



# **Handbook For Students and Parents 2019-2020**

**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**

Welcome to Bethany School's 72nd year as a school!! The teachers and staff are looking forward to a productive partnership with you to ensure that our students believe in the Gospel of Jesus Christ, Achieve at each one's highest potential and Succeed in excited to work with you during the 2019-2020 school year as together we

Bethany has a long history of high quality education with a strong Spiritual emphasis. It is our goal to continue 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:

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## 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*

## **Spiritual Life**

In order to meet our schools mission, vision, and core values the school and home must be in partnership. To that end, we strongly urge you to do the following:

- Each student is encouraged to read his Bible and to pray daily. Together with their families, we encourage each student to have personal devotions.
- Each family is encouraged to have family devotions. We concur heartily with the saying, "the family that prays together stays together."
- Regular attendance in church and Sunday School attendance is vital for our spiritual health and growth. Though we are a Christian school, we do not propose to take the place of Sunday School or church. 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.

## **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, 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 godhead, 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 Godhead, 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 preeminence 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

## **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**

Parents who wish to admit their child(ren) into Bethany School, must first have the child assessed, interview with an administrator, and then complete an enrollment packet. To be enrolled, parents must agree to the financial policies, and, by accepting admission, agree to the policies contained within this school handbook. Egregious failure to abide by school rules or policies may be considered a breach of contract and thereby result in dismissal from school. The prayer 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.

### **Parent Involvement**

We welcome and urge all families to be involved in Bethany School and it is for this reason that we ask each family to become familiar with and support Bethany School's philosophies and policies. In order for the school to operate effectively, it is essential that there be a spirit of cooperation, trust and support between the school and the parents. Family members should conduct themselves with the same faith-based principles that we uphold at Bethany School. If parents/guardians conduct themselves in such a manner that causes substantial disorder and disruption to our school environment and diminishes the effectiveness of the school, that family will be advised concerning the possibility of dismissal from Bethany School.

### **Dismissal From Bethany School**

Bethany School reserves the right to take disciplinary action, suspend, and/or dismiss any student whose conduct, progress 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.

### **Medication Information**

While your son/daughter is attending Bethany School, medication can only be administered if we have a current note from a doctor's office or a current prescription on file indicating that medicine needs to be given during school hours.

We cannot administer aspirin, cold medicine and/or any other "over the counter" types of medicine unless we have a specific note from a doctor indicating the specific date span and time it needs to be administered - not on an as needed basis. (An EPI pen would be administered in an emergency, but must have a current prescription/doctor's note on file)

## Financial Policies

### **Bethany School Fees At A Glance**

- \$25 assessment fee (new enrollment only)
- \$395 Non-refundable registration fee per school year; payable upon enrollment to secure your place at Bethany
- \$85 Activity Fee For field trips & activities
- \$30 Technology Fee
- 8% discount if paid in full (Cash or Check) in advance by August 1<sup>st</sup>,
- Referral discount - 1 month free tuition for one child
- Tuition is billed in 10 payments each, from August to May.
  - 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 full 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 based on the next complete month, less any discounts.
- Daycare, as used, will be billed on the following month's statement.
- While registration fees are non-refundable, prorated activity fees can be refunded.
- Accounts must be kept current since Bethany School operates strictly on the basis of tuition and fees. Parents are asked to be prompt with payments.
- 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>).

### **Tuition Payments**

1. 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.** A late charge of \$45 will be assessed if your payment is not received by the 15<sup>th</sup> of the month or at noon on the last day of school if that date is prior to the 15<sup>th</sup>. Prior to the beginning of each month, a tuition statement will be found in My School Worx under your students name. Payments may be made by Cash, Check, Credit/Debit card, or through the QuickBooks Online payment system.
2. **Delinquent accounts** will be reviewed by Bethany School office staff each month.
  - Families will be notified if their tuition account is 30 days delinquent.
  - Two consecutive missed tuition payments are considered grounds for dismissal from Bethany School.
  - Repeated missed tuition payments (not consecutive), are considered grounds for dismissal from Bethany School
  - 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.

