@bcsmelbourne.com</a>
<a href="mailto:jbatson@bcsmelbourne.com">jbatson@bcsmelbourne.com</a>
<a href="mailto:bhughes@bcsmelbourne.com">bhughes@bcsmelbourne.com</a>
<a href="mailto:rcarpenter@bcsmelbourne.com">rcarpenter@bcsmelbourne.com</a>
<a href="mailto:sshekell@bcsmelbourne.com">sshekell@bcsmelbourne.com</a>
<a href="mailto:kmorrison@bcsmelbourne.com">kmorrison@bcsmelbourne.com</a>
<a href="mailto:dsustaire@bcsmelbourne.com">dsustaire@bcsmelbourne.com</a>
<a href="mailto:bcs@bcsmelbourne.com">bcs@bcsmelbourne.com</a>
<a href="mailto:kmaddox@bcsmelbourne.com">kmaddox@bcsmelbourne.com</a>

**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.



## Admissions

### Admissions – New Students

- Students are admitted based on available space, their character, scholastic record, respect for authority, and a genuine desire on the part of the parents/guardians to have their student in a Christian school, without regard to race, color, national, or ethnic origin.
- Only those students whom we feel will adjust to our program, and whose parents/guardians agree to cooperate fully with the teachers and administration, will be admitted.
- Each student applicant must be interviewed by the school administrator/principal or other administrative personnel with at least one parent/guardian present; providing grades, standardized test scores, behavior reports, and IEPs/504 plans (all that are applicable).
- Students are evaluated for academic readiness to enter Bethany Christian School. After successful completion of admission/enrollment screening/interview, the administrator will give approval or denial for the enrollment process to continue.
  - All parents/guardians are expected to read the student handbook Covenant Agreement. Secondary students (grades 6<sup>th</sup>-12<sup>th</sup>) are required to sign the Student Agreement of Conduct, which will be distributed and explained during the initial interview.
- Enrollment is not guaranteed until the following has been received by finance and admissions:
  - Application and enrollment packets completed and submitted
  - Application and registration fees paid
  - Student's immunization record
  - Physical (within one year of start date at BCS)
  - Birth certificate
    - These items may be uploaded during the enrollment process or brought into the office for copies.
    - Children entering K-5 must be five (5) years of age ON OR BEFORE September 1.
  - *If a student is entering K5 or 7<sup>th</sup> grade, they must have an updated immunization and physical record.*
- The school monthly payment plan begins in August of that school year unless other arrangements are made with finance.
- Parents/guardians 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 and/or report cards/transcripts, 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, grades are provided, and testing is completed (if applicable), and the Covenant Agreement is signed.

### **Enrollment Procedures**

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

1. A completed student enrollment packet/forms and paid registration/enrollment fees.
2. Student Agreement of Conduct signed by the student and parent(s)/guardian(s) (grades 3-12).
3. **Student Questionnaire must be completed by the student prior to interview (grades 5-12).**
4. Parents'/Guardians' Statement of Support signed by both parents/guardians (if applicable)- (one of the enrollment forms)
5. Show sufficient competency in math and reading for that grade level.
6. Meet with a member of the administration, supplying grades/transcripts, standardized test scores, and IEP/504 Plan (if applicable).

### **Reenrollment Procedures**

Students reenrolling in BCS must complete the reenrollment packet/forms in their FACTS SIS account.

- Parents/guardians must reenroll their student(s) **each year** and pay the reenrollment fee (including past due accounts from the previous year. If previous year outstanding balance is not paid in full at end of current year, your student(s) will be blocked from reenrolling until unpaid balance is paid.
- Your student's seat/spot is not guaranteed until fees are paid in full.
- Students entering K5 and 7<sup>th</sup> grade **MUST** have an updated physical and immunization record or Religious Exemption.

***BCS reserves the right to refuse reenrollment to students or 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; exceptions to this policy require written authorization from the administrator.

### **Transfer Students**

Students who transfer to Bethany Christian School after the school year has started will be charged beginning the month they enter Bethany Christian School.

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 previous school.

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

## ***Financial Information***

### ***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.*

### **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 to families who have paid for 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/guardians must have completed all withdrawal papers and paid all fees and tuition payments due for the school records to be sent to the receiving school.

Withdrawal is not complete until the withdrawal form is turned into 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 10<sup>th</sup> of the month.

If, on the first day of the new month, the previous month's tuition is still outstanding, the parent/guardian will be notified that their student(s) may not attend classes until the 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.*

Bethany Christian School does not accept post-dated checks.

