

# BETHEL CHRISTIAN SCHOOLS

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Bethel Christian Schools is accredited by the ***Western Association of Schools and Colleges*** (WASC), which is the official academic body responsible for the accreditation of public and private universities, colleges, *secondary and elementary schools* in the western region of the United States. **WASC** accreditation is a school improvement process and therefore is a process that serves as the foundation for quality education. An accredited school is a statement to the broader community that it is a trustworthy institution for student learning and committed to ongoing improvement.

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Dear Parents:

Warm Christian greetings, and welcome to Bethel Christian Schools!

Allow me to introduce myself. I'm Dr. Ronald B. Halvorson, the founder of Bethel Christian Schools and the Senior Pastor of the parent organization of our schools, Bethel Christian Center. We are a non-denominational church and school which means that we do not have a denomination over us; in fact, according to the State of California, we are a denomination of our own, and I serve as the President of this religious organization. To our students, parents, and staff, however, I'm just 'Pastor Ron.'

I want you to know our intent regarding your children. We have a Christian School because we want to help parents to "train up a child in the way that he should go, and when he is old, he will not depart from it" (Proverbs 22:6). We believe that our educational processes will be the very best for your children both academically and spiritually.

Included in this Parent/Student Handbook is our Statement of Faith. Please look carefully at Statements letters A-H so that you have a clear understanding of what we believe.

Bethel Christian Center is Christian, meaning that we believe that Salvation comes only through accepting Jesus Christ, God's son, as Lord and Savior. We are also Evangelical, meaning that we are eager to proclaim this Gospel of the Lord Jesus Christ to our community, our nation, and around the world, and to encourage everyone to establish a personal relationship with God the Heavenly Father by accepting this Salvation through Christ. This Salvation is also known as the 'born-again experience.'

Besides being Christian and Evangelical, we are what is known as Charismatic or Pentecostal. The term Pentecostal refers to a Biblical experience that took place on the Day of Pentecost some 2,000 years ago as recorded in the Bible, Acts 2:1-4. We identify with this occurrence, simply believing that what God gave to the Christians then, He is still giving to us today, and that anyone who receives this great spiritual experience will do what the Christians did on that day, which is to 'speak with other tongues.'

Charismatic is another term used to describe this same Pentecostal experience. It is taken from the Greek word 'charisma,' meaning 'gifts,' and has a direct relation to the 'gifts of the Holy Spirit.' If you are not acquainted with what is also called the 'baptism of the Holy Spirit,' I encourage you to read the first two chapters of the Book of Acts in the New Testament and the context of Acts 8:17, Acts 10:46, and Acts 19:6, to help you to understand what the Pentecostal experience is all about.

Now, just because we believe in the experiences of Salvation and Pentecost it does not mean that everyone who attends our school is required to enjoy either of these experiences. We are not going to 'make' anyone become a Christian. We are not going to 'make' anyone speak in tongues. We are going to teach both of these Biblical experiences

and give invitation for those who desire to experience them to do so, but we will not force or coerce anyone in his or her own spiritual experience.

If you choose to enroll your children at Bethel, we pledge to do our very best to help you to train your young people to become solid members of our community and successful in their future.

May God bless you and your family with His abundant Grace! Amen.

Sincerely for the Kingdom of God,

A handwritten signature in blue ink, reading "Ronald B. Halvorson". The signature is fluid and cursive, with a large initial "R" and a long, sweeping tail.

Ronald B. Halvorson, D.R.E.  
Senior Pastor/President

## **STATEMENT OF FAITH**

### BETHEL CHRISTIAN CENTER, INC.

#### A. The Scriptures

We believe that all Scripture is given by inspiration of God, by which we understand that the books which form the canon of the Old and New Testaments, as originally given, are plenary inspired and free from all error in the whole and in the part. These books constitute the written Word of God, the only infallible rule of faith and practice.

1<sup>st</sup> Thessalonians 2:13; 2<sup>nd</sup> Timothy 3:15-17; 2<sup>nd</sup> Peter 1:21

#### B. The Godhead

We believe the one true God has revealed Himself as the eternally self-existent “I Am”, the Creator of heaven and earth, and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Ghost, as Triune God.

Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22

#### C. The Fall of Man

We believe that man was created in the image and after the likeness of God, that he fell by voluntary revolt, and as a consequence, lost his spiritual life and became subject to the power of Satan. We also believe that this condition of spiritual death has been transmitted to the entire human race, Christ Jesus alone being excepted; and hence that every child of Adam is born into the world with a nature that is inherently corrupt, and which cannot be spiritually changed by mere information apart from divine grace.

Genesis 1:26-27; Genesis 2:17; Genesis 3:6; Romans 5:12-19

#### D. The Lord Jesus Christ

We believe that the Lord Jesus Christ is the Son of God, that He was born of a virgin, that He performed miracles, that He lived a sinless life, that He redeemed us by His death, and resurrection, in that He descended into hell, and that He ascended to the right hand of the Father, and that He will personally return in power and glory.

Matthew 1:21-23; Matthew 28:6; Acts 2:22; 1<sup>st</sup> Corinthians 15:3; Ephesians 4:9-10;  
1<sup>st</sup> Thessalonians 4:16; Hebrews 7:26;

## E. The Salvation of Man

We believe that, owing to universal spiritual death through sin, no one can enter the Kingdom of God unless born again. We also believe that our redemption has been accomplished solely by the blood of our Lord Jesus Christ, who died as our substitute; and that the new birth comes only through faith in Christ, and that repentance is a vital part of believing.

Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11. Titus 3:5-7

## F. The Baptism in the Holy Spirit

We believe that all believers are entitled to and should expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early church. With it comes the endowment of power for life and service and the bestowment of the gifts and their uses in the work of the ministry. The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance.

Luke 24:49; John 20:22; Acts 1:4; Acts 1:5; Acts 1:4-8; Acts 2:4;  
1<sup>st</sup> Corinthians 12:1-31

## G. Divine Healing

We believe that deliverance from sickness is provided for in the propitiatory work of Jesus Christ, and that divine healing is the will of God for all believers.

Isaiah 53:4-5; Matthew 8:16; James 5:14-16; 1<sup>st</sup> Peter 2:24

## H. The Church

We believe the Church, which is the body and bride of Christ, is called to the worship and service of God, the observance of the sacraments or ordinances of water baptism and the Lord's Supper, and the practice of good works. The primary task of the Church in all ages is to teach all nations and to make disciples, bringing the Gospel to bear on every aspect of life and thought.

Matthew 28:19-20; John 4:23; 1<sup>st</sup> Corinthians 11:26; Ephesians 1:23; Colossians 3:24;  
James 2:14-21

## I. Marriage and Sexuality

We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. God intended sexual intimacy to only occur between a man and a woman who are married to each other. God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

Genesis 2:18-24; Genesis 2:21-25; Leviticus 18:22; Leviticus 20:13; Matthew 19:4-9; Mark 7:20-23; Romans 1:23-2:4; 1<sup>st</sup> Corinthians 6:9-20; 1<sup>st</sup> Timothy 1:8-11;

## J. Christian Role Model

A Christian Role Model is defined as living an exemplary life at all times, both on campus and off campus. This includes, but not limited to, the refraining from such activities as the use of alcohol, tobacco, and illegal drugs; the use of vulgar and profane language; the involvement with pornography, and the participation in occult activities including ouija boards, horoscopes, and psychics.

Deuteronomy 13:10-12; Galatians 5:19-20; Colossians 3:17;  
1<sup>st</sup> Thessalonians 2:10(T.L.B.); 1<sup>st</sup> Thessalonians 5:22-23; Titus 2:7-8 (T.L.B.);  
James 3:17-18

## K. The Consummation

We believe the consummation of all things includes the visible, personal and glorious return of Jesus Christ, the resurrection of the dead, the translation of those alive in Christ, the judgment of the just and the unjust, and the fulfillment of Christ's Kingdom in the new heavens and the new earth. Satan with his hosts and all men outside Christ will be finally separated from the presence of God, enduring eternal punishment. All who have been redeemed by Christ from the kingdom of darkness to the kingdom of light will be in the presence of God forever, giving Him unending praise and glory.

Matthew 24:27-30; 1<sup>st</sup> Corinthians 15:50-57; 1<sup>st</sup> Thessalonians 4:16-17;  
Revelation 14:10-12; Revelation 20:11-15; Revelation 19:20; Revelation 3:11-13

## **GENERAL INFORMATION**

### **School Hours of Operation**

8:00am to 4:00pm.....Office hours, Monday – Friday (except holidays)  
9:00am to 4:00pm.....Summer Office hours, Monday - Friday (except holidays)

#### *Elementary (Grades K-5)*

**7:50 am – 8:25 am**.....STUDENT DROP-OFF TIME\*  
8:30 am – 3:00 pm.....Classes in session  
**3:00 pm – 3:15 pm**.....STUDENT PICK-UP TIME\*

#### *Middle/High School (Grades 6-12)*

**7:50 am – 8:05 am**.....STUDENT DROP-OFF TIME\*  
8:10 am – 3:20 pm.....Classes in session  
**3:20 pm – 3:30 pm**.....STUDENT PICK-UP/DEPARTURE TIME\*

\*Please refer to 'Bethel Christian Schools Policies' for an accurate description of *early drop-off and pick-up policies*.

### **Lunch Time**

- All students are to bring a lunch from home each day or may pre-order their meal from the lunch calendar (see school app or website for ordering information). Bethel does not provide refrigeration for lunches.
- Heating of student lunches by microwave and/or hot water is available in the school cafeteria. Heat-ups must be 3 ½ minutes or less. Individual classrooms do not provide heating of student lunches or hot water.
- Students may eat ONLY in designated eating areas during their lunch time.
- Emergency lunches may be available in the school office for students who did not bring nor make arrangements for a lunch, with fee charged to parents/guardians.

## **Notice of Non-Discrimination**

In accordance with the requirements set forth in IRB No. 1975-49, dated December 8th, 1975, Bethel Christian Schools therefore announces the following policy:

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

The school wishes to further advise you that concurrence with the Policy of Non-Discrimination is not grounded in a humanistic philosophy, but rather upon a theological basis as presented in the Bible, which is the Word of God. Its doors are open to people of all races and national origins because the love of God, as manifest in the ministry of redemption through Jesus Christ, is intended for all people who will receive it. To that end, Bethel Christian Schools is pleased to serve families of the city of Riverside and its surrounding area.

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## **Notice of Non-Christian Admittance**

Bethel Christian Schools does not require that students, nor their parents/guardians, profess faith in Jesus Christ as Lord and Savior as a requirement for enrollment.

However, Christianity is the only religion to be taught, promoted, and practiced on the Bethel Christian Schools campus and at all Bethel-sponsored activities, and *all students are required to be enrolled in a Bible class and attend chapel in a respectful manner.*

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## **Notice of Closed Campus**

Bethel Christian Schools is located on the campus of Bethel Christian Center which is deemed to be private property and therefore permission to enter the campus is given at the pleasure of the Corporate Board, and all persons given such permission are subject to the behavioral guidelines as determined by the Corporate Board of Bethel Christian Center. No unauthorized persons may loiter on the campus at any time.

No minors, having been entrusted to the care of Bethel Christian Schools, may leave the campus without properly documented consent of the parents/guardians in accordance with the guidelines of Bethel Christian Schools.

