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## Administration

<b>&lt;To Be Announced&gt;</b> .....	Administrator
Kim Stefanik .....	Elementary Principal
Ken Whitehead.....	Steering Committee Chairman
Jared Alsdorf.....	Steering Committee
Mindy Buck .....	Steering Committee
Curt Henry .....	Steering Committee
Cindy Hill.....	Steering Committee
Chuck Petersen.....	Steering Committee
Steve Ringler.....	Steering Committee
Paula Titus .....	Steering Committee

## Christian School Steering Committee

The Christian School Steering Committee is a standing committee of the Bethesda Baptist Church elected annually from the church membership. It is chaired by the senior pastor or his appointee and includes the church business manager, school administrator, and no less than three elected active members of Bethesda Baptist Church. Bethesda Christian School resulted from the vision of the members of Bethesda Baptist Church, who provides the facilities and significantly contributes to the operating budget and financial management of the school.

## Admission Policy

A student is admitted to Bethesda Christian School on the basis of former scholastic records including immunizations, discipline records, pastor's recommendations, and entrance interview. Parents will be notified of the acceptance status of the student after all admission requirements are met. All new students are on a probationary status for their first semester. Bethesda Christian School admits students of any race, color, or ethnic origin.

Admission to Bethesda Christian High School is determined by the administration and is based on information submitted by the applicant that will include:

- the cumulative academic record
- the completed application packet
- necessary health information and records
- a one-page letter written by junior high and high school students (1) telling why they want to attend BCS, (2) relating their personal salvation experience, (3) explaining fears or concerns in coming to BCS, (4) sharing the importance of the Lord in their life.

Registration applications should be completed and returned to the school office with the appropriate application fee. All of the information requested through the registration applications must be completed. When these have been completed a personal interview must be scheduled. Parents will be notified promptly about the status of the application.

**Students must be 3, 4, or 5 years old on or before August 1 in order to enter their respective grades.**

## **Financial Information**

### **Tuition**

In general, all tuition and fees are handled through FACTS Management Company and can be paid in one of two ways:

- Full payment by July 20, paid directly to BCS.
- Authorized automatic bank withdrawals from your checking or savings account paid through FACTS Management Company.

Any questions about tuition should be directed to the school administrator's office.

## **Parental Commitment**

It is a privilege for BCS to partner with Christian homes in the education and spiritual development of their children. We encourage parents to be actively involved in the lives of their children, modeling for them a love for the Lord and for others; faithfully attending a Bible-believing church, and fully supporting the mission, policies and practice of Bethesda Christian School.

## **History**

Bethesda Christian School had its beginning in the fall of 1965 when a five-year-old kindergarten program was established. Soon, several kindergarten classes and a pre-kindergarten program were being conducted daily. The program became generally well-known for academic excellence and its strong Biblical base. Classes were often filled and long waiting lists existed.

Our elementary program began in the fall of 1974. It originally was planned that only grades 1-3 would be established, but interest was so great in the upper elementary and junior high grades that we began that school year with 400 students in grades pre-kindergarten through eighth grade. Plans immediately began to add at least the ninth grade, but once again, God wonderfully and miraculously undertook so that in the fall of 1975, a nearly completed 42,000 square foot junior-senior high complex opened its doors to grades nine through twelve. High school students were enrolled at the beginning of the 1975-76 school year, and it culminated with the graduation of our first senior class of eleven students.

Bethesda Christian School provides the finest academic instruction for pre-kindergarten through grades twelve. Sports programs are top-rate and include the 1991 AACS national basketball championship. An outdoor sports complex includes a lighted soccer field, a grass infield baseball field, and several other playing fields. Music programs, including Choir and Band, are available to students from elementary through high school.

In addition to having national accreditation through the American Association of Christian Schools, Bethesda Christian School became fully accredited with the Indiana Department of Education in 2003. BCS students participate in ISTEP testing each year, including the GQE for graduation from high school.

Bethesda Christian High School graduates have furthered their education at public and private universities and colleges in a broad variety of studies. Bethesda has many successful graduates in many walks of life, including full-time Christian ministries.

## **Philosophy**

THE PHILOSOPHY OF BETHESDA CHRISTIAN SCHOOL is based solely upon God's Word and His direction. Being an extension of BETHESDA BAPTIST CHURCH, the position of the School is one of service and responsibility to the Christian family. Realizing that fathers are instructed in Deuteronomy 6 to teach their children and that responsibility has been vested in us as an institution, we become, in essence, the servant to the home.

We further see our Philosophy as having then five basic views:

### **1. VIEW OF REALITY**

God is sovereign above all things. All things exist and have their being through Him. Through Christ and His Word we can view the real world. (Romans 11:36, II Corinthians 4:18)

### **2. VIEW OF MAN**

Man by creation has the highest position on earth. He has the comprehension of God and is created in the image of God. Yet man is also depraved (Romans 3:23, Romans 1). Left to himself, he will disappoint his Creator (Isaiah 53:6). Man's greatest need then is to return to God and accept Him as Lord and Savior (Romans 10:9, 10; Romans 6:23; John 3:16; Romans 12:1) and faithfully serve Him.

### **3. VIEW OF TRUTH**

Man's reasoning is finite while God's wisdom is infinite. Therefore, all truth is from God and is revealed by and through His Son and the Word of God (John 14:6, John 17:17). To understand the revealed truth, we must study Him and His Word and judge and interpret truth as seen through the Bible.

### **4. VIEW OF EDUCATION**

Education must enable man to understand and learn of God and how to live in His creation. The basis of education is the Word of God and all education is viewed from that perspective.

