

# BETHEL BAPTIST CHRISTIAN SCHOOL



## 2019-2020 STUDENT HANDBOOK

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## **ABOUT THE HANDBOOK**

Bethel Baptist Christian School has endeavored to make this school handbook as complete and precise as possible. The handbook has been written by the administration of Bethel Baptist Christian School. Since there is a possibility that facets of the school's operation have been omitted or that circumstances may arise that are not covered in the handbook, the administration of Bethel Baptist Christian School retains sole authority to make decisions over the omissions or circumstances in question.

## **PURPOSE**

The purpose of Bethel Baptist Christian School is to educate and train the whole student: physically, socially, intellectually, and spiritually. Because the Lord requires a fit vessel, guidelines for personal habits, definite dress codes, and proper leisure-time activities are provided. The principle of self-discipline is the basis of our disciplinary structure. Attendance at BBCS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards, ideals, and rules of the church and school whether they are at school or away. We believe the student must honor the rights of others and respect the individual's freedom. Not only must a young person have his appearance and actions reflect the Lord Jesus (both at school as well as away), but he must also have wisdom, knowledge, and understanding to serve the Lord in a task He would choose. The Bible is taught so the student will develop sound values that will govern every step in life.

Bethel Baptist Christian School desires to send out into the world young people who will be lights in this night of spiritual darkness. The objective of our school is to prepare full-time Christians to be equipped for the harvest field.

## **STATEMENT OF FAITH**

As a ministry of Bethel Baptist Church, Bethel Baptist Christian School, without apology, holds to the church's statement of faith. A copy is available upon request.

## **PHILOSOPHY OF EDUCATION**

Our school is a ministry of Bethel Baptist Church, designed to assist families in rearing their children to serve Christ. Our major goal is to produce Christians who have instilled within them Christian character and Christian leader-

ship. We will accomplish this through three areas of emphasis:

- To teach students the Word of God so that the Bible becomes a practical and workable tool in their lives.
- To instill in each student a desire to reach the lost for Christ.
- To give a solid foundation in academics so that the student is able to effectively meet the challenges of today and tomorrow.

## **ADMISSION**

**Acceptance:** Bethel Baptist Christian School admits students of any race, color, and national or ethnic origin. Any students admitted must agree to abide by our standards of conduct, and the parents must sign a pledge of cooperation. Bethel Baptist Christian School is a ministry of Bethel Baptist Church, and, as such, will adhere to the same doctrinal position. Students attending Bethel Baptist Christian School must be members of Bethel Baptist Church or another Baptist church that holds to the same doctrinal position of Bethel Baptist Church and should attend said church weekly. BBCS is not a public school; therefore, students not faithful to church attendance may be subject to withdrawal. Students must live with their natural parents or a legal guardian. Any student moving away from home may be subject to withdrawal from school. Transfer students are admitted on a conditional basis until all transcripts and records from their previous school are received. We will accept credits for comparable class/credits (as determined by the administration) awarded from other schools. The administration reserves the right to review applications with extenuating circumstances on a case-by-case basis. Accreditation: BBCS is not accredited by any state or federal agency. Accreditation of a private church school is not necessary for a graduate of that school to enroll in most colleges or universities. Registrars of most institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. This school does not seek accreditation by any outside educational institution, but it does endeavor to provide the highest possible academic program and takes part in nationally standardized testing.

**Admission Confirmation:** A student's confirmation of admission is dependent upon the administration's review and approval of all forms, documentation, testing scores, and interview with parents and student. Parents will be

notified of the student's acceptance or rejection.

**Appointment:** All parents or legal guardians of new students must set an appointment date for an interview with the principal or administration before they can register their child(ren) in school.

**Diagnostic Test:** New students may be required to take a diagnostic test and pay a testing fee. Returning students are not required to take this test.

**Probation:** All new and re-enrolling students will be placed on a nine-week probation, or longer as determined by the administration. This is to determine their capability of maintaining the academic, spiritual, and behavioral standards of the school. If the administration feels that the student is unable to conform to any of these three, he will be subject to immediate removal without refund of registration, tuition, lab fees, testing fees, sports fee or book monies.

**Psychological Assessments:** The staff of BBCS is not trained nor able to conduct or provide student psychological assessment, test, or review in any form for the purpose or use of any state agency or school. BBCS will not provide this service for any reason.

**Registration:** Open enrollment begins in April for the following school year. Every family must pay the required registration fee each year. Upon receipt of the non-refundable registration fee, required forms, and documents, a student is considered registered for the upcoming school year. Only if the school is unable to accept the student will the registration fee be refunded.

Fees for the current school year are as follows:

- Re-enrollment before March 31: \$100 per family
- Re-enrollment after April 1: \$150 per family
- New families: \$150 per family

**Signing of Forms:** Signing of registration forms indicates annual agreement with the student handbook, all philosophies, financial arrangements, standards, and rules of Bethel Baptist Christian School. These forms must be in the school office before the student will be allowed to enter classes.

**Supplemental Credits:** A BBCS student may not participate in classes or programs at another school or be homeschooled for credit during the school

year or during the summer. Credits will be earned only at BBCS.

**Transcripts:** Transcripts are required upon enrollment. Under certain circumstances, a student may be admitted to attend classes prior to our receiving their transcripts; however, it is with the understanding that classes may change to meet credit requirements.

## **FINANCES**

Our school, which is an extension of Bethel Baptist Church, is not designed for profit. Our teachers are dependent on the prompt payment of tuition from each school family. Tuition may be paid in full or on a monthly basis beginning the first of September. The grace period for overdue tuition ends on the fifth day of the month in which a payment is due. **Any late payment will be assessed a \$5.00-per-week late fee.** Since the payment of teachers' salaries is dependent on the tuition each month, no account can be permitted to be more than thirty days overdue. Children in school will be withdrawn until the delinquent account is paid. This will result in the loss of all school privileges, such as senior trip, high school banquet, etc. No refund of money paid toward these activities will be made. Financial withdrawals may be counted as excused absences (subject to the administration). No student will be accepted for readmission until the total bill is current.

Tuition fees (ten monthly payment periods from September 1st through June 1st) are as follows for new families:

**Tuition rates are available by filling out a  
New Student Application on our web site at  
[www.bbcsknights.org](http://www.bbcsknights.org)**

Please note: It is understood that there are nine months of actual school and that the tenth payment is due on June 1st. The ten monthly payments periods are for parents' convenience. If a student's tenth payment is not paid on time, re-enrolling that student may require a first payment on August 1st rather than September 1st, or payment based on nine payments rather than ten in the next calendar school year. The tenth payment for all graduating seniors and those graduating from K-5 must be paid before the night of their graduation. Also, those parents who re-enroll their child(ren) and pay registration for next year will have their registration put toward their tenth payment, and their child(ren) will not be enrolled until the balance of the tenth payment is made. Curriculum expenses will be announced prior to the start of each year. Students attending one day or more of any month will owe the

full month's tuition. A 5% discount is available on tuition for families who pay the entire year's tuition in full by September 5th. If there is no school that day, the entire year payment will be due on the next scheduled school day.

