

# **Bethany**School

*a place to believe, achieve, and succeed.*

## **Handbook For Students and Parents 2018-2019**

**Bethany School K-8**  
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*"Train up a child in the way that he should go;  
even when he is old he will not depart from it."*

Proverbs 22:6



## Welcome

It is with pleasure that we welcome you to Bethany School. We are looking forward to working with you during the 2018 – 2019 school year. ***We are so happy to be celebrating our 71<sup>st</sup> year as a school!***

Bethany has a long history of high quality education with a strong Spiritual emphasis. It is our goal to continue in this fine tradition. Our objective is to fuse together the sacred and secular into one comprehensive and true system of education. "*Train up a child in the way he should go and when he is old he will not depart from it.*" (Proverbs 22:6). The primary purpose of Bethany School is the total education of the child - spiritually, morally, academically, socially and physically.

The following handbook will be used as a guide to our school beliefs, curriculum, and policies:

<b>1. The Mission &amp; Beliefs of Bethany School</b>	<b>4</b>
<b>2. The Mission &amp; Beliefs of Bethany Church</b>	<b>6</b>
<b>3. School Policies</b> <i>School Affiliation, Nondiscriminatory Policy, Admittance Procedures, Physical Examinations, Financial Policy, Student Referral Discount</i>	<b>9</b>
<b>4. Code of Conduct</b> <i>Code of Conduct, Bethany School Behavior Standards Scriptural Methods for Resolving Concerns, Expectations Concerning Property, Items Not Permitted At School, Expectations Concerning School Telephone Use, Expectations Concerning Cell Phone &amp; Technology Use by Students, Disciplinary Action</i>	<b>12</b>
<b>5. Uniform Policy</b>	<b>16</b>
<b>6. Attendance, Daycare, Lunch</b> <i>School Hours, Leaving Campus, Visiting Campus Withdrawal Procedures, Daycare Program, Lunches</i>	<b>17</b>
<b>7. Curriculum &amp; Learning</b> <i>Chapel, Extra Curricular Learning, Homework Policy, Spiritual Life, Physical Education, Grading System, Special Academic Awards, Attendance Award Requirement, Progress Reports, Parent - Teacher Conferences, Music, Books and Supplies, Library, Yearbook</i>	<b>20</b>
<b>8. Activities</b> <i>Parent - Teacher Fellowship (PTF), Special Events of the Year</i>	<b>25</b>
<b>9. Student Safety &amp; Communications</b> <i>Earthquake, Fire Drill, Lock-Down Procedures, Emergency Closure &amp; Communications Concerning Conflicts</i>	<b>27</b>
<b>10. Bethany School Staff 2018-2019</b>	<b>26</b>
<b>11. A Brief History of Bethany School</b>	<b>27</b>

## THE MISSION & VISION OF BETHANY SCHOOL

**MISSION of Bethany School:** Bethany School is a diverse Christ-centered community, where students (and families) will...

- **Connect** in relationship with God, the church, and others
- **Grow spiritually**, understanding God's Word, and **Grow academically**, understanding their part in the world He created
- **Go** from here spiritually and academically transformed, ready to impact the world for Him

**VISION:** We desire to glorify God and see students transformed into well-educated disciples of Jesus, who **BELIEVE, ACHIEVE and SUCCEED.**

### **CORE VALUES:**

- **Connecting** ... With God, To the Church, With Others, and With what they are learning
- **Growing**... Spiritually, Academically, Physically, and Socially
- **Going** ... To higher educational and learning opportunities, To be a light in our homes and neighborhoods, and To make the world a better place

### **ESLRs (Expected Student Learning Results): BELIEVE \* ACHIEVE \* SUCCEED**

#### **BELIEVE - Students will...**

- Know and understand the **Gospel** of Jesus Christ
- Memorize and apply **scripture** to their daily lives
- View themselves and the world through the lens of a biblical **worldview**
- Demonstrate a life that is being **transformed**, in words and actions, by the Gospel

#### **ACHIEVE - Students will demonstrate proficiency in...**

- **Core** academic skills and standards
- **Communication** skills through speaking, listening, writing, group collaboration, as well as performing/creative arts
- **Critical Thinking** skills by working to creatively solve real world problems, both in and outside of the classroom
- **Computer/Technology** Skills as authentic, integrated tools for academic growth, communication, and critical thinking

#### **SUCCEED - Students will overflow from a well-rounded education by...**

- **Pursuing** a life of learning, even beyond the classroom
- **Participating** in the mission of sharing the Gospel with others
- **Practicing** a life of service and leadership
- **Becoming** responsible citizens marked by integrity and a strong work ethic

*"Train up a child in the way he should go, and when he is old, he will not depart from it." Proverbs 22:6*

## **THE BELIEFS OF BETHANY SCHOOL**

We believe the Bible to be the Inerrant Word of God. All truth, in every subject, is based upon what Scripture teaches. Bible is taught as a part of our Curriculum. Bible is integrated into every class to help the student see the true relationship between God and everything He has created. We believe the Bible teaches:

1. Man was created by God, in His image, in a perfect state. (Gen. 1:27)
2. Man willfully sinned and separated himself from God. (Gen. 3:6; Rom.. 3:23)
3. God, because of His love for man, sent His only Son, Jesus Christ, to die on the Cross to pay for the penalty of sin. (Rom. 5:8; I Peter 3)
4. To accept this payment for sin man must confess his sins and accept Christ into his life. (John 1:12; Rom.. 10:13)
5. When man accepts Christ into his life the Holy Spirit indwells him and becomes his spiritual teacher.
6. God's Word is the ultimate authority for the Christian and is the ultimate truth. (II Tim. 3:16)

We also believe that the education process is God-ordained and directly given to the parents. The Christian school is simply an extension of the home and therefore it is vital for the home and school to work together.

The education process is used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind set and to train in godly living, so that he can fulfill God's total purpose for his life. The student must develop a personal relationship with God. The student should grow spiritually, (I Cor. 2:14-16), mentally (Dan. 1:3-4; Phil 4:7-9), physically (Gen.. 1:26-29; I Cor. 6:13-20), and socially (Romans 12:17-21.) The students must view all truth as God's truth and integrate and interpret everything from a Biblical perspective. We believe Christian education equips students with skills and knowledge that culminates in practical life applications (wisdom). We strive to give an education that is spiritually, morally, and academically excellent.

## II. THE MISSION & BELIEFS OF BETHANY CHURCH



### **Mission of Bethany Church:**

Bethany Church desires to glorify God and see people transformed into passionate disciples of Jesus. Our BIG 3 pathway is CONNECT, GROW, GO!

### **STATEMENT OF FAITH** (Section III, Bethany Church Constitution)

We recognize the authority of the Bible as the Word of God. We do not recognize the authority of creeds as issued by men as authoritative and binding, but we do offer in all humility and sincerity the following Statement of Faith.

**THE BIBLE** We believe in the Scriptures of the Old and New Testaments as inspired of God and inerrant in the original writings. This means that all facts (theological, doctrinal, historical, numerical, chronological, scientific, etc.) that Scripture intends to affirm are exempt from error in whole and in part. The Scriptures are the supreme and final authority in faith and life. By this we mean that the Spirit of God has exerted supernatural influence on all writers and that guarantees the trustworthiness of their canonical writings. (II Timothy 3:16. II Peter 1:21)

**GOD** We believe in One God, eternally existing in Three Persons: God the Father; God the Son; and God the Holy Spirit; yet being only One God. We believe in God the Father, Creator of heaven and earth, perfect in holiness, infinite in wisdom, and measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves and keeps all who trust His Son for salvation.

**JESUS CHRIST** We believe in Jesus Christ the second person of the God head, co-equal and co-eternal with God. God's only begotten Son, born of a virgin, sinless in His life: that He died for our sins, according to the Scriptures, as a substitutionary sacrifice, that all who believe in Him are justified on the grounds of His shed blood; that He not only died on the cross for our sins, but that He is now at the right hand of God the Father, acting as our High Priest and our Advocate before the Father; that He is coming again in power and great glory to set up His Millennial Kingdom upon the earth.

**HOLY SPIRIT** We believe in the Person of the Holy Spirit, the third person of the God head, co-equal and co-eternal with God, who came from the Father to convict the world of sin, of righteousness, and judgment; to regenerate, sanctify, and seal forever those who have been born again through faith in Jesus Christ.