## 5. VIEW OF AUTHORITY

Parents have the responsibility of training their children, (Deuteronomy 6, Ephesians 6:1-4). Biblical examples, both good and bad, are men such as Abraham and Eli. Psalm 127 shows us children are a heritage of the Lord. The Christian school acts in behalf of the parents, yet ultimate training of children belongs to the parents.

### Statement of Purpose

It is our purpose at Bethesda Christian School to play a major part in the molding of the lives of young people so they will be spiritually and academically qualified to assume their proper role in society upon graduation. It is from homes where parents and students have this objective that we intend to draw our students.

### Bethesda Christian School Mission Statement

*Bethesda Christian School exists to provide excellent academic instruction that is consistent with Biblical truth and which honors the name of Christ.*

**To accomplish this Bethesda Christian School will seek to exemplify the following core values:**

**1.) Biblical Truth**

- integration throughout the education and the environment so that students will know, love and serve Jesus Christ with all their soul, mind and strength.

**2.) Academic Excellence**

- spiritual, intellectual, social and physical development of each student that prepares them to fulfill God's purpose for their lives.

**3) Sound Stewardship**

- operation in a financially responsible manner, providing Christian education at a reasonable cost within adequate facilities.

**4.) Committed Faculty**

- hiring and development of faculty committed to professional excellence and care for the students.

**5.) Parental Partnership**

- co-workers with parents in fulfilling their God-given obligation to train up a child.

**6.) Student Opportunities**

- programs that allow each student to discover and develop their individual gifts and talents.

## Emergency Closings

School may be canceled, be delayed, or close early due to inclement weather or other unexpected emergencies. In such cases, the radio and TV stations listed below will announce our closing. A two-hour delay of school will result in no morning kindergarten. However, full-day kindergarten will resume following the delay. In general, Bethesda will be closed when Brownsburg schools are closed for weather conditions.

WTHR— 13    WISH— 8    WRTV— 6    FOX-59

## Attendance

In order for your child to gain the most in school, he or she must be in regular attendance. As an educational institution, we discourage any absence from classes other than those that are absolutely necessary. On the secondary level, Bethesda Christian School will enforce the attendance policy stipulated in this section:

### Excused Absences

There are, of course, legitimate reasons for being absent from school. The following list, although not totally inclusive, details valid reasons for student absences:

- Personal Illness: Student absenteeism for personal illness is considered excused. The illness, of course, must be valid. **The administration reserves the right to make a final determination in any questionable cases.**
- Death Within Family: A death within a student's immediate or extended family will be considered an excused absence. The length of such absence may vary from case to case. Therefore, the administration reserves the right to make individual judgments regarding total days excused.
- Family Emergencies: This category refers to cases of family illness, hardships, and unexpected circumstances. **The administration reserves the right to make individual judgments concerning the validity of the requests and the actual number of days excused.**
- Family Vacations: Students may be excused, at the discretion of and with the approval of the administration, for up to six consecutive days and no more than a total of ten days per school year. (Since the school calendar allows ample time for vacations in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with the school vacation time. Any violation of this policy provision will result in the absence(s) declared as unexcused and all appropriate penalties invoked.
- Professional Appointments: Professional appointments with doctors, dentists, etc., provide reasons for legitimate student absenteeism. The administration reserves the right to request notes from any professional if confirmation of the absence is needed. Whenever possible, professional appointments should be made after school hours.
- Approved School Activities: Students missing classes for field trips, athletic contests, music programs, etc., will be considered excused if such activity is

sanctioned by the administration. These absences will not be recorded on the student's attendance record.

- **Homebound Instruction:** Certain situations may occur (e.g., surgery) that require a student to miss school for an extended length of time. The administration requires appropriate written verification of such absenteeism. Please carefully note the "Excessive Absences" section for pertinent information.
- **Miscellaneous.** It is possible that occasions may arise, other than those listed in this section, necessitating that a student miss school. The administration shall make the sole determination if such an absence is excused or unexcused. Absences related to the student's church will be considered excused.

### **Make-Up Work for Excused Absences**

**When Prior Notice is Required** (See Office Notification of Absenteeism Section): **Any student absent for family vacations, most professional appointments, certain school activities, and select miscellaneous reasons is required to turn in all missed work the day the student returns to school.** On the day of the student's return, the student should also be prepared to take all missed tests and quizzes as well as those scheduled for the day he/she actually returns.

**When Prior Notice is not Required:** The student will have **two calendar days for every school day missed** (to a maximum of ten days) to complete make-up work. For example, if a student is absent Friday and Monday, all work is due the next Friday (four days after returning).

### **Unexcused Absences**

All student absences not declared as excused absences will be recorded as unexcused absences. Examples of unexcused absences include, but are not limited to, the following:

- Not following proper absence declaration procedures. (See Office Notification of Absenteeism)
- Missing class without proper authorization.
- Arriving more than 10 minutes late to any class will be considered an unexcused absence. In the case of a study hall, this will result in a detention.
- Leaving the BCS campus without signing out with proper school personnel.
- Not providing proper prior notice of absence when prior notice is required.
- Absenteeism (whole day or partial) not deemed acceptable by the principal.
- In-school and Out-of-school suspension.

**Note:** Being absent for some of the reasons just listed may result in a student being declared truant. Truancy is defined as being absent from school without the parent's permission and the school's permission.

**Please note that declaring a student to be unexcused is an administrative right of appropriate school personnel, not a student/parent prerogative. Therefore, just because a parent calls to report a student's absence, that does not make the absence excused.**

### **Make-Up Work for Unexcused Absences**

Class work and regular assignments due on the day or days of unexcused absences will receive **no credit for each day** of class missed. Missed tests and quizzes must be taken on the day the student returns to school, with a **reduction of 20% per test and/or quiz**. Special assignments (e.g., term paper) due during the unexcused absence must be turned in the day the student returns to school. As in the case of quizzes and tests, there will be a one-letter grade reduction for special assignments due during any day of the unexcused absence. An unexcused absence from a study hall will result in a detention.