**Only cash or check are accepted on campus – no credit or debit cards.**

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

## General Information

School Colors – *Navy Blue and Orange*

School Mascot – *Eagle*

### School Hours

School Office	8:00 am- 4:00 pm ( <i>Monday– Thursday</i> )
<i>School Fridays</i>	<i>8:00 am - 2:15 (Fridays)</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 <sup>st</sup> Grade	8:30 am- 3:20 pm
2 <sup>nd</sup> – 5 <sup>th</sup> Grade	8:30 am- 3:25 pm
6 <sup>th</sup> – 12 <sup>th</sup> Grade	8:30 am- 3:35 pm
Friday's-All Grades	8:30 am – 2:15 pm

### School Office

All parents/guardians are welcome at Bethany Christian School. **EVERYONE** is required to check in at the school office (even spouses). Classroom visits can be disruptive to the classroom routine and must be scheduled with the teacher and/or administration. *Parents/guardians are encouraged to volunteer for field trips, lunch, and or recess help. These parents/guardians are required to be fingerprinted at the parent's/guardian's expense.*

Visitors to our campus must report to the school office prior to going anywhere on the BCS campus. Visitors must be listed in the student's **"Acceptable Visitor"** or the **"Pick-Up"** list. *If a visitor comes to the 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 emergency/pick-up list must be made in writing/email by the parents/guardians on file.

Lunches, homework, books, or other items to be delivered to your student may be left in the school office. Please provide the name and grade of the student of the items delivered.

If you request your students' work, please request the first thing of a school morning, give the front office until 3:00 p.m. to have requested items. Be prompt in picking up the items before the school office closes at 4:00 p.m. the same day.

Although school phones are for school business, the student may use them for contacting their parent/guardian in case of an emergency.

The school's number is 321 727-2038. Students are not allowed to use their cell phones from 8:30-3:35; the student is to come to the school office and use the school's phone. Please put the above number in your phone so it is recognized as Bethany Christian School. NOTE: DO NOT CALL or TEXT your students during school hours on their cell phones, call the school office and we will get a message to your student. Cell phones MUST be turned OFF from the hours of 8:30-3:35.

## Other Notes

- All water bottles must have CLEAR tops or clear cup (all grades), label with student's name.
- Label ALL outerwear with student's name whether BCS or personal.

## Volunteers

As a private Christian school, not only do we need tuition to cover our expenses to educate students, but we also rely on the good heart of our volunteers.

If you are talented in areas that would benefit our school/students (ex: sports, clubs, etc.), please let us know and we can discuss helping and investing your time in the lives of our young people.

Check with the office before volunteering in the classroom or other situations involving direct contact with students. We have a lot 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.

## Medications

Florida State Law does not allow school personnel to administer medicine without explicit written instructions from the parent/guardian. All medications (over the counter (OTC) or

prescribed) must be in the original container/package and 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/guardian, and the parent/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, including dose.

***If your student requires an inhaler for asthma during school hours, you must have a physician complete the two required forms (contact the school office if you did not download during enrollment process).***

Exceptions:

- If a student has asthma or is required to always have their inhaler with them, a physician must state this on their asthma forms.
- If a student must carry their epi pen on their person, it must be stated by their physician.

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

## **Well Child/Student Policy**

To reduce the spread of illnesses and maintain a safe and healthy environment for all students and staff we ask that parents/guardians not bring students to school if:

- 1) The student shows any sign of illness (see SYMPTOMS REQUIRING CHILD/STUDENT TO BE SENT HOME below).
- 2) The student is unable to participate in the normal routine of the school day.

Sick students can expose students and faculty/staff members to illnesses, leading to excessive absences and disruption to the program.

In the event a student complains about not feeling well during the school day, vomiting, running a fever, or consistent coughing, the parent/guardian will be contacted.

The parents/guardians will be called and are expected to pick the student up within ***one hour (60 minutes)*** from the time of being notified. If the parent/guardian cannot be reached, or has not arrived within an hour, the next person on the emergency contact list will be called and asked to pick the student up.

**Symptoms requiring a student to be sent home from school:**

- Fever: Fever is defined as having a temperature of 100.4°F or higher (**a student needs to be fever free, without the aid of any fever-reducing medication, for a minimum of 24 hours before returning to school**).
- Fever AND/OR sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or two (2) or more loose stools within last four (4) hours.
- Vomiting: Note-please do not bring your students to school if they have vomited in the night/morning.
- Consistent coughing (a distraction to the students in class)
- Breathing trouble, 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.
- A student is irritable (other than normal), continuously crying, or requires more attention than we can provide without disrupting the class, hurting the health, safety, or well-being of the other students in our care.