### **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. Please inform the office by phone or in writing and complete the official Bethany Withdrawal Form. If a family pays the annual tuition fee in entirety and must leave prior to the end of the school year, the bookkeeper will calculate the unused portion based on the next full month and refund the difference to the 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 Behavior Standards**

**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.**

*“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, use the restroom/changing rooms, and conduct themselves as they were created by God.

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.

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 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.

One of our goals at Bethany is to that our students to become responsible citizens marked by integrity and a strong work ethic. Together, we are preparing our students to demonstrate a life that is being transformed, in words and actions, by the Gospel

We have established 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.

### **Bethany Staff will uphold the following rules:**

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.

## **GENERAL DISCIPLINE GUIDELINES**

### **Phone Usage**

**CELL PHONE USE IS NOT ALLOWED DURING SCHOOL HOURS.** 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 retrieve it from the front office. If a parent needs to reach children during the school day, they should call the office (562)597-2814. A message will be relayed immediately to the student's teacher. If students needs to call home they can speak with a teacher to use a classroom phone. If a student needs to use their cell phone to contact a parent at the **end** of the school day, they should notify a staff member prior to making that call. Phones that are used to make calls or texts or that ring during the course of the school day will be taken away and may be retrieved by a parent in the front office.

### **School Property**

Students should respect all school property and the property of others. If a child willingly damages school property, textbooks, iPads, computers, etc. or the property of others, disciplinary action will occur and parents will be held financially responsible.

**This is OUR school . . . . . Let's take care of it!**

### **Care of Personal Property**

In general, students should refrain from bringing personal items to school. Students should label all clothing and personal property with their names. Rainy-day garments and lunch boxes should have permanent labels. Students or parents may check the "Lost & Found" in the daycare 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.*

### **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. Students will be taught and required to sign and abide by acceptable usage expectations for all computers, Chromebooks, and iPads on campus. Families will be held financially responsible for any misuse of school computers that leads to damage.

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 that relate to and/or negatively impact Bethany School, whether on or off campus, are subject to state laws and school discipline. Creating, sending, sharing, or possessing, pictures, text messages, or e-mails that contain sexual or harassing messages and/or images is a violation of this policy 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.

### **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 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 INFRACTIONS**

Bethany Students are expected to refrain from behavior that is contrary to our school's policies, in school, on school trips, or any other time they are representing Bethany School. The following list outlines the behaviors that are deemed inappropriate and will result in some form of disciplinary action.

- Defiance to school personnel
- Disruption to school activities
- Adherence to dress code policy
- Excessive tardies and/or absenteeism
- Disrespect toward students and staff
- Leaving school grounds without permission
- Racism or any other forms discrimination
- Obscenity in any form
- Lying, cheating, or plagiarism
- Stealing, littering, vandalism, and/or use of incendiary material
- Gossip, fighting, threatening, or bullying
- Use/possession of illegal/controlled substances, including alcohol, drugs, tobacco, etc.
- Use/possession of fireworks, firearms, or weapons ( authentic, look-alike and/or representations of)
- 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.

### **Disciplinary Action and Consequences**

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 week of school. Students who neglect to abide by the rules/procedures will have the opportunity to correct the problem, but continued failure to follow school guidelines will result in consequences.

We have outlined our tiered system of disciplinary actions in the charts below. Each disciplinary action calls for prayer and a complete investigation of action - student's verbal and written statement(s) accounting for his/her actions, an incident report from the supervising staff member(s) and a written/verbal statement from the other students that were involved. We will contact parents of the involved student(s) in the most expedient manner.