### **Excessive Absences**

Any student missing more than ten days of school per semester may receive an "F" for the semester's course work. For purposes of this provision of the attendance policy, any student placed on homebound instruction for more than five consecutive days will have all remaining days of that extended absence waived. For example, if a student misses school six successive weeks due to back surgery, only five days will be counted as absences. Please remember – exceeding the ten-day absence limit per semester may affect the promotional opportunities for students in grades K-8.

## **TARDINESS**

### **Excused Tardiness**

- Classroom Tardiness: A student who arrives at any class after the bell finishes ringing is considered tardy. If a pass is presented from an authorized faculty or staff member, and such faculty or staff member declares that the reason for tardiness is acceptable, the tardiness will be declared as excused tardiness.

### **Unexcused Tardiness**

- Arriving at School: Any student who cannot be in class when the bell rings to begin school is considered tardy. When such lateness occurs, they will be given an Unexcused Tardy.
- Classroom Tardiness: A student who is tardy to individual classes/subjects and cannot/does not obtain a proper pass will be issued an Unexcused Tardy.
- Detention: Four unexcused tardies in a grading period will result in a detention.

### **Excessive Tardiness**

Student tardiness disrupts the classroom and results in lost time and extra clerical work for the office staff and instructors. Therefore, excessive tardiness on the part of any student may result in suspension, probation, etc. Again, the appropriate administrative personnel will make the decision.

### **Office Notification of Absenteeism**

It is important that the proper BCS office personnel always know the location of each student. Therefore, specific procedures have been established detailing how a student absence should be reported. Some absences require prior notification (defined as notifying the appropriate school office of the future absence any time before or during the school day immediately preceding the absence). Absences requiring prior notification must result in all work for all classes due immediately upon return to school. Family trips, doctor appointments, approved school activities, homebound instruction, and some miscellaneous reasons fall into the prior notice category. Other absences are more spontaneous in nature and, therefore, do not require prior notification. Personal illness of the student, a death within the family, family emergencies, some professional appointments, and some miscellaneous reasons fall into this category.

### **Prior Notification**

- When Prior Notification is Required

Absences requiring prior notification must be handled by calling the appropriate school office or submitting a letter explaining the nature of the absence. Failure to follow this procedure will result in the absence being declared unexcused.

- When Prior Notification is Not Required

When a student is absent, the parent must call the school office by 9:00a.m. on the day of the absence. This procedure must be followed each and every day a student is absent. If no telephone call is received, the absence will be considered unexcused and all consequences of the unexcused absence will come to bear. Some situations, including many emergencies, may arise that make it impractical to follow this procedure. For example, an unexpected death in the extended family may necessitate that the student immediately leave the state. Complying with the telephone procedure to report the student absence may indeed be the last thing on the parents' and students' minds. Such situations will be handled fairly by the Administration.

PLEASE NOTE: Since BCS is vitally interested in all of our students and parents, we would consider it a privilege to uplift our families in prayer in times of need. Therefore, we encourage you to communicate with us even in times of family emergencies. In all such emergency cases, a written explanation describing the nature of the absenteeism is required in the attendance office the day the student returns to school.

### **Appeal Process**

Any exception to any provision of the Student Attendance Policy may be granted by appeal to the BCS Administrator.

## Conduct

Bethesda Christian School's philosophy, and belief that the Bible is the infallible, divine Word of God dictates the providing of an atmosphere that is conducive to spiritual growth and development. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinate to the Spirit of God who indwells us (I Cor. 8:9, 12-13; 10:31-32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world, the loss of the Christian's physical, mental, or spiritual well-being (I Cor. 9:27), and damage their testimony for Jesus Christ.

### Principles of Discipline

The mission of BCS states "Bethesda Christian School exists to provide excellent academic instruction that is consistent with Biblical truth and which honors the name of Christ." The leadership of BCS views disciplinary "problems" as "opportunities" to help students in the process of becoming disciples of Jesus Christ. The aim of the school in discipline is to "come alongside to help" (Hebrews 3:12-15) with the end being restoration (Galatians 6:1-6). In dealing with students, we seek to apply foundational Biblical principles such as:

- Parents are ultimately responsible for their children (Deuteronomy 6:6-7; Ephesians 6:4). This responsibility includes discipline. Every effort will be made to work closely with parents in the disciplinary process, relying on them for support, direction, advice, and feedback. BCS desires for parents to see the school as a resource, providing help and assistance in raising their young people to live a life that is pleasing to the Lord (Colossians 1:9-12; 3:20). Parents and school personnel are expected to involve school administration when there has been a violation of Section One of the Code of Conduct.
- Reliance on the Holy Spirit to give direction and support in the disciplinary process through the illumination of scripture (I John 2:27), the conviction of sin (Ephesians 4:30), the supply of courage for confession and repentance (Psalm 51), and wisdom in dealing with consequences and restoration. Because of our reliance on the power of the Holy Spirit and our commitment to the family, we expect parents to deal with other parents whose children are involved in violations of this code of conduct in an effort to follow the principles of Matthew 18:15, Galatians 6:1-2; Matthew 5:23-24; and I Corinthians 6:1-6.
- A core value of BCS is to firmly ground every decision on the foundation of the Word of God. Biblical principles provide the framework for all we do at Bethesda (II Timothy 3:16-17). The Bible emphasizes the need for loving discipline as a key tool in the making of disciples committed to Jesus Christ (Hebrews 12:4-13; I Thessalonians 5:14). The knowledge of a particular offense should be limited, if possible, to the sphere of impact/knowledge of the sin; this helps to prevent potential misinformation and gossip, which hurts everyone involved. The goal of Biblical discipline is always restoration, dependent upon the reception of grace by the individual (Romans 6: 1-2, 11-14).
- Another important value at Bethesda is cooperation with local Bible-believing churches (Hebrews 13:7, 17). The advice, involvement, and direction of a

pastor/youth pastor's counsel is to be sought out as a part of the discipline/restoration process.

