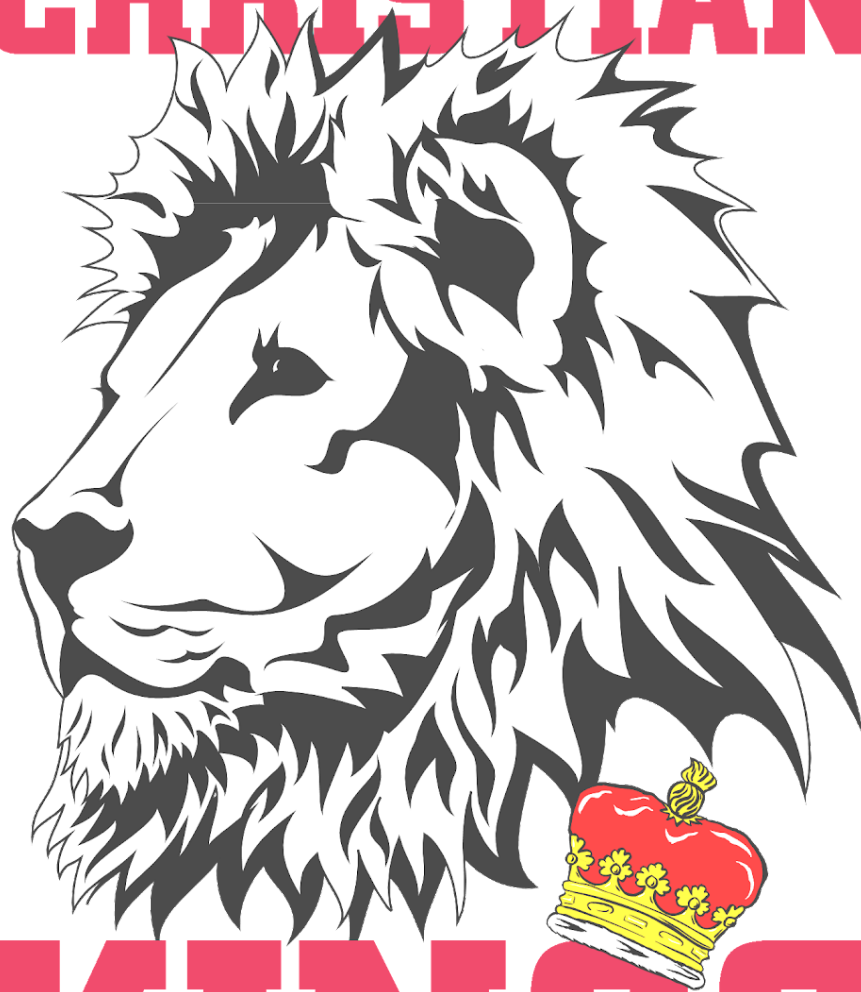


# BETHEL CHRISTIAN



# KINGS

## Elementary Handbook



## BETHEL CHRISTIAN SCHOOLS

**Mailing Address: 2425 Van Buren Blvd. Riverside, Ca. 92503**

**Contact Us: (951) 359-1123 Fax: (951) 359-1719**

**Website: [www.BethelChristianSchools.com](http://www.BethelChristianSchools.com)**



Bethel Christian Schools is accredited by the ***Western Association of Schools and Colleges*** (WASC), 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.

## Table of Contents

Welcome and Greeting	4
Mission Statement and Statement of Faith	5
General Information	7
Notice of Non-Discrimination	8
Notice of Non-Christian Admittance	8
Mandated Reporter	8
Notice of Closed Campus	8
Parent/Adult Visitors	8
Parent/Teacher Communication	9
Notice of Conflict Resolution	9
Student Information/Emergency Contacts	10
Health Advisories	10
Lunches	10
Lost & Found	11
Fundraisers and Sale of Items	11
Standards and Guidelines	12
Academic Standards	13
Textbooks	13
Behavioral Standards	13
Pregnancy	13
Chapel Services	14
Social Events	14
Class Parties	14
Chaperones	14
Field Trips and Off-Campus Activities	15
Drop-Off/Pick-Up Policy	16
Standardized Student Dress Code	17
Disciplinary Guidelines	19
Absence and Truancy Policy	21
Tardy Policy	22
Electronic Device Policy	23
Bullying Policy	26
Disaster Drill Procedures	28
Academic Information	28
Financial Arrangements	31
Extra-Curricular Programs	32

Dear Parents:

Warm Christian greetings, and welcome to Bethel Christian Schools!

Allow me to introduce myself. I'm Dr. Michael Crites, the Senior Pastor of Bethel Christian Church and the Superintendent of Bethel Christian Schools. For many years I served as the Principal of BCS and even taught various classes in our high school. I have served the families of Bethel since 1984.

Bethel is 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 Mike.'

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 Bethel's Statement of Faith. Please look carefully at the following Statements so that you can have a clear understanding of what we believe.

Bethel Christian Church 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 in the book of 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 Bible tells us 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 invitations 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,



Michael G. Crites, D.R.E.  
Senior Pastor/President

# Bethel Christian Schools

## Mission Statement

Bethel Christian Schools exist to provide a well-rounded, Christian-based education that will equip our students for success wherever God leads them.