**Extended Care Program:** The school day for K-4 and K-5 students ends at 12:00 p.m. There will be an additional fee of \$50.00 per month for those who stay until 3:35 p.m. This fee applies whether they stay one day or for the entire month. You may enroll your child for this program in the school office. This is different from Late Pickup policy found on page 22.

**Insufficient Funds:** Please note that a \$50.00 fee will be assessed for all returned checks. If a family has two returned checks, they will forfeit the privilege to pay their expenses to BBCS by check. Only cash, credit card, and money orders will then be allowed for payment.

Book orders vary from grade to grade. All parents will be required to purchase books for all children enrolled in BBCS. Families who place book orders after the deadline will be required to pay to expedited shipping fees their books. This ensures they arrive in time for school. Note: Some expedited-shipping fees can amount to more than the book itself.

Parents are responsible to make sure all used books match the book order forms. If the parent is in error and the deadline to order has passed, they will be required to pay to expedite the shipping of those books. Home school books that do not have the same ISBN number are not compatible with Christian school books and will not be allowed to be used. We allow used curriculum in an effort to help families save money, but we rely on the parents to make sure they have the right books. If the book order form says the book is not reusable, parents will be required to purchase the book from BBCS. All tests and quizzes must be purchased from BBCS and will remain the property of BBCS. Book orders are non-refundable.

## **CHARACTER DEVELOPMENT**

One of our chief goals at Bethel Baptist Christian School is to develop Christian character within each student. This will be evidenced by his outward deportment, whether he be at home, school, or elsewhere. Acceptance, as well as continued student status, will be directly affected by how a student conducts himself both at school as well as away. It is expected that all students will abide by the letter as well as the spirit of the rules and expecta-

tions of BBCS both at school as well as away. Failure to do so could result in the re-evaluation of the student's status and the loss of the privilege of attending BBCS. An undisciplined life is largely an unproductive life. Each student will be challenged to accept responsibility for his assignments and will be expected to accomplish his work promptly and efficiently. This prepares one for a life of stewardship. Students are reminded that "Whatever ye do, do all to the glory of God" (1 Corinthians 10:31).

**Classroom Behavior:** Students are expected to respect the authority of teachers and adults at all times. Unless otherwise instructed, students will raise their hands and be acknowledged before speaking. Students will not be permitted out of their seats without permission. Disruptive behavior is not tolerated in the classroom.

**Personal Behavior:** Students are to be honest and exhibit kindness and respect of others at all times. We expect our students to reply to adults courteously. They should behave as young ladies and gentlemen. No student shall use profanity.

"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" (Ephesians 4:29).

## **DISCIPLINE**

Biblical discipline provides lessons for the students for both the present and the future. Lessons of discipline include the following: teaching the fear of the Lord (Proverbs 1:5-7); teaching students to stand alone for righteousness (Proverbs 1:10-19, 29-33); teaching God's laws of cause-and-effect (Galatians 6:7, Deuteronomy 11:26-28); and teaching restitution for offenses (Matthew 4:23-24, 18:15).

**Purpose of Discipline:** Our purpose in student discipline is to provide a Biblical foundation and to produce the character of Christ through the implementation of Biblical principles of correction. According to God's Word, obedience to rules is designed to protect a person for God's best and shield them from a life of surrender to the world (Genesis 2:17, Romans 6:13).

**Philosophy of Discipline:** Our philosophy in the application of a disciplinary system is to exhibit a spirit of concern and control. Our concern is motivated by a desire for each student to travel in the direction that God would have



for him. Discipline at Bethel Baptist Christian School is never carried out with a goal of hurting (or demoralizing) but rather of protecting the student from unprofitable life directions. Control is displayed in that our disciplinary system is designed to be meted out with equity based not on who the student is but on the basis of what principle or policy the student has violated.

Our goal in discipline is to match the consequences to the offense and counsel restitution to the offended party (Matthew 18:21-35). BBCS expects full cooperation from both the students and parents in the academic and spiritual education of the student. If at any time the school administration feels that this cooperation is lacking for any reason, the student's privilege to attend BBCS will be revoked without refund of tuition or curriculum expense.

**Demerits:** Grades K - 12 are on a demerit system. Demerits result from misconduct or a violation of policy, and the number of demerits is assigned in proportion to the offense. All students are subject to the demerit system. (For list, see Demeritable Offenses on page 35.)

We realize there are unintentional or first-time offenses arising from an overlooked area or an inadvertent policy misunderstanding; however, the consequences of demerits must still be applied to the fashion of the student's failure. In such case, a minimal number of demerits will be administered. In contrast, cases of deliberate disobedience reflecting purposeful or premeditated action will meet with full consequences of demerits. Demerits may be assigned by a part-time or full-time staff member of Bethel Baptist Christian School.

**Demerit Process:** When a teacher assigns a student a demerit, a notification is emailed to the parent that same day. Parents must log in to Headmaster Online to view the details of the demerit.

Every demerit is recorded in Headmaster and updated on a daily basis.

There is a limit of one week from the date a demerit notification is sent home for parents to contact either the teacher or the principal if there is a question concerning the validity of a demerit. After this time, the demerit will stand. There will be no review of demerits issued when a student is confronted with a suspension or expulsion.

**Suspension Process:** A letter from the principal or administration will be sent via email to notify parents when their student accumulates a certain number

of demerits. They are as follows:

Grades K-4 - 3: 30, 80, 130, 180

Grades 4 - 6: 25, 60, 95, 130

Grades 7 - 12: 15, 40, 65, 90

A student will be suspended for accumulation of demerits as follows:

**Grades K-4 - 3:** 50 demerits = one day, 100 demerits = two days, 150 demerits = three days. If a student accumulates 200 demerits in one semester, he will be expelled from our school.

**Grades 4 - 6:** 35 demerits = one day, 70 demerits = two days, 105 demerits = three days. If a student accumulates 140 demerits in one semester, he will be expelled from our school.

**Grades 7 - 12:** 25 demerits = one day, 50 demerits = two days, 75 demerits = three days. If a student accumulates 100 demerits in one semester, he will be expelled from our school.

It is reasonable to expect that the average student will receive a few demerits in one semester. For this reason, demerits accumulated will be erased at the end of each semester. **This will not, however, be true of suspensions.** There is no excuse for a student to be suspended. No student will be allowed to be suspended five times in one academic year. Upon the fifth suspension offense, the student will be expelled. If a student is suspended four times in one semester, they will be expelled. Suspension will result in the loss of all privileges (i.e. banquet, games, and personal holidays) occurring during the time of the suspension, for a period of five school days. If a student has already taken a personal holiday for a quarter and is then suspended, he will lose his next personal holiday. Students are responsible for completing all work missed during their suspension. All work must be turned in to their teachers the day the student returns to school.

The suspension notice will be given to the student's teacher/homeroom to be distributed to the student the following morning.

# GENERAL POLICIES

## ACADEMICS

A student's average will be considered passing (K – 8th grade) based on the core subjects: math, English, science, and history (with special attention to math and English). Students who do not achieve skills in math and English will continue to struggle as they proceed to the next grade.

A student enrolled in the General Diploma program must earn 6 1/2 credits each year in order to advance to the next grade. A student enrolled in the Academic Diploma program must earn 7 credits each year in order to advance.