## **Code of Conduct**

The Code of Conduct of BCS is in effect 24 hours a day, seven days a week, 365 days a year (24/7/365), beginning with the student's admission to BCS. Bethesda encourages students to seek forgiveness and true repentance for all sin and this policy exists within the context of Galatians 6:1 and Matthew 18:15.

### **Section One**

The following violations of the Code of Conduct will result in suspension from school pending a timely hearing before the Discipline Committee (made up of the School Administrator, building Principal, Steering Committee Chairman and Senior Pastor): any involvement with the abuse of drugs, illegal drugs or alcohol, sexual immorality, or any potential endangerment of school personnel, students or facilities. The Committee may act on a recommendation deemed appropriate by the administration, which could include a range of actions from a contract outlining terms of probation to expulsion from school.

### **Section Two**

The use of tobacco, pornography, profanity or obscenity, stealing, gambling, fighting, lewd behavior, disrespect to God, country or BCS personnel will result in a variety of responses from the school including, but not limited to, detention, suspension, parent meeting, probation, and/or counseling. Repeated violations will result in an increase in the severity of the discipline and could eventually lead to a hearing before the Discipline Committee.

## **Discipline Procedures**

Normal discipline can involve one or more of the following responses:

- Personal counseling and prayer with the teacher.
- Notification of his/her behavior problems to parents by telephone and/or written communication.
- Student conference with the teacher which may result in a detention.
- Student conference with the Principal.
- A parent-teacher-student or parent-teacher-Principal conference.
- Withdrawal of privileges such as participation in extra-curricular activities.

Probation can be imposed for as long as nine weeks during which time the student will not be allowed to participate in extra-curricular activities and will relinquish all positions of trust and responsibility. During this time, the student will meet regularly with an appointed advisor or a teacher of his/her choice for counseling. Conferences with parents will be held as deemed necessary. At the end of the designated period, the student will be

restored to full status if behavior has significantly improved. If the problem still exists at the end of the designated probationary period, the administration may:

- Extend the period of probation.
- Recommend expulsion to the Discipline Committee.

## **Detention**

- All detentions are held on Wednesday after school. Detention begins ten minutes after the school day ends and lasts for 45 minutes.
- Detentions may be rescheduled one time, for one week following the assigned detention. This must be done by the parent in writing or by phone before the assigned date.
- Students will be assigned another detention if they do not attend their assigned detention.
- An out-of-school suspension will also be assigned to any student who is issued more than three detentions during the same grading period.

## **Suspension Procedures**

A student may be suspended for a period of one to five days at the discretion of the Administrator and/or Principal. Causes for suspension could include the following:

- Willful disobedience of established school rules, including a breach of the Student Code of Conduct, or open defiance of authority.
- Repeated misconduct.
- Not responding to other reasonable means of discipline.
- Continued disruptions in a class to the point that he/she must be removed in order for learning to take place.

All assignments or tests missed during the period of suspension must be completed. Suspension is an unexcused absence with academic penalties.

## **Expulsion Procedures**

The Discipline Committee may expel a student from BCS after other disciplinary procedures have failed to change student behavior or when major moral or social offenses have been committed.

## Cheating

When a student is determined to have cheated on a test, quiz, or homework, either by observations on the part of a teacher or by the student's own admission, he/she may be given an **automatic zero for the test, quiz, or assignment**. Likewise, the assisting student, if willingly helping another student cheat, will receive the same punishment. Repeated occurrences of cheating will result in suspension and more serious consequences. In the area of plagiarism, where being able to write in one's own words is part of the learning process, a student will receive a zero on the draft turned in, the paper must be rewritten correctly, and an average of the two scores will be recorded. If a student is unwilling to rewrite the paper, an automatic suspension will be issued. It is important that we all maintain integrity in our scholastic endeavors. If a student self-reports a cheating incident, the principal will determine the consequences. Grace will be extended to those who self-report.

## Expected Behavior

Students should be well-behaved at all times. Behavior becoming of a disciple of Jesus Christ should be displayed by all students toward one another and toward school faculty and staff.

- **Classrooms**

Students are expected to be ready for class with all the necessary materials, to be on time, and to be attentive during class. Students are to follow the classroom management plan of their teacher.

- **Hallways and Restrooms**

Students are to treat each other with respect in these areas of the building. We expect older students to show a servant's heart for the younger students. For safety reasons, no horseplay will be tolerated. Please allow teachers and staff the right of way during passing period. Because others are still in class during a passing period, please keep the noise level down.

## Physical Contact

**Physical contact will not be permitted. BCS maintains a "hands to yourself" policy.** This means no aggressive physical contact as well as displays of affection including hand holding and hugging for upper grades and high school students. Students should keep their hands to themselves. Consequences can include administrative action depending upon the circumstances. This rule as others applies to all school functions, home or away.

## Good Stewards of Property and Facilities

With proper recognition and respect for the God-given resources of BCS, students will:

- Take responsibility for equipment and supplies.

- Take good care of physical facilities, including buildings, desks, tables, lockers, and other items.
- Be responsible for their own personal items (jackets, books, etc.) and securing them in one's locker. It is recommended that a student's name be placed on all personal items.
- Take responsibility for helping to keep the buildings and grounds as neat as possible (pick up trash, etc.).
- No paper on the floor tells every visitor to the school that we take pride in our school. If you drop something on the floor, please help by picking it up! Likewise, if you see something on the floor, please help by picking it up!
- Keep your lockers clean inside and out. Nothing should be displayed on the outside of your locker unless it is school-related, such as athletic spirit signs. Inside decorating must be done with the school's philosophy in mind.