# Bethel Christian Center

## Statement of Faith

### **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 plerarily inspired and free from all error in the whole and in part. These books constitute the written Word of God, the only infallible rule of faith and practice.

*1st Thessalonians 2:13, 2nd Timothy 3:15-17; 2nd Peter 1:21*

### **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*

### **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 exempted; 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*

### **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; 1st Corinthians 15:3; Ephesians 4:9-10; 1st Thessalonians 4:16, Hebrews 7:26*

### **The Salvation of Man**

We believe that, owing a 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*

### **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 a 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; 1st Corinthians 12:1-31*

### **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; 1st Peter 2:24*

### **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; 1st Corinthians 11:26; Ephesians 1:23; Colossians 3:24; James 2:14-21*

### **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 host 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; 1st Corinthians 15:50-27; 1st Thessalonians 4:16-17; Revelation 14:10-12; Revelation 20:11-15; Revelation 19:20; Revelation 3:11-13*

### **Gender, Marriage, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. Those two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of God within that person, and that purposely presenting oneself as the opposite sex is an outward manifestation of that rejection. 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 1:26-27; Genesis 2:18-24; Genesis 2:21-25; Leviticus 18:22; Leviticus 20:13; Deuteronomy 22:5; 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*

### **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; 1st Thessalonians 2:10; 1st Thessalonians 5:22-23; Titus 2:7-8; James 3:17-18*

# Bethel Christian Schools

## General Information

### School Office Hours

General Office Hours (*except holidays*)

8:00am - 4:00pm

Summer Office Hours (*except holidays*)

9:00am - 3:00pm

### Elementary (K-5) School Hours

#### ***Regular Schedule***

#### ***Minimum Day Schedule***

<i>Extended Daycare</i>	<i>Before 7:45am</i>
<b>Student Drop-Off</b>	<b>7:45am - 8:25am</b>
Classes in Session	8:30am - 3:00pm
<b>Student Pick-Up</b>	<b>3:00pm - 3:15pm</b>
<i>Extended Daycare</i>	<i>3:15pm - 6:00pm</i>

<i>Extended Daycare</i>	<i>Before 7:45am</i>
<b>Student Drop-Off</b>	<b>7:45am - 8:25am</b>
Classes in Session	8:30am - 12:00pm
<b>Student Pick-Up</b>	<b>12:00pm - 12:15pm</b>
<i>Extended Daycare</i>	<i>12:15pm - 6:00pm</i>

## **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 athletics and other school-administered programs.*

This 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. Bethel Christian Schools' doors are open to people of all races and national origins because the love of God, as manifested 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.

## **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 BCS-sponsored activities. *All students are required to be enrolled in a Bible class and attend chapel in a respectful manner.*

## **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.

## **Notice of Closed Campus**

Bethel Christian Schools is located on the campus of Bethel Christian Center and is deemed private property. Therefore, permission to enter the campus is given at the discretion of the Corporate Board. 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.

## **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.



All adults visiting the Bethel campus MUST go to the School Office or Church Departments Office to be issued a pass unless:

- They are attending a church-sponsored event and remain within the event area for the allotted amount of time.
- They are signing a student in or out of Extended Day Care.
- They are conducting business in the School Office such as paying tuition, dropping something off for a student, signing a student in or out, having a meeting with an administrator, etc.

No adults are to go to any classroom for any reason without permission and a pass from the School Office. Adults are to take items being dropped off for students to the School Office ONLY.

Adults/children may only be in sports areas for scheduled sporting events.

Adults/children 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 a teacher during school hours (including drop-off and pick-up times) but are to schedule conferences or appointments with the teacher via email or other specific communication system. Parents should expect to wait 24-48 hours (except on weekends, holidays, and vacations) to receive a response. If an in-person meeting is needed, parents will need to arrange for the supervision of all their children during the conference. Children may be allowed in the classrooms at the discretion of the teacher. No child may be unsupervised on the Bethel campus.

Up-to-date information on homework, classwork, assignments, projects, grades, progress reports, etc., may be accessed at any time through the FACTS Management system.

### **Notice of Conflict Resolution**

Bethel Christian Schools desires to have harmonious relationships 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 through adhering to the following protocol:

1. Contacting the staff member in question via email or applicable classroom communication system. The staff member will respond within 24-48 hours (excluding weekends, vacations, and holidays).
2. Arranging a meeting with the School Principal if a resolution is not reached with the employee in question.
3. Submitting a written report addressed to the Superintendent of Schools, which will only be considered if the protocol above has been followed. The Superintendent reserves the right to choose which reports to consider. *All decisions made by the Superintendent of Schools are final.*

*Inappropriate language, insults, or threats to staff members will NEVER be tolerated. Any such conduct may result in immediate expulsion from Bethel Christian Schools.*

## **Student Information/Emergency Contacts**

Parents and guardians are to notify the School Office in person of any changes to personal information. School records MUST accurately reflect addresses, telephone numbers, places of work, and authorized pick-up persons.

### **Health Advisories**

#### ***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.

#### ***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.

#### ***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 a doctor's note on file. To have prescription medications dispensed to a student, the parent/guardian must first complete a Medication Release Form and bring the medication to the School Office in the original container from the pharmacist/doctor with the name of the medication and the student's name on the label. The student is to report to the School Office at designated times to receive medication.