Students returning to school from an absence are required to present a written explanatory excuse from their parents/guardians stating the cause of the absence.

A physician's note is needed when:

- the student has been absent for three (3) or more consecutive days,
- has had surgery,
- is returning to school after hospitalization,
- has been under the doctor's care for a significant illness, or
- is returning to school after being absent because of a communicable disease.

Please call the school office and let us know the welfare of your students; we would be honored to lift them up in prayer.

## 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 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 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.

**Elementary students** will not be promoted to the next grade level. **This** includes excused and unexcused absences (exceptions do not apply: doctor's notes, court, etc.).

**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/guardian 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/guardians need to inform the school concerning the absence of their student.**

- Parents/guardians must send a note to the school following an absence.
- When appropriate, following a sickness or doctor's appointment, the student should have a medical note from the provider and present it to the school office.
- Students who return from an absence without a note have one (1) school day to provide a note from parent/guardian, or doctor or students will receive an unexcused absence.

**6. Types of Absences**

- A tardy can become an absence (every three tardies = one unexcused absence)
  - Secondary students must be in the class 70% of the class hour. Any student 15 minutes late or more is considered absent for that class.
- Excused:
  - Illness:
    - A parent/guardian note for a one (1) day illness.
    - A doctor's note for three (3) school days absent.
- Doctor's appointment:
  - **The doctor's note should be presented to the front office once the student returns.**
- Pre-Arranged Absence:
  - Must obtain the approval of teachers and administration of the school prior to absence.
- 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 via note or phone call (student must bring note/or parent/guardian phone call.
  - Students may not leave the school grounds during school hours unless they receive permission from the administration and parent/guardian and are signed out from the school office. Failure to follow this procedure will result in an unexcused absence.
  - Unexcused absences will be reflected in the students' nine-week grades.



- All classwork/homework and participation grades will receive zeroes for each unexcused absence. A 20% deduction will be taken from test and quiz grades.
  - Parents/guardians are encouraged to e-mail or call the school office when their student will not be at school (email: [bcs@bcsmelbourne.com](mailto:bcs@bcsmelbourne.com); telephone #: 321 727-2038). 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 school day.**
  - Suspensions: Students are expected to do all missed work, including tests and quizzes; however, students may only earn up to a maximum of 50% for class assignments (from grade received) and a maximum of 75% for tests and quizzes (from grade received).
7. **Exceptions to the state law concerning attendance.**
- Court dates with documentation.
  - Illness with medical professional documentation.
  - Extended illness causes the student to become home bound by 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 absence through the school office if absent for more than one day. Access your FACTS SIS account for all missed assignments. If you are unable to access your FACTS SIS account, please email [rcarpenter@bcsmelbourne.com](mailto:rcarpenter@bcsmelbourne.com), subject: RESET FACTS SIS password.

### **Make-up Work for Excused Absences**

After an excused absence, elementary and secondary students will be granted **two (2) 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 student services teacher will work with the student and parent/guardian to determine the best way to catch the student up. The student bears the responsibility to make up all the missed work, quizzes, and tests. **A student who is absent on the day of a scheduled test or quiz will be expected to take the missed test or quiz the DAY the student returns to class.**

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

### **Tardy Procedures**

- Secondary students (6<sup>th</sup>-12<sup>th</sup> graders) arriving after 8:30 a.m. **MUST** go to the front office to obtain a tardy slip.

- Secondary students who are more than 15 minutes tardy to any class will be counted as absent for that entire class.
- Elementary students (K5-5<sup>th</sup> graders) arriving after 8:30 a.m. go directly to their class unless they have a doctor's note.
  - Students arriving late with an excuse (doctor/dentist) **MUST** check in at the front school office to have the excused tardy recorded; parent/guardian/student must present paperwork from doctor/dentist.
- If a student is tardy from a previous class, that teacher must write a note for the student (student's first and last name, date, and time).
- Each teacher will track the tardies in their class.
- Tardies are rarely excused- **Excused only at the administration's discretion.**

### **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 Campus during School Hours**

### **Authorized Leaving of Campus**

BCS operates under the "closed campus" policy. This means that once a student arrives on campus, 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/guardian's specific request on file and that request has been approved by the administration.
- His/her parent/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/guardian permission may leave campus for lunch up to two (2) times per week. This privilege may be revoked if a student does 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-guardian/administration 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 parent-guardian/administration.
- Students are not allowed to leave campus for lunch unless pre-approved by parent-guardian/administration.
  - Students who leave campus without permission will be subject to a one-day suspension.

