BETHEL CHRISTIAN SCHOOL
POLICY BOOK

A Ministry of Bethel Memorial Church

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SCHOOL SPIRIT INFORMATION

SCHOOL COLORS

Maroon and White

MASCOT

Crusader

SCHOOL THEME VERSE

"I have no greater joy than to hear that my children walk in truth." 3 John 4

SCHOOL SONG

"Bethel Crusaders"

Bethel Crusaders, Bethel Crusaders
On to victory
We are learning daily
Of the Christ of Calvary
Bethel Crusaders, Bethel Crusaders
True to maroon and white
Go in the Savior's might
And win this game tonight.

STATEMENT OF PURPOSE

This policy handbook has been written for the parents and students at Bethel Christian School. Its purpose is to better acquaint them with the policies, regulations, and administrative procedures of the school.

BCS is a ministry of Bethel Memorial Church which is affiliated with the Independent Fundamental Churches of America International and incorporated in the State of Indiana. Bethel Memorial Church views the ministry of Christian education as a biblical mandate to parents (Deuteronomy 6, Proverbs 22, Ephesians 6, and others), and BCS is a logical extension and help to the home. It is not to be thought of or used as a replacement for this directive. The Christian home, church, and Christian school should all work together in the training of children "in the way they should go." It is at school where much of their learning takes place. As one reads this book, it is sincerely hoped that it is understood that everything taught at BCS is intended to lead its students to a clearer understanding of and to a closer relationship with God, the Creator of us all.

The goal of the administration and staff of BCS is for the students to recognize that their education is centered around the Scriptures and the person of Jesus Christ. It is hoped that each student will be known for his positive Christian testimony wherever he goes. This standard is founded in the admonition given by Paul in Colossians 3:17 "And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him."

The standards that are written in this book are for character training and forming good habits that round-out one's education. Some of the rules and regulations are necessary simply for efficient operation of the school and in keeping with standards that will bring honor to our Lord.

It is prayerfully hoped that both parents and students alike will see that an education at Bethel Christian is more than just a great academic privilege, but it is an education for eternity.

It is suggested that parents and students read this handbook together. This will help to clear up any misunderstandings and hopefully prevent any unhappy situations throughout the year.

Thank you for your commitment to Christian education.

ARTICLES OF FAITH

1. The following is an abbreviated statement of faith. A detailed copy may be secured by requesting a copy of the Constitution of Bethel Memorial Church. Individual copies are supplied gladly upon request.

2. We believe in the complete inspiration of both the Old and the New Testaments of the Bible. We believe it to be the infallible authoritative Word of God.

3. We believe that the creation of the universe and of man was by direct act of God and did not come about through an evolutionary process.

4. Jesus Christ, the second person of the trinity, became "flesh" as a result of His virgin birth, provided for our redemption through His death and burial and resurrection. As a result of His shed blood, God offers the free gift of salvation to all who will receive Him by faith.

5. We believe men are partakers of the new birth because of the regenerating work of the Holy Spirit.

6. Bethel Memorial Church, parent to Bethel Christian School, is an independent fundamental, self-governing church affiliated with the IFCA International. With other churches of like faith, we share a vision for evangelism both at home and abroad. We stress separation from worldly practices and confusing association with other religious groups which deny the fundamentals of the faith. We welcome all who have trusted Christ as Lord and Savior as brethren in the body of Christ.

7. Our principal and pastors are always available to minister to your spiritual needs, regardless of your religious position.

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ABSENCES AND TARDINESS

Students are expected to be prompt to school and in regular attendance. Both areas are character builders and establish good lifetime habits. There are times, however, when parents need to use discretion and keep their child home when their child is sick or has a contagious disease. If a vacation or absence is being planned, the teacher should be notified in order that the child can complete his work, quizzes, and tests before leaving. It is up to the teacher's discretion to keep students in from recess when absences occur to get them caught up as quickly as possible. Make up work is not optional.

Steps to follow when absence occurs:

1. The parent or guardian must phone the school office before 8:30 a.m. on the first day of the absence and give the reason as well as the anticipated number of days the student may be absent. If the number of days given is exceeded, the parent must phone again to predict the additional number of days.
2. Every effort will be made by the teacher to work with parents and students in supplying homework assignments as soon as possible. Make-up work must be completed for all absences. If not, they will receive an incomplete.
3. Tutoring may be necessary for long-term illnesses. Arrangements should be made with the teacher. Tutoring fees may apply.

