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# BETHESDA CHRISTIAN --- S C H O O L

## CHARACTER

*Reflecting Christ-like qualities*

## ACADEMICS

*Preparing for a purpose*

## SERVICE

*Making a difference*

## From the Principal

*Is Christ the center of your home?  
Then you have chosen a school that will reinforce the principles and values  
that are being taught in your home.*

### Welcome to Bethesda Christian School

In his book, *Kingdom Education*, author Glenn Schultz reminds us that parenting is like a relay race, but the stakes in our race as parents are far greater than any other relay race ever run. The outcome of our relay race determines whether or not our children attain a prize that will last for all eternity. Our baton, carried in the heart and not the hand, is our faith in Jesus Christ. Will we be successful in securely transferring our baton of faith to the next generation?

Our administration, faculty, and staff have a renewed determination to partner with families and churches in this important race. We join our teammates, willing families and churches, in this 24-hour-a-day, 7-day-a-week training process. Let us teach, train, and disciple in a way that will aid in the spiritual and moral development of the next generation. In light of eternity, what could be more important?

Today, our students are known by their Christ-like strength of character, their academic preparedness and their willingness to serve others. It is our prayer that students entrusted to our care will graduate with a biblical worldview that will make them distinctive and effective as they utilize their highly developed skills, gifts, talents, and unique abilities for their upcoming race. When these precious students finally pass the baton, may we all celebrate as we experience the exhilaration that comes from victory!

We are looking forward to joining hearts and hands as we prepare for the race.

From the heart,

Vicki Vaughn

### ACCREDITATION



*Bethesda Christian School is accredited by the Southern Association of Colleges and Schools (SACS) and Association of Christian Schools International (ACSI), organizations approved by the Texas Private School Accreditation Commission and recognized by the Texas Education Agency and the National Council for Private School Accreditation in Washington, D.C.*



*The information and policies that appear within are subject to change.*

*Revised 09/09*

## OUR PHILOSOPHY

Bethesda Christian School is an extension of the ongoing ministry of Bethesda Community Church (House of Mercy). Its sole reason for being is to establish and enlarge the Kingdom of God in the hearts and lives of people.

We maintain that the *principles of life* and the *precepts of the Lord* as documented in the Bible are interrelated, and as such are a *realistic expression of truth*. We endorse the fact that God is Truth, that every man-made presupposition must be evaluated in the light of His Word, for His Word is *absolute*.

OUR RESOLVE is to function in the *spirit of excellence*. Anything less is a reproach to the Name of the Lord Jesus. Christian education is comprehensive and includes the development of the whole child spiritually, intellectually, morally, socially, and physically. Education is concerned with evangelism, instruction, and training in application.

### It is our aim to open the minds of the students to understand –

1. **Who they are in God:** to understand the uniqueness of their personality made in His Own Image.
2. **What they are in Grace:** to discover their own special gifts and abilities.
3. **What they can do for His Glory:** to recognize the good works that God prepared in advance for them to do.

OUR RESPONSIBILITY is to both teach and train young people in the foundational principles of truth, so that they might be equipped to function effectively in any arena of life. All truth reveals God and makes a contribution to the educational development of students.

To Teach is philosophical, meaning the imparting of natural and revealed knowledge. Knowledge is defined as an acquaintance with, an understanding of, and a clear perception of truth. Christian education must develop not only cognitive knowledge, but the accumulation of facts must be accompanied with inspiration. The Christian mind must be dynamic, flexible and able to expand and develop as knowledge of truth is clarified and internalized. The Scriptures state, "You shall know the truth, and the truth shall set you free." (John 8:32) There is freedom in knowing the truth. That is why it is imperative that the students be made aware of the principles of life. It is imperative that each student be given the opportunity to be mentally stretched, so that they will cultivate a mindset of excellence. The ultimate objective for education is the Kingdom of God to come.

To Train is practical, meaning the development of wisdom. "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6) It was said of the Lord, "And Jesus increased in wisdom and stature, and in favor with God and man." (Luke 2:52) Education is more than the compilation of facts. Training cultivates the mind, enlarges and exercises the imagination, disciplines the will, and trains the judgment. It provides perspective and equips an individual to implement knowledge in the reality of life as a viable expression of truth. If a person has not been given the ability of application, then such a person has not been trained properly. Since truth is a living entity, it is functional and practical. It has the ability to work in all arenas of life. True education must attempt to give each student an integrated view of life and the wisdom to use accumulated knowledge effectively.

Bethesda Christian School must provide a Christian environment conducive to the development of Christ-like attitudes, habits and character sufficient to keep a good balance in intellectual pursuits. The individual who possesses and walks in godly character will reap the fruits of intellectual attainment. It is essential that our children are taught the "Three R's", but it is equally important to teach *devotion, dignity and discipline*. It takes *discipline* to be able to stand with *dignity* in a world that has committed itself to self-destruction. The only way these elements can be actualized is through the *devotional life*.

The curriculum utilized in Christian education must be deliberately chosen and must fully extend the Christian philosophy of life into all dimensions of the academic experience. The principles of a Bibliocentric education must permeate the curriculum at all levels. The teaching of all subjects as a part of the total truth of God enables students to see the unity of natural and special revelation requiring commitment to the inerrant authority of the Bible. Bibliocentric education extends to all areas of student life.

Bethesda is cognizant of the divine mandate issued to parents to raise their children in the nurture and admonition of the Lord. The home is responsible for the training and education of children. With this responsibility comes commensurate authority to make decisions relating to a child's education in alignment with God's purposes and commands. Bethesda recognizes that parents have selected our school to augment the home in its God-given assignment to educate and train children in the way they should go. The children entrusted to us must be provided with a Christian education that reflects and reinforces the values and ideals of the Christian home as given in Scripture. It is the responsibility of Bethesda Christian School to employ Christian professionals who bring into fulfillment our goals of education with dignity and excellence by the grace of God. There must be mutual commitment between parents, teachers and administrators to establish and enlarge the Kingdom of God in the hearts and lives of our children.

## STAFF CORE VALUES

### WE VALUE . . .

#### **F**AITH

We embrace our faith in GOD by trusting in His provision as He guides us in each step of our Mission.

“...without FAITH it is impossible to please Him, for he who comes to God must believe that He is, and that He is a rewarder of those who seek Him.” Hebrews 11:6 NAS

#### **I**NTEGRITY

We adhere to an uncompromising standard of integrity that reflects an interdependence with Scripture, our beliefs and our actions. We provide an ethical and spiritual foundation for young people, equipping them to enter a world in need of their character, gifts, abilities and work ethic.

“...in all things show yourself to be an example of good deeds, with purity in doctrine, dignified, sound in speech which is beyond reproach, in order that the opponent may be put to shame, having nothing bad to say about us.” Titus 2:7-8 NAS

#### **R**ELATIONSHIPS

We endeavor to practice the love of Christ in everyday interactions with co-laborers, students and their families, and the community.

“And so, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience; bearing with one another, and forgiving each other, whoever has a complaint against anyone; just as the Lord forgave you, so also should you. And beyond all these things put on love, which is the perfect bond of unity.” Colossians 3:12-15 NAS

#### **S**CHOLARSHIP

We strive to provide an engaging, challenging and supportive Christ-centered atmosphere for effective learning in order to motivate students to become informed, inquisitive and well-prepared young adults. We encourage the development of our students’ giftings, always inspiring them to seek God’s purposes for their lives.

“Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth.” 2 Timothy 2:15 NAS

#### **T**RUTH

We aspire to examine every aspect of our school through the lens of Scripture. We seek to teach our students the necessity of knowledge using discernment that leads to wisdom.

Jesus said to him, “I am the way, and the truth, and the life; no one comes to the Father but through Me.” John 14:6 NAS

#### **S**ERVICE

We purpose to serve God and one another, and to teach our students its value.

“...just as the Son of Man did not come to be served, but to serve, and to give His life as ransom for many.” Matthew 20:28 NAS

*We stand in awe and appreciation of God's handiwork in each student. We pray that all students will discover that they are God's workmanship -- created in Christ Jesus to do good works that God prepared in advance for them to do! (Ephesians 2:10)*

## STUDENT CORE VALUES

(written by the 2005-06 BCS Senior School students)

### WE VALUE . . .

#### **F**AITH

Faith in God is the foundation on which we build everything, realizing that apart from the power of our God, there is no strength at all and it is impossible to please Him. The academic and spiritual challenges of BCS provide the ideal medium for spiritual growth and greater reliance upon God and His principles.

“Therefore everyone who hears these words of mine and puts them into practice is like a wise man who built his house on the rock. The rain came down...yet it did not fall, because it had its foundation on the rock.” Matthew 7:24-25 (NIV)

#### **I**NTEGRITY

Integrity is learned from the example of mentors and peers at Bethesda. We stand by a moral code of respect for God and for each other, both in word and in action.

“In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned...” Titus 2:7-8a (NIV)

#### **R**ELATIONSHIPS

Relationships are critical in spiritual development. Bethesda encourages honorable friendships with fellow classmates and teachers, but the most important friendship is our relationship with God. When we have an authentic relationship with God, we will lead a more successful life by seeking God’s input on everything we do. This relationship lasts a lifetime. Bethesda implants trust and cooperation in relationships throughout the many sports, fine arts and academic classes, and student projects. We are encouraged and taught to appreciate and respect everyone God has placed in our lives.

“He who walks with the wise grows wise. But a companion of fools suffers harm.” Proverbs 13:20

#### **S**CHOLARSHIP

Bethesda sets high academic standards and educates us about the blessing that accompanies hard work. We must always seek the knowledge of righteousness so that with knowledge we might further the cause of the Lord Jesus Christ. With qualified and dedicated teachers, advanced classes, and annual SAT preparation, we are allowed to fully exercise our minds. We believe that He desires us to use our God-given capacity for knowledge to be a positive influence in our future college and career choices; we will glorify Him through fulfilling His purpose in our lives.

“The law of the LORD is perfect, reviving the soul. The statutes of the LORD are trustworthy, making wise the simple.” Psalm 19:7 (NIV) (Also Isaiah 1:17 and Colossians 3:23)

#### **T**RUTH

Truth is what we have learned of God and His Word. We must develop a strong sense of truth so that we can identify what conflicts and coalesces with our Christian worldview. Lively discussions directed by insightful teachers in Bible and worldview classes promote the personal discovery of truth among all the students at Bethesda.

“Then you will know the truth, and the truth will set you free.” John 8:32 (NIV)

#### **S**ERVICE

Rather than demanding us to serve, BCS encourages us to participate out of a willing heart. Jesus, the ultimate servant, is our role model. We strive to serve as Jesus did through various service clubs and projects such as Six Wings, NHS, and the summer mission trip.

“For who is greater, the one who is at the table or the one who serves? Is it not the one who is at the table? But I am among you as one who serves.” Luke 22:27 (NIV)

## STATEMENT OF FAITH

*Bethesda Christian School embraces the following articles of faith:*

**WE BELIEVE:**

- . . . the Bible is the inspired and only infallible and authoritative written Word of God (II Timothy 3:15, II Peter 1:21).
- . . . there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- . . . in the deity of our Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His bodily resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
- . . . regeneration by the Holy Spirit is absolutely essential for personal salvation and the only means of being cleansed from sin is through repentance and faith in the precious shed blood of Christ and by God's grace through faith alone we are saved (John 3:16-19, John 5:24, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
- . . . in the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting damnation (John 5:28-29).
- . . . the baptism in the Holy Spirit, according to Acts 2:4 is given to believers who ask for it.
- . . . in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).
- . . . in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).

## GENERAL GUIDELINES

### ARRIVAL AND DISMISSAL

|                      | School Hours |            |                           |
|----------------------|--------------|------------|---------------------------|
| Kindergarten ½ day:  | 8:00 a.m. -  | 11:30 a.m. | <b>Tardy at 8:00 a.m.</b> |
| Kindergarten – 12th: | 8:00 a.m. -  | 3:30 p.m.  | <b>Tardy at 8:00 a.m.</b> |

Students needing supervised care before 7:30 a.m. must be registered in daycare and enter facilities through daycare doors. Supervised care for student arrival begins at 7:30 a.m. at which time the east gym doors are opened. Students arriving late must enter the main school entrance and sign in.

#### Arrival:

**Elementary (E) students** enter the east gym doors and remain in the gym until 7:55.

**Middle School (MS) students** enter the east gym doors or the main north atrium and remain in the gym until 7:50.

**Senior School (SS) students** enter the main north entrance and remain in the cafeteria until 7:45.

#### Dismissal: ALL STUDENTS SHOULD BE PICKED UP AT 3:30.

**Elementary students** not picked up by 3:40 will be escorted to the cafeteria. There is a late fee for any child picked up after 3:40 who is not officially registered in an after-school program. Students needing after-school care must be registered in the ACE (After-hours Connection and Enrichment) Program or with the daycare.

**MIDDLE AND SENIOR SCHOOL STUDENTS WHO ARE NOT INVOLVED IN SUPERVISED ACTIVITIES SHOULD BE PICKED UP AT A PRE-DESIGNATED LOCATION NO LATER THAN 3:45.**

#### Early Dismissal for Individual Students

Students who must leave during the day for an appointment should remain in the classroom until notification from the school office. The student is required to sign out and in upon returning on the register located at the main entrance. Any ongoing doctor visits, such as orthodontists, should be scheduled in a way to avoid missing the same class each time.

**The city fire code prohibits leaving cars unattended in the fire lanes and such cars are subject to citation. Please park in designated parking spaces.**

### ATTENDANCE/TARDY and OTHER RELATED POLICIES

**The Texas Education Code requires students to be in attendance for 90% of the instructional days. Failure to meet this attendance requirement regardless of whether or not the absences are excused will necessitate that student may be retained in his/her current grade level the following year.**

#### I. Expectations

**All students are expected to be punctual and regular in attendance.** A student can have no more than nine absences in one semester. School attendance is essential. Copying a set of notes or reading a chapter in the book cannot duplicate what transpires in class. Students are expected to be in the classroom when the bell rings.

A **middle or senior school student** who misses the first fifteen minutes (or less) of a class is considered tardy. A student who misses more than fifteen minutes of a class is considered absent. This includes early dismissals.