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## Notice of Conflict Resolution

Bethel Christian Schools desires to have a harmonious relationship with all students and parents/guardians and wishes to alleviate conflict as much as possible. Therefore, a parent/guardian who is offended by the behavior or speech of an employee may seek resolution by following this protocol:

1. Contacting the staff member in question *via email* to alleviate disrupting the employee's duties. *Employee will respond within 24-48 hours (excluding weekends, vacations, and holidays).*
2. Arranging a meeting (in person or by phone) with the *Dean of Student Affairs* if a resolution is not reached with the employee in question.
3. Arranging a meeting with the *School Principal* (in person or by phone) if resolution is not reached through the Dean of Student Affairs.
4. Submitting a written report addressed to the *Superintendent of Schools*, which may only be considered if the protocol above has been followed. The Superintendent has the right to choose what reports he will and will not consider.

*All decisions by the Superintendent of Schools are final.*

Note: *Any inappropriate language, yelling, behavior, or threats to staff members will NEVER be tolerated. Any such conduct may invoke a permanent ban on the Bethel Christian School campus, including Bethel-sponsored social activities and sporting events.*

## Mandated Reporter

In accordance with school policy and California law, school staff are *Mandated Reporters* obligated under penalty of fine and/or jail time to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school *will not* contact parents/guardians in advance of making a report to the appropriate authorities.

## Parent/Adult Visitors

No adults are permitted to be on the Bethel campus during school hours without authorization of the School Office or church staff.

- A. All adults visiting the Bethel campus during school hours MUST go to the School or Church Departments Office to be issued a pass UNLESS:

1. They are attending a church-sponsored event and remain within the event area for the allotted amount of time.
  2. They are signing a student in or out of Extended Day Care.
  3. They are conducting business such as paying tuition, dropping off something for a student, signing a student in or out, having a meeting with an administrator, etc., in the school office.
- B. No adults are to go to any classroom for any reason without the permission of and a pass from the School Office.
- C. Adults are to take items being dropped off for students (such as P.E. clothes, lunch, forgotten book, etc.) to the School Office ONLY. No adults are to take items to the classroom or locker area.
- D. Adults may only be in sports areas for scheduled sporting events.
- F. Adults may not be on the playground at any time nor walk beyond the designated pick-up and parking lot areas unless heading to a sports area for a scheduled event.
- 

### **Parent/Teacher Communication**

- Parents/guardians are not to approach nor interrupt a teacher during school hours (including drop-off and pick-up times) but are to schedule conferences by emailing the teacher. Please wait 24-48 hours to receive a response (except weekends, holidays, and vacations). If an in-person meeting is needed, parents will need to arrange for the supervision of all of their children (possibly in the classroom, at the discretion of the teacher) during the conference as no child may be unsupervised on the Bethel campus.
  - Parents are also encouraged to send notes to the teacher with their children to ask or answer questions or to schedule an appointment.
  - Up-to-date information on homework, classwork, assignments, projects, grades, progress reports, etc., may be accessed through iNOW.
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## Student Information/Emergency Contact

Parents are to notify the school in writing of any changes to personal information. School records **MUST** be accurate as to address, telephone numbers, place of work, and authorized pick-up persons.

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### Health Advisories

#### 1. Immunizations

All students enrolled at Bethel Christian Schools must have received the proper immunizations according to the standard set forth by the California Department of Public Health (CDPH), proven by an updated Immunization Record.

#### 2. Asbestos

The Environmental Protection Agency (EPA), under provisions of the Toxic Substance Control Act (TSCA), requires all local Education agencies to identify asbestos containing materials. Also, each school must prepare a Management Plan describing its inspection, response actions, and post-response actions, and submit the plan to the State Governor. The Management Plan must also be maintained in the school's Administration Office for inspection by the public.

A copy of the Asbestos Inspection and Management Company's report and Bethel Christian Schools' Management Plan are available for inspection in the School Administration Office in compliance with EPA regulations.

#### 3. Latex Balloons

During various activities at Bethel Christian Center and Bethel Christian Schools, such as classroom/campus parties, performances, athletic events, etc., latex balloons are routinely used for decorations and/or gifts. Students and parents/guardians who are allergic to natural rubber latex (NRL) are cautioned NOT to attend any activity where latex balloons or materials may be present.

#### 4. Medical Insurance

Health and accident insurance is the responsibility of the parents/guardians for their students and is not carried by the school. Students may not be accepted for enrollment without verification of insurance.

#### 5. Prescription Medication

NO PRESCRIPTION MEDICATIONS may be in the student's possession on campus

or at school-sponsored off-campus events EXCEPT emergency inhalers with doctor's note on file. In order to have prescription medications dispensed to a student:

1. The parent/guardian is to bring the medication in its original bottle or container from the pharmacist/doctor with the name of the medication and that student's name on the label to be kept in the school office.
2. The parent/guardian must complete a Medication Release Form before any medication will be dispensed to the student. The student is to report to the school office at designated times to receive medication.

## **6. Over-the-Counter (OTC) Medications**

NO OTC MEDICATIONS may be in the student's possession on campus or at school-sponsored off-campus events.

1. The parent/guardian may indicate on the Registration Form as to whether or not the school office may administer certain OTC medications to their student such as acetaminophen (Tylenol), ibuprofen (Advil), antihistamine, antacids, or cough suppressants to their student.
2. A parent/guardian wishing to have specific OTC medications available for the school office to dispense to their child as needed must provide the medication AND a Medication Release Form to the school office.

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## **Lockers and Locks (grades 6-12)**

Bethel Christian Schools may assign on-campus lockers to students in grades 6-12. School-owned locks may be obtained from the school office for a one-time fee. Although the lock is returned to the office at the end of the school year, it will be re-issued to the same student without charge for as long as he/she attends Bethel Christian Schools. Parents may be charged a replacement fee if a lock is lost.

*Students may not use any locker or lock other than what has been assigned.* Bethel Christian Schools maintains the right to inspect any and all school lockers at any time. Students who fail to comply with locker rules may have their locker privileges withdrawn.

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## Lost & Found

'Lost & Found' items are kept in appropriately marked receptacles for claiming by students at any time. At the end of the school year, *parents* may be notified of a 'final claiming' session, after which unclaimed items will be gifted and/or sent to Goodwill.

## Fundraisers & Sale of Items

Students/parents may be given opportunity or asked to participate in fundraisers that benefit a particular Bethel organization (sport, club, dance, etc.) your student is involved in or Bethel Christian Schools as a whole. They may include selling of items, bringing in certain items for redemption (cans, box-tops, etc.), seeking outside donations, car washes or other work-related programs, etc.

*Only Bethel-sponsored fundraising items may be sold on-campus or at school-sponsored events. No solicitation by students, parents, or others is permitted.*

## **BETHEL CHRISTIAN SCHOOLS STANDARDS & GUIDELINES**

### 1. SLOs (Student Learner Outcomes)

Bethel Christian Schools is accredited by the *Western Association of Schools and Colleges* (WASC) to foster excellence in education, demonstrated in our Five C's for Success. Students will be prepared to be:

#### A. **Christ-Centered** (Proverbs 2:6-7; Psalm 32:8; Galatians 5:22-23)

**Students will discover and choose to live a life glorifying to God by demonstrating the character of Christ in their own lives by:**

- Building a knowledge of God's Word (the Bible) and applying those principles to their everyday walk.
- Developing and exhibiting Christian character by modeling the Fruit of the Spirit in Galatians 5:22-23.

- B. **Critical and Creative Thinkers** (Isaiah 30:21; II Corinthians 10:5; II Timothy 3:16-17)

**Students will apply critical, logical, effective, and creative decision-making skills by:**

- Creating, implementing, and assessing appropriate strategies to solve problems.
- Analyzing, interpreting, and evaluating information successfully.
- Completing projects using a variety of resources.
- Using technology effectively.
- Working independently and cooperatively.

- C. **Competent Communicators** (Proverbs 16:23; Proverbs 15:23; Ephesians 4:29; Colossians 4:6)

**Students will become effective, competent communicators who will:**

- Use oral, written, technological, and creative forms of expression to convey significant information and ideas.
- Listen and read attentively to understand and interpret.
- Express needs in a responsible and respectful manner.
- Speak confidently to a variety of audiences.

- D. **Community Contributors** (Galatians 5:14; Acts 20:35; Galatians 6:10)

**Students will demonstrate a commitment to their society (church, school, neighborhood, and community) by:**

- Contributing time and talent to help others.
- Promoting cooperation, mutual respect, and appreciation of others.
- Conducting themselves with Christian integrity.

- E. **Continual Life-long Learners** (Proverbs 8:33, 16:3, 19:20; Philippians 3:14)

**Students will show they recognize the value of continual learning as the foundation of their future success in meeting the challenges of tomorrow by:**

- Continuing their dedication to Christ and developing His character within them.
- Discovering, exploring, and expanding their God-given talents.
- Accepting responsibility for their own continued growth.
- Setting priorities and developing goals.
- Demonstrating the ability to complete assignments independently.
- Identifying the need for assistance and requesting it.
- Valuing assessments, constructive criticisms, and encouragement from others.
- Using whatever tools available (such as internet technology, books, the media, seminars, college courses, community information centers, etc.) to research, investigate, and understand current trends, discoveries, and developments in the areas of technology, business/economics, politics, world events, health and global environment, and applying that knowledge effectively.

**1. Chapel Services**

Bethel Christian Schools' is dedicated to providing the best Christian environment for learning possible and includes at least one (1) Chapel service per week for the spiritual enrichment of our students. Chapel service attendance is mandatory for all students and faculty. In order for students to receive the greatest benefit from Chapel, they must exhibit respect for the Lord Jesus Christ, and follow these guidelines:

- A. Sit in area and/or seat assigned by teacher or staff member.
- B. Pay attention to and show respect for Chapel leaders and guest speakers.
- C. Follow classroom rules – No disruptive behavior, talking out of turn or to others, passing notes, physical contact, eating or drinking, etc.
- D. Sit up straight – no slumping, sleeping, or putting feet on chairs.

## 2. Academic Standards

All students of Bethel Christian Schools must maintain at least a 2.0 grade point average (GPA) to participate in extracurricular activities. Parents/guardians may be notified via email by the teacher if a student's grade falls below a "C" average. However, weekly updated grades are always viewable 24/7 through *Chalkable/INow* via [www.bethelchristianschools.com](http://www.bethelchristianschools.com) website or mobile app.

Students falling below a 2.0 overall grade point average may be placed on Academic Probation and given a set amount of time in which to bring up the grade point average to 2.0. A parent meeting may be requested with the Teacher and/or Vice Principal of Academics to discuss remedial solutions.

- **Textbooks**

Textbooks remain the property of Bethel Christian Schools and are to be shown care in handling. Therefore, a \$10 deposit will be required before any textbook be loaned out. In addition, all textbooks are to be returned at the agreed upon date, end of the school year, or at the time that a student is withdrawn from enrollment. A charge will be levied for unusual damage or loss of books or failure to return.

## 3. Behavioral Standards

Bethel Christian Schools is dedicated to the training of students in an integrated program of study, activity, and everyday living that is applied Christianity. The primary rule of discipline is that the student is to be obedient, respectful, and cooperative toward all members of the faculty, staff, administration, and classmates, and to follow the 'Golden Rule' of Matthew 7:12 with regard to other students: 'Treat others the way you want to be treated' while On-Campus or Off-Campus (field trips, sports trips, social activities, dances, etc.)

