



# Bethlehem Christian School Handbook

Printed - 11/17/2014

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## Section One - General Information

1.011

### Missions Statement

#### **MISSION STATEMENT**

Bethlehem Christian School exists to assist Christian parents in their responsibility of training their children by providing a complete educational program that is Biblically sound, Christ centered and of excellent standards. Bethlehem Christian School is committed to equip students for Christian living by instilling Biblical principals of self-discipline, individual responsibility, personal integrity and good citizenship.



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## Section One - General Information

1.0112

### Statement of Faith

#### **STATEMENT OF FAITH**

**We believe** that the Bible, made up of 66 books, verbally inspired, and free from error in doctrine, fact and ethic, i.e., inerrant, is the Word of God and the only infallible and authoritative rule of faith and practice.

**We believe** in one Triune God, eternally existent in three co-equal personsóFather, Son and Holy Spirit.

**We believe** in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His imminent personal and physical return in power and glory.

**We believe** that man was created in the image of God, but that through sin, he brought upon himself and his posterity, not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature and are therefore actual sinners in thought, word, and deed; and that man, as such, is condemned to hell and utterly unable to remedy his lost condition by himself or by ecclesiastical rite.

**We believe** that the salvation of lost and sinful man is a free gift of Godís grace apart from works, based solely upon Christís vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christís finished work on the cross.

**We believe** in the Deity and present ministry of the Holy Spirit, by Whose solitary baptism of every believer at the moment of regeneration and by Whose indwelling each Christian is enabled to lead a godly life as manifested by the fruit of the Spirit.

**We believe** in the resurrection of both the saved and the lostóthey that are saved to the resurrection of life and they that are lost to the resurrection of damnation.

**We believe** in the spiritual unity of all believers in the Lord Jesus Christ.



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## Section One - General Information

1.01124

### Biblical Philosophy of Education

#### **BIBLICAL PHILOSOPHY OF EDUCATION**

We recognize scripture as the revealed Word of God.

We teach the scripture as truth.

We integrate that truth into the learning experience.



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1.0113

### Expected School-Wide Learning Results

#### **EXPECTED SCHOOL-WIDE LEARNING RESULTS**

Bethlehem Christian School's Expected School-wide Learning Results (ESLRs) are the product of a collaborative effort involving faculty and administrators.

Each ESLR was developed based on the Mission Statement and the Philosophy of BCS. The BCS program will prepare its graduates to be...

#### **BIBLICALLY EQUIPPED**

BCS students will be equipped with biblical knowledge and principles that strengthen or result in a personal relationship with Jesus Christ. Students will demonstrate a Biblical Worldview and be able to effectively communicate and defend their faith.

#### **CRITICAL THINKERS & EFFECTIVE COMMUNICATORS**

BCS students will be active learners who think critically, work independently and cooperatively, and creatively solve problems using a variety of resources. Students will be effective communicators able to use oral, written, and technological forms. Students will be lifelong learners who strive for academic excellence and perform at or above grade level in all subjects in accordance with state standards.

#### **STEWARDS**

BCS students will be responsible citizens who use their time, talents, and abilities to serve the school, home, church, and community. Students will demonstrate self-discipline and a respect for God, authority, and others. Students will compassionately resolve conflict in a loving, Christ-centered way.





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## Section One - General Information

1.012

### Philosophy of the School/School Verse / Motto

#### **PHILOSOPHY OF THE SCHOOL**

**School Motto:** Growing in Christ

**School Verse:** And Jesus increased in wisdom and stature, and in favor with God and man.  
Luke 2:52

Bethlehem Christian School has been established to provide a sound elementary education with high spiritual, academic and aesthetic standards, integrated with the truth of the Holy Scriptures, and to assist parents in carrying out Scriptural direction, as found in Deuteronomy 6:6,7: “And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.” Proverbs 22:6 “Train up a child in the way he should go: and when he is old, he will not depart from it.” and Ephesians 6:4 “And, ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord.”

We believe that true education must seek to meet the needs of the whole child, and engender in that child the positive development of the spiritual, mental, emotional, physical and social aspects of life. We realize that an important difference exists between the Christian and non-Christian viewpoints on any given subject. Although knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator, Christ, is ignored or denied.

A further goal of the school is to instill in its students a system of values consistent with the Bible and to educate them in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

Attendance at Bethlehem Christian School is a privilege, not a right. Parents are expected to be fully committed to, and wholly supportive of, the philosophy and objectives of the school.



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## Section One - General Information

1.014

### Purpose of the School

#### **PHILOSOPHY AND OBJECTIVES**

##### **PURPOSE OF THE SCHOOL**

The Bethlehem Christian School's purpose of existence is:

... to provide a sound elementary education with high spiritual, academic and aesthetic standards that puts God and His Word, The Bible, at the center. The foundation for a complete education is the Lord Jesus Christ. The student and the teacher must evaluate all knowledge and experience in relation to God's Word. No subject can be taught in the totality of its truth if the Creator, Christ, is ignored or denied. The value system and view of life which underlie any formal educational program should be consistent with the fundamental tenets set forth in the school "Statement of Faith;"

... to impart knowledge and basic skills and the wisdom of the Bible and Jesus Christ. This is essential to the development and growth of the individual in matters spiritual, mental, emotional, physical, and social. An educational program should incorporate the recognition that each of these areas needs to be stimulated and developed fully.