## ACADEMIC MAKEUP POLICY

The following is the Bethel Baptist Christian School policy on making up classroom assignments. This includes scheduled projects, homework assignments, tests, and quizzes.

- **Excused absences:** A student has the same number of days to make up any work as days he was absent.
- **Unexcused absences:** All work must be completed prior to the absence.
- Worked missed due to Bethel Baptist Church sponsored activities and BBCS games must be made up before the absence.

For incomplete projects, a maximum of one week (five school days) will be allowed for projects to be turned in after their due date. Teachers will take off ten points for each day a student is late in turning in the project. If the project is not turned in by end of the grace period, the student will receive a zero.

High school students not earning enough credits each year will be held back in the grade they are currently in. This would mean that they will be in the homeroom of the class for which they have earned credits. This situation would only change if the student completed summer school at BBCS to earn the missing credits. At the beginning of each semester, the number of credits necessary would, of course, increase.

Summer school may be offered. All students needing summer school, including staff members' children, will be expected to attend on site, pay the stated tuition, and purchase needed curriculum by the deadline provided. If summer school is offered, all students needing to make up credits are encouraged to take advantage of this opportunity and work diligently, as there might not be enough hours available to complete those credits during the next school year.

Our school policy for summer school or retention is as follows: If the final grade average in core subjects is...

- One F — Summer school is recommended.
- Two Fs — Summer school or special tutoring is required (with documentation is required).
- Three Fs — Student is retained at present grade level.

Permission from the school administration is required for High School students to drop or add a course after enrollment. Dropping and adding units may only be done during the first two weeks of a semester. After two weeks, classes dropped will remain on transcripts. There are no refunds/credits of class fees if a course is dropped.

## **ANNOUNCEMENTS**

Bethel Baptist Christian School announcements may be made at any time from the pulpit of the Bethel Baptist Church, as well as through the school communication envelopes. If you are sick or on vacation, it is the parent's and/or student's responsibility to contact the office or student's teacher to see if there have been any schedule changes regarding school classes. The school may also use email or Remind, a mass text-message service. The way to access Remind from your smart phone is to text @bbcnews to (206) 455-7150.

## **ATTENDANCE**

Regular attendance is essential to successful class work. A note from the parent (written on a half-sheet of paper or larger) must be given to the office either prior to or within one day of the student's return from an absence, tardy, or early out; at that time, the absence, tardy, or early out will be determined to be excused or unexcused. **The office must receive a note ex-**

**plaining the student's absence, tardy, or early out, even if the reason is known to be unexcused.** Failure to send an excuse note will result in the student's receiving an unexcused absence, unexcused tardy, or unexcused early out.

Students who are tardy to any class or returning to school after an absence must check in with the office before going to class. The office will issue the student an admission slip marked according to the excuse note given and then send the student to class.

Once school is in session parents must retrieve students from the office. A staff member will retrieve them from class. At no time should parents interrupt a classroom. Students may only be withdrawn from class or school by their parent. All other parents/adults must present a note with written permission from their parent, be listed as an approved emergency contact or on the approved pickup list in Headmaster. This is a legal issue and the policy is to be strictly enforced by all staff members. Parents who violate this policy may jeopardize their child's opportunity to attend BBCS.

In the event a student is absent for a portion of a class, they are responsible for the work they missed.

**Absent:** All students who are out of school more than 3 1/2 hours will be considered absent for the day. Students dismissed after 12:00 p.m. will be considered present for that day. Absences exceeding 10 days in one semester or 20 days in a year will be considered unexcused without a doctor's note and will be in jeopardy of not receiving credit for that semester's work. In the case of an extended illness, the absence limit will be determined by the administration. All students who are not present a minimum of thirty minutes during a class period will be considered absent for that class.

**Excused Absences:** Reasons for an excused absence include the following: illness of student, death in the family, and medical or dental appointments. Work missed during an excused absence may be made up within the same number of days the student has been absent.

Bethel Baptist Church-sponsored activities do not count as an absence and work missed must be made up according to the Academic Makeup Policy stated on page on 11. \*Exception: Students participating in incentive days are exempt from class work.

**Unexcused Absences:** It is important that the student be present for class.

Sometimes, there are reasons other than an illness to be absent from class. An accumulation of unexcused absences may forfeit a student's eligibility for an award at the end of the year or credit for the year. An unexcused absence will count as the student's personal holiday for that quarter.

**Tardy:** All students who miss less than 3 1/2 hours of school will be considered tardy. If a student misses twenty minutes or less of a class period, he will be considered tardy to that class. A student is considered tardy when he is not in his seat with his belongings put away. He must be ready for class when the class begins. Every student that arrives to class tardy must have a pass from the school office. Failure to obtain said pass will result in the student being sent to the office for a tardy slip. A note from the parents must be given to the office before a tardy to school will be determined to be excused.

**Excused Tardy:** Reasons for an excused tardy include the following: illness of student, death in the family, and medical or dental appointments. In the event a student is present for any portion of a class, they are responsible for the work they missed.

**Unexcused Tardy:** A tardy is considered unexcused with the exception of illness of student, death in the family, and medical or dental appointments. Work made up resulting from an unexcused tardy will receive a ten-point reduction. Students will be given one day to make up work from an unexcused tardy. After one day, the grade will be a zero. An accumulation of unexcused tardies may forfeit a student's eligibility for receiving an award at the end of the year. There will be grace give for one unexcused tardy per week. Any additional unexcused tardies that week will receive one demerit.

**Early Out:** All students who are dismissed after 12:00 p.m. will receive an early out. If a student misses twenty minutes or less of a class period, their absence will be considered an early out from that class. The person picking up the student must come to the office. Parents may not go to the classroom. Students dismissed before 12:00 p.m. are counted absent for the day (10:30 a.m. for 1/2 day students).

**Excused Early Out:** Reasons for an excused early out include the following: illness of student, death in the family, medical or dental appointments. Work missed during an excused early out may be made up within the same number of days the student has been absent.

**Unexcused Early Out:** An early out is considered unexcused with the exception of illness of student, death in the family, and medical or dental appointments. Work missed during this type of absence must be made up according to the Academic Makeup Policy stated on page 11. An accumulation of unexcused early outs may forfeit a student's eligibility for receiving an award at the end of the year and credit for the year.

**Personal Holiday:** Each quarter, every student is permitted one day off from school. Here are some rules to remember concerning personal holidays:

They may not accrue. If a student did not take a personal holiday in the first quarter, he may NOT take two in the second quarter.

Students receiving a suspension forfeit their next personal holiday in order to prevent falling further behind academically.

Personal holidays will count as an **excused** absence. Work missed during this type of absence must be made up according to the Academic Makeup Policy stated on page 11.

Students coming in on a personal day to turn in scheduled projects or take a quiz or test must be dressed according to school standards.

An unexcused absence will result in the loss of the student's personal holiday for that quarter.

## **AWARDS**

Awards are given yearly based on character and academic achievement. A student must be enrolled in BBCS the entire year to qualify for awards. A detailed explanation of awards a student may achieve is available in the school office.

