

Bethany Christian School

Student Handbook

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Plano, Texas 75075

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www.BethanyBible.Com/School



Fully Accredited by ACTS

Association of Christian Teachers and Schools

Recognized by TePSAC

Texas Private School Accreditation Commission

Member of TANS

Texas Association of Non-Public Schools

K – Twelfth Grade

Bethany Christian School admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

Bethany Christian School is authorized under Federal law to enroll nonimmigrant students.

This handbook was approved by the governing board on June 19, 2013

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Handbook for Bethany Christian School

1. Statement of Faith and Philosophy

Statement of Faith

We believe the Scriptures of the Old and New Testaments were verbally inspired and completely inerrant in the original writings. They are of supreme and final authority in faith and life.

We believe there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe Jesus Christ was begotten of the Holy Spirit, and was born of the Virgin Mary. He is true God and true man.

We believe man was created in the image of God; he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God. All human beings are born with a sinful nature, and those who reach moral responsibility become sinners in thought, word, and deed.

We believe the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice. All who believe in Him are justified on the ground of His shed blood. Any person who, in simple faith, trusts in the risen Christ as his only hope of Heaven, refusing to trust in anything else, receives the gift of everlasting life which, once granted, can never be lost. We do not believe that physical manifestations are required for assurance of salvation. We do not seek, visibly practice, or promote speaking in tongues. Without being anti-charismatic, we are a non-charismatic school.

We believe the crucified Christ was bodily resurrected, ascended into Heaven, and lives today as our High Priest and Advocate.

We believe in "that blessed hope"--the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.

We believe in the bodily resurrection of the just and of the unjust; the everlasting blessedness of the saved, and the everlasting punishment of the lost.

Philosophy of Christian Education

We believe that the grace of God is foundational for a Christian school. Titus 2:11-15 is an excellent passage for declaring and demonstrating the amazing benefits of understanding and implementing God's grace. No one deserves God's love and grace; yet He loves us unreservedly and unendingly. God's love for His alienated creatures causes Him to reach out in love and provision. We believe that this spirit of grace should permeate the educational environment. Our teachers strive to welcome each student in the same way God welcomes us.

Once grace is understood and integrated into our lives, it immediately begins to instruct us. It teaches us to make a break with ungodliness and worldly lusts. It teaches us to live lives that are

self-controlled, consistent with God’s righteousness, and reflective of godliness; simply put, the grace of God teaches us to be godly. It also teaches us that there is a time yet coming when we will see our Savior face to face. His coming is the ultimate solution to the world’s problems, but until He comes, our task is to be zealously working what the Bible calls “good works.” We want our students to do well in all respects, but we want them to do well because they love our great God and Savior Jesus Christ.

As our excellent Christian teachers work together with our families to prepare students for life, we have found it helpful to call attention to several key educational issues:

1. **Core biblical values.** Properly understood, grace teaches us to respect God, teachers, classmates, and property. There is a way of life that honors the Lord and brings everlasting rewards. We reward good behavior and discipline bad behavior. The prevailing winds of our culture reward tolerance—the most enlightened is the one without rights and wrongs. We believe the Bible provides the instructions for us to live consistently with the grace of God.
2. **Individual accountability.** In an age of prevailing educational socialism, we believe each person is accountable and responsible to work up to potential. In some schools, groups earn a grade, but we believe that this is unproductive. Typically, one person takes the leadership and, eventually, everyone does less work. Individual accountability results in increased productivity. God’s grace does not exclude individual accountability but enhances it.
3. **Structured curriculum.** We have selected difficult curricula that advance students from one year to the next. This begins in Kindergarten where our students learn a phonetic approach to English and continues through grade twelve. We expect our students to be well read, well written, and well spoken. Some educational theorists advocate that teachers passively negotiate with the students and only take the learning opportunities when the students are ready to learn. We believe that the teacher should direct the learning process based on the curriculum required for that grade. Some students may require tutoring and/or summer school to learn the material, but most students who apply themselves are able to learn the curriculum through classroom instruction and homework.

We live in a society where schools differ greatly in their philosophy of education. Public schools typically endorse some form of secular humanism; some charter schools teach with an Islamic (Turkish) philosophy; some schools with Christian in the name embrace everything from ecology (going green) to extreme self-worth (no one fails).

The need for an academically solid school founded on the grace of God has never been greater. We actively seek families who agree with our statement of faith and our philosophy of Christian education. Should we enroll a student who has yet to believe, we will actively seek to bring each person to a saving knowledge of the Lord Jesus Christ and instruct the student in the grace of God.

Come join us!

2. Governance of the School

Bethany Christian School is a ministry of Bethany Bible Church. The IRS has determined that Bethany Bible Church is both a non-profit corporation and a church. Donations to the corporation or to ministries governed by the corporation are tax deductible. The elders of the church govern

both ministries. The church corporation fully endorses the Christian school and entered its official position in the corporation Bylaws and Doctrinal Statement, Article X-Organization, Section 5—Christian School.

3. Curriculum and Instruction

Selection of curriculum is an area of vital concern for Bethany. The Academic Affairs Council must approve any changes in curriculum. Through use of a standardized achievement test we are able to determine the effectiveness of the curriculum now in use. We prefer to use Christian publishers and currently rely heavily on Abeka and Bob Jones University Press. It is our belief that integration of Christianity into all walks of life takes place through the teacher's efforts and not solely the curriculum. Therefore, we choose the materials that best equip the student for learning the subject under study and will, from time to time, select materials from secular sources.

In the event that a high school student needs credits not currently available in our regular program, Bethany uses the University of Nebraska's excellent high school program. Bethany is recognized by the university and is authorized to proctor the credit or teach the class and offer the credit through Bethany. Credits earned through the university are entered on the student's transcript.

Instructional Hours

Bethany's accrediting association has determined that the school must have the hourly equivalent of 180 actual school days. This is determined by the following minimum instructional hours: Kindergarten—540 hours, grades 1-3—720 hours, grades 4-12—900 hours. Bethany's current instructional hours are 170 x 6 hour days for a total of 1020 hours of instruction. This higher standard allows the school to take inclement weather days without making up the missed days.

Language of Instruction

All classes are taught in English. While students may come from various cultures where English is not the primary language, we ask that each student aim to master the spoken and written language of English.

Sex Education

Bethany Christian is not required to follow the TEA's guidelines for teaching sex education (Sec. 28.004. LOCAL SCHOOL HEALTH ADVISORY COUNCIL AND HEALTH EDUCATION INSTRUCTION.). The secondary school follows the scope and sequence of a Christian publisher and regards the publisher's treatment of this topic as adequate.

Classroom Attendance

Private schools differ greatly in their attendance policies. The Texas State Education Code and the Texas State Family Code specifies the policies for public schools. Children enrolled in private or parochial schools are exempt from the State requirements of compulsory attendance. This exemption is the reason for the significant variances among private schools. [Students attending a private or parochial school are exempt from compulsory attendance at a public school if the school includes in its course a study of good citizenship. (Tex. Education Code Ann. §

25.086 (a) (1). Parochial and private schools are expected to observe Texas Week, the week of March 2. Tex. Civ. Stat. Art. 6144a.)].

Students are expected to be present and punctual for all classes throughout the year. Parents have the responsibility to require that their child attend school regularly. Students who wish to leave school during school hours must be signed out in the school office. If the student returns to school before school is out he must be signed in before returning to class.

All students are required to attend 90% of the classes each year. Failure to attend 90% of the classes will result in repetition of the grade for Elementary and Junior High; High School students will lose credits. Appeals for variance from this policy may be submitted in writing to the Academic Affairs Council.

Absences are determined to be excused or unexcused. This determination relates to whether the student is allowed to receive makeup work with credit. The 90% rule stands independent of the excused or unexcused determination.

Excused Absences

Absences resulting from personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, medical appointments which could not be scheduled after school or any other unusual cause acceptable to the school administration are excused. After 5 days of personal illness the administration may require a doctor's note verifying the illness.

A note signed by the parent or guardian explaining the reason for the absence is required the day the student returns to school. If a student fails to submit a note, the absence will be considered unexcused and the student will be allowed three (3) days to get the absence excused. Makeup work with credit will be allowed for excused absences. Students have one day for each day of excused absence to turn in assignments.

As a private school we also provide five (5) days excused absences for such things as family trips. These days are at the discretion of the administration. Permission to be absent for trips must be requested in writing at least one week (five days) prior to the trip or these absences will be considered unexcused. Failure to follow this procedure will result in unexcused absences. Address the request to the student's homeroom teacher. You will be notified within two (2) days of the administration's decision.