<b><u>Tier 1</u></b>	
<b>These behaviors are handled by the classroom teacher OR the attending adult.</b>	
<b><u>Behaviors</u></b>	<b><u>Actions</u></b>
<ul style="list-style-type: none"> <li>• Out of seat</li> <li>• Unprepared for class</li> <li>• Incomplete homework</li> <li>• Horseplay</li> <li>• Tardy</li> <li>• Gum Chewing</li> <li>• Food theft</li> <li>• Disrespectful towards other students</li> <li>• Talking out of turn</li> <li>• Non-compliance</li> <li>• Poor Assembly/Presentation behaviors</li> <li>• Eating in class</li> <li>• Minor Cell phone Violation (ex. Rings in class)</li> <li>• Talking too much in class</li> <li>• Inappropriate use of personal equipment (backpacks, lunch pails, etc)</li> </ul>	<p>Step 1:</p> <ul style="list-style-type: none"> <li>• Verbal reminder to the student of the expected appropriate behaviors.</li> <li>• Consequence applied by teacher: demerit points logged on Class Dojo</li> </ul>

<b><u>Tier 2</u></b>	
<b>These behaviors are handled initially by the attending adult, but are referred to the administration if they become chronic</b>	
<b><u>Behaviors</u></b>	<b><u>Actions</u></b>
<ul style="list-style-type: none"> <li>• Inappropriate use of technology</li> <li>• Disrespectful</li> <li>• Lying</li> <li>• Cell phone violation (using phone without permission)</li> <li>• Teasing</li> <li>• Disrespecting teacher's personal spaces and property</li> <li>• Dress code violation (applied to each class that is attended while in improper dress)</li> <li>• Ongoing Tier 1 behavior</li> </ul>	<p>Step 1:</p> <ul style="list-style-type: none"> <li>• Verbal reminder to the student of the expected appropriate behaviours.</li> <li>• Demerit Points Logged</li> <li>• Home Contact made by the teacher via Demerit Form and phone call home</li> <li>• Demerit is logged in the system</li> <li>• Student serves a 10 minute detention either during lunch or after school</li> </ul> <p>Step 2:</p> <ul style="list-style-type: none"> <li>• Repetition of Tier 2 behavior, call home and 20 minute detention.</li> </ul> <p>Step 3→ Move directly to Tier 3. Notify parent.</p>

<b>Tier 3</b> <b>These behaviors are immediately referred to the administration</b>	
<b><u>Behaviors</u></b>	<b><u>Actions</u></b>
<ul style="list-style-type: none"> <li>• Ongoing/Chronic Tier 1 or Tier 2 Offences</li> <li>• Physical aggression</li> <li>• Fighting</li> <li>• Weapons (real or pretend)</li> <li>• Obscenity/Sexually explicit words or actions</li> <li>• Leaving school grounds without permission               <ul style="list-style-type: none"> <li>• Use of or under the influence of controlled substances</li> </ul> </li> <li>• Cheating/ Plagiarism</li> <li>• Racism &amp; other forms of discrimination</li> <li>• Theft</li> <li>• Defiance</li> <li>• Inappropriate use of technology</li> <li>• Verbal aggression (uttering threats)</li> <li>• Vandalism - defacing of school property</li> <li>• Bullying (confirmed by Administration)</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Administration.</li> <li>• Home contact made by Teacher or Administration.</li> <li>• Meeting with parents.</li> <li>• In School Suspension and/or Suspension from school</li> <li>• Written apology to offended parties before student is permitted to return to school.</li> </ul>

Tier 4  
Continued serious behaviors and/or violations may result in  
Dismissal from Bethany School

*NOTE: The school administration reserves the right of expediting the disciplinary process pending circumstances.*

**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.

***“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](#)***

**BETHANY SCHOOL'S DRESS CODE: MANDATORY STUDENT UNIFORMS**

**School Uniform polos**, shall be navy blue, white, or tan and **sweatshirts and sweaters** (*colors below*) 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/PE shorts
- May not be Leggings or Jeggings 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, fingers must touch shorts).
  - 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 (Updated Policy) Sweatshirts, Fleece, and Sweaters with Bethany logo (Navy Blue, Tan/White, Black, or Medium Gray only)**. Bethany sweaters, fleece, and sweatshirts will also be available for purchase at <http://www.globalschoolwear.com/> . Zip up hoodies that cover the face are not allowed.