## **THE BIBLE**

Since it is the purpose of Christian education to develop redeemed man in the image of God, Christian educators must point students to God Himself. Students come to know God by studying His revelation of Himself in His Holy Word and in His works. The Bible is not only the most important subject matter but also the source of the principles determining the other subject matters and the way in which they are taught. The presentation of Biblical truth

is thus not confined to a single segment of the curriculum—the study of the Bible—but diffused throughout the teaching of all subjects. The teacher’s knowledge of the Scriptures controls his selection and interpretation of materials and determines his whole perspective on his subject matter. The Scriptures possess this privileged status in knowledge of God. All students are required to have a 1611 King James Bible at school.

## **CHAPEL**

Chapel is considered part of Bible class. Chapel is held regularly for all students, at which time special speakers and music are presented. Our pastor and staff are fully involved in the chapel program. Students are required to bring their Bible to chapel.

## **DAMAGE TO PROPERTY**

It is expected that all damage, even accidental, will be acknowledged by the person involved and that a plan for reimbursement to the school be made. As well, any defacement of property will not be allowed. Students are not to write in grade books, in attendance books, on walls, or on furniture. Students are not to write messages or draw on chalkboards/white boards without permission.

## **GRADING**

Report cards are issued every nine weeks to indicate to the parents and students the progress that is being made. In addition to the report card, a mid-quarter report is sent out mid-way through each grading period to all students, reporting their grades up to that point. All report cards and mid-quarter reports will be sent home in a communication envelope.

If students have been absent near/at the end of a grading period, the rules given under the Academic Makeup policy stated on page 11 should be followed for missed quizzes/tests/projects. Zeroes will be entered into Headmaster for all work missed. The zero grade will be changed when work is made up according to the policy on page 11. Please contact the school office if you would like a report card reprinted after work has been made up. Mid-quarter reports cannot be reprinted.

If a parent or student has test or quiz keys of any curriculum used by BBCS, they must be surrendered to the school. Students using test or quiz keys for



studying or any other use will automatically forfeit eligibility for valedictorian or salutatorian awards upon graduation and will receive demerits for cheating.

**Honor Roll:** Honor Roll for all students will be calculated at the end of each quarter based on the following grades: math, English, history, and science. No other subject will be calculated for honor roll and thus will not count toward any privileges. An “F” in any class will disqualify any student from obtaining Honor Roll. In the Learning Center, a minimum of three PACEs per quarter must be completed.

The grading scale is as follows:

<b>A+ 100-99%</b>	<b>B+ 93-92%</b>	<b>C+ 86-85%</b>	<b>D+ 74-73%</b>
<b>A 98-96%</b>	<b>B 91-89%</b>	<b>C 84-80%</b>	<b>D 72-70%</b>
<b>A- 95-94%</b>	<b>B- 88-87%</b>	<b>C- 79-75%</b>	<b>D- 69-68%</b>
			<b>F 67% or less</b>

## **GRADUATION**

There will be formal graduation ceremonies for students successfully completing kindergarten and 12th grade at the end of the school year. These are dignified occasions, and parents are encouraged to invite family and friends. A letter will be sent home explaining fees, dress code (chapel attire), and further details.

A standard graduation fee for items including caps, gowns, stoles, and HONOR cords will be assessed to each graduate; fees are based on current costs and will amount to approximately \$17.50 per K-5 student and \$47.00 per senior. An additional fee of \$12.50 per K-5 student and \$30.00 per senior will be assessed to cover the school’s graduation expenses.

**High School Graduation Requirements:** Twenty-eight credits are required for an Academic Diploma. Twenty-six credits are required for a General Studies Diploma. A copy of the credit/class requirements is available in the school office.

Valedictorian and salutatorian medals, respectively, will be given to the top two students who have a cumulative high school G.P.A. of 3.6 or higher as an Academic Diploma graduate. The valedictorian and salutatorian graduates must have earned fourteen of twenty-eight credits at BBCS and must not

display any behavioral problems. Academic Diploma graduates will wear stoles to distinguish them at graduation from those who have earned a General Studies Diploma. Students who earn thirty-one credits in the Academic Diploma program and earn a 94% average in core subjects will be eligible for an Honors award. Honor cords will be worn by students earning an Honors award.

### **HALL PASSES**

No student will be permitted out of class during scheduled class time unless they have a hall pass. Hall passes are given at the discretion of the teacher.

### **HOMEWORK**

Homework is a very important part of a student's education. Homework serves three main purposes:

- Provides practice and refinement of skills in applying concepts initially presented in the classroom.
- Allows for research outside of school and preparation for projects and papers.
- Allows opportunity to have more time in class to discuss a lesson or concept.

Homework is often class work that the student did not finish in class, not an additional assignment. We all value time at home, so we ask our teachers that they keep that in mind when assigning homework. Making up homework, tests, and quizzes is the responsibility of the student. Homework will be regularly checked.

**No homework will be issued on Wednesday although students must complete classwork. Wednesday does not count against any makeup homework days**

**Incomplete Homework:** Any student who fails to complete his homework will receive a zero for the assignment and a demerit. Please see Academic Makeup Policy stated on page 11 for more information.

### **LEARNING CENTER**

The Learning Center provides the opportunity for students to work at their own pace on different subjects in a self-taught style of learning. If a student is

behind in school or transitioning from another school, the Learning Center may be an option for that student. The student can get caught up on classes or subjects or take a subject for which we do not have a specific class. Students may not opt out of a class to take that subject in PACEs if a class is being offered.

**PACE Policy:**

There may be instances where a student fails a PACE test. If the score is 59% or below, they will be required to retake the PACE. If a student receives 60%-67%, they have the option to retake the PACE and test or keep their original grade. The highest score they may receive on a retake will be 80%.

The Learning Center supervisor will schedule the test day for each PACE. There will be sufficient time given to complete the PACE before the test.

For those students not doing remedial work, goals will be assigned of three - ten pages per day depending on the student's subject and length of PACE. Students will be required to use the extra time after completing goals to complete homework from other classes or to study work from other classes. Students may work on extra PACE work at home if they so desire. Students not doing remedial work will be required to complete a minimum of three PACEs per quarter.

*Required PACE schedule:*

*1 ½ PACEs by First Mid-quarter*

*3 PACEs by end of First Quarter*

*4 ½ PACEs by Second Mid-quarter*

*6 PACEs by end of Second Quarter*

*7 ½ PACEs by Third Mid-quarter*

*9 PACEs by end of Third Quarter*

*10 ½ PACEs by Fourth Mid-quarter*

*12 PACEs by end of Fourth Quarter*

Those students doing remedial work may be required to complete additional pages each day in order to be eligible for privileges.

**Expectations of Students in the Learning Center:** In the Learning Center, students need to be ready to begin working as soon as the bell rings to begin class. Students will raise their hands for permission to score or for any questions they may have. Students will not be allowed to be out of their seats ex-

cept to get dictionaries, score with permission, or do other tasks as prescribed by the teacher. There shall be no talking, note-writing, eye contact, or communication between students. The Learning Center should have a library atmosphere. Students will continue working while their hands are raised for the teacher's help. Students at the testing table will keep their eyes only on their test.