***TO RECEIVE CREDIT FOR A CLASS, A MS/SS STUDENT CAN HAVE NO MORE THAN NINE (9) ABSENCES (EXCUSED OR UNEXCUSED) IN ONE SEMESTER FOR THAT CLASS.***

**Students who exceed nine (9) absences per semester must attend the next scheduled *Saturday school* (9:00 a.m. – 12:00 noon) or summer school in order to be promoted to the next grade or receive credit for the class.**

## II. Procedures

A parent must send a note explaining the absence or early dismissal. When your child is absent from school for any reason, please e-mail the school nurse or call (817)281-6446 x2232. For attendance records, students returning after an absence **must** supply a written note signed by a parent to document reason for absence or early dismissal. The note is due the next school day. **Elementary students** present the note to their homeroom teacher; **middle and senior school students** give the note to the receptionist for an admittance slip to class. There is a grace period of one day to submit a note. After the 48-hour grace period, if a note is not submitted the absence is considered unexcused regardless of the reason. A note from the parents does not always constitute an excused absence; however, it does get the student admitted back into the classroom.

## III. Policies

### A. Student Responsibilities

A student who misses a whole or part of the school day will be held responsible to get class notes and/or homework assignments. Absences exceeding three consecutive days will require a doctor's note.

Athletes and fine arts students who have games or performances must be present by 10 a.m. in order to participate in that evening's events.

### B. Requesting Make-up Work

**Elementary** parents may call by 10 a.m. to request assignments that may be picked up by 3:45 p.m.

**Middle and senior school students** may access assignments on Renweb ([www.renweb.com](http://www.renweb.com)) or call a friend for assignments. MS/SS students who are absent due to a school activity (sports, fine arts, or other competitive event) must inquire about assignments **before** missing the class(es) and are required to turn in assignments upon return.

### C. Make-up Work

All assignments due to an absence must be completed at home and returned to the teacher. **It is the student's responsibility** to make arrangements with the teacher(s) regarding make-up work including a missed test/quiz. Generally, a student will have one school day for every day missed to complete make-up work due to excused absences. **Middle and senior school students who are absent the day a test or quiz is given or miss review day, but knew in advance that the test/quiz was scheduled, are required to take the test/quiz the day they return. When a project, paper, etc. is due on the day of an absence, it is the student's responsibility to make sure that the project or paper is turned in on time. If an emergency arises rendering this an impossibility, the student or parent must call and talk to the teacher on that day.** A student present for any part of the day will be required to turn in all assignments on the day of return.

### D. Family Time/Vacations

Class attendance is vital especially at the secondary level. If a vacation or other family need arises, a written request must be made to administration **one week in advance** (all forms are available online). The administration will check the student's grades and attendance record to determine if it is possible for the student to miss additional class time. **Family time or vacation days are limited to five (5) days per year and may NOT be taken during December or May.** Students may access assignments on RenWeb ([www.renweb.com](http://www.renweb.com)) and all work must be turned in on the day of return.

### E. Absences – All absences excused or unexcused count as an absence.

|  |   |
|--|---|
| <b>Full day kindergarten through fifth grade students:</b> | <b>½ day kindergarten students:</b>     |
| 2 hours missed = ½ day absence                             | first 15 minutes of day missed = tardy  |
| 4 hours missed = 1 day absence                             | more 90 minutes of day missed = absence |

**Middle/Senior school students who exceed nine (9) absences (excused or unexcused) per semester must attend the next scheduled Saturday School from 9:00 a.m. to 12:00 noon or may be required to attend summer school.**

#### 1. Excused Absences include:

- Personal illness- after three consecutive days, absences will be excused with a doctor's note.
- Illness or death of immediate family.
- Doctor's appointment - please try to limit the number of appointments made during the school day, especially during the same class period.
- School sponsored events/activities.
- Family time that is pre-approved by the administration.

**2. Unexcused Absences include:**

- a. Absences for any reason not mentioned under excused absences.
- b. Absences without a parent or doctor's note after the 48-hour period (the day of the return plus one extra day).
- c. Anyone returning to school without a note will automatically be given an unexcused absence. If a note is submitted within the 48-hour period, then the absence may be changed to excused.
- d. Taking family time without pre-approval from the administration.
- e. Absences for taking driver's test.

**Students receiving an unexcused absence will make up any missed assignments, but will receive a zero on anything that was due the day of absence. Students with excessive absences may be dismissed from the school or considered ineligible to re-enroll for the upcoming school year.**

**F. Early Dismissal**

**A request for an early dismissal is a disruption to the entire class. Therefore, please reserve early dismissals for emergencies and/or doctor/dentist appointments that cannot be scheduled before/after school.**

1. Requests need to be made in writing before 9 a.m.
2. Students must get their work from the classes they will miss and are required to turn in assignments upon return.
3. A student driver should have written permission from a parent requesting that the student sign out and leave campus.
4. Students must sign out at the main entrance before leaving.
5. When picking up a student for an early dismissal, parents should inform the receptionist who will call the school office. **Parents MAY NOT go to the classrooms to get their child.**

**G. Tardiness**

Excessive tardiness is a disruption to the entire class and must be avoided. Students who arrive after 8:00 a.m. must receive a tardy slip before going to class. Five tardies in a reporting period are considered excessive and will be converted to a one-day absence for elementary students.

Middle/Senior school students tardy to first period five times must attend "9<sup>th</sup> period" as a consequence. Tardiness to periods 2-8 will result in a conduct mark, thus affecting the student's conduct grade as recorded on his/her report card. After the 10<sup>th</sup> tardy, students will be required to attend the next scheduled Saturday school.

**Students with excessive tardiness may be dismissed from the school or considered ineligible to re-enroll for the upcoming school year.**

**H. 9th Period**

*9th period* will be held on Mondays or Tuesdays from 3:45-5:15 p.m. and will be supervised by a teacher. Attending *9th period* is required after every third ticket, after every fifth tardy in first period. Absences are counted by semester. Any athlete attending *9th period* receives an unexcused absence for practice/game.

**CELL PHONES/CAMERA PHONES/CAMERAS  
ENTERTAINMENT ITEMS (Electronic Items)**

Students may possess a cell phone and/or electronic devices including, but not limited to cameras, IPODS, MP3 players, portable DVD players, PDAs, etc. during the school day from the first bell (7:55 a.m.) to the last bell (3:30 p.m.) under the following conditions:

- Must be turned off at all times
- Must be out of sight at all times
- Must not be used anytime during the school day
- Cell phone and/or electronic devices may be possessed and used after school and at school-sponsored or school-related events subject to appropriate rules of usage as dictated by the person in charge of the event.

If a cell phone and/or electronic device is seen or heard at any time from the first bell to the last bell it will be confiscated and examined by an administrator. The following steps will be taken:

- 1<sup>st</sup> offense - The device will be turned over to the administration and student may pickup the device after school from 3:30-3:45 p.m. **after they have paid a \$5.00 retrieval fee.** Excessive violations such as text messages during the school day will result in an office visit and possibly suspension.

- 2<sup>nd</sup> offense - The device will be turned over to the administration and parents must retrieve the cell phone **after they have paid a \$10.00 retrieval fee.**

After two offenses per semester, the student will not be allowed to have a cell phone or electronic device on campus. A student who violates this policy will be suspended.

**The \$5.00\* retrieval fee will increase incrementally with each infraction (increased by \$5.00 each time).**

\*Money collected from cell phone infractions will be placed in the fund for “Who Wants to Earn a Scholarship?”

### CHANGE OF ADDRESS/PHONE

If there has been a change in address, telephone or emergency contact information, it is extremely important to notify the school office in writing so that changes can be made promptly. Please call the school office or email at [bcs@bethesdachristianschool.org](mailto:bcs@bethesdachristianschool.org).

### CHAPEL SERVICES

Bethesda offers a weekly chapel for elementary, middle and senior school students. Chapel is held on Mondays. Each chapel service begins with worship followed by a message from the chaplain, administrator, teacher, Bethesda Community Church pastor, student, or guest speaker/ pastor. When appropriate, students are recognized for special achievement or outstanding performances.

### CODE WORD

For security purposes, each family is asked to submit a designated code word that can be used for special dismissal procedures.

### COMPUTER AND INTERNET ACCEPTABLE USE POLICY (AUP)

Computer/Internet use expectation: Every student and parent must sign a *Permission Form* in order to obtain access to the Internet, computers, and networks of Bethesda Christian School. In addition, students must sign a contract in order to use personal Data Assistant (PDA) or any variation of electronic organizers, laptop or notebook computers, etc. These forms are available from the technology director.

Bethesda Christian School believes that the computer and the Internet have much to offer users with their wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- a wealth of additional resources for reference and research.
- supervised consulting with experts in a variety of fields.
- supervised communication with other students and individuals in areas or situations they are studying.
- learning to conduct searches, evaluate resources, and locate relevant material.
- interacting with up-to-date sources.

In order to assist students in learning to use the Internet correctly, the school will do everything it can to ensure that students access the resources appropriately. This includes providing:

- a reliable connection that is protected by filtering sites that are objectionable for content, language, or a variety of other things that the school has defined as inappropriate, such as releasing personal information. (The school’s computing resources are designed for educational purposes, understanding that there is a chance of viewing unacceptable and controversial material on the Internet that might be accessed despite all the precautions. Students will be held liable for intentional violations of this policy.)
- the Internet to be disabled whenever there will not be adequate supervision.
- the *Permission Form* signed by the student and his/her parents agreeing to abide by the Internet policies of Bethesda Christian School.

It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others that I am allowed to communicate with on the Internet. I agree to follow Bethesda Christian School’s basic rules. I will strive to apply Philippians 4:8 to my electronic communication:

“Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of unacceptable use are:

1. using the network for any objectionable activity.
2. using the network for financial gain or initiating any financial transactions without adult-supervised permission.
3. using the Internet or network to communicate with anyone via email, message boards, chat rooms, Instant Messaging (IM), etc. without adult-supervised permission.
4. degrading or disrupting the equipment or system performance. (Any security problems must be reported to the technology director. This information should not be shared with other users.)
5. vandalizing the data of another user.
6. wastefully using finite resources, after being instructed as to proper use.
7. gaining unauthorized access to resources, including attempting to get around the filtering installed on a computer with Internet access.
8. access through other Internet/e-mail providers using BCS computers without adult-supervised permission.
9. checking the user's personal email from BCS computers without adult-supervised permission.
10. invading the privacy of individuals including reading mail that belongs to others without their permission.
11. using an account owned by another user – with or without that user's permission.
12. posting personal communications without the author's consent or posting information not meant to be made public.
13. violating copyright laws.
14. posting rude or inappropriate messages in any form.
15. giving out information, such as phone numbers, addresses, etc., that could threaten the security of students or the school.
16. downloading viruses or attempting to circumvent virus protection programs.
17. accessing any circumventor sites to bypass BCS proxy servers and filtering.
18. downloading or installing any software, shareware, or freeware onto network drives, computer drives or any storage medium without permission from the technology director.
19. any damage that requires tech support or maintenance. A fee to recover this expense will be charged.
20. using technology to cheat on any assignments.
21. violating the spirit of the Bethesda Christian School's Mission Statement.

Network administrators and the principal may review communications to maintain system integrity and ensure that users are using the system responsibly. Confidential information should not be entrusted to e-mail. Users should understand that all documents, including e-mail, are accessible on the school's server and can be reviewed by administration at any time.

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, BCS cannot assume responsibility for:

1. the reliability of the content of a source received by a user. Users must evaluate and cite sources appropriately.
2. costs that the user incurs if he or she requests a product or service for a fee.
3. any consequences of disruption in service that may result in lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
4. guaranteeing privacy of mail. Though we do support privacy of e-mail, users must not assume that this is guaranteed. The network administrators and the principal reserve the right to investigate possible misuses or to monitor any e-mail that comes through BCS computers.
5. financial damage incurred to equipment. This includes, but is not limited to, damage caused by downloading programs, downloading viruses, creating viruses, physical damage to equipment, etc.
6. possible viewing of unacceptable and controversial material on the Internet that might be accessed despite all precautions.

### **DIRECTORY**

Addresses and phone numbers of faculty, staff, and parents can be accessed on the RenWeb directory.

*The directory should not be used for solicitation.*

## DRESS CODE

*"Therefore, as God's chosen people, set apart and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience . . . and over these virtues put on love, which binds them together in perfect unity." Colossians 3:12-14*

Recommended reading for young ladies...  
Secret Keeper: The Delicate Power of Modesty  
By: Dannah Gresh

### General Guidelines

**It is the parents' responsibility to be sure their children are dressed within dress code.** The dress code is meant to be a basic guideline and does not attempt to address every possible article of clothing. As styles change, neatness and modesty remain the most important criteria for deciding if a student is dressed within the code.

1. Apparel, hairstyles, and accessories will be modest and non-distracting. Heavy necklaces, bracelets, belts, or wallet chains will not be worn.
2. Sunglasses, caps, hats, and bandanas will not be worn in the building.
3. Hair will be well groomed, conservatively cut, and appear natural in color.
4. A small manufacturer's insignia or crest printed on the pocket area is acceptable. Fridays will be BCS school spirit days; therefore, students will be encouraged to wear BCS Official Wear, class or activities shirts, or blue and/or gold collared shirts. Vests, sweaters and BCS sweatshirts (appropriate size) may be untucked, as well as tops for ladies wearing preferred dress code.
5. When accepted to a university, seniors may wear sweatshirts (appropriate size) representing the university that they will be attending after graduation on Fridays only.
6. Uniform shorts in solid colors with a zippered front and side pockets may be worn by students in grades K – 8. Slacks, khakis, or jeans of appropriate size will be worn and should be no longer than the bottom of the shoe heel. Slacks or jeans with large exterior pockets will not be worn. Slacks, pants, and jeans must be secured with a belt and worn around waist (3rd-12th).
7. Athletic shoes, loafers, tie shoes, and sandals may be worn.
8. Tattoos, body painting, and piercing will not be allowed. Girls may wear earrings on lower lobe only.
9. Chapel attire is required at all special events (Awards Night, Fine Arts and Athletic Banquets, and Graduation).

All coats, sweaters, P.E. uniforms, lunch boxes, etc., should be labeled with the student's name.