**MANKIND** We believe God is the Author and Creator of all people. We believe God originally created persons, male and female, in the image of God and free from sin. We believe all people are sinners by nature and choice and are spiritually dead. We believe that God loves, values and desires a personal relationship with all people, regardless of race, color, ethnicity, gender, sexual orientation, gender identity or gender expression. We also believe that the Holy Spirit regenerates all those who repent of sin and trust Jesus Christ as Savior and Lord. We believe God established marriage to be a lifelong covenant relationship between one man and one woman. Marriage so defined is the only

permissible context for intimate sexual expression and is the foundation for the human family. We further believe that human life is precious and should be protected from beginning, at fertilization, until death.

**SALVATION** We believe that each individual is born in sin, and therefore, is a sinner by nature, having nothing whereby he might justify himself before God the Father; that each individual must, therefore, accept the death of Jesus Christ on the cross as for themselves, and must ask His forgiveness for their sins; that having accepted Jesus Christ as their Savior they are spiritually born again and are thereafter children of God and members of the family of God for time and eternity.

**THE CHURCH** We believe that the church universal is composed of all born again believers, beginning at the day of Pentecost and continuing through the end of this present age, and that in heaven the church universal will be the bride of Christ; that the local church is composed of born again believers who have voluntarily united together for the purpose of worshiping God, ministering to the saints (fellow believers), evangelizing the world, and discipling new believers.

**BETHANY CHURCH DISTINCTIVES** We believe that our distinctives are scripturally sound; (1) the pre-eminence of Jesus Christ as our living Lord and Savior; (2) the supreme authority of the scriptures; (3) the competency of the individual in direct approach to God; (4) the priesthood of all believers; (5) the necessity of a born again church membership; (6) the symbolic ordinance of believers baptism by immersion and the Lord's Supper; (7) the autonomy of the local church and its fellowship with other Baptist churches; (8) the separation of Church and State; (9) ultimate authority rests with the congregation which means equal rights to all; (10) a world-wide program of missionary and evangelistic activity in obedience to the command of scripture.

**Bethany Church Services :**

Pastor Jeff Levine, Lead Pastor  
(562)597-2411 [www.bethanylb.org](http://www.bethanylb.org)

- Traditional Worship Service 9:00 A.M.
- Modern Worship Service 10:45: A.M.
- Children's Church (4 yrs. - 5th grade) 9:00 and 10:45 A.M.
- Youth Groups (Middle & High School) 9:00 A.M.

In addition, there are a number of growth groups that meet throughout the week.

### **Scriptural Methods for Resolving Concerns**

The purpose of this statement is to delineate the Biblical way to deal with concerns as they arise within our school. It is designed to eliminate strife (Proverbs 6:19); contentiousness (Titus 3:2); disorder (James 3:16) and gossip (James 3:5). The true authority of the church, and thus our school, rests upon the Word of God. It is our parents and students responsibility to be obedient and submissive to our school personnel because they have the grave and awesome responsibility of watching over your souls (Hebrews 13:17).

In accordance with Scripture, the following sequence must be followed in resolving concerns in our school:

1. Meet privately with the school personnel involved; if concern is resolved, God is glorified and fellowship is maintained.
2. If concern is not resolved, bring one or two witnesses, and meet with the person, so that by the mouth of two or three witnesses every fact may be confirmed (Matthew 18:16). If concern is with a teacher or staff member, then a meeting shall be with the school principal present. If concern is with the principal, then a meeting shall be with a School Council member present.
3. If either party feels it is not resolved, the issue will be brought before the School Council. Disciplinary action is necessary when an individual or group fails to follow the teachings of Scripture, or refuses to recognize the authority of leadership (Hebrews 13:17, Matthew 18:15-17).

It should be noted that Scripture always requires the shortest path in dealing with matters of concern between individuals. It does not allow campaigning for force, gossip, petitions or other methods, techniques or instruments of like character. Any such participation in the above activities is clearly in disobedience to God's Word. I John 2:3-4 says that we are a liar if we confess to know God and do not keep His commandments. Therefore, all sin must be confessed before God and to those who have suffered because of wrong doing (James 5:16).

Because God hates the sowing of discord, gossip, and mischief (Proverbs 6:18-19), individuals contributing toward discord and strife will be dealt with according to Scripture as stated in Matthew 18:15-17, and if necessary, asked to leave our school. Unity and peace cannot fail to come to pass when God's teachings are observed. (Ephesians 4:1-6)

Please note that the word "concerns" includes conflicts, perceived trespasses, sins, faults or significant differences.

*The above policy has been approved by Bethany's School Council.*

## SCHOOL POLICIES

### **School Affiliation**

Bethany School is fully accredited by WASC (Western Association of Schools and Colleges) and ACSI (Association of Christian Schools International). Our school has a friendly working relationship with the Long Beach Unified School District and other private and public schools in the area. A number of our staff also hold memberships in various professional organizations and take part in regular research-based professional development courses. In addition, we work with the non-profit organization Opportunity Schools in order to provide special education resources for students with unique learning needs.

### **Nondiscriminatory Policy**

Bethany School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, or other school administered programs.

### **Admittance Procedures**

Parent who wish to admit their child(ren) into Bethany School, must first have the child assessed and then complete an enrollment packet. Once enrolled, parents must agree to the financial policies, and, by accepting admission, agree to the policies contained within this school handbook. Failure to abide by school rules or policies may be considered a breach of contract and thereby result in dismissal from school. *The mission of Bethany School is to honor the Lord Jesus Christ by providing students an education based upon academic excellence and biblical values. We strive to follow biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child(ren) in Bethany School, parents agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated. Bethany School reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress, conduct and/or whose parents'/guardians' conduct is considered by Bethany School, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of Bethany School.*

### **Immunizations and Physical Examinations**

California law requires that each child entering school present evidence that he or she has been immunized against polio, tetanus, diphtheria, whooping cough, rubella, rubella, mumps, Hib, and hepatitis. It is required that new students present proof of tuberculin screening and/or test, and all 7th graders proof of Hepatitis B Vaccine. ***According to state law, all students entering grade 7<sup>th</sup> or above must also show proof of the Whooping Cough (Tdap) Vaccine.*** In addition, students entering kindergarten must submit proof of a complete physical check-up. Our office will notify you if your immunization or health records are not up-to-date. State law mandates that you must bring these records up-to-date within ten days of notification or your children must be excluded from school until you comply.

**FINANCIAL POLICIES**

**Bethany School Fees at a glance**

- \$25 assessment fee (new enrollment only)
- \$375 Non-refundable registration fee; per school year; payable on enrollment
- \$75 Activity Fee For field trips & activities
- 8% discount if paid in full in advance
- There is a discount for Bethany Church members
- Referral discount - 1 month free tuition for one child
- Tuition is billed in 10 payments each, from August to May.
- The annual registration fee is non-refundable.
- Tuition is divided into 10 payment periods. The first payment is due on August 1<sup>st</sup>. Subsequent payments are due on the 1<sup>st</sup> of each month, September through May.
- Tuition is paid one month in advance. If a student begins that month at school and withdraws, tuition will not be refunded for any portion of that month. However, if a family has pre-paid the annual tuition in August for the 8% discount and then withdraws, any pre-paid portion of tuition or unused activity fees will be refunded to the sponsoring family on a prorated basis, less any discounts.
- While registration fees are non-refundable, prorated activity fees can be refunded.
- A late charge of **\$45** will be assessed if payment is not received by the 15<sup>th</sup> of the month (or noon the last day school is in session prior to the 15<sup>th</sup>).
- Student attendance privileges will be affected by delinquent accounts, which the School Council reviews monthly.
- Final report cards or student records will not be released until all outstanding bills are paid.
- Accounts must be kept current since Bethany School operates strictly on the basis of tuition and fees.

The school year's annual tuition is divided into ten monthly payments (August to May) and remains the same regardless of holidays. **TUITION IS DUE ON THE 1<sup>st</sup> OF EACH MONTH.** Prior to the beginning of each month, a tuition statement will be sent home with the child. All tuition is payable in advance. We suggest that all payments be made by check or money order to avoid loss. If a check is returned by the bank, we ask that further tuition be made in cash, money order or cashiers check. Payments may also be made by credit card (Visa or MasterCard). Also, if parents choose, they may prepay the entire tuition for the year and receive an 8% discount.