## **Teacher Conferences**

If you wish to talk to your students' teacher, please arrange for a private conference by e-mailing your students' teacher or calling the school office (321 727-2038). Most teacher emails are their first initial and last name and then [@bcsmelbourne.com](mailto:@bcsmelbourne.com).

Ex: [rcarpenter@bcsmelbourne.com](mailto:rcarpenter@bcsmelbourne.com). Check our website [bcsmelbourne.com](http://bcsmelbourne.com)>About Us>Faculty/Staff for first initial and last name.

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

## **Home/School Communication**

### **Open House/Orientation**

Parent/guardian open house/orientation will be held at the main campus. At least one parent/guardian is expected to attend the parent/guardian open house/orientation. An open house will be held the same night as parent/guardian orientation. This is an opportunity for students and parents/guardians to meet the teacher, bring in school supplies, and get any questions answered.

### **Parent-Guardian/Teacher Conference**

Parent/guardian-teacher conferences should be made by appointment, please e-mail the teacher or call the school office to schedule (321 727-2038). Conferences may be in person or by phone and will be scheduled before or after school. Failure to attend a school-requested Parent/Guardian-Teacher Conference may lead to dismissal of your student from Bethany Christian School. Other conferences may be scheduled as needed.

### **BCS Cares**

The Parent/Guardian Teacher Organization (PTO), BCS Cares is a ministry of our school that allows parents-guardians/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 our families.

## Surveys

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

# Transportation

## Parent Provided

- The rear parking lot is for car loop drop off and pick up only.
- **Parent/Guardian parking is NOT permitted in the rear parking lot during school hours.**
- Parents/Guardians may park in the front parking lot to escort their students to class or needing the front office.
- The gate leading to the rear parking lot opens each morning at 8:15 a.m. and will be closed and locked after 8:30 a.m.
- Parents/Guardians picking up or dropping off students after 8:30 a.m. and before 3:10 p.m. must park in the front parking lot, come into the school office, then sign their student(s) in/out.
- NO students may be checked out after 3:10 p.m. Classes are preparing for dismissal, and students must be picked up in the car loop after 3:10 pm. Please plan accordingly for afternoon appointments.
  - **Parents/Guardians – please adhere to the 5-m.p.h. speed limit on campus.**

## 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. Helmets must be worn while on bicycle.
- Students are not allowed to sit in their vehicle 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 and adhere to **all** speed limits (**5 mph on campus**).

## School Provided Transportation

- The school is responsible for students participating in all officially sponsored school activities such as field trips, athletic events, class trips, etc.
- Students will only be transported in school-approved vehicles and/or by school-approved drivers.
- School approved parent/guardian drivers must provide a copy of their driver's license and proof of insurance on file in the school office and cleared as a volunteer.
- The following rules will be enforced while traveling on school transportation:
  - No food or drink is allowed on any school van.
  - Remain seated and facing forward with seatbelt fastened.
  - Do not bring any breakable container on board.
  - Do not bring any animals on board 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 party responsible.**

### Student Drivers

- Student drivers must register their vehicles with the school office, offering driver's license and proof of insurance.
- Speed limit on campus is **5 mph**, speeding will suspend your privilege of driving to/from Bethany Christian School.
- Refrain from LOUD music once arriving on campus.
- 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.
- Reckless driving and/or violations of the above policy may result in suspension and eventual loss of driving privileges.

## 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 or student cannot find a lost textbook within three (3) school days, a new textbook/workbook must be ordered. The **student will be required to purchase another textbook or workbook to finish the course. Payment is due at the time of the order.**
- Planners are provided for 2<sup>nd</sup>-6<sup>th</sup> grade students. If a student loses their planner, they must provide their own.

### Grading Scale

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

## Grading Calculations

Nine-Week (9) grades are calculated as follows:

25% - Class/homework assignments  
30% - Quizzes  
45% - Tests

Classes with Labs:

15% - Homework      15% - Labs  
30% - Quizzes      40% - Tests

If the curriculum does not include semester exam, first and second nine-week grades will be calculated at 50% per 9 weeks.

## Graduation Requirements

### SATs (Scholastic Assessment Test):

ALL 11<sup>th</sup>/12<sup>th</sup> graders **MUST** take the SAT, whether you are college bound or not, you must schedule to take this test.