**Inclement weather Jackets** should not have logos or slogans. Bethany Polos must be worn under outer garments.

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

**Hair** must be trimmed, combed, and out of the eyes. Hair color variations -(i.e. blue, pink, etc.) or faddish haircuts (i.e. shaved designs, Mohawks, etc.) are not acceptable. For safety reasons please do not add **hair accessions** that could cause harm to self or others.

**Makeup** is not allowed in Kindergarten - 5<sup>th</sup> grades. In middle school, makeup must be modest. Earrings should be smaller in size for safety reasons. Girls are not allowed to wear dangling or large earrings. 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 (Fit-a-thon, 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**

### **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.

Daycare 6:30 A.M. to 8:00 A.M. and 3:30 P.M. to 6:00 P.M.

Office Hours 7:30 A.M. to 4:00 P.M.

### **Absences**

We strongly encourage your child(ren) to be in school on time and daily to maximize his/her learning potential and opportunities. In general, your child will learn best at school. We observe the laws and regulations of the State of California and local educational authorities regarding attendance. According to the State of California Truancy laws. If your child has 3 or more unexcused absences, and/or 3 unexcused tardies, and/or 3 absences exceeding 30 minutes, a student is defined as truant.

Excused absences are due to pupil's illness, death in the immediate family, or for medical, dental or other professional health 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.

If your student has been absent from school for any reason, they **MUST** be readmitted through the front office with a note from the parent indicating the number of days and reason for absence or with a parent. Upon remittance, they will be issued a return to class slip from the office

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/she is permitted to return to school.

Preplanned absences that do not fall under the list of excused absences are considered unexcused absences and 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.

any work submitted for grades after their return, will be at the discretion of the teacher.

Please try to schedule appointments for after school hours or after 2 P.M. on Thursdays. Students with unexcused absences will be ineligible to make up their missed assignments. Unexcused absences include suspensions, truancy, or any absence without a note from home. Unexcused absences may be detrimental to students' grades.

*Bethany School considers absences of 40 days or more during the year to significantly impact a student's progress in that grade and may cause a student to be retained at his/her grade level.*

### Tardiness

Students who arrive late to school not only disrupt the class already in session, but also miss out on school activities and 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.

After 8:30AM (second bell), late students will be issued a late slip from the entrance (drop off/pick up) gate until 8:45AM. If you are later than 8:45AM, please bring your student to the front office, where they will be issued a late slip and the student will walk to their classroom. Students who are repeatedly tardy will be referred to the administrator. Chronic tardiness may affect academic grades and conduct grades. ***Students with chronic tardiness (9 or more) will not be eligible for Perfect Attendance awards.***

### Leaving Campus

Upon arrival on school campus, cannot 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.

### Visiting Campus (Parents and Guardians)

Our partnership with parents is one of our most important tenants. We encourage your active participation in appropriate school wide events and in our open school events such as chapel and daily openings. We also strongly encourage parents to be actively involved in our PTF - Parent Teacher Fellowship and our parent volunteer program - Very Important Parents (VIPs). We always encourage parents' involvement in their child's academic progress using our parent portal - My School Worx and through scheduled conferences with teacher(s).

### Campus Security

To continue maintaining a safe campus and to protect our valuable instructional time, we are asking for your support with the following:

1. Bethany is considered a **closed campus**. 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. Classroom visitations should be made with at least a 24-hour notice through the teacher via email. Parents must sign in and out through the front office, and receive a visitor's pass.
3. For special parent event days, we will have guest sign in sheets and passes at various spots on campus.
4. Parents and students should use the school office or the entrance (drop off/pick up) 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.
5. The primary responsibility of our school is to educate students. Uninterrupted instruction time is very important to maintain the high educational standards we have for our students. The teacher's responsibilities are to their students. They cannot talk to parents during their instructional time. While we encourage parents to attend the morning line up and opening, we ask that parents respect and participate in the same manner as our staff

and students. Parents should not follow their students to the classroom and should exit from the entrance (drop off/pick up) gate. Teacher will be unable to “conference” with parents during this time. 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 \$6.00 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 have not 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 Daycare**

**2:55-3:30 P.M. (K-5)** - This is a time of supervised free play on the playground and there are no daycare charges during this time. Parents can pick up children from their classrooms at 2:55 or from the playground during this time.