## Threats

Threatening or intimidating a student, teacher or any person connected with the school may result in expulsion. Threatening or intimidating behavior at any time or place may be causes for evaluation and/or expulsion. This policy will include perceived threats as well as stated threats. Threats will include gestures and expressions that are intimidating to the one to which they are directed.

## Vandalism and Theft

Causing or attempting to cause substantial damage to the school, church, or the personal property of others, or the theft of property from the same, will result in restitution/reimbursement owed and may be cause for dismissal/suspension.

Vandalism or theft of personal or public property in or around the community, or elsewhere, may result in dismissal/suspension of the student involved. Students that are in the company of those who commit and an act of vandalism or theft may be held equally accountable as the vandal/ thief.

## Laws and Statutes

Engaging in an activity that is forbidden by the laws of the State of Indiana, or any other civil authority, constitutes an interference of the schools purpose and mission, and may lead to dismissal/suspension. This policy, as others, is applicable all year and is also a consideration for enrollment or re-enrollment.

## Weapons

There are some items that are inappropriate for students to bring to school. Weapons or anything that could be considered a weapon are not to be brought to school. Students are not to have anything that could be considered or **resembles** a weapon on or near the

school property or on a bus or at any school activity regardless of the location of that activity. This includes knives, pellet guns, or play guns. Any media material that is obviously in direct conflict with our standards is not to be brought to school. Bethesda Christian School reserves the right to inspect lockers. Items will be confiscated and returned to parents.

Students are not to be in possession of pornographic, obscene, sexually explicit, or questionable materials including pictures, written material, computerized material, or any other media. Determination of appropriateness is determined by the administration.

## **Dress and Appearance Standards**

All students are expected to be dressed appropriately and modestly at all times. Good taste and judgment are the guidelines for daily school dress. The dress code, just as other standards, is not meant to be a spiritual measure of a student. Our standards have been established to help in the daily operation of our school and to maintain a system of order that we feel is most conducive to education. Students may not be allowed to remain in class when they have violated a dress or appearance standard until the problem is corrected. Parents will be called to correct the problem. We expect parents to see that their children come to school properly attired.

**School Activities** – Blue jeans and other neat but casual clothes may be worn for athletic and other outdoor events. For all other school activities, school attire is required unless an alternative is announced by the administration. Students that are not in the appropriate attire will not be allowed to participate in the activity.

### **Secondary Dress Code – Boys**

**Pants** – Dress or casual pants are the accepted standard. No blue jeans or sweat pants may be worn. All trousers must be worn at the waist.

**Shirts** – If any shirt appears sloppy, the student will be asked to tuck it in, no matter what the hemline. No sleeveless shirts may be worn.

**Shoes** – Dress, casual, or athletic shoes may be worn. No sandals may be worn.

**Hair** – Hair must be neatly trimmed off the ears, collar, and eyebrows. No facial hair will be permitted; students must be clean-shaven. Sideburns must be no longer than the lobe of the ear. We ask that extremes in fashion, such as unnatural hair color, engraved hair styles, etc. be avoided.

**General** – No tattoos or body piercing will be allowed.

**P.E.** – P.E. clothes should be neat and clean. Shorts should be no higher than mid-thigh. Sweat pants may be worn. A physical education uniform is required for grades 7-10 to purchase in the P.E. office.

### **Secondary Dress Code – Girls**

**Dress and skirts** – A dress or skirt may be worn. The length should be near the top of the knee. Skirts and dresses with slits should be near the top of the knee. No sundresses may be worn. Clothing should not be tight or form-fitting.

**Pants** – Dress or casual pants are the accepted standard. No blue jeans, sweat pants, or warm-ups may be worn. No low-rise pants are permitted. Clothing should not be tight or form-fitting.

**Hair** – Students should avoid hairstyles or unnatural hair colors that could be considered extreme.

**Tops** – Blouses and sweaters or other appropriate tops are to be modestly cut. No tank tops may be worn by themselves. Shirts should be long enough to cover midriff with hand raised.

**Shoes** – Appropriate footwear must be worn at all times. No flip-flops (beach style) or athletic style sandals may be worn.

**Jewelry** – Jewelry is not to be worn in excess. No tattoos or body piercings, other than earrings, will be permitted.

**P.E.** – P.E. clothes should be neat and clean. Shorts should be no higher than mid-thigh. Sweat pants may be worn. A physical education uniform is required for grades 7-10 to purchase in the P.E. office.

### **Elementary Dress Code – Boys**

**Pants** – Long dress/casual pants or jeans are appropriate attire in the elementary. No sweat pants may be worn. All trousers must be worn at the waist. K-3, K-4, and K-5 students may also wear mid-thigh shorts.

**Shirts** – If any shirt appears sloppy, the student will be asked to tuck it in, no matter what the hemline. No sleeveless shirts may be worn.

**Shoes** – Dress, casual or athletic shoes may be worn. No sandals may be worn.

**Hair** – Hair must be trimmed off the ears, collar, and eyebrows.

**General** – No tattoos or body piercing will be allowed.

**P.E.** – For those grades changing for P.E., clothes should be neat and clean. Shorts should be no higher than mid-thigh. Sweatpants may be worn. A separate pair of tennis shoes will be needed for all grades and must not be worn for any other purpose in order to protect the gym floor.