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:

### 19 Core Curriculum Credits

- Four (4) credits in English, with a major concentration in composition, vocabulary, reading for information, and literature.
- Four (4) credits in mathematics, two (2) 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 have a laboratory component. Two (2) 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 (½) credit in government; and one half (½) credit in economics w/personal finance.
- One (1) credit in fine/performing arts.
- One (1) credit in physical education to include integration of health.
- Eight (8) credits in an elective (four (4) of which are required Bible classes 9<sup>th</sup>-12<sup>th</sup> grades).
- One (1) high school credit must be online or dual enrollment.
- One (1) in financial literacy.

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 class in a semester passed with a grade of 60% or better. Therefore, if a student fails a semester in a subject, he or she loses one-half ( $\frac{1}{2}$ ) credit towards his or her graduation requirement of 26 credits.

Credits for graduation are accumulated in ninth (9<sup>th</sup>) through twelfth (12<sup>th</sup>) grades. Students may accumulate math and/or foreign language credits in middle school. Students planning to attend college are strongly encouraged to take two (2) credits in foreign language and a minimum of one (1) credit for computer education, as many colleges require these for incoming students.

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

### **Help Class**

Teachers are required to offer at least two (2) 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 and on time. These classes are held after school, and it is the responsibility of the parent/guardian to provide transportation from school. 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 after the due date to turn it in, with a letter grade drop (from original grade) for each successive day late. After the third day, the project will receive 0%. (For example, Monday the assignment is due; if it is turned in on Tuesday, the highest grade possible is 90%; Wednesday is 80%, and Thursday is 70%, Friday no credit would be given (0%). A parent/guardian may request a student attend an available homework session if desired to get the assignment finished within three (3) days.

### **Viewing Student Progress**

Our internet-based program, FACTS/SIS, is the portal through which a parent/guardian may keep up to date with his or her student's progress. Grades are updated by Wednesday of the following week, so all grades should be available from Friday to the beginning of the quarter. You can also view missing assignments (homework, quizzes, tests).

### **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 account balances, which include tuition, unpaid fees, and damaged property, etc.

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.

### **Promotion Policy**

Students are promoted when they demonstrate the 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 elementary and junior high school. If a student exceeds 18 days of unexcused absences, they are in jeopardy of failing that grade.

High school students (9<sup>th</sup> – 12<sup>th</sup> graders) must pass enough credits (see Graduation Requirements) to graduate. Class standings are based upon credits earned. If a student exceeds nine (9) unexcused absences in a class/semester, according to the State of Florida, they will not receive credit for that class.

### **Student Achievement Testing**

Bethany Christian School uses standardized tests to check student progress, 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 for 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. We want our students to succeed.

### Transcripts

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

### Cell Phones

The school's telephone number is 321 727-2038. Students are not allowed to use their cell phones from 8:30-3:35; the student is to come to the school office and use the school's phone. Please put the above number in your phone so it is recognized as Bethany Christian School.

**NOTE: DO NOT CALL or TEXT** your students during school hours on their cell phones, call the school office and we will get a message to your student.

**Cell phones MUST be turned OFF and given to your teacher at the BEGINNING of each class. Students are not to use their cell phones from the hours of 8:30-3:35.**

Sixth through twelfth (6<sup>th</sup>-12<sup>th</sup>) grade students are not permitted to use cell phones during the school day.

- First offense: Confiscation of cell phones for the remainder of the school day.
- Second offense: Confiscation of the cell phone, parent/guardian will be required to come into the school office to pick up the phone.
- Third offense: Detention and students will not be permitted to bring cell phones on campus for the remainder of term.
  - (Parent/guardian may meet with administration and arrange for the student to check the phone in and out of school office each day.)
- Parents/guardians – please do NOT call or text your student during school hours (8:30-3:35). Call the school office on 321 727-2038 to leave a message for your student, we will make sure it is given to them in a timely manner.

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/guardians called, and the student will face additional disciplinary action.

