

Bethlehem Christian School Handbook

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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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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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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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.

Bethlehem Christian School is a religious institution providing an education in a distinctly Christian environment, and believes that its Biblical role is to work in conjunction with the home to mold students to be Christlike. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to living in, condoning, or supporting sexual immorality; practicing a homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school. (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6)

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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 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

Ebenezer Campus	(610) 868-6020
Calvary Campus	(610) 365-8176

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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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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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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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

SPIRITUAL NATURE

Each student is a spiritual being created in the image of God. Our spirituality is based upon

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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 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:

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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 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;

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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.

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.

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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.

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

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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.

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

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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 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

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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 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

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.

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.

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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.

Section One - General Information

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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.

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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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 through 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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Immunizations

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:

medical reasons

religious beliefs

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

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outbreak.

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Section One - General Information

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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.

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)

Chapel Day (All Day Attire)

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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.

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

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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.

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.

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Playground Rules

PLAYGROUND RULES

1. Students are to use the playground equipment properly and safely.
2. Always SIT to go down the slides. Do not lie on your back or your stomach. NO CLIMBING up the slides...always use the steps. After sliding down, move quickly out of the way so the next person does not bump into you.
3. You may hang from the monkey bars by your hands only. Do not climb on top of the monkey bars and jump off.
4. Always SIT on the swings...no swinging on your belly. Use your FEET to stop the swing. Do not JUMP from the swing while you are swinging. Never run behind the swings while others are swinging.
5. DO NOT JUMP from the top of the playground equipment.
6. Keep your hands to yourself...no pushing, wrestling, or tackling is allowed.
7. Do not pick up, throw, kick, or play with the wood chips.
8. Do not climb the playground fence; do not go outside the fence unless there is an adult with you.
9. Line up IMMEDIATELY when the recess aide calls.
10. Always be respectful and obedient.

Outside Play Policy - Cold Weather

1. Wind chill or standing temperature in the mid to upper 30s.
2. No active precipitation.
3. No public announcement that advises caution due to extreme weather (e.g., wind advisory).
4. No ice on playground equipment and/or black ice on parking lot.
5. Non-soggy conditions on playground and/or non-slippery conditions on parking lot.

Outside Play Policy - Hot Weather

1. Children will not go outside when heat index is in the mid to upper 90s or a combination of

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relative humidity and temperature are in the danger category of the Heat Index Chart.

2. No public announcement that advises caution due to heat that may cause health problems.

****Note: Final determination of outdoor play is left to the discretion of the building administrator.*

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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 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.

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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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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

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Academics/Accreditation

ACCREDITATION

The Bethlehem Christian School is approved and has license exempt status by the Pennsylvania State Department of Education. The school meets the State's code of requirements.

BCS is affiliated with the Association of Christian Schools International (ACSI) and has completed the necessary requirements for and received accreditation from that agency.

Bethlehem Christian School is also accredited by Middle States Association of Colleges and Schools.

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Academics/Curriculum

ACADEMICS/CURRICULUM

Kindergarten:

Bible (stories, memory verses, practical application)
Citizenship
Reading Readiness (phonetic approach)
Arithmetic
Penmanship
Library and Story-time
Fine Arts: Music and Art
Health and Physical Education
Social Skills and Development

Grades 1 through 4:

Bible (stories, memory verses, interpretation, practical application)
Citizenship
Work and Study Skills
Reading (phonetic approach)
English (grammar and composition)
Phonics
Spelling
Arithmetic
Science
Social Studies
Penmanship
Foreign Language: Spanish (grade 4)
Computer Literacy
Fine Arts: Music and Art
Library and Story-time
Health and Physical Education
Social Skills and Development

Grades 5 through 8:

Bible (stories, memory verses, interpretation, practical application)
Citizenship
Work and Study Skills
Reading
English (spelling, grammar, composition)
Literature (selections: American, English and World)
Mathematics

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Science (life, earth)
Social Studies (geography, U.S. History)
Foreign Languages: Spanish
Computer Science
Fine Arts: Music and Art
Drama (when available)
Library
Health and Physical Education
Social Skills and Development

Required Music (All Grades):

Choral, Music Theory, Music Appreciation

Instrumental Electives (Grades 5-8) (When Available):

Piano/Voice/Handbell Choir

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Academics/Honor Roll Requirements

HONOR ROLL REQUIREMENTS - Grades 5-8

There are two academic honor rolls: "Honor Roll" and the "High Honor Roll". Computation is done at the end of each marking period according to the following procedures:

Qualifications: Honor Roll: minimum 3.33 grade point average.