Determining times for absences or tardiness:

- Students must be in their seats by 8:15 to not be counted as tardy.
- 1-30 minutes not present at school= 1 Tardy
- 31 minutes-3½ hours not present at school= ½ day absent
- More than 3½ hours not present at school= 1 day absent

When absences accumulate:

- 20 days: Possibility of required summer school or grade level retention
- Three tardies will equal one absence.
- Three tardies will result in not getting perfect attendance.

*If the child is absent for any part of the school day due to illness, he/she will not be able to participate in or attend any athletic or school event in the evening.

ADMISSION

1. Admission on all levels will be after an interview with the principal, the parents, and/or child, and upon completion of all forms and all applicable fees being paid.

2. All new students wishing to enter or transfer to Bethel Christian School will be expected to take an entrance-progress examination. Should the student's accomplishments (as shown by the tests) be on the grade level to which the student has been promoted, and if the administration believes the student can adequately adjust to Bethel's program, then the student will be admitted to that grade.

3. Bethel Christian School does not discriminate against students of any race, color, nationality, or ethnic origin. We reserve the right to select students and families based on their agreement with and submission to our educational, disciplinary, and moral policies. Our foundation for every policy is the unchanging, inspired, and inerrant Word of God, which is always a "lamp to our feet and a light to our path." We also reserve the right to discontinue the enrollment of any student whose lifestyle, conduct, influence, attendance, or progress is not in keeping with the moral and academic standards of Bethel Christian School.

4. Students, new and continuing, are required to have the following forms: certified birth certificate from the health department, medical examination form, (entering K-5 & 6th grade), immunization record, etc.

5. A child must be three, four, or five years of age before August l to be able to attend the K-3, K-4, or K-5 kindergarten. The child must be self-sufficient in the bathroom. The school reserves the right to recommend the return of a child to a pre-kindergarten who does not perform within minimum margins during the first few weeks of school.

ALICE SCHOOL SAFETY

Our School is committed to providing the safest possible environment for its students. Over the years, we have taken great steps in the matter of securing our school (locking exterior doors, installing monitored entry systems, and installing security cameras). But, what if an armed intruder enters or is already in the building? Law enforcement has recently studied the very unfortunate incidents at schools and now recommends the ALICE model. Our staff has received this training. We will also do appropriate training and drills with our students. Our school has enhanced the lockdown procedures that we, as well as experts across the country, believe will increase the chance of survival during an active shooter incident. The enhancement we will teach our staff and students are known as ALICE.

ALICE is an acronym that stands for:

ALERT: We will get the word out in real time to staff and students using clear concise language and describe the location of the event.

LOCKDOWN: This is still a good starting point. The lockdown will include locking the door but also barricading to deny entry.

INFORM: Continual communication keeping the staff and students informed allows for good decision making.

COUNTER: Apply skills of movement, noise, distance, distractions, and using our overwhelming numbers to gain control of the situation, as is age and ability appropriate. This is only if evacuation and lockdown is not possible.

EVACUATE: Reduce the number of potential targets for the armed individual and reduce chances of injuries from friendly counter measures when help arrives.

In NO WAY are we asking or teaching our students or staff to make any attempt to subdue an armed gunman outside of their secure area. However, we will provide them with options that, if faced with a life-or-death situation, can be applied to greatly enhance their chance of survival. These options include escaping, barricading the door,

and protecting oneself by any means necessary should an armed intruder enter the room. Training will emphasize that the best way to survive an active armed intruder is to evacuate, when possible. The key is being mentally prepared and having been given the authority and ability to use practice strategies for the best outcome. Our students' safety is our number one priority, and we feel that the ALICE model will help provide necessary skills for our students and staff to respond in an active threat situation. The best defense for our students and faculty is the offensive position of prayer. Please pray Gods continual protection over the lives at Bethel Christian School.

BEHAVIOR AND DISCIPLINE POLICY

Discipline Expectations

The staff at Bethel Christian School strives to create a Christ honoring environment in their classroom. We will honor the Lord by how we instruct, how we discipline, and how we encourage. Discipline is necessary for the personal welfare of the student as well as the entire class. Our teachers are expected to enforce classroom regulations in accordance with Christian principles and discipline as set forth in the Scriptures and are as follows:

l. Students will be respectful of peers, adults, and property. Name calling, teasing, bullying, sexual or foul language, racial slurs, back talking, cheating, fighting, and destruction of school or personal property will not be tolerated. Depending on circumstances, any of these could be deemed extreme circumstances and could lead to more serious consequences. (I Peter 2:l7a - "Honor all men. Love the brotherhood.")