Cheating will be defined as obtaining an answer by means other than the student's finding the answer on his own through either reading or calculating. Memorizing the answer from the score key, writing the answer while scoring, marking the PACE in code while scoring, obtaining information from another student, or using any other deceitful means will be punished according to the student handbook. Students that have cheated will receive a zero.

In the event of improper scoring, the following guidelines will be used:

- Students will be allowed up to six incorrectly scored answers with no penalty.
- Seven - ten violations will result in one demerit per violation, up to four demerits.
- Eleven or more errors will be considered cheating.

In the Learning Center, cheating will be handled in this manner:

- Five demerits will be given for the first instance of cheating.
- Ten demerits will be given for the second instance of cheating.
- Fifteen demerits will be given for the third instance of cheating.

These violations are cumulative for the year. In other words, if a student commits his third act of cheating in the Learning Center at the beginning of the second semester, he will receive fifteen demerits (not revert to "first offense = five demerits"). Any further violations will warrant a conference with the administration.

Students must correct all answers scored incorrectly.

Passing in the Learning Center will be based on the same guidelines as the traditional classes: 68% or higher.

## **MEDICINES**

All medicine (including cough drops) that is sent with a student must be

turned in to the school office. Elementary teachers may keep medicine locked in their cabinet and administer as stated by the instructions provided by the parent. Medicine brought by the student should be in a Ziploc-type bag labeled with the student's name, the date, dosage level, and times to administer written on the outside. Students with asthma or any other breathing problems need to keep an inhaler in the school office or with the teacher. Prescription medication should be prescribed for the specific child. The only medication provided by the school and administered to your child with your consent will be acetaminophen.

No medication shall be administered by injection except when a student is susceptible to a predetermined, life-endangering situation requiring use of an Epi-pen. In such a case, the parent shall submit a written and signed permission statement. Such an authorization shall be supported by signed and dated written orders accompanied by supporting directions from a licensed health professional. A staff member shall be trained prior to injecting a medication.

### **OFF-LIMITS AREAS**

Off-limits areas include the church building, all parking lots, all areas south of the educational building, and the school kitchen, unless on school business approved by a staff member. (Exception: The K-4 class meeting in the church building may access that area.) Any student going anywhere other than where a teacher has instructed them to go will be considered to be in an off-limits area.

### **PARENTAL NOTES**

Students may not sign notes for their parents at any time.

### **PROGRAMS**

Students are expected to participate in school programs (i.e., parent- teacher meetings, fall presentation, Christmas, fundraisers, patriotic, spring presentations), and they are expected to learn their parts and be prompt. A student can derive much benefit from such opportunities, not the least of which is learning to be reliable. Costumes may be required if a student does participate in a dramatic role. The teacher will work with the parents concerning provisions for costumes.

School attire is not required for school activities; however, the spirit of the dress code is expected to be observed at school activities. Failure to dress according to the school's standards will result in dismissal from the activity and possible disciplinary measures. We would appreciate parents' cooperation in observing the school dress standards while at church or on school property.

Elementary students must be supervised by an adult when attending school activities.

## **PROJECTS**

Projects are defined as work assigned in excess of two weeks prior to date due. Please see the Academic Makeup Policy stated on page 11 for further information.

## **SCHOOL HOURS**

School hours are from 8:25 a.m. to 3:35 p.m. Half-day school dismissal will always be at 12:35 p.m. K-4 - K-5 will always be dismissed at 12:00 p.m. Students may not arrive at school earlier than 8:00 a.m. and must be picked up from school no later than 3:55 p.m. (or 20 minutes after school dismissal). Late pickup fees may be applied (see Late Pickup).

Students may not enter the building before 8:00 a.m. Students should go to the appropriate waiting area. While waiting, they are not to go to lockers, restrooms, or the water fountain.

Elementary students should be seated in the lunchroom and wait quietly for dismissal.

Secondary students should be seated on the bleachers in the gym to wait quietly until dismissed. Girls are to be seated on the north bleachers (closest to the lunchroom); boys will be seated on the south bleachers.

## **Late Pickups**

**Half-day Students:** Students should be picked up by 12:20 p.m. The families of students picked up after 12:20 will be charged \$10.00 an hour. (This is different from the Extended Care Program as described on page 7.)

**After Dismissal:** We understand situations arise in which students are not picked up on time. BBCS has provided a late pickup room for parents who find themselves late picking up their elementary school child(ren). Each family picked up later than 3:55 p.m. (or twenty minutes after school dismissal) will be assessed a \$10.00 fee to be applied to the next month's bill. Families will be charged an additional \$10.00 for each additional hour. There is a \$10.00 minimum fee. Students who have permission to walk home should leave the property immediately after school.

Elementary students who are not picked up on time will be in the late pickup room with the exception of those under the care of a secondary sibling. **Elementary students may be supervised by a secondary sibling as long as they have parental permission.**

All students, with the exception of those in late pickup, will be required to exit all buildings (unless accompanying a staff member) twenty minutes after dismissal. The only students allowed to be in the building after school are those participating in the sports program or other school-sponsored activities. **The school will not be responsible for 7th - 12th grade students and their siblings left on school/church property after school dismissal.**

### **SNOW DAYS**

We follow the Pierce County Bethel 403 School District to determine if we alter classes for weather-related reasons. Please listen to your local radio station or TV for an announcement. You may call the Bethel School District hotline for a recorded message at (253) 683-6001.

### **SOCIAL ACTIVITIES**

In elementary classes, there may be classroom observance of special occasions, such as birthdays and holidays. Parents, please inform the teacher ahead of time if you plan to bring something in. In secondary classes, there may be parties from time to time that have been approved by the administration. Occasional field trips may be scheduled throughout the year; parents will be notified in advance of such a trip and the costs involved.

### **SPORTS PROGRAM**

It is a privilege for any student to participate in extra-curricular programs of the school. The privilege of participating may be restricted due to grades,

behavior, attitude, accumulation of demerits, or any serious infraction of school rules. It is our goal to have athletes that possess character both on and off the court and to ensure that mature Christian students represent our school.

Every student will maintain a minimum 75% (C-) average in core subjects (math, English, history, and science) without failing any class. If a student fails a class but still maintains a 75% (C-) average, he is automatically ineligible because of the failing grade. Students taking PACEs must maintain a minimum of three PACEs per subject per quarter in order to be eligible to participate in a sports program. Students must be on track with the PACE schedule.

Every participant must have a positive school spirit at all times.

Every participant must attend all scheduled practices. A written doctor's note is required to excuse a participant's absence from a scheduled practice.

Each participant must travel to and from the game on the bus with the team unless the coach approves other arrangements.

Each player is expected to be on time for all practices, games, and bus departures.

School attendance is mandatory on the day of a game, unless cleared through the office prior to the day of the game.

A suspension will result in the loss of any and all sports activities for a period of five school days beginning on the day of suspension.

Students who are ineligible due to grades, demerits, or suspension will not be allowed to participate in practices or games, suit up with the team, go to away games, or sit with the team during home games .

If a student is ineligible at the beginning of a grading period, he will remain ineligible until the next grading period.

Worked missed due to Bethel Baptist Church sponsored activities and BBCS games just be made up before the absence.



Please note: There will be a non-refundable sports fee based on the number of participants and anticipated expenses. This fee must be paid before a student will be allowed to practice.