### Specific Guidelines

#### Young Ladies

1. **On chapel day (Monday), young ladies will wear dresses or skirts (NO DENIM) and blouses.**
2. **Middle and senior school young ladies will wear dressy flats or modest low heels with chapel attire.**
3. Skirt and dress lengths will be no more than 2" above the knee when kneeling.
4. Collared tops must be tucked in when wearing jeans (and/or shorts for MS).
5. No sweatshirts or hoodies on Chapel Day.
6. Middle and senior school young ladies may wear modest make-up.
7. Hair must be out of eyes at all times.

#### Gentlemen

1. **On chapel day (Monday), gentlemen will wear slacks (NO DENIM) and a collared dress shirt.**
2. **Middle and senior school gentlemen will wear dress shoes with chapel attire.**
3. No sweatshirts or hoodies on Chapel Day.
4. Earrings will not be worn on campus or at any school function.
5. Young men will be clean-shaven at all times.
6. Sideburns will be straight and of even length (not flared) and not extend below the ear lobe.
7. Hair must be off of the eyebrows and collar and not extend beyond mid-ear. A student will have 24 hours to correct this violation.

**ALL DRESS CODE POLICIES APPLY TO ALL STUDENTS AT ALL FUNCTIONS  
ON OR OFF CAMPUS. (Awards Night, Banquets, Graduation, Etc.)**

#### P.E. Dress

*Kindergarten – 5<sup>th</sup> Grades:* Regular school clothing will be acceptable. Athletic shoes will be worn. Girls will wear shorts underneath dresses.

*Grades 6<sup>th</sup> – 12<sup>th</sup>:* BCS P.E. uniforms will be worn during class. Uniforms may be purchased the first week of school for \$20 per set (shirt and shorts). Spandex shorts will be acceptable with BCS P.E. uniform shorts over them.

*Occasionally, students will be asked to wear chapel clothes for special events or field trips.*

**BCS Spirit Wear**

BCS students must wear a Bethesda approved field trip shirt on all field trips. Field trip shirts are available for purchase at the fall open House and throughout the year via the BCS school office. Spirit wear order forms are accessible on the Bethesda Christian School website ([www.bethesdachristianschool.org](http://www.bethesdachristianschool.org)) under Ambassador Connection > Parents or Students > Misc

**Dress Code**

Dresses, skirts, skirt-like gauchos  
(no shorter than 2" above knee)  
Collared blouses that button-up the front  
(required Mon-Thur)  
Twill uniform shorts (Grades K – 8<sup>th</sup>)  
Slacks, twill pants, khakis  
BCS Official Wear or BCS activities shirts  
(9<sup>th</sup>-12<sup>th</sup>) may only be worn on Friday  
Sweaters and sweater sets  
BCS Official Wear or plain sweatshirts (appropriate size)  
Jeans of appropriate style, fit and length are acceptable  
Belt (3<sup>rd</sup>-12<sup>th</sup>)

**Young Ladies**

**Out of Dress Code**

Sleeveless tops/blouses  
Shirts or sweatshirts with decals/slogans/brand names  
BCS PE shirts  
Non BCS sweatshirts  
Any over-sized clothing  
Short sets or shorts in (9<sup>th</sup>-12<sup>th</sup>)  
Capri Pants  
Backless or high heel shoes (K -5<sup>th</sup>)  
Overalls  
Low rise, tight fitting, baggy, saggy, torn, or shredded jeans or pants  
Flip-flops of any style  
T-shirts or tops made of jersey knit or thermal fabric  
unless worn under an approved blouse or jacket  
Short or long-sleeved uncollared t-shirt material tops (6<sup>th</sup>-12<sup>th</sup>)  
(unless a jacket is worn over top for the entire day)

**6<sup>th</sup>-12<sup>th</sup> Female Preferred Dress Code**

- Collared or non-collared modest blouses
- For the layered look, T-shirt material may be worn under dress-code approved outer blouse or jacket (which is worn all day)
- Jackets (made to be worn with top)
- Dress shoes
- Skirts, dresses and skirt-like gauchos
- Slacks (no jean cut/style)
- No hoodies

**Gentlemen**

**Dress Code**

Collared shirts, Polo or Oxford style shirts (required Mon-Thur)  
Twill uniform shorts (Grades K-8<sup>th</sup>)  
Slacks, twill pants, khakis  
BCS Official Wear or BCS activities shirts (9<sup>th</sup>-12<sup>th</sup>) may be worn on Friday  
Sweaters  
BCS Official Wear or plain sweatshirts (appropriate size)  
Jeans of appropriate style, fit, and length are acceptable  
Belt (3<sup>rd</sup> – 12<sup>th</sup>)

**Out of Dress Code**

Cut-in sleeveless or tank-tops  
Shirts or sweatshirts with decals/slogans/brand names  
BCS PE shirts  
Non BCS  
Any over-sized clothing  
Shorts in 9<sup>th</sup> – 12<sup>th</sup>  
Overalls  
Low rise tight fitting, baggy, saggy, torn or shredded jeans or pants jeans, pants  
Flip-flops of any style  
T-shirts

**6<sup>th</sup>-12<sup>th</sup> Male Preferred Dress Code**

- Belts are required
- Collared shirts
- Slacks/Khakis (no jean cut or large pockets)
- Chapel attire shoes (loafers or tie shoes) and socks
- Sweaters not excessively long or baggy
- No hoodies

**6<sup>th</sup>-12<sup>th</sup> Preferred Dress Code Reward**

All senior and middle school students who wear *BCS Preferred Dress* four out of the five days a week and have no more than two dress code violations per semester may opt out of one semester exam if they have a semester average of 85% or above and do not have more than 5 absences in the class.

**Preferred dress code will be worn until the first day of finals.**

**Please Note: All students will be required to purchase a designated BCS shirt for field trips and/or other special events.**

Senior school students will be fined \$1 for each dress code infraction up to five infractions. Thereafter, a fine of \$5 per infraction will be assessed. Infractions accumulate for the whole school year. Fines are to be paid to the atrium receptionist and are due by the end of the following day's lunch period. Daily late fees will be applied of an additional \$5 (for the \$1 violations) and \$10 (for the \$5 violations). All money collected through fines will go into the BCS "Who Wants to Earn a Scholarship?" fund. In order to better prepare them for senior school, this policy will be in effect for eighth grade beginning in January.

### ELEVATOR

The elevator is to be used only by teachers and staff. If a student has an injury that would prevent him/her from safely using the stairs, he/she must obtain permission from an administrator to use the elevator. Students using the elevator without permission will be issued a ticket.

### EMERGENCY DRILLS

Tornado, fire and other emergency drills are conducted periodically throughout the school year. These drills are unannounced to students and teachers.

- Tornado: In the case of a tornado, students must walk silently from their classrooms to the hallway between the living room and the church nursery area or other designated area. Students are to sit on their knees, put their hands behind their head, and tuck their head to the floor in front of their knees. There is to be no talking during the drill.
- Fire: In the case of a fire, students must walk silently from their classrooms to the parking lot. Exit routes are posted in individual classrooms.
- Other Drills: Periodically, students practice procedures for other emergency situations.

### EXTRA CREDIT

Extra credit is not given on an individual basis nor is it given when a student needs extra points to bring up an average to passing. Extra credit opportunities are given as teachers deem appropriate and must apply equally to the whole class.

### FIELD TRIPS

Field trips are learning experiences primarily designed to enrich and bring to life the curricula of Bethesda School. The Contract of Enrollment includes a permission form that must be on file in the school office in order for a student to participate. **Another separate permission form is required for each individual field trip.**

A student may be ineligible to participate in all off-campus events, including, but not limited to field trips, athletic events, and fine art events, if he/she has 2 or more N's or U's or any other conduct issues.

Extended field trips are taken in designated grades. At the beginning of the designated grade, parents will be informed of specific details including cost of the trip. If needed, parents are offered a payment plan for each of the extended field trips.

**4<sup>th</sup> Grade Field Trip to Austin and San Antonio, Texas** – In the spring of the year, fourth graders complete their study of Texas history by taking a two-day trip to San Antonio and Austin.

**6<sup>th</sup> Grade Field Trip to Johnson Space Center, Houston Texas** – The sixth grade class experiences a two-day trip to the Johnson Space Center's Overnight School Program in the spring.

**8<sup>th</sup> Grade Field Trip to Washington, DC and New York** – In early April of each year, the eighth grade class gains an appreciation of our country's Christian heritage through a six-day trip to Washington, DC and either New York City, Gettysburg, PA, or the Williamsburg, VA area.

**Senior Trip** – The senior class may plan a senior trip (with the guidance of the senior class sponsors). Seniors opting to take the trip during the school year must travel to an approved destination in Texas. The trip takes place during the week prior to graduation. In order to attend the senior trip, the senior must have satisfactory conduct. In addition, the senior may not have excessive tardiness or absences, and must be passing all classes. If a student pays for the trip and then becomes ineligible, the student will forfeit his/her portion of the money.

In compliance with the State of Texas Law (HB183) and the National Highway Traffic Safety Administration, the BCS school bus may only transport students who are fifty pounds or more. Parents may also choose to transport their own child who is less than fifty pounds in their own vehicle.

BCS students must wear a Bethesda approved field trip shirt on all field trips. Field trip shirts are available for purchase at the fall open House and throughout the year via the BCS school office. Spirit wear order forms are accessible on the Bethesda Christian School website ([www.bethesdachristianschool.org](http://www.bethesdachristianschool.org)) under Ambassador Connection > Parents or Students > Misc Forms.

Students who earn a grade below 70% will be temporarily inactive in extracurricular activities. Guidelines for participating in athletics are in the athletic handbook.

### FINANCIAL

Annual tuition is due May 1. A monthly payment plan is available with a \$10 monthly processing fee. If the tuition is not paid by the 10th of each month, a late notice will be sent and a \$25 late fee will be billed to the account. If an account becomes more than 30 days delinquent, Renweb will be disabled until the account becomes current. If an account continues to be delinquent, the child(ren) may be dismissed from school. All accounts must be paid in full before report cards or test results will be issued. Parents agree to pay any special fees and charges for additional activities in which their child(ren) participates. **Parents understand that all tuition payments and fees are non-refundable and non-transferable.**

### Items Not Covered by Tuition

**ACE** (After -School Connections and Enrichment) – see website for more information.

**Athletic, band sectional, art and technology fees:** Athletic fees are billed when students sign-up to participate in a sport. Admission to athletic games varies by sport. Band students are billed each semester for band sectionals and/or horn rental (when available). Art students in grades 5 – 12 and senior school technology classes are billed a class-appropriate fee for supplies.

**Major Field Trips:** 4th grade Austin/San Antonio, 6th grade Houston, 8th grade Washington DC, and 12th grade senior trip.

**School Supplies:** School supply lists are available in the school office or on the website. The Technology Department offers an opportunity for students to purchase teacher-approved, prepackaged school supplies. A portion of the purchase price helps to fund technology expenses. Families who purchase the school paks from BCS will receive a contribution letter in January.

**Miscellaneous:** Other activities which may be fee-based include local field trips, field trip shirts, Saturday school, school pictures, late fee for overdue books, yearbooks, AP tests, class fees. Costs and payment schedules will be released for these activities during the year.

### FUNDRAISERS

Fundraisers like the magazine subscription renewal/sale fundraiser provides funds for special projects. BCS limits excessive fundraising but participates in programs that provide creative funding without additional costs to the families. Box Tops for Education, Kroger cards, Target's Take Charge of Education, and SCRIP are programs that give a percentage of money back to the school without families spending extra money. Through the year-round SCRIP program, BCS families are able to purchase gift cards from many area restaurants, service stations, supermarkets, and department stores. The vendor donates a percentage to BCS. (See the back cover of this handbook for details.)

**In addition, tax-deductible contributions may be given for special projects such as the School Development Fund, Teachers Endowment Fund, New Bus Fund, or the Building Fund. These gifts are deeply appreciated and enhance the programs of BCS.**

### GRADES

The grading scale used at Bethesda School is as follows:

A = 90 – 100%

B = 80 – 89%

C = 75 – 79%

D = 70 – 74%

F = below 70%

*If a middle or senior school student makes two or more grades below 70 on his/her grade report, the student will be placed on academic probation. If the student finishes a second quarter with two or more grades below 70, the student may be dismissed or not re-admitted for the upcoming year.*

### Progress Reports and Grade Reports

All current student grades are accessible at any time by a parent using RenWeb. If an elementary student's average drops below a 75, or if a student earns a conduct grade of "N" or "U", a progress report will be sent home following the fourth week of the reporting period. All MS/SS parents receive a progress report via e-mail mid-reporting period.

Grade reports will be issued at the end of the reporting period. This report will indicate the student's grades, conduct, and attendance. *Elementary students* will bring the report card home in their folders and parents are to sign the report card on the back and return it to the school within five (5) school days. The grade reports for the *middle school and senior school students* are e-mailed home every nine weeks using RenWeb. They do not have to be returned to school. If Internet access is not available the grade report will be mailed.

### Promotions

*Elementary school:* To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for language arts, mathematics, history, and science. In addition, a student shall attain an average of 70 or above in language arts and in mathematics.

*Middle school:* To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in three of the following subjects: language arts, mathematics, history and science.

*Senior school:* A student shall not receive a credit for any course in which an average of 69 or below for the semester is earned or when absences have exceeded nine per semester. Students may retake the class during summer school at their local I.S.D. to receive credit. It is the student's responsibility to make arrangements for the summer school class during May and to submit the grade report from summer school to Bethesda's dean.

### HOMEWORK

*"Be diligent to present yourself approved to God as a workman who does not need to be ashamed..." II Timothy 2:15*

A college-preparatory school requires high academic standards. Therefore, homework will be regularly, but reasonably assigned to increase student academic achievement and to cultivate responsibility and organizational/study skills.

Care will be taken to ensure that homework will not be assigned on Wednesday nights and on long holiday weekends. (This does not include long weekends created by teacher in-service days.)