The objective is to provide an education which will challenge each student to strive for academic excellence (Colossians 3:23) and assist each student in his attempt to relate effectively with his Creator, himself and those in the world around him. As a student matures in these relationships he should begin to develop an understanding of how he has been gifted and will begin to take his place in the body of Christ and in society;

... to instill in its students a system of values consistent with the Bible and to educate them in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. We believe that the Holy Scriptures provide absolute values. It is by diligent study of the Holy Scriptures that one receives the guidelines for Christian living. The committed life of the Christian teacher and other persons affiliated with the school provides a model for the students.

... to assist parents in carrying out Scriptural direction, as found in Deuteronomy 6:6,7: And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up;

##### **NATURE OF THE STUDENTS**



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## **SPIRITUAL NATURE**

Each student is a spiritual being created in the image of God. Our spirituality is based upon our belief that, in fact, the Bible is the only written word of God. It teaches that every person is a sinner from birth: “There is none righteous, no, not one.” (Romans 3:10). Therefore, we are alienated from God until, by faith, we accept God’s gift of eternal life through the death and resurrection of Jesus Christ. Spiritual development proceeds to teach that growth in the Christian life depends upon fellowship with God and fellow Christians by Bible study, prayer and service.

Spiritual development proceeds to teach the student to love God and one’s fellow man, to manifest fairness, courtesy, kindness, and other Christian graces. Spiritual development proceeds to encourage the student to get along with non-Christians and with Christians who hold differing views (Romans 12:18).

Spiritual development increases by integrating the various subject matter areas with Biblical truth. Students must understand that Christianity is a way of life and that God pervades all areas of life. Learning more about others and about the world can help students learn more about themselves. Since the world and man are creations of God, learning about them without the inclusion of Biblical truth would be an incomplete study.

## **INTELLECTUAL NATURE**

The interchange of knowledge is a God-given characteristic which distinguishes man from the animal kingdom. According to Scripture, God is a rational Being. Because man is created in God’s image, one of His noblest features is the capacity to think. We believe that children are most content when they are involved in the learning process; in fact, unfulfilled intellectual needs can be a source of frustration and cause children to expend their energies in unprofitable ways. Students need reasons for their behavior. If such reasons are not provided within the educational framework, the child will invent his own system of thought and behavior.

Bethlehem Christian School believes that God never intended for knowledge to be an end in itself, but always to be a means to another end. We trust that our students will become aware that the acquisition of knowledge carries a solemn responsibility to act on that knowledge and to translate such knowledge into appropriate, productive behavior. Such individuals should become God-revering, upright citizens who will make a positive and decisive impact upon their society.

Intellectual development proceeds to show the student his present civic responsibility and to prepare him for adult responsibility as a citizen of Heaven and of our nation. George Washington said, “True religion affords government its surest support. The future of this nation depends on the Christian training of the youth. It is impossible to govern without the



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Bible.”

Intellectual development of the student can only come about with a solid foundation of broad basic learning skills:

Communication skills:

Abstract and concrete reasoning skills:

Knowledge and appreciation of art and music:

Communication skills include listening, speaking, reading, and writing. Bethlehem Christian School believes that communication on the human level stems from the divine model demonstrated by God when He initiated communication with His creatures. In a more mundane aspect, individuals need to develop these skills for the purpose of interaction (individual and societal), cultural transmission, and also self-expression. Much practice and drill exercises are required to develop these skills. The teacher generally serves as a model; however, various instructional and reference materials need to be employed in the development of language skills.

For centuries, mankind has relied on concrete and abstract thinking skills which have enabled him to explore many aspects of mathematics, the sciences, and technology. Bethlehem Christian School believes that when students are introduced to these two basic types of thinking they will be able to understand significant technological discoveries of the past as well as develop the potential to contribute significantly to future achievements. Experimentation, teacher demonstrations, research projects, and guided discussions where thinking skills are exercised are a significant part of our curriculum.

Creativity is part of the revealed nature of God. When one considers the endless variety of creatures, sounds, and artistic hues, it is evident that God intended to develop a creative and artistic aspect in man. Throughout the ages, art and music have served as vehicles of expression for man and have also inspired him to see higher aspects of the world around him. We believe that the Bethlehem Christian School students should be afforded the opportunity to discover and develop talents in these areas, both as a performer (artist) and as a consumer. Directed instruction in art and music, as well as exposure to concerts, museums, and other resources expand the students' artistic horizons.

## **PERSONAL NATURE**

The self-image of a child significantly affects his personal development. The early foundations of self-image are established during the pre-school years, primarily by the family unit. This early self-concept will be reinforced, altered, or enhanced by the educational environment. It is important that in this environment the student has a sense of belonging which allows him to



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experience achievement, success, and failure, secure in the knowledge that he is loved and accepted by God, his peers, and his teachers.

We believe it is our responsibility to teach each student that:

As an individual, created by God in His image, he has intrinsic worth, and has been given unique talents and abilities which are to be discovered and developed;

He has a free will and is capable of and responsible for making choices which will determine the direction of his life;

As he matures he must assume more individual responsibility for self-discipline, personal integrity, and recognition of the needs of his fellow man;

God has a purpose for each life, and a principal measure of a successful life is one in which that purpose is fulfilled.