2. Students will obey their teachers in the guidelines that are set forth in their classrooms. (Hebrews l3:l7a - "Obey them that have the rule over you and submit yourselves.")

3. Students will do their best and work hard to bring glory to His name. Refusal to do schoolwork or participate in the classroom will not be tolerated. (Colossians 3:23 - "And whatsoever ye do, do it heartily, as to the Lord, and not unto men.")

DISCIPLINARY ACTIONS

At BCS, we know that students will make mistakes and that they need to learn and grow from those mistakes. We will work together with the student and parents to provide a safe environment where each child can feel safe and where each child can learn from his mistakes to make better choices in the future. A variety of classroom management techniques will be used in each teacher's classroom to provide this safe environment. Students are expected to comply with the guidelines that their teacher gives. Students who fail to comply with the school and classroom guidelines will have consequences that are deemed appropriate to the offense that was made. Most consequences will be handled by the classroom teacher. These consequences may be, but not limited to, loss of recess privileges, time out or removal from an activity, detention, assigned seating at lunch, proximity seating to teacher in the classroom, parent contact through phone, note, or in person, and principal referral. Most students

will learn from these consequences and will make the necessary changes in their behavior.

However, chronic, disruptive behavior or extreme situations will not be tolerated as it cannot allow others to learn and does not show submission to authority or repentance of behavior. Chronic, disruptive behavior would be defined as repeated offenses where no improvement has been made through the teacher's classroom management or consequences. Extreme situations would be putting others in danger, threatening others, possession of weapons, etc. Careful consideration is given to students who demonstrate this chronic, disruptive behavior so they can be restored in their relationships with the staff and peers. More serious consequences will be enforced for this kind of behavior. If a student repeatedly fails to submit to their classroom teacher, the following steps will be used and documented:

l. One missed recess and parent contact.

2. Two missed recesses and parent contact.

3. All three missed recesses and parent contact.

4. All three missed recesses, behavior form sent home, and parent, teacher, principal conference to discuss concerns and how to get the child back on the right path.

5. One day suspension and parent contact.

6. Three days suspension and parent contact.

7. If all the previous steps have been unsuccessful in bringing the child back to restoration, the situation will be brought to the school board for potential expulsion.

BIBLE

l. Bible study is recognized here as of fundamental importance and is a requirement. It supports the other subjects being taught. A knowledge of the Bible is one of the greatest educational assets any person can have in addition to the moral and spiritual values resulting from the study.

2. Character development is the most important work of a school, and no other course offered anywhere affords better opportunities for laying the foundation for good character.

3. We believe that the Bible is the verbally inspired Word of God and is so taught. Parents are required to provide the King James version Bible as specified on supply lists. While it is impossible to grade one's spiritual comprehension, we find it necessary to grade the students on Bible memory work and general Bible information as covered during Bible class.

BIRTHDAYS

Birthday parties will only be permissible in the K-3 through K-5 programs. However, all other grades may bring in treats if they choose to.

CHANGE OF STATUS

For the benefit of your child, please notify the school office and your child's teacher immediately of any change of address, telephone number, family physician, or other important information.

CLASSROOM VISITS BY PARENTS AND TELEPHONE USAGE

Once the school day has begun, parents must check with the office or principal before visiting the classroom for any reason.

The school phone is to be used for school business and emergencies. Students will not be permitted to use the phone except for emergencies. The name and number will be given to school personnel who will place the call for them. Students must keep cell phones and smart watches turned off and in their backpack during school hours.

CURRICULUM (GOALS AND OBJECTIVES)

1. Romans 12:2 states, "And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect will of God."

2. Through our curriculum we endeavor to make our students aware of the real world through the eyes of God. It is our intent to help students build solid defenses so they can stand against worldly conformity.

3. Satan has deceived mankind in their view of the world with an educational curriculum that is saturated with humanistic teachings. As was stated in the BIBLE section of this book, all subjects are studied from the Biblical focal point. When subjects are taught outside the realm of God's perspective, they become twisted.