Students who leave school before lunch will be considered absent for the whole day. Students who leave after that time will be considered absent for 1/2 of the day.

Unexcused Absences

Assignments, daily grades and quizzes missed during an unexcused absence will receive grades of "zero." Makeup work will not be allowed. Tests may be made up. More than five unexcused absences per semester will make the student eligible for grade penalties, dismissal, or being retained in his/her current grade or class.

Tardies

During unusual situations such as inclement weather the office may decide to delay the starting time of school thus eliminating tardies for that day. Students arriving at school from a doctor's appointment shall not be considered tardy provided they have a note from the doctor verifying their appointment.

There is no financial penalty for the first three times a student is late to school. The accounts of students who arrive at their class after the start of school shall be charged a fee of \$5.00 per tardy for times 4 through 7. Upon the 8th time a student is late to school the charge increases to \$10.00 per tardy. Each student starts each grading period with zero tardies. Fees shall be added to the next month's tuition bill. This charge is a per-family charge, not a per child charge (for example, a family with 3 children will be charged a flat rate, not by the child). Each family is allowed to be tardy without charge three times within a nine-week grading period. Families may use these however they wish. We do not determine whether tardies are excused or unexcused.

Students who are late to class will be subject to a variety of disciplinary measures. Please see the section on "General Disciplinary Actions."

Withdrawals

Please fill out the form in the office for withdrawing a student. Tuition charges continue to accrue until the form is completed. No books, supplies or assignments will be released until the account is clear. No records will be forwarded until the student's account is clear. If you withdraw your student while class is in session we ask that you wait in the office until your child is brought to you. **Your child's personal belongings and educational materials will be available in the office the day following the withdrawal.** Although this procedure requires an additional trip for the parent, it keeps disruptions to the class at a minimum.

Late Pickup

Students who provide their own transportation may not remain on campus after school is over without supervision by one of our staff members.

Students not providing their own transportation must be picked up within 15 minutes after the end of school or within 15 minutes of the end of the tutoring session or detention. It is the student's responsibility to inform and coordinate his/her transportation so that the school staff is not required to stay beyond the arranged times. The accounts of students who are not picked up from school within 15 minutes after the end of the school session shall be charged a fee of \$5.00 for each 15-minute time period that the student remains at the school. These fees shall be added to the next month's tuition bill. This charge is a per-family charge, not a per child charge (for example, a family with 3 children will be charged a flat rate, not by the child). Each family is allowed 3 free late pickups within a nine-week grading period. Families may use these however they wish. During unusual situations such as inclement weather the office may decide to suspend this policy for that day.

Bad Weather Day

The school may close for bad weather. Please call the school office and listen to the taped message to determine if the school is closed or open. The decision to close the school will be

posted by 6:30 a.m. As a general rule we will close when the Plano public schools close, but since our school staff travel significant distances to come to work, we will close even when the public schools do not. Please call the school if there are any schools closing within a 40-mile radius of Plano. Do not come to school if you are concerned about the safety of the trip.

4. School Staff

All employees must provide theological disclosure and maintain an accurate, up-to-date written verification of the church membership. All employees receive a criminal background check before teaching. The staff is required to attend in-service instruction before the beginning of school and during the school year. The minimum academic degree for teachers in first through twelfth grades is the bachelor's degree.

The staff handbook listing everything pertaining to the staff is available on line.

Parent-Teacher Conference/Appointments

Parent orientation and conferences promote good understanding between parents, the faculty, and the administration. Parents are strongly encouraged to participate in these opportunities for information and feedback.

Parent conferences with teachers are to be arranged at the mutual convenience of both parties. Whether the parent or the teacher initiates the conference, the office should be notified. Conferences will be by appointment only. Please avoid before school and after school chats. Please do not "drop by" the classroom for a visit, especially during school hours. Our teachers are professionals and their job is teaching your students with a minimum of distractions and interruptions. When entering the building, please check in at the office.

5. Media and Technology

The school has significantly more books per child than the accreditation standards. In addition to books available at the school, classes regularly make trips to the local library.

Microsoft has granted Bethany "Authorized Microsoft Refurbisher" status. All computers donated to the school may be legally repaired and equipped with Certificates of Authenticity licenses and may be used in the school.

The school has a media and technology policy:

The elders have determined that in keeping with our Bylaws and Doctrinal Statement that states

“The purpose of this church shall be: to proclaim the Gospel of the Lord Jesus Christ as a means of reaching unbelievers (Mark 16:15); to worship and glorify God (John 4:23-24); to edify believers in Christian living (Ephesians 4:12); to encourage and promote fellowship of the saints (1 John 1:3, 7); and to equip others for vocational Christian service (2 Timothy 2:2) as taught in Scripture.”

All media, of whatever kind, must be consistent with our corporate purpose. If media is not provided by one of our Christian publishers, the material must be approved by the Academic Affairs Council.

In the event that a concern should arise regarding the value of a specific book or other media, the matter shall be investigated by the Academic Affairs Council. If the Council is in agreement as to the appropriate action that should be taken, that action shall be taken and the matter shall be regarded as completed. If the Council is not in agreement the matter shall be brought to the board for a final ruling.

School Publications

The most current handbook is the one posted on our website; all parties agree to abide by the handbook posted on the website.

Communications from the school, such as bulletins, notices to parents, brochures, websites, and handbooks contain information about what parents and students can expect; they are not part of a contract between the parties. School publications are subject to change at any time.

Internet and Newsletters

Students do not have the right to publish or distribute a student newsletter, internet site or any other publication. The school administration has the right, in its sole discretion, to control what is published, circulated, or otherwise distributed to students or staff.

Technology Policy

No school has found the perfect technology policy, and neither have we. We recognize that educational benefit can be gained from the use of technology and therefore have developed the following policy: At the teacher's discretion, students may use technology for classroom work only. The device must have a screen large enough to be easily monitored by the teachers. Electronic translators may be used until the student is proficient in English; multi-purpose devices that can also be used as translators are not allowed. By definition, devices such as cell phones are not allowed.

Students who violate this policy will have the electronic device confiscated and returned to a parent/guardian upon the payment of a \$20 fee. After the third payment of this fee, the student will not be allowed to bring electronic devices to school for the remainder of the year.

6. Finances

Financial statements are available to the public after the annual congregational meeting held in February. An accounting for the year in the form of a balance sheet, profit and loss, and year-to-year comparisons is available in the foyer of the church. You are invited to review the financial statement.

The Schedule of Fees available in the office and online details the financial costs for Bethany. As a ministry of Bethany Bible Church we endeavor to keep our tuition and our costs as low as possible. Please see the Schedule of Fees for a complete listing of our charges and policies. Parents are required to sign an acknowledgement statement indicating that they have read and understand the Schedule of Fees. The Schedule of Fees includes the charges as established by the board. It is not possible for us to provide refunds. Unused or paid-in-advance tuition is NOT

refundable. Fees are assessed to delinquent accounts. **Students with unpaid balances will not be allowed to attend class.** Charges may be assessed to a student's account for vandalism and similar expenses. The minimum charge for vandalism and similar expenses is \$10. No reduction of tuition will be made for absences, holidays, or vacations.

Testing

Students are expected to pay for the cost of the various pre-college entrance tests such as the PSAT, SAT, or ACT. The school will absorb the staff cost for administration of tests done at our campus. Achievement testing is included in the registration fee.

Commercial Enterprise

This policy is from the Board of Bethany Bible Church: "It is the intent of the Board of Bethany that our church building and grounds do not become a center for commercial activity. We feel, therefore, that it would be in the best interests of our ministry to ask individuals or business organizations not to use the church building, grounds, or functions to sell or promote products or services."

Fund Raising Policy

The school does not engage in active fund raising. We are involved with some passive fund raising programs; check with the school office to see how your normal, everyday activities can benefit the school financially. We believe that giving to the Lord's work should be planned, cheerful, and generous. For this reason, we keep fund-raising to a minimum.

Activities Not Authorized nor Sponsored by Bethany

The Board of Bethany Bible Church has adopted the following policy:

Whereas we are a non-profit 501(c) (3) corporation and thus prohibited by the laws of Texas to participate in any political endeavors, and whereas we are a church whose primary purpose is the proclamation of the Gospel of Jesus Christ, and whereas the individual's primary reason for involvement in this corporation ought to be his spiritual relationship with God, and whereas we do not wish to evaluate and pass judgment on each of the various requests for involvement in political, social, or economic issues

- We do hereby request that individuals refrain from using any aspect of this ministry to circulate petitions, gather signatures, or solicit support, and
- We do hereby request that individuals refrain from using any aspect of this ministry to disseminate information regarding the same, and
- We do hereby request that individuals refrain from using any aspect of the ministry to solicit funds or raise funds through the sale of merchandise of any sort for organizations not under the direct authority of the Board of Bethany Bible Church.