#### ***Over-the-Counter Medication***

No over-the-counter (OTC) medications may be in the student's possession on campus or at school-sponsored off-campus events.

During the Registration process, the parent/guardian may indicate whether the School Office may administer certain OTC medications to their students, such as acetaminophen (Tylenol), ibuprofen (Advil), antihistamine, antacids, or cough suppressants. A parent/guardian wishing to have specific OTC medications available to their student through the School Office must provide a Medication Release Form and the medication.

#### ***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.

### **Lunches**

All students are to bring a lunch from home each day or may pre-order their meal from the BCS lunch calendar (see BCS App or website for ordering information). BCS 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 2 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 requested in the School Office for students who did not bring nor make arrangements for a lunch. A fee will be charged to the parents'/guardians' FACTS account.

Parents and students may NOT utilize food delivery services (e.g. UberEats, Doordash, Postmates, etc.) during the school day. If the student requires lunch, he or she may purchase a lunch through the BCS lunch program the day prior or an emergency lunch on the day of.

### **Lost & Found**

'Lost & Found' items are kept in appropriate marked receptacles for claiming by students at any time. Throughout the school year, parents/guardians *may* be notified before unclaimed items are donated off-campus.

All student belongings should be marked with the students' name/initials to limit the amount of items left behind. Any missing items are the responsibility of the student.

### **Fundraisers and Sale of Items**

Students/parents/guardians may be given an opportunity or asked to participate in fundraisers that benefit a particular BCS organization (athletics, dance, performing arts, etc.) or BCS 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.

*Only BCS-sponsored fundraising items may be sold or purchased on campus or at BCS-sponsored events. No solicitation by students, parents/guardians, or others is permitted at any time.*

# Bethel Christian Schools

## Standards and Guidelines

### SLOs (Student Learner Outcomes)

Bethel Christian Schools is accredited by the *Western Association of Schools and Colleges* (WASC) to foster excellence in education and character, as demonstrated in the BCS Five C's for Success.

**BETHEL CHRISTIAN SCHOOLS'**

## FIVE C'S FOR SUCCESS

**CHRIST-CENTERED**

**Students will learn to show the character of Jesus in their own lives by:**

- Building knowledge of God's Word (the Bible) and applying those principles to their everyday walk
- Developing and exhibiting Christian character modeling the Fruit of the Spirit  
**Psalms 32:8, Proverbs 2:6-7, Galatians 5:22**

**CRITICAL & CREATIVE THINKERS**

**Students will learn to think in a logical, effective, and creative way by:**

- Creating, implementing, and assessing appropriate strategies to solve problems
- Analyzing, interpreting, and evaluating information successfully
- Utilizing computational, time management, and problem solving skills
- Completing projects using a variety of resources
- Using technology effectively
- Working independently and cooperatively  
**Isaiah 30:21, 2 Corinthians 10:5, 2 Timothy 3:16-17**

**COMPETENT COMMUNICATORS**

**Students will learn to express themselves respectfully and listen attentively by:**

- Using oral, written, technological, and creative forms of expression to convey significant information and ideas
- Listening and reading attentively to understand and interpret
- Expressing needs in a responsible and respectful manner
- Speaking confidently to a variety of audiences  
**Proverbs 15:23, Ephesians 4:29, Colossians 4:6**

**COMMUNITY CONTRIBUTORS**

**Students will learn to be good citizens by:**

- Contributing time and talents to help others
- Promoting cooperation, mutual respect, and appreciation of others
- Conducting themselves with Christian Integrity  
**Acts 20:35, Galatians 5:15, Galatians 6:10**

**CONTINUAL LIFE-LONG LEARNERS**

**Students will learn the value of continual learning by:**

- Continuing their dedication to Christ and developing His character within them
- Discovering, exploring, and expanding their God-given talents
- Accepting responsibility for their 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  
**Proverbs 8:33, Proverbs 19:20, Philipians 3:14**

## 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 or member of BCS Administration if a student's grade falls below a "C" average. However, updated grades are always viewable through *FACTS Management* via [www.bethelchristianschools.com](http://www.bethelchristianschools.com) or BCS 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 member of BCS Administration to discuss remedial solutions.

## Textbooks

Textbooks remain the property of BCS and are to be shown care in handling. Additionally, all textbooks are to be returned at the agreed upon date, at the 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.

## Behavioral Standards

BCS is dedicated to the training of students in an integrated program of study, activity, and everyday living that is applied Christianity. The primary goal of discipline is to train and develop the student to become respectful, obedient, and cooperative towards all members of faculty, staff, administration, and other adults and classmates and to follow the 'Golden Rule' of Matthew 7:12, *'Treat others that way you want to be treated.'*

Attendance to BCS functions is determined by the BCS Administration. Students who are currently on home-suspension, voluntarily withdrawn from enrollment, or have been expelled, will not be allowed to attend BCS-sponsored events. Additionally, violation of any school policies or dress code may result in removal from the event and/or disciplinary action.

## 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' or online program with the Principal and/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' or online program with the Principal and/or Superintendent of Schools.