Homework reinforces learning in the classroom, assists in mastery of material, and requires students to become disciplined in their use of time and energy in a positive, productive manner. If a student is spending excessive amounts of time on homework, the classroom teacher should be consulted. (We suggest that a log be kept for one week to document the amount and subject of homework assigned.) There is a general, yet flexible, homework guideline recommended:

- The time spent on homework for **elementary students** varies and increases as the students advance.
- **Middle School students** may spend twenty minutes per subject of homework per day.
- **Senior school students** can be expected to spend thirty minutes per academic subject. There are exceptions, of course, for projects and special assignments. Honors, Pre AP, and AP classes require a heavier workload.

**\*Time estimate is for the average student in regular academic coursework; time may increase for advanced classes, for students who work at a slower pace, for students with learning differences and/or attention or focusing issues, or for projects and special assignments.**

Students in **first through third grade** have a homework form informing parents of academic expectations. These homework forms along with important papers, notes, etc. are sent home each night in the left side of a pocket folder. All completed assignments should be placed in the right side of the folder and returned to school the following school day. Students in **grades four through twelve** are required to utilize an assignment booklet each day. Teachers will not assign homework on Wednesday nights, so that students may attend Wednesday night church activities. Unfinished class work is not considered homework. Students who fail to complete daily assignments are expected to do so at home along with any assigned homework.

Homework is posted on RenWeb. While there could be some minor daily changes, it is the most accurate and reliable information for families. Students and parents should refer to this resource for homework inquiries when possible.

### Late Assignments

In order to establish consistency and a gradual implementation, the following will serve as the late work policy for each grade level.

**Kindergarten and First Grade** – N/A

**Second Grade** – 10 points off each day that a paper is late.

**Third Grade** – 10 points off when a paper is one day late. Two days late is a zero.

**Fourth Grade** – 15 points off when a paper is one day late. Two days late is a zero.

**Fifth Grade** – 20 points off when a paper is one day late. Two days late is a zero.

**Middle School** – 70% of the regular grade if paper is one day late. After that it is a zero, and students are required to attend 9<sup>th</sup> period the following afternoon. **Eighth grade will follow the senior school late assignment policy during the second semester.**

**Senior School** – A zero is recorded for any late paper.

### **INCLEMENT WEATHER**

If traveling conditions are hazardous, the school will be closed. If road conditions are expected to improve later in the morning, the school will open at 10:00 a.m. Information on closing or a delayed opening will be given to KXAS-TV (Channel 5). The BCS voice mail and website will be updated with opening information.

Students are not allowed to have outside recess or PE during red alert ozone days.

If unexpected inclement weather occurs during the school day, parents may pick up the child early or telephone the school and give permission for the student to leave early.

### **LIBRARY**

Our library is an ever-growing center of learning available to all of our students. In order to continue expanding the library, new books are added regularly. Students may check out books on a weekly basis. There is a late fee for overdue books. The students will be charged current replacement value for any lost or damaged books.

### **LOST AND FOUND**

To prevent loss, **please label** all jackets, sweaters, P.E. uniforms, lunch boxes, and any other expensive items. Non-labeled items found in the hallways, gym, locker rooms, etc. will be placed in Lost and Found which is located in the gym. Unclaimed items are donated to missions on the first of each month. Jewelry, money and other small items are turned in to the school office. Students are strongly encouraged to leave valuable items at home. Students are free to claim their personal items from the school office or Lost and Found anytime outside of class time.

### **LUNCH PROGRAM/SNACKS**

Students may bring a sack lunch or purchase a lunch from the menu. Students must place their food order on Friday for the upcoming week. The lunch program provides lunches from various local restaurants and menus are provided approximately every two months. **Elementary and middle school students** are not permitted to purchase soft drinks until after school. Microwaves are available only for senior school students.

Students are to remain on campus for lunch. Occasionally a class is permitted to leave the campus for lunch, accompanied by a teacher. Student visitors may visit at lunchtime but must receive approval before entering the lunchroom.

Elementary students' snack time is during late afternoon. MS/SS students' snack time is given at the beginning of third period. Students **MAY NOT** purchase a snack from the cafeteria or the snack machine. **All snacks must be brought from home.** Soft drinks and candy are not allowed. Water in bottles is acceptable as well as odorless, non-sticky nutritious snack food such as crackers, pretzels, almonds, etc.

### **MEDICAL GUIDELINES**

#### **Emergency Information**

At the beginning of each school year parents should update "emergency" information. It is the parent's responsibility to keep the information updated during the school year. In case of a severe injury or illness, a child may be transported by ambulance to a hospital.

#### **Illness**

The school nurse or school staff will administer minor first aid. A child who is ill or running a temperature should not come to school. A student is sent home with temperature of 100° or higher, vomiting, and communicable issues like chicken pox, lice, etc. A student may not return to school unless fever /vomit-free for at least 24 hours. In the case of contagious diseases, a student will need a doctor's note or school nurse's permission to return.

If a student must be excused from PE due to needed recovery time or injury, a note from the parent must be given to the office. A note from the doctor is required if a student needs to be excused from PE for more than three days. For mental and physical well-being, it is recommended that a student participate as much as possible in PE so that his/her participation grade will not suffer. Athletes who do not participate in PE due to their parent or doctor's excuse may not participate in an after-school practice or game.

#### **Immunizations**

The Texas Department of Health requires current immunization records for each child enrolled in Bethesda School. All students

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must be vaccinated according to State of Texas requirements (DPT, Poliomyelitis, Measles, Mumps, Rubella, Varicella, and Hepatitis B) and **WILL NOT BE ALLOWED TO BEGIN SCHOOL UNTIL immunizations are current. This includes vaccination boosters that will be due during the course of the new school year, i.e. a tetanus booster ten years after the last one.**

### **Medical Appointments**

If it is absolutely necessary for an elementary child to leave early for a medical appointment, a written request for an excused absence must be sent to the child's teacher. All middle and senior school students will submit their request to the receptionist. It is the student's responsibility to obtain missed assignments.

### **Medications**

Prescription and non-prescription drugs are dispensed from the office only when brought to the school by the parent/guardian. Medication administration must be supervised by the nurse or an approved staff member. ALL medication must be given to the school office in its original container along with a signed note from the parent stating the student's name, medication's name, dosage instructions, and time to give medication. If a child has severe medical problems such as asthma, diabetes, etc., the parent must bring information from the doctor and keep the nurse informed of any special needs. Students may not carry any medication, including inhalers, without the permission of the school nurse.

### **Physicals**

All students must have a sports physical when entering sixth grade and senior school P.E. classes. Students who participate in the competitive sports program are required to have a physical **each year** of participation.

## **PARENT-TEACHER COMMUNICATION**

Open communication between parents and teachers is desired and encouraged. All teachers and administrators may be contacted by e-mail – all e-mail addresses are available on RenWeb or on the Contact Us Link of [www.bethesdachristianschool.org](http://www.bethesdachristianschool.org).

Elementary teachers send home a weekly calendar with test days, memory work, study helps, and field trip information.

Every student's progress report is sent home via Renweb approximately halfway through the grading period with student averages and conduct grades (on MS/SS). Elementary report cards are sent home at the end of each grading period and should be returned to the school. Secondary report cards are emailed via Renweb and do not have to be returned.

Parent-Teacher Conferences are held once a year for elementary students and for MS/SS students who are challenged with the academic rigor or conduct expectations. Parents can request a parent-teacher conference at any time. Typically, a parent-teacher conference includes all the teachers who teach that student, the parents and student (if needed). Teachers are unavailable for impromptu before or after school conferences because they are either on assigned duty or in staff devotions/meetings. Parents who need a conference with a teacher should e-mail the teacher or call the school office to arrange a conference during the teacher's prep time.

Courtesy notes, written by MS/SS teachers, are sent to parents and should be signed and returned within two (2) school days. A courtesy note is sent home when a student has received several conduct marks. This notice serves as a warning that the next conduct mark received in that particular class will drop the student to an "N" or "U" in conduct. Teachers may also use Renweb to notify parents when a student has reached the point of receiving a Discipline Courtesy Note.

### **PETS**

**NO** pets or animals may be brought in the building unless the administration has granted permission.

### **RENWEB**

BCS utilizes the school administration software, Renaissance Web. Parents may access their student(s) grades, homework assignments, teacher lesson plans, etc., under password protection, from any location via [www.renweb.com](http://www.renweb.com). Students with their own email addresses may also access the program. RenWeb is a great tool for communication between parents, students, and teachers. In order to access RenWeb, a parent and/or student email address must be entered into the school's system. Please inform the school of any email address change during the year.

**If an account becomes 30 days delinquent, RenWeb will be disabled until the account is current. Grade reports, including transcripts and progress reports, will not be released or available until the account is current.**

### **RESTRICTED AREAS**

For safety and security purposes, students are not allowed in restricted areas *at any time* unless accompanied by a teacher or adult. Restricted areas include but not limited to:

1. the rooms and any area beyond the church's receptionist office.
2. the parking lot.
3. the youth auditorium.
4. any room where there is no teacher/staff supervision.
5. construction area and/or any unfinished areas.

### SCHOOL PARTIES - Elementary

Parties are to be held in the classroom during the last hour of school. Each teacher will be assigned a room parent to organize and help with class parties. Informal reward parties are permissible. Refreshments to celebrate students' birthdays should be served at lunchtime. Class parties or outreaches may be given each year at the following times:

- Christmas (Bethesda School does not promote or demote Santa Claus, rather our main emphasis is on our Lord Jesus Christ.)
- In lieu of a party, February is LOVE month at Bethesda School. Special emphasis is placed on reaching out to bless others in the community.
- Easter (Bethesda School does not promote nor demote the Easter Bunny, rather our main emphasis is on the death and resurrection of our Lord Jesus Christ.)

Middle/Senior school students may celebrate special occasions during lunch.

### SCHOOL SUPPLIES

The Technology Department offers an opportunity for students to purchase teacher-approved, prepackaged school supplies. A portion of the purchase price helps to fund technology expenses. Families who purchase the school paks from BCS will receive a contribution letter in January. Orders are taken during registration for the next school year.

### STANDARDIZED TESTS

Standardized tests are an important facet of appraisal of Bethesda's program and of each student's individual achievement. Each spring the Stanford Achievement and Otis-Lennon School Ability Tests are given to *all elementary and middle school* students. Results of the testing are mailed to the parents no later than mid-June following a school year. For help in interpreting test results, please call the principal.

All *ninth through eleventh grade* students participate in the Preliminary Scholastic Aptitude Test (PSAT) during the fall semester. The PSAT is the preliminary test for the Scholastic Aptitude Test (SAT) and is usually given in October. It tests critical reading, mathematics and writing skills. Students have a chance to qualify for the National Merit Scholarship Program during their junior year. The test will be administered during the school day beginning at 8:00 a.m. Make-up tests are not given. Test results and booklets are distributed, interpreted, and explained to each student either individually or collectively through a class presentation. Students should use the results to study areas of weakness so they can better prepare for the SAT. After receiving the test results, students should enter the scores in their *Hit the Mark* notebook in the testing section.

#### I. The American College Test (ACT) and Scholastic Aptitude Test (SAT)

The ACT and the SAT are college entrance tests. Students should take each test once and then determine which test would produce the most opportunities to receive a scholarship and/or admission into their college of choice. Students should take both the SAT and ACT in their junior year and narrow their college choices to three. They should have their test scores sent to these colleges. Bethesda is not a testing site for either of these two tests. In order to register for the ACT or SAT, students have two options:

Apply online at

ACT: [www.act.org](http://www.act.org)

SAT: [www.collegeboard.com](http://www.collegeboard.com)

Registration is usually required for these tests a month before the actual test date. For a list of test and registration dates, go to the websites or find the information posted outside the dean's office.

#### II. Advanced Placement

AP (Advanced Placement) exams are given in May at Bethesda for a nominal fee. The College Board scores these exams and results are received in July. AP exams may take the place of regular class exams. Payment must be made by the third week in March to secure a test for May in the specified subject area. Study manuals are available at local bookstores and it is highly recommended that they be used when preparing for an exam of this magnitude.

AP exams are scored on a scale of 1 to 5 with five being the highest. Depending on the score and the individual college requirements, college credit can be earned. **Before taking an AP exam, students should check with their**

**prospective colleges to ensure specific credit requirements.**

It is highly recommended that students take the AP exam directly after taking the corresponding course. Students are encouraged to study at least six months ahead of time. Students are to remain at school following an AP exam.

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| <p style="text-align: center;"><b>STUDENT:TEACHER CLASS SIZE</b></p> |
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Kindergarten – Fourth Grade 18:1

Fifth – Twelfth Grade 22:1

**TELEPHONE USAGE**

A courtesy phone is located in the downstairs hallway across from the principal’s office. Students may use this phone for EMERGENCIES only. (Forgetting homework, gym uniforms, game uniforms, lunch, etc. *are not* emergencies.) Students must get permission to use the phone from their next period teacher and give that permission notice to the school office prior to using the phone. Use of the phone is a privilege, and does not provide an excused tardy if the student is late to class.

**TRANSPORTATION REQUIREMENTS**

In compliance with the State of Texas Law (HB183) and the National Highway Traffic Safety Administration, the BCS school bus may only transport students who are fifty pounds or more. Parents may transport their own child who is less than fifty pounds in their own vehicle.

BCS bus or van passengers must be students or sponsors of Bethesda Christian School.

**VISITORS ON CAMPUS**

All classroom visits must be scheduled in advance. Visitors and parents must check in at the front desk, where they will be issued a badge that must be worn for the duration of the visit. All visitors must sign out.

BCS alumni are welcome to eat lunch, attend chapel, or visit Bible classes. Alumni may not visit in classes (other than Bible) unless as a special speaker for a particular class. Students who wish to bring friends to school to eat lunch or attend chapel must bring a note from the parent to the receptionist, or the school office will contact the parent for permission. Due to space limitations, parties of three or more friends will need to be approved by the dean of students.

All visitors must be appropriately dressed and must comply with the BCS Code of Conduct.

## ELEMENTARY GUIDELINES

### AWARDS

Awards for academic achievement and character development are presented at Awards Night held at the conclusion of each school year. The following honors are recognized:

1. Scholarship Award - For students who have all A's in the core subject areas each grading period.
2. Honor Roll Certificate - For students who maintain A's and B's in the core subjects each grading period.
3. Exemplary Conduct - For students who demonstrate exemplary conduct in and out of the classroom.
4. Perfect Attendance - For students who have been present every day.
5. The Ambassador Award - The highest BCS award is given to one elementary boy and girl in each class who consistently demonstrates diligence, exemplary conduct, school spirit, and a desire to please the Lord.
6. Merit Awards - Given at the teacher's discretion.