7. Facilities

The church provides a facility of 13,200 sq. ft. for use by the school ministry. We have adequate space to conduct a school program with the traditional educational model. Our facility requires a low teacher/student ratio. The facility is regularly inspected by the City of Plano; inspections are posted by the door to the school office. Within recent years, we have repainted the inside and

outside of the building, replaced all the windows with energy saving windows, installed new carpet in every room, and retiled both bathrooms.

8. Admissions

Non-Discrimination Policy

Bethany Christian School admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

Admissions Policies and Procedures

An enrollment package is available in the school office or online. Registration Forms will not be processed without payment of the Registration Fee. The administration may waive certain forms for students transferring from like-minded Christian schools. SEVIS students who enroll using Bethany for the Form I-20 F1 visa shall follow the policies listed on the website for nonimmigrant students.

Private primary schools are required to request records when enrolling a child under 11 years of age to verify the child's name, birth date, and previous school records. If documentation is not provided, the school shall notify the appropriate law enforcement agency to determine if the child has been reported missing. Law enforcement agencies shall immediately notify each school, including private primary schools, when a report of a missing child is received. (Tex. Code of Criminal Procedure Ann. Chapter 63)

Bethany Christian School's biblical role is to work in conjunction with the family to mold students to be Christ like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches.

As a private institution, Bethany Christian reserves the privilege of setting and maintaining its own standards for student conduct, dress, and scholarship. It is understood that to be a student at Bethany is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. The school maintains the right to admit only those students who are in harmony with the standards of the school. The school may expel any student at any time, who, in the opinion of the school, does not share the spirit of the institution--regardless of whether or not the student conforms to the specific rules and regulations of the school.

Homosexual/bisexual issues

Bethany retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

Grade Placement

The Academic Affairs Council shall determine the grade placement of students when placement is not obvious. New students must be tested by a nationally normed placement test. The cost of testing and the administration of the test are to be born by the applicant.

While we realize that a particular student's academic readiness or ability is not always tied to age, we seek to establish classes where children of the same age are in the same class. If we allow a mature 4 year old to enter kindergarten, the child must spend two years in Kindergarten. We have established policies that place students according to age and not ability only. If a student is too young, the Academic Affairs Council may grant enrollment to a student who is within 30 days of meeting the deadline (i.e. someone whose birthday is September 30 applying for first grade). If a student is too old, the school shall not enroll nor re-enroll any student who is two or more grade levels behind the grade that they should be. The following shall apply for determining appropriate age/grade status:

Five by September 1 go into kindergarten
 Six by September 1 go into first grade
 Seven by September 1 go into second grade
 Eight by September 1 go into third grade
 Nine by September 1 go into fourth grade
 Ten by September 1 go into fifth grade
 Eleven by September 1 go into sixth grade
 Twelve by September 1 go into seventh grade
 Thirteen by September 1 go into eighth grade
 Fourteen by September 1 go into ninth grade
 Fifteen by September 1 go into tenth grade
 Sixteen by September 1 go into eleventh grade
 Seventeen by September 1 go into twelfth grade

Visa Issues

Due to the complexities of visas provided by the Federal government, it is the responsibility of each student to maintain the requirements of his/her particular visa. Bethany Christian is authorized to issue the Initial I-20 form and enroll students under the F-1 nonimmigrant visa program. Students who are in the US under a visitor's visa are generally allowed to engage in study that is merely avocational or recreational in nature. Academic records are kept only for F-1 visa students unless the school is notified in writing that a student is eligible to attend school on a visa other than the F-1 visa. Students in the US with a visitor's visa are expected to maintain the highest level of excellent behavior; should a teacher determine that a student's presence is detrimental to the classroom, the privilege of attending will be revoked.

9. Student Records

Accreditation

Bethany is accredited by the Association of Christian Teachers and Schools (ACTS) and is a member of the Texas Association of Non-Public Schools (TANS). The Association of Christian Teachers and Schools (ACTS) is fully recognized by TEPSAC as an educational association authorized to provide accreditation for its member schools. Credits and grades given by schools

accredited by the TEA or TEPSAC are equally transferable. Renewal of accreditation is required every five years; Bethany's renewal is set for 2017.

Bethany Christian School is also accredited through the National Council for Private School Accreditation. This is a nationally recognized accreditation.

Bethany Christian School is authorized under Federal law to enroll nonimmigrant students.

[<http://www2.ed.gov/pubs/RegPrivSchl/texas.html> Registration/Licensing/Accreditation: Through a Letter of Understanding, the Commissioner of Education recognizes the accreditation of non-public schools accredited by any of the accreditation organizations belonging to the Texas Private School Accreditation Commission (TEPSAC).]

Student records are kept in the school office in a fireproof file cabinet. The school office requires a separate key, and only the administrative and office staff have keys to the filing cabinet.

FERPA

The FERPA laws apply to schools that accept federal money. Since Bethany does not receive federal funds, the FERPA laws do not apply to us. We allow a parent supervised access to his/her student's academic record regardless of the age of the student. Students over the age of 18 are allowed supervised access to his/her academic record.

[The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>]

Report Cards and Grading

Report cards will be given every nine weeks. The report will give a numerical grade for each academic subject. Physical Education is graded pass or fail. The student will also receive a behavioral report in each subject: excellent, satisfactory, or unsatisfactory. Both academic and behavioral grades are objective and are determined by verifiable data.

The Administration reserves the right to withdraw a student from a particular class. Students who are withdrawn from a class due to an administrative decision automatically lose all credit for the class, and receive a WF (withdrawn failing) regardless of the earned average at the time of withdrawal. This policy applies to both required courses and electives. If the class is required, the student is still responsible for earning that credit before graduation.

The faculty may drop graded assignments for the entire class, but may not drop an individual student's assignments. Therefore, students must complete the work or receive a zero. The Academic Affairs Council, which determines and implements a unified grading scale for the school, must approve variation from this policy.

Parents may observe a particular class by an appointment made through the administrator.

Written progress reports are sent out after the completion of the fifth week of classes within the nine-week quarter. The homeroom teacher or adjunct teacher will notify parents when a student receives the third failing grade within a particular subject. Notification may not be feasible when the third failing grade coincides with the written progress report or the report card.

Homework is an important part of the educational process. We desire that students learn to carry the responsibility of learning to plan and budget the necessary study time to complete a reasonable amount of outside preparation. As a general rule the average student should spend ten minutes per grade level per night five nights per week.

Students have one day for each day of excused absence to turn in assignments. It is the student's responsibility to determine the missed assignments. The student is responsible for everything covered in class. Work not turned in will be graded as a "zero." The teacher shall schedule make-up tests and quizzes. Tests not made up will be recorded as a "zero."

A student whose overall quarter average is 90 or above shall be placed on the Pastor's List of Honor Students. These students will be appropriately honored for their accomplishments and will receive special attention throughout the following quarter. Physical Education and other Pass/Fail classes shall not be included in calculating the quarter average.

Academically distressed students sometimes ask for extra work in order to improve their grades. Extra work is not allowed for improving grades. Students struggling with regular work do not need additional work. A teacher may allow a class to redo an assignment, but grades are earned during an entire semester and should not be artificially increased through a last minute flurry of extra credit work.

The Academic Affairs Council allows schedule changes only upon approval. A course drop form must be filled out and submitted to the office. The student must remain in the class until the drop has been granted, a new schedule has been issued to the student, and the teacher has been notified. No credit is given for a course dropped before the end of the semester. The course may not be dropped if it results in an academic deficiency. The student's transcript will record a WP (withdrawal passing) or a WF (withdrawal failing) if dropped before the semester ends.

Some students are invited to sign up to be teaching or office assistants. These students will be responsible to work with a staff member and will receive academic credit for their work. Students on academic or behavioral probation may not serve as teaching assistants or office assistants.

Records and transcripts are available to the parent. Please arrange a time for the administrator to explain the testing scores, grades, etc.

Promotion and Graduation Requirements

Junior High students must earn a final average for the year of 70 or above in language arts, a final average of 70 or above in mathematics, and all grades averaged together must equal at least 70.

The grading scale is as follows: A=100-90, 4.0; B=89-80, 3.0; C=70-79, 2.0; F=69-0, 0.0.

Behavioral grades are as follows: E=Exceptional, S=Satisfactory, U=Unsatisfactory, Honor Roll=90-100 average in all subjects, and Probation=0-69 average in all subjects.