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

## Chapel Services

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

- Sit in an area or seat assigned by teachers or staff members.
- Pay attention to and show respect for Chapel leaders and speakers.
- Follow classroom rules (No disruptive behaviors, talking out of turn, passing notes, inappropriate physical contact, eating or drinking, cell phone usage, chewing gum, wearing hats, etc.).
- Remain awake and alert with feet appropriately on the floor.
- Follow all instructions from staff members at all times.

## Social Events

BCS social activities such as banquets, dances, outings, parties, etc., are provided by the school to encourage student interaction and the development of social skills within certain age groups. 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 and determined by the Administration. Those in violation of this dress code may be asked to leave the event until more appropriate clothing is acquired.

## Class Parties

Classes may have parties during school hours to celebrate birthdays or particular holidays. Students may be asked to bring food and/or party goods to share at a party. Due to the secularization of many holidays, BCS will emphasize the following:

- Halloween - harvest time and sharing of goods with others
- Thanksgiving - gratefulness for the blessings of Christ
- Christmas - the birth of Jesus Christ
- Valentine's Day - Christian love for everyone
- Easter - the death and resurrection of Jesus Christ

Parent/adult pre-approved BCS 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.

## 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. To become an approved volunteer/chaperone, the following must be completed:

- Complete and submit a Volunteer Application obtained through the School Office
- Obtain an up-to-date TB (Tuberculosis) within 4 years from the date of clearance.
- Follow up regarding the scheduling of an appointment for fingerprinting/background clearance through the Department of Justice. Bethel Christian Center will arrange the appointment.  
**Fingerprint clearance will be at the applicant's expense.**

- Receive notification from BCS regarding the granting of volunteer/chaperone clearance.

## 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: *Curriculum-Related* and *Social*.

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 assignment in order to make up missed 'class activity' points. Students missing field trips due to truancy or disciplinary actions will not be able to make up the missed points.

Social 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.

All participants must pay the venue fee and transportation fee (if applicable).

Parents/guardians MUST submit the Field Trip Permission Slip for each field trip and pay the assigned fee by the due date published on the Field Trip Permission Slip.

Students MUST arrive at the school by the time indicated on the Field Trip Permission Slip. Students arriving after the class departs will be considered 'absent' and the parent will have to make alternate childcare arrangements.

No adults may attend the field trips unless they are pre-approved Bethel chaperones and are approved to go by the teacher in charge.

The approved chaperone may drive a private vehicle to the venue but only with his/her child in the car. No student may drive themselves to a field trip. Approved chaperones may ride the bus with the student if space permits.

Only the student in the participating class(es) may attend the field trip. NO siblings or other children may attend, not even if driven in a chaperone's private vehicle.

No unauthorized parents/adults who attend the field trip venue on their own may interact with BCS students. *Approved pick-up parents/guardians may pick up their student from the field trip venue by signing him/her out with the teacher/staff member in charge.*

Students MUST be picked up within 20 minutes of the published return time or late return due to unforeseen delay if the return time is outside of school hours. Parents/guardians of students who are not picked up within 20 minutes may be charged a **fee for each minute late** or they will be checked into Extended Day Care and charged a Daycare fee. All fees will be charged to the student's FACTS account.

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.

# Bethel Christian Schools

## Drop-Off/Pick-Up Policy

### Drop-Off Policies

1. Drop-off areas will be identified before the start of the school year.
2. 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.
3. *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 FACTS accounts charged a **\$20.00 drop-in fee for each day.**

### Pick-up Policies

1. Pick-up areas will be identified 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.
2. 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.
3. 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) at the Daycare table each afternoon/evening.
4. *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* 3:15pm will be taken to the daycare area and have their accounts charged a **\$10.00 drop-in fee before 4:30pm or a \$20.00 fee if picked up after 4:30pm.**

### Early Dismissal/Pick-up

1. Students who need to leave the campus during school hours for reasons such as an appointment, illness, lunch with parents, 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.
2. 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.



## **Walk/Ride To & From School Policy**

1. 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.
2. Bicycle racks are provided for students who wish to ride their bicycles to school. Bicycles may NOT be ridden anywhere on campus.
3. 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.

## **Bethel Christian Schools**

### **Standardized Student Dress Code**

The following standardized dress code regarding students' clothing and personal appearance is to be observed during school hours starting at the published drop-off times and continuing until the student is picked up from campus. This dress code also applies on school-sponsored outings unless otherwise specified by the teacher/staff member in charge of the events. *Bethel Christian Schools reserves the right to revise this standard at any time.*

Any student not in compliance with the BCS Standardized Dress Code will be sent to the School Office to await proper clothing. ALL WORK missed while in the School Office will not be allowed to be made up for credit.

### **Tops**

- A. Polo Shirts** - Must be purchased through Dennis School Uniforms via the BCS school code **ANBETH** at [dennisuniform.com](http://dennisuniform.com). No other polo shirts may be worn. Polos cannot be altered in any way or worn with the collar tucked into the shirt. **MAROON** BCS polos must be worn for all off-campus activities unless otherwise specified.
  - a. Students with BCS polos purchased through the school in colors outside of maroon, black, white, and gray may be worn during the school week. However, polos will only be available through DENNIS for future purchases.
- B. Button-Down Shirts** - Must be solid maroon, black, white, or gray. Shirts must be free of logos or trim.
- C. Outerwear** - Must be BCS-sponsored (athletics, dance, or BCS jacket purchased through DENNIS or via BCS website) or solid black, white, gray, or maroon. No logos or designs.