Attendance at Bethel Christian Schools' social activities is determined by the School Administration. Students who are currently on home suspension, have been expelled, have been involuntarily withdrawn from enrollment, or have been voluntarily withdrawn from enrollment in order to avoid disciplinary action may not attend school-sponsored social events. Violation of any school policies or dress code may result in removal from the event and/or disciplinary action.

## 4. Teen Awareness (Middle & High School, grades 6-12 only)

Teen Awareness is the instruction and promotion of premarital abstinence. Bethel Christian Schools presents the curriculum to middle and high school students to educate them about the realities of abstinence as a vital choice for them.

## 5. Pregnancy

In the event that a student becomes pregnant, she will be withdrawn from enrollment, or the parents/guardians may discuss the possibility of a 'home study' program with the Principal or Superintendent of Schools.

In the event that a student impregnates another student or non-student, he will be withdrawn from enrollment, or the parents/guardians may discuss the possibility of a 'home study' program with the Principal or Superintendent of Schools.

Students participating in a 'home study' program due to involvement in a pregnancy (male or female) will not be permitted to participate in school extra-curricular activities such as sports, dance, clubs, etc., nor to attend school-sponsored activities such as dances, field trips, etc.

## 6. Personal Items

Bethel Christian Schools reserves the right to inspect, search, and/or examine all personal items brought to the campus or to school-sponsored activities, including *but not limited to* lockers, backpacks, purses, lunchboxes, electronic devices, vehicles, etc. Any personal items displaying inappropriate logos, slogans, and/or images, such as those promoting anti-Christian sentiment, racism, inflammatory political themes, sex-related themes, etc., will not be tolerated and confiscated for parent/guardian pick-up with potential disciplinary action.

## 7. Social Events

Bethel Christian Schools' social activities such as banquets, dances, proms, senior outings, parties, etc. are provided by the school to encourage student interaction and the development of social skills within certain age groups (dances are generally limited to grades 7-12 and proms to grades 9-12). All in attendance are to adhere to the 'Bethel Christian Schools Policies' and demonstrate respect and cooperation for those in authority. Standardized dress code may not be required for such events; however, attendees are expected to follow a dress code of Christian modesty as defined by School Administration.

## 8. Class Parties

Classes may have parties during school hours to celebrate a particular season. In addition, students may be asked to bring food and/or party goods to share at the party. Due to the secularization of many holidays, Bethel Christian Schools will emphasize the following:

- A. Halloween – harvest time and sharing of goods with others.

- B. Christmas – the birth of Christ.
- C. Valentine’s Day – Christian love for everyone.
- D. Easter – the death and resurrection of Christ.

Parent/adult pre-approved Bethel chaperones may volunteer or be asked to assist with parties according to the discretion of the teacher, and must obtain a pass from the school office before reporting to the classroom.

## 9. Chaperones

All parents/adults who will be in contact with students (such as for class parties, field trips, etc.) must FIRST become pre-approved chaperones by being fingerprinted and cleared by the Department of Justice (DOJ).

- A. Parents/adults must complete and submit a Volunteer Application (obtained through the School Office).
- B. The Human Resources department of Bethel Christian Center will contact the parent/adult after receiving the application to schedule an appointment for fingerprinting/background clearance with the Department of Justice. *There is a fingerprinting fee.*
- C. The parent/adult applicant, School Office, and teacher will be notified if and when final clearance is granted. Until then, the parent/adult may not attend or assist in any class activities or field trips.

## 10. Field Trips and Off-Campus Activities

Field trips and off-campus activities are part of the continuing educational process and social development, and are divided into two categories: *educational (curriculum-related)* and *fun (social activities)*.

- A. *Educational (curriculum-related)* trips are considered ‘REQUIRED ATTENDANCE.’ Students who do not attend these trips due to excused absence will be required by the teacher to complete an additional written assignment in order to make up missed ‘class activity’ points. Those missing field trips due to truancy or disciplinary actions will not be able to make up the missed points.
- B. *Fun (social activities)* trips, such as off-campus parties, amusement parks, fundraising trips, etc. are considered ‘OPTIONAL ATTENDANCE.’ Students who do not attend these trips will not be assigned any additional work.

Parents who choose to not have their students attend must make alternate child-care arrangements as no supervision is available at the school.

- C. Parents/guardians MUST complete and return the Permission Slip for each field trip and pay the appropriate fee (if applicable) by the due date published on the Field Trip Notice.
- D. Students MUST arrive at the school by the time indicated on the Field Trip Notice (NOTE: may be different than regular school start time). Students arriving after the class departs will be considered 'absent' and the parent will have to make alternate child-care arrangements for the day.
- E. No adults may attend field trips unless they are pre-approved Bethel chaperones AND are approved to go by the teacher in charge.
- F. Approved parents/guardians may pick up their student from the field trip venue by signing him/her out with the teacher in charge.
- G. Students MUST be picked up within 20 minutes of the published return time or late return due to unforeseen delay (i.e. traffic). Parents/guardians of students who are not picked up within the 20 minutes will be charged a **fee for each minute late** to cover additional cost to supervise students or they will be checked into Extended Day Care.
- H. As traffic or other uncontrollable factors may cause the bus to return late, parents may have until 20 minutes after the actual return time to pick up their students. Parents are encouraged to call the school office to check on the return time.
- I. Non-participating BCS students with parents attending the field trip as authorized chaperones may go to Extended Day Care without charge if the departure/arrival times require it.

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## **STANDARDIZED DRESS CODE**

The following standardized code regarding students' clothing and personal appearance is to be observed during school hours and on school-sponsored outings unless otherwise specified by the teacher/staff member in charge of the event. *Bethel Christian Schools reserves the right to revise this standard at any time.*

## Dress Code Attire

1. **Polo Shirts** – Must be purchased through the BCS office. No other polo shirts may be worn. Polo's cannot be altered in any way or worn with the collar tucked into the shirt. *MAROON* colored polos (grades K-12) must be worn for all off-campus activities.
2. **Cotton or Cotton-Blend Button-down Shirts and Blouses** – These types of shirts may be worn in *lieu* of a polo in the following colors: Blue, Pink, Black, White, and Maroon. Must be free from any decoration or trim. NO DENIM
3. **Plain Cotton or Cotton-blend Pants and Cotton or Cotton-blend Shorts**
  - a. Pants may be worn in black, tan, navy blue, or dark grey. Denim fabric may be okay in black, tan, or dark grey. *No blue denim jeans.*
  - b. Shorts may be worn in black, tan, navy blue, or dark grey. *No blue denim jean shorts.* Shorts must be no more than 2" above the knee.
  - c. Leggings, yoga pants, jeggings, sweatpants, spandex, etc. are not allowed.
  - d. Girls may NOT wear skirts, dresses, or skorts during school hours.
  - e. Girls may wear capris just above their knee.
4. **Jackets** – May be any color, pattern, or style but free from inappropriate images\*.
5. **Shoes** - Must be closed-toe, closed-heel, with heels of no more than 1 ½ inches high. No house slippers (sandals) or shoes with wheels.
6. **Jewelry** – Small necklaces, rings, bracelets, and earrings may be worn.
7. **Piercings** – Ears ONLY!
8. **Hair** - Styles for both girls and boys must be neat, clean and out of the eyes. Any selected hair color must be within the range of natural hair colors (black, brown/brunette, blonde, or red).
9. **Hats and Caps** - Can be worn but free from inappropriate images\*.
10. **Make-Up** – Girls in grades 6-12 only. No extreme makeup.
11. **Bandanas and Scarves** - Tied at nap of neck *only*.
12. **Permanent or Temporary Tattoos** - Are to be covered at all times.

**\*INAPPROPRIATE IMAGES** – anything racial, political, drug-related, sex-related, anti-Christian, occult (outside of Christianity\*\*), and the like according to the School Administration's discretion.

\*\*Families that practice other religions may submit a written request that their student be permitted to wear a symbol of his/her religion as part of his/her beliefs. Permission will be considered and only be granted *if* the image is not flaunted to other students; rather, the item is to be kept non-visible to others.

**P.E. Clothes (grades 6-12)** - All students in grades 6-12 will be required to purchase P.E. clothes through the school office. Students are not to write on any other part of the clothing. Students not wearing proper P.E. attire will be subject to a reduction of grade and/or disciplinary actions. Students who do not 'dress-out' will still be required to

participate unless they submit a signed doctor's note or parent explanation and signature explaining the reason for their child's non-participation.

**Plain black sweatpants and sweatshirts** may be worn over P.E. clothes during colder weather. No other shorts or t-shirts, will be permitted.

### **BCS Athletic Team Dress Code**

- Students participating on a sports team are allowed to wear their team jersey and/or team warm-ups instead of their school polo on game days (if Coach permits). All other attire must adhere to school dress code policies.
- Non-school issued sweatpants and warm-ups are not aloud.
- Student-Athletes **cannot** wear their King's Pride shirt or PE shirt instead of a jersey.

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## **ABSENCE AND TARDY GUIDELINES**

Regular attendance in all classes is the greatest contributing factor to success in school. Promptness and readiness are character traits that students must learn in order to become productive and responsible adults. Therefore, Bethel students are to attend all classes regularly, on time and prepared. Absences are to be avoided as much as possible as students will miss out on important class discussion and instruction. Arriving late to class, even by only a few minutes, costs the student valuable learning time and disrupts the learning of the other students. Although the responsibility for being tardy to school is usually that of the parent or adult transporter rather than the student, the consequences will still fall upon the student.

- A. Excused (full-day or half-day) Absence – the parents/guardians have given prior permission for the student to be absent for such reasons as illness, emergency, bereavement, family events, necessary appointment (medical, dental, legal, etc.).
- 1) Re-admission after absence - the student MUST bring a signed note from the parent/guardian to the Main Office before 1st period on the day of return to school. The note must contain the date(s) of the absence(s) and the reason.
    - a. The school office will issue a re-admit slip and send the student to class if the note is acceptable.
    - b. If a student does not provide a note or the note provided is unacceptable, the parents will be notified by phone call and given 72 hours to furnish an acceptable written excuse or the absence will result in a truancy.

- 2) *Missed work* - Students will be granted extra time as outlined by the teacher to make up assignments missed during excused absences for full credit.
- a. If a parent will call the school office on the morning of the absence, it is possible that the missed work can be put together by the teacher(s) and sent home with a sibling or picked up in the office by the parent at the end of the day.
  - b. *Students are responsible to ASK each teacher for any missed work upon returning to school. It is not the teacher's job to track down the student.*
- B. *Leave Of Absence* – if a student experiences a serious illness, injury, or other hardship that requires him/her to be absent from school for more than two weeks, a 'home study' program may be requested by the parents/guardians.
- C. *Unexplained Absences* - Absence from school of three days or more for which there has been no contact from the parents/guardians with the school office. The school office will seek the parents/guardians for explanation.
- D. *Excessive Absences* (excused) – on the 15th excused absence per quarter or the 20th excused absence per semester, the Dean of Student Affairs will discuss with the parents the option of 'home study.' If further absences occur without a 'home study' program being set up, the School Administration may report the failure of the parents/guardians to ensure school attendance to the proper authorities as required under the California Education Code (48260).
- G. *Tardy to School /Class*– students are considered 'tardy' to school/class if they are not seated in their classroom or in their teacher's custody by the published start time of school (8:30 am for K-5, 8:10 am for 6-12) or individual class period (6-12).
- 1) *Tardy admission* – the transporter is to bring the student to the office to receive a 'tardy slip.'
- a. 'Excused tardies' - those resulting from a medical, dental, or legal appointment, as verified by the adult transporter or by a note from the parents/guardians for students who drive themselves. Other students who ride with that adult or student transporter will also be excused.