## **STANDARDIZED TESTING**

Each year students are required to take the Iowa Skills Test. A yearly standardized test is required by Washington state law and is used to evaluate the student's progress. Our school's scores are compared with those of other schools across the nation. Students in BBCS will be proctored by BBCS staff only. Students absent during these scheduled days will not be able to make up the test. If the test is not taken, the fee will not be refunded. If booklets are defaced, the parent is responsible for damages.

## **STUDENT DRIVING GUIDELINES**

Any student desiring to drive to school must register in the office with the following items or lose all driving privileges on campus:

- Must provide a copy of a valid Washington driver's license.
- Must provide a copy of vehicle registration.
- Must provide a copy of vehicle insurance.
- Must provide written consent from parents for student to transport other BBCS students of the same sex not in their family.

Students may not sit in parked cars anytime during the school day (7:30 a.m. – 5:00 p.m.) once they have arrived and parked on school property. Students are to park in the designated student parking area (directly east of the church office, along the tree line). Cars must be parked between lines in the parking lot.

At no time shall students of the opposite sex be alone in a car unless they are siblings or if a parent-approved adult chaperone is present.

Any reckless driving or excessive speed of a vehicle on school grounds will constitute immediate suspension of all driving privileges for the quarter on the first offense and for the year on the second offense.

## TELEPHONE

Students are **NOT** allowed to use a cell phone during class time. Cell phones must be turned completely off during class time and be placed out of view. Discipline will be applied according to the handbook policy under Demeritable Offenses (page 35).

Please make all arrangements with your student(s) before school (transportation, lunch, P.E. clothes, etc.). A student or teacher will not be interrupted in class to receive calls in the school office. In case of emergency, a message may be left with the school office.

## WITHDRAWAL

Students must be officially withdrawn by notifying the school office. Students having attended one day or more of any month are responsible for the full month's tuition. Tests and quizzes remain property of the school and will not be provided to parents.

## DRESS STANDARDS

The purpose of the guidelines set down by the administration for the appearance of each student is not to legislate morality (which must come from the heart) but rather to encourage Christian young people to be concerned with the Biblical principles of modesty neglected by many Christians today.

Proper dress also encourages and complements a serious approach to academic subjects by each student. We should ask ourselves these questions regarding dress:

- Is it modest?
- Does it call undue attention to itself?
- Does it identify with a rebellious element of society that is contrary to God and the Gospel of Jesus Christ?

Dress standards **always** apply on church property, on school property, or at school activities.

***The administration reserves the right to be the final judge of any article of clothing or fashion which it deems inappropriate for any occasion.***

**All Students:** No T-shirts, blouses, or shirts with worldly logos are to be worn.

No student will be allowed to change their hair from their natural hair color.

No mod, hippie, unisex, punk rock, or gang-related clothing permitted. **No baggy, cuffed, faded or skinny pants (defined as pant legs that hug the leg) of any kind are to be worn.**

Lightweight jackets, sweatshirts with hoods, sweaters, or vests may be worn with all uniforms if such attire buttons up or zips up completely from top to bottom. (No denim)

Heavyweight jackets are reserved for wearing when outside only. Pullover sweatshirt hoodies may be worn with Casual Uniform only.

Shirts with a square hem (like a polo shirt) may be worn untucked with the exception of boys' button-down dress shirts. Boys' button-down dress shirts are to remain tucked in at all times.

All clothing must be worn right side out.

**The uniform material is to be a "twill" fabric. No corduroy, silk, or form-fitting material (including knit or T-shirt material) will be allowed.** The administration of Bethel Baptist Christian School reserves the right to make determinations concerning what is appropriate attire.

During school hours, students may not add to the uniform. Hats, gloves, bandanas, or scarves appropriate for outdoor wear are not to be worn indoors.

**Friday/Casual Uniform:** Students who receive no demerits from Friday—Thursday may have the privilege of wearing casual uniform on Friday.

Students must be in school at least one day of that week to qualify for dress down.

It is the student's responsibility to be aware of demerits received the week before. Students will receive a dress code violation (1-3-5 demerits) if they have dressed down without earning the privilege.

## **BOYS' UNIFORMS**

### **General Guidelines:**

**Hair:** Hair is to be neatly cut and tapered in the back and sides, not “block-cut.” It must not touch either the ears or the collar and may not be parted down the middle of the head. Hair may not be closer than two finger-widths from the eyebrows. Sideburns will be no longer than the middle of the ear opening. No perms, punk rock, bowl, or fad haircuts will be allowed. **No boy will be allowed to change his hair from its natural color.**

**Facial Hair:** No facial hair is allowed on young men.

**Suit Coats:** It is possible that during the school year boys will need a suit or sports jacket.

**Jewelry:** No necklaces, bracelets, or earrings are to be worn.

**Ties:** All boys are required to wear a tie on chapel days. Ties must be tightened completely to the collar. Elementary boys may remove their ties after chapel. Bow ties are permitted.

**Hats:** Boys may not wear hats inside the building or hoods.

**Pants:** No faded, baggy, joggers, or skinny-fit pants are permitted.

**Shorts:** No shorts are to be worn without the approval of the administration.

### **Boys' Daily Uniform**

The boys' daily uniform consists of the following:

**Shirts:** A button-down dress shirt or polo shirt is required: navy, black, or white. Only the top button may remain unbuttoned.

**T-Shirts:** A solid white T-shirt must be worn under **all** shirts.

**Pants:** Navy, black, or khaki dress slacks or brushed cotton pants

(**not denim**) with belt loops are required. All slacks/pants must be loose-fitting . No baggy, cuffed, or skinny-fit pants are permitted.

**Belts:** A belt must be worn with pants that have belt loops. K-4 and K-5 boys may wear pants with an elastic waistband and patch pockets; a belt must still be worn if these pants have belt loops.

**Socks:** Socks must be worn at all times. If dress shoes are worn, the sock's color must be darker than the uniform pants.

**Shoes:** Casual, athletic, or dress shoes may be worn. Shoes must be neat and clean. No work boots, sandals, slippers, slides, or flip-flops are to be worn with any uniform.

### **Boys' Wednesday Chapel Uniform**

**Secondary:** Boys must wear dress slacks with side pockets or slit back pockets (no patch pockets). Dark belt, dark dress shoes, coordinating tie, and button-down dress shirt must be worn. Shirts must remain tucked in all day. Ties must be properly tied or clipped onto the shirt. **Dress slacks only are to be worn on Wednesday,—no brushed cotton, denim, or casual pants.** Clothes appropriate to wear for a ball game or a casual activity would not be appropriate for Wednesday Chapel Uniform.

**Elementary:** Boys must wear a button-down shirt with coordinating tie. The tie may be removed after chapel, and the student may change into a polo shirt after chapel. Daily uniform pants may be worn.

### **Boys' Casual Uniform**

The boys' casual uniform consists of the following:

- Any color of casual pants such as brushed cotton, Dockers, or jeans that are clean and neat in appearance are acceptable. No faded, baggy, joggers, or skinny-fit pants are permitted.
- **Boys must wear a casual shirt with a collar.** Shirts may be left untucked if the hem is square. Shirts with buttons must be fully buttoned except for the top button.