**TUITION IS DUE ON THE 1<sup>st</sup> OF EACH MONTH.**, however, **monthly payments not received by noon on the 15th will be assessed a late charge of \$45** (or by noon on the last day that school is in session

*prior to the 15<sup>th</sup>, if it falls on a weekend*). Delinquent accounts will be reviewed by the School Council each month. Students whose account balance is more than 30 days delinquent will not be admitted to class unless prior arrangements have been made with the School Council. All payments must be complete before final grade reports will be released to students or parents. All fees must be paid in full for your child to participate in the end of year programs. All accounts must be settled before re-enrollment is accepted. Since we operate strictly on the basis of tuition and fees, parents are asked to be prompt with payments. In addition to monthly tuition, daycare will be billed on the following month's statement, only as used.

### **Student Referral Discount**

If an already enrolled family recommends Bethany School to another family who registers their student in Bethany School, we will extend our appreciation to the referring family by giving them one month of one child's tuition free.

### **Withdrawal**

In the event of student withdrawal, the sponsoring family shall be required to pay tuition to the end of the month in which the withdrawal occurred. All withdrawals shall be **submitted in writing** to the School Office using Bethany's Withdrawal Form. If a family prepays the annual tuition fee and must leave prior to the end of the school year, and once a withdrawal letter has been received, the bookkeeper will calculate the unused portion minus discounts and refund the difference to the sponsoring family. The following procedures should be followed:

1. Submit a written request for withdrawal using Bethany's Withdrawal Form
2. Take care of all financial obligations.
3. Leave a forwarding address and the name of the school your child will be attending.
4. Request copies of student's records and personal belongings.

## **BETHANY SCHOOL CODE OF CONDUCT**

Bethany School is established upon biblical principles and standards. Our goal is to honor the Lord Jesus Christ by providing students an education based upon academic excellence and biblical principles in all areas. Cooperation from the home is expected. By enrolling their children in Bethany School, parents are agreeing to support the policies and guidelines set forth in the Parent-Student Handbook, including but not limited to: Bethany Church/School's statement of faith, its mission, financial policies, code of conduct, and other policies contained within the handbook pertaining to technology, harassment/bullying, gender identity, etc. Failure to comply with school rules or policies may be considered a breach of contract and thereby result in dismissal from school. Bethany School reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress or conduct is considered by Bethany School, in its sole and absolute discretion, to be unsatisfactory and/or in violation of its mission and beliefs. Bethany Students are expected to consistently demonstrate the following:

- ***A desire to know and obey God and His Word***
- ***A desire to learn and demonstrate continued academic progress***
- ***Behaviors in line with the mission, policies, and beliefs of Bethany Church & School***
- ***Respect for authority, in word and in action***
- ***Developing positive relationships with others***

Bethany Students are expected to refrain from behavior that is contrary to our school's policies, both on campus or off campus, including but not limited to:

- Disrespect or obscenity in any form
- Lying, cheating, or plagiarism
- Stealing, littering or vandalism
- Gossip, fighting, threatening, or bullying
- Use/possession of illegal/controlled substances, including alcohol, drugs, tobacco, etc.
- Use/possession of fireworks, firearms, or weapons of any sort on school campus
- Inappropriate use of technology, including hacking, sexting, cyberbullying, cyber-pornography, (on or off campus, via phones, computers, or through texts, social media, or online gaming, etc.)
- Any inappropriate sexual behaviors, including but not limited to, public displays of affection, dirty jokes, inappropriate sexual conversations, possession of pornography, sexual harassment, homosexual behavior, or any other behavior of an intimate sexual nature beyond marriage between one woman and one man.

***“So God created man in his own image, in the image of God he created him; male and female he created them.... God saw all that he had made, and it was very good.” Genesis 1:27,31***

Because we believe what God's Word teaches in Genesis, we believe that each child has been created to be just who he or she is supposed to be. We, then, celebrate who God has created and expect students to do the same. Therefore, students must present themselves in conformity with their biological gender. In doing so, students will be expected to dress as, use the restrooms or changing rooms as, and conduct themselves as they were created by God.



## **Bethany School Behavior Standards**

Our goal at Bethany is to establish a set of boundaries with a common language that can be used in the classroom, on the playground, and during special events that will help our students become independent, responsible, and caring members of our school community.

The following rules will be upheld by Bethany Staff:

Bethany Students are **Kind.**

- We are patient with each other, just as God is patient with us.
- We keep our hands, feet, and objects to ourselves.
- We use appropriate and polite language.

Bethany Students are **Safe.**

- We play by all the rules, whether in the classroom or on the playground.
- We walk to and from our classrooms in quiet and orderly manner.
- When the bell rings, we FREEZE immediately. When an adult blows the whistle, we WALK to the class line up area and wait quietly until our teacher arrives.

***Bell = Freeze! Whistle = Walk!***

Bethany Students are **Respectful.**

- We respect others and their property.
- We wait to be recognized before we speak in class or to an adult.

Bethany Students are **Ready.**

- We follow directions the first time.
- We do our best on all our work and complete it on time.
- We are prepared for the school day with our completed work.
- We are prepared for each lesson and listen to the teacher's instructions.

**Also, there will be NO CELL PHONE USE AT ALL DURING SCHOOL HOURS.** Phones that are used to make calls or texts or that ring during the course of the school day will be taken away.

When students uphold the standards, they will be recognized by their teachers through praise, treats, and awards. Students who have difficulty demonstrating these standards on a regular basis may lose recess or other privileges, or earn a detention. On-going defiance of school standards will result in more serious consequences, involving the principal and parents.

***"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." [1 Timothy 4:12](#)***

### **Expectations Concerning School Property**

If a child willingly damages school property, textbooks, iPads, computers, etc. there will be disciplinary action and parents will be held financially responsible. This applies to graffiti, littering, gum chewing, as well as willful damage of school property. **This is OUR school . . . . Let's take care of it!**

### **Expectations Care of Personal Property**

Students should have every sweater and jacket marked with his/her name to insure return of the item if misplaced. Rainy-day garments and lunch boxes should have permanent labels. Students or parents may check the "Lost & Found" in the day care room in the event that an item is lost. If a child rides a bicycle to school, it must have a lock and be parked in the bicycle rack. Students must wear a helmet if riding their bicycle. ***While students may choose to ride to school, bicycles, skateboards, scooters may not be ridden on school or church property, including during evening family events. The only exception is Bike Day during summer school.***

### **Items Not Permitted At School**

*No drugs, toys, games, squirt guns, toy or look-a-like weapons, trading cards, video games, electronic or electrical games are to be brought to school.*

### **Expectations Concerning Phone Usage**

While your child may bring a cell phone, *it may not be used or turned on during school hours.* If your child makes or receives a call or text or if the phone rings during the school day, the phone will be taken away and a parent may pick it up from the Principal. In the event of an emergency, if parents need to reach children during the school day, they should call the office. A message will be relayed immediately to the student's teacher. If students need to call home they can speak with a teacher to use a classroom phone.

### **Expectations Concerning Technology Use by Students**

Bethany School is a Digital Citizenship certified school. Students and staff are trained in safe methods for using the internet. As we continue to integrate technology within our classrooms, it is important that students know what is expected of them when it comes to using technology. In keeping with the school's responsibility to provide a safe learning environment for all students, inappropriate use of technology in any form will not be tolerated at Bethany School. Students engaged in any such activities, whether on or off campus, are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain sexual or harassing messages and/or images a violation of this policy- a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school administrator. In addition, students will be taught and required to sign and abide by acceptable usage expectations for all computers, Chrome Books, and iPads on campus. Families will be held financially responsible for any misuse of school computers that leads to damage.

### **Expectations Concerning Conduct En-route to School**

Students are to remain on campus during school hours unless leaving with a parent/guardian. Older students, with written permission from parents, may choose to walk to/from school on their own. However, students traveling to and from school must conduct themselves in an orderly, Christian manner. Students who do not are subject to school discipline. Students are expected to obey all crossing guards and law enforcement officers at all times. Respect for private property should be demonstrated.