### **Bottoms**

- A. Pants/Capris/Shorts** - Must be solid black, tan, navy blue, or dark gray and must be free of any pattern, trim, or rips/tears. Denim fabric may be allowed in black, tan, or dark gray. No blue denim.
  - a. Shorts must be no more than 2" above the knee.

b. Leggings, yoga pants, jeggings, sweatpants, spandex, etc., are not permitted.

**B. Jumpers/Skorts** - Girls may wear jumpers and skorts in black, tan, navy blue, dark gray, or BCS plaid available through DENNIS. Skorts must be no more than 2" above the knee. Girls may NOT wear skirts during school hours.

a. Girls MUST wear shorts, tights, or leggings under all jumpers to ensure undergarments remain covered.

*All bottoms available at [dennisuniform.com](http://dennisuniform.com) are appropriate school attire. Though not required, BCS highly encourages all students to purchase bottoms through [dennisuniform.com](http://dennisuniform.com) to ensure adherence to the dress code.*

## Accessories

**A. Shoes** - Must be completely closed-toe, closed-heel, with heels of no more than 1.5 inches high. No house slippers, CROCS, or shoes with wheels.

**B. Jewelry** - Small necklaces, rings, bracelets, and earrings may be worn.

**C. Piercings** - Ears and noses may be pierced. Only diamond/stud nose piercings are allowed.

**D. Hair** - Any selected hair color must be within the range of natural hair colors (black, brown/brunette, blonde, or natural red).

**E. Hats/Caps/Face Coverings** - Must be free from inappropriate images\*. Hats being worn inside classrooms will be at the discretion of the teacher. Students will remove hats during chapels.

**F. Make-Up** - Prohibited in grades K-5.

**G. Bandanas/Scarves** - May be worn at the nape of the neck or as hair accessories for girls.

**H. Tattoos (Permanent and Temporary)** - Must 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 BCS 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.**

## Spirit Wear

**A.** In lieu of wearing a BCS Polo, students may wear a King's Pride Spirit Shirt every Friday. King's Pride Spirit Shirts can be purchased through the [BCS Online Store](#) or BCS App.

## BCS Athletic Teams

**A.** Students participating in BCS sports may wear their team jersey and/or team warm-ups instead of their BCS polo on game days. All other attire must adhere to the Standardized Dress Code. Non-BCS sweatpants and warm-ups are not permitted. Student athletes may not wear their King's Pride Spirit Shirt or PE shirt in lieu of their jersey or warm-ups.

# Bethel Christian Schools

## Disciplinary Guidelines

Bethel Christian Schools generally follows an "Assertive Disciplinary Plan". The consequences will follow a "progressive discipline system" which includes verbal and written warnings before taking more serious measures. However, the BCS Administration may, at its discretion, utilize whatever form of discipline is deemed appropriate considering the circumstances or severity of any infractions.

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 refer the student to the Dean of Students.

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

### ***Elementary School (Grade K-5)***

#### **1. Infractions**

- a. EXCESSIVE CLASS DISRUPTION - Excessive talking, running and/or hiding in class during instruction, throwing objects, etc.
- b. CHEATING - Student looking at another classmate's work or teacher's notes without permission for the purpose of receiving credit.
- c. INAPPROPRIATE BEHAVIOR/LANGUAGE - Student verbalizing, gesturing, or acting out words or behavior that is contrary to Christian values and/or deemed offensive in nature to other students and/or faculty members.
- d. PHYSICAL AGGRESSION - Students who instigate or engage in physical behavior with the intent to harm another student.
- e. DEFACING/DESTRUCTION OF PROPERTY - 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.
- f. HORSEPLAY - Disruptive and/or harmful/potentially harmful non-angered physical contact.
- g. FAILURE OF PARENTS/GUARDIANS TO CONFER AS NEEDED - Students of parents/guardians who will not respond to telephone calls, emails, or do not appear for scheduled in-person meetings.
  - i. BCS has the right to issue a "Leave" to any student from attending classes without being able to make up work until the parents/guardians complete an assigned conference with BCS Administration.
- h. CHEWING GUM
- i. DRESS CODE VIOLATIONS

Infractions may result in any combination of the following consequences:

## 2. Consequences

- a. VERBAL WARNING/REDIRECTION - Students will be verbally communicated to by a staff member what the infraction is that needs correction and how to properly follow through with corrective action.
- b. PARENT/GUARDIAN CONTACT – A parent/guardian will be notified via email or phone. The student’s behavior has been excessive and/or extreme enough to warrant the attention of the parent/guardian to remediate from home.
- c. DETENTION (Lunch Recess and/or PM Recess) – Students will report to and stay in a supervised detention area or walking the playground area under the supervision of a teacher or staff member.
- d. AFTER SCHOOL DETENTION – Students will report to and stay in a supervised detention area or classroom after school (3:15-3:45), behaving according to the instructions of the supervising teacher/staff member. Detentions may consist of writing assignments, physical activity, and/or ‘campus beautification’ which may include trash duty, etc. (After school detention will be determined by Administration)
- e. PARENT/GUARDIAN CONFERENCE – BCS Administration will schedule an in-person conference to collaborate, remediate, and establish boundaries and guidelines to address unwanted behavior.
- f. PROBATIONARY CONTRACT – If a student’s behavior has become serious enough to warrant potential removal from Bethel Christian Schools, the student may be issued a probationary contract. However, the student is being allowed to remain at BCS pending compliance with this agreement. The contract is assigned for an amount of time as determined by the Dean of Students (Quarter, Semester, or School Year) depending on the severity of the behavior.
- g. PARTIAL DAY LEAVE – The student is sent to the School Office and the parents are called to come immediately and take the student from school. A parent/guardian conference with the teacher and/or BCS Administration will be scheduled to discuss further disciplinary action if necessary.
- h. SUSPENSION (1-3 DAYS) – Students will be excluded from campus for a specified period of time and restricted from all school-sponsored activities including on campus sporting events/practices. Loss of points for all missed assignments (no make-up work accepted for credit) including any tests and/or quizzes. A parent/guardian conference with the teacher and member of the BCS administration will be scheduled upon students return on campus.
- i. VOLUNTARY WITHDRAWAL - Students will be removed from BCS and on-campus school-sponsored activities at the discretion of the parents. Pending administrative review, a student may be considered to return back to Bethel Christian Schools.

- j. **EXPULSION** - Students will be permanently removed from BCS and on-campus school-sponsored activities with no opportunity to return to BCS in the future. *Bethel Christian Schools is a private institution of Education. Therefore, a student may be dismissed from BCS upon approval of BCS Administration without remediation.*

## Bethel Christian Schools

### Absence 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.

***Excused (full-day or half-day) Absence*** – *the parents/guardians have provided permission via the BCS app, signed note, or phone call for the student to be absent for such reasons as illness, emergency, bereavement, family events, or necessary appointments (medical, dental, legal, etc.).*

***Unexcused (full-day or half-day) Absence*** – *the parents/guardians have given permission for the student to be absent for any other reason not listed in the **Excused Absence** definition.*

***Truancy (full-day or half-day)*** – *a student is absent from school or class without parent permission and school notification. Additionally, a student will be considered truant to class if they are more than ten (10) minutes late to class without permission from the school or parent.*

- 1. Admission after absence** - the parent/guardian must contact the School Office via BCS App, signed note, or phone call before the start of school on the day returning to school to explain the reason for the absence(s). If the School Office is not contacted by a parent/guardian to explain the absence(s), the parents will be notified by phone call and given 72 hours to furnish an acceptable written excuse or the absence(s) 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 calls the School Office on the morning of the absence, it is possible that the missed work can be collected and sent home with a sibling or picked up in the office by the parent at the end of the day.
  - B. Students are given five 'free' absences (excused or unexcused) per semester. After those five absences occur, ANY absence not accompanied by a doctor's note or bereavement period will have a negative impact on the students' Homeroom grade.
- 3. Leave Of Absence** – If a student experiences a serious illness, injury, or other hardship that requires absence from school for more than two weeks, a 'home study' may be requested by the parents/guardians if applicable. Requests should be made in writing via email to BCS administration and include medical notes if applicable.
- 4. Excessive Absences (excused)** – on the 5th excused absence per quarter or the 10th excused absence per semester, the Dean of Students will discuss with the parents the option of 'home

study.' If further absences occur without a 'home study' program being set up, the BCS 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).

## Bethel Christian Schools

### Tardy 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. Arriving late to class, even by only a few minutes, costs the student valuable learning time and disrupts the learning of 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.

**Excused Tardies** - tardies due to illness, medical/dental/legal appointments, or tardies accompanied by a note from a BCS staff member excusing the tardy.

*In the case of extenuating circumstances that prevent on-time attendance like traffic accidents, construction, etc., parents may call the School Office prior to arriving to campus and request an **excused tardy**. BCS Administration will review the request based on the number of previous tardies, class assignments, or teacher input. If the request is accepted, the tardy will be marked as **excused**.*

**Unexcused Tardies** - ALL tardies that do not align with the above classification.

#### Unexcused Tardy Policy (Grades K-5)

1. Students are considered tardy after the 8:35 AM bell. Students who arrive after that must report to the office for a late pass. Students will not be admitted to class without a late pass from the office.
2. Tardiness will result in a loss of points to the student's Homeroom grade.
3. *ALL work missed as a result of an unexcused tardy will not be able to be made up for credit.*
4. **On the sixth unexcused tardy**, the Dean of Students will notify the parent/guardian of excessive tardies via email. At this time, future consequences may be discussed.
5. **On the eighth unexcused tardy**, the Dean of Students will send an additional notification to the parent/guardian of excessive tardies via email. At this time, possible consequences may be discussed.
6. **On the tenth unexcused tardy**, parents/guardians will be required to conference with the Principal and/or Dean of Students. Possible consequences for excessive tardiness may include:
  - A. Recess detention(s)
  - B. Permanent or temporary removal from extracurricular activities
  - C. Notification to state authorities
  - D. Suspension (In-House or At-Home)
  - E. Expulsion
7. *Excessive tardiness will result in a conference with the Administration.* If not remedied, chronic unexcused tardies may result in expulsion from the school.
8. All tardies (excused or unexcused) unless accompanied by a doctor's note or bereavement period will result in a loss of points towards the student's Homeroom grade.