**3:30 - 4:00 P.M. (6-8)** - Middle School students will have 30 minutes before the day charges apply at 4:00 pm.

**Monday, Tuesday, Wednesday, Friday: 3:30-6:00 P.M. (for K-5) and 4:00 - 6:00 P.M. (for 6-8) day care charges will apply.**

**Thursdays during PLC meetings for teachers, students will be excused to after school supervision at 2:00 P.M. Day care charges will begin at 3:30 P.M. for all students K-8.**

Students 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 the 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 daycare 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.

### 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 Fit-a-thon or other student activities. Students can pre-order the hot dog lunches through the office.

### Food, Drink and Gum Rules

As a general rule, food, drinks (with the exception of a water bottle), and gum are not allowed in the classroom. . ***Gum is not allowed*** on the school campus at all.

### Snacks Sale & Student Store

Bethany School hosts Snack Sales on Wednesday after school from 3:00 – 3:40 PM. Students can purchase fresh popcorn or ice cream for \$1. In addition, 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)

**CURRICULUM AND LEARNING**

**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  
Reading  
Science and Health  
Mathematics

Technology Instruction  
Physical Education  
Art  
Music

**First-Third Grades**

Bible  
Mathematics  
Language Arts  
Writing  
Spelling

Science/Health  
Social Studies  
Technology Integration  
Music/Art  
Physical Education

**Fourth-Fifth Grades**

Bible  
Reading  
Science/Health  
Mathematics  
Spelling

Language  
Social Studies  
Music/Art  
Technology Integration  
Physical Education

**Sixth-Eighth Grades**

Math-Pre-Algebra/Algebra  
Language Arts  
Bible  
Electives:

Science  
Social Studies  
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</b>	<b>90-100</b>	<b>C</b>	<b>70-79</b>	<b>F</b>	<b>59-Below</b>
<b>B</b>	<b>80-89</b>	<b>D</b>	<b>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:**

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

***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 for the entire school year.*** Students with chronic tardies (9 or more) will not be eligible for Perfect Attendance awards.

### **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. Textbooks are the property of Bethany School. If textbooks are lost or damaged, students are responsible for the replacement cost. Please note that lost textbooks will be fined to accounts.

All practice paper, construction paper, etc. will also be furnished. In July, your child's supply list for the year will be put up on the school website ([www.bethany-school.org](http://www.bethany-school.org)) . The students can bring these items the first day of school.

### **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.

### **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.

### **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** – Students in the primary grades will be introduced to music skills, and 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 rehearsals and on Fridays, 8:15 AM sound check.
- **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, 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.)

### **Co-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 Catalina**
- 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 times 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.

**2019-2020 Meet the Masters Dates & Artists**

<b>Date</b>	<b>Artist</b>
Unit 1 October 9, 2019	Marc Chagall
Unit 2 November 13, 2019	Paul Klee
Unit 3 January 15, 2020	Georges Seurat
Unit 4 March 11, 2020	Faith Ringgold
Unit 5 May 27, 2020	M.C. Escher

### **Yearbook**

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

## 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. The first meeting is September 30th at 6PM in the High School Room. (See School Calendar for following meeting dates)
- 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.

### VIPs

- **VIPs at Bethany School** - (Very Important Parents): In conjunction with our PTF, we are revamping our VIP program. Stay tuned for more information and a sign-up at Back-to-School Night and at our first PTF meeting.