***Never allow a stranger to pick you up or touch you or your clothes***  
***Never take candy, money or presents from a stranger.***  
***Never leave the playground or school with any stranger.***

### **Disciplinary Action**

*The goal in any disciplinary action is always correction and restoration. Bethany School expects that parents would partner with teachers and administrators to guide their children toward correct behavior and relationships. However, parents should not take matters into their own hands to correct, confront, or discipline other students at school. Matters concerning other students should be directed to teachers and/or administrators to handle appropriately.*

School rules and classroom expectations will be taught and practiced throughout the grade levels. Each teacher will go over class procedures and general school rules during the first weeks of class. Students who neglect to abide by the rules/procedures will have the opportunity to correct the problem, but continued failure to follow school expectations will result in consequences. Following is simply a list of types of discipline which can be used, not a step-by-step list of the way discipline will be administered.

- Warning and discussion of the problem with possible restrictions
- Denial of certain privileges or Time Out
- Sent out of classroom or detention
- Suspension by the administrator ***(no makeup work possible)***
- Expulsion by the School Council

### **By enrolling their children in Bethany School, parents are agreeing to the following:**

1. The administration has full discretion in student discipline in accordance with school policy.
2. The administration has full authority for class placement.
3. Bethany School may give consent to any necessary medical treatment for my child, in case of an emergency when parents cannot be reached.
4. To support the school's policies and statement of faith as outlined in the Student Handbook, including the Code of Conduct.
5. The administration reserves the right to dismiss any student/family who does not comply or support the policies therein.

## **Bethany School's Dress Code: Mandatory Student Uniforms**

**School Uniform shirts** shall be navy blue, white, or tan with the Bethany Logo and can be ordered from our shirt supplier, **Tommy Hilfiger Uniforms**, at <http://www.globalschoolwear.com/> ...school code BETH02

**School Uniform Bottoms** can be purchased anywhere school uniforms are sold and...

- May include pants, shorts, skorts, or jumpers
- Must be navy blue or khaki/tan colored
- Must be of a uniform type material
- May not be denim, spandex, biking shorts, workout shorts
- May not be leggings in place of a uniform pant, short, or skirt.
- May not be faded, torn, or have holes
- Must be clean and fit correctly
  - i. **Uniform shorts are to be mid-thigh length.** (When your hands are at your sides, hands must touch shorts, not skin).
  - ii. **The length of skirts must be no shorter than 3" above the knee.** (Shorts should be worn under dresses and skirts for modest outdoor play.)

**Outerwear** Sweatshirts, jackets, or other outer garments should be without inappropriate slogans, pictures, etc. Bethany polos must be worn under outer garments. Bethany sweaters and sweatshirts will also be available for purchase, but not required. Zip up hoodies that cover the face are not allowed.

**Shoes** Closed-toed & closed-heeled shoes are required for all students; no sandals or high heels.

**Hair** must be trimmed, combed, natural looking and out of the eyes. Extreme color variations or faddish haircuts (i.e. shaved designs, Mohawks, etc.) are not acceptable.

**Makeup** is not allowed in Kindergarten - 5<sup>th</sup> grades. In middle school, makeup must be modest and be worn in such a way as to not draw unnecessary attention to one's self. **Earrings** are a safety issue. Girls are not allowed to wear dangling or large hoop earrings. Small hoops that hug the ear lobe are fine. No earrings are allowed for boys.

**Spirit Days** will occur each Thursday and on special days throughout the year. On Thursdays, students may wear any Bethany T-shirt (Fitathon, Bulldog, Summer School, etc.) with regular uniform bottoms. However on special holiday spirit days, students should follow the spirit day guidelines, as well as the above general guidelines for school dress.

While the Bible does not specifically state what kind of clothes Christians should wear, we should apply I Timothy 4:12 to how we dress, look, act and live. *"Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe."*

In light of this scripture and in addition to the above uniform policy, the overall guidelines for dress require that all students must be neat, clean, and modest, with girls dressed in a way that is feminine and boys in a way that is masculine.

***Students not in uniform will be required to have parents bring a proper change of clothing and may be subject to further disciplinary actions.***

## **ATTENDANCE REGULATIONS**

### **School Hours**

Grades K-5<sup>th</sup> 8:25 A.M. to 2:55 P.M. - - - Grades 6<sup>th</sup>-8<sup>th</sup> 8:25 A.M.-3:30 P.M.  
Day Care 6:30 A.M. to 6:00 P.M. - - - Office Hours 7:30 A.M. to 4:00 P.M.

### **Absences**

We observe the laws and regulations of the State of California and local educational authorities respecting attendance. Absence of 40 days or more during the year may cause a student to be retained at his grade level. If a student has had a fever, he/she may not return to school until the fever has been eliminated for 24 hours. If he/she has had an isolated or quarantined communicable disease, he must obtain a school entrance permit from the family physician before he is permitted to return to school. Students returning to school must report to the school office where permission slips to return to class are issued. Parents must send a written note indicating the number of days and reason for absence. The only absences which will be considered "excused" are for illness, death in the immediate family, or for medical/dental appointments. There is no penalty for this and the student will be given as many days to make up the work as he was absent without any reduction in grade. Preplanned absences must be approved by the administration and each child's teacher as far in advance as possible. It is advisable for the student to complete as much work as possible before the absence. A schedule for making up missed tests must be arranged with the teacher prior to the absence. Please try to schedule doctors' appointments for after school hours. Students with unexcused absences will be ineligible to make up their missed assignments. Unexcused absences include suspensions, truancy, unapproved vacations, lack of transportation, etc., or any absence without a note from home. Unexcused absences will be detrimental to students' grades.

### **Tardiness**

Students who arrive late to school not only disrupt the class already in session, but also miss out on school work that happens at the beginning of the day. Students should be at school in time to line up at their respective places when the bell rings at 8:25 A.M. Parents, please see to it that your child is at school on time each morning. Students who arrive late, after the gate has closed at 8:45 AM, must report to the office for a "tardy slip". (Parents still on campus after the gate closes should exit through the school office NOT the church sanctuary.) Students who are repeatedly tardy will be referred to the administrator. Chronic tardies may affect academic grades and conduct grades. **Students with chronic tardies (15 or more) will not be eligible for Perfect Attendance awards.**

### **Leaving Campus**

Once a student arrives on the campus, he is not to leave the school grounds without permission. No student is permitted to go to local food stands or stores while under school supervision. School supervision on campus ends when students leave the campus for the day. Students who leave the grounds without permission will be strictly disciplined by the school administration. Outside associations will not be permitted during the school day.

### **Visiting Campus**

We always welcome inquiries by parents concerning the progress of their children. For the safety of the students, Bethany is considered a Closed Campus. Please keep two things in mind when visiting the school:

1. All visitors are required to have a guest pass, so please come to our office to sign in. No one is permitted on campus without office approval. Penal Code #626.7
2. Parents and students should use the school office or the playground gate for all entry and exits at school. For the safety of our campus, please do not use the church sanctuary or offices for school entry or exits.
3. Students from other schools must be with an adult to visit during school hours.
4. The primary responsibility of our school is to educate students. This means that the educational process should not be interrupted by unannounced visits during school hours. The teacher's responsibilities are to their classes. They cannot leave to talk to parents. This includes morning line up time; please avoid "conferencing" with teachers while they are greeting students and beginning the day. Advance appointments for parent conferences are *necessary*.

### **DAYCARE PROGRAM**

As a service to our working families, we provide extended daycare before and after school. This service is provided for a fee of \$5.50 per hour, billed in ½ hour increments for any portion of the ½ hour used. Daily daycare hours are as follows:

#### **BEFORE SCHOOL**

**6:30-8:00 A.M.** Daycare charges apply. Parents need to walk their children to the daycare building, located on the west end of the playground. It is important that parents sign their children in; children who enter daycare but haven't been signed in by a parent will be charged for the entire morning.

**8:00-8:25 A.M.** This is a time of supervised free play on the playground and there are no daycare charges during the ½ hour before school. Parents may park in the parking lot and walk children onto the playground, or they may drive through the circular drive by the gate and let children out there. We ask parents to not leave their cars parked in the circular drive-through area to enable a constant flow of cars.