High Honor Roll: minimum 3.67 grade point average.

Honor Rolls are only given in grades 5-8.

The following subjects are used in the mathematical calculation of Honor Roll:

Bible
Reading/Literature
Language Arts
Social Studies
Science
Mathematics
Spanish
Spelling

Physical Education, Art, and Music are not used in the computing Honor Roll.

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Academics/School Work and Homework

School Work and Homework

Students are required to fulfill all school/homework assignments given to them.
(School/homework is to be done diligently, as unto the Lord.)

Students are responsible to arrive each day with appropriate books and materials.

Students are responsible to get their homework assignment sheets and/or book signed by their parent.

Parents are to provide an appropriate place and time in the home for study.

Parents are to supervise the fulfilling of the assignments as necessary, while showing concern for their child's academics and instilling a sense of responsibility toward any task that is set before them.

Parents are to sign homework assignment sheets and/or books only after personally checking that the homework has been completed (if required by the teacher).

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Academics/Testing Program

TESTING PROGRAM

ADMISSIONS TESTING PROGRAM:

Transfer students should provide a copy of scores of previous testing (mental ability and achievement) as well as a copy of his/her most recent grade report.

Vision and hearing tests by family physician (parental responsibility).

Kindergarten: Readiness test administered by BCS teachers or administrators.

BCS administration may require additional testing, if they deem it necessary.

BCS STANDARDIZED TESTING PROGRAM:

Stanford Achievement Tests will be given annually, in April, in grades 2-8.

The Otis-Lennon Test is given in grades 3, 5 and 7.

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Academics/Textbooks, Bibles and Stationery Supplies

TEXTBOOKS, BIBLES & SCHOOL SUPPLIES

Textbooks (not including Bibles) are provided by the school. The hardbound or softbound textbooks are the property of the school, and it is the students' responsibility to return these books in good condition at the end of the school year. Students must pay for lost or damaged books. Consumable workbooks are provided as part of the tuition fee and are given to the students to take home at the end of the school year. All textbooks are to be covered with durable material and properly identified by name of student and subject during the first week of school. Consumable workbooks must be covered with clear vinyl contact paper. Books will be checked periodically by the teachers for damage, and report cards will not be issued as long as any damage-related fines remain unpaid.

The Bible translation used by BCS is the *New International Version* of the Bible. Students must supply their own Bible.

A list of school supplies for each grade is published and parents are responsible to purchase these supplies. Students must bring these supplies to class on the first day of school.

BCS has not adopted Common Core, nor has our curriculum guide been aligned to Common Core standards.

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Academics/Work and Study Skills

WORK - STUDY SKILLS

Homework is a most important part of the learning experience. The *quality* of time spent on homework is as important as the *length* of time spent. The length of time the student should expect to spend on homework will vary. There is not sufficient study time during the school day for proper preparation of all assignments. To complete these assignments may require one to two hours each day in home study. The older student will have more homework than the younger one. The average time spent for homework is:

- Kindergarten - one half hour each evening
- Grades 1 - 4 - one hour each evening
- Grades 5 - 8 - one -and one half hours each evening

Parents should provide a quiet place in the home where study materials can be kept and the work done. If a child encounters any difficulty with homework, parents are encouraged to guide and instruct, but never to such an extent that the parent actually does the homework.

MAKEUP WORK:

Excused absences: In any academic subject, the maximum time allowed for makeup of assigned work without grade penalty will be one day for each day missed from the day of the student's return to school. Exceptions may be made when circumstances indicate the need. Requests by parents for homework assignments should be placed by telephone or in writing early in the morning on the day the assignments will be picked up. All assignments and books may be picked up at the end of the school day by a sibling (from the same campus) or parent or another responsible adult. Teachers must not be interrupted during class time.