### 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 lunchtime or after school celebrations.

## Special Events of the Year

### SEPTEMBER:

- **Kindergarten Orientation** Meet your teacher on the playground and get to know the Elementary Program.
- **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. Teachers will distribute important paperwork. *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:

- **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:

- **Preview Day** For potential students for the coming year!
- **PTF Fundraiser TBD**

### FEBRUARY:

- **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:**

- **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.

**APRIL:**

- **Standardized Testing Week** **Standardized Testing Week** Students in grades 1 – 8 take part in national standardized testing

**MAY:**

- **PTF Variety Show and Food Trucks** Come enjoy a fun night under the stars with the rest of the Bethany family at this family dinner event, including prize basket raffles.
- **National Day of Prayer** Families can gather at the flagpole for a time of reflection and prayer.
- **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**

- **Awards Chapel** Students grades K-7 receive end of the year awards. 8th Grade will get their awards at graduation.
- **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 AND COMMUNICATIONS**

### **Emergency Procedures and Drills**

We have procedures and plans in place for emergencies that might arise during the time our school and daycare is in session. We have procedures in place to coordinate with other area schools and local emergency agencies.

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

### **Earthquake Procedures and Drills**

Since earthquakes occur in Southern California, it is essential that we continue to conduct drills for this possibility.

- 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 classroom teacher, not the bell system, will implement the above procedures.
- Our earthquake preparedness program will enable us to care for our students until families 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 necessary.

### **Fire Procedures and Drills**

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

## **Lock-Down Procedures and Drills**

### **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:
  - Telephones (All Call to classrooms) and radios will be used to alert teachers, daycare, and church staff.
  - Once students are in classrooms, teachers check that all classroom doors are secure/locked.
  - As soon as students are in classrooms, designated personnel will assist in securing the perimeter. All radios will be used to communicate.
  - Principal or the principal's secretary will make contact with the police and the church office.
  - The school office staff will check with and be in contact with the teachers and staff (by telephone or radios) regularly to share appropriate information and to direct teachers and staff on what to share with students.
  - Designated personnel will distribute and control any radios not in use.
  - Parents will be notified by My School Worx broadcast.
  - *The office staff will control the release of any students to parents or other person listed on the emergency card only. During an actual emergency, students will not be released until the lockdown is finished.*
  - In an actual emergency, staff members are required to stay until students are allowed to leave.
  - Teachers who NEED to contact the office for assistance or information are requested to limit calls.
  - Classroom or instructional aides will stay in the classroom.
  
- **Phase II:** Lock-down of classroom and halt all movement on campus (besides the above procedures)
  - Lock doors and close shades. Students and teachers will remain in classrooms.
  - No one is dismissed from class until the "all-clear" is given in each classroom. The bell system will be turned off.
  - No one may leave campus, unless directed by the police. When it is safe, students will be dismissed through the front office or other officially designated location to parents or persons indicated on the emergency card only.

### **Emergency Closure**

In the event of a citywide 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 - My School Worx, email, newsletters, our website, text alerts, and social media. *However, our primary and quickest form of communication will be through My School Worx. 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 Information for Bethany School**

- **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.lastname@bethany-school.org](mailto:firstname.lastname@bethany-school.org)*
- **Fax:** 562-597-1396
- **Website:** [www.bethany-school.org](http://www.bethany-school.org)
- **Mail:** 2244 Clark Avenue, Long Beach 90815

**BETHANY K-8 SCHOOL STAFF**

**Administration**

Mrs. Janice Peterson	Principal
Mrs. Diane Golden	Assistant Administrator
Mrs. Frankie Fitchett	Secretary
Mrs. Kathie Denison	Bookkeeper
Mrs. Edna Beck	Staff Assistant