## Discipline

### Discipline Guidelines – Demerit System

In relation to the philosophy of discipline, the following guidelines will be used in disciplining students at Bethany Christian School. Demerits are given daily, as earned, to correct unacceptable acts or behavior as follows:

# Demerits	Infraction(s)	Infraction(s)	Infraction(s)
1	<ul style="list-style-type: none"> <li>unexcused tardiness</li> <li>making a disturbance</li> <li>running indoors</li> <li>chewing gum</li> <li>out of seat w/o permission</li> </ul>	<ul style="list-style-type: none"> <li>writing or passing notes</li> <li>eating in the classroom</li> <li>talking w/o permission</li> <li>littering</li> <li>cell phone used w/o permission:                             <ul style="list-style-type: none"> <li>1<sup>st</sup> offense – student pick up from office end of day</li> <li>2<sup>nd</sup> offense – parents/guardians come to office to pick up</li> <li>3<sup>rd</sup> offense – student not allowed to bring cell phone to school for remainder of term</li> </ul> </li> <li>Note: cell phones are not to be visible and must be turned <b>OFF</b> from 8:30-3:35</li> </ul>	<ul style="list-style-type: none"> <li>gripping</li> <li>spitting</li> <li>violation of dress code (per item)</li> <li>unauthorized usage of e-devices from 8:30-3:35</li> </ul>
2	<ul style="list-style-type: none"> <li>talking while testing (may result in a zero (0) on test)</li> </ul>	<ul style="list-style-type: none"> <li>negative attitude</li> </ul>	<ul style="list-style-type: none"> <li>name calling</li> </ul>
3	<ul style="list-style-type: none"> <li>getting permission from a staff member <b>after</b> refusal by another staff member</li> </ul>	<ul style="list-style-type: none"> <li>throwing dangerous objects</li> <li>6" rule - no touching the opposite sex</li> </ul>	<ul style="list-style-type: none"> <li>Violating off limits (i.e.):                             <ul style="list-style-type: none"> <li>another student's locker</li> <li>teacher's desk and files</li> <li>church/school equipment, etc.</li> </ul> </li> </ul>
4	<ul style="list-style-type: none"> <li>cheating</li> <li>lying</li> <li>fighting</li> <li>bullying</li> <li>filthy language (such as):                             <ul style="list-style-type: none"> <li>cursing</li> <li>dirty and/or off-colored jokes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>disrespect/talking back</li> <li>defiance</li> <li>intentional damage to property (parent/guardian will be billed for damage repair/replacement)</li> </ul>	<ul style="list-style-type: none"> <li>racist comments or jokes</li> <li>violation of Standard of Conduct Policy</li> <li>spitting on another person</li> <li>skipping class</li> </ul>

**(this is not all inclusive – only Administrator/Principal can add or override)**

Demerits (after school) as follows:

- 4 demerits = 30 minutes detention
- 5 demerits = 35 minutes detention
- 6 demerits = 40 minutes detention
- 7 demerits = 60 minutes detention
- 8 demerits or more = parents/guardians will be called immediately. Parent/guardian will

- be informed of the offences, and that the student will receive 60 minutes of detention at a cost of \$10 per hour, or any portion of an hour.
- Accumulated demerits: students who accumulate excess demerits (in one (1) week) will be disciplined according to the following scale:
    - 50 demerits in one (1) quarter:
      - immediate forfeiting privileges for the next two (2) weeks
      - student will serve three (3) days of in-school suspension
    - 70 demerits in one (1) quarter:
      - forfeiting of any field trips (if qualified)
      - forfeiting privileges for the next three (3) weeks
      - student will serve three (3) days of “in-school suspension”
    - 125 demerits in one (1) quarter:
      - automatic ‘out-of-school suspension’ until the decision has been made about expulsion
  - Fighting another student will result in a two (2) day “out-of-school suspension”.
  - Bullying: discipline is determined by administration and incidents of bullying, may even result in expulsion.
  - One (1) merit can be swapped for one (1) demerit.
  - LAST PERIOD OF DAY: dismiss detention students first.
  - Detentions are usually served on Wednesdays.
  - **All** teachers must take a turn covering detention. See Danielle for the schedule.
    - The administration team has the authority to dismiss any student that becomes an obstacle to a learning environment.

### **Sexual Conduct**

Any student(s) of Bethany Christian School caught in any type of sex act on or off campus outside of matrimony may be cause for expulsion.

Bethany Christian School embraces all students with grace and support, regardless of their circumstances. We believe in the transformation power of God’s grace and forgiveness. Sexual relations are intended for within the covenant of marriage. We believe, teach, and encourage all students to remain abstinent until marriage.

Hebrews 13:4 speaks of marriage being held in honor and the marriage bed being undefiled, that sex outside of marriage is not God’s intended design. However, as sinners saved by grace, we acknowledge that pregnancy can be a challenging situation, and we are committed to providing guidance to students facing this situation. We encourage students to seek support from trusted adults, and external agencies. We believe in the importance of repentance, forgiveness, and the ongoing journey of faith.