4. BCS will use only those textbooks that are academically sound and have a biblically based view of this world. BCS will offer a quality education that brings honor to the name of Jesus Christ.

DRESS CODE

*Students in a Christian school are expected to live and conduct themselves in a way that is pleasing to God and glorifying to the name of Jesus Christ. (I Cor. 6:19-20; I Cor. 10:31) Paul states in I Cor. 8:9 that we must be careful not to be stumbling blocks to them that are weak. We must also be mindful that the testimony of the school is important, and in the eyes of the world Christians are expected to be different.

*We believe that what a person wears affects the way he feels and ultimately the way he behaves. We urge our students and parents to carefully consider these principles about clothing. Though you may not entirely agree with these rules, we seek your cooperation in carrying out these standards so that the Biblical teaching in Hebrews 13:18 may be upheld.

*Parents are expected to help children keep the school uniform code. At Bethel Christian School we wear uniforms for the following reasons:

1. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure, and allowing the attention of the students to be directed to learning.

2. They ensure that the dress standards of the school emphasize neatness.

3. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.

4. They are less costly to families and more easily maintained.

5. They promote an attitude of moderation and modesty.

<u>Expectations:</u>

1. It is expected that students will be in uniforms that fit properly and are neat and clean.

2. It is expected that students will be in uniforms that are in good repair.

3. Uniforms must be appropriately sized and must be appropriately worn.

4. No coats or jackets are to be worn in the classroom once school has begun.

<u>Sweaters/Sweatshirts:</u>

- Solid color cardigan sweaters are part of the uniform and <u>may</u> be worn at any time. Only uniform sweaters may be worn to school. Uniform sweaters may be button, zip up, hooded, or non-hooded. Non-uniform sweaters are not allowed. Maroon BCS sweatshirts are also permissible and are available for order.

<u>Blouses and Shirts:</u>

- Any <u>solid</u> colored short or long-sleeved polo may be worn. No crests or logos are allowed (such as Izod, Polo, etc.). BCS or Bethel Christian School may be monogrammed on the shirts if you wish. <u>Solid</u> color long-sleeved T-shirts may be worn underneath short-sleeved polos.

<u>Pants:</u>

- Jeans, khaki, navy, gray, or black pants are to be worn. They are to be ankle length with no adornments, stitching, or rips. Pants must not be oversized or worn below the waist.

Skirts and Dresses:

- Girls may wear jean, navy, khaki, gray, or black uniform skirts. Skirts must be worn at the waist and not more than a maximum of one inch above the knee.
- Girls may wear uniform jumpers that are no more than a maximum of one inch above the knee. Approved jumpers are sleeved polo dresses or navy, gray, khaki, black, or jean uniform jumper with a polo shirt underneath.
- Any color tights or leggings may be worn underneath skirts and jumpers.

Shorts:

- Students may wear jean, gray, khaki, navy, and black uniform/Bermuda style shorts that are no shorter than one inch above the knee.

Socks and Shoes:

- Students are to wear socks regardless of the shoe style, and shoes having strings must be tied.

Hair:

- Hairstyles are to be neat, attractive and should not be extreme or cause a distraction. Administration has the final say on what is deemed extreme. Hair color should be natural in color (not pink, blue, green, etc.) Boys' hair is to be neatly groomed and trimmed to be above the collar of a polo shirt, above the eyebrows, and not below the middle of the ear. Boys are not to have ponytails, braids, or "man buns."

Piercings and Tattoos

- Boys- Permanent tattoos, earrings or other body piercings are not allowed.
- Girls- Permanent tattoos, body piercing, excessive jewelry, and excessive make-up are not allowed. Pierced ears are acceptable for girls.

Non-Uniform Dress:

- During Spirit Week, picture day or themed days, clothes on these days must be neat, modest, and appropriate for school following the uniform policy of modesty. No sleeveless shirts, no belly shirts, no low necklines or backless dresses are allowed. Regular length pants, dresses, shorts, and/or skirts must be no more than one inch above the knee.
- BCS/Christian T-shirt Day is on Thursdays. Students may wear BCS shirts or Christian t-shirts in lieu of polo shirts. Uniform bottoms must still be worn.

- The first Wednesday of the month, students may wear their favorite shirt in lieu of polos. Uniform bottoms must still be worn.

Dress Code Violations

- Any time a student accumulates three dress code violations within a five-week period, he will be required to miss all breaks for the day.