*"The Lord declares, ..."for those who honor me I will honor..." I Samuel 2:30*

### ACE

#### *After-hours Connections and Enrichment*

After-hours Connections and Enrichment is a service/ministry for kindergarten through eighth grade students, available 3:30 to 5:30 p.m. Monday through Friday. ACE encourages a family atmosphere. Older students help younger students. Servanthood and character development is recognized while students are enriched through activity centers and student enterprise. ACE follows the BCS school calendar. In addition, **CREATIVE WORKSHOPS** are available to Bethesda, the home-schooled, and the community.

### CODE OF CONDUCT

*"...We are Ambassadors of Christ..." II Corinthians 5:20*

Each student is expected to behave in a manner that will bring honor to His name on or off campus. Our students are ambassadors and are to uphold the Christ-like standard everywhere they go. When behavior or an activity (whether on or off the school grounds) is not a positive reflection upon the Name of our Lord, the school reserves the right to discuss the details with the student and the parents. Appropriate action will be taken.

#### **Elementary Honorable Character™**

In elementary, the school utilizes the Honorable Character™ Classroom Management System, which consists of fourteen godly character traits. Teachers use the system to develop positive character in children of all ages by recognizing and reinforcing their strong points and correcting weak points. The idea is to “catch” the students making wise behavioral choices, such as showing honor, or obedience, diligence, etc. These actions are recorded on a chart using the number corresponding to the character trait being demonstrated. At the end of the week, teachers use the Conduct Card to provide parents with a weekly record of their child’s honorable character and conduct. This card is signed and returned to school weekly. Areas of conduct that need special attention are recorded on the reverse side. Students get a verbal and written warning before their conduct card is marked. Students maintaining exemplary conduct for the entire year are honored at the annual Awards Night.

**Honorable Character Home System** - An Honorable Character Home system is available for purchase to complement the Honorable Character Classroom Management system. This system also incorporates the encouragement of chore responsibility and financial wisdom. For more information, call (817) 479-0901 or click on the Honorable Character link on our website.

#### **Elementary Discipline Procedures**

When a student chooses not to follow a rule, a warning is given. If a student continues to break a rule, his/her name is written on the board with the corresponding number from the *Honorable Character™* chart. If a student receives a verbal warning and three additional offenses in one day, the child is sent to the office. This visit is considered a warning visit. If a student is sent to the office again, a consequence is given that is appropriate for the offense, which could include counseling, a Scripture study, in-school suspension, or corporal punishment.

Corporal punishment is an option given to all parents and is indicated on the school enrollment contract. If a parent checks the box for “yes” then corporal punishment may be used. Corporal punishment will be:

- reasonable and never administered maliciously.
- administered to the posterior by a wooden paddle by the principal.
- administered in the presence of another BCS employee, out of the view of other students.

The principal maintains a record of each episode of corporal punishment. This record will include the description of the offense, the number of swats administered (not to exceed two), the signature of the witness, and the date and the signature of the principal administering the punishment. If the parent checks “no” for corporal punishment on the application, the principal or designee will call the parent to come pick up the student, not to return the rest of the day. If the parent is contacted more than three times in a semester, the student is placed on probation. If there is no positive response to the correction, the student may be dismissed from school and/or not allowed to re-enroll for the upcoming school year.

## MIDDLE AND SENIOR SCHOOL GUIDELINES

### ACADEMIC GUIDELINES

Students at Bethesda are expected to pass all subjects each semester with at least a 70 average or above. When senior school students do not meet this standard, they are required to attend summer school, and are automatically put on academic probation. Middle school students are also placed on probation if they receive a report card grade below 70%.

Students who excel in each subject will be rewarded at the end of the year during the middle and senior school award ceremonies. Students may receive an academic award as determined by the individual teachers based on the student's love for and high achievement in that subject.

Student-athletes and fine arts-students are required to maintain a 70 average in every subject in order to participate. If a student fails to uphold this qualification, he/she will be placed on probation for at least two weeks. Grades are checked on progress reports and report cards. Student-athletes and fine arts-students can also be placed on probation due to misconduct in the classrooms or at any school related function. Athletes should see the Athletic Handbook for more details.

### AWARDS

*"The Lord declares, ..."for those who honor me I will honor..." I Samuel 2:30*

Awards for academic achievement are presented at Awards Night held at the conclusion of each school year. Bethesda is also committed to acknowledging students who demonstrate honorable character qualities. The following honors are recognized in both middle and senior school:

1. Scholarship Award - For students who have all A's each grading period.
2. Honor Roll Certificate - For students who maintain A's and B's each grading period.
3. Exemplary Conduct - For students who demonstrate exemplary conduct in and out of the classroom.
4. Perfect Attendance - For students who have been present every day.
5. Merit Awards - Given at the teacher's discretion.

**President's Award for Educational Excellence:** Students who earn an average of 90 or above, score in the 85<sup>th</sup> percentile or higher in math or reading on the SAT, and receive a recommendation from a teacher are given this award.

**President's Award for Educational Achievement:** This award recognizes students who show outstanding educational growth, improvement, commitment or intellectual development in the academic subjects and who demonstrate unusual commitment to learning and improving in academics.

### Middle and Senior School Service Awards

**President's Award for Service:** This award recognizes young adults who show commitment to service. The yearly service requirements are:

| Middle School                         | Senior School                         |
|---------------------------------------|---------------------------------------|
| Gold Level: 100 or more service hours | Gold Level: 250 or more service hours |
| Silver Level: 75 – 99 service hours   | Silver Level: 175 – 249 service hours |
| Bronze Level: 50 – 74 service hours   | Bronze Level: 100 – 174 service hours |

### Senior School Awards

**ACSI Distinguished Christian High School Student:** This award is given to juniors and seniors students who exemplify leadership qualities in academics, athletics, fine arts, or community service.

**Who's Who Among American High School Students:** Honors tomorrow's leaders today.

*"...a humble spirit will obtain honor." Proverbs 29:23b*

### Middle School Character Recognition

Below are some awards that might be given.

**Daniel Award:** An award given in recognition of faithful commitment to God's call and a willingness to "stand alone."

**Caleb Award:** An award given in recognition of perseverance and diligence to assigned tasks.

**David Award:** An award given in recognition of a consistent desire to please God.

**Jonathan Award:** An award given in recognition of genuine friendship and concern for classmates.

**Joseph Award:** An award given in recognition of faithful commitment to God's call regardless of circumstances.

**Esther Award:** An award given in recognition of overcoming; doing what it takes to accomplish honorable goals and knowing that God is the answer.

**Martha Award:** An award given in recognition of a strong desire to serve others.

**Ambassador Award:** Awards given in recognition of the students who are being transformed into the image of Christ and who consistently demonstrate diligence, excellent conduct, and a desire to please the Lord.

### Senior School Character Recognition

Below are some awards that might be given.

**Service Award:** Awards given to those students who devote themselves to blessing and benefiting others through service.

**Leadership Award:** Awards designated for those students who take initiative, motivating other students in honorable endeavors.

**Steadfast Award:** Awards given to those students who are not easily shaken, but stand firm, resolute, and stable.

**Chivalry Award:** Awards given to those young men who behave nobly, honorably, and courageously in their actions toward fellow students and faculty.

**Integrity Award:** Awards given for those students who consistently behave with uprightness, honesty, sincerity, and sound moral principles.

**Romans 12:1 & 2 Award:** Awards given in recognition of students who have made a visible change to no longer “conform to the pattern of this world” and are making an observable effort to follow God’s way and will.

**Philippians 2:4 Award:** Awards given in recognition of students who show consideration and thoughtful regard to others.

**Ambassador Award:** Awards given in recognition of the students who are being transformed into the image of Christ and who consistently demonstrate diligence, exemplary conduct, school spirit and a desire to please the Lord.

### CHEATING/PLAGIARISM

Definition of Cheating: Cheating is obtaining some advantage by defrauding, deceiving, or tricking others. It includes copying any written work including, but not limited to, tests, quizzes, and homework assignments.

1<sup>st</sup> offense: Zero on the assignment and parents called

2<sup>nd</sup> offense: Zero on the assignment, parents called, and in-school suspension for all students involved

Plagiarism: Quotation marks should be used to indicate exact words of another. Summarizing a passage or rearranging the order of a sentence and changing some words is paraphrasing. Each time a source is paraphrased, a credit for the source needs to be included in the text.

Offering as one’s own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference, or footnote is plagiarizing. Plagiarism occurs both when the words of another are reproduced without acknowledgement (without quotation marks or offset AND reference cited) and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer (without reference cited).

To clarify, at BCS, plagiarism includes the following:

X Directly copying text from a source without indicating a direct quote, even though the source is referenced in the bibliography.

X Using more than 20% of the paper to quote sources; this rule depends upon the teacher’s discretion and required style of paper.

X Using secondary sources and not citing them; i.e. a secondary source shall be accepted as someone who is an expert in the field by competent standards.

Consequences: If a senior school student is found to be guilty of the above, he/she may receive a zero and an office referral.

Our primary method to monitor plagiarism is [www.turnitin.com](http://www.turnitin.com).

### CLASS RANK

Class rank is only given to those students in the first or second position. Because of the small class size for the senior class, we recommend that college admission counselors focus on GPA.

### CLASS STANDINGS

Students are given their class standings based on the number of credits they have completed.

- Freshmen: 1-7 credits
- Sophomore: 8-14 credits
- Juniors: 15-21 credits
- Seniors: 22-28+ credits

### COLLEGE VISITS

Juniors and seniors are allowed two **pre-approved** excused absences to visit prospective colleges. Students must return with a letter from their parents **and** a statement from the college on the college's letterhead verifying the visit. The absence will be unexcused if written documentation is not returned from the college.

### CORRESPONDENCE/COLLEGE COURSES

Correspondence course credits will be accepted when a student wants to change to the honors track or if a student fails a class at BCS and needs to retake the class for graduation. With advance administrative approval, PE and microcomputer credits can be taken during the summer if the student needs them to graduate on time and cannot fit them into his/her regular schedule.

### CREDIT BY EXAM

Students may earn credit by taking an exam in the required subject. Credit by exam may be considered for:

- Foreign language (if that language is the native language of the student), or
- High school level courses taken through an unaccredited school or homeschool.

Students must earn 70% or better on a BCS administered, criterion-referenced test for the applicable course. If a student is given credit in a subject on the basis of an exam, BCS will enter the examination score on the student's transcript.

### EDUCATIONAL PROGRAMS

#### I. Regular Program

Regular courses are available for those who need to work at a normal pace.

#### II. Honors/Pre Advanced Placement Courses

Honors/Pre AP courses are available for the academically accelerated or for high-achieving students. Honors/Pre AP courses are provided in mathematics, science, history, English, Spanish III, and French III. Students are eligible for the honors/pre AP math program by scoring in the 90%ile or above on the Stanford Achievement Test. (Senior school transfer students who have had Algebra I or higher may be required to demonstrate proficiency on an end-of-year test.) In addition, students desiring to enroll in honors/Pre AP science and history classes must demonstrate high academic achievement and a love for the subject. Selection is by interview or recommendation.

#### III. Advanced Placement Courses

AP classes are for serious students who have the possibility of earning college credit through AP exams. All students in AP classes will be strongly advised to take the corresponding AP exam in that course subject. AP exams are given at Bethesda for a nominal fee. In most cases, if a student scores a three or better on a five-point scale, the student can earn college credits. (Colleges and universities determine their required score.) AP students will still be required to take the BCS semester exams in that subject area in December and May.

Students who wish to take AP classes must:

1. demonstrate specific aptitude in the subject area.
2. maintain a semester average of 85 or above in the subject for the current and preceding years (3 semesters).
3. be recommended by a teacher in the subject area.
4. have satisfactory attendance and conduct records.

### EXAM AND REVIEW

Each semester is divided into two nine-week grading periods and an exam grade. Semester exams are given at the end of each semester. These exams are cumulative in nature and may cover the semester or the whole year's worth of work. Review sheets are distributed one week before the date of the exam. No tests, papers or projects are required the week before exams are given, unless they are part of a take-home final. Each nine weeks average counts 40% of the semester grade and each exam makes up 20% of the semester grade.

If a senior maintains an "A" for the semester in a class and **has not been tardy or absent more than two times in a grading period**, then he/she will be exempt from the second semester final.

### EXEMPTION BY BCS ROLL-CALL

*"...Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another - - and all the more as you see the Day approaching." Hebrews 10:25*

BCS Roll-Call is designed to encourage our Bethesda students to attend a local church body, because we recognize the importance of church attendance and the blessing and covering of that membership. Relationships will be built which will continue beyond the student's contact with Bethesda Christian School while at the same time enriching the student body of BCS.

Guidelines for Bible Exam Exemption: The possibility exists for a student to accrue a maximum of 20 points per week for church attendance – 5 points for each activity attended. There is a requirement of 10 points per week (or attendance at a church activity 2 times per week). These activities include, but are not limited to, Sunday School, Sunday morning and/or evening services, mid-week services, youth services, cell/home groups, etc.

When a student has accrued 180 points per semester, he/she will earn exemption from his/her Bible semester exam if he/she has no more than 2 absences and 2 tardies per grading period. (18 weeks per semester times 10 points per week – however, the points do not have to be evenly divided among the 18 weeks. In other words, a student may miss a week of activities due to vacation and make up the points another week by attending 4 activities. But, students must attend activities at least during 15 of the 18 weeks in a semester.)

The student must have the contact person(s) from the church(es) (listed on this form) date and sign for verification of attendance at each activity. The BCS Bible teachers may randomly collect and check the form at any time during the semester.