## **SOCIAL NATURE**

Bethlehem Christian School views society not as a large collection of self-sufficient individuals, but rather as a proving ground for human interaction and relations. As Christians, we are indeed “our brother’s keeper.” Within this framework, the student should learn respect for the feelings and opinions of others. He should also become aware of the responsibility, privilege, and rewards of service to his fellow man. This concept extends from the student body to the local, national, and world communities. As the student’s concept of the world expands, he should increase his knowledge of various cultures and develop an appreciation and respect for the worth of all people. On the individual level, one should remain cognizant that skill in personal interaction is not innate, but must be learned and refined. We recognize that the student’s future will be significantly affected by his ability or inability to accept and work with other people.

The student, as a social being, must learn to recognize and function within hierarchical relationships. Scripture instructs that, in such relationships, God placed individuals of His choosing in positions of authority. As a student develops he should learn to recognize and submit to those whom God has placed in authority over him, and not to abuse authority entrusted to him.

## **PHYSICAL NATURE**

The human body has been given by God and must be developed by structured exercise, formal and informal games, and free play as is pertinent to each grade level. Since the body involves mental as well as physical aspects, coordination of the two is a goal of our physical education training.



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An awareness of the parts of the body, their intended function, and knowledge of what is needed to maintain good physical condition and to stay healthy needs to be part of the curriculum.

A student must learn to control his body. I Corinthians 6:20 says that we have been “bought with a price” and should therefore glorify God in our bodies. Romans 12:1 tells us to “present our bodies as a living sacrifice, holy, acceptable unto God.” The body is “the temple of the Holy Spirit.” (I Corinthians 6:19). It is therefore important that the students learn to appreciate their bodies and perceive them with a loving Christian attitude as will be pleasing to the Creator.

## **NATURE OF SCHOOL RELATIONS**

### **TEACHER AND STUDENT RELATIONS**

The teacher has an “in loco parentis” relationship with his/her students. This is an awesome responsibility which requires a strong commitment to Christ. It is through the enabling of the Holy Spirit that the teacher can channel Christ’s love to his/her students.

His/her responsibility is many-faceted:

- Role model
- Leader
- Problem-solver
- Disciplinarian

His/her students should desire to emulate him/her even as the teacher has desired to imitate Christ. As a leader, the teacher should be able to integrate his/her Christian philosophy into his/her lifestyle and the curriculum. As a problem-solver, he/she should guide his/her students to discover for themselves the Christian course of action in a given situation. When the teacher functions as a disciplinarian, it is his/her aim not to provoke unduly, but rather to exercise the student unto godliness.

### **TEACHER AND PARENT RELATIONS**

God has given the responsibility for the child’s education to parents. Parents must not abdicate this responsibility but authorize the teacher to assume an “in loco parentis” role during school hours.

The teachers confer with parents on the academic and social progress and the spiritual growth of the students on a regular basis or as the need arises. Parents are informed about what they can and should do in their child’s education. Parents and teachers share many similar values and strive to instill these in the child.



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## **TEACHER AND TEACHER RELATIONS**

The teachers of the school consider themselves part of a team devoted to assisting each other in meeting the needs of the students. Each teacher brings a unique combination of background experiences and talents. As a unified body, they promote the pursuit of academic excellence and social and spiritual growth for all the students. They also work toward the best interests of the school.

The teachers are unified through their common belief in Jesus Christ as Savior. There are “many members, yet but one body.” (ICorinthians 12:20).

## **TEACHER AND SCHOOL RELATIONS**

The teacher as an employee of the school is regarded as a role-model of a committed, knowledgeable Christian for the student, parents, and the school community. He/she is of vital importance in the entire process of learning and in interpersonal relationships in the school. The teacher is the catalyst, the one who brings the truth and the one who lives it. There must be evidence in his/her life that he/she has established a foundational Christian philosophy of life for himself/herself and is putting it into practice. His/her life is looked upon as a “Living Curriculum.”

The teacher is expected to uphold the policies and procedures set by the Board of Trustees and the Administration, to be loyal to the school’s purposes, and to contribute to its growth and development. These expectations also apply to the administrative staff. The faculty and the administration regard themselves as a team, serving the school community in love and working toward the common purpose to glorify God in all things. This unique relationship should serve as an inspiration and challenge to all who observe the school both from within and without.

## **NATURE OF THE PROCESS**

### **ADMINISTRATIVE**

The school is owned and operated by an incorporated, nonprofit Association. Membership in the Association is open to any person who professes belief in the Lord Jesus Christ as personal Lord and Savior and is in agreement with the Association’s statement of purpose and faith.

The management of the school, along with all business and affairs of the association, is vested in a Board of Trustees. Board members are elected by and from the membership of the Association. The majority of the Board members must be parents of students attending the school.





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The Board of Trustees, elected by the Bethlehem Christian School Association, is the policymaking body of the school. Input into the making of policies is received from the Administrator and other standing committees of the Board of Trustees as required. The committees of the Board are advisory in nature, their recommendations being subject to agreement by and approval of the Board of Trustees. The Board of Trustees is responsible for the appointment of all staff positions with the recommendation of the Administrator and the tabulated opinion of the Education Committee when appropriate.

The implementation of policy is the responsibility of the administration as authorized agent of the Board.