#### **AFTER SCHOOL**

**2:55-3:00 P.M.** This is a time of supervised free play on the playground and there are no daycare charges during the ½ hour after school. Parents can pick up children from their classrooms at 2:55 or from the playground during this time.

**3:30-6:00 P.M.** Daycare charges apply. Students will be signed into daycare at 3:30 by the daycare supervisor. Then they will be involved in different group activities (outside game, homework club, crafts/games) that rotate every 25 minutes from 3:30 – 4:45 P.M. Around 4:45 P.M., students will move back inside to the daycare building to play board games, watch videos, color, and read. Parents will need to sign their child out of daycare any time after 3:30 P.M. Please note that daycare ends at 6:00 P.M. so please be prompt in picking up children. Parents who arrive after 6:00 P.M. will be charged \$15 for any portion of 15 minutes used. (For example, a parent who arrives any time between 6:01 - 6:15 P.M. will be billed \$15; a parent who arrives any time between 6:16 - 6:30 P.M. will be billed \$30.)

**Parents needing to reach daycare after hours can call the school and then dial ext. # 600 after the message.**

### **DAYCARE BEHAVIOR EXPECTATIONS**

Students in daycare need to show respect to all day care staff and observe all safety rules going to and from school. While under school supervision, students are not permitted to leave campus. Any student going off campus during the day must be checked out through the office or daycare by the parent.

The daycare program has a variety of activities and games to occupy students before and after school. Students may not use their phones to listen to music or play video games at any time during the school day or in daycare. Students who are unable to consistently follow daycare rules will not be allowed to take part in daycare services.

### **Snacks Sale & Student Store**

Bethany School hosts Snack Sales on Wednesday's after school from 3:00 – 3:45 PM. Students can purchase fresh popcorn or ice cream for \$1. Also, PTF parent volunteers run our Student Store, where students can purchase school supplies, other fun items and gifts on most Tuesdays and Thursdays. To volunteer to help in the student store, email us at [info@bethany-school.org](mailto:info@bethany-school.org)

### **EXTRA DAYCARE SERVICES**

During the holiday weeks, we may offer special daycare services to assist parents with childcare for K-8 students only. However, this service will only be available if enough students sign-up.

### **Lunches**

Bethany School believes that healthy, nutritious meals are best for brain development and growing bodies. While treats are good in moderation, on a regular basis students should enjoy snacks and lunches filled with lean proteins, complex carbohydrates, and lots of fresh fruits and vegetables. In order to provide a variety of healthy lunch options for our students who purchase lunches, Bethany School contracts our lunch services to a company called ChoiceLunch. Parents can create an online account with ChoiceLunch and then parents/students can choose from a variety of hot/cold entrees. Full nutritional statements and allergen alerts are available per entrée on the website. All orders must be made by 9:00 AM the day before. Lunches will be charged directly to parents' accounts. However, students may purchase ice cream or frozen yogurt at the lunch window. Students must eat

in designated areas. Eating areas and conduct will be discussed with your child during the first day of school. Students are not permitted to go off campus for lunch unless signed out by a parent. The Choice Lunch website is <http://www.choicelunch.com/> and create an account under Bethany School, Long Beach. Also, be on the lookout for our occasional Friday BBQ Hot Dog Lunch, which help raise money for our Fitathon. Students can pre-order the hot dog lunches through the office.

**CURRICULUM**

The Bethany School course of study meets all requirements of the Educational Department of the State of California. In addition to the course of study found in the public schools, which focuses on the California State Standards, we offer Christian training, including daily Bible curriculum and weekly Friday Chapels. The course of study is geared and graded to help the student to achieve the subject matter presented.

**Kindergarten**

Bible (Positive Action)	Technology Instruction
Reading (Harcourt)	Physical Education
Science and Health (Pearson)	Art
Mathematics (Houghton Mifflin)	Music

**First-Third Grades**

Bible (Positive Action)	Science/Health (Pearson)
Mathematics (Houghton Mifflin)	Social Studies (Harcourt)
Language Arts (Harcourt)	Technology Integration
Writing (Harcourt)	Music/Art
Spelling (Harcourt)	Physical Education

**Fourth-Fifth Grades**

Bible (Positive Action)	Language (Houghton-Mifflin)
Reading (Houghton-Mifflin)	Social Studies (HoughtonMifflin)
Science/Health (Pearson)	Music/Art
Mathematics (Houghton Mifflin)	Technology Integration
Spelling (Houghton Mifflin)	Physical Education

**Sixth-Eighth Grades**

Math-Pre-Algebra/Algebra (McDougal Little)	Science (Pearson)
Social Studies (Bob Jones)	Language Arts (McDougal Littel)
Electives: Performing Arts, Tech, L.I.F.E	Bible (Positive Action for Christ)
	Physical Education

## Grading System

### Grades Kindergarten, First and Second

Semester reports are made to parents on the child's academic progress as well as work and study habits and self discipline.

<b>O Outstanding</b>	<b>S- Below average</b>
<b>S+ Above average</b>	<b>U Unsatisfactory</b>
<b>S Average</b>	

### Grades Three through Eight

Academic scores will be recorded by letter grades. The grade scale for academic achievement is as follows:

<b>A 90-100</b>	<b>C 70-79</b>	<b>F 59-Below</b>
<b>B 80-89</b>	<b>D 60-69</b>	

### Homework Policy

Homework at Bethany School is not assigned for the sake of assigning “homework”, but rather to reinforce classroom learning, based on teachers’ clear goals/objectives. When a child does not complete a homework assignment, the teacher may inform the student and parents to encourage that the assignment be completed. Repeated failure to complete reasonable homework assignments will affect the child’s grade, will be documented, and the principal will be informed. A parent/teacher conference will be required if a student has recurring failure in completing homework.

#### The following are homework guidelines:

Kindergarten	20-30 minutes review
1 <sup>st</sup> Grade	30 minutes per night
2 <sup>nd</sup> Grade	30-60 minutes per night
3 <sup>rd</sup> Grade	1 hour per night
4 <sup>th</sup> Grade	1 hour per night
5 <sup>th</sup> Grade	1 hour per night
6 <sup>th</sup> Grade	1-1/2 hours per night
7 <sup>th</sup> Grade	1-1/2 hours per night
8 <sup>th</sup> Grade	1-1/2 hours per night

***In addition to homework all students should be reading 20-30 minutes most nights in grades K-2 and 30-45 minutes in grades 3-8. This is a vital part of the learning process.*** There will occasionally be special projects that may require additional time at home. It is the parents’ responsibility to provide a place for children to work quietly, without distraction and to help them as needed.

### Special Academic Awards for 3<sup>rd</sup> - 8<sup>th</sup> Grades

***Principal's List*** - Students who receive all A's and maintain a 4.0 average in academic subjects.

***Honor Roll*** - Students who receive a (3.5) average in all academic subjects.

***Perfect Attendance*** – No full day absences (excused or unexcused) for the entire school year; no more than 15 tardies.

### **Student Progress Monitoring**

Communication between teachers and parents is vital and we will facilitate this communication about student progress in a variety of ways.

- Official Report Cards will be given to parents two times each year at the close of each semester. The first reporting period will include a mandatory parent-teacher conference. Other conference times can be arranged with the teacher as necessary.
- Parent-Teacher Conferences are held in October. Students will be dismissed to allow teachers to meet with parents. Information and schedule requests will be sent to all families prior to these conferences. Please plan accordingly. Your attendance is vital in setting goals for your child, and your attendance is required.
- Our web-based grading program, My School Worx, is a convenient way for parents to keep track of student work on a weekly basis. Parents will be given a password which they can use to log-in to their child's grade records and to monitor student progress. It is expected that parents will take advantage of this progress-monitoring system. Parents can then communicate directly with teachers regarding student progress as it is tracked online.

### **Books and Supplies**

The school will furnish textbooks, workbooks and reference materials. All practice paper, construction paper, etc. will also be furnished. At the end of July your child's teacher will send home a list of suggested supplies that you may wish to purchase for your child. The students can bring these items the first day of school. Please note that lost text books will be fined to accounts.

### **Wish List Items**

At the beginning of each school year the teachers will send home a list of items that will enhance the school program in their classroom. Any item donated will benefit the students for years to come. These items will become part of Bethany School.