- Pullover hoodies may be worn with casual uniform only. The hood may not be worn over the head at any time in the building.
- Athletic or casual shoes are permitted.

### **Boys' P.E. Uniform (Secondary)**

The boys' P.E. uniform consists of the following:

- Loose-fitting navy or black sweat pants.
- Solid gray or navy T-shirt or sweatshirt (no logos, emblems, etc.).
- Athletic socks.
- Athletic shoes. Cleats are not to be worn to school unless required by the P.E. teacher.

### **GIRLS' UNIFORMS**

#### **General Guidelines:**

**Blouses:** All blouses or shirts are to be unquestionably modest, especially when the girl is bending over. Tops must not be see-through and may have only the top button unbuttoned. Undergarments that are visible through blouses must be covered with a camisole or undershirt. Undergarments should be white or beige under light-colored clothing. The neckline should be no lower than three finger-widths from the hollow of the throat. If the fabric clings to the skin around the midriff, it is too tight. Tops may be untucked provided they are neat in appearance. No sleeveless dresses or blouses are to be worn. Slips or undershirts must be worn to cover the midriff if raising the arms or bending exposes the midriff.

**Clothing:** Clothing must not be tight-fitting or otherwise immodest. This includes low or plunging necklines or low-cut backs.

**Hair:** Hair must be clean and styled neatly. No faddish, unisex, or punk rock styles are permitted. No student will be allowed to change her hair from a natural hair color.

**Jewelry:** Jewelry is to be modest. No ankle bracelets are allowed. No large, flashy, or dangling earrings over 1½ inches are permitted. Only one earring per earlobe is allowed. Choker necklaces are not allowed. Girls are not allowed to wear boys' coats, ties, watches, rings, etc.

**Makeup:** Makeup may be worn with discretion (9th - 12th grades only). No glittery makeup will be allowed.

**Nail Polish:** Neutral, pink, or red nail polishes may be worn. No glitter is allowed.

**Nylons/Tights/Socks/Leggings:** Solid-colored footies, nylons, tights, or socks should be worn at all times in these colors only: white, navy, black, gray, and brown. Patterned nylons, fishnet nylons, or nylons with seams down the backs of the legs are not allowed. Leggings may be worn if they follow these guidelines:

- They are kept pulled up above the skirt line, so that the leggings remain invisible at all times, **or**

- They cover the entire legs and are completely tucked into the socks on the feet. Teachers should not be able to tell where the leggings end and the socks begin.

**Pants:** No pants are to be worn at school, church, or any school activities.

**Slits:** No slits are to be worn in skirts or dresses. All slits must be sewn (not pinned) shut. This includes button-front skirts and all clothes worn for school activities.

**Skirts/Jumpers/Culottes:** Skirts and jumpers for classroom wear and culottes for P.E. classes **must completely cover the front and back of the knee at all times** when sitting, standing, or walking. All skirts must be either A-line or full. No straight skirts will be allowed. No faded material. A slip close to the length of the skirt or jumper must be worn. No hip-hugger skirts are to be worn for any school activity. Elementary girls are encouraged to wear bloomers under their skirts or jumpers if barelegged (not wearing tights or leggings).

**Shorts:** No shorts of any length are to be worn at school or any school activities.

**Shoes:** Uniform shoes are to be completely closed in. The heel is to be no higher than 2 1/2 inches. No slippers, slides, or flip-flops are allowed.

If at any time the garment looks to be short or immodest, the stu-

dent will be notified to change the garment immediately. The parent may need to be notified in order for a new garment to be obtained. The student will receive demerits and will be unexcused from class while out of class due to a dress code violation.

### **Girls' Daily Uniforms**

The girls' daily uniform consists of the following:

- **Jumpers or skirts:** navy, black, or khaki. (See pictured example on next page.)
- **Blouses or polo shirts:** navy, black, or white.
- **Shoes:** matching dress, athletic, or casual shoes (no sandals).

### **Girls' Casual Uniform**

The girls' casual uniform consists of the following:

- Any type of jumper or skirt, including denim that isn't faded (A-line, no slit).
- Culottes purchased from Modesty in Motion (refer to Girls' PE Uniform guidelines)
- Footies, socks, tights, or hose must always be worn.
- Blouses/Shirts (Elementary): Any color blouse, pullover, or T-shirt may be worn that meets modesty requirements and has no writing or logos across the bust line. A print that covers the front of the shirt from chest to abdomen is acceptable.
- Blouses/Shirts (Secondary): Any color blouse or pullover may be worn that meets modesty requirements and has no writing or logos across the bust line. \*Please note that secondary students may not wear any writing or logos on the front of the shirt.
- Pullover sweatshirt hoodies may be worn with casual uniform only. The hoodie may not be pulled over the head inside the building.
- Athletic shoes or dressy casual shoes may be worn. No slippers, slides, sandals, or flip-flops are to be worn.

### **Girls' Wednesday Chapel Uniform (Secondary)**

The girls' Wednesday Chapel Uniform consists of the following:

Any color dress, skirt, dressy dress, or dressy jumper that meets modesty



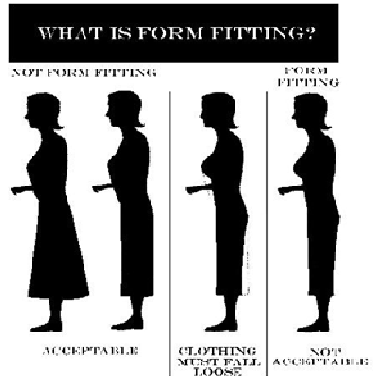
requirements (A-line, no slits, not form-fitting) is allowed. No khaki, denim, or corduroy may be worn.

- Clothes appropriate to wear for a ball game or a casual activity would not be appropriate for Wednesday Chapel Uniform. Any sweater or blouse that meets modesty requirements (no clinging, low-cut, or see-through) is acceptable. No writing or logos on the front of the blouse may be worn.
- Hose, tights, footies, or socks must be worn.
- Dress shoes, dressy sandals, or open-toed shoes may be worn. No slippers, slides, or flip-flops are allowed.
- Dressy, decorative scarves may be worn.

### Girls' P.E. Uniform (Secondary)

The girls' P.E. uniform consists of the following:

- Navy – double panel front &



back culottes from Modesty in Motion [atmodestyinmotion.com/store/](http://atmodestyinmotion.com/store/)

- Parents are responsible to make sure proper size and **length** are ordered (based on the website's instruction) any errors are at the expense of the parent and will be worked out with Modesty in Motion directly (not through the school). Instructions on measuring are available on their web site. Culottes must cover the knee completely in the front and back.
- Loose-fitting solid gray or navy T-shirt or sweatshirt (no logos, emblems, etc.).
- Athletic socks and shoes.