Bethlehem Christian School business management functions are carried out by members of the Board.

All students, parents, and teachers have a right to approach the Board of Trustees on matters relating to policy or its implementation by observing the proper channels of communication, as outlined in the Parent and Student Handbook.

## **CURRICULUM DEVELOPMENT**

We believe that true education must develop the spiritual, mental, emotional, physical, and social aspects of life. We feel that students should be made aware of both Christian and non-Christian viewpoints in the various subject areas. It is our position that no subject matter has been totally explored if Christ, the Creator, is ignored.

We espouse the “back to basics” approach to education. It is our goal that students become proficient in the language arts, as well as computational and reasoning skills in mathematics and the sciences, (natural, physical, and social). It is our firm belief that opportunity must also be provided to foster creativity and develop the artistic talents in the students. The curriculum of Bethlehem Christian School is developed in accordance with these beliefs and objectives.

The curriculum is developed to meet the educational and spiritual objectives of the school. Materials are chosen to satisfy these goals. Subject matter is logically and sequentially presented and developed level by level. Concrete experiences provide a foundation for learning abstract concepts.

Emphasis is placed on the relevance of the subject matter to everyday living experiences. Classroom demonstrations, field trips, and audio-visual aids enhance the learning process. Children should learn to translate knowledge into practice, to find solutions to their problems and experiences.

Since communication between teacher and students and the general learning environment are improved as class size is reduced, we endeavor to keep the class size as small as is financially feasible. Generally, students are grouped in classrooms according to chronological age, but for





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instructional purposes are grouped homogeneously according to grade level, but for some instructional purposes are grouped homogeneously according to ability and achievement. Individual instruction is offered on a one-to-one basis or in very small groups by the teacher and assistant teachers.

The Administration and faculty of the Bethlehem Christian School is responsible for the development of the school curriculum, which is then subject to approval by the Board of Trustees. The curriculum is reviewed annually by the faculty.

The curriculum is eclectic in that both secular and Christian publications are represented in the resource materials utilized in the school. Resource materials are selected by the faculty and subject to approval by the Administration and Education Committee if so indicated.

## **TEACHING**

Classroom teaching combines a variety of organized and spontaneous activities and experiences. Teachers instruct by using the materials specified in the curriculum, pertinent outside materials, and by drawing from their own experiences. Although the teaching approach is generally that of a formally organized presentation, the students are encouraged to apply their knowledge and to raise questions during discussions. The freedom exists to pursue issues or activities of a tangential nature as long as it will enrich the learning experience and will be consistent with the school's standards and code of conduct. Spiritual principles are integrated into subject matter and topics are viewed in light of Biblical truths.

Present knowledge becomes the basis for learning in future lessons. Therefore, certain concepts and skills must be mastered before progressing to new materials.

The teaching process also moves from teacher-directed classroom activities to a teacher-guided, independent pursuit of knowledge. Students in the higher grades can be expected to do more studying and to work on their own. A principal aim of the teaching process is to educate students to pursue and discern sacred truth and secular knowledge.

## **EVALUATION**

The Bethlehem Christian School encourages informal, affirmative, and positive evaluation in its school community. The Holy Scripture encourages us to edify and build up the body of Christ and one another by speaking the truth in love (Ephesians 4:15). Teachers, students, and parents are repeatedly encouraged to demonstrate positive attitudes. Negative, destructive judgments and criticism are considered undesirable and unacceptable. All staff members, students, and parents are expected to prayerfully evaluate themselves daily in light of the Holy Scripture with Jesus Christ as the measure of all things.

Formal evaluation of the teacher measures how successfully he meets professional standards and fulfills the spiritual, emotional, academic, and physical objectives of the school. This



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evaluation is performed once a year by the administration. Before evaluation is conducted, each teacher is given the opportunity to informally evaluate himself utilizing established criteria. Results of the evaluation process are communicated to the teacher.

The student's formal evaluation is carried out by the teacher according to fixed standards. Three grading systems are employed, namely, one for Kindergarten pupils one for primary and one for middle school students. Formal reports in the form of report cards are sent to the parents quarterly. In addition, mid-quarter progress reports are issued.

Various modes of formal testing are used to evaluate the student's understanding and the acquired skills in each subject area. They include teacher-designed written and oral tests, book reports, oral reports, class participation, homework, assignments, and any form of written, oral, artistic, and musical expression of creativity. We believe that complete objective evaluation must include measurements of progress based on national norms. Standardized achievement tests are administered near the end of each school year.

We believe that special testing, including psychological testing and testing for learning, speech, and related disabilities may be required to understand special educational needs of individual students. We have an Instructional Support Team system in place, where we work closely with the Northampton Intermediate Unit #20, local school districts, and parents to obtain these types of evaluations. Admissions testing, in the form of ability testing, is administered by Bethlehem Christian School to all Kindergarten students, and to other students whose transfer records are incomplete.

*I/we, the undersigned, have read with clear understanding and hereby subscribe to, without reservation, the foregoing statements compiled in this document entitled iBethlehem Christian School, Philosophy and Objectives*



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## Section One - General Information

1.03

### Educational Objectives

#### EDUCATIONAL OBJECTIVES

##### SPIRITUAL OBJECTIVES:

**To teach** that the Lord Jesus Christ is the Son of God, who came to earth to die for our sin.

**To teach** the necessity of being born again by the Spirit of God by personally receiving the Lord Jesus Christ.

**To teach** that growth in the Christian life depends upon fellowship with God and other fellow Christians through membership in a local church, reading the Bible, prayer and service. At the same time, we do not teach any non-credal doctrines that may vary among denominations. These matters are referred to the student's parents or local church.