### **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 because of an appropriate use of correction/discipline 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/guardians and teachers/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 correction/discipline is administered at Bethany Christian School, mercy and justice are combined to assist the student in understanding the offense and the results of the offense. Further, correction/discipline 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 student an understanding of the necessity of 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 parent/guardian 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 and prayer 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/guardian, 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.

### **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. Bethany Christian School expects **full cooperation from students and support from parents/guardians**.

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/administrator.
- Demerits may be issued.
- A phone call or an email may be made to the parent/guardian.
- A note may be sent to parents/guardians that must be signed and returned within three (3) school days.
  - Failure to return the signed note will result in additional consequences.
- A parent/guardian-teacher-administrator 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.**

### **Policy Boundaries**

The discipline policy applies to students while they are on campus, on Bethany Christian School operated school vans, or at school functions. Their behavior at other times or places is *the parent's/ guardian'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/GUARDIAN:** You have been given the responsibility by God for the discipline of your student. As a Bethany Christian School parent/guardian you have conferred this authority upon teachers and administrators during the school day and in school activities. If a parent/guardian has questions or disagreements regarding disciplinary actions, it is your responsibility to immediately discuss them with the teacher involved and **not** to

bring the grievance to other parents/guardians, faculty, or students. For matters not resolved with the teacher, parents/guardians are encouraged to schedule a meeting with the principal, and teacher.

**STUDENT:** Bethany Christian School 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.

### **Disciplinary Action Guidelines**

Guidelines are established to ensure that both students and parents/guardians understand the process which will be followed should disciplinary actions be necessary. As stated earlier, it is the hope of the Bethany Christian School administration that every student will function within the school community without the need for disciplinary intervention. However, to assume so would be unrealistic and to not prepare 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-Guardian/Student Conferences**

School administration may request a conference with a student and their parent/guardian, or the student and their parent/guardian 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. Students must complete classroom assignments in a designated room from 8:30 a.m. to dismissal.
2. All class work missed must be made up. Ten percent (10%) will be subtracted from the grade they earn on all assignments, quizzes, or tests missed because of suspension. If no assignment, quizzes, or test was scheduled for the day of in-school suspension, ten percent (10%) 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 involve the following:

1. Students are not allowed to be on campus for any reason without the permission of the administration.
2. All class work missed must be made up. **Twenty percent (20%) will be subtracted from the participation grade in each class missed because of suspension.**
3. Students will **not** be permitted to participate or attend 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 (ball games, competitions, school plays, banquets, etc.). Decisions in these matters are at the discretion of the administration.

1. An expulsion from Bethany Christian School is for two (2) consecutive semesters.
2. The expelled student must satisfactorily complete a mentoring program and be recommended by their mentor as ready to make application for re-admission.

*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, allow other students to copy YOUR work, 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 three (3)-day suspension from school depending upon the severity of the offense. The administration 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, while defending him/herself, does intentional physical harm.

**BULLYING**: There are three (3) types of bullying and **WILL NOT** be tolerated.

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other children not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

**Any of the above could lead to expulsion, determined by administration and previous incidents.**

**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 (non-prescribed), alcoholic beverage, controlled drugs, 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:

- **First offenders will receive a minimum three (3)-day suspension from school.**
- **Second offenders will be recommended for expulsion.**

**THEFT:** Acts of theft will be subject to one (1) to five (5) days of suspension or expulsion, depending upon the severity of the incident and restitution of the items taken.

### **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/guardians, who support our school and consider sending their students 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.

### **Conflict Resolution**

At some time during the school year, a problem may arise with your student. 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*

Steps are established to ensure that appropriate channels are followed, and appropriate communication is made with all parties involved. The goal is that problems are resolved in a way Christ is honored, and positive relationships are maintained

**IMPORTANT NOTE:** In extreme situations ***a student may be asked to leave Bethany Christian School based upon the behavior of a parent/guardian.***

## Dress Code

Bethany Christian School believes it is necessary to always dress appropriately and **modestly** (on campus as well as school sponsored activities). 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/guardians will cooperate in enforcing these standards.**