Grade classifications for High School are as follows:

Freshman -- 9th	0-6 credits
Sophomore -- 10th	7-13 credits
Junior -- 11th	14-20 credits
Senior -- 12th	21-32 credits

Bethany is on a quarter system. Two quarters equal one semester. Credits are earned only when the entire semester is passed. A full credit will be granted if the student's overall average for a particular class is 70 or above. High School students must earn a minimum of 28 credits to graduate. Required credits are

- 4 Bible
- 4 English
- 4 Math
- 4 History
- 3 Science
- 3 Foreign Language
- 3 Electives
- 1.5 Physical Education
- 1 Computer
- .5 Health

The Academic Affairs Council may increase or decrease the amount of credits the student receives if the work required, or the nature of the subject under study or the policies of other schools merits the change. The semester must be completed to receive credit. No credits are given for completion of a quarter. No credits are given for WP (withdrawal passing) or WF (withdrawal failing). At the end of the student's time in the school, credit total will be rounded up to the nearest quarter credit.

Transfer of Credits

We are frequently asked to grant high school credit for work done during eighth grade. The academic affairs council must rule on these requests individually. Students may be required to demonstrate proficiency in the subject for which they seek credit. For example, a student wishing us to accept an advanced eighth grade pre-algebra class as credit for a high school algebra class may be asked to take the final exam for the high school algebra class. If credit is granted the number of math credits required is not reduced, but the student is then free to take advanced math classes not typical of a high school program. The academic affairs council has final ruling transfer of credits issues.

Posting of Grades

Report cards for all students are a cumulative, consecutive record of the student's academic progress. High School students' grades, credits and GPAs are entered on each student's transcript within one month following the end of the semester.

Enrollment in a private school requires *discipline and effort*. Not all children are able to achieve the level of academic proficiency that Bethany requires. It is not in a child's best interest to allow him to continue in an environment where academic achievement may be beyond his ability.

Academic Probation is an action taken by the Academic Affairs Council of the school that notifies the parent that the student's grade average of all grades is below 70. Students in seventh through twelfth grades shall be placed on academic probation if their grade average is below 69 at the end of a grading period. The average shall be determined from all classes, including electives. The student shall be expelled if grades are not 70 or above by the end of the next grading period. The Board shall have final authority in this matter. Appeals for continuing in the school shall be made to the Board. The Academic Affairs Council may place a student on academic probation before the end of the grading period if the Council determines that the student's present grade average is 69 or below. The student shall be expelled if the student's grades are not 70 or above by the end of 60 days.

Seniors may be exempted from a course's final exam provided they have an average of 90 or above for both semesters, have not been placed on behavioral probation during their senior year, do not have any unexcused absences, and have no more than five excused absences per semester.

10. Student Activities

Bethany Christian provides a wide range of student activities. These opportunities for interaction help create an atmosphere where the students are self-motivated to learn. We rely on parents to transport students to and from the activities. All student activities are funded directly by the parents. In addition to monthly short activities we also take the secondary school on a longer trip called the "Spiritual Emphasis Week."

Spiritual Emphasis Week

It is our desire to provide for our students growing experiences that require off campus trips. These trips may involve such activities as leadership training programs sponsored by camping organizations or historical trips coordinated and planned by our staff. Students on probation are not allowed to attend these trips. Discipline or behavioral problems that arise may result in a student being returned to Dallas at the parent's expense. Money for the trip is due on the Friday that is two weeks before the trip. Off-campus learning experiences are a required part of an accredited educational program. The costs of these off-campus learning experiences are borne by all students enrolled in the participating classes. The cost for this program is typically \$400 per year.

Party Guidelines

Sending treats to school for a birthday child's class is welcomed. Please check with the teacher for the best time, or in case something else special is planned.

Party invitations may be distributed at school only if the entire class (or all the boys/all the girls) is invited. Otherwise, they should be mailed or delivered elsewhere. If a party is after school, we prefer that unless the entire class (or students of the same sex) is invited, that they not be picked up in a group from the school. The basic guideline for party planning should be sensitivity to all the students' feelings.

Holiday Guidelines

We have specific guidelines for the following holidays.

Thanksgiving is celebrated with an all-school feast with food provided by our school parents. We invite you to help prepare, serve, and eat with your student.

Christmas is the celebration of Jesus' birthday. We are careful with secular symbols.

Valentine's Day class parties are a fun break. Parents bring snack foods.

Easter is the celebration of the resurrection of our Lord. We use spiritual applications of the signs of spring like butterflies, eggs, etc. The emphasis is on the joy of the season, not on the secular.

11. Student Discipline

Student Management

The best system of student management is one where the student is self-disciplined. It is our desire that students learn to make wise choices because they follow the Lord Jesus. Bethany's code of expected behavior is very simple:

- Respect for God
- Respect for others
- Respect for self and
- Respect for property.

These simple statements have far-reaching implications. Virtually every time a student is corrected it will be due to a violation of one of the above statements. It is our desire that each student has a heartfelt respect for God. Such a respect is the basis for respect of others, self and property, but respect for God is something that must come from inside a person and cannot be imposed from the outside. Bethany seeks to guide and model a heartfelt love for the Lord without allowing students who do not share our love to disrupt the Christian educational process. We are careful to allow each student to learn about God, yet we know that heartfelt respect for others, self and property will not come until that love is present.

As stated under the Academic Policies, Admissions Policies and Procedures section, attendance at Bethany is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. The school maintains the right to admit only those students who are in harmony with the standards of the school. The school may expel any student at any time, regardless of whether or not the student conforms to the specific rules and regulations of the school. Each year students are evaluated before enrollment is allowed. Continuation in the school is based upon these evaluations.

We understand that people make mistakes and we truly believe that Jesus is in the business of forgiveness and restoration. We want Bethany to be a place where students can benefit from their mistakes. We also understand that profound or repetitious ungodliness undermines the school community. As a group of people we are called together in the name of the Lord and we have an obligation to protect the integrity of the student body as a whole.

Substance abuse, sexual immorality, theft, violence, cheating, racism, terroristic threats, occult practices and other unchristian behaviors will not be ignored and the school will actively attempt to bring these practices to light. Public displays of these types of problems or the need to uncover them against resistance will always lead to suspension or expulsion. If a student, on the other hand, comes for help on his or her own initiative, privately, with a sincere and repentant heart, and with the matter at hand not yet made public, the school then has more latitude with a

watchful eye and in the mercy of the Lord to attempt to redeem the situation. Some situations may require the assistance of a medical doctor. When the principal deems it necessary the student and the parents will be asked to cooperate with the medical profession and provide the school with the appropriate information necessary to accurately assess the situation.

General Disciplinary: Guidelines

The following activities are considered major offenses and are justification for expulsion at any time. Students caught engaging in any of the following activities will be subject to a minimum of one-day, off-campus suspension.

1. Any conduct which threatens the safety, learning or acceptance of others will not be tolerated. Students will not resort to verbal or racial abuse or physical violence. This includes all forms of harassment, intimidation, and exploitation, including verbal, physical and visual harassment. The school does not allow harassment based upon race, color, national origin, ancestry, physical handicap, medical condition, sex, disability, or age. Any student who believes that he/she has been the victim of unlawful harassment should immediately report the matter to a teacher or administrator. Complaints of harassment will be promptly investigated and appropriate corrective action will be taken. Anyone who violates this policy will be subject to discipline, up to and including expulsion.
2. Inappropriate language or profanity.
3. Possessing, delivering, using, or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; glue, paint, or other chemical substance; any mood-changing, mind-altering, or behavior-altering drugs on or off the campus the year round. While reasonable suspicion to search is the standard in the public school because they act on behalf of the state, private school employees are not state actors and have the right to conduct searches and confiscate illegal substances without reasonable suspicion or consent. This extends not only to school property, but also to field trips and school activities.
4. Possessing, delivering or using tobacco products of any sort.
5. Sexual immorality of any kind. This includes possession of or distribution of all forms of pornography or other forms of deviant sexuality including homosexuality or bisexuality.
6. Cheating or plagiarism. The Georgia Court of Appeals ruled that cheating is a fundamental breach of trust by the student. By implication the student and the student's parents agreed to four essential things in the school-student relationship: 1) diligently seek to learn and perform as a good student; 2) be honest and responsible; 3) maintain reasonable discipline and self-discipline in the academic setting; and 4) pay fees, tuition and expenses. The court found that all four conditions of continued acceptance in the school were required from the student and the student's parents. Failure to render any one at any time was such a fundamental breach of the contract as to result in termination of the student's relationship with the school. *Blaine v. Savannah Country Day School*, 491 S.E.2nd 446 (Ga. Ct. App. 1997), quoted from **Private School Law in America**, Center for Education and Employment Law, Malvern, PA, 2012, p. 107.
7. Stealing.
8. Vandalism of school or private property.
9. Possessing, delivering, or using any weapon, including firearms, knives, explosives, dangerous objects, or fireworks.