**To teach** that the Bible is the only written Word of God.

**To teach** the application of Biblical ethics and standards of morality to every part of life.

**To teach** the student to love God and one's fellow man, to manifest fairness, courtesy, kindness, and other Christian graces.

**To stress** the urgency of world and local missions.

**To teach** the student to get along with non-Christians and with Christians who hold differing views.

**To integrate** the various subject matter areas with Biblical truth.

**To teach** that God is the Creator and Sustainer of the universe and of man.

**To stress** the role of the Holy Spirit in the sanctification process and the need to glorify God in every aspect of life.

##### ACADEMIC OBJECTIVES

**To teach** the student to apply himself to his work and to fulfill his various responsibilities.

**To teach** the student to work independently and cooperatively.



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**To teach** the student to know himself, to think for himself and to stand up for his personal convictions in the face of pressure.

**To create** a climate which fosters creativity and an appreciation of aesthetic values.

**To develop** effective communication skills in the student.

**To provide** a thorough foundation in the basic academic disciplines.

**To teach** the knowledge and skills required for future study or occupational development.

**To develop** desire for and discretion in wholesome physical and mental recreation.

**To teach** our American heritage and the current problems facing our country and the world.

**To show** the student his present civic responsibility as a citizen of Christ's Kingdom and a citizen of our nation.



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## Section One - General Information

1.051

### Citizenship and Patriotism

#### **CITIZENSHIP AND PATRIOTISM**

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.” - Romans 13:1

Believing that all authority is ordained of God, we as Americans live in a Republic worthy of our allegiance where the democratic process works to give it form and life.

Students will be graded for citizenship. Evaluation of each pupil will be based on the following criteria: conduct, cooperation, effort, initiative, attitude, contribution, regard for others, influence on others, honesty, and respect for all authority.

It is important for parents to recognize that a student can only mature properly in this area when strong emphasis on citizenship and patriotism is put into practice both at home and in school.

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George Washington said, *True religion affords government its surest support. The future of this nation depends on the Christian training of the youth. It is impossible to govern without the Bible.*



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1.052

### Admissions

#### ADMISSIONS

Parents are cordially invited to contact the school office regarding admission to the school. This personal contact will give valuable insight and help prospective parents and their students to obtain answers to their questions. Following this initial inquiry, interested parents shall submit the application forms with the registration fee. A child must be five years old by September 1 to be eligible for Kindergarten in September. Before the child can be admitted to class in September, evidence must be given that the child has all immunizations required by the State of Pennsylvania or that the parent has signed a statement claiming religious or medical exemption. A physician's health report, a copy of the child's birth certificate, a copy of the child's comprehensive educational record (if applicable), and a Pastor's recommendation is also part of the admissions process.

Upon receipt of the completed forms, the Principal may require a prospective student going into Grades 1-8 to take an assessment test. Arrangements will be made by the school office. All prospective kindergarten students **must** take a kindergarten readiness assessment. In addition, an interview is scheduled with the parents and student with the Principal. The results of these tests and interview must be satisfactory before a student is admitted to the school.

It is school policy that, upon admissions application, parents provide testimony of their personal relationship with Jesus Christ. It is desired that both parents profess faith in Jesus Christ as their personal Savior, however, at least one parent must provide a testimony of their personal relationship with Jesus Christ.

The school recognizes that it cannot meet the educational needs of all children. Bethlehem Christian School offers a high quality Christ-centered education, but it is not able to address the needs of every child. For this reason, the administrators may find it necessary to reject or defer an application. Other causes for rejection of an application may be found among the following: use of drugs, alcohol, tobacco, foul language, sexual misconduct; arrest by police; prior history of disciplinary actions and or expulsion from a school. Final decisions in these matters will be made by the Superintendent/building Principals.

The school is a nondenominational Christian school and is owned and operated by the Bethlehem Christian School Association. Neither race nor national or ethnic origin are ever a factor in admissions. A duly elected Board of Trustees, made up of active members of the Bethlehem Christian School Association, manages the affairs of the school for the Association. The Board feels that parental support of, and commitment to, the school's Philosophy and Objectives, Statement of Faith, Educational Objectives and various operating rules and regulations is a prerequisite for the enrollment of any child. Therefore, parents must give



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evidence of such support and commitment, both upon application for admission and throughout the student's tenure at Bethlehem Christian School. Parental support and commitment is implied upon reenrollment of the student.

Application forms are available online or by contacting the school office at:

**[www.bethlehemchristianschool.org](http://www.bethlehemchristianschool.org)**

**Ebenezer Campus** (610) 868-6020

**Calvary Campus** (610) 365-8176

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## **NONDISCRIMINATION**

Bethlehem Christian 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 the students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship and financial aid programs, and athletic and other school-administered programs.