### **Elementary Dress Code – Girls**

**Dress and skirts** – A dress or skirt may be worn. The length should be near the top of the knee.

**Pants** – Long dress/casual pants or jeans are the accepted standard. No sweat pants or warm-ups may be worn.

**Hair** – Students should avoid hairstyles or colors that could be considered extreme.

**Tops** – Blouses and sweaters or other appropriate tops are to be modestly cut. Tank tops are not permitted. Clothing should not be tight or form-fitting. Shirts should be long enough to cover midriff with hand raised.

**Shoes** – Appropriate footwear must be worn at all times. No athletic style sandals or beach-related flip-flops may be worn. Dress sandals are permissible. Athletic shoes may be worn. Leggings may be worn during the winter months under dresses.

**Jewelry** – Jewelry is not to be worn in excess. No tattoos or body piercings, other than earrings, will be permitted.

**P.E.** – For those grades changing for P.E., clothes should be neat and clean. Shorts should be no higher than mid-thigh. Sweatpants may be worn. A separate pair of tennis shoes will be needed for all grades and must not be worn for any other purpose in order to protect the gym floor.

## Parent Communications

Every Friday we email an e-newsletter called “The Patriot Post”. Pertinent school information is included in this e-newsletter and can be viewed on the school website ([www.bcsbrownsburg.com](http://www.bcsbrownsburg.com)).

### Where to Start if You Have A Question. . .

Athletics ..... Bill Hawkins  
 Finances, tuition, etc. .... Meghan Nicewonger  
 School records.....David Stafford  
 Classroom-related communications .....the teacher first,  
 .....then the principal

**School Phone Number (317) 852-3101**

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

## The School Day

The school day begins at 8:00 a.m. with early-in. Teachers are on duty for supervision of students that need to arrive as early as 8:00 a.m. All Elementary students congregate in the elementary gym. Secondary students that arrive before 8:15 a.m. congregate in the food court. Classes begin at 8:30 a.m., at both the elementary and secondary schools. Kindergarten dismisses at 11:30 a.m. Elementary dismisses at 3:30 p.m., Secondary at 3:40 p.m. Elementary students who cannot be picked up before 3:45 p.m. will wait for their ride in the elementary chapel until 4:00 p.m. *Any elementary student who has not been picked up by 4:00 p.m. will be taken to after school care.* There is a charge for using after school care on a regular basis. Junior high and high school students are monitored in the food court until 4:00 p.m.

## **Before and After School Care**

Before and after school care is available to aid working parents. Before school care begins at 7:00 a.m., the fee is \$3 per day. After school care begins at 4:00 p.m. and ends at 6:00 p.m. The fee is \$3 per hour, per day. Students requiring supervision after 4:00 p.m. will be charged for after school care. If students are not picked up by 6:05 p.m., a late charge will be assessed.

## **Telephone Policies**

Neither teachers nor pupils will be available to leave classes to receive telephone calls during the school day. Telephone messages will be placed in teachers' boxes, and all necessary calls may be returned during their free period or at the end of the day. Messages will be given to students at lunch hour. If there is an emergency situation, a student will be given the message immediately. Cell phones are not to be used in any way during the school day.

## **School Pictures**

School pictures will be taken during the first few weeks of school. All students in grades K-3 through 11<sup>th</sup> grade are photographed. Parents may choose from a variety of packages for purchase at their own expense. Picture re-takes will be scheduled for any new students who have enrolled or students who were absent. Re-takes must have pre-approval from school personnel.

## **Lunch**

The school does not provide a hot lunch program. However, the school does make a few items available for purchase to supplement the student's lunch, such as drinks, snacks, fruit, etc. We have a limited selection of food items for sale, however, most students bring a lunch. Food and drinks are to be eaten only in the areas designated. All students in grades K4/K5 full day through sixth grade will eat their lunches in the elementary lunchroom; students in grades 7-12 will eat in the food court. Generally speaking, students are not allowed to leave school for lunch. Visitors during lunchtime are restricted to family members, youth pastors and alumni.

## **Visitors**

Prospective students interested in attending Bethesda Christian Junior/Senior High School are welcome to visit classes. Because of our "closed campus" policy, arrangements for their visit are to be made at least one day in advance. Visitors should be made aware of our dress policies and are expected to abide by them. Parents and visitors should check in at the respective office for a visitor's pass.

## **Parties**

When planning birthday or other parties for elementary students, please plan on including all the students, all the boys, or all the girls in a class. If this is not possible, please mail the invitations.

## **Lost And Found**

A “Lost and Found” is located in each of the elementary and junior/senior high offices. All students who have lost articles should check daily for them. Items not claimed may be discarded.

## **Marking Possessions**

Items which belong to students such as Bibles, dictionaries, boots or coats, should be permanently marked in some way, so they are not confused with similar items that belong to other students.

## **Library**

A library is available in the elementary building for all students. Students are instructed in their usage at the beginning of each school year. Care should be taken to treat library books and materials properly as they are very expensive. Students will be charged a replacement fee for library books not returned. Students will be charged 10 cents per day for the first five days for late books, after which, they are charged \$1 per day up to the value of the book. Any book that is lost must be replaced quickly.

## **Health**

In the event a student becomes ill or is injured during the school day, we will contact you or the person you name and ask you to pick up your child or notify you of the need for medical attention. The Brownsburg Fire Department medical squad and Brownsburg Medical Clinic will serve to advise us in the event of a serious injury. Students who become ill will be able to wait for you in the elementary sick bay.

If your child is ill, please do not send him/her to school! When students become ill during the school day, parents will be called and asked to pick them up. Please cooperate with us in this matter.

## **Chapel**

In addition to daily Bible lessons, students at Bethesda Christian School attend regular chapel services. The elementary and secondary grades attend separate weekly chapels. Chapel speakers include our teaching staff, the church’s pastoral staff and invited pastors, evangelists, missionaries, and special inspirational speakers.