### **Book Covers and Book Fines**

Textbooks are the property of Bethany School. If textbooks are lost or damaged, they will need to be paid for so they can be replaced.

### **Physical Education**

Physical Education is an important subject and students are expected to participate. All grades will have a directed physical education program. If there is some reason a child cannot participate, a written note must be given to the teacher. If a child is to miss more than three days of class, a written excuse from a doctor must be submitted to the school.

### **Chapel**

The school has a regular worship service for all grades each Friday at 8:45 A.M. Students are taught to have an attitude of praise and worship through the singing of spiritual songs and the reading of the Scriptures. In addition, we will take a weekly offering in support of Bethany missions' projects as a way to teach the practice of generosity to our students. Our weekly chapel speaker will regularly

share the message of the Gospel through skits, games, and stories, in which students will be involved. All students are required to attend chapel and we welcome parents to join us, as well. On the final Friday of certain months of the year, we will recognize our Students of the Month at the start of chapel. Parents of students receiving an award will receive a special invitation to this chapel.

### **Library**

The school library is available for students' use. Students desiring to check out books must do so through the librarian. Correct procedures must be followed in checking out books. Overdue book fines are twenty-five cents per day. Any book over 30 days past due is considered lost and will be billed to the student at the replacement cost plus overdue fines. These are non-refundable charges.

### **Music**

Scripture teaches that music is a basic ingredient of a worship service. Therefore, music is an important part of our classroom program. In addition to informal music in our classrooms and group singing in chapel, we offer the following programs to develop special musical talents:

- **K-2<sup>nd</sup> Vocal Music Instruction** – Students in the primary grades will be introduced to music reading skills, vocal instruction, and even have the opportunity to perform throughout the year.
- **3<sup>rd</sup> – 5<sup>th</sup> Introduction to Instrumental Music** – Students in the intermediate grades will be introduced to music reading skills, instrumental instruction, and even have the opportunity to perform throughout the year. (Additional fees may apply.)
- **6<sup>th</sup> – 8<sup>th</sup> Worship Team** - Students in the middle school will have the opportunity to take part in the Worship Vocal Team and be part of Chapel leadership. Students must commit to weekly afterschool rehearsals and on Fridays, 8:00 AM sound check.
- **Middle School Performing Arts** – All middle school students will participate in Performing Arts class, during which they will learn about music, theater, drama, staging, and more. They will have opportunities to perform throughout the year.
- **All School Christmas Program** - Students of all ages will be expected to participate in the All School Christmas Program. In addition to learning choral music, students will also benefit from being involved in choreography, sign language, stage direction, speaking parts, and costumes. We believe that this is an important part of our school curriculum and invest the time needed for this community performance held on the final Thursday evening before Christmas vacation.

### **After School Clubs**

In order to provide a well-rounded program, Bethany School offers a variety of after school clubs options, including Webby Dance, Science Club, Chess Club, Bible Club, and more. Clubs, which vary by year, are offered based on student interest. (Additional fees may apply.)

### **After School Sports**

The Bethany Sports Program offers middle school students an opportunity to become positively involved in school sponsored athletics. Middle School sports offered are based on student interest and coach availability. The philosophy of the program promotes good sportsmanship and good character; facilitates an atmosphere of respect for everyone; builds on the importance of camaraderie and teamwork; and allows all participants to develop an appreciation of the game. We also believe that sports offer an opportunity to share the love of Christ through our teamwork and positive example to others. (Additional fees may apply.)

**Extra-Curricular Learning**

We believe that students learn best when they can experience learning first hand. Besides Structured curriculum and hands-on learning in the classroom, students will participate in extracurricular lessons that are tied to the curriculum. All classes will take 2-3 field trips per year, which connect to their studies. Besides those field trips, students in upper grades will take part in longer trips that will be the culmination of their studies each spring.

They include the following trips:

- 4th Grade to Sacramento with American Christian Tours**
- 5th Grade to Grand Canyon with American Christian Tours**
- 6th Grade to Gleanings Mission Trip**
- 7th Grade to Gleanings Mission Trip**
- 8th Grade to East Coast with American Christian Tours**

**Meet the Masters**

Bethany is proud to work with Meet the Masters to provide classical art education to our students five time throughout the year. A docent comes to campus to teach students about a different art master and then parent volunteers work with the teacher to help students create an in-class art project based on that artist’s work. Parent volunteers are needed for each classroom to provide the art project instruction. To volunteer, sign up with your child’s classroom teacher.

**2017-18 Meet the Masters Dates & Artists**

Date		Artist
Unit 1 October 10, 2018		Joan Miro
Unit 2 December 5, 2018		Rembrandt Van Rijn
Unit 3 January 16, 2019		Rosa Bonheur
Unit 4 March 13, 2019		Jacob Lawrence
Unit 5 June 5, 2019		Paul Gauguin

**Yearbook**

Each student will receive a yearbook as part of the tuition costs.

**Spiritual Life**

Bethany School is a diverse Christ-centered community, where students (and families) will **Connect** in relationship with God, the church, and others; **Grow spiritually**, understanding God’s Word, and **Grow academically**, understanding their part in the world He created; and **Go** from here spiritually and academically transformed, ready to impact the world for Him. In order to meet that mission, the school must be in partnership with homes. This takes a partnership between homes, school, and church. Each student is encouraged to read his Bible and to pray daily. We cannot emphasize enough the importance of personal devotions. It is our prayer that each student will start the day in prayer and Bible reading. Each family is encouraged to have family devotions. We concur heartily with the saying, "the family that prays together, stays together." Not only are the students encouraged to

have personal devotions, but they are also encouraged to be regular in church and Sunday School attendance. Though we are a Christian school, we do not propose to take the place of Sunday School or church. We feel that both are essential to a Christian's growth and development. Families, who do not have a church home, are warmly invited to join us at Bethany Church on Sundays for services and children's classes at 9:00 AM and 10:45 AM.

## **ACTIVITIES**

### **Parent - Teacher Fellowship (PTF)**

The PTF is an organization designed to support and benefit the school and educational process. Regular meetings of parents, teachers and friends are held for the purpose of getting better acquainted with one another, attending a student program, sharing the benefit of recent developments in the Christian school movement and for fellowship. By enrolling your child in Bethany School, you automatically are a part of the PTF. Ways you can participate in PTF include:

- Attend PTF Meetings in September, January, and April (See School Calendar)
- Make a financial donation toward membership. A membership drive is held early each school year. Each class with 100% PTF participation will receive a prize from our P.T.F.
- Volunteer to be a room parent and/or help with an annual PTF event.
- Pray for our school, personally and with our Parent Prayer Group on Wednesday mornings.

**PTF MEETINGS: 6:00 PM in the ARC** All parents are highly encouraged to support the PTF by making a membership donation and by attending the 3 meetings this year, usually held September, January, and March.

### **Class Parties**

In order to protect instructional time, Bethany has a policy of only allowing 3 class parties per year. Teachers and room parents work together to organize class-wide celebrations for certain holidays. Birthday parties for individual students, however, are limited to lunch time or after school celebrations.

**Special Events of the Year**

**SEPTEMBER:**

- **Back to School Night** This is an important evening for parents. Teachers will present the year's activities and plans for academic progress and success, homework, curriculum, etc. Important paperwork will be distributed by teachers. *There is no supervision for children. Please plan accordingly.*
- **PTF Membership Drive** All families are encouraged to contribute to PTF by making a donation, contributing time, and/or praying for our school on a regular basis.
- **PTF Family Potluck and concert** Come get to know the rest of the Bethany family at this dinner event.

**OCTOBER:**

- **Parent-Teacher Conferences** Students are released from school in order to allow teachers time to meet with each set of parents to discuss student growth and progress.
- **Red Ribbon Week** This focus of this week is to remind students about the dangers of substance abuse and the positive alternatives in healthy living, the way God intended. Special activities include classroom reading & discussion, school-wide poster contests and special guest speakers.
- **Light The Night!** Bethany Church and School hosts an evening of fall fun for our community!