STUDYING GUIDE FOR STUDENTS:

God's will for you at this period of your life is the mastery of your school subjects. Studies form the most important part of your school training. Good studying begins with the proper attitude of the heart in receiving studies as from God and in doing these "as unto the Lord." Here are some valuable and practical helps:

Schedule a regular time for study and start promptly without procrastination.

Collect all of the materials you will need and set aside anything which distracts your concentration.

Study in a quiet place where you can concentrate on your work.

Most importantly, before beginning your work, commit your study time to God in prayer. You are His child, and you are studying to honor Him. He has given you the Holy Spirit to lead

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you into all truth; place this time and yourself into His hands with a moment of prayer.

Concentrate on the work at hand and refuse to entertain irrelevant thoughts.

Budget your time to cover all of your studies.

Skim over the whole assignment to get the main points; then reread for details.

Outline, write topic sentences, make notes.

Study the examples, maps, charts and footnotes.

Don't be afraid to use your dictionary.

Review your work.

Do your own independent research and study on topics which are akin to your class assignments. Be curious.

Do your work on your own. Do not ask for help unless you are absolutely certain that you are unable to do the work by yourself. You do not benefit if your parents do your homework for you; so when you feel you must request help, follow along closely as help is provided - by parent or by teacher.

Be dissatisfied with any effort which falls short of your God-given ability. Work up to your potential.

Reflect on Philippians 2:14 "Do all things without murmurings and disputings" and conclude with this edict from I Thessalonians 5:18, "In everything give thanks; for this is the will of God in Christ Jesus concerning you."

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Accidents and Illness

ACCIDENTS AND ILLNESS

Students may become ill or may have an accident during school hours. Parents will be notified as soon as possible. However, the school reserves the right to have emergency treatment administered by a hospital or medical doctor.

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Activities

ACTIVITIES

Activities are a part of the school program and curriculum. Activity programs include various clubs, service projects, yearbook, etc. Some activities are mandatory; others are optional. Students and parents are expected to approach these elective classes as seriously as any other academic subjects. Discontinuance of any elective subject during the school year will be discouraged. Since all elective subjects are a part of the overall curriculum of the school, teacher/administration approval must be sought by the parents. The availability of specific activities vary at each campus.

LIBRARY

Students in grades K-4 will have a library period each week during which they will be encouraged to take out books. Books may be kept out for one to two weeks and may be renewed once.

MUSIC

Besides regular required classroom instruction in vocal and choral music, music theory, and music appreciation, elective instrumental music lessons in piano and voice may also be available. A charge for these elective lessons and for materials will be borne by the student. Parents should indicate their interest at the time of registration. Bell choir instruction (as an elective) may be offered in grades five through eight. A prerequisite for participation is musical aptitude, knowledge in music theory, and approval by music teacher. If the bell choir elective is offered, no fee for bell choir lessons will be charged.

DRAMA

A drama class during certain times of the school year may be offered for students in grades five through eight. The objective of this class is the preparation of a play or musical. This elective activity will be directed by teachers with the assistance of parents whenever the need arises.

YEARBOOK (elective)

A yearbook will be published annually by the staff and students of Bethlehem Christian School. It serves to encourage students to develop their creative aptitudes and give them a lasting keepsake with which to remember the school year.

FIELD TRIPS (required)

Educational field trips are taken by each grade during the school year. The trips are always related to an area of study in the classroom and provide enrichment for the curriculum and child. Permission slips will be sent home to the parents, which have to be signed and returned to the classroom teacher no later than two days before the field trip takes place. A child is not permitted to participate in the field trip without parental permission. Parents may be asked to be chaperones and to provide transportation.

PHYSICAL EDUCATION (required)

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All students must participate in the physical education program unless excused by written request of a physician in compliance with State Education Requirements. All students must wear a BCS gym T-shirt, BCS sweatshirt (optional during warm weather), BCS athletic gym pants, BCS shorts (before Oct. 15 and after May 1), socks and sneakers.

RECESS

All students are expected to participate in recess unless a written excuse from the parent is submitted to the classroom teacher indicating illness or physical infirmity and length of excusable time.

OTHER

From time to time additional activities may be added, either of a permanent or temporary nature. In some of these activities, participation will be mandatory, while in others it will be optional.