EARLY ARRIVAL AND LATE PICKUP FEES

A.M. EARLY ARRIVALS FEES: *7:30-7:44= $2.00
*7:45-7:59= $1.00

P.M. LATE PICKUPS FEES: *3:31-3:45= $1.00
*3:46-4:00= $3.00
*4:01-4:15= $5.00

EIGHTH GRADE GRADUATION REQUIREMENTS

Grade level requirements for eighth grade students to graduate must be at least a 1.0 or above grade point level in all individual class subjects, and a cumulative grade point average of at least 2.0.

EVALUATION PERIOD

All new students are subject to an evaluation during the first grading period of school at BCS. However, if the student is unable to adjust to the discipline or academic requirements, the administration will notify the parents that the student can no longer attend Bethel. The same procedure may be followed at any time during the school year for any student.

FIELD TRIPS

Purpose of field trips

Well-planned and properly conducted field trips are excellent educational tools providing students with opportunities for first-hand observations. Field trips that take students away from their scheduled classes will be evaluated carefully as to their academic worth.

Permission for field trips

1. The classroom teacher will receive permission from the school administration. Upon approval, the teacher will inform the parents of the field trip plans.

2. Individual permission slips from parents for each field trip are not necessary because parents sign a blanket permission slip at the first of the school year. However, parents will be notified of all planned field trips in advance.

3. Parents may choose to have their child not participate in a particular field trip. If this should be the case, the student is not exempt from school. Supervised study time will be provided.

Qualifications of drivers for field trips

1. All drivers must be at least 21 years of age.

2. Each driver is to have a valid driver's license.

3. Parents or faculty members who volunteer to drive their vehicles will not be reimbursed for car expenses by the school.

4. If a student is flagrantly disobedient on a field trip, he\she may be brought back to the school. A school official or someone appointed as a school official (possibly a parent assisting with the field trip) will be given this assignment. If expenses are involved, it will be the student's parent's responsibility to pay them. No reimbursement will be given for missing a field trip due to poor behavior.

5. All drivers that are transporting students other than their own child must have an approved criminal background check completed with the school.

General responsibilities of drivers and/or chaperones on field trips

1. No driver is to allow more students in his/her vehicle than the number of passengers for which it is designed.

2. An adequate number of working seat belts are to be available for students as required by law. Proper working car or booster seats must be furnished by the students' parents for those who need them as required by law.

3. Any vehicle with a defect impairing the reliability of the vehicle is not to be used.

4. For safety and insurance reasons, no spontaneous side trips (Starbucks, Dairy Queen, etc.) are to be taken while on the field trip. All drivers must follow the assigned field trip plan as outlined by the teacher.

5. All adults are asked to dress in a modest fashion to help reflect a good testimony, as well as the professional reputation of our school and our expectation of student dress codes. (Shorts must be only 1" above the knee. Capris and jeans are allowed. No short shorts, leggings, workout attire, or sleeveless shirts are allowed.)

6. Adults are asked not to smoke or vape on any school field trip.

7. Parents are NOT allowed to bring babies, toddlers, or siblings with them when assisting on field trips. Caring for smaller children can distract adults from supervising students properly.

8. Remember, the teacher oversees the class. Parents are to help but are not to disregard the teacher's authority.

9. Drivers are expected to follow the speed limit.

10. Parents should only listen to Christian music and G-rated movies while on field trips. No student electronic use is allowed. (i.e. no phones, video games, etc.)

11. Drivers will be assigned a certain number of specific students to transport and properly supervise during the trip. Unless otherwise instructed, these students are to remain under the driver's care until delivered back to school. The teacher will choose what students are to go with what drivers.

12. When arriving at the field destination, drivers are to keep assigned students with them. Students are to be reminded that they are to stay with the driver and to walk respectfully and orderly to join the rest of the group.

13. An adult is to always **escort** a child to a public restroom (men with boys and women with girls when possible). If enough men or women are not available, then an adult is to stay within a reasonable distance outside the door, carefully watching for the student's safe return. If a child has a prolonged stay in the restroom, do not linger; investigate immediately.

14. Any student who has been disrespectful, disobedient, etc., is to be verbally corrected by the driver. If the student will not cooperate, please ask the teacher to keep this student with him/her. At the appropriate time, the student will be disciplined as needed by the teacher. Once the driver has reported the child and the offense to the teacher, he/she is to refrain from "sharing" this child's offense with others during or after the field trip. The school's efforts are to correct AND restore this child.