10. Defiance or direct confrontation with school authorities.
11. Arson.
12. Extortion.
13. Acts of hazing that occur on or off the campus of an educational institution, including a private high school, must be reported to the appropriate official of the institution. (Tex. Education Code Ann. § 37.151)
14. It is a criminal offense to possess or consume alcoholic beverages on a public street, alley, or sidewalk within 600 feet of a facility that the person knows is a private school offering K-12 instruction. (Tex. Alco. Bev. Code Ann. § 101.75)

We also ask that students do not bring the usual list of prohibited items such as gum, comic books, squirt guns, electronic games, games etc. Bringing this sort of item to school may result in confiscation and, if the behavior is continued, the student may be disciplined.

General Disciplinary: Actions

We work together as a staff to determine appropriate discipline to fit the act. These judgment calls take into account the particular student's history, general attitude, and the specific unacceptable action. We will use a variety of disciplinary actions. Some of the actions available to us are verbal corrections, warnings, calling the parents, loss of privileges, detentions, written warnings to student and parents, removal from class, withdrawal from a class, principal-student conference, principal-student-parent conference, isolation within the classroom, in-school suspension, suspension, behavioral probation, and expulsion.

Detentions can be effective with some students. The teacher assigning the detention will notify the student's parents. Students refusing to serve detentions will be assigned in-school suspensions.

Removal from class is an action that the teacher may take to discourage improper classroom behavior. The principal may choose to extend the removal to no more than five consecutive days. The student will not be counted absent and will not be penalized academically for this action.

Withdrawal from the class is an action that the administration may take when persistent misbehavior is demonstrated. The student will receive a WF for the class and in the case of a required credit will be required to repeat the class.

Only the principal or assistant principal may assign in-school suspension. The student must report to the office immediately upon arrival on campus and must remain in a designated location until released by the office. In-school suspension may not exceed five consecutive school days. The student will receive excused absences, is required to do the assigned work, and will receive full credit for the work done. In-school suspension may result in the student being placed on behavioral probation.

Only the principal or assistant principal may assign an off campus suspension. The parents will be notified to take the student home on the day of the occurrence. In the event that they are unavailable the student will be kept in a designated area until the close of school. Terms of suspensions shall not exceed five days. **Suspensions are considered unexcused absences.** See section titled "unexcused absences" for penalties.

Behavioral probation means that the student is in imminent danger of losing the right to remain at Bethany. Students on probation shall not be allowed to represent the school at any school activity or public program. They will not be allowed to go on any away activities such as Spiritual Emphasis Week. The school will not provide an alternative program for students on probation. School days missed due to the student's class being gone shall be counted as excused absences. The principal will notify the parents immediately if a student is placed on probation. The status of the student will be evaluated at the first meeting of the Academic Affairs Committee following the end of the quarter. At that time the Council shall determine whether to continue the probation, remove the probation or assign other action.

Expulsion of a student is a power reserved for the school board. The principal will notify the parents of the student that the school staff is recommending to the board that the student be expelled. Once the staff has made its decision appeals must be made to the board and not the principal.

Body Marking

Tattoos, temporary tattoos, and similar markings are prohibited. Students may not write or draw on themselves.

Dress Code

There is much variance between Christians on the issue of proper attire. Bethany does not require uniforms. We do ask that modesty, good grooming, and common sense should guide a student's choice of dress. Teachers and administrators are often required to make judgment calls on these issues. We believe that appropriate clothing encourages responsible behavior, therefore we ask for a gracious attitude on the part of both student and parent. Please check with the school office first when in doubt concerning clothing. If a student comes to school in clothing deemed inappropriate, the school will call to have the proper clothing brought to school or the student will be sent home to change. **Absences or tardies from school caused by failure to comply with dress code standards will be considered unexcused.** Repeated offenses will be dealt with as a serious disciplinary matter and will ultimately result in the student's expulsion. The dress code applies to all school activities unless specifically modified by the administration. Parents are asked to observe our dress code when in the building. The principal may change this code at any time to adjust to appropriate/inappropriate fashion fads.

1. Shorts must be no shorter than 2" above the top of the kneecap. No biker/spandex shorts (or skintight pants) of any length can be worn unless covered to within 2" of the top of the kneecap.
2. Sleeveless shirts/blouses must have "normal" armholes (not cut in or cut low) or another shirt should be worn underneath. Straps must be 2" or wider and must cover all undergarments.
3. Skirts and dresses must reach the top of the kneecap or longer while standing upright.
4. Bare midriff (crop) tops must have another shirt underneath. If a student raises both arms in the air and skin shows then the outfit requires a shirt underneath.

5. No torn, cut, fringed or frayed jeans (beyond normal wear), shorts, or shirts can be worn. Cut-offs must be hemmed or rolled to dress code length. Students may not wear clothing that has been written or drawn on.
6. Traditional necklaces may be worn as approved by the administration.
7. Clothing must fit properly, modestly and neatly. The saggy pants look does not meet our dress code. Students are not to wear their pants in such a way that the waist or crotch is lower than where it should be worn.
8. No clothing, jewelry, symbols or accessories that are pagan, anti-Christian, or inappropriate to a Christian school are allowed. This includes all non-Christian musicians and any sort of satanic symbol.
9. All gang or secret society clothing and/or symbols are prohibited.
10. No makeup prior to grade 7--light makeup is allowed for grade 7 and up.
11. Guidelines may be adjusted for field trips. Certain association events will require us to ask boys to wear dress slacks, shirts and occasionally a tie. Girls may be asked to wear dressy skirts and blouses or dresses.
12. Shoes must be worn at all times. Flip-flop type shoes and sandals without a back strap are not allowed.
13. Hats will not be worn during school hours of 8:00 a.m. - 3:45 p.m. except on Fridays.
14. Proper undergarments need to be worn at all times by male and female students, and should not be visible.
15. Male students may not wear earrings. Females are not allowed to wear multiple earrings. No body or tongue piercing is allowed.

Hair Styles

Any student with a hairstyle that the administration considers disruptive to the school or not in good taste will not be allowed to attend classes until the hairstyle has been modified to the satisfaction of the administration. Male students may not wear ponytails. Hair length for males must be off the collar of a normal dress shirt and no more than half the ear may be covered on the sides. Male students must be clean shaven.

Substance Abuse

At Bethany we endeavor to have an environment that is completely nicotine, alcohol and drug free. This goal is only attainable through cooperation between the home and the school. The school, the students and the parents must all be committed to establishing and maintaining a drug-free environment. Achieving this goal in Plano has become increasingly difficult over the years. Drug abuse in the city of Plano has reached epidemic proportions among the young people. The public schools are expelling students at a faster pace than in former years. These students must then seek an education from the private sector. While we do our best to enroll only students whose families are in agreement with our philosophy of ministry, the desperation of finding a school for the student causes some applicants to be less than truthful about their reasons for applying for admission.

When someone decides to use illegal substances they also decide to hide their behaviors. Early detection of substance abuse can provide a student with both assistance and oversight to stop a habit that may become deadly. Students found to be involved with illegal substances will be counseled and educated, and may be dismissed from the school. Continued violation of our substance abuse policy will result in the student's dismissal from the school.

In order to maintain an environment free from substance abuse the school may:

- Ask that parents and students voluntarily come forward with information that may assist us in maintaining a substance abuse-free environment.
- Maintain the right to search all personal property, lockers, or vehicles brought to school or taken on school activities.
- Follow up on credible reports of a student's use of illegal substances on or off campus.
- Call for the proper authorities when students may be guilty of criminal behavior.
- Require random drug tests of all students.

We recognize that in our age it will never be possible to resolve these difficult matters to everyone's satisfaction. It is our hope that in our Lord's absence this substance abuse policy will assist our families in raising young people in as safe an environment as possible.

Corporal Punishment

Corporal punishment may be beneficial to some students, but will not be used without the parents' permission. A corporal punishment form, available in the office, must be signed and on record before the school will use corporal punishment. A minimum of two employees will be present with students receiving this form of punishment. Once the parents and the administration have agreed to use corporal punishment, the parents will not be notified of its use until after the student has been punished.