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## Section One - General Information

1.0521

### Association

#### **BETHLEHEM CHRISTIAN SCHOOL ASSOCIATION**

The school is owned and operated by the Bethlehem Christian School Association, which is an independent, nondenominational, nonprofit corporation. Membership in the Association is open to those who agree with the Doctrinal Basis and Purpose of the Association as stated in the Charter, who affirm Jesus Christ as Savior and Lord, who can testify to their relationship with Christ by a written testimony, and who support the school by contributing to meet the school's financial needs each year.

Parents and interested friends of the school may apply for membership by submitting an application to the Nominating Committee of the Board of Trustees for review and recommendation to the Board for final action on approval of membership. A member shall remain in the Association by attending each Annual Association meeting. Except by special consent of the Board of Trustees, once a second consecutive Annual meeting is missed, membership shall be considered to have lapsed and the member shall have to reapply for membership. The membership year is from July 1 though June 30 of the succeeding year.

The Association normally holds one meeting each year to receive reports and act on any business necessary to the operation of the school. This annual business meeting is held in May of each year. At such time, at least five members are elected to the Board of Trustees for a three-year term. Additionally, unexpired term vacancies, if any, from resignation or death of a Trustee may also be filled at this election. Members receive copies of the proposed Annual Budget, candidate profiles and voting information prior to the annual May business meeting. The Board of Trustees is responsible to the Association for the direction of the affairs of the school. Association members may, from time to time, be asked to serve on committees of the Board.





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## Section One - General Information

1.053

### Immunizations

#### **IMMUNIZATIONS FOR 2012/2013 SCHOOL YEAR**

#### **PENNSYLVANIA SCHOOL IMMUNIZATION REQUIREMENTS:**

Children in ALL grades (K-12) need the following vaccines:

4 doses of tetanus \*

4 doses of diphtheria \*

3 doses of polio

2 doses of measles \*\*

2 doses of mumps \*\*

1 dose of rubella \*\*

3 doses of hepatitis B

2 doses of varicella (chickenpox) vaccine or history of disease

Children ENTERING 7th GRADE need the following additional vaccines:

1 dose of tetanus\*

1 dose of diphtheria\*

Acellular pertussis (Tdap) (if 5 years has elapsed since last tetanus immunization)

1 dose of meningococcal conjugate vaccine (MCV)

\* Usually given as DTP or Tdap or DT or Td

\*\* Usually given as MMR

The only exemptions to the school laws for immunizations are:



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medical reasons

religious beliefs

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.



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## Section One - General Information

1.08

### Dress Code

#### DRESS CODE

The Bible commands the Christian to “do all to the glory of God.” (I Corinthians 10:31) In today’s society, the command has special reference to the fact that God may be honored or dishonored by our personal appearance. The Christian is to have a regard for “things that are pure...of good report...virtue...and praise.” - Philippians 4:8

God is glorified when we dress neatly and conduct ourselves with modesty and discretion. The Dress Code of Bethlehem Christian School reflects this truth. Please contact the school office for a copy of the current Dress Code.

#### **BETHLEHEM CHRISTIAN SCHOOL UNIFORM CODE FOR BOYS**

##### **BOYS**

Uniforms are worn so that students can express their individual strengths and Christian character through their own gifts and abilities rather than by how they are dressed.

Our uniform supplier is Flynn & O’Hara School Uniforms.  
1876 Catasauqua Road, Allentown, PA 18109  
610-231-3788

Uniforms may be purchased in the store, by phone, or online at [www.fando.net](http://www.fando.net).

**Pant, shirts, sweaters and gym clothes MUST be purchased from Flynn & O’Hara (No substitutes):**

Belt, socks, shoes, navy tie may be purchased elsewhere.

#### **Daily attire:**

**Pant:** Boys flat front pant in navy or khaki color.

Please note that the pant has a Flynn & O’Hara label above the back pocket

**Shirts:** Oxford button down shirt in white or light blue.

Polo in white, light blue, navy or hunter green.

**Sweaters:** Cardigan, v-neck, or vest in navy.

**Shorts:** May be worn prior to October 15th and after May 1st (navy and khaki)

**Belt:** Solid color brown, black or navy worn with pant/slack and shorts

**Legwear:** Socks, in colors white, navy, black or natural

**Footwear:** Standard shoes, neat and clean sneakers. (No sandals, clogs, or boots)



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## **Chapel Day (All Day Attire)**

**Boys:** White or light blue oxford shirt with solid navy or BCS plaid tie and uniform pants. Top collar button to be buttoned and tie worn at collar band. Belt must be worn. Sweaters are optional. Dress shoes must be worn on Chapel Day.

**Gym Day (All Day Attire):** **ALL** items, except sneakers and socks, must be purchased from Flynn & O'Hara.

**Shirt:** BCS T-shirt, BCS sweatshirt (gray hoodies-middle school and adults ONLY)

**Pants:** BCS sweatpants

**Footwear:** Athletic sneakers with white athletic socks

**Shorts:** BCS Gym short may be worn prior to October 15th and after May 1st.

## **Further information**

**Jewelry:** **Boys may not wear** jewelry, including earrings and body piercing jewelry.

**Hair:** Hair must be cut above the collar and must be away from the eyes.

Hair colors other than natural shades are not permitted.

**Pants:** Must be worn at the natural waistline.

**Shirts: Grades K-4:** All shirts must be tucked in.

**Grades 5-8 only:** Polo shirts may be worn un-tucked.

Dress oxford shirts must be tucked in.