## Academics

Academics at Bethesda Christian School exist within the context of spiritual formation. Therefore, we strive for academic excellence and the school has a history and reputation for quality results.

### Curriculum and Textbooks

We desire to use curriculum that is consistent with our mission and purpose. Most of our texts are from ABeka Books or Bob Jones Press. All textbooks are provided through the initial book fee. Students are responsible for the care of their books and will be charged for damaged or lost textbooks.

### Grading Scale

A+	100	4.33 grade points
A	99-97	4.00 grade points
A-	96-95	3.67 grade points
B+	94-93	3.33 grade points
B	92-90	3.00 grade points
B-	89-88	2.67 grade points
C+	87-86	2.33 grade points
C	85-79	2.00 grade points
C-	78-77	1.67 grade points
D+	76-75	1.33 grade points
D	74-72	1.00 grade point
D-	71-70	.67 grade point
F	below 70	0 grade points and no credit earned
I	Incomplete	0 grade points and no credit earned
P	Pass	0 grade points
W	Withdrawal	0 grade points and no credit earned

(We strongly discourage students from withdrawing from any class. Under normal circumstances, withdrawals must be within the first four weeks prior to the release of progress reports.)

### Grade Reporting

Grades are reported every nine weeks. Grades will be sent home with the students on grade reporting days and must be signed and returned to the school within three days.

### Progress Reports

Students who are not achieving at a level consistent with their ability will receive a progress report approximately at the mid-point of each quarter and at other times on an as needed basis.

### Honor Roll

We wish to recognize students who do above-average work. Various methods of recognition will be established for the classes in grades 1-3. For grades 4-12, "A" and "B" honor rolls at the end of every nine-weeks grading period will be posted. A 3.67

grade point average or better is necessary for the “A” honor roll; a 3.0 or better for the “B” honor roll with no failing grades.

### **Homework**

It is not uncommon for students to have homework nearly every evening. This may consist of unfinished class work, specific homework assignments, or practice and drill that the teacher deems necessary. There is a no homework policy in the elementary for Wednesday evening. On the secondary level, efforts will be made to keep Wednesday evening homework to a minimum.

Be careful not to do your child’s homework in your efforts to help. Here are some ways that you can assist your child with homework assignments:

- Provide a quiet, well-lit, comfortable place to study and do homework;
- Be sure all necessary materials are available for the child;
- Keep distractions to a minimum;
- Set aside a specific time for homework and study, then hold to that time as rigidly as possible;
- Check on your child from time to time during the study period to see if help is needed.

### **Annual Achievement Testing**

Each year students in grades K-2 will be tested with a reliable, nationally-normed, achievement test and those results will be shared with parents. A copy of your child’s test analysis will be mailed to the home along with explanations to assist you in the interpretation.

In addition, students participate in ISTEP+, the statewide achievement test that all accredited schools must administer. Students are tested in the grade designated by the state. The ISTEP+ test administered at the 10th grade and above, if necessary, is called the Graduation Qualification Exam (GQE). Students must pass the GQE to earn a diploma from an accredited school in Indiana.

### **College Board Testing**

Students are provided with information regarding taking the College Board Tests including the PSAT, SAT, and the ACT. All students are given the PSAT at Bethesda in their junior year and information concerning the SAT or ACT in their senior year.

### **Graduation Requirements**

BCS strives to meet, and in most cases surpass, the high school graduation requirements as described in the Indiana State Administrative Regulations. We maintain additional requirements for our own students. Transfer students must meet all state requirements. They are also required to meet our additional graduation requirements, though only those reasonable and appropriate, taking into account the time that the student has remaining in school. All CORE 40 requirements will be met by Bethesda graduates.

### **Requirements**

A total of 46 credits will be required, including the following:

- Bible credit for each semester at BCS
- 8 credits of English
- 6 credits of Math (must include Algebra I, Geometry, and Algebra II)
- 8 credits of Social Studies (Geography, World History, U.S. History, Government/Economics)
- 6 credits of Lab Science
- 1 credit of Health
- 1 credit of Physical Education
- 1 credit of Computer I
- 1 credit in Speech/Public Speaking
- 8 credits of Foreign Language, Computer II & III, or Fine Arts
- plus electives

Students must also pass the Graduation Qualification Exam (GQE) administered by the Indiana Department of Education.

### **Academic Honors Diploma**

To be eligible for an academic honors diploma, a student must complete a minimum of 50 high school credits, which must include standard graduation requirements. Only courses in which the student has earned a grade of “C” or above may count toward an Academic Honors Diploma. A student must have a grade point average of a “B” or above. The following credits are required:

- Bible credit for each semester at BCS
- 8 credits of English
- 8 credits of Math (graduation requirement plus Trigonometry or Calculus)
- 8 credits of Social Studies (Geography, World History, U.S. History, Government/Economics)
- 8 credits of Lab Science (must include 2 credits of Chemistry or Physics)
- 1 credit of P.E.
- 1 credit of Health
- 1 credit of Computer
- 1 credit in Speech
- 1 credit in Advanced Composition
- 2 credits in Fine Arts
- 6 credits in Foreign Language
- plus electives

Students must also pass the Graduation Qualification Exam (GQE) administered by the Indiana Department of Education.

### **Calculating GPA**

GPA, grade point average, is calculated to determine eligibility, class rank and recorded on the student's permanent transcript in grades 9-12. Colleges often use high school GPA as a factor in determining whether an applicant is accepted. There are many different grading scales and grade point assignment scales. BCS uses the 4.33-point scale for determining GPA. The grading scale and grade point assignments for grades are listed in the section "ACADEMICS" of this handbook.