## **REGULATIONS (Miscellaneous)**

- The safekeeping of books is the responsibility of the student to whom the book is loaned. The cost to replace lost or damaged books will be charged to the student.
- Members of the opposite sex may not touch each other in any manner.
- All students are to maintain a distance of at least six inches from each other. The spirit of the six-inch rule is to protect anyone from injury or inappropriate behavior.
- Communication with a teacher concerning school work should be done during school hours and on school property. Please refrain from taking care of school matters outside of school time.
- If a student is to be picked up by someone other than a parent or guardian with whom he is living, a note of explanation must be turned in to the office in advance. Verification must be obtained to guarantee the individual's identity. An authorized list is to be maintained by parents in Headmaster. No staff member has authority to release a child to anyone other than the parent/guardian. Staff will refer all requests to the school office.
- Parents are asked to dress appropriately when visiting the school. Our dress standards are outlined in this handbook and are requested to be followed by parents.
- Smoking is not allowed at any time on church or school property.
- If the office and teachers are notified in advance, parents may bring cupcakes and punch on a child's birthday. Please do not bring drinks with red dye, as this can stain the floors. No gifts are to be given at school.
- Bethel Baptist Christian School is a CLOSED campus.
- Students are expected to remain on the school grounds all day. They should not invite friends to come and visit them. No outsiders should be on the premises during the school day unless they have business there that is approved by the school office. Special consideration will be given to school alumni if they receive permission from the administration and comply with the school dress and hair standards.
- During lunch, all students are required to stay within the areas that have been designated for lunch purposes. Students may not go to cars during lunch.
- No handbills, literature, or sale of items are allowed on the school premises without approval of the administration.
- Students may not play with any sports equipment (balls, Frisbees, etc.) before school begins or between classes; this includes the

ten-minute break for secondary students. Secondary students may play with sports equipment ten minutes after the lunch bell has rung (12:30 p.m.). At all other times during the day, they may only play with sports equipment if allowed to do so by a teacher. After school, students may play with sports equipment if they are part of a sport's practice.

## **DEMERITABLE OFFENSES**

The degree of punishment and recommended number of demerits for the offenses listed below are as noted. Blatant or repeated offenses will result in a greater number of demerits being given (first offense = one demerit, second offense = three demerits, third offense = five demerits) and/or a greater degree of punishment (such as suspension or expulsion).

We respect the right of every parent to establish boundaries and dictate behavior for his own child. It is not our intention to dictate how parents should train their children while away from school, and we do not wish to overstep into the realm of authority given to parents. However, in order to maintain the integrity of the school as a ministry of the local church, it is necessary to lay out and enforce certain rules that may extend outside of school hours or away from school property.

The administration reserves the right to judge case-by-case in determining the appropriate number of demerits or degree of punishment in any given situation. Students on an extended probation will receive the maximum for each offense.

**Please note:** Behavior away from the school does affect the student, and they may receive demerits for offenses committed away from school.

### **The following offenses may result in a maximum of one demerit:**

- Being in off-limits areas
- Chewing gum without permission
- Daydreaming/inattentiveness
- Disrupting class/chapel
- Dress code violation
- Eating in classrooms or portables without permission
- Entering building by means other than an unlocked door
- Entering kitchen, gymnasium, portable, or any building without permission
- Failure to return signed parent notices, quizzes, tests, etc.
- Garbage left at lunch table or lunchroom

- Horseplay in classroom, bathrooms, or hallways
- Inappropriateness (questions or responses)
- Incomplete homework
- Irresponsibility
- Name calling/verbal teasing or provoking
- Note passing
- Out of class/seat without permission
- Physical contact/roughhousing/teasing
- Playing with sports equipment (balls, Frisbees, etc.) in gym during unauthorized times (before school, between classes, after school, etc.)
- Running, pushing, bumping in line in the lunchroom or classroom
- Talking without permission
- Tardy to class
- Tattling
- Second unexcused tardy to school in one week, and each tardy that week thereafter
- Unnecessary disturbing noise (i.e., whistling, tapping, shouting)
- Unpreparedness
- Untidy appearance, desk, backpack, locker, etc.

**The following offenses may result in a maximum of five demerits depending on the severity of the offense:**

- Biting
- Doing homework from one class in another without permission from teacher
- Dress code violation for immodesty (and sent home to change)
- Inappropriate literature (book, magazine, etc.)
- Negative attitude (disrespect, envy, haughtiness, lack of participation, pride, rebellion, selfishness, laziness, ingratitude, etc.)
- Negative comments about the pastor, school, or staff
- Negative facial expressions, gestures, comments (throwing up arms, whining, grumbling, etc.)
- Provoking a fight
- Throwing objects
- Use of a cell phone or electronics in class (Cell phones or electronics may be removed from student.)
- Usage of headphones/ear pods, unless for academic purposes (with permission).

**The following offenses may result in a maximum of ten demerits depending on the severity of the offense:**

- Cheating (In addition, a zero will be given for the grade.)
- Direct disobedience
- Display of speed or reckless driving of an automobile
- Fighting/Bullying
- Inappropriate address to a teacher, staff member, student, etc.
- Lying/forging signature
- Singing, humming, or whistling tunes associated with the types of music listed as “Listening to inappropriate music” below.
- Stealing
- Unacceptable language
- Unpatriotic behavior
- Damage to school property (plus reimbursement for repairs)

**The following offenses may result in a maximum of twenty-five demerits (suspension) depending on the severity of the offense:**

- Disrespect or insubordination to teachers
- Inappropriate physical contact (such as holding hands, kissing, hugging, hitting, kicking, etc.)
- Listening to inappropriate music
- Negative attitude (disrespect, envy, haughtiness, lack of participation, pride, rebellion, selfishness, laziness, ingratitude, etc.)
- Passing unauthorized petitions or assembling of unauthorized meeting
- Sitting or riding (alone or in a group) in a car with the opposite sex (except siblings) without a parent or parent-approved chaperone present
- Skipping class or school
- Social media posts not reflecting the school’s standards (immodesty, negative comments regarding school or staff) whether you are responsible for posting, you have been tagged, or you appear in the post

## **Suspension Schedule**

First suspension:	1 day
Second suspension:	2 days
Third suspension:	3 days
Fourth suspension:	4 days
Fifth suspension:	5 days

## **Expulsion**

The following offenses may result in immediate expulsion from school:

- 100 demerits in a semester (7th – 12th)
- 140 demerits in a semester (4th – 6th)
- 200 demerits in a semester (K4 – 3rd)
- Abuse of school property or building
- Arrest or involvement in crimes
- Blasphemy
- Direct and defiant disobedience
- Extreme disrespect
- Fighting
- Gambling
- Immorality in any form
- Membership in any gang or unacceptable clubs
- Pornography (gestures, language, or materials related in any form)
- Possession of knives, firearms, or any other fighting instrument
- Striking a teacher
- Swearing
- Theft
- Use of drugs, alcohol, tobacco, marijuana, or vaping
- Students that violate probation

Attendance at BBCS is a privilege and not a right. Students who forfeit this privilege will not receive credit for the semester they are expelled. They will not be allowed to take mid-term or final exams or participate in any school-related activities. Once a student is expelled, the educational relationship is ended.

Materials will not be loaned or ordered for the student. Students expelled cannot apply for re-enrollment until the following year. Returning expelled students and families will be required to meet with the principal before re-enrollment. If the student is allowed to re-enroll, they will be on probation for six months. The administration will periodically evaluate the progress of said student and may request the student to withdraw based on any misconduct.