### GRADE POINT AVERAGE (GPA)

GPA is computed on all subjects in grades 9-12. GPA equivalents are as listed:

| Letter grade | Grade Point Average | Numerical Average |
|--------------|---------------------|-------------------|
| A+           | 4.0                 | 100-98            |
| A            | 3.8                 | 97-93             |
| A-           | 3.6                 | 92-90             |
| B+           | 3.4                 | 89-87             |
| B            | 3.2                 | 86-83             |
| B-           | 3.0                 | 82-80             |
| C+           | 2.7                 | 79-78             |
| C            | 2.3                 | 77-76             |
| C-           | 2.0                 | 75                |
| D+           | 1.7                 | 74-73             |
| D            | 1.3                 | 72-71             |
| D-           | 1.0                 | 70                |
| F            | 0                   | 69-Below          |

Performing Arts, PE equivalent class, or Micro taken during the summer is given a Pass/Fail letter grade. For all Pass/Fail classes, only credit is allowed on transcripts. Pass/Fail grades are not included in figuring GPA.

### GPA Scale and Weighted Credits

Honors, Pre-AP and AP courses are weighted. Honors and Pre-AP courses are given five (5) additional points and AP courses are awarded ten (10) additional points. The grade report and GPA reflect the addition of the extra points. The highest possible grade in an AP course is 110 with a GPA equivalent of 5.0. The highest possible grade for an honor/Pre AP course is 105 with a GPA of 4.6. The recorded grade on the grade report is used for determination of placement on the Honor Roll. For any questions, ask the secondary dean or vice principal.

| Grade Point Average | Numerical Average |
|---------------------|-------------------|
| 5.0                 | 109-110           |
| 4.8                 | 107-108           |
| 4.6                 | 105-106           |
| 4.4                 | 103-104           |
| 4.2                 | 101-102           |

### GRADUATION COURSE SEQUENCE

|   |   |
|---|---|
| <p style="text-align: center;"><b><u>Freshman</u></b> (Credits 7)</p> <p>Bible<br/>                 English I or Pre-AP English I<br/>                 Latin I<br/>                 Algebra I or Honors Geometry<br/>                 Geography<br/>                 Biology or Pre-AP Biology<br/>                 PE, Microcomputer, or Elective</p>                      | <p style="text-align: center;"><b>Course offerings vary)</b>      <b><u>Sophomore</u></b> (Credits 7)</p> <p>Bible<br/>                 English II or Pre-AP English II<br/>                 French I or Spanish I<br/>                 Geometry or Honors Algebra II<br/>                 World History or Pre-AP World History<br/>                 Chemistry or Pre-AP Chemistry<br/>                 PE, Microcomputer, or Elective</p>                             |
| <p style="text-align: center;"><b><u>Junior</u></b> (Credits 7)</p> <p>Bible<br/>                 English III or AP English III<br/>                 French II or Spanish II<br/>                 Algebra II, Pre-AP Pre-calculus<br/>                 Pre-AP U.S. History or AP U.S. History<br/>                 Anatomy and Physiology<br/>                 Elective</p> | <p style="text-align: center;"><b><u>Senior</u></b> (Credits 7)</p> <p>Worldviews/Bible<br/>                 English IV or AP English IV<br/>                 Pre-College Math, Pre-AP Pre-Calculus, or AP Calculus<br/>                 U.S. Government and Economics<br/>                 Physics or AP Physics, AP Biology, or AP Chemistry<br/>                 Speech<br/>                 Honors French III, Honors Spanish III<br/>                 Elective</p> |

### Credit Synopsis

One credit is earned for each yearlong course and ½ credit for each semester course. Students at Bethesda will be required to earn twenty-eight credits in the following coursework:

| <b>Discipline</b>                                      | <b>Required<br/>(28 credits)</b>   | <b>Scholar's Diploma<br/>(28 credits)</b>  |
|--|--|--|
| <b>Bible</b>   | <b>Four Credits</b>  | <b>Four Credits</b>  |
| <b>English</b>   | <b>Four Credits</b><br>• English I, II, III, IV  | <b>Four Credits</b><br>• English I, III, III or AP III, IV or AP IV  |
| <b>Mathematics</b>                                     | <b>Four Credits</b><br>• Algebra I<br>• Geometry<br>• Algebra II<br>• Pre-AP Pre-Calculus or Pre-College Math  | <b>Four Credits</b><br>• Algebra I<br>• Geometry<br>• Algebra II<br>• Pre-AP Pre-Calculus or AP Calculus<br>(Honor/Pre-AP math students must take Calculus)  |
| <b>Science</b>   | <b>Four Credits</b><br>• Pre-AP Biology<br>• Pre-AP Chemistry<br>• Anatomy & Physiology<br>• Integrated Science  | <b>Four Credits</b><br>• Pre-AP Biology I<br>• Pre-AP Chemistry I<br>• Anatomy & Physiology<br>• Pre-AP Physics, AP Physics, AP Biology, AP Chemistry  |
| <b>Social Studies</b>                                  | <b>Four Credits</b><br>• World Geography<br>• World History or Pre-AP World History<br>• Pre-AP U.S. History or AP U.S. History<br>• Government (½)<br>• Economics (½) (with emphasis on the Free Enterprise system) | <b>Four Credits</b><br>• World Geography<br>• World History or Pre-AP World History<br>• Pre-AP U.S. History or AP U.S. History<br>• Government (½)<br>• Economics (½) (with emphasis on the Free Enterprise system) |
| <b>Foreign Language</b>                                | <b>Three Credits</b><br>• Latin<br>• Spanish I, II or French I, II<br>(Honors Spanish III & French III are available as an elective)   | <b>Three Credits</b><br>• Latin<br>• Spanish I, II or French I, II<br>(Honors Spanish III & French III are available as an elective)   |
| <b>Physical Education</b><br>(not to exceed 2 credits) | <b>One and One-Half Credits</b><br>• PE class<br>• or participation in an approved activity (.5 credit per sport season or 3 full seasons)   | <b>One and One-Half Credits</b><br>• PE class<br>• or participation in an approved activity (.5 credit per sport season or 3 full seasons)   |
| <b>Technology Applications</b>                         | <b>One Credit</b><br>• Microcomputer Applications<br>• or a passing score on an approved end-of-course assessment  | <b>One Credit</b><br>• Microcomputer Applications<br>• or a passing score on an approved end-of-course assessment  |
| <b>Fine Arts</b>                                       | <b>One Credit</b><br>• Art, Band, Choir, Performing Arts or a Computer Course other than Micro   | <b>One Credit</b><br>• Art, Band, Choir, Performing Arts or a Computer Course other than Micro   |
| <b>Speech</b>  | <b>One-Half Credit</b>   | <b>One-Half Credit</b>   |
| <b>Health Education</b>                                | <b>One-Half Credit</b>   | <b>One-Half Credit</b>   |
| <b>Electives</b>                                       | <b>One and One-Half Credits</b><br>Art II & III; Band; Performing Arts; Programming Languages I, II, or III; Spanish III; French III; Animation; Photo Journalism; Web Design; Yearbook                              | <b>One-Half Credit</b><br>Art II & III; Band; Performing Arts; Programming Languages I, II & III; Spanish III; French III; Animation; Photo Journalism; Web Design; Yearbook   |

A *Distinguished Scholar's Diploma* is earned by a student who successfully completes a minimum of four AP (Advanced Placement) classes when completing the requirements of the *Scholar's Diploma*, while maintaining a minimum of a 3.8 GPA.

A *Scholar's Diploma* is earned by a student who successfully completes four years of science including Biology, Chemistry, Anatomy/Physiology and Physics or AP Biology or AP Chemistry; four years of mathematics, including Algebra I, Geometry, Algebra II, Pre-Calculus or AP Calculus or Advanced Mathematical Concepts (Honor/Pre-AP math students must take Calculus); and three years of foreign language.

An *Interdisciplinary Scholar's Diploma* is earned by a student who successfully completes the requirements for the *Scholar's Diploma* substituting one year of Advanced History and Advanced English for the fourth year of math or science.

### Diplomas and Honor Cords

Bethesda offers four types of diplomas. Criteria is as follows:

Scholar's Diploma- successful completion of four years of science including Biology, Chemistry, Anatomy/Physiology and Pre-AP Physics, AP Physics, AP Chemistry or AP Biology; four years of mathematics including Algebra I, Geometry, Algebra II, Pre-Calculus, Pre-AP Pre-Calculus, Calculus or AP Calculus (Honor/Pre-AP math students must take Calculus), and three foreign languages (two of the same language and one year of Latin). Students who earn the Scholar's Diploma are recognized at graduation with a gold honor cord.

Distinguished Scholar's Diploma – successful completion of a minimum of four AP (Advanced Placement) classes when completing the requirements of the Scholar's Diploma while maintaining a minimum of a 3.8 GPA. Students earning this diploma are recognized with a blue and gold honor cord.

Interdisciplinary Scholar's Diploma – successful completion of the requirements for the Scholar's Diploma substituting one year of Advanced History and Advanced English for the fourth year of math or science. Students who earn the Interdisciplinary Scholar's Diploma are recognized at graduation with a parchment colored honor cord.

Service Honor Cord – successful completion and documentation of 250 service hours per year. Students must provide documentation of service hours by May 1. Students serving the required number of hours are recognized with a red cord..

Regular Diploma- minimum required graduation credits.

### Transfer Credits

Transfer credits from an accredited school are given equal weight with BCS credits. Elective credits are given when a transfer student has received credit in a course we do not offer. In addition, when a home-schooled student applies for grade 9-12, credits are accepted pending the entrance qualification exam. Students must attain 70% on a BCS administered criterion-referenced test for the applicable course. If a student is given credit in a subject on the basis of an exam, BCS will enter the examination score on the student's transcript.

### Transcripts

Students may request a transcript by completing the Transcript Request Form located in the dean's office. It takes up to one (1) week for the transcript to be processed.

### Valedictorian and Salutatorian

Valedictorian and salutatorian will be chosen based on the highest and second highest GPA of the graduating class. Students must have completed both the entire junior and senior years at Bethesda Christian School to qualify. All high school grades through the progress report of the fourth quarter of the senior year will be used to determine the highest-ranking graduates. In the event of a tie, SAT scores, not ACT, will be used to break the tie. If both students have the same SAT scores, co-valedictorians will be named. The difficulty of course selection will be considered in valedictorian and salutatorian recognition.

The valedictorian shall receive an "Honor Graduate Certificate." This certificate is a declaration authorizing the president of any state supported college or university to provide a scholarship for tuition as specified by law. Some non-state supported colleges and universities also recognize this award and provide the tuition scholarship.

### HIT THE MARK NOTEBOOK

Bethesda Christian School provides the unique BCS *Hit the Mark* notebook to each student who enrolls in the senior school. This binder contains a critical four-year timeline and checklists for the students to follow as they prepare for the college application process. Each year, students should update the personal inventories by adding their latest test scores, grades, and awards/honors, work/volunteer experience, etc. Students will receive additional information for the notebook during the four years of senior school. This information can be a valuable resource when completing college and scholarship applications. Internet websites are listed in the financial aid section and can be a valuable resource when searching for scholarships and grants.

Students who desire to participate in "Who Wants to Earn a Scholarship?" game during their senior year must submit a completed *Hit the Mark* notebook by May 1 of the senior year to participate in the competition. Participating seniors are quizzed on questions from the BCS curricula and can win up to \$1000 in college scholarship money.

### HONOR CODE

*"...We are Ambassadors of Christ..." II Corinthians 5:20*

"Bethesda Christian School must provide a Christian environment encouraging the development of Christ-like attitudes, habits, and character sufficient to keep a good balance in intellectual pursuits." This code represents a commitment on the student's part to help fulfill our mission. It is the desire of Bethesda Christian School and its staff that the following Honor Code results in a lifestyle conducive to a Christian on and off the school campus.

- I will make a commitment to obey the rules established by each teacher and will submit myself to Bethesda Christian School's leadership and philosophy. Hebrews 13:7 states, "Obey them which have rule over you."
- I will speak wholesome, truthful, non-gossiping words to others, and commit to not lying or cheating, and I will report any cheating to the teacher. Ephesians 4:29 states "Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers."

- I will follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report concerning my classmates. I will keep confidential private issues discussed by my peers. "...to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men." Titus 3:2
- I will act out of consideration for others and be quick to forgive when someone offends me. Ephesians 4:32 states, "And be ye kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you."
- In order to please God I will set an example to fellow students, parents, faculty, and staff in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of alcohol, tobacco, illicit drugs, vulgar/profane language, PDA, pornography, and other acts of the sinful nature. (Gal 5:19-21; Col. 3:17; Titus 2:7-8, 1 Thes. 2:10; 1 Thes. 5:18, 22-23; James 3:12-18; Eph. 5:1-4)
- I will follow the BCS Dress Code and dress in such a way that the focus will be on Christ in me, not drawing attention to my outward adornment. 1 Corinthians 3:16 states, "Know ye not that ye are the temple of God, and that the Spirit of God dwelleth in you?"
- I will endeavor to develop my mind in Christ that I may know His will for my life. I will apply myself to my subjects so that I will be able to accomplish His purpose for me. Romans 12:2 states, "And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God."

Each middle and senior school student signs an *Honor Code* indicating he/she understands and will observe the standards and expectations. Enrollment as a BCS student implies that the student agrees to conform to the *Honor Code* and other guidelines of BCS. In addition, every student of BCS is challenged to hold each other accountable to the *Honor Code*.

When behavior or an activity (whether on or off the school grounds) is not a positive reflection upon the Name of Our Lord, the school reserves the right to discuss the details with the student and the parents. Continual unrepentant violation of the *Honor Code* subjects a student to disciplinary action including suspension from school outings and up to and including expulsion.

### **Middle and Senior School Classroom Conduct Guidelines**

The middle and senior school years provide unique experiences for students, parents, and teachers. At a time when students are undergoing changes emotionally and physically, a supportive environment can enable appropriate social development. The classroom discipline plan encourages students to become self-disciplined and learn appropriate ways to interact with their peers in their educational environment.

Middle and senior school students receive a classroom conduct grade every grading period in each class.