**Teachers**

Mrs. Adrianna Holley, Mrs. Sara Mills	Kindergarten
Ms. Stacy Aldredge, Mrs. Christina Smoot	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 6 <sup>th</sup> – 8 <sup>th</sup> English
Mr. Tim Stewart	MS 6 <sup>th</sup> - 8 <sup>th</sup> History/ Bible
Mrs. Lauren Whygle	MS 6 <sup>th</sup> - 8 <sup>th</sup> Math/Science
Mrs. Donna Morici	Technology Coordinator
Mrs. Kristen Huff	Education Specialist/Opportunity Schools
Amanda Griffin, Elizabeth Darrah	K-1 Combo
Mr. Al Dorsey	P.E./Athletics Director
Pamela Hale	Lead Instructional Aide and Daycare Supervisor
Nilda Corwin	Instructional Aide
Megan Koet	Instructional Aide
Ali O'Brien	Lunch Supervisor

**P.T.F. Officers**

Ali O'Brien/ Lauren Whygle	<i>Co-Presidents</i>
	<i>Secretary</i>
	<i>Treasurer</i>
Katy Sejcek	<i>Incoming PTF President (2020-2021)</i>

## **A BRIEF HISTORY OF BETHANY SCHOOL**

- 1947 - Bethany School began with 50 students. Olive Foster, principal.
- 1951 - The first kindergarten class began.
- 1952 - First commencement.
- 1953 - Mr. Wesley Harty, principal
- 1954 - 4th-6th grades moved to Los Altos.
- 1955 - Last day at Hill and Olive
- 1956 - 7th and 8th added; N. Bryant, principal
- 1957 - Walfred Johnson, principal
- 1961 - Mr. Bill White, principal
- 1962 - Mr. Bill Viss, principal
- 1964 - Mr. Fred Miyachi, principal
- 1965 - 9th grade added. 10 teachers
- 1967 - Library expansion
- 1969 - Two 7<sup>th</sup> grade classes
- 1970 - Two 8th grade classes.
- 1971 - 25th anniversary year
- 1972 - Typing class added
- 1973 - Rev. Henry Fuller, principal
- 1975 - 44 9th graders in graduating class
- 1976 - Joined Association of Christian Schools International
- 1977 - Grade level administrative assistants
- 1978 - 2 kindergarten classes. Handbells
- 1979 - 2 first grades. 19 on staff
- 1980 - 2 second grades
- 1981 - 3 third grades
- 1982 - Buses discontinued. 2 fourth grades.
- 1983 - Modular unit added. 2 fifth grades.
- 1985 - Andy & Thelma Steele retire after 30 yr.
- 1986 - Kindergartens now full day.
- 1987 - Computer lab in operation.
- 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 - Welcome Jeff Levine as Lead Pastor for Bethany Church. Added Chromebooks to 4<sup>th</sup> and 5<sup>th</sup> grades
- 2019 - Janice Peterson - Interim-Principal

**2019-2020**

***Bethany begins our 72nd 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 \_\_\_\_\_

## **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 right to take disciplinary action, suspend, and/or dismiss any student whose conduct or progress is considered by Bethany School, in its sole and absolute discretion, to be unsatisfactory and/or in violation of its mission and beliefs.*

We expect our students to be

### **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.

### **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!***

### **Respectful.**

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

### **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.

Bethany Students are expected to refrain from behavior that is contrary to our school's policies, in school, on school trips, or any other time they are representing Bethany School. The following list outlines the behaviors that are deemed inappropriate and will result in some form of disciplinary action.

- Defiance to school personnel
- Disruption to school activities
- Adherence to dress code policy
- Excessive tardies and/or absenteeism
- Disrespect toward students and staff
- Leaving school grounds without permission
- Racism or any other forms discrimination
- Obscenity in any form
- Lying, cheating, or plagiarism

- Stealing, littering, vandalism, and/or use of incendiary material
- Gossip, fighting, threatening, or bullying
- Use/possession of illegal/controlled substances, including alcohol, drugs, tobacco, etc.
- Use/possession of fireworks, firearms, or weapons ( authentic, look-alike and/or representations of)
- 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.

*Parent Name* \_\_\_\_\_ *Student Name* \_\_\_\_\_

*Parent Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Student Signature (if 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade)* \_\_\_\_\_