12. Health and Safety

AIDS Policy

Bethany Christian School has taken the following position about students or staff members who are HIV positive or have been diagnosed as having AIDS:

Research has indicated that AIDS is transmitted by intimate sexual contact, blood and body secretions; therefore, the US Government has determined that it would not be hazardous to other students or staff to allow boys or girls who are HIV positive or have AIDS to participate in Bethany Christian School.

People who are HIV positive or have AIDS will be allowed to enroll and participate in Bethany Christian School **if** they have written permission from their attending physicians indicating that they are physically able to participate in essential academic school functions.

Parents of students who are HIV positive or have AIDS will be informed that the student may be at risk for opportunistic diseases due to contact with many people and the classroom environment.

Following the US Government's regulations for confidentiality, only those individuals coming into contact with an infected student's bodily fluids, blood, or wound drainage will be notified of the student's infected status. This is for the protection of the caregivers.

Automated Electronic Defibrillator

Under the current laws of the State of Texas Bethany is not required to have an AED. Bethany does not have an AED on site.

[<http://www.legis.state.tx.us/tlodocs/80R/billtext/html/SB00007F.HTM> “(c) This subsection applies only to a private school that receives an automated external defibrillator from the agency or receives funding from the agency to purchase or lease an automated external defibrillator.”]

Blood borne Pathogens

All employees receive annual training on the protocol for blood borne pathogens.

Child Abuse, Reporting of

In accordance with state law (Texas Family Code, Chapter 261), school employees are obligated under penalty of fines and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School personnel will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

(https://www.oag.state.tx.us/victims/childabuse.shtml#legal_obligation)

Crisis Management Plan

Bethany’s Crisis Management Plan follows the guidelines set by the Plano Fire Department. The plan is available for viewing online or in the school office.

Criminal Background Checks

All volunteers who volunteer in a classroom or program where they do not have a child must submit to a background check. The school will pay for the background check and store the documents in a locked, fireproof file cabinet.

Schools that receive federal funding are required to FBI fingerprint everyone who has regular access to students. Since Bethany does not receive federal funds, we do not normally require FBI fingerprinting.

[<http://www.tea.state.tx.us/index2.aspx?id=5613> “In 2007, the Texas Legislature passed a law requiring fingerprint-based criminal background reviews for certain school employees. The legislation was enacted to ensure the safety of all children, teachers and staff in Texas public schools.”]

Curvature of the Spine Examination

(Health & Safety Code Ann. § 37.001) Sixth and ninth graders must be checked for abnormal curvature of the spine. Findings required by the health code must be entered into the student’s permanent records.

First Aid and CPR

All employees receive regular training in first aid and at least one staff member is able to perform CPR.

Food Manager

Bethany has at least one person who is a Certified Food Manager.

Immunization, Vision, Hearing

State law requires that all students attending school must be immunized prior to admittance. Students will not be admitted unless they comply with the state ordinances relating to this matter. Immunization forms are obtainable from your doctor or the Health Department. All required forms must be in the office within 30 days of the student's first day of school or the student will not be allowed to continue in class until the forms are returned. The Texas health code (Health and Safety Code Ann. § 36.004) requires private schools to test vision and hearing. "Children may not be admitted to any elementary or secondary school unless they have been immunized as required by the Texas Board of Health, present an affidavit signed by a physician stating the immunization would be injurious to the health of the student or his family, or present an affidavit that the immunization conflicts with the tenets of his/her church or religious denomination. A religious exemption does not apply in times of emergency or epidemic." (Tex. Education Code § 38.001)

Liability Disclaimer

Neither the teachers, staff, employees, nor governing board of Bethany Christian School will be liable or responsible for personal injury that occurs as the result of any student attending the school. Parents or guardians are responsible for obtaining proper insurance to adequately cover personal loss or injury to a student.

Additionally, neither the teachers, staff, employees, nor governing board of Bethany Christian School shall be liable for loss of any personal property owned by any student, parent, or guardian as a result of the student attending school. The student, parent, or guardian shall purchase and maintain in force sufficient insurance to guard against loss of personal property.

Mediation Clause

Bethany Christian School assumes that parents and students enrolling in the school are Christians and believe that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or relating to enrollment or participation in the school, including statutory claims, shall be settled by biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana (406) 256-1583 shall be asked to provide the name of a qualified person that will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the educational relationship and expressly waive their right to file a lawsuit against

one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses).

The parties agree that parents and/or guardians shall have authority to act on behalf of their minors and that a minor is bound by an agreement made by the parent and/or guardian. This includes such things as entering into a contract for the benefit of the minor, waiving the rights of the minor to sue the school, or agreeing to a contract's terms on behalf of the minor.

Medication

For the convenience of our parents, we provide a medication waiver that must be signed and kept in the office. It gives us permission to administer Tylenol, ibuprofen (Advil) and Tums. If parents prefer, we will call for permission each time medication may be warranted.

It is forbidden for students to carry medication of any sort in pockets or lunch boxes. All medication must go through the office and is kept in a safe place. If a student must carry an inhaler rather than keeping it in the school office, he needs to have permission from the office. **All prescription medications must be in pharmacy bottles, clearly marked with name, medication, and instructions regarding the date and amount to be administered. Over-the-counter medications must be in original containers (no single pills in a baggie) with written instructions on a separate waiver signed by the parent and available in the office.**

Transportation Policy

All drivers must follow all applicable Department of Transportation laws. Students may only transport other students with written parental permission and approval of the administration. All drivers, both staff and volunteer, must provide the office with a copy of a current insurance card. Vehicles must be current on inspection and registration. Some volunteer drivers may be required to provide the school with information for a criminal background check.

In keeping with state law (Acts 1995, 74th Leg., ch. 165, Sec. 1, eff. Sept. 1, 1995), no driver shall leave a running vehicle unattended for any reason.

Street railways or motor buses operating in cities of not less than twenty thousand inhabitants are required to sell tickets to children attending private schools for one-half of the adult fare when school is in session. Tex. Rev. Civ. Stat. art. 4008b; Tex. Rev. Civ. Stat. art. 6544.

Transportation: Child Passenger Safety Recommendations

http://www.txdps.state.tx.us/director_staff/public_information/carseat.htm

Child Passenger Safety Best Practice Recommendations		
Phase 1	Rear-Facing Seats	Infants: Birth - 35 pounds. Rear-facing infant or rear-facing convertible safety seat as long as possible, up to the rear-facing height or weight limit of the seat. Properly install rear-facing in the back seat.
Phase 2	Forward-facing Seats	When children outgrow the rear-facing safety seat, they should ride in a forward-facing safety seat as long as possible, up to the upper height or weight limit (40 - 80 pounds) of the harnesses. Usually 4+ years old. Properly installed forward-facing in the back seat. NEVER turn forward-facing before 1 year old AND 20-22 pounds.
Phase 3	Booster Seats	After age 4 and 40+ pounds, children can ride in a booster seat with the adult lap and shoulder belt until the adult safety belt will fit them properly (usually when the child is 4'9" tall). MUST have a lap/shoulder belt to use a booster seat.
Phase 4	Adult Safety Belt	Once children outgrow their booster seat (usually at 4'9", 100 pounds) they can use the adult safety belt if it fits them properly. Lap portion low over the hips/tops of thighs and shoulder belt crosses the center of the shoulder and center of the chest.
Children are better protected the longer they can stay in each phase. Keep children in each seat up to the maximum age/weight/height limits before moving to the next phase.		

Transportation: Drop Off and Pick Up of Students

Students may be dropped off at the front door of the school between 8:00 a.m. and 8:30

a.m. After the first few days of school we ask that you do not walk students to their class. Please do not use the time before and after school to visit with the teacher. The office can arrange an appointment for you. Students dropped off after 8:30 a.m. must report to the office before they go to class.

Students may be picked up after school between 3:30 p.m. and 3:45 p.m. You may wait in your assigned carpool line or you may park and come into the foyer of the school. You may not leave the foyer area and go to your child's classroom. You may not check your student out near the end of school to avoid the carpool line. It is important for the student to be in class for the entire day. Students who consistently miss portions of days will be marked as absent and are subject to our attendance rules.

Parents who park in the parking spaces must never allow children to approach or leave the building unaccompanied by an adult. The fire lane that runs from the back of the building, past the front door, and on toward Parker Road is a thoroughfare.

Students who drive their own vehicles are required to obey the traffic patterns and maintain a slow, safe speed. Students who park in the front of the parking lot (facing Parker Road) may leave at 3:30; those parking in the back must wait until 3:45 (after the carpool line clears).