The conduct grade is based on the number of conduct marks recorded for the grading period. An explanation of the conduct grade follows:

- E = EXEMPLARY - The student consistently exhibits the following honorable character: honor, humility, obedience, diligence, honesty, kindness, self-control, orderliness, integrity and encouragement to others. (0 - 2 conduct marks in a grading period)
- S = SATISFACTORY - The student generally exhibits the honorable character listed above with an occasional lapse in performance. (3- 4 conduct marks in a grading period)
- N = NEEDS IMPROVEMENT - The student frequently exhibits the following character: disrespect, disobedience, talking without permission, gum chewing, inappropriate language, irresponsibility, poor stewardship of time and property, poor social interactions, lack of self-control, dishonesty, foolishness, or murmuring. (5 -7 conduct marks in a grading period)
- U = UNSATISFACTORY - The student consistently exhibits the above listed character: (8 - 10 conduct marks in a grading period)

### **Hall Conduct Expectations**

Students should be polite and considerate to others in the halls, especially respectful to younger students and adults. If an adult is in the hallway, students should respect their presence by acknowledging the adult and making a path clear for their passage. Students should use the designated stairways only. Students who fail to follow out-of-classroom expectations will be issued a ticket. For every three (3) tickets a student receives, she/he will be assigned to 9<sup>th</sup> period.

There are five-minute breaks between classes for students to use the restroom, get a drink of water, go to their lockers or use the phone for emergencies. Once the bell rings, classes begin, and students are not to be in the halls.

### **Conduct Procedures**

The dean is responsible to research and assess minor violations of an *Honor Code* standard or a classroom conduct expectation. The dean will give guidance to the student regarding appropriate behavior and may assign an appropriate consequence. With repeated misbehavior or serious offenses, the student will be referred to the principal's office for disciplinary action. Consequences assigned

by the dean or the principal may include but not be limited to the following:

### **9<sup>th</sup> Period**

9<sup>th</sup> period will be held on Mondays or Tuesdays from 3:45-5:15 p.m. and will be supervised by the dean. 9<sup>th</sup> period is given after every third ticket and/or every fifth tardy in first period. Absences are counted by semester. Any athlete attending 9<sup>th</sup> period receives an unexcused absence for practice/games. When a student accumulates three (3) 9<sup>th</sup> periods in one (1) grading period, he/she will be given a Saturday school assignment. Three (3) office visits or referrals to attend Saturday school in a semester could result in the student's dismissal from BCS.

### **Saturday School**

Saturday school will be held on designated Saturdays from 9:00 a.m. until 12:00 noon. Saturday school can be assigned to students who have excessive absences, tardies, or conduct infractions.

### **Service Project**

A student may be asked to serve an individual or clean a part of the facility as a part of the consequence for an offense. This is usually assigned when the student has demonstrated a lack of respect to an individual or a lack of regard for property.

### **Scripture Study**

A student may be asked to write a document that is based on a scriptural study of a biblical principle. "All scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; that the man of God may be adequate, equipped for every good work." 2 Timothy 3:16-17

## **Major Offense Procedures \***

Should a student demonstrate open rebellion to any staff member, intentionally hurt a peer (verbally or physically), or maliciously destroy property, the student will be sent to the office. A parent will be called and may be required to come to the school. Depending on the incident, the student's consequence could be a service assignment, Saturday school, probation, suspension, or dismissal from the school. If there is no response to correction, a student accumulating three office visits or Saturday school assignments could be dismissed from the school.

## **Office Visit Procedures**

Warning Visit: Students are sent to the dean's office after receiving three conduct marks the same day or when an incident takes place that would be considered a major offense. The dean meets with the student regarding the dishonorable character. Depending on the offense, the parents will be contacted.

1<sup>st</sup> Office Visit: The dean or designee meets with the student and the parents are contacted. An appropriate consequence is given.

2<sup>nd</sup> Office Visit: The dean or principal meets with the student and a parent conference is scheduled. When there is no improvement in behavior following correction, the student will be placed on probation.

***Three office visits can result in dismissal from the school.***

## **Suspension**

Suspension from school is considered a serious warning and is recommended for repeated misbehavior or for a serious violation of the Honor Code. There are two types of suspension:

### **In-School Suspension (ISS)**

Parents will be notified in advance. During ISS, the student will be isolated from classmates in a designated room, from one to five days. Assignments will be given and the student may take tests and quizzes. Students must turn in their work on the day it is due and will receive full credit. The student may not attend a practice, game or other school activity on that day. The student *may* be placed on disciplinary probation.

### **Out-of-School Suspension (OSS)**

For major violations of the honor code, a student may be required to stay home for a period of one to three days. These absences are considered unexcused and zeros will be given in all classes where there is an assignment, test or quiz. The student may not attend a practice, game, or any other school activity on that day. The student *will* be placed on disciplinary probation.

## **Disciplinary Probation**

Disciplinary probation is for a student who has committed a serious violation of the *Honor Code*. This is an official warning that continued violations or serious misbehavior in or out of the classroom or at a school function may result in expulsion from BCS.

\* Please Read *Threats of Violence and Student Teasing, Intimidation, Bullying & Harassment* policies located on pages 38-39.

### Expulsion

At any time, an offense may warrant the immediate dismissal of a student. Offenses that may lead to suspension or expulsion include but are not limited to the following: excessive tardiness, chronic disruptive behavior, repeated dress code violations, inappropriate behavior on a school trip or at a school function, fighting, harassment, use and/or possession of tobacco, alcohol, or illegal drugs, possession of a weapon, destruction of property, or a blatant violation of the *Honor Code*.

*A REMINDER: "All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness." Hebrews 12:11*

### JUNIOR/SENIOR INFORMATION

**Junior AP exams:** Juniors will be charged the standard fee for each exam.

**Junior College Visits:** Juniors are allowed two (2) college days to visit college campuses. Documentation from the college visit must be submitted.

**Juniors order class rings** in the fall.

**Junior/Senior Banquet:** The junior class and parents plan this event. Committees are formed to delegate tasks and plan out-of-school fund raising. A complete Junior/Senior Banquet binder is available to assist in the planning. Students are responsible for the funds necessary to rent tux or purchase dresses, and pay for tickets to the banquet. Bethesda Christian School does not sponsor an after-party dance, nor may any room reservations or fundraisers be done for an after-party or dance under the name or auspices of the school.

**Senior College Visits:** Seniors are allowed two (2) college days to visit college campuses. Documentation from the college visit must be submitted.

**Senior College Sweatshirt Day:** Each Friday, after seniors are accepted to a college, they may wear a sweatshirt reflecting their college of choice.

**Senior Expenses:** Seniors will have the following expenses: Senior pictures, AP exams, graduation costs (\$25 graduation fee, invitations, cap and gown, desired graduate pictures, etc.), and the class picture gift to the school. There are also costs involved with the Junior/Senior Banquet and the senior trip.

**Senior Final Exams:** Seniors maintaining an "A" in a class for the second semester and **have not been tardy or absent (excused or unexcused) more than two times in each grading period**, will be exempt from the second semester final.

**Senior Pictures:** During the summer break before the senior year, all seniors must have their portrait made at the BCS designated photographer (for the yearbook) with the specified background (young men in tux and young ladies in drape). Young men must be clean shaven. No purchase is required. Students may go to the photographer of their choice for their portrait package.

**Senior Trip:** The senior class may plan a senior trip (with the guidance of the senior class sponsors). Seniors opting to take the trip during the school year must travel to an approved destination in Texas. The trip takes place during the week prior to graduation. In order to attend the senior trip, the senior must have satisfactory conduct. **In addition, the senior may not have excessive tardiness or absences, and must be passing all classes. If a student pays for the trip and then becomes ineligible, the student will forfeit his/her portion of the money.**

### LOCKS/LOCKERS

The student lockers are small, but all middle and senior school students receive a home set of books. The lockers should be used to store a notebook, Bible, lunch, backpack, etc. **Large book bags are not necessary and should not be brought to school. The top of the lockers may not be used for storage of large book bags.** Athletes are assigned an athletic locker for storage of athletic equipment and uniforms.

Locks may be used but must be rented from the school for \$5 deposit. (This \$5 will be returned to the student when the lock is returned.) The inside of the lockers may be decorated with appropriate pictures by using Fun-tac or other temporary adhesive. Hard-to-remove decals, etc. are not permissible. All lockers are the property of the school and the administration reserves the right to inspect any locker at any time. Lockers are assigned during registration and will be given on the first day of school. Locker assignments will not be changed.

### MILITARY

Any student interested in pursuing service in the military is advised to speak with a recruiter from each branch of service as well as any family or friends who can help the student make an informed decision. Students are also advised to take the ASVAB (Armed

Services Vocational Assessment Battery), which is a free interest/abilities inventory offered by the government.

### **MISSION TRIPS**

Bethesda takes one or more annual mission trips. The school chaplain organizes each trip and students are encouraged to take part in these great experiences. In the past, BCS students have helped build an orphanage in Mexico, refurbished the BCS gymnasium, assisted a family in Oklahoma, and built classroom facilities at a Native American Mission in Oklahoma.

### **NATIONAL HONOR SOCIETY SELECTION PROCESS**

Selection to National Honor Society (NHS) or National Junior Honor Society (NJHS) is a privilege, not a right. Students do not apply for membership in the society; instead, they provide information to be used by the Faculty Council to support their candidacy for membership. NHS & NJHS is more than an honor roll. **Students must demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character before they can be selected for membership.** Membership will be granted by a secret-ballot majority vote of the Faculty Council.

#### **PREREQUISITES:**

- Students must be juniors or seniors (for NHS) and any middle school student (for NJHS).
- Students must have attended Bethesda Christian School for at least one full semester prior to membership.
- Students must have a cumulative scholarship average of a 90 percent or 3.6 on a 4.0 scale.
- Students must have exemplary/satisfactory conduct.

#### **CHARACTER**

- Candidates for membership must demonstrate outstanding performance in respect, responsibility, trustworthiness, fairness, caring, and citizenship.
- In addition, students must uphold and demonstrate Christian principles, actively help rid the school of negative influences, and take criticism willingly and graciously.
- In evaluating character, the Faculty Council will consider the positive as well as the negative aspect of character.
- Administrative records of the school, records from the dean's office, and conduct grades may be used by the Faculty Council in the decision making process for the purposes of membership selection.
- All character judgments of the Faculty Council must be free from speculation and rumor.

#### **SERVICE**

- Candidates for membership must demonstrate outstanding performance in service.
- Service can be demonstrated by showing proof of working in affiliation with organizations such as Scouts, Six Wings, or church groups and/or by providing evidence of individual volunteer work or assistance given.
- Service is interpreted as the contributions the candidates have made to the school, church, and community, as well as the positive attitude of the students toward service.
- Courtesy should always be shown by the student when assisting others.

#### **INTERVIEW**

- To be considered for selection, students may be required to interview with the Faculty Council.

#### **STUDENT ACTIVITY INFORMATION FORM**

- To be considered for selection, students will be required to complete a Student Activity Information Form and return it to the adviser by the date specified on the form, the last day of March. Late entries will not be accepted.

#### **NOTIFICATION**

- Those students who are selected to become members of the NHS or NJHS will be notified with congratulatory letters sent home to the students and parents. RSVP cards will be included for the initiation ceremony and will also serve as a confirmation of the received congratulatory letter. The letters will also outline some of the basic duties and responsibilities of membership.

#### **NON-SELECTION**

- The adviser is not obligated to share with students and parents information concerning specific students not selected for membership; however, if asked, the adviser will provide both students and parents an explanation of the selection process and give them goals to reach in an effort for the student to be granted future membership.

### **NCAA REQUIREMENTS (For college-bound student-athletes)**

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Students must fill out the “NCAA Initial Eligibility Clearinghouse” form in order to play any NCAA sport in college as a freshman. The forms can be found in the dean’s or the athletic director’s office.

### OFF-CAMPUS ACTIVITIES

Students are required to submit the BCS permission slip ([www.bethesdachristianschool.org](http://www.bethesdachristianschool.org) – Ambassador Connection >Parents or Students>Misc. Forms) with parent signature in order to attend off-campus outings.

### SCHEDULING PROCESS

Priority is given in descending order for senior school students starting with the 12<sup>th</sup> grade. Students are allowed to drop or add a class up through the first two weeks of school. Drop/Add privileges are determined on an individual basis. Any schedule changes after the second week of the semester will be subject to review by the administration.

Procedure to Drop/Add a class:

1. Talk to the principal or dean about the reason for dropping or adding a class.
2. Obtain a drop/add form from the dean.
3. Get teachers to initial the form.
4. Return the form to the dean.
5. The form will be forwarded to the data specialist and updated in the computer.

**Students will not be able to drop or add a class without following the proper procedure!**

### STUDENT DRIVERS/VOE FORMS

#### Verification of Enrollment and Attendance (VOE) Form for Driver License Purposes

The VOE form provides documentation of enrollment and attendance status to the Texas Department of Public Safety for a student applying for an instruction permit and/or a license to operate a motor vehicle. A student is eligible to receive a VOE form if he/she has had fewer than nine (9) absences for a semester, receives a credit for each class the semester prior to application for the VOE form, and is enrolled at BCS at the time of completing the VOE form. A student should request a VOE form from the dean or vice principal **at least one day in advance**. The VOE form expires 10 days from issuance during the school year (August to April). It is valid for 90 days during the summer (May through July).

Eligible students may drive cars to school, but must register their car providing a photocopy of their driver’s license and proof of insurance to the school office. Students must park in the assigned parking area. Students are not allowed to go to their cars or leave campus in their cars until dismissal time without administrative permission. Parents must submit written notification to excuse a student-driver from school for an early dismissal. Infractions of these guidelines may result in a loss of privilege for the remainder of the semester. The principal will decide if the student is allowed to resume this privilege at the beginning of the following semester.

Maximum speed is 10 mph in the parking lot. Failure to use all precautionary measures to assure safety to self or others could result in a loss of driving privileges on the school property. Infractions of vehicle laws will be referred to the Haltom City Police Department and driving privileges on school property will be suspended indefinitely.

### STUDENT LIFE

The philosophy of the student activities program is to provide exposure to interest areas outside the classroom so students may develop their God-given abilities. Activities are designed to build school unity while giving the student a sense of accomplishment through persistent effort. Spiritual values are reinforced in practical ways. It is part of the BCS philosophy and purpose to seek excellence and the development of the whole person. As with academics, student activities examine character and promote recognition of individual uniqueness. Student activities provide an environment for individuals to discover and be good stewards of their gifts.