*Note:* Please refer to 'Bethel Christian Schools Policies & Procedures' for an accurate description of the *Unexcused Tardy and Truancy Policy*.

## **BETHEL CHRISTIAN SCHOOLS POLICIES & PROCEDURES**

### **UNEXCUSED TARDY AND TRUANCY POLICY**

Regular attendance in all classes is the greatest contributing factor to success in school. Promptness and readiness are character traits that students must learn in order to become productive and responsible adults. Therefore, Bethel students are to attend all classes regularly, on time and prepared. Absences are to be avoided as much as possible as students will miss out on important class discussion and instruction.

Arriving late to class, even by only a few minutes, costs the student valuable learning time and disrupts the learning of the other students. Although the responsibility for being tardy to school is usually that of the parent or adult transporter rather than the student, the consequences will still fall upon the student.

#### **Unexcused Tardy Policy**

Tardiness to any class is handled as follows:

- Students are permitted a total of ten (10) unexcused tardies before disciplinary action will be taken.
- A tardy to class may be excused with a note from another teacher or the school office. In addition, tardies resulting from a medical, dental, or legal appointment as verified by the adult transporter or by a note from the parents/guardians for students who drive themselves will be excused. Other students who ride with that adult or student transporter will also be excused.
- Reports on student tardiness are generated weekly.
  1. After the fifth tardy, the school will notify the parent.
  2. After the eighth tardy, the school will again notify the parent.
  3. After the tenth tardy, the school attendance office will schedule an administrative/parent conference to discuss disciplinary actions. Disciplinary actions include:
    - Being placed on a probationary contract
    - Lunch Detention
    - Serving up to two Saturday school detentions (\$45 fee each day)
    - Suspension
- Further unexcused tardies may result in expulsion from the school.
- Students are considered 'tardy' to individual classes if they are not in the designated area (assigned by teacher) by the class start time.
- A student will be marked *absent* if they are more than 10 minutes late to class. In this case, if the student does not supply a note from the parent/school office it will be reported as a *truancy*.

#### **Truancy Policy**

Truant is defined as being 'absent from school or class without a valid excuse (3 days from the current absence). Additionally, a student will be considered truant to class if they are more than ten minutes late to class without permission from the school or parent. **First**

**Offense:** Parent Notification; **Second Offense:** Parent Notification/Lunch Detention; **Third Offense:** Parent Notification/Saturday School (\$45 fee); **Fourth Offense:** Parent/Administrative meeting with Dean of Student Affairs/Saturday School (\$45 fee); **Fifth Offense:** Consequences may include any of the following:

1. Probationary Contract (Attendance)
2. Permanent or temporary removal from sports and/or dance teams.
3. Suspension (In-house or At-Home).
4. Notification to state authorities.
5. Expulsion.

### **CELL PHONE/ELECTRONIC DEVICE POLICY (Grades 6-12)**

Bethel Christian Schools reserves the right to examine any information or images contained on any cell phone, camera, or other electronic device brought to the school campus or to school-sponsored activities in the event of confiscation or reasonable suspicion of misuse.

- Cell phones may **NOT BE USED DURING CLASS TIME**. Cell phones are to be TURNED OFF during class time and given to the teacher (or designated area assigned by teacher) or placed in locker or backpack.
- ipods or other personal electronic devices may only be used **OUTSIDE OF CLASS TIME** *unless* a teacher gives specific permission during that class for students to listen to music via headphones.
- Violation of the Cell Phone/Electronic Device Policy will result in the following:
  - A. **1<sup>st</sup> Warning:** Device is confiscated. Student will need to pick up their device in the school office at the end of the day.
  - B. **2<sup>nd</sup> Warning:** Device is confiscated. The student's parent/guardian will need to pick up their student's device in the school office at the end of the school day.
  - C. **3<sup>rd</sup> Warning:** Device is confiscated and a \$10 storage fee is assessed to device. The student's parent/guardian will need to pick up their student's device and disciplinary action will be *discussed* during this time.
  - D. **4<sup>th</sup> Warning:** Device is confiscated and a \$20 storage fee is assessed to device. *The student's parent/guardian will need to schedule a conference with the Dean of Student Affairs to retrieve the device and pay storage fee.* Disciplinary action(s) will be *implemented* during this time.
  - E. **5<sup>th</sup> Warning:** Device is confiscated and student no longer has cell phone privileges for the school year. The student's parent/guardian will need to

schedule a conference with the Dean of Student Affairs to retrieve the device.

- F. **Please note:** Conferences are scheduled with the Dean of Student Affairs at his earliest convenience. Cell phones may be kept overnight and/or over the weekend.

*NOTE: The content of each student's device is to be monitored by the PARENTS/GUARDIANS. BCS is not responsible for inappropriate content on a device, although reports of such may result in the confiscation of the said device and other disciplinary actions, with a subsequent conference with parents.*

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## **Bethel Christian Schools Acceptable Use of Technology**

### **1. Purpose of Technology**

Bethel Christian Schools (BCS) provides technology resources to its students mainly for educational purposes. These technology resources allow students and staff the ability to access various resources locally and globally. Expanding technologies will take students outside the confines of their classroom and provide opportunities to enhance their academic experience and retention. The goal of providing these resources is to promote our Five C's for Success by becoming 1. Christ-Centered, 2. Critical and Creative Thinkers, 3. Competent Communicators, 4. Community Contributors, and 5. Continual Life-Long Learners.

We ask that every parent and student carefully read through BCS' Acceptable Use of Technology Policy to insure proper care is taken when using BCS' computer devices and network.

### **2. The Opportunities and Risks of Technology Use**

BCS believes that the educational value of limited access to information found on the internet and the research capabilities it provides outweighs the possibility that users may obtain or encounter material that is contrary to our educational goals. School issued computers assigned to students come with the potential access to inappropriate material that is not academically based and does not coincide with

BCS' educational goals. Due to the way information on networks is constantly changing, BCS cannot predict or control what users may or may not access. Bethel Christian School does filter content according to the Children's Internet Protection Act (CIPA) on our school network. The school does use filtering software to limit users' internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process. No technology is guaranteed to be error-free or totally dependable, nor is it safe when it is used irresponsibly. Among other matters, BCS is not liable or responsible for:

- A. Any information that may be lost, damaged, or unavailable due to technical, or other difficulties.
- B. The accuracy or suitability of any information that is retrieved through technology.
- C. Defamatory material.
- D. Breaches of confidentiality.
- E. The consequences that may come from failure to follow BCS' policy and procedures governing the use of technology.

### **3. Privileges and Responsibilities**

The main purpose of BCS' internet network and the use of computer devices is to allow students to collect, analyze, synthesize, and communicate ideas and information from an enormous pool of available online resources. Students use of BCS' computer devices and network are a privilege and may be subject to disciplinary actions if used inappropriately as stated in our school policy.

It remains the responsibility of our students to use technology as followed:

- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses. Students may not use BCS' devices or network for improper use. These uses include, but not limited to: Any illegal purposes; Any obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material; Any discriminatory

purposes, including, but limited to, harassment and bullying of individuals based on race, gender, religion, or disability; Any purposes that would violate state, federal, or international law, including

- \* Copyright laws
- \* Cyberbullying laws
- \* Sexting laws
- Any use of profanity, obscenity, or language that is offensive or threatening
- Reposting of forwarding personal communications without the author's prior consent
- Destruction, alteration, disfiguration, or unauthorized access of hardware, software, or firmware
- Obtaining financial gain or transacting business or commercial activities
- Plagiarizing (claiming another person's writing as your own)
- Disrupting the use of others to any process, program, or tool, including downloading or otherwise spreading computer viruses
- Engaging in any hacking of any kind, including, but not limited to, the illegal or unauthorized access
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual

#### **4. Internet Safety**

Students must take steps to ensure their safety on the internet, including but not limited to, the following rules:

- A. Students should never give out identifying information such as home address, school name, or telephone number to others on the internet or by email, including in a public message such as chat room or newsgroups. If a person is asked for such information, students must have approval of their parent or guardian before providing the information.
- B. Students should not post photographs of themselves on any social media platform or on websites that are available to the public.
- C. Students should not arrange a face-to-face meeting with someone they "meet" on the internet or by email without parent/guardian permission.
- D. Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such as message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action, the student's parent/guardian should provide a copy to school administration.

BCS recommends that parents/guardians read and follow the U.S. Department of Justice Guidelines for parents/guardians on internet safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

## **5. Disciplinary Actions**

Violations of this policy, or any administrative regulations and guidelines governing the use of technology may result in disciplinary action which may include loss of network access, loss of technology use, other appropriate disciplinary action, suspension, or expulsion. Violation of local, state, federal, or international law may subject students to prosecution by appropriate law enforcement authorities.

## **6. No Expectation of Privacy**

Users should not expect that emails or files stored on BCS' servers, devices, or programs will be private. BCS reserves the right record technology use, monitor file server space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access transmissions and files by persons outside, or from persons inside BCS.

## **7. Title and Ownership of Devices and Email Accounts**

BCS maintains the legal title of all devices issued to students. Students are authorized to possess and use BCS technology as long as they comply with BCS Policy governing use. Technology devices are distributed as follows:

- A. Elementary School (K-5) – Students in elementary school use the ASUS Chromebook Flip C101 device. These devices have touchscreen capabilities and are shared from classroom to classroom. At times, teachers may have students use and operate desktop computers in the computer lab or classroom.
- B. Middle and High School (6-12) – Students in middle and high school are assigned an ASUS Chromebook C202 device which they will use throughout the school year. Textbooks will be downloaded onto their device. At times, teachers may have students use and operate computers in the computer lab or classroom.

- C. Each student is assigned a Bethel Christian Schools email account to access their device. This is required by Google and is monitored by BCS. Students in middle and high school should check their email on a daily basis.

## 8. Insurance and Costs (Grades 6-12 Only)

BCS has chosen Worth Ave. Group as the vendor of choice to insure school issued computer devices given to students. Insurance with Worth Ave. Group will protect their computer device against ACCIDENTAL DAMAGE, THEFT, FIRE, FLOOD, NATURAL DISASTERS, POWER SURGE, and VANDALISM. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off campus). The policy is transferable to a replacement unit.

- A. **Cost of Insurance** is the responsibility of the parent/guardian of the student prior to a device being issued. Coverage begins when the student receives their device and is terminated at the end of the school year or withdrawn from the school. See insurance application for pricing.
- B. **Intentional Damage** – BCS' insurance plan DOES NOT cover intentional damage. In the case of negligence or willful destruction of BCS technology, BCS will assess the full replacement cost of the device to the student's family.
- C. **Filing a Claim** – Claims under our insurance policy must be submitted in the school office. A student may be asked to write a detailed account of the incident and why a claim is being filed before a replacement device is issued.
- D. **Computer Chargers** – Lost or stolen chargers are not covered by the insurance policy and is the sole responsibility of the student. **These is a \$50 replacement fee for lost or stolen chargers.** Students are encouraged not to loan their charger to another student because they are solely responsible for the return of their charger at the end of the school year.