15. If the driver should return to school before the classroom teacher, he/she is to keep his/her assigned students with his/her group until the teacher returns. This will avoid students running into the school unsupervised and disrupting other classes.

GRADING POLICY

1. To encourage students to achieve, complete work, and to discover and evaluate what areas need attention and effort, their work is graded and evaluated. K-5 through eighth will be graded as follows: A: Excellent; B: Good; C: Average; D: Below Average; F: Poor.

2. Kindergarten through eighth will receive report cards every nine weeks.

3. Report cards are given to students to present to their parents following the end of each grading period. The report card is to be signed and returned to the school promptly.

4. Progress Reports will be sent home in the middle of each grading period for kindergarten through eighth grade to advise parents of a child's work.

5. When a student transfers to another school, the cumulative record will be sent directly to the school upon request from that school. Cumulative records will not be sent until all financial accounts have been cleared.

GRADING SCALE

99%-100% = A+	96%-98% = A	94%-95% = A-
91%-93% = B+	88%-90% = B	86%-87% = B-

83%-85% = C+	75%-82% = C	72%-74% = C-
68%-71% = D+	64%-67% = D	61%-63% = D-

HOMEWORK POLICY

Homework Reasons

1. For drill: We believe that most students require solid drilling to master material essential to their educational progress.

2. For practice: Following the classroom explanation, illustration, and drilling on new material, homework is given so that the material will be mastered.

3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework Regulations

1. We believe that homework is an integral part of the school program. Each teacher is at liberty to give homework to aid the students to advance in their studies; therefore, EACH STUDENT IS REQUIRED TO COMPLETE HIS HOMEWORK ASSIGNMENTS. If the student does not complete his/her homework assignment, he/she may be required to miss recesses until it is complete.

2. Out of respect for midweek church services, a minimum of work will be assigned on Wednesday nights.

3. Repeated delinquent homework will result in disciplinary action, or a student being asked to withdraw from BCS.

4. Homework slips will be given and checked appropriately as to whether the work was partially done or not done at all. Parents must sign and return them by the next day so that the teacher is aware that the parent has seen it. If the student completes the work and returns it by the next morning, the homework notice will become invalid. When three valid homework slips accumulate over any five-week period, the child will miss all recesses the following school day.

INSURANCE

Student accident insurance is provided under the umbrella of the church liability policy which is covered by the supply fee.

KINDERGARTEN

The kindergarten program includes a daily Bible story, a strong emphasis on learning to read with the phonetic approach, a good foundation in arithmetic, writing, music, and other areas of learning. It is our purpose to give a well-designed program of learning

that will strengthen character and prepare the children to do superior quality of work as they enter the grades. The child must have turned 5 by August l of that current school year.

LENGTH OF SCHOOL DAY

School will commence at 8:l5 a.m. and will be dismissed at 3:l5 p.m. K-3 students attend school on Tuesdays and Thursdays from 8:l5-ll:45. K-4 and K-5 have the option for half or full day school. Half day students will be dismissed at l2:00. Those who need to have their children at school before 8:00 may drop off their child for early childcare from 7:30-8:00. Fees for early care are listed on page l3. These fees also apply to those riding North Gibson buses. Children are to be picked up immediately when school is dismissed. If a student remains after school, he must stay in his classroom until picked up.

LOST AND FOUND

Lost and found articles are to be taken to the school office. At the end of each semester all items that are not claimed will be disposed of properly.

LUNCH

Students will provide their own lunches. Refrigeration will be provided for sandwiches needing to be kept cool. Items in the refrigerator must have the student's name on them. If a child forgets his lunch, he will be allowed to choose some snack items from the office and charged for that cost. No hot lunches are to be brought in to the student.

MEDICAL POLICY

l. A medical examination is required for entry into the K-5 and 6th grades. This medical form may be obtained from the school office if you have not previously received one. Completed medical forms are due on or before Parent Orientation Day which is held before school each year. If you do not have this form by then, please have a written statement that includes the date of your child's appointment, doctor's name, and when the form may be expected.

2. Transfer students to BCS will be required to have an examination if a form is not included in their cumulative file. An examination is not required for entry into K-4, but an immunization record is needed.