**NOVEMBER:**

- **FIT-A-Thon** This is our biggest fundraiser of the year that includes lots of running and other exercises, music, t-shirts, food, prizes, and more. Students will raise sponsorships and run. Parents are encouraged to join in the fun day by helping to raise business support, count laps, and serve lunch. This is a fun day for all that ends with an early dismissal!
- **Grandparents/Veterans Day Chapel** Grandparents and Veterans are invited to a special morning of refreshments, pictures, classroom introductions, and chapel. This is a Bethany favorite and a great time for students to honor those who have sacrificed for our country.
- **Canned Food Drive** As we look at our many blessings, we use this food drive for the Long Beach Rescue as a way to encourage students to help those less fortunate and to share what God has given us.

**DECEMBER:**

- **K-2 Choirs Perform at Bethany Church** Parents won't want to miss this opportunity to see their children perform before a live audience as part of Bethany Church's Sunday worship service.
- **Christmas Program** A special seasonal program is presented by the students representing all grades. Beautiful scenery sets the holiday atmosphere in our sanctuary as we celebrate the birth of our Lord Jesus Christ. This year's program will take place the week BEFORE school is dismissed for Christmas Break.

**JANUARY:**

- **E-Waste Drive** Parents can bring their discarded electronics and drop them off as a fundraiser for the school.

**FEBRUARY:**

- **Show Off Your Talent! Show** Bethany brings back our talent show with some new facets to ensure that many students can show off their unique talents!
- **Book Fair** Join in the reading fun as we celebrate books for two weeks! Stop by the library for a variety of fun book events during the two weeks and purchase books for your child, his/her teachers, and even some for underprivileged kids.
- **Moms' Muffin Day** Moms, Grandmas, and other special ladies are invited to a special morning of refreshments, pictures, classroom introductions, and chapel. This is a Bethany family favorite and a great time for students to show off the special women in their lives.

**MARCH:**

- **Family Dinner Night** Come enjoy a fun night under the stars with the rest of the Bethany family at this family dinner event, including prize basket raffles.
- **Dads' Donut Day** Dads, Grandpas, and other special men are invited to a special morning of refreshments, pictures, classroom introductions, and chapel. This is a Bethany family favorite and a great time for students to show off the special men in their lives.
- **Standardized Testing Week** Students in grades 1 – 5 take part in national standardized testing

**APRIL:**

- **Standardized Testing Week** Students in grades 6-8 take part in national standardized testing
- **K-2 Choirs Perform at Bethany Church** Parents won't want to miss this opportunity to see their children perform before a live audience as part of Bethany Church's Sunday worship service.

**MAY:**

- **Open House** This is an opportunity for families and friends to visit classrooms, talk to staff and celebrate students' work.
- **Middle School Performance Night** Middle school students will be performing as a final class project, culminating a year of study in the theater and performing arts.

**JUNE**

- **End of the Year Picnic** As a celebration of a great year, students are treated to a day of fun, including a yearbook sign-a-thon, BBQ lunch, treats, games, activities, and much more. Parents are invited to join in the fun by helping with the activities and lunch.
- **Graduation** Join us on the final day of school as we celebrate our 8<sup>th</sup> graders as they move to high school.

**STUDENT SAFETY**

Student safety is one of our highest priorities and we are constantly reviewing our safety procedures to ensure we are prepared for any emergency. We have plans in place to take care of Bethany Students here on campus and also have procedures in place to coordinate with other area schools and local emergency agencies.

The following procedures are in place and regularly practiced at Bethany School.

**Earthquake Procedures**

Since earthquakes are rather frequent in Southern California, it is essential that you be aware of the procedures to be followed at Bethany in the event of an earthquake.

At the onset of an earthquake, teachers will say "DROP" and the students are to immediately drop to the floor and get under their desks. They are to remain there until the teacher tells them to stand up. The teacher will then lead the students out of the building and onto our playground where they will quietly await further instructions. In the event of a major earthquake our bell system may not be working so the above procedures will be implemented by the classroom teacher, not the bell system.

Parents are to understand that our earthquake preparedness program will enable us to care for their children until they are able to come to school and pick them up. If a major earthquake occurs we will be able to care for students overnight, if absolutely necessary.

### **Fire Drill**

Drills are held to prevent injury and death in case of a real emergency. These drills are held periodically throughout the school year and are signaled by the continuous ringing of the fire alarm. Here are some general rules to remember when the fire alarms sounds:

1. Stop all work immediately.
2. Listen to the teacher's instructions.
3. Do not stop to take books or other articles of any kind.
4. Walk quickly without talking, in a line, to the assigned area. Speed is less important than order and control.
5. When the all-clear signal is given, return to class in a quiet and orderly manner. Follow your teacher's instructions.

### **Lock-Down Procedures**

#### **General Procedure:**

All persons are to remain inside unless officially informed that it is safe to go outside.

This procedure is designed to protect students by keeping them in classrooms or offices while there is a threat of danger in the neighborhood (Phase I) or when there is an intruder on the campus (Phase II).

#### **Phase I:** Lock-down of campus perimeters:

1. Use telephones and radios to alert teachers, daycare, and church staff.
2. Once students are in classrooms, teachers check that all classroom doors are secure/locked.
3. As soon as students are in classrooms, ALL daycare persons are to report directly to the school office to assist in securing the perimeter, to serve as messengers, and to supervise as directed by the principal (or person in charge).
4. Principal or the principal's secretary will make contact with the police and the church office.
5. The school office staff will check with and be in contact with the teachers (by telephone) regularly to share appropriate information and to direct teachers on what to share with students.
6. Distribute and control any radios not in use.
7. The office staff will control the release of any students to parents or other person listed on the emergency card only.
8. Staff members are required to stay until students are allowed to leave.
9. Teachers who NEED to contact the office for assistance or information are requested to limit calls.
10. Classroom or instructional aides will stay in the classroom.

#### **Phase II:** Lock-down of classroom and halt all movement on campus

1. Lock doors and close shades. Students and teachers remain in classroom.
2. Use telephone to share appropriate information. Direct teachers what to share with students.
3. No one is dismissed from class until the "all-clear" is given in each classroom. The bell system will be turned off.

4. Phase II may determine that no one may leave campus. When it is safe, students will be dismissed to parents or person indicated on the emergency card only.

### **Emergency Closure**

In the event of a city wide emergency which requires closure of the Long Beach District schools, Bethany Elementary will close as well. Be alert to media broadcasts carrying such information

### **School Communications**

Communication between school and home is an important part of the educational process. Bethany School will utilize a variety of communication formats to ensure that parents receive the information needed, including emails, newsletters, our website, text alerts, social media, and other forms of written and digital communication. *However, our primary and quickest form of communication will be through school email. If you do not receive an email from school within the first week, we may not have your correct email address.* If this is the case, please send an email to [info@bethany-school.org](mailto:info@bethany-school.org) that includes your child's name & grade, parent's name and email address so that we can add you to our email list.

### **CONTACT US:**

- **Phone:** 562-597-2814    *To reach the daycare room after hours dial ext. #600*
- **Email:** [info@bethany-school.org](mailto:info@bethany-school.org)    *To reach teachers, [firstname@bethany-school.org](mailto:firstname@bethany-school.org)*
- **Fax:** 562-597-1396
- **Website:** [www.bethany-school.org](http://www.bethany-school.org)
- **Mail:** 2244 Clark Avenue, Long Beach 90815

### **Concerning Conflicts**

The rules and policies set forth within this handbook are part of a contractual obligation between multiple parties, including the school, parents, and students. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-17. Therefore the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the relationship, including any claim or statutory claims, shall be settled by biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral third arbitrator. If there is an impasse in the selection of the third arbitrator, the Association of Christian Conciliation Services shall be asked to provide the name of a qualified person that will serve in that capacity. The arbitration shall be conducted in accordance with the rules of procedure for Christian conciliation of the Association of Christian Conciliation Services.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

In addition, should a parent have a concern with a classroom or school issue, he/she should contact the teacher or the principal directly. This will help to keep communication open, confusion to a minimum and allow the smooth operation of the school. The following is the standard Bethany will use to solve any conflicts that may arise.