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Attendance

ATTENDANCE/ABSENCES

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 (Half-Day Kindergarten 450 hours; Full-Day Kindergarten-8th Grade 900 hours). The school regards only the following categories of absence as excusable:

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

Without prior permission, all other absences are considered unexcused and will result in disciplinary action. A written excuse by the parent must be presented to the teacher on the day of the student returns to class. If a student has been absent due to illness for three or more consecutive days, a written excuse from a physician 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:

- Permission for prearranged absences must be obtained one week in advance.
- Permission can only be given when the absence is excusable based upon BCS guidelines and/or Pennsylvania School Law.
- The absence cannot be detrimental to the student's progress in school.

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

- The nature of the trip is educational, with prior planning and definite educational objectives.
- Prior written permission is obtained from the Principal, and if the objectives of the trip are clearly stated.
- The duration is not longer than 10 school days.
- The student performs at a satisfactory achievement level and has shown a positive and responsible attitude toward learning and school.
- The appropriate form is completed and returned to the school. Forms are available in the school office.
- 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" grade for all school work, homework and tests.

Please call the school office by 9:00 AM if your child will be absent due to illness or you have an emergency.

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ARRIVAL AND DEPARTURE:

Start of school: Dismissal of school:

Calvary:	8:15 AM	Calvary:	2:50 PM
Ebenezer:	8:25 AM	Ebenezer:	12:00 PM (Half-day K) 2:50 PM
Blue Mtn:	8:25 AM	Blue Mtn:	11:45 AM (Half-day K) 2:50 PM

A student will be considered tardy after the starting times noted above.

Upon arrival, the student will hang up his coat, deposit his lunch in the assigned space and report immediately to the properly designated area. During afternoon departure, students will leave the room together and line up in the hall. Faculty/staff will monitor the departure.

PARENTS PICKING UP STUDENTS:

All students who ride the buses will be sent home on their buses to their regular bus stops each afternoon by the teacher, unless parents notified the teacher or school office in advance. If for any reason a change is to be made, parents must send a note of explanation to the teacher in the morning. Parents who are picking up students after school must do so no later than 10 minutes after dismissal. Also, parents are expected to notify the school in writing if any other person but the parent is picking up the child.

EARLY DISMISSAL:

Students who must be excused from school early for medical, dental or other emergency reasons may receive permission from the administrator after a note of explanation is received from the parents. A student may not be excused without a written note from the parents. Arrangement for make-up work must be made with the teachers of all classes to be missed prior to leaving. If the school plans to dismiss students early, parents will be notified in advance.

TARDINESS:

Tardiness to school, chapel, class or activities must be avoided. It is the responsibility of both the student and the parents to see that the child reports to school and activities on time. If a student is tardy, an admission slip must be obtained from the Principal or secretary before the student can be admitted to class, chapel or activity. Repeated tardiness will result in disciplinary action and a conference with the parents may be requested.

SNOW DAYS:

Occasionally, snow and ice storms make it advisable to issue statements concerning delayed openings, early dismissal, or school closings. These statements are broadcast at intervals over local radio and television stations, as well as on the internet. Parents are urged to be diligent to watch for these announcements, and are asked not to call the school except in the case of an

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emergency.

In the event of an early dismissal from school, the school office will send an email blast out to all of our parents who have supplied us with current email addresses.

In addition to the BCS website, please stay tuned to the following:

<u>AM Radio</u>	<u>FM Radio</u>	<u>Television</u>	<u>Internet</u>
WAEB 790	WZZO 95.1	WFMZ 69	www.wfmz.com
WEST 1400	WODE 99.9		www.bethlehemchristianschool.org
	WLEV 100.7	WNEP 16	www.waeb.com
	WBYN 107.5	(Blue Mtn. only)	

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Attendance – ABSENCE AND TARDINESS

ABSENCE AND TARDINESS

State law requires a written parental report stating the reason for any absence/tardy from school. Students who have been absent/tardy must have an excuse blank filled out, signed by the parent, and returned to the student's teacher within two (2) days of his/her absence/tardiness. These forms can be requested from the school office, or a reason may be written on plain paper along with the date of the absence/tardiness and the signature of a parent.