# Bethel Christian Schools

## Electronic Device Policy

*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. Any electronic device owned by Bethel Christian Schools can be confiscated and searched without parent permission. Electronic devices may be kept overnight and/or over the weekend.*

### Grades K-5

1. Personal electronic devices (i.e., cell phones, tablets, earbuds, smart watches, video game consoles, etc.) are not allowed on campus or on field trips. Teachers will communicate with parents via chosen communication platforms and will keep parents informed regarding return times, possible emergencies, and anything else the teachers deems necessary.
2. Violation of the Cell Phone/Electronic Device Policy will result in the following:
  - A. **1<sup>st</sup> Offense:** Device is confiscated. The student's parent/guardian will need to pick up the device in the School Office at the end of the school day.
  - B. **2<sup>nd</sup> Offense:** Device is confiscated and a \$10 storage fee is assessed to the device. The student's parent/guardian will need to pick up the device and disciplinary action will be discussed during this time.
  - C. **3<sup>rd</sup> Offense:** Device is confiscated and the student's parent/guardian will need to schedule a conference with the Dean of Students to retrieve the device.

*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.*

## BCS 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 Christ-centered, critical and creative thinkers, competent communicators, community contributors, and continual life-long learners.

We ask that every parent and student carefully read through **BCS' Acceptable Use of Technology Policy** to ensure 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. *Additionally, BCS utilizes tools to filter content and notify staff of any age-based inappropriate content on school-issued devices.*

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 follows:

- A. Comply with copyright laws and software licensing agreements.
- B. 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.
- C. Respect the privacy of others.
- D. Be responsible at all times for the proper use of technology, including proper use of access privileges and not sharing any codes or passwords.
- E. 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 are 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
- F. Any use of profanity, obscenity, or language that is offensive or threatening



- G. Reposting of forwarding personal communications without the author's prior consent
- H. Destruction, alteration, disfiguration, or unauthorized access of hardware, software, or firmware
- I. Obtaining financial gain or transacting business or commercial activities
- J. Plagiarizing (claiming another person's writing as your own)
- K. Disrupting the use of others to any process, program, or tool, including downloading or otherwise spreading computer viruses
- L. Engaging in any hacking of any kind, including but not limited to illegal or unauthorized access
- M. 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. This includes but is 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.
  - a. BCS restricts all public chat room forums that are not associated with the school.
- B. Students should not post inappropriate photographs of themselves or others 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 a 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 the BCS 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/usao-ndal/project-safe-childhood/internet-safety-tips-parents>

#### **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 data stored on BCS' servers, devices, programs, or technological activity while on BCS internet will be private. BCS reserves the right to record technology use, monitor file

server space and internet usage 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 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. Each student is assigned a Bethel Christian Schools email account to access their device. This is required by Google and is monitored by BCS. Elementary emails are limited and prohibit contact with any external domain. Students in middle and high school should check their email on a daily basis.

## 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 IT 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 IT department for the following reasons:

- A. Misuse of BCS technology due to disciplinary action
- B. Withdrawn from enrollment at BCS
- C. The last day of school

*Failure to return BCS technology one week after the applicable date will result in the parent or guardian being charged the full replacement cost of BCS technology via the student's FACTS account.*

# Bethel Christian Schools

## Bullying Policy

Bethel Christian Schools defines bullying as a **recurring unwanted, aggressive, intimidating or hostile display of actions creating an imbalance of power by an individual or group**. For instance, bullying occurs when an individual is subjected to treatment that is unwanted, aggressive, intimidating or hostile because of the individual's race, creed, color, national origin, physical disability, physical appearance, or gender.

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

An allegation of bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying 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.

It is important to note: there are behaviors and actions that are routinely misrepresentative of bullying. Therefore, it is imperative to refer back to the BCS definition of bullying to establish a cohesive understanding between school staff, students, and family. Certain behaviors may be irritating, frustrating, intimidating or annoying but do not constitute bullying unless it is recurring (2 or more times) and creates an imbalance of power.

Bullying 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 BCS Administration.

**1.** Bullying includes, but is not limited to, any or all of the following:

- A. **VERBAL/VISUAL BULLYING** – derogatory or inappropriate comments or jokes; threatening words spoken to another person; inflammatory printed material, drawings and written words; threatening or inappropriate gestures or body positioning.
- B. **PHYSICAL BULLYING** – unwanted physical touching, contact, or assault; deliberate impeding, blocking, or any intimidating interference with normal movement or work; following or 'stalking.'
- C. **CYBERBULLYING** – sending, posting, or sharing negative, harmful, false, mean or malicious content about someone else through digital messages intended to harm and defame a person's character and/or reputation. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming using a cell phone, computer or tablet.