## 9. Manufacturer Defects

Manufacturer defects of computer devices and chargers will be covered by the manufacturer's warranty and/or by BCS. Students experiencing these issues must report their problems to the school office or I.T. Department. A replacement will be provided to a student at no additional cost.

## 10. Return Policy

Students are required to return their device to the school office or the I.T. department for the following reasons.

- Misuse of BCS technology due to disciplinary actions
- Withdrawn from enrollment at BCS
- End of school year (date will be determined by school administration)

Failure to return BCS technology in a timely manner will result in the parent or guardian being charged the full replacement cost of BCS technology.

## 11. Transport and Use (Grades 6-12)

1. Once BCS issues technology to a student, the student and his or her parent or guardian assumes responsibility for the technology at all times until it is returned. Students and their parents or guardians must take reasonable care to protect and properly use BCS technology. Among other things, this means: BCS is not responsible for BCS technology, including computers, assigned to a student at any time, including when they are left unsupervised in a classroom, hallway, locker, or elsewhere.
2. The student is the only authorized user of his or her assigned computer or other BCS technology. Students may not share or trade their computers with other individuals, including students, other than parents, guardians, or school officials.
3. Students must bring their computers to school fully charged. Repeated failure to bring the computer to class daily may result in disciplinary action.
4. Computers must be used on flat, stable surfaces only.
5. Computers must not be cleaned with cleaners such as Windex.
6. Computers must not be marked with markers, stickers, or other similar materials.
7. BCS applied labels, asset tags, and other identifiers may not be removed from computers, chargers, or other BCS technology.
8. Food and drink should not be used near computers or other BCS technology.
9. Computer devices should not be left in automobiles, as they can be damaged in extreme heat or cold and may become damaged.

## **HARASSMENT POLICY**

Bethel Christian Schools is committed to providing a learning environment that is free from harassment in any form. The school will treat allegations of harassment as perpetrated by any student or employee seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, physical appearance, or gender. Harassment can occur at any time during school or during school-related activities. Further, the school may take action and administer discipline for incidents that happen outside the school if such incidents create a significant disruption in the school or detriment to a student's school experience as determined by the School Administration.

- A. Harassment includes, but is not limited to, any or all of the following:
1. **VERBAL HARASSMENT** – derogatory or inappropriate comments or jokes; threatening words spoken to another person; persistent unwanted questioning, commenting, verbal interruption.
  2. **PHYSICAL HARASSMENT** – unwanted physical touching, contact, or assault; deliberate impeding, blocking, or any intimidating interference with normal movement or work; following or 'stalking.'
  3. **VISUAL HARASSMENT** – derogatory or inflammatory printed material, drawings, written words, or texting; threatening or slanderous or persistent unwanted internet communication; threatening or inappropriate gestures or body positioning.
  4. **SEXUAL HARASSMENT** – unwanted/unsolicited sexual advances or propositions or requests for sexual favors; using sexually degrading words to describe an individual or an individual's body; displaying sexually suggestive objects or pictures in person or via electronic device in person or by 'sexting;'\* giving inappropriate or sexually-related verbal information such as jokes, comments, stories, descriptions, etc.; and other verbal or physical conduct of a sexual nature.

\*'Sexting' is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image may be considered a form of harassment. Students are required to immediately report any such activities to a school staff member, even if such an act perpetuated by or against a school student does not occur on-campus or at a school-sponsored event.

- B. It is the responsibility of Bethel Christian Center/Schools to:
1. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
  2. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.
- C. It is the responsibility of the student to:
1. Conduct himself/herself in a manner which contributes to a positive school environment.
  2. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.
  3. Report all incidents of harassment to the Dean of Student Affairs or other staff persons.

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### **DROP-OFF/PICK-UP POLICY**

#### **Drop-Off Policies**

- A. Drop-off areas will be identified at the 'Back To School' meeting and by letter before the start of the school year.
- B. Early drop-off is available for students who need to be dropped off **before** the published drop-off time by enrolling the student in **Extended Day Care** and paying appropriate fees. Parents/guardians who use early drop-off care are to sign-in their student(s) in the preschool office each morning.

- C. *No student may be on-campus without supervision.* Students not enrolled in Extended Day Care who are found on-campus *before* the published drop-off time will be taken to the daycare area and have their accounts charged a **\$5.00 drop-in fee for each day.**

### **Pick-up Policies**

- A. Pick-up areas will be identified at the 'Back To School' meeting and by letter before the start of the school year. Pick-up times are designed to avoid traffic congestion. Therefore, parents/guardians are asked to wait in the designated parking area if arriving more than 15 minutes prior to the published pick-up time.
- B. Authorized Pick-Up Persons ONLY (before school dismissal) will be permitted to pick-up students (those listed with name and telephone number on the Registration Form). Parents/guardians may call the school office to give permission for another person to pick-up their student on any given day.
- C. Late pick-up is available for students who need to be picked up **after** the published pick-up time by enrolling the student in **Extended Day Care** and paying appropriate fees. Parents/guardians who use after-school care are to sign out their student(s) in the preschool office each afternoon/evening.
- D. *No student may be on-campus without supervision.* Students not enrolled in Extended Day Care (who are not involved in after-school dance, sports, or other activities) who are found on-campus *after* the published pick-up time will be taken to the daycare area and have their accounts charged a **\$5.00 drop-in fee for each day.**
- E. Wednesday/evening church services – middle and high school students (grades 6-12) may remain on campus under authorized supervision between 3:30 pm and 7:00 pm on Wednesdays for no additional fee if there is a church service taking place at Bethel Christian Center. Parents/guardians should call the school office for more details.

#### **A. Early Dismissal/Pick-up**

- Students who need to leave the campus during school hours for reasons such as an appointment, illness, lunch with parent, etc., **MUST** be signed out at the school office by an *authorized pick-up person*. Students returning to school on the same day **MUST** be signed back in at the school office by the authorized pick-up person (see #8. Absence/Tardy Policies & Procedures b. Partial absence).

- In order to avoid traffic congestion and disruption of the final instructions of the school day, students will not be called out of class for early pick-up after **2:30 pm** except in case of a dire emergency.
- Students who drive themselves may sign out in the school office **ONLY** for necessary appointments with a signed note from the parent/guardian and verification by phone call, or for illness with phone verification by parent. Students may not sign themselves out for any other reason.

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### **STUDENT DRIVER POLICY**

- A. Students may only drive on campus if they provide a copy of a valid California Driver's License and proof of insurance.
- B. Students must register the primary vehicle that they will be bringing to school in the School Office with make, model, color, and license plate (if primary vehicle changes, students must re-register the vehicle information above).
- C. Students must park in designated parking spaces.
- D. Students must drive carefully at no more than 5 miles per hour on campus, keeping in mind that there are small children on campus who are sometimes unpredictable.
- E. Parents/guardians will be liable for any damage or injury resulting from their student driving on campus.
- F. Students may only have access to their vehicles during school hours with a pass from the school office. No loitering in vehicles or eating in vehicle during lunch.
- G. Failure to follow these guidelines will result in loss of driving privileges.

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### **WALK/RIDE TO & FROM SCHOOL POLICY**

- A. Parents who wish their students to leave the campus after school unaccompanied by an adult **MUST** complete a 'Walk Off Campus' form in the school office **AND** have their student sign out in the school office every day before leaving.

- B. Bicycle racks are provided for students who wish to ride their bicycles to school. Bicycles may NOT be ridden anywhere on campus.
- C. Skateboards, skates, shoes with wheels, etc. may NOT be utilized on the Bethel campus, but removed/dismounted at the gate and carried to and from the locker area. Such items are to be stored properly away during school hours.

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## **DISASTER DRILL PROCEDURES**

Drills are arranged by a system of bell signals as indicated, with expected response as follows:

**Fire Drill** – one continuous bell signal. All activities are to cease and exits made immediately to pre-designated area.

**Earthquake Drill** – series of short, intermittent bell signals lasting approximately 45-60 seconds. Teachers and students inside are to get under desks or tables until signal ends, and then follow teacher's instruction to exit with caution to pre-designated area.

All students and teachers are to report to the assigned disaster assembly areas. Students are expected to walk, not run or push, and to be quiet so that they may listen to their teachers' instructions. A series of 3 shorter bell signals will tell the teachers that they may take their students back to class.

If on the playground, elementary students are to line up according to the playground supervisors and follow their instructions. Students attending P.E. are to line up with their coaches.

**Lockdown** - Bethel Christian Schools places high priority on school safety for all who step foot on this campus. As an administration we hold the responsibility of educating our staff members regarding a potential threat on our campus. Therefore, we will invite local law enforcement to conduct 'School Safety Training' for us to be prepared in case of an unfortunate situation were to arise.

## **ATHLETIC DEPARTMENT**

Bethel Christian Schools provides opportunity for all eligible students in grades 6-12 to tryout for participation in extracurricular sports programs. High School sports teams are affiliated with the California Interscholastic Federation (CIF) Southern Section.

- A. All Middle School/High School students, participating in sports are required to have an annual physical examination record on file.
- D. Athletes must maintain at least a 2.0 grade point average AND have good behavior in order to remain eligible to participate on an athletic team. Athletes may be suspended or removed from a team if they do not meet these expectations.
- E. A fee will be charged for each athlete for each sport to cover the cost of league fees, coaches, referees, transportation, equipment, etc.,. Fee schedules are available in the school office and on the school app. Fees are not based on play-time or amount of days a student participates in a particular sport. Fees are non-refundable as long as your student joins the team. Fees are refundable if your athlete does not make a team.
- F. Additional guidelines may be issued for each sport. Athletes are subject to the rules and regulations as specified in the BCS and CIF Southern Section Handbooks.
- G. Agreements that must be signed by parents may be issued for each sport, along with practice/game schedule.
- H. School-owned uniforms are to be kept in good condition and returned to the school within 10 days of the end of the season or the parents/guardians may be charged a replacement and/or late fee.
- I. Athletes must be present at school on game days, in order to participate in the meet/game/activity. Athletes who leave school early (or show up to school late) for any reason other than an excused appointment (see 'Absence and Tardy Guideline') may not participate in that day's practice or game.
- J. Practices will be held after school on the Bethel campus or a nearby location. Parents may be asked to pick up students at the other location following practices. Students must be picked up within 20 minutes of the end of practice or student will be checked into Extended Day Care.