Students who have been absent three or more school days will require a physician's written excuse.

Please call the school office by 9:00 AM if your child will be absent.

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Attendance - DEGREE OF ABSENCE

DEGREE OF ABSENCE

If a student is out of school for two (2) to less than 3.5 hours, it will constitute a one-half (1/2) day absence and an excuse blank will be necessary.

If a student is out of school for 3.5 hours or more, it will constitute a full day absence and an excuse blank will be necessary.

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Attendance - DOCTOR'S APPOINTMENTS

DOCTOR'S APPOINTMENTS

We prefer that parents make doctor, dentist, and orthodontist appointments after school hours. However, in the event that it is unavoidable, a physician's note is required when your student returns to school. The student will be marked "excused tardy" or "excused absence" depending on the time away from school.

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Attendance - EXCUSED ABSENCES/ UNEXCUSED ABSENCES

EXCUSED ABSENCES/ UNEXCUSED ABSENCES

Pennsylvania School law determines that the following excuses are valid: illness/quarantine, death in immediate family, impassable roads, and educational travel with prior approval of the administrator. Parents should call the school office by 9:00 AM to report their child absent.

Any student who has an unexcused absence will receive the grade of zeros (0) on all scheduled work, quizzes, and tests given during the day of the absence.

Three (3) unexcused/unlawful absences are cause for court action on the part of the school district in which the student resides. The following excuses will be regarded as unlawful: parental neglect or lack of control/truancy, missing the school bus, oversleeping, hunting or fishing, shopping, working, or family trips without prior approval.

Section Two - School operation

2.0

Attendance – PROGRESSIVE ACTION REGARDING ATTENDANCE

PROGRESSIVE ACTION REGARDING ATTENDANCE

1. After ten (10) days of absence due to illness (not including approved Educational Field Trip days) a warning letter will be mailed to the parent.
2. After fifteen (15) days of absence due to illness (not including approved Educational Field Trip days), a doctor's excuse will be required for any and all absences. Failure to provide the required signed doctor's excuse will result in unlawful absence.
3. Absences that are not accompanied by a Doctor's Office excuse that go beyond fifteen (15) days due to illness (not including approved Educational Field Trip days), are considered excessive unless there is medical documentation stating that the child has a condition which warrants absence. At this point, a conference with the Principal will be scheduled to determine the cause for excessive absence.
Following three (3) unlawful absences, or absence in excess of fifteen (15) days without a doctor's excuse, notification will be given in writing to your school district and the case forwarded to the District Magistrate.

Under the Public School Code, which Bethlehem Christian School must adhere to regarding attendance, failure to comply with the compulsory school laws and/or the attendance guidelines of your School District constitutes a summary offense. You will be liable for all fines and court costs incurred in this action.

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Section Two - School operation

2.0

Attendance - RETENTION / PROMOTION

RETENTION / PROMOTION

After thirty (30) days of absence in any school year (**including** approved Educational Field Trip days) notice will be given to the Board of Trustees. At that time a determination will be made concerning whether it will be necessary for a student to repeat his/her grade.

Note: Report Cards will not be issued if there are any outstanding excuse notes.

Section Two - School operation

2.0

Attendance – SUCCESSIVE ABSENCE

SUCCESSIVE ABSENCE

After three (3) successive days of absence, a doctor's excuse is required along with an excuse note signed by the parent. It is the student's responsibility to obtain assignments and to make them up. The number of days the student is given to complete missed work is equal to the number of days the student is absent due to illness.

Students who are absent because of a vacation are expected to return to school with all assignments complete, unless a prearrangement with the student's teacher has been made. Report cards will not be issued if there are any outstanding excuse blanks.

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Section Two - School operation

2.0

Attendance - TARDINESS

TARDINESS

If a student is out of school for less than two (2) hours during the beginning part of the day the student will be considered tardy. If an excused tardy is the student is late due to A signed Doctor's office excuse is required

If a student is tardy his/her parents must accompany their child to the school office and sign a late slip before the student may go to class.