**Mend:/Patch Knees:** Repair as needed.

**Tattoos:** Temporary or permanent tattoos are not permitted.

## **BETHLEHEM CHRISTIAN SCHOOL UNIFORM CODE FOR GIRLS**

### **GIRLS**

Uniforms are worn so that students can express their individual strengths and Christian character through their own gifts and abilities rather than by how they are dressed.

Our uniform supplier is Flynn & O'Hara School Uniforms.

1876 Catasauqua Road, Allentown, PA 18109

610-231-3788

Uniforms may be purchased in the store, by phone, or online at [www.fando.net](http://www.fando.net).

**Jumper, skirt, skort, slack, shirts, sweaters and gym clothes MUST be purchased from**



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## **Flynn & O'Hara (No substitutes).**

Belt, socks, shoes may be purchased elsewhere.

## **Daily attire:**

**Jumper/Skirt/Skort:** (plaid or navy) Grades K-4

**Skirt /Skort:** (plaid or navy) Grades K-8

**Slacks:** Flat front (all sizes) (navy or khaki color).

Please note that the pant has a Flynn & O'Hara label above the back pocket

**Shirts:** Oxford or peter pan (white or light blue).

Polos in white, light blue, navy, hunter green.

**Sweaters:** Cardigan, v-neck, or vest in navy.

**Shorts:** May be worn prior to October 15th and after May 1st (navy and khaki)

**Belt:** Solid color brown, black or navy worn with slacks and shorts

**Legwear:** Socks, tights in colors white, navy, black or natural

**Footwear:** Standard shoes, neat and clean sneakers. (No sandals, clogs, backless shoes or boots.)

## **Chapel Day (All Day Attire):**

**Girls** - Grades K-4: Jumper/Skirt/Skort with white or light blue oxford or peter pan shirt

- Grades 5-8: Skirt/Skort with white or light blue oxford.

- Sweaters are optional.

- Dress shoes must be worn on Chapel Day.

**Gym Day (All Day Attire):** **All** items, except sneakers and socks, must be purchased from Flynn & O'Hara.

**Shirt:** BCS T-shirt, BCS sweatshirt (gray hoodies- middle school and adults ONLY)

**Pants:** BCS sweatpants

**Footwear:** Athletic sneakers with white athletic socks

**Shorts:** BCS Gym short may be worn prior to October 15th and after May 1st

## **Further information:**

**Jewelry: Girls** may wear jewelry conservatively or not at all since it can be a distraction.

Body piercing jewelry is not allowed. Girls may have pierced ears and are limited to 2 earrings per ear.

**Hair:** Hair must be away from (not covering) eyes.

Hair colors other than natural shades are not permitted.

**Skirt Hemlines:** Not higher than 1" above the knee when kneeling

**Pants:** Must be worn at the natural waistline.

**Shirts: Grades K-4** - All shirts must be tucked in.



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**Grades 5-8** - Polo shirts may be worn un-tucked. Dress oxford shirts must be tucked in.

**Mend/Patch Knees:** Clothing when necessary.

**Tattoos:** Temporary or permanent tattoos are not permitted.

**Tights without feet:** Footless leggings, or similar tights are not permitted.

Boot Footnote: Boots are no longer permitted except on dress down days.

2/2012



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## Section One - General Information

1.10

### Discipline Policy

#### **DISCIPLINE POLICY**

Discipline administered with love, firmness and consistency is essential to any learning process. Discipline and its application at Bethlehem Christian School is grounded in Scripture (see particularly Proverbs 12:1, 13:18 and 24, 22:15; Ephesians 5:1-4; Hebrews 12; I Corinthians 13 and Revelation 3:19). Just as discipline and disciple come from the same root word, so it is, we believe, that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. The school seeks to work within a Christian framework of discipline. Teachers and Administrators have authority from the parents to administer discipline within the limits and guidelines of the Discipline and Probation Policy. Unacceptable behavior often differs in its severity and, therefore, disciplinary responses may vary. Behavior offenses and misconduct will be acted upon by the individual teachers and/or administrators according to the severity or persistence of the offense (s).

**Less serious offense:** Warning to students - explanation of offense - head on desk - isolation from other students - miss recess - call to parents - conference with teacher.

**More serious offense:** Isolation from other students - dismissal from class - miss recess, gym and other activities, such as field trips and special events - suspension - conference with parents - probation - expulsion.

A student may be suspended and/or placed on probation, or expelled upon the recommendation of the faculty and the Administrator(s), depending on the severity of the offense.

**Suspension:** A student may be suspended by the Principal for unacceptable behavior and accumulated offenses. Suspension will be no more than three (3) days. Parents are notified of suspension and are responsible for securing assignments from the teacher(s). Suspension may also be of the in-school variety. In this situation, the student will be given a list of assignments to be completed on that given school day. The student will be placed in a separate room for the entire school day in order to complete this work.

**Probation:** A student may be placed on probation up to sixty (60) days by the Principal. Such action will be reviewed by the Executive Committee. Probation exceeding sixty days requires approval by the Board of Trustees. A conference is held with the parents, teachers, student and Principal to explain probation. This is followed by a letter which reviews the



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results of the conference. At the end of the probation period, the faculty/administration decides whether there is sufficient improvement to remove the student from probation. During probation, students are not permitted to participate in extracurricular activities.