The student activities program is grouped into the following four categories:

#### Academic

- ACSI events (Art Festival, Band Solo/Ensemble, Choral Festival, Math Olympics, Science Fair, Speech Meet)
- ATSSB Region, Area, and All-State Band
- Chess Club
- *Fort Worth Star-Telegram* Spelling Bee
- *National Geographic* Geography Bee
- National Honor Societies
- Who Wants to Earn a Scholarship?
- TAPPS events (art, all academics)
- TMEA Region and All-State Choir
- TPSMFA Choir Solo/Ensemble

#### Athletics

- Basketball
- Baseball
- Cheerleading
- Cross Country
- Running Club
- Soccer
- Softball
- Track
- Volleyball

**Spiritual**

- Chapel
- Mission Trips / Outreaches
- Praise Band
- Salvation Army Angel Tree
- Six Wings Service Organization
- Service opportunities

**Social**

- Back-to-School Activities
- Homecoming Activities
- Junior/Senior Banquet
- Movie Nights
- Spirit Week
- Student Council
- Student Leadership Institute
- 8th Grade Retreat
- Senior Retreat and Senior Trip

**TESTS, MAJOR PROJECTS, AND EXAMS**

A test calendar is maintained to ensure that most students will not have more than two tests scheduled in one day. Math tests may be assigned for any day provided there are no more than a total of two tests assigned for any given day. Due dates for major projects/research papers must be on the regularly scheduled test day, but a test and project in the same subject should not be scheduled on the same day. Exceptions may occur in senior school when students are enrolled in Pre/AP and AP classes.

**TEXTBOOKS**

Each student will receive a home set of books as well as a book for use in each class. Students are accountable for the condition of all books for which they are assigned. Home and class books will be collected at the end of the year and all books will be assessed for damage. If a textbook has not been turned in or is lost, the parents will be billed the cost of the book. **If a class book is damaged or lost, the replacement cost will be evenly divided between the school and the student(s) to whom the book was assigned.**

**BCS  
ALMA MATER**

*These cherished days will soon be gone,  
But bonds built here last the ages long.  
Bethesda Christian School shall be  
Our everlasting memory.*

*Ambassadors! Ambassadors!  
The torch of truth shines forevermore!  
At home or on a distant shore,  
Forever an Ambassador!*

*Lyrics By: JULIANNA BARNETT  
Music By: WILLIAM B. BRADERRY  
(He Leadeth Me)*

## PARENTAL GUIDELINES

### ADMISSIONS/WITHDRAWAL PROCEDURES

**For a student to be admitted to Bethesda Christian School, parents must endorse the Christian philosophy of education that is preeminent at Bethesda, and the student should demonstrate potential to be successful in the classroom.**

**We are not equipped to meet the needs of students with diagnosed learning differences. If a student is admitted with a pre-diagnosed learning difference, it is the parent's responsibility to secure outside evaluation(s) and tutoring to meet the student's needs. Also, if a student is diagnosed with a learning difference while attending Bethesda, it is the parent's responsibility to secure outside tutoring to meet the needs of the student.**

To apply for admission:

1. Contact the school office for additional information and a tour of the facilities.
2. Complete an Application for Admission and Contract of Enrollment. Attach current report card, standardized test results, immunization record, certified copy of birth certificate, and application fees to the application. (Sixth through twelfth grade applicants are required to submit two academic recommendations from previous teachers and one character reference from a pastor. These forms are provided in the application packet.)
3. Schedule an entrance exam if SAT test scores are unavailable. (An additional \$30 fee will be assessed for entrance exams.)
4. Schedule a parent interview with the principal. (The principal also interviews all middle and senior school applicants.)

If the admissions committee concludes that BCS is equipped to educate the student after careful review of the aforementioned records, test, and interview, then a letter of acceptance will be sent to the applicant.

#### Admissions Schedule

To apply or re-enroll at BCS, please note the following schedule of admissions:

**1st full week in February** - BCS students in good standing may re-enroll for the upcoming year at a discounted registration fee. (Students are in "good standing" if they have passing grades, satisfactory conduct, regular and prompt attendance, and current tuition accounts. Students who have multiple N's or U's, excessive absences or tardiness, or who have failed more than one subject will be placed on probation. If there is no improvement, the student will not be allowed to re-enroll.)

**2nd full week in February** - Enrollment is open to the public and remains open until all places are filled.

*All fees and tuition are nonrefundable.*

#### Grade Level Placement

Students enrolling at Bethesda Christian School are assigned to the level for which they are ready chronologically, emotionally and academically.

The following chronological guidelines are used:

- Kindergarten: Five years old by September 1st\*
- Grade 1: Six years old and promotion from kindergarten\*
- Grades 2-12: Promotion or transfer contingent upon admissions test results

\*A birth certificate must be submitted with kindergarten and first grade applications.

#### Moral Standards Policy

The biblical and philosophical goal of BCS is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. While enrolled at BCS, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and refrain from certain activities or behavior. Thus, BCS 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).

#### Nondiscriminatory Policy

Bethesda Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, student tuition aid programs, athletic and other school-administered programs. Bethesda retains the right to discriminate in accordance with the law by enrolling families of its own faith and moral standards.

### **Family Lifestyle**

Bethesda Christian School's biblical role is to work in conjunction with the home to mold students to be conformed into the image of Christ. If a home environment is not in harmony with the school's doctrinal beliefs and biblical lifestyle requirements, it will be difficult for the school to cooperate with and augment the home to achieve this goal. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition of the biblical lifestyle or teachings of the school. This includes, but is not limited to, sexual immorality, homosexual orientation, or inability to support the biblical or moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

## **CHILD PROTECTION POLICIES**

### **Background Check for Parent Volunteers**

All adults who volunteer to serve as a coach or serve as a chaperon for an overnight or out of town trip **MUST** be willing to submit to a background check.

### **Child Abuse/Neglect Reporting Policy**

Chapter 34 of the Texas Family Code requires any person "having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect" **MUST** report the case to any local or state law enforcement agency or to the Child Protective Services (CPS) of the Texas Department of Human Resources.

Section 34.03 specifically provides that any person reporting abuse or neglect is immune from civil or criminal liability as long as the report was made in good faith and without malice. Good faith means that the person making the report did not intend to injure another person or violate another's legal rights.

**Failure to report a case of child abuse or neglect is a class B misdemeanor, punishable by imprisonment of up to 180 days and/or a fine of up to \$1,000.00.**

Therefore, in accordance to state law, the staff is mandated to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical abuse (evidence of marks or bruises on the body) emotional abuse, sexual abuse and/or exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their children, in this case, the administration is placed between the parents and the state, acting on behalf of the child and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff 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.

### **Counselor/Teacher and Confidentiality Policy**

If a student reveals information that, in the counselor/teacher's opinion and discretion, raises concerns for the safety and stability of the student, that information may be revealed to appropriate officials and/or the parents.

### **Threats of Violence Policy**

#### **{Please discuss this with your child(ren)}**

Bethesda Christian School considers student possession of/use of/ or threat (or perceived threat) of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, or threatens to use a weapon, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or a school function. Possession includes, but is not necessarily limited to, having a weapon in an assigned desk or locker, backpack, clothing, purse, or vehicle, or under the student's control such as hidden by the student.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or the staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was “**just joking**.” If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor’s opinion, does not present a threat of danger.

**Student Teasing, Intimidation, Bullying, Harassment Policy**  
**{Please discuss this with your child(ren)}**

A safe, positive Christian school environment requires respect and support for all the school’s students. Therefore, inappropriate behaviors such as teasing, intimidation, bullying, harassment, persistent tormenting, habitually cruel or overbearing comments, belittling, spreading rumors, making fun of, or encouraging exclusion of a fellow student(s) is considered unacceptable and will result in age-appropriate, progressive discipline. **This policy includes the use of electronic devices used on or off campus.** If the behavior persists after the appropriate counsel of a teacher and/or the administration, the progressive discipline would consist of a day’s suspension (first offense following counsel), three day’s suspension (second offense), and then finally expulsion (for repeated offenses).

**EMERGENCY EVACUATION**

In the case of an emergency that requires immediate evacuation of Bethesda’s premises, BCS students will be transported to Glenview Baptist Church. Parents may pick up their child(ren) at Glenview. If possible, the school will contact the parents to inform them of the evacuation.

*If there is a change in any of your emergency contact numbers, please contact the school office immediately.*

**GIFTS FROM THE HEART and THE HAND**

*"For where your treasure is there will your heart be also." Luke 12:34*

Bethesda Christian School is a non-profit organization. Tuition alone does not cover the costs of educating a student at Bethesda.

Our provision comes through many sources. First, families who are faithful in making tuition payments help us to balance the budget each year. Like families who commit their lives to the mission field, BCS staff members make personal sacrifices so that hundreds of children can have a Christ-centered education. In addition, the school’s facilities are graciously provided by Bethesda Community Church. These factors allow more families the opportunity to provide a Christian education for their children!

Yet, BCS recognizes that we would not be the school that we are (or have the things that we have) without the many families who have considered BCS worthy of contributions of money, time, expertise, and energy. ***The BCS family makes the difference!*** Financial contributions do not go into the general operating budget but are used to provide additional benefits to the students. The playground, library, technology labs, remodeled gym, bus, and updated athletic fields are all examples of improvements made to the school, facilities, and grounds through ***generous gifts from the heart and the hand!*** These projects represent tax-deductible financial contributions and thousands of volunteer hours given by parents, grandparents, and friends of BCS. In addition, many local corporations will match employee gifts to BCS. Check with your corporation. While we are dependent on this provision to accomplish the vision and plans that He places before us, your children are the ones who benefit. We are thankful and give praise to our Father for meeting our needs.

**We encourage you to continue to make Bethesda Christian School your favorite non-profit!**  
**We will be good stewards of your contributions.**

**INTERCESSORY PRAYER**

The strength of our school is a direct reflection of the power of prayer. For those who are called to pray corporately, a time is set aside for parents to join together to intercede for the children, teachers, and administration of BCS. For more specific information call the school office. It is important that each parent pray daily for their child(ren) and the staff of BCS.

**OFFICE HOURS**

Our office staff is pleased to serve you during:  
SCHOOL YEAR (Monday - Friday) 7:45 - 4:00  
SUMMER (Monday - Friday) 9:00 - 3:00

### **PARENTAL GRIEVANCES**

When a parent has a grievance or complaint against a teacher or staff member, he/she should go directly to the person with whom there is a grievance. The Matthew 18 principle admonishes, “If your brother sins against you, go and show him his fault, just between the two of you.” It is always valuable to hear “the other side of the story” before drawing a conclusion about an incident. If after prayer and communication there is no reconciliation, then ask that the dean or the principal help resolve the issue. **Never call the dean or the principal with a complaint against a teacher or staff member before speaking to that person and attempting to resolve the conflict.**

The people of Bethesda Christian School are called to a higher standard of communication regarding our brothers and sisters in Christ. Therefore, knowing that we will all give an account for the words that we speak against one another, let us remember to guard our mouth and our tongue. Then, our souls will be guarded from trouble. Let us commit to use our words to “build up” and not to “tear down” someone behind his or her back. Let us seek, find, and encourage the good in one another instead of gossiping about shortcomings. (Don’t we all have shortcomings?) Let us show the world that we are His because of the love that we have for one another. Let each of us be an Ambassador for Christ in all situations.

### **PARENTS making a DIFFERENCE (PmD) . . . a new degree in parent involvement!**

PARENTS make a DIFFERENCE at BCS! Functioning as a parent service organization, the PmD extends and enriches the ministry of BCS. Involved parents use their special abilities and gifts (such as serving on the Communication or Technology Committees) to strengthen and enhance the overall school program. In addition, the parent organization assists the school in fostering closer relationships between BCS families. If you are not involved, we need you! Please contact a PmD officer and become a PARENT who makes a DIFFERENCE.

### **PARENT ROLE IN STUDENT SUCCESS**

The success of a student’s learning experience grows when the parent and the school work together for the good of a student. The role of the school is to augment the training of the home. The role of the parents is to support the philosophy and guidelines of the school. By signing the enrollment contract, the parent agrees to abide by the established policies of the school.

Parents, to help your child flourish at BCS, please:

- Pray for your child, your child’s teachers, and BCS
- Aim high and expect much
- Commit to having your child attend school regularly, arrive on time, and in compliance with the dress code
- Create a rich learning environment at home
- Set limits and create structure at home
- Limit the amount of time your child spends with TV, computers, and video games
- Hold your child accountable for his behavior and academic performance
- Guide your child in developing good study skills
- Participate in parent/teacher conferences
- Read to your child and encourage him to read
- Discuss report cards and assignments with your child
- Recognize that the easy way is not always the best way---perseverance builds character
- Know what your child is doing, where he is, who his friends are, what movies he sees, what music he listens to
- Go directly to the teacher(s) with any concerns
- Communicate to the teacher any problems/conditions that might hinder your child’s learning
- Provide a note to document the reason for an absence
- Request, in advance, approval and assignments for an extended absence, such as a family trip
- Recognize the importance of your child developing self-discipline, perseverance, respect, and a personal relationship with Jesus Christ
- Thank the Lord for your child, your child’s teachers and BCS.

**Students will be eligible to re-enroll if they meet the academic and conduct expectations AND their parents demonstrate support and cooperation with school guidelines and personnel.**

### **VOICE MAIL**

The school number is (817) 281-6446. If you get voicemail, press # to skip the recorded greeting and leave a message.

### **WEBSITE**

Check our website at [www.bethesdachristianschool.org](http://www.bethesdachristianschool.org) for up-to-date information. Links are provided to aid in sending email messages. The general e-mail address is [bc@bethesdachristianschool.org](mailto:bc@bethesdachristianschool.org).

Parents may e-mail teachers requesting information regarding their child. The teachers' e-mail addresses are on the website under the "Contact Us" link. Parents may also e-mail a teacher a word of encouragement.

### **Withdrawal Procedure**

#### **All fees and tuition are nonrefundable.**

If a student leaves BCS at any time during the school year, the parent will need to notify the school, in writing, at least one week prior to the withdrawal. **Parents must go to the accounting office to obtain a signature of a cleared tuition account. The administration will complete a withdrawal form with the student's current grades in each subject. The student must return textbooks and library books before the form will be released.** The new school will need to request immunization records and report card information, if needed. The BCS withdrawal form cannot be forwarded to the new school until all accounts have been paid and all textbooks have been turned in to the administration.