Section Two - School operation

2.0

Attendance/Tardiness – Late Pickup of Students

PARENTS WHO TRANSPORT-TARDINESS/LATE PICKUP

As part of our responsibility to the students, we consider teaching basic disciplines of prime importance. Therefore, we expect **parents who transport** their children to demonstrate responsibility and consideration for others in setting an example by having their children to school **on time**, as well as to pick them up or be under parental supervision by 3:00 P.M. If a student is to leave with anyone other than a parent or to be transported in any way “out of the ordinary” a signed note must be sent containing specific instruction. Also, that assigned person should be prepared to show identification, if necessary. Finally, if a student is going to be tardy or if pickup is later than 3:00 P.M., please call the school office.

If a student is tardy his/her parents must accompany their child to the school office and sign a late slip before the student may go to class.

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Section Two - School operation

2.0

Chapel

CHAPEL

A Chapel Service will be held each week. Attendance at chapel is required of all students and teachers. It is at that time that the school community gathers together as a body for worship and thanksgiving. Parents and friends are always invited to attend. Students shall refer to the school dress code for appropriate Chapel attire.

The daily classroom program begins with a time of devotions, prayer, and salute to the Bible, Christian flag and American flag, followed by Bible instruction. The school day closes with prayer in the classroom.

Section Two - School operation

2.0

Communication

COMMUNICATION

In the Eighteenth Chapter of the Gospel of Matthew, our Lord and Savior shares with us the principles of communication we are to observe. In verse 15: “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.” In verse 16: “But if he will not listen, then take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” In verse 17: “If he refuses to listen to them, tell it to the church; and if he refuses to listen to the church, treat him as you would a pagan or a tax collector.”

THEREFORE:

Students: 1. Communicate with the teachers.
 2. Communicate with the Principal.

Parents: 1. Communicate with the teachers.
 2. Communicate with the Principal.
 3. May contact the Board of Trustees only after an initial
 contact with the Principal. The Principal must be made aware of
 such a contact and its nature.

Faculty/
Staff: 1. Are directly responsible to the Principal.
 2. May contact the Board of Trustees only after an initial
 contact with the Principal. The Principal must be made aware of
 such a contact and its nature.

Principals: 1. Are responsible to the Superintendent.

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Section Two - School operation

2.0

Communication Form

Communication Form

This form must be returned to the issuing teacher *on the next school day.*

Issue Date: _____ Date to be returned: _____

Your child, _____, violated this school policy:

- _____ lying
- _____ cheating
- _____ teasing (hurtful and/or insulting communication)
- _____ bullying (hurtful physical conduct)
- _____ foul behavior (gestures or conversation)
- _____ damage to or destruction of property
- _____ disrespect, rebellion, negative attitude, or defiance
- _____ dress code infraction
- _____ habitual incomplete homework
- _____ chronically unprepared for class
- _____ inappropriate bus line behavior
- _____ not returning the previous Communication Form the next day
- _____ tardiness
- _____ improper use of computer equipment or the internet
- _____ chewing gum
- _____ other

Explanation of Violation: _____

Comments:

® Your child is scheduled to have a one hour after school detention on:

It will be your responsibility to personally provide transportation home from school property at 3:45pm.

Teacher's Signature: _____

Communication Forms Issued by this teacher:

#1 2 3 4 5 6

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Principal's Signature: _____

Communication Forms Issued by all teachers:

#1 2 3 4 5 6 7 8 9

Parent's Signature: _____ Date: _____

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Section Two - School operation

2.0

Discipline + Rules/Basic Do's and Dont's

Do:

Expect abundant blessings from the Lord.

Honor and respect all teachers and staff members.

Respect and help care for the building, grounds, and equipment.

Keep hands and feet to yourself.

Keep your assigned areas neat and clean.

Follow dress code.

Complete all homework as assigned.

Arrive at school on time.

Come to class prepared with everything necessary for the day.

Occupy any free time and work time wisely.

Remember that the bathrooms are used by everyone, so clean up your area when leaving and take your personal items with you.

Do Not:

Bring iPods, electronic devices, games, magazines, toys, or items not normally needed for school activities to school without permission. If caught, the item will be held till the end of the school day. A second offense will require a parent request to have the item released.

Speak out in class or disturb others.

Leave the school grounds without permission.