Transportation: Traffic Patterns

Bethany has a very unusual traffic pattern due to the absence of a left turn lane onto our property from Parker Road. We seek to have the carpool backup on our property and not on Parker Road. Please obtain a handout from the school office and have the traffic procedure explained to you. Our goal is to have a safe and rapid pick up system. The first week of school is always a challenge--even with someone directing traffic. Please ask the Lord for patience. By the end of the second week you should be in and out with minimal delays.

Visitors

In order to provide the safest possible environment for the children, all individuals, including parents, must register their presence in the school office. You will be given a visitor's pass. Please return it to the office before you leave. Individuals remaining in the tiled foyer need not register.

Only enrolled students are allowed on campus and only enrolled students may attend school functions. The principal may grant exceptions to this rule.

Volunteers

We do not require parents to volunteer, but we welcome any help and involvement that our parents wish to give. However, parents are asked not to enter a classroom without having received approval from the teacher and checking in through the office.

Revision Date: June 2013

Appendicies

General Information

Birth Certificate Information:

Birth Certificate Information

Dear Parents:

Texas State Law (see below) requires all schools to have the following documentation for all children under the age of eleven (11):

- 1.) An office staff member must actually see your child's ***original***, Certified Birth Certificate. We then make a copy of it for your child's file.
- 2.) Texas law **requires** that your child's file **must** contain a list of all schools which your child has attended, complete with address for each. Although preschools are included in this requirement, day care establishments are not.

School Office

(Private primary schools are required to request records when enrolling a child under 11 years of age to verify the child's name, birth date, and previous school records. If documentation is not provided, the school shall notify the appropriate law enforcement agency to determine if the child has been reported missing. Law enforcement agencies shall immediately notify each school, including private primary schools, when a report of a missing child is received. **Tex. Code of Criminal Procedure Ann. Chapter 63**)

School Calendar

The school calendar for the current year is available in the office or on line.

Lunch Procedures

General Issues:

- A lunch menu is available in the office.
- **All students must order lunch in the morning.** Late students must order lunch through the school office. Students from the upper school not placing a lunch order will go without a lunch. Students from the lower school will be sent to the office so the parent can be notified.
- The kitchen will not heat, prepare or provide food to students not ordering their lunch.
- Drinks may be purchased or students may use the water fountain (i.e. no cups of water from the kitchen).
- Chips only may be purchased (via lunch ticket) at lunchtime.
- Soft drinks must be purchased via lunch ticket for all students.

Forms**Before and After School Care Form**

Bethany Christian School
**Before and After School Care
 Agreement Form
 Grades Kindergarten – Six
 2010/2011**

1. Students must be currently enrolled in Bethany Christian School. All school records, including medical forms and emergency numbers must be current. You will be responsible to inform the school office of any changes.
2. The After School Program shall operate under the current handbooks for Bethany Christian School. This includes administrative oversight and the resolution of discipline problems.
3. The cost of the program is **\$6.00** per day for **Before** school care and **\$11.00** per day for **After** school care, or **\$17.00 per day for Both**. The total for the month is due on the first and is past due on the tenth. Weekly payments should be made on Mondays. Late fees as listed in the handbook shall apply.
4. You may pick up your child any time before **6:00 p.m.** If you arrive after **6:00 p.m.** you will be charged **\$1.00** per minute you are late for the first **15** minutes, and **\$10.00** per quarter hour for each **15** minute segment after **6:15 p.m.** These late charges are to be paid upon the pick up of your child.
5. There are no refunds of fees paid for the After School Program.
6. After School Care provides snacks.
7. Older students with homework are encouraged to use this time productively, **but the responsibility for completion of the work remains the student's and his/her parents.**
8. Enrollment is limited to 15 students per staff member.

Check one or both: **BEFORE SCHOOL 7:00 TO 8:00 A.M.**____**AFTER SCHOOL 3:45 TO 6:00 P.M.**____

Check days needed: **MONDAY**____**TUESDAY**____**WEDNESDAY**____**THURSDAY**____**FRIDAY**____

DROP INS____

I understand and agree to the above statements.

Name of Student

Age

Signature of Parent or Guardian

Date_____

Field Trip Perm. Form
 BETHANY CHRISTIAN SCHOOL
 FIELD TRIP PERMISSION AND EMERGENCY FORM

I, _____ the parent and/or legal guardian of
 _____ a minor, hereby acknowledge that said
 minor is presently under my care, custody, and control. I hereby give my child, the above noted
 minor, my express permission to travel with Bethany Christian School on field trips and to
 school activities inherent in this/these trip(s).

In the event of an emergency necessitating medical attention for my child, I do hereby authorize that
 qualified and licensed medical personnel give treatment. I understand that I will be notified as soon as
 possible and that all expenses incurred in treatment will be assumed either directly by me or by my
 insurance coverage as noted below. I will not hold Bethany Christian School or Bethany Bible Church
 responsible for any accidents.

Signature (Parent and/or Guardian) _____

Address	Home Phone	Work Phone/Pager
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EMERGENCY MEDICAL INFORMATION

Family Doctor _____ Phone Number _____

Insurance Company _____ Policy Number _____

List pertinent medical information concerning allergies, nervous disorders, heart problems, diabetes,
 epilepsy, etc. Indicate any medications or drugs to which the student is allergic.

List any regular medications the student is taking. _____

List any other information, which may be helpful.

List two other local contacts in case of emergency.

_____ Phone _____

_____ Phone _____

Handbook Verification Form
BETHANY CHRISTIAN SCHOOL
STUDENT HANDBOOK VERIFICATION

All parents and secondary school students are responsible to read and be familiar with the material in the student handbooks.



I have reviewed the current year's student handbook, am familiar with its contents, and agree to abide by it.

Parent signature

Date



I have reviewed the current year's student handbook, am familiar with its contents, and agree to abide by it.

Student Signature (grades 7-12)

Date

Hospital Form

MEDICAL CENTER OF PLANO
3901 WEST 15TH STREET
PLANO, TX 75075

I request that in my absence, _____
Be admitted to Medical Center of Plano of diagnosis and treatment.

I request and authorize physicians, dentists, and staff of Medical Center of Plano to perform and diagnostic, treatment, or operative procedures, x-ray treatments, and/or anesthesia as may be necessary in the diagnosis and treatment of the above minor.

I have not been given a guarantee as to the results of examination or treatment. I authorize Medical Center of Plano to dispose of any specimen or tissue taken from the above named person.

DATE OF CHILD'S BIRTH:

ALLERGIES OF CHILD:

HISTORY OF PERTINENT ILLNESSES:

DATE OF LAST D.P.T. OR TETANUS BOOSTER:

FAMILY PHYSICIAN:

NEXT OF KIN TO NOTIFY:

CONTACT INFORMATION:

CLOSE FRIEND:

CONTACT INFORMATION:

GUARANTOR'S INSURANCE COMPANY:
CARRIER (EMPLOYER):

CONTRACT NUMBER:

GROUP NUMBER:

BILLING ADDRESS:

HOME PHONE: _____

SIGNATURE OF PARENT
(To be signed in presence of notary)

STATE OF TEXAS
COUNTY OF _____

Subscribed and sworn to me this _____ day of _____ A.D.20 _____

In and for the state of Texas (Notary)

My commission expires: _____

Immunization Form

Immunization Form
Bethany Christian School
3300 W. Parker Road
Plano, TX 75075
 972-596-5811/ 972-596-5814 Fax, Bethany.Christian@verizon.net

Students are required to provide validated evidence of full compliance with the immunization requirements set by the Department of State Health Services. Attached are the 2011-2012 Texas Minimum State Vaccine Requirements for Students Grades K-12.

- Our preferences (in order, choose only one):
1. Fax the Doctor's records
 2. Email Doctor's records
 3. Complete this form

Current Date:	Student's Birth Date:
Student's Name:	
Student's Home Address:	
Student's City, State, Zip:	

Following the attached requirements, please provide evidence of the following immunizations and validate this form at the bottom.

Diphtheria/Tetanus/Pertussis: (DTaP /DTP /DT /Td/Tdap)									
Polio									
Measles, Mumps, and Rubella (MMR):									
Hepatitis B									
Varicella									
Meningococcal									
Hepatitis A									

Date: _____ Signed by physician or public health personnel: _____

This student is in full compliance with Texas Minimum State Vaccine Requirements: YES NO
(circle one)

Immunization Requirements FAQ

Frequently Asked Questions on Immunization Requirements for School Admittance

Q. Where can I find the state's list of required immunizations?

A. They are posted in the foyer of the school and you may view them on line at:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>

Q. What is Provisional Enrollment?

A. Provisional enrollment is a component of the rules adopted by the Texas Department of State Health Services (DSHS) for the minimum immunization requirements for school entry.