- K. Only team members, coaches, and managing/support staff may be in the practice areas. Parents shall not interfere with practices at any time.
- L. Home Games may take place either on the Bethel campus or at a nearby location (which may require a departure from the school during school hours). A **fee per minute late** may be charged/billed to parents who do not pick up their student within 20 minutes of the end of a game, either at the Bethel campus or pre-publicized nearby location.
- M. Away Games take place at the campus/location of the opposing team. If local, parents/guardians may be asked to pick up students from the other location (directions will be provided in the school office). A **fee per minute late** may be charged/billed to parents who do not pick up their student within 15 minutes of the publicized end of a game at the game location or the publicized return time to the Bethel campus.
- N. All team members and support persons are to ride the team bus or school-sponsored private vehicles whenever leaving the campus as a team. Students over 18 may drive themselves WITH parental AND coach permission but may not have any other students in the vehicle. Athletes may only be transported to an off-campus sports event by the parent/guardian if required by the coach or if the coach gives special permission in cases of unchangeable circumstances.
- O. Parents/guardians may pick-up their student at an off-campus location after practice or game by signing out/or making verbal and visual contact with the coach. No students may leave with an unauthorized pick-up person.
- P. Rules for on-campus behavior apply at off-campus events.
- Q. On game days, team members must follow the dress code set by the coach and may be excluded from the game if they do not comply.
- R. All athletes, coaches, parents/guardians, and others who attend Bethel games in support of the team are expected to show GOOD SPORTSMANSHIP at all times by cheering for and offering positive remarks for good game play. BAD SPORTSMANSHIP includes criticizing the coaches, athletes, officials, or opposing team constituents. Such behavior may result in removal from that game and/or denial to attend future games.

## **DANCE DEPARTMENT**

Bethel Christian Schools provides opportunity for all students in Pre-school - 12th to receive dance instruction.

### *After-school classes (Pre-school - 12th)*

- A. Parents/guardians must pay registration, monthly fees, and costume fees as published (fee schedule available in School Office) and provide required shoes, undergarments, etc.
- B. Dancers are to attend weekly practices and extra practices during recital preparation unless arrangements are made in advance with the instructor.
- C. Dancers are expected to participate in one (1) dance recital per semester, but may be excluded from performance in the recital in the case of excessive absences or failure to pay fees.

### *Dance P.E. (grades 6-12)*

- A. Students in grades 6-12 may elect dance as their physical education to be taken during the P.E. period. Dancers are graded according to class participation, 'dressing out,' and participation in one (1) dance recital per semester. Written assignments are also assigned throughout the semester. There is a written and a performance final exam.
- B. Parents/guardians must pay costume fees as published and provide required shoes, undergarments, etc. There is no extra tuition fee charged for taking this class.
- C. Grade reduction and/or disciplinary action including exclusion from performance in the recital may result from uncooperativeness, excessive absence, not paying for the required costumes and shoes, and/or not 'dressing out.'

### *Competition Dance Teams (3rd - 12th)*

- A. Dancers are selected according to dance aptitude.
  - 1. *Elementary dance teams* practice after school and are subject to extra monthly fees. Participation on the teams is not graded.
  - 2. *Middle School (grades 6-8) and High School (grades 9-12) dance teams* practice during the elective period for performing arts credit. There is no extra tuition fee charged for taking these classes.

Participation on the teams is graded according to cooperativeness; attendance to all practices, extra practices, competitions, and other required events; and completion of written work.

- B. Parents/guardians must pay registration and monthly fees (elementary), costume/accessory fees, competition fees, etc. as published and provide required shoes, undergarments, etc.
- C. Dancers must maintain at least a 2.0 grade point average AND good behavior in order to continue on a competition dance team. Dancers may be suspended or removed from a team if they do not meet these expectations.
- D. Additional guidelines and agreements that must be signed by parents/guardians will be issued along with a performance/competition schedule.
- E. Only dance team members, coaches, and managing/support staff may be in the practice area (closed practice).
- F. All dancers and support persons are to ride the team bus or school-sponsored private vehicles whenever leaving the campus as a team (except elementary for overnight competitions – see below). No students may drive themselves. Dancers may only be transported to an off-campus dance event by the parent/guardian if required by the coach or if the coach gives special permission in cases of unchangeable circumstances.
- G. Rules for on-campus behavior apply at off-campus events.
- H. All dancers, coaches, parents/guardians, and others who attend competitions in support of the teams are expected to show GOOD SPORTSMANSHIP at all times by cheering for and offering positive remarks for good performance. BAD SPORTSMANSHIP includes criticizing the coaches, athletes, officials, or opposing team constituents. Such behavior may result in removal from that competition and/or denial to attend future competitions.
- I. Parents/guardians may pick-up their dancer at an off-campus location after practice or competition by signing out with the coach. No students may leave with an unauthorized pick-up person.
- J. Overnight Competitions
  - 1) *Elementary teams* – parents/guardians may be responsible to provide transportation, lodging, and supervision for overnight competitions.

- 2) *Middle and High School teams* will be under the direct supervision of the dance coaches for the entirety of the overnight competition including transportation, competition, lodging, etc.

### **CLUBS**

After-school or during-school clubs may be offered throughout the year to students of various ages for specific functions such as girls' club, boys' club, chess club, drama club, etc. A fee for after-school clubs may be charged. All clubs are supervised by authorized Bethel staff and/or volunteers.

## **DISCIPLINARY GUIDELINES**

### ***BETHEL CHRISTIAN MIDDLE/HIGH SCHOOL (grades 6-12)***

Bethel Christian Middle and High Schools generally follow a system of 'progressive discipline' that includes verbal and written warnings before taking more serious measures. However, the School Administration may, at its discretion, utilize whatever form of discipline is deemed appropriate considering the circumstances or severity of any offenses.

Repeated offenses may incur more severe consequences. Although some infractions may appear to be minor, repeated offenses demonstrate a lack of cooperation that cannot be tolerated.

For violations of classroom, campus, or extracurricular activity rules not specifically addressed in this section, a faculty or staff member may assign detention and/or refer the student to the Dean of Student Affairs for severe or repeat offenses.

The following Disciplinary Actions will apply to any on-campus or off-campus school activities.

#### **1. *Disciplinary Action Definitions:***

- A. **RAPID EXIT** means that the teacher sends a student immediately to the school office where he/she is kept while awaiting possible further disciplinary action.
- B. **LUNCH DETENTION** means to report to and stay in a supervised detention area or classroom for 25-minutes, behaving according to the instructions of the supervising teacher/staff. Lunch Detentions are assigned during lunch, and may consist of writing assignments, physical activity (walking), and/or 'campus beautification' which may include trash duty, etc.

- C. **SATURDAY SCHOOL DETENTION** means to report to and stay in a supervised detention area on a Saturday as assigned by the Dean of Student Affairs. Student must behave according to the instructions of the supervising teacher/staff for part-day (8:00am-11:00am). Detention time may consist of writing assignments, physical activity (walking), and/or 'campus beautification', etc. In addition, a fee of \$45 is required to be paid at the time of the detention. Fees are used as a deterrent and to cover the additional costs of administration and supervision for student. Lack of payment may result in a fee increase.
- D. **PROBATIONARY CONTRACT** - is assigned for an amount of time as determined by the Dean of Student Affairs (Quarter, Semester, or School Year). There are three types of probationary contracts: *Behavioral, Academic, and Attendance*. While on probation, a student may be restricted from attending *all* school-related functions outside of class times including field trips, on-campus performances, sports/dance and practices, clubs, on- and off-campus social activities including dances/proms, etc., and/or temporary loss of on-campus driving privileges (if applicable).
- E. **PARTIAL DAY SUSPENSION** – the student is sent to the school office and the parents are called to come immediately and take the student from school. The student will not be able to make-up missed work for credit. A parent/guardian conference with teacher and/or School Administration will be scheduled to discuss further disciplinary action.
- F. **IN-HOUSE SUSPENSION (1-DAY ONLY)** - student is required to come to school (*on time*) and stay in a designated supervised area for the entire school day. Student will be allowed bathroom breaks and eat lunch. Loss of points for all missed assignments (no make-up work accepted for credit) including any tests and/or quizzes.
- G. **HOME SUSPENSION (1-5 DAYS)** - exclusion from campus for a specified period of time and restriction from all school-sponsored activities. Loss of points for all missed assignments (no make-up work accepted for credit) including any tests and/or quizzes. An additional day of suspension will be added if a suspended student comes on campus during school hours, except for conference with the School Administration.
- H. **EXPULSION/INVOLUNTARY WITHDRAWAL** - the permanent removal of a student from all classes and school-sponsored activities. If a student who has been expelled, involuntarily withdrawn from enrollment, or withdrawn from enrollment in order to avoid disciplinary action comes on campus during school hours or attempts to attend a school-sponsored activity, the student

and/or the parents/guardians may be subject to legal action taken by Bethel Christian Center/Schools.

*NOTE: Failure to serve a Lunch Detention or Saturday School Detention will result in an additional Lunch Detention or Saturday School Detention (with fees).*

## 2. INFRACTIONS & CONSEQUENCES

### A. **Illegal Activity (Drugs, Alcohol, Weapons, etc.)**

Any student who brings or is in possession of a firearm, knife, drugs or drug paraphernalia or alcohol is breaking the laws of the State of California. Therefore, due to the nature and potential seriousness of this type of infraction, the consequences will be discerned by the administrative staff in accordance with the best solution for all parties involved.

### B. **Inappropriate Media/Literature/Items**

For definitions see 'Bethel Christian Standards' section, #4 *Personal Items*. Consequences for bringing or being in possession of such media, literature, and/or items on campus or at off-campus activities may include any the following:

1. Confiscation of said materials.
2. Serving up to two Saturday School Detentions *with fees*.
3. Probationary Contract
4. Permanent or temporary removal from sports and/or dance teams.
5. Immediate partial-day suspension.
6. In-House or Home suspension
7. Expulsion/Voluntary Withdrawal from school.
8. Riverside Police Department being called to perform an investigation.
9. Any combination of the above.

### C. **Pornographic Material/Sexual Activity**

Students who are in possession of pornographic material or engage in sexual activity (including but not limited to kissing, fondling, groping, indecent exposure) may be subject to any of the following:

1. Serving up to two Saturday School Detentions *with fees*.
2. Probationary Contract.
3. Permanent or temporary removal from sports and/or dance teams.
4. Immediate partial-day suspension.
5. Home suspension.
5. Expulsion.
6. Any combination of the above.

**D. Fighting**

Students who instigate or perpetuate an angered physical altercation may be subject to any of the following consequences:

1. Serving up to two Saturday School Detentions *with fees*.
2. Probationary contract.
3. Permanent or temporary removal from sports and/or dance teams.
4. Immediate partial-day suspension.
5. In-House or Home suspension.
6. Expulsion.
7. Reporting of possible assault and/or battery to Riverside Police Department.
8. Any combination of the above.

**E. Graffiti/Defacing or Destruction of Property/Theft**

Writing, marking, carving on desks, walls, or other surfaces; damage or destruction of school or another's property; taking school or another's property without permission. Consequences may include any of the following:

1. Serving up to two Saturday Detentions *with fees*.
2. Probationary Contract.
3. Permanent or temporary removal from sports and/or dance teams.
4. Immediate partial-day suspension.
5. Home suspension.
6. Expulsion.
7. Riverside Police Department called to conduct an investigation.
8. Any combination of the above.

**F. Inappropriate On-Campus Driving or Parking**

Driving on-campus without prior parental permission or required paperwork on file, driving in unauthorized areas, failure to heed speed limit or traffic patterns, failure to park in a marked stall in designated areas, etc. Consequences may include any of the following for each offense:

1. Serving one Saturday Detention *with fees*.
2. Probationary Contract
3. Temporary suspension of driving privileges.
4. Permanent removal of driving privileges.
5. Immediate partial-day suspension.
6. Home suspension.
7. Expulsion.
8. Riverside Police Department called to conduct investigation.
9. Any combination of the above.