**BETHANY K-8 SCHOOL STAFF**

**Administration**

Pastor Bill Cook	Principal
Mrs. Diane Golden	Assistant Administrator
Mrs. Frankie Fitchett	Secretary
Mrs. Heather Steele	Bookkeeper
Mrs. Edna Beck	Staff Assistant

**Teachers**

Mrs. Adrianna Holley, Mrs. Sara Mills	Kindergarten
Ms. Stacy Aldredge, Mrs. Heather Estes	First Grade
Mrs. Nicole Cecil, Mrs. Nicole Lovers	Second Grade
Ms. Carrie DeYoung, Mrs. Amber Francis	Third Grade
Mrs. Robyn Rivers	Fourth Grade
Mrs. Amy Zahariades	Fifth Grade
Mrs. Kellyn Miller	MS Homeroom/ 6 <sup>th</sup> – 8 <sup>th</sup> English/Spanish
Mr. Tim Stewart	MS Homeroom/ 6 <sup>th</sup> - 8 <sup>th</sup> History/ Bible
Mrs. Christina Smoot	MS Homeroom/ 6 <sup>th</sup> - 8 <sup>th</sup> Math/Science
Mrs. Donna Morici	MS Homeroom/Technology Coordinator
Mrs. Cheryl Bolton	Library/K-2 <sup>nd</sup> Music
Mrs. Kristen Huff	Opportunity Schools
Amanda Griffin	Autism Center
Tracey Terhune	Autism Center
Mr. Al Dorsey	P.E./Athletics Director
Nilda Corwin, Kyndall Fitchett	K Instructional Aides
Michelle Veazey	1 <sup>st</sup> Instructional Aide
Lynette Tolentino	2 <sup>nd</sup> Instructional Aide
Ali O'Brien	Instructional Aide
Megan Koet	4 <sup>th</sup> Instructional Aide
Pamela Hale-Burns	5 <sup>th</sup> Instructional Aide
LaTosha Richardson	Lunches

**School Council**

Mr. Paul Copeland	Church Elder/Member
Mrs. Ernestine Green	Member
Mr. Brian Moffitt	Member
Mrs. Charmaine Dorsey	Member
Mr. Denver McClellan	Member
Pastor Bill Cook	Administrator
Mrs. Tonia Hill	Preschool Director

**P.T.F. Officers**

Jackie Bowman/Brandi Murdock	Co-President
Mrs. Elizabeth Rollo	Secretary
Ms. Melissa Ralph	Fit-a-thon
Mrs. Deborah Haas	Meet the Masters

**A Brief History of Bethany School**

- 1947 - Bethany School began with 50 students. Olive Foster, principal.
- 1951 - The first kindergarten class began.
- 1953 - Mr. Wesley Harty, principal
- 1955 - Last day at Hill and Olive
- 1957 - Walfred Johnson, principal
- 1962 - Mr. Bill Viss, principal
- 1965 - 9th grade added. 10 teachers
- 1969 - Two 7th grade classes
- 1971 - 25th anniversary year
- 1973 - Rev. Henry Fuller, principal
- 1976 - Joined Association of Christian Schools International
- 1978 - 2 kindergarten classes. Handbells.
- 1980 - 2 second grades
- 1982 - Buses discontinued. 2 fourth grades.
- 1984 - 2 sixth grades.
- 1986 - Kindergartens now full day.
- 1988 - Earthquake preparedness program.
- 1989 - Middle school started, 9th grade discontinued.
- 1990 - Middle school discontinued. Preschool started.
- 1991 - J.D. Sarver, School Administrator.
- 1992 - Lunch structure provided by P.T.F.
- 1993 - Band and violin program.
- 1994 - Staff music and physical education instructors.
- 1995 - Learning Center, new playground equipment.
- 1996 - Mr. Douglas Westfall, principal
- 1997 - 50th anniversary
- 1998 - Preschool opened their own office
- 1999- New playground safety mats installed
- 2000- New Playground Safety Upgrades
- 2001- Pastor Bill Cook, Principal
- 2002- Construction begins on new building--7th grade added for September 2002
- 2003- Eighth grade added for September 2003
- 2004- New building under construction
- 2005- New building completed-classes enter new classrooms beginning in September
- 2006- New playground equipment installed
- 2007- Opportunity Schools Added
- 2008- Library Remodeled and Modernized
- 2009- Elementary: Bathrooms remodeled; Preschool: New windows and a new classroom added
- 2010 - Started Accreditation Process
- 2011 - Accredited by Western Association of Schools & Colleges (WASC); Instituted New Uniform policy
- 2012- Lowe's Community Heroes install new Student Store
- 2013- Welcome Dr. Jon Olson, Lead Pastor; Mrs. Carol Tripp retires; Welcomed Mrs. Fitchett as secretary
- 2014 – Daycare room remodel
- 2015 –Mrs. Porter & Mrs. Ransom retire; Scott Foster named Interim Lead Pastor for Bethany Church
- 2016 –Revamped technology program with new iPad Carts; improved technology integration, new K-2music class
- 2017 –Added Chromebooks, new Middle School Performing Arts, new Fit-a-thon, remodeled preschool building
- 2018 – Added Chromebooks to 4<sup>th</sup> and 5<sup>th</sup> grades
- 1952 - First commencement.
- 1954 - 4th-6th grades moved to Los Altos.
- 1956 - 7th and 8th added; N. Bryant, principal
- 1961 - Mr. Bill White, principal
- 1964 - Mr. Fred Miyachi, principal
- 1967 - Library expansion.
- 1970 - Two 8th grade classes.
- 1972 - Typing class added
- 1975 - 44 9th graders in graduating class
- 1977 - Grade level administrative assistants
- 1979 - 2 first grades. 19 on staff.
- 1981 - 3 third grades.
- 1983 - Modular unit added. 2 fifth grades.
- 1985 - Andy & Thelma Steele retire after 30 yr.
- 1987 - Computer lab in operation.

***2018-19 Bethany begins our 71<sup>st</sup> year as a school!***

Medical Treatment Consent and Liability Release Form for Minors

(As found in California Civil Code Section 25:8)

I, the undersigned parent/guardian of \_\_\_\_\_ do hereby authorize the adult sponsor of Bethany School or any responsible adult person bearing this written authorization, into whose said care the above mentioned minor child(ren) has been entrusted, to obtain proper medical care from a licensed medical or dental doctor or facility. The medical/dental care is to include, but not be limited to any x-ray examination, anesthetic, medical, or surgical diagnosis or treatment and hospital care to be rendered to said minor under the general or specific supervision and upon the advice of a licensed medical doctor or dentist. It is understood that an effort must be made to notify me (the parent or guardian) before such action will be taken. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of said adult to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician or dentist in the exercise of his best judgment may deem advisable. The authorization shall include transportation to receive the medical/dental care.

Financial Responsibility

In the event of injury to my child(ren)/ward(s), I agree that I/we and my healthcare insurer shall be financially responsible for any medical/dental treatment required by my child(ren)/ward(s), as a result of any injury or illness suffered in the course of his/her participation in any school related activities.

Risk

I am aware that these activities may involve some hazards. I have considered these risks and I still wish for my child/ward to participate. Furthermore, I agree not to bring legal action against Bethany School, its staff, or sponsors as a result of any injuries suffered in the course of his/her participation.

Dispute

In the event a dispute arises between myself and Bethany School concerning injuries to my child(ren)/ward(s), I agree that the dispute shall be resolved by a Christian arbitrator acceptable to both sides. The cost of the arbitrator is to be shared equally by the parties. All applicable statutes of limitations shall apply and arbitration must be requested within the appropriate period in order to preserve a right to recovery.

Name of Child #1 \_\_\_\_\_ Date of Birth \_\_\_\_\_
Name of Child #2 \_\_\_\_\_ Date of Birth \_\_\_\_\_
Name of Child #3 \_\_\_\_\_ Date of Birth \_\_\_\_\_
Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_
Home Phone \_\_\_\_\_ Email address \_\_\_\_\_
Father's Name \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_
Mother's Name \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_
Doctor's Name \_\_\_\_\_ Phone \_\_\_\_\_
Medical Insurance Co. \_\_\_\_\_ Group ID# \_\_\_\_\_

I agree to the terms of this medical release as stated on this form. This authorization will remain in effect until the end of the school year while the minor(s) above is enroute to or from or involved or participating in any program or activity authorized by Bethany School, unless revoked by the undersigned in writing and delivered to the agent of Bethany School.

Signature \_\_\_\_\_ Relationship \_\_\_\_\_ Date \_\_\_\_\_
Signature \_\_\_\_\_ Relationship \_\_\_\_\_ Date \_\_\_\_\_