3. If a student is injured to the point that outside medical attention *may* be required, the teacher or staff member is responsible for completing the accident incident report within 24 hours of the accident. The parent is to sign the bottom of the completed document stating whether they are seeking outside medical attention or not.

If a student has an injury (i.e. scrapes, splinters, tick removal, falls, etc.) that requires the classroom teacher to provide basic medical assistance, parents need to be notified. Teachers may send a text message, phone call, or use the basic injury report form. This is to prevent any miscommunication that may happen between the student, parent, and teacher.

MEDICINES, ILLNESS, AND EXCLUSION FROM SCHOOL

Indiana State Law requires that medication administered to any student while at school be done only when school authorities have permission from the parents and family physician. No internal medications will be administered by B.C.S. school personnel without a note from the parent and family physician. There should be a copy of the medication permit obtained from the school office or on a regular sheet of paper with all the same required information. All prescription medication must be sent in its original container with the physician's name, child's name, date, and directions for use. The medication will not be given if any alterations have been made. All medications must be turned into the child's teacher. Over the counter medication must be in the original container. Non-prescription medications must be accompanied by the physician's dosage and administering instructions as well as the physician's signature. This includes everything (i.e., ibuprofen, cough drops, etc.). This medication is to be kept with the teacher or the school's office. B.C.S. reserves the right to confiscate any medications not properly registered with the teacher until verification is made with the parent/guardian.

If a child displays any of the following symptoms, he/she must be either kept or sent home:

- Fever-over 99.6 degrees
- Diarrhea
- Nasal secretions that are thick, yellow, or green, and accompanied by a fever
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills, and the coughing up of green or yellow mucus,
- Vomiting, or nausea
- Eye drainage of any type should be checked by a doctor to rule out infection.
- Unusual rashes should be checked by a doctor to rule out bacterial infection.
- Child does not feel well, such as lethargic behavior and/or crying
- Discharging ears
- Scabies
- Impetigo
- Ring worm
- Unconsciousness, for any reason, for any length of time-child should be taken home.
- Serious accidents of any kind-call nurse or contact parents
- Lice- Once it has been determined that a student is infected, the parents will be called and asked to pick up the child from school to be treated. For the child to return to class, once diagnosed with head lice, he will be checked again to be sure he is nit-free. He will be checked daily for the next two weeks.

The child may return to school after illness when:

- The fever has been broken for 24 hours.
- Antibiotics must be given 24 hours for strep or other bacterial infection.
- Nausea, vomiting, or diarrhea has subsided for 24 hours.
- Child is feeling well again, and normal behavior has returned.

THE LAW READS

"And it shall be the duty of all teachers to immediately send home any pupil who is perceptibly ill in any way; or who is unclean and emits offensive body odors or who is infected with lice or other vermin; and the truant officer shall arrest and prosecute parents and guardians who do not rid their children of vermin and bodily uncleanliness, when notified to do so."

Sanitary Schoolhouse Law, Chapter 206. Acts 1913, Section 2

B.C.S. reserves the right to send home any student whose illness poses a health threat to the student body.

FLU OR OTHER EPIDEMIC

When 20% of the student body or 33% of the teaching faculty are absent, the school may be closed for at least one day.

ORIENTATION

Orientation is held just before school begins each year and is designed to acquaint the parents with an overall view of the school program and calendar for the year. One or both parents should attend this meeting. Important classroom information will be given by the teacher at this time. School information forms will be filled out and turned into the classroom teacher.

PARTIES

Any parties at school must first be cleared through the principal. It is the policy of Bethel Memorial Church and Bethel Christian School not to promote or celebrate Halloween activities.

PAYMENT OF TUITION

1. BCS offers a convenient monthly payment plan or 10 monthly payments. A yearly tuition schedule is included in the registration and admission packet given to enrolling families.

2. Your local bank can set up monthly payments that are automatically withdrawn from your account to pay your monthly school tuition.

3. A $20.00 late fee will be charged after the 10th of the month if tuition is not paid in full. A $20.00 charge will be assessed on returned checks. Students may not remain in school if the previous month's tuition has not been paid in full. Please make all checks payable to Bethel Christian School.

PERSONAL ITEMS

Knives, weapons, electronic devices, etc. will not be permitted at school. These items will be kept in the office until the end of the day. Since these items are not permissible at school, they may not be taken on field trips.