**G. Disrespect for Faculty/Staff**

Disrespect shown by arguing or back-talking, rudeness, mocking, disobedience, etc. toward any faculty or staff will not be tolerated. Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving Saturday Detention *with fees*.
3. Probationary Contract.
4. Permanent or temporary removal from sports and/or dance teams.
5. Immediate partial-day suspension.
6. Home suspension up to one week.
7. Expulsion.
8. Any combination of the above.

**H. Swearing, Racist Remarks, Obscene Gestures**

Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving up to two Saturday Detentions *with fees*.
3. Probation Contract.
4. Permanent or temporary removal from sports and/or dance teams.
5. Immediate partial-day suspension.
6. Home suspension up to one week.
7. Expulsion.
8. Any combination of the above.

**I. Forgery**

Forgery takes place when a student signs any document in the name of another or presents to the school a document with a forged signature. Consequences may include any of the following:

1. Serving up to two Saturday Detentions *with fees*.
2. Probationary Contract.
3. Permanent removal from sports and/or dance teams.
4. Immediate partial-day suspension.
5. Home suspension.
6. Expulsion.
7. Any combination of the above.

**J. Cheating/Plagiarism**

Cheating is defined as completing an assignment or test by having improper access to answers, or by providing improper access to answers to other students.

Plagiarism is defined as attributing the written or spoken words of another to oneself without giving due credit. This includes but is not limited to making minimal changes to research/reference material according to the discretion of the teacher.

Consequences for cheating and/or plagiarism will be zero credit for the assignment and the following:

1. 1st offense – Saturday Detention *with fees*.
2. 2nd offense - Home Suspension.
2. 3rd offense – Conference with Dean of Student Affairs to discuss further disciplinary action including additional suspension and/or expulsion.

**K. Horseplay**

Disruptive and/or harmful/potentially harmful non-angered physical contact. Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving Saturday Detention *with fees*.
3. Probationary Contract.
4. Permanent or temporary removal from sports and/or dance teams.

**L. Eating in Unauthorized Areas or Chewing Gum**

Eating in classrooms is prohibited during class time unless there is a class party or other social event permitted by the teacher. CHEWING GUM IS STRICTLY PROHIBITED. Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving Saturday Detention *with fees*.
3. Probationary Contract.
4. Permanent or temporary removal from sports and/or dance teams.

**M. Being in Unauthorized Areas/Times**

Students found in unauthorized areas or in areas at inappropriate times. Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving Saturday Detention *with fees*.

**N. Locker Violations**

Sharing lockers – items not belonging to the student to whom the locker is assigned will be immediately removed. Consequences may be given to both students for participating in shared lockers. Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving Saturday Detention *with fees*.
3. Probationary Contract.

O. **Dress Code Violations**

Consequences for violating the school dress code (see 'Standardized Dress Code') may include any of the following:

1. Immediate removal of unauthorized or inappropriate accessory.
2. Call to parents/guardians describing violation and warning of future consequences.
3. Parents/guardians called to come immediately to bring change of clothing – student kept in school office until parents arrives OR school issues appropriate polo (if applicable) and parent account is charged.
4. Probationary Contract
5. Saturday School Detention *with fees*.
6. Parent/guardian conference with Dean of Student Affairs to discuss further disciplinary actions, including suspension/voluntary withdrawal.
7. Any combination of the above.

P. **Possession/Distribution of Medications**

1. For over-the-counter medications found in a student's possession, the medication will be confiscated for parent/guardian pick-up and:

1st offense (possession only) – Lunch Detention

1st offense (distribution) – Saturday School Detention *with fees*.

2nd offense - Parent conference with Dean of Student Affairs to discuss further disciplinary actions.

2. For prescription medications found in a student's possession, the medication will be confiscated for parent/guardian pick-up and:

*Parent conference with Dean of Student Affairs will be scheduled immediately to address the situation.*

*Due to the sensitive nature and potential seriousness of this type of infraction, the consequences will be discerned by the administrative staff in accordance with the best solution for all parties involved.*

Q. **Accumulation of Lunch Detention Offenses**

Consequences for students who incur multiple detention offenses within a quarter are as follows:

1. After 5 Lunch Detentions in a single quarter (8 weeks), student will automatically move to Saturday School Detentions (with fees) the following quarter.

R. **Failure of Parents/Guardians to Confer as Needed**

BCS has the right to suspend any student from attending classes without being able to make up work until the parents/guardians complete an assigned conference with School Administration. Students of parents/guardians who will not respond to telephone calls, emails, or do not appear for scheduled in-person meetings may be expelled.

## **ACADEMIC INFORMATION**

### ***BETHEL CHRISTIAN ELEMENTARY SCHOOL (grades K-5)***

Bethel Christian Elementary School serves to support parents in their God-given task of raising a child in the 'instruction of the Lord' by fostering excellence in education and Christian character. Students will be prepared to be *Christ-centered, Critical and Creative Thinkers, Competent Communicators, Community Contributors, and Continual Life-long Learners (Five C's for Success)*.

#### **1. Elementary School Subjects:**

- A. **Bible** - Leads students to hear, read, study, memorize and meditate on God's Word. Clear teaching and specific application of the Bible provides a solid foundation for all other learning.
- B. **Reading Comprehension** - Through the use of comprehension skill-building workbooks, students are taught to understand thoroughly, evaluate morally, and apply positively what they read.
- C. **Oral Reading** - Fluent oral reading is needed to develop public speaking skills and to reinforce silent reading skills. Individual oral reading instruction and practice is given in lower grades and is reinforced thereafter.
- D. **Phonics** - Phonics assigns certain sounds to letter symbols to aid in decoding and expressing written language. The phonics foundation is laid in kindergarten, first, and second grades by much oral drill and written phonic exercises.
- E. **English Composition and Grammar** - The eight parts of speech are emphasized along with grammar rules to provide form to the student's oral and written expression.

- F. **Spelling and Vocabulary** - A student possesses a word only after he learns its spelling and meaning. The more words a student knows, the better he can express a message.
- G. **Penmanship** - Kindergarten lays the foundation for learning the basic cursive writing strokes, with skills perfected as students go on to first and second grade. Legible and neat writing is the goal.
- H.. **Arithmetic** – Students are taught to compute accurately and to be efficiently quick in addition, subtraction, and multiplication of whole numbers, common fractions and decimals, and to apply these operations to life’s problems through memorization of facts and basic computational processes independent of electronic calculators.
- I. **Science** - Science is the study of God’s creation. It is by seeing God’s universe of living and non-living things, and particularly by seeing how He purposefully made them, that we understand appropriate perspective and use of His universe of created things.
- J. **History and Geography** - History is the story of what people have done in past times with what God has made and revealed. General historical unit studies are given in Kindergarten - Third grades. Overviews of California History, United States History, and World History are taught two semesters in grades Fourth - Sixth respectively.
- J. **Physical Education and Health** - Students are taught appreciation, proper care, and development of their bodies as the temple of the Holy Spirit through organized, vigorous physical activity and occasional unit studies in health. In addition, students are *required* to participate unless they have a medical excuse signed by a physician on file in the school office, including the period of time for the exclusion, the degree to which they are excluded, and the reason.

*Important Note:* NO PE participation, NO playground participation.

Athletic footwear is required for physical education.

- L. **Music and Art** - The students are led in singing Psalms, Hymns, and wholesome songs in making melody with their whole hearts to the Lord. Singing is a part of general classroom activities as well as including specific choral practice and special class program presentations. Art is generally incorporated as part of class studies such as Bible, Geography, Science, etc., and creative expression just for personal expression’s sake is encouraged.

## 2. Educational Methods

- A. **Class Instruction** – Concepts are presented, explained, and reviewed by the teacher with all students, training students to develop focus and encouraging participation in learning.
- B. **Class Participation** – Students are given opportunity for group discussion, group projects, and out-of-class learning experiences designed to promote better understanding and training in cooperation.
- C. **Homework** - Students are assigned homework in order to review and reinforce concepts taught in class. Parents should help students schedule a special time and a specified place in the home for completing homework. Parents should insure that students return completed homework, assignments, books, and materials punctually.
- D. **Tests/Quizzes** – Progress is evaluated by requiring students to report what they have learned in oral and/or written form.

## 3. Grading/Progress Reporting

Academic progress is reported on a quarterly basis in the form of **Report Cards** that are issued to the parents/guardians. Teachers will keep parents/guardians informed if students are not progressing according to standard levels between report cards in the form of progress reports, 'pink slips,' or conferences. Academic progress is measured using the following letter grading system:

### A. Kindergarten

E – excellent          S – satisfactory          U – unsatisfactory

### B. Grades 1-5

A+ 97-99%	B+ 87-89%	C+ 77-79%	D+ 67-69%	F below 60%
A 94-96	B 84-86	C 74-76	D 64-66	
A- 90-93	B- 80-83	C- 70-73	D- 60-63	

## 4. Diagnostic Testing

Diagnostic testing will be administered by the end of the school year to all students to measure individual and school-wide achievement. Parents/guardians will receive score reports at the end of the school year, if applicable.

**BETHEL CHRISTIAN MIDDLE SCHOOL (grades 6-8)**  
**BETHEL CHRISTIAN HIGH SCHOOL (grades 9-12)**

**1. Educational Methods**

Students are to be engaged in learning in the classroom daily. Teachers use a variety of strategies to direct students into learning. *Discussion, cooperative learning, active lecture, project based learning, and independent learning activities* are some of the ways in which students work with ideas both in and out of the classroom. Students are assessed using multiple assessment tools such as:

- A. Class Participation
- B. Classwork
- C. Homework
- D. Tests/Quizzes
- E. Projects/Presentations
- F. Essays

**2. Grading/Progress Reporting**

Overall academic progress is reported at the end of the semester. Report cards are mailed after semester grades are finalized. However, students and parents have access to grades at any time through INOW. Parents are asked to keep up to date with their student's grade as progress reports are not sent out weekly.

Academic progress is measured using the following letter grading system:

A+ 97-100%	B+ 87-89%	C+ 77-79%	D+ 67-69%	F below 60%
A 94-96	B 84-86	C 74-76	D 64-66	
A- 90-93	B- 80-83	C- 70-73	D- 60-63	

**4. Diagnostic Testing**

Students in grades 6 through 11 will be given a diagnostic test each year to measure individual and school-wide achievement. Parents/guardians will receive score reports at the end of the school year.

**MIDDLE SCHOOL (grades 6-8)**  
**COURSE OFFERINGS**  
*denotes required\**

**Bible (grades 6-8)\***

**English Department**

- 1.) English 6
- 2.) English 7
- 3.) English 8

**Mathematics Department**

- 1.) Beginning Math
- 2.) Intermediate Math
- 3.) Pre-Algebra
- 4.) Algebra 1

**Science Department**

- 1.) Science 6
- 2.) Science 7
- 3.) Science 8

**History Department**

- 1.) History 6
- 2.) History 7
- 3.) History 8

**Electives**

- Art Appreciation, Music Appreciation, Study Skills, Life Skills, Piano, Drama, Ensemble, Computers, Competition Dance, and Band.

**Physical Education (PE)**

**HIGH SCHOOL (grades 9-12)**  
**COURSE OFFERINGS**  
*denotes required\**

Most courses are college prep approved through the University of California and meet the A-G course requirements.