## **Reasons for probation are:**

- Continued deliberate disobedience.
- A rebellious spirit which is unchanged after much effort by a teacher.
- A negative attitude and bad influence upon others.
- Insufficient academic progress because of failure to work to capacity.
- Committing a serious breach of conduct inside or outside of school, which has an adverse effect upon the testimony of the school.
- Failure of the parents to comply with the disciplinary procedure of the school.
- Failure of the parents to get recommended professional help for a student when needed.

Probation gives a student an opportunity to correct the problem area which, if not accomplished to a satisfactory degree, will result in the parents being asked to withdraw their child from the school.

Expulsion. Expulsion is by action of the Board of Trustees after review and recommendation by the Executive Committee and Principal. A meeting involving the Executive Committee and Principal, together with the student, parents and teacher(s), will be held prior to making this recommendation.

\*\*\*\*\*

Abraham Lincoln stated it this way, *The philosophy of the classroom is the philosophy of the government in the next generation.*

The true purpose of Christian school education is to hand the torch of a Bible-centered, Christ-honoring philosophy of education to the next generation.





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## Section One - General Information

1.11

### Telephone Policy

#### **Telephone**

Students are not permitted to use the phone. Exceptions to this would be emergency calls, which should be made from the front office.

Students are not allowed to use teacher's cell phones during class for personal calls.

Personal cell phones are not permitted in the classroom and must be silenced and stowed in backpacks kept in the hallways and/or in lockers. If a student is seen using a personal cell phone the classroom teacher or building administrator will confiscate the phone. Parents will be notified and must come to the school campus to reclaim the phone.



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## Section Two - School operation

2.0

### Transportation

#### **TRANSPORTATION**

In accordance with Pennsylvania School Transportation Law, transportation to each BCS campus is provided at no cost by some Public School Districts for families who reside in those Districts. Each District has its own method of providing this service, and specific information can be furnished by each campus office. Bethlehem Christian School does not provide transportation. Parents should request bus transportation at the time of registration.



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## Section Two - School operation

2.1

### Attendance Policy/Homework

## ATTENDANCE POLICY

Regular daily attendance at school is required of every student. Pennsylvania School Law requires a student to attend school for 180 days during the school year or the equivalent number of instructional hours (Kindergarten = 450 hours; Grades 1-8 = 900 hours). The school regards only the following categories of absence as excusable:

1. Illness of student
2. Serious need or emergency (such as death in the family, emergency visits to doctor or dentist).

All other absences are considered unexcused and will result in disciplinary action. A written excuse from the parent must be presented to the teacher on the day of the student's return to class. If a student has been absent, due to illness, for three or more consecutive days, a written excuse from a doctor must be presented to the teacher on the day the student returns to class. Permission for absences which do not fall in the two above mentioned categories may be considered by the Principal under the following guidelines:

1. Permission for prearranged absences must be obtained one week in advance.
2. Permission can only be granted when the absence is excusable under Pennsylvania School Law.
3. The absence cannot be detrimental to the student's progress in school.

Please call the school office before 9:00 AM to report your child absent. In the event that your son/daughter is absent from school and you have requested that homework assignments be prepared for pick up, you or another adult will need to come into the school office to secure the student's work. Materials will be allowed to go home with a sibling only. In this case, the sibling must be a student at the same campus as the student who is absent. In addition, please be aware that the assignments may not be available for pick up until the end of the day.

Vacations taken during the school year, other than those scheduled by Bethlehem Christian School, cannot be considered excused, unless the nature of the trip can be considered "educational." Educational trips are only considered excused if:

1. The nature of the trip is educational, with prior planning and definite educational objectives.
2. Prior written permission is obtained from the Principal, and if the objectives of the trip are clearly stated. Forms should be requested from the school office.



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3. The duration is not longer than 10 school days
4. The student performs at a satisfactory achievement level and has shown a positive and responsible attitude toward learning and school.
5. The student gives an oral report of the trip to the class, if his/her teacher requests it.

All work missed during an absence must be made up. Excessive absences are detrimental to the student's learning progress. An unexcused absence will incur a zero (0) grade for all school work, homework, test and quizzes.

## **HOMEWORK POLICIES REGARDING EDUCATIONAL TRIPS**

In addition to the standard guidelines which appear on the reverse side of the application for educational trips, the following guidelines will apply to students' completion of missed classwork and homework.

1. All homework is to be communicated to the student no later than the day before their last day of school prior to their trip.
2. Regarding the required completion date for all outstanding assignments, the following will apply:
  - For grades K-4 all assigned classwork and homework must be completed by the time the student returns to school.
  - For grades 5-8, the student will have the same number of school days to make up their work as the number of school days they missed while on their trip.
  - In any case, all students K-8, will have the same number of school days as the days they missed, to make up any tests they missed while they were away.
3. Teachers must keep a file of all approved applications received. This will allow them to prepare assignments for upcoming student trips.
4. In the case of parents taking trips prior to applying for permission, all assignments must be completed the day after they are received.
5. Please be aware that potential struggles maybe experienced when students are absent from



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school for extended periods of time. Assignments forwarded by teachers before education/vacation trips may not be exactly the same as those given in the classroom while your child is away. Since assignments provided in advance of a trip will be, in most cases, for a multiple number of school days, they will be forwarded to provide a general overview of concepts covered during the student's absence.