RE-ENROLLMENT

Re-enrollment for the fall term will be open during the month of February. Students will be accepted on a first-come, first-serve basis. Enrollment for the public will be opened two weeks after. There will be a non-refundable $50 deposit fee to accompany the re-enrollment request.

RELATIONSHIPS

Student/Teacher Relationships

Students are taught and should develop and maintain an attitude of respect for all staff members as well as their fellow students. To help achieve this, students will address all staff personnel with the proper term "Miss," "Mrs.," or "Mr." with the last name. Replies should be respectfully given by using "Ma'am" or "Sir." This standard is always applicable.

Parent/Faculty Relationships

School business with teachers should be conducted during school hours on school days as much as possible. It is recognized that there will be exceptions to this. Teachers are expected to be in the school from approximately 7:30 through 3:30 p.m.

SAFETY OF STUDENTS

l. After students arrive at school, they will not be permitted to leave until the close of the school day. Of course, exceptions to this rule would include doctor's appointments, personal illness, or a death in the immediate family. No student is to be taken from the school before the close of the school day without first checking with the office.

2. No student will be allowed to ride home in any way other than that listed on the transportation form filed with the office unless a note is sent to school and signed by a parent.

3. These rules are for the safety and protection of your child.

SCHOOL CLOSINGS

Bethel Christian School will operate in accordance with the North Gibson School Corporation concerning inclement weather or for other reasons; however, the administration of BCS reserves the right to change that decision. The primary contact person should receive a phone message on CALL ONE.

SCHOOL OFFICE

To enter the school, please go to the gym doors and press the buzzer to be let into the building. If your child is leaving the school for any reason, please sign them out when they leave and back in if they return in the same day.

TRAFFIC FLOW/PARKING LOT REGULATIONS

The safety of our students is of utmost importance. We urge all parents to observe the regulations listed below:

l. Enter the parking lot on the north side of the church's parking lot and go to the gym entrance when taking your children to school. Traffic is one way back onto Garfield Street.

2. Morning kindergarten pickup will follow the same procedures.

3. Parents are not allowed to park in drop-off line to bring children into the building. This holds up others and imposes on their time. Anytime you must enter the building, use the available parking spaces.

4. Afternoon pickup: Grades 5-8 will need to be picked up by the church side parking lot. Grades l-4 will be picked up in the gravel side parking lot. Grades K4-K5 will be picked up in front of the gym doors.

5. Please drive with care at a low speed and watch out for children.

VOLUNTEER SERVICE BY PARENTS

Volunteer help is a vital part of the school for BCS. You will receive a blessing by helping in one of these ministries for the Lord. Volunteer help may be given as a teacher's aide, lunch monitor, recess monitor, or other things that are needed to keep the school running smoothly.

WITHDRAWALS

It is extremely important for parents to understand that children are expected to be enrolled for the entire year and that withdrawals come only under very unusual circumstances. If such a withdrawal becomes necessary, two weeks' notice must be given. All school fees must be paid in full before transcripts are sent to the new school. Of course, any tuition paid in advance beyond the month of departure will be refunded within thirty days of termination.

ENDORSEMENT

This policy book has been established by the Official Boards of the Bethel Memorial Church and the Bethel Christian School this eighteenth day of August 1986. All policies herein have been endorsed by these Boards. The principal has been authorized to uphold these policies by the power of the Board.

Amended April 1988 by The Bethel Christian School Committee.

Amended March 1989 by The Bethel Christian School Board.

Amended February 1990 by The Bethel Christian School Board.

Amended June 1991 by The Bethel Christian School Board.

Amended February 1992 by The Bethel Christian School Board.

Amended September 2000 by The Bethel Christian School Board.

Amended September 2001 by The Bethel Christian School Board.

Amended September 2008 by The Bethel Christian School Board.

Amended September 2011 by The Bethel Christian School Board.

Amended February 2012 by The Bethel Christian School Board.

Amended March 2015 by The Bethel Christian School Board.

Amended March 2016 by The Bethel Christian School Board.

Amended September 2016 by The Bethel Christian School Board.

Amended August 2017 by The Bethel Christian School Board.

Amended August 2019 by The Bethel Christian School Board.

Amended June 2022 by The Bethel Christian School Board.

Amended June 2024 by The Bethel Christian School Board.

Amended March 2026 by The Bethel Christian School Board.

Amended May 2026 by The Bethel Christian School Board.

Amended September 2026 by The Bethel Christian School Board.