**Bible (grades 9-12)\***

**Science Department**

- 1.) Biology
- 2.) Chemistry
- 3.) AP Physics
- 4.) Astronomy
- 5.) Earth Science
- 6.)

- 3.) Geometry
- 4.) Algebra 2
- 5.) Precalculus
- 6.) College Trigonometry
- 7.) College Calculus
- 8.) College Algebra
- 9.) College Business Statistics

**English Department**

- 1.) English 9
- 2.) English 10
- 3.) Freshman Composition
- 4.) AP Literature
- 5.) AP Language
- 6.) Studies in Rhetorical Theory
- 7.) American Lit/English 11
- 8.) British Lit/English 12
- 9.) English Language Support

**Social Science Department**

- 1.) World History
- 2.) US History
- 3.) Government
- 4.) Economics

**Language Department**

- 1.) Spanish 1
- 2.) Spanish 2
- 3.) American Sign Language 1
- 4.) American Sign Language 2

**Mathematics Department**

- 1.) Pre-algebra
- 2.) Algebra 1

**Electives**

- Art, Band, Drama, Musical Theatre, Dance, AP Music Theory, Ensemble, Praise Band

**Physical Education and Dance PE**

## 1. High School Graduation Requirements

### A. Credit Requirements:

<u>Course</u>	<u>Total Years</u>	<u>Total Credits</u>
Bible*	4	40
English	4	40
Social Studies	4	40
Mathematics	2	20
Science (1 lab science)	2	20
Foreign Language or Visual/Performing Arts	1	10
Physical Education	2	20
Electives		<u>50</u>
TOTAL CREDITS		240

\*A student who transfers to B.C.H.S. need not make up Bible credits for those semesters enrolled in another school.

## 2. Academic Honors

A. Honor Roll - at least a 3.0 GPA with no grades below "C".

B. Principal's List - at least a 3.5 GPA with no grades below a "B".

C. Graduating Honors: rigorous course of study, with the graduate meeting A-G requirements.

1. *Valedictorian* – the graduating student who has maintained the highest grade point average for the years spent in each school – elementary (K-5), middle (6-8), and high (9-12) – will be assigned the honor of 'Valedictorian.' GPA will be calculated based upon courses that are part of the regular curriculum. Courses taken outside of regular high school (including online courses and college courses) are not included in the calculating process unless such a course was taken due to a scheduling conflict of *required* classes on the part of BCHS. In such a case, the outside course will be given the same 'weight' as the BCHS equivalent. In the event of a tie, the class ranking and/or the percentage points earned for each course for each year will be used to determine the Valedictorian.

2. *Salutatorian* – the graduating student who has maintained the second-highest grade point average for the years spent in each school – elementary (K-5), middle (6-8), and high (9-12) – will be assigned the honor of 'Salutatorian.' GPA will be calculated based upon courses that are part of the regular curriculum. Courses taken outside of

regular high school (including online courses and college courses) are not included in the calculating process unless such a course was taken due to a scheduling conflict of *required* classes on the part of BCHS. In such a case, the outside course will be given the same 'weight' as the BCHS equivalent. In the event of a tie, the class ranking and/or the percentage points earned for each course for each year will be used to determine the Salutatorian.

3. *Highest Honors* – students who perform at an average of 4.0 or above during their graduating year of school will be assigned 'highest honors.'
4. *High Honors* – students who perform at an average of 3.5 or above during their graduating year of school will be assigned 'high honors.'
5. *Honors* – students who perform at an average of 3.0 or above during their graduating year of school will be assigned 'honors.'

### ***Embry Riddle Aeronautical University***

Bethel has partnered with Embry Riddle Aeronautical University to offer college courses taught by Bethel's *highly qualified teachers*. Courses taken for college credit have additional tuition.

### ***UC and CSU Systems Requirements***

Bethel Christian High School course offerings are accepted by the University of California and the California State University systems as meeting their A-G requirements. AP courses have been approved through the College board. Visit <https://hs-articulation.ucop.edu/agcourselist#/list/details/3384/> for the most up to date information on course lists. (Not all courses are offered every year).

## **FINANCIAL ARRANGEMENTS**

**Bethel Christian Schools** is a ministry of **Bethel Christian Center, Inc.**, a non-profit corporation. The only sources of income for the furtherance of the school program are tuition and gifts. *BCS accepts NO government funds.*

**TUITION and FEES** are established to provide the student with the finest Christian education at the lowest possible cost. Rates and procedures are subject to adjustment as deemed necessary by the School Board.

Bethel Christian Schools believes that it is a testimony to Christ that our accounts receivable and accounts payable be kept current. Good stewardship is paramount in facilitating the overall ministry of the school.

### **Registration and Tuition & Fees Schedule**

Registration can be completed on our Bethel Christian Schools website under admissions and then clicking the appropriate grade level. For additional information, please contact the school office or email [info@bethelchristianschools.com](mailto:info@bethelchristianschools.com).

The tuition rate is based upon ONE SCHOOL YEAR. For the convenience of our school families, BCS will divide the annual tuition into their choice of **10 equal monthly payments** or **12 equal monthly payments**. The amount of each payment has no relationship to the number of school days in each month.

Multiple-student (same household) discounts are determined in descending order beginning with the highest grade level.

Payments are rounded up to the nearest dollar. Parents/Guardians will have the choice to make their **Tuition payment on the 5<sup>th</sup> or the 20<sup>th</sup> of each month during the Registration Process**. An additional late fee of \$50 will be applied to each students' account if payment is three days late. When a payment is 30 days overdue, the account will be referred to the School Board for possible involuntary withdrawal of the student(s).

There will be a service charge for checks paid to the school which are returned by the bank for lack of sufficient funds or other reasons.

In the event of an outstanding balance, whether or not resulting in or from a withdrawal, Diplomas and Reports Cards will be held until full payment has been received.

**Transfer students** will have their tuition prorated based upon the student's starting date and the amount of days left in the school year. Dividing this amount by the number of months in the selected payment plan **may** result in a slightly higher monthly tuition rate than what is listed in the current Tuition & Fees Schedule.

**Withdrawn students** will be charged a \$50.00 processing fee for early processing of grades, transcripts, and files to be forwarded to another school. The tuition account will be prorated to the day that the finance office receives notification of withdrawal to ensure that charges are made only for services rendered.

**Textbooks**, including consumable workbooks, are to be returned to the school upon withdrawal or at the end of the school year. A fee will be charged for unusual damage to or loss of a textbook.

**Other fees** such as for emergency lunches, etc., will be charged to each student's account and will appear on the next billing. **Detention fees** will not be charged to the student's account, but must be paid at the time of detention or student may not be permitted to return to class until fee is paid.

**EXTENDED DAY CARE** is available only to students registered at Bethel Christian Schools and offered on a DAILY or YEARLY basis only. The Extended Day Care program is directed through the Preschool Office but fees may be paid along with regular tuition in the School Office. See the current Tuition & Fees Schedule in the School Office for Extended Day Care rates, and the Extended Day Care information sheet for complete information on the program.

As in the case of school tuition, those enrolling in the yearly Extended Day Care plan may choose to have their payment divided into **10 equal monthly payments** or **12 equal monthly payments**. The amount of each payment has no relationship to the number of school days in each month, *nor to the days of the month that Extended Day Care is actually used*. Students who are enrolled in Extended Day Care after the start of the school year or removed from Extended Day Care before the end of the school year will have their yearly rate prorated.

Parents/guardians must PARK their vehicle and walk into the preschool office each day that Extended Day Care is used to sign-in their students before school and/or sign-out their students after school. A "No Signature" fee will be charged to the family account if a parent or authorized pick up/drop off person fails to sign a student in or out of Extended Day Care.

Published **drop-off** and **pick-up** times are published on page 24 of this handbook in the General School Procedures section. Students who are not enrolled in Extended Day Care but who are on campus before the published drop-off or after the published pick-up times will have the 'daily drop-in' rate charged to their account. No student may be on campus without supervision.

The Extended Day Program service closes at 6:00 p.m. In the event the parent/guardian is unable to pick up the student(s) before 6:00 p.m., it is imperative that other arrangements be made to have the student(s) picked up before 6:00 p.m. If

parent/guardian CANNOT make other arrangements to have the student picked up by 6:00 p.m., parent/guardian is to call the Extended Day Care after-school phone number, (951) 359-1240. Parent(s)/guardian will be charged a late fee for every minute that a student is left after 6:00 p.m.

**Families may lose their right to use Extended Care services after the 3<sup>rd</sup> late pick-up or 1<sup>st</sup> failure to notify the School of an impending late pick-up.**

**Holiday Care** is available through the Extended Day Program, for rates published on the current Extended Day Care Holiday Fee Schedule available in the School Office, to all students on school holidays except the following:

- Martin Luther King, Jr. Day
- Lincoln's Birthday Observance
- Presidents' Day Observance
- Good Friday
- Memorial Day
- Veteran's Day
- Thanksgiving Day and the following Friday
- Christmas Eve and Christmas Day (or assigned alternates when date falls on the weekend)
- New Year's Eve and New Year's Day (or assigned alternates when date falls on the weekend)

**You must pre-register for Holiday Care.**

NOTE: No Holiday fees are charged for students who are enrolled in the Extended Day Program for a minimum of 4 hours per day, **except for ACSI Convention, Christmas and Spring Break vacations. These charges are at the Holiday Rates which are available in the school office. All students must be pre-registered for all Extended Day-Holiday programs.**

**Free School Extended Day Care** shall be granted to families of students enrolled at Bethel Christian Schools as a courtesy to parents whose children participate in before and after school activities under the following circumstances only:

- a. During the high school 'zero period' for the siblings (or students living in the same household) of students enrolled in zero period.
- b. During after school dance classes/practices for the siblings (or students living in the same household) of students enrolled in dance classes, only for the days of dance classes/practices, if the sibling isn't otherwise enrolled in the extended day care.

- c. During after school sports practices/on campus events for the siblings or students living in the same household of sports participants, only on the days of sports practices/on-campus events, if the sibling isn't otherwise enrolled in extended day care.
- d. For 6<sup>th</sup> – 12<sup>th</sup> graders not otherwise enrolled in extended day care who remain after school near the Crites building on Wednesdays for the purpose of attending Bethel's Wednesday night church services. Does not apply to Wednesdays when there is no church service taking place.

Students enrolled in regular Extended Day Care on a monthly basis are not subject to 'pro-rating' for these events.

### **PROCEDURES for PAYMENT**

1. **Tuition, Extended Day Care, and other fees** may be paid in person:
  - A. By enclosing a CHECK made payable to Bethel Christian Schools into a Tuition and Payment envelope (available in the School Office) and placed into the slot on the School Office counter.
  - B. By giving a CASH payment to an office employee in the School Office and receiving a signed receipt.
  - C. By credit card transaction with an office employee – VISA, Mastercard, or Discover
2. Tuition, Extended Day Care, and other fees may be paid in the form of a CHECK made payable to Bethel Christian Schools and mailed to Bethel Christian Schools finance office, 2425 Van Buren Blvd., Riverside, CA. 92503.
3. Tuition, Extended Day Care, and other fees may be paid by credit card – VISA, Mastercard, or Discover – over the telephone with an authorized Bethel Christian Schools employee.

All policies, fees, and days and hours of operation are subject to change as determined by the School Administration.

Any questions may be directed to the Finance Office at Bethel Christian Schools, (951) 359-1123.