Classes that carry full weight receive one credit per semester. Physical Education, Music, and Band receive  $\frac{1}{2}$  credit per semester. The weight of a class (1 or  $\frac{1}{2}$ ) is multiplied times the number of grade point assigned to the letter grade the student has received for each class. For example, if a student receives a "B" in Algebra class, the grade points received are  $1 \times 3$  or 3. (A letter grade of "B" in Physical Education the grade points received is  $\frac{1}{2} \times 3$  or 1.5).

The GPA is determined by dividing the total number of grade points received during a grading period by the total number of credits for the classes taken.

### **Transferred Credit**

Any student of Bethesda Christian School must have the permission of the Administrator in writing before he or she may pursue course work from any other source (or institution). The course work must meet one of the following criteria:

- Course work pursued from a school that may issue grades and credit which its institution is allowed to grant.
- Correspondence courses from an institution that is qualified to issue grades and credit. Testing procedures must be agreed upon by Bethesda Christian School.
- Home school courses will be accepted for credit only. Grades will not be used for calculating Bethesda GPA.

No self-taught work will be accepted to appear on the transcript if Bethesda Christian School cannot validate the credibility of the work.

### **Sports Physicals**

All students who intend to participate in extra-curricular athletics must have had a physical examination between May 1 and the first practice. It must be filed in the office along with your completed Consent and Release Certificate.

## Lockers

Lockers are to be used for books, lunch, etc., throughout the school year. Junior High and High School students should keep their locker combination confidential and should keep their locker locked at all times.

Lockers are to be kept clean and orderly. Books that are damaged in cluttered lockers will become the property of the student and the full price for a replacement book will be charged to the student's school account. We ask that magnets be used for displaying pictures inside lockers.

Periodically, all school locker inspections and occasional spot checks will be used to enforce our locker policies. The school will not be liable for items stored in lockers (locked or unlocked).

## Parent Teacher Conferences

Periodic parent/teacher conferences are scheduled. The dates are on the school year calendar. Arrangements for individual conferences are to be made by contacting the school office. In some cases, your child's teacher may request an additional conference. We encourage parents to meet as frequently as needed to make sure things are going well with their children. Meetings with the principal may be scheduled through the school offices.

## Student's Withdrawal or Dismissal

Please notify the school office in writing as soon as you are aware of the need to withdraw your child from school. Transfer of your child's transcript and records will be handled between the two school offices—our school and the new school of your child. In the event that a student is withdrawn or dismissed from Bethesda, all financial obligations must be met before transcripts are sent to the new school. By signing the Application for Enrollment, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.

## Extra-Curricular Eligibility

In order for students to participate in extra-curricular activities they must maintain a "C" grade average and have no failing grades. The average is determined on a grade point average system. "C" average is a 2.0 GPA or higher.

Eligibility is determined on a nine-weeks basis. The Athletic Director is responsible for determining and reporting ineligibility.

Eligibility also hinges on good attendance. Students must be within the absence limits set forth in this handbook (ten per semester) to remain eligible.

## Re-Enrollment

Students who attend Bethesda Christian School are given first opportunity to re-enroll for the following school year. Re-enrollment is an annual event and the enrollment fee set that year must be paid before a place is reserved for your child the following school year. When this period is over, open registration will begin, and any vacancies are filled on a first-come, first-served basis.

## Student Drivers

Indiana Motor Vehicles Code states that a student may be prevented from obtaining a driver's license or learner's permit if the student is expelled from school or suspended twice from school. Students who withdraw from school after the threat of a second suspension or expulsion will have their driver's license made invalid. This information is found in Indiana Code 9-24-2-1 and 9-24-2-4.

All students who drive to school must be properly insured and show proof of insurance. They must register their vehicle through the school office. Driving to school is a privilege that can be revoked for discourteous or unsafe driving practices or loud inappropriate music, noise, or behavior or other distractions.

No student will be allowed to leave school property during school hours without written permission. Students are not permitted to be in their cars during the school day, with the exception of those students who have early release. The student parking lot is for parking only and students are not to congregate or linger in the parking lot before, during or after school. Vehicles are to be properly aligned in the parking spaces.

## Secondary Class Schedule

Early In .....	8:00-8:15
Period 1 .....	8:30-9:00
Period 2.....	9:03-9:53
Period 3.....	9:55-10:45
Period 4 .....	10:47-11:37
Period 5a (7-8 lunch).....	11:42-12:07
Period 5b (9-10 lunch).....	12:10-12:35
Period 5c (11-12 lunch).....	12:35-1:00
Period 6.....	1:04-1:54
Period 7.....	1:57-2:47
Period 8.....	2:50-3:40
Period 9 Detention.....	3:45-4:25

## Secondary Half-Day Class Schedule

Early In .....	8:00-8:15
Period 1 .....	8:30-8:54
Period 2.....	8:57-9:21
Period 3.....	9:24-9:47
Period 4 .....	9:50-10:13
Period 5.....	10:16-10:39
Period 6.....	10:42-11:06
Period 7.....	11:09-11:33
Period 8.....	11:36-12:00

## Secondary Courses

Bible 9	Biology 1	Band
Bible 10	Integ. Chemistry & Physics	Choir
Bible 11	Anatomy & Genetics	Music Theory
Bible 12	Chemistry	Art I
Philosophy	Physics	Art II
English 9	Pre-Algebra	Art III
English 10	Algebra I	Art IV
English 11	Algebra II	Computer I
English 12	Geometry	Computer II
Speech	Trigonometry	Computer III
Advanced Composition	Calculus	Publications
Geography	Spanish I	Office Assist
World History	Spanish II	Assistant Teacher
U.S. History	Spanish III	Sign Language
American Government	Physical Education	Health
Economics	Life Calling	
Sociology		