Provisional enrollment allows a student meeting certain specific criteria to be admitted to school on a temporary basis for up to 30 days. During this 30-day period, the parent is responsible for ensuring that the student receives the necessary vaccine(s) as fast as is medically feasible, and/or providing a complete and current immunization record to the school. Texas schools are also responsible for ensuring that immunization records are sent to requesting Texas schools within the 30-day period.

Q. What government agency adopts the rules on provisional enrollment?

A. According to the Texas Attorney General Opinion No. GA-0178, only DSHS (formerly TDH) may adopt rules relating to provisional admission.

Q. Can DSHS adopt rules that would prohibit a student from being admitted into a school?

A. Yes. Admission to a school is not allowed until records are produced showing (1) that the child has been immunized in accordance with the rules; (2) the child has an exemption from immunization requirements on file with the school in accordance with the rules; or (3) that the child is entitled to provisional enrollment.

Q. What specific circumstances must a child fall under to qualify for provisional enrollment?

A. Provisional enrollment allows a student to enroll in school under the following situations:

1. Transfer Students: Students transferring from one Texas public or private school to another.
2. Homeless Students: Students who are defined as homeless according to the federal McKinney-Vento Act, 42 U.S.C. §11434a.
3. Students In-Progress: Students who have received at least one dose of each specified age-appropriate vaccine required by the DSHS rules. To remain enrolled, students must complete the required subsequent doses of each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose(s) is (are) administered.

Q. Can a child without an immunization record be enrolled provisionally if they are not homeless, are not transferring from a Texas school or are not progressing towards obtaining immunizations as fast as is medically feasible?

A. No. The child must obtain the first doses of the required vaccines and then they can be admitted provisionally as long as they are progressing towards receiving the remaining required vaccines as fast as is medically feasible.

Q. What if a child does not have all his or her shots up-to-date prior to starting school?

A. The student will be required to receive the necessary vaccinations in order to enroll or start school. If the student has started the series and is on schedule, he or she can enroll provisionally until it is medically feasible to receive the next vaccine dose.

Q. What if the student is more than a year delinquent for a vaccine? Can this student be allowed to attend school provisionally at the beginning of a new school year?

A. No. If more than the maximum amount of time to receive the next dose has expired, the student cannot attend school until he/she received the required dose.

Q. What do parents or guardians need to show as proof that their child has started the vaccine series needed?

A. Acceptable documentation of immunizations is any record of immunizations validated by a physician or his/her designee, or public health personnel. The record must show the month, day, and year when each immunization was received.

Q. Is the conscientious exemption for immunizations valid for two years or five years?

A. The conscientious exemption is valid for two years.

Q. Nurses in our schools want to know if the change to two years, for the conscientious exemption, applies to those students who have already filed an affidavit for the Exemption for Reasons of Conscience or does it apply to new applicants.

A. The two-year time period applies to new applicants. Those students, who filed an affidavit that was valid for five years, get a five-year exemption.

Q. The child has no immunizations on file. I did receive a faxed copy of a Texas Religious Exemption dated in 1999. Does this child need a new affidavit?

A. No. Religious exemptions dated prior to September 1, 2003 are life-long exemptions.

Q. Where can parents take their children to get the required immunizations?

A. Parents should contact their children's physician. Alternatively, they can contact their local health department or the nearest DSHS Health Service Regional Office for information.

For more information about immunization requirements go to: www.ImmunizeTexas.com or contact the Immunization Branch at (512) 458-7284 or (800) 252-9152.

Medication Waiver, Office Provided Medications

BETHANY CHRISTIAN SCHOOL
 MEDICATION WAIVER
 2010/2011

Student's Name _____ Grade _____

The school cannot dispense medication to your child without your consent. This form has been prepared for your convenience in case you cannot be contacted for a verbal consent when medication is needed. For the school office to dispense medications please fill out the form below - with amounts. If you do not wish your child to have medications without verbal permission please check "Nothing" - Please Call.

I give permission to authorized staff of Bethany Christian School to dispense the listed medication(s) to the above said child, as needed and not to exceed the recommended dosage for his/her age, while he/she is enrolled at Bethany Christian School.

Please check those medications we may administer to your child and state amount:

Please note:

WE DO NOT HAVE LIQUID FORMS OF ANY MEDICATION!

Chewable Tylenol _____ Amount _____

Regular Tylenol _____ Amount _____

Chewable Motrin _____ Amount _____

Ibuprofen (Advil) _____ Amount _____

Tums/Mylanta _____ Amount _____

Midol Jr. _____ Amount _____
 (Girls grades 7-12 only) (1 or 2 tablets)

Nothing - Please Call _____

Date _____

Signature parent/guardian _____

Medication Waiver, Parent Provided Medication
BETHANY CHRISTIAN SCHOOL
Daily and Short Term Medications 2010/2011

PARENT’S REQUEST FOR THE ADMINISTRATION OF MEDICATION TO A STUDENT

Name of Student: _____ Date of request: _____

Address: _____ Birth Date: _____

Teacher: _____ Grade: _____ Home Phone: _____

Name of medication: _____ Amount to be given: _____

Time to be given: _____ Special instructions: _____

Date medicine is to be discontinued: _____

I request that this medication be given by a school employee. I understand that Bethany Christian School, the Board, and school employees shall not be held responsible for damages or injuries resulting from administration of this medication.

(Signature of parent or guardian)

(Daytime phone number)

Please have a physician or dentist complete this portion if medication is to be given for longer than one month.

Statement of physician or dentist: It is necessary that the above named medication be given to this child daily at the time-requested until _____.
(Date)

(Dr. Phone number)

(Dr. Signature)

Driving and Off-Campus Form

Driving and Off-Campus Form

Student Name: _____ Date: _____

All students MUST

- get this form signed and returned to the office,
- get permission from their home room teacher **each** time they leave,
- sign out at the office when they leave, and
- sign in at the office when they return. Failure to do so may result in a half-day unexcused absence.

Check the boxes that apply:

Transportation

- My fully licensed and insured student MAY drive other students.

My student MAY be a passenger in a student-driven car for

- off-campus lunch.
 - off-campus privileges.
 - School-sponsored activities such as P.E. and field trips.
- My student may NOT be a passenger in a student-driven car.

9th and 10th Grade Off-Campus Lunch—Honor Roll students only

- My 9th or 10th grade honor student may NOT be allowed off-campus lunch.

11th and 12th Grade Off-Campus Lunch

- My 11th or 12th grade student may NOT be allowed off-campus for lunch.

11th and 12th Grade Off-Campus Privileges—Honor Roll students only

Qualifying students may leave our campus during the day when they do not have classes.

- My 11th or 12th grade honor student may NOT be allowed off-campus privileges.

I authorize Bethany Christian School to follow my wishes as listed above. I release Bethany Christian School from all liabilities related to these privileges. I understand that the staff will not supervise my student while they are away from the campus.

Parent or Guardian Signature_____
Date_____
Student Signature_____
Date

Pick-up Information Form

PICK – UP INFORMATION

Each family will receive one number regardless of the number of children in the family, so all your children may be picked up together. If you are carpooling with someone, or having someone else pick up your child, please come to the office so that we can make all the appropriate arrangements.

*FRONT DOOR**REAR DOOR*

.....

Eligible persons for pick up

Student's Name or Family Name _____

Please list all persons who will be allowed to pick up your child (ren) during this school year. Include all neighbors, relatives, siblings, or co-workers. **We will not let your child go with anyone who is not on this list or that you have not made arrangements in writing turned into the office.**

1. Name _____

Address _____

2. Name _____

Address _____

3. Name _____

Address _____

4. Name _____

Address _____

Previous Schools Attended Form
Bethany Christian School

Dear Parents: Family Name _____

Texas Law (see below) requires our school to have in your child's file a list of all schools that he/she has attended, including all pre-schools. We need the name, address and phone number (if possible) of the school. This applies to all children ages 11 and under.

1. School Name _____

Address _____

Phone _____

2. School Name _____

Address _____

Phone _____

3. School Name _____

Address _____

Phone _____

4. School Name _____

Address _____

Phone _____

(Private primary schools are required to request records when enrolling a child under 11 years of age to verify the child's name, birth date, and previous school records. If documentation is not provided, the school shall notify the appropriate law enforcement agency to determine if the child has been reported missing. Law enforcement agencies shall immediately notify each school, including private primary schools, when a report of a missing child is received. **Tex. Code of Criminal Procedure Ann. Chapter 63**)

Supply Lists

Supply lists for each grade are available in the office by July 31 for the rising school year.