Whistle loudly, yell, run, or be disruptive in the building.

Go into "off limits" parts of the building or other classrooms without permission.

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Section Two - School operation

2.0

Discipline + Rules/Classroom Behavior

CLASSROOM BEHAVIOR

Students will address all school faculty and staff by Mr., Mrs., or Miss during the school day or at any school activity.

The teacher is in full authority during the school day, and students are expected to demonstrate respect and obedience to all faculty and staff of BCS.

All class time and seat work time must be occupied with fruitful study and learning. Students are to make good use of any free time during class or in the event the teacher is temporarily out of the room.

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Section Two - School operation

2.0

Discipline + Rules/Conflict Resolution

CONFLICT RESOLUTION

If a problem arises for any reason the **first person to contact** is the student's teacher. If an agreement cannot be reached and/or the situation cannot be resolved, the next step is to contact the Principal.

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Section Two - School operation

2.0

Discipline + Rules/Destruction of Property

DESTRUCTION OF PROPERTY

If there occurs any destruction of school, church, or personal property, whether accidental or intentional, the parents or guardian of the student responsible will be required to have the damage professionally repaired or replaced. Arrangements for repair/replacement should be made within one week of being notified of the occurrence.

Bethlehem Christian School Handbook

Section Two - School operation

2.0

Discipline + Rules/General School Rules

GENERAL SCHOOL RULES

1. Students are not to leave school during the school day for any reason being signed out by a parent or guardian.
2. Students should keep their hands and feet off others, which includes pushing, hitting, kicking, etc.
3. The use of tobacco, alcohol or drugs, either at school or outside of school, is grounds for expulsion.
4. Questionable language and gestures will not be tolerated.
5. Students should be most careful in the use of the buildings, grounds, furniture and equipment. Any intentional damage to the buildings and/or grounds will not be tolerated. Strict disciplinary measures will result in such cases.
6. Gum is not permitted at school.
7. Each student will be responsible to keep his cubby in a neat and orderly fashion.
8. The school is not responsible for children before 7:45 a.m. or after 3:00 p.m. unless special arrangements have been made.

Section Two - School operation

2.0

Discipline + Rules/Lunch Rules K-4

LUNCH RULES - GRADES 1 - 4

1. Walk quietly into the lunch room.
2. Sit where the lunch aide tells you to sit
3. You must stay in your seat at all times while in the lunch room. If you have a question, raise your hand and the lunch aide will come to you.
4. You must sit in your chair, with your legs facing forward, while eating lunch...no sitting on your legs or kneeling on the chair. If the table is too high for you to reach, raise your hand to let the lunch aide know, and she will give you permission to kneel on the chair while you eat.
5. You may talk quietly with the other students at your table. Do not shout to other students at other tables.
6. You may not share your lunch with anyone else...also, no trading of any items in your lunch is allowed.
7. If you have forgotten your lunch or your drink, stay in your seat, and raise your hand to let the lunch aide know.
8. When you are finished with your lunch, clean up your place and sit quietly until you are dismissed to go to recess. When you are dismissed, walk to the garbage can and throw your trash away, then quietly go to the gym or outside. Remember to push in your chair.
9. If a lunch aide turns the light off, stop talking immediately and listen to what the lunch aide is saying.
10. Always be OBEDEIENT and RESPECTFUL to the lunch aides.
11. Walk, unless given permission to run.
12. During recess, it is important that you remember how to spell JOY:
 Jesus
 Others
 You
13. The whistle means everyone stops and listens to the Lunch Aides immediately.
14. No gum chewing is allowed in school.

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Section Two - School operation

2.0

Fire Drills

FIRE DRILLS

Fire drills will be held periodically during the year. Fire drill procedures are posted in each classroom. Students will be instructed by their teachers of these procedures and are expected to follow them.

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Section Two - School operation

2.0

Grading System and Promotion

GRADING SYSTEM AND PROMOTION

The following grading system will be used:

<u>KINDERGARTEN AND GRADE 1</u>	O	=	Outstanding
	S	=	Satisfactory
	N	=	Needs Improvement
	U	=	Unsatisfactory

<u>CITIZENSHIP (all grades)</u>	O	=	Outstanding
	S	=	