### Dress Code – Girls

- Shoes must always be worn; closed toe and heel:
  - Athletic or canvas-type shoes are acceptable for the classroom/gymnasium.
    - Shower thongs, open-toed/open-heeled shoes, and slides, are **not** permitted
    - Flip-flops and **Crocs** are **not** permitted.
- Polo shirts and PE shirts/shorts, jumpers must be purchased from All Uniform Wear – 4335 W. New Haven Ave., West Melbourne, FL 32904. Order through Bethany Christian School website or go to their store. Note: they run large, may want to take your student to the store for sizing.
  - BCS polo shirts must be worn Monday-Thursday, including under BCS sweatshirts and hoodies (main campus only).
  - BCS spirit wear may be worn on **Fridays Only** (at main campus). Order through BCS website.
  - Shirts may be worn “untucked” unless they are too large and appear “sloppy.”
  - Solid white, navy or orange long-sleeved shirts may be worn under the school polo shirt.
  - PE shirt/shorts:
    - 6<sup>th</sup>-8<sup>th</sup> grades 5x/week (must dress out in BCS PE shirt/shorts)
    - 9<sup>th</sup> grade (HOPE) 3x/week (must dress out in BCS PE shirt/shorts)
- Shorts, pants, skirts/skorts can be purchased through All Uniform Wear, Wal-Mart, Once Upon a Child, or other local locations where the BCS standard for pants and shorts is available.
  - No tears or holes.
  - No leggings, tights, or yoga pants permitted as stand-alone bottoms; may be worn under school bottoms on cold days.
  - The colors of the shorts, pants or capris must be khaki or navy.
    - **Shorts/skirts/skorts must not be shorter than three (3) inches above the top of the knee.**
- BCS sweatshirts and zippered hoodies are allowed in the classroom and must have the BCS logo in a visible area and must be purchased through BCS’s website. **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 outside unless the temperature is below 60°F.**

- **LABEL all outerwear with a permanent marker with your student's name.**
- Hoods from hoodies are not to be worn inside buildings at any time.
- Athletic sweatbands or any other head coverings, 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
  - Earrings are to be worn only in the ears or side of the nose (one (1) stud).
  - For safety reasons no excessively large hoop or dangling earrings may be worn.
  - Not to be excessive.
  - Administration reserves the right to disallow any jewelry of which they determine to be inappropriate for a positive Christian school environment.

### **Dress Code – Boys**

- Shoes must always be worn; closed toe and heel:
  - Athletic or canvas-type shoes are acceptable for the classroom/gymnasium.
    - Shower thongs, open-toed/open-heeled shoes, and slides, are **not** permitted
    - Flip-flops and **Crocs** are **not** permitted.
- Polo shirts and PE shirts/shorts must be purchased from All Uniform Wear – 4335 W. New Haven Ave., West Melbourne, FL 32904. Order through BCS website or go to their store. Note: they run large, may want to take your student to the store for sizing.
  - BCS polo shirts must be worn Monday-Thursday, including under BCS sweatshirts and hoodies (main campus only).
  - BCS spirit wear may be worn on **Fridays Only** (at main campus). Order through BCS website.
  - Shirts may be worn “untucked” unless they are too large and appear “sloppy.”
  - Solid white, navy or orange long-sleeved shirts may be worn under the school polo shirt.
  - PE shirt/shorts:
    - 6<sup>th</sup>-8<sup>th</sup> grades 5x/week (must dress out)
    - 9<sup>th</sup> grade (HOPE) 3x/week (must dress out)
- Shorts, pants can be purchased through All Uniform Wear, Wal-Mart, Once Upon a Child, or other local locations where the BCS standard for pants and shorts is available.
  - No tears or holes.
  - No leggings, tights, or yoga pants permitted as stand-alone bottoms; may be worn under school bottoms on cold days.
  - The colors of the shorts or pants must be khaki or navy.

- BCS sweatshirts and zippered hoodies are allowed in the classroom and must have the BCS logo in a visible area and must be purchased through BCS's website. **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 outside unless the temperature is below 60°F.**
  - **LABEL all outerwear with a permanent marker with your student's name.**
- Hoods from hoodies are not to be worn inside buildings at any time.
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  - For safety reasons no excessively large hoop or dangling earrings may be worn.
  - Not to be excessive.
  - Administration reserves the right to disallow any jewelry of which they determine to be inappropriate for a positive Christian school environment.

**The above is subject to change.**

If a student receives three infractions for 'out of uniform', they will lose any privilege associated with uniform dress (ex: N.U.T. – No Uniform Today) and serve a detention.

*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 activity. At sports activities, dress with modesty, knowing that you represent Bethany Christian School and our Lord, Jesus Christ. If necessary, you may be asked to leave the activity if immodestly dressed and you will receive appropriate demerits.*

*Parents/Guardians – please help with modest dress for your students*