*Note: Cyberbullying can harm the online reputations of everyone involved – not just the person being bullied, but those doing the bullying or participating in it.*

**2.** It is the responsibility of Bethel Christian Center/Schools to:

- A. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- B. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

**3.** It is the responsibility of the student to:

- A. Conduct himself/herself in a manner which contributes to a positive school environment.
- B. If informed that he/she is perceived as engaging in discriminatory, intimidating, or unwelcome conduct, to discontinue that conduct immediately.
- C. Report all incidents of bullying and/or harassment to the appropriate Dean of Students or other staff persons.

# Bethel Christian Schools

## Disaster Drill Procedures

Classrooms will have doors closed and locked at ALL TIMES. If a classroom has more than one door, all doors must be closed and locked.

Teachers will have their cell phones available with the ringer ON at all times. This will help ensure effective communication regarding campus safety.

Currently, BCS staff utilizes the **Signal App** to communicate regarding campus announcements, safety directions, and other important information. Teachers will install the Signal App on their cell phones and join any applicable BCS groups to allow for effective communication.

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 the 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 areas.

All students and teachers are to report to the assigned disaster assembly areas or follow administrative directions. 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 and staff that they may take their students back to class.

**Lockdowns/Lockouts/Active Shooter** - Bethel Christian Schools places high priority on school safety for all who step foot on this campus. BCS Administration holds the responsibility of educating our staff members regarding a potential threat on our campus. BCS teachers and staff are educated on procedures regarding these emergencies and are prepared with protocols. Additionally, BCS may invite professional law enforcement or other trained personnel to further educate and train staff on the best practices to ensure safety for all students.

More details regarding **lockdowns** and **lockouts** is available [here](#).

For more information, call the School Office at (951) 359-1123.

# Bethel Christian Schools

## Academic Information

### 1. **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** - Students possess a word only after they learn its spelling and meaning. The more words students know, the better they can express a message.
- g. **Penmanship** - Kindergarten lays the foundation for learning the basic 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 and United States History are taught two semesters in Fourth and Fifth grades respectively.
- k. **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.

*Students who do not participate in PE will not be allowed to participate in playground activities during recess. 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 will ensure 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.
- e. **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	

A student who will be entering Bethel Christian Elementary School for the first time will be given a grade level test covering reading comprehension and math computation to help determine probable performance levels.

## 3. Academic Honors

- A. Honor Roll - a GPA of 3.00-3.49
- B. Principal's Honor Roll - a GPA of 3.50-3.99
- C. Superintendent's Honor Roll -a GPA of 4.0 or higher
  - *Valedictorian (5th grade)* – the graduating student who has maintained the highest grade point average for the school year. GPA will be calculated based upon courses that are part of the regular curriculum.

- *Salutatorian (5th grade)* – the graduating student who has maintained the second-highest grade point average for the school year. GPA will be calculated based upon courses that are part of the regular curriculum.

## Bethel Christian Schools

### 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 programs 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 withdrawal of the student(s). Any accounts with outstanding balances may be referred to a third-party for collection.

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 may 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 be charged to the student's FACTS account.

## Bethel Christian Schools

### Extra-Curricular Programs

#### ***Athletic Department***

Bethel Christian Schools provides opportunities for all eligible student-athletes in grades 3-12 to try out for participation in extracurricular sports programs.

Student-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. Student-athletes may be placed on probation, suspended or declared ineligible to participate as part of a team if they do not meet these expectations.

1. A fee will be charged for each student-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-athlete participates in a particular sport. Fees are non-refundable as long as the student-athlete joins the team. Fees are refundable if the student-athlete does not make a team.
2. Additional guidelines may be issued for each sport. Student-athletes are subject to the rules and regulations as specified in the BCS and CIF Southern Section Handbooks.
3. Agreements that must be signed by parents may be issued for each sport, along with practice/game schedule.
4. 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.
5. Student-athletes must be present at school on game days in order to participate in the meet/game/activity. Student-athletes who leave school early (or show up to school late) for any reason other than an **excused absence/tardy** may not participate in that day's game.
6. Practices will be held before or after school on the Bethel campus or a nearby location. Parents may be asked to pick up students at the nearby location following practices. Student-athletes must be picked up within 15 minutes of the end of practice or will be signed into Extended Day Care for a fee.
7. Only team members, coaches, and managing/support staff may be in the practice areas. Parents shall not interfere with practices at any time.



8. 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-athletes within 15 minutes of the end of a game, either at the Bethel campus or pre-publicized nearby location.
9. Away Games take place at the campus/location of the opposing team. If local, parents/guardians may be asked to pick up student-athletes 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-athletes within 15 minutes of the publicized end of a game at the game location or the publicized return time to the Bethel campus.
10. All team members and support persons are to ride the team bus or school-sponsored private vehicles whenever leaving the campus as a team. Student-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.
11. Parents/guardians may pick-up their student-athlete at an off-campus location after practice or game by signing out/or making verbal and visual contact with the coach. No student-athletes may leave with an unauthorized pick-up person.
12. Rules for on-campus behavior apply at off-campus events.
13. All student-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 opportunities for all students in Pre-school - 12th grade to receive dance instruction.

#### **1. After-School Classes**

- a. Parents/guardians must pay registration, monthly fees, shoes and costume fees as published (fee schedule available in School Office) and provide proper dance class attire, 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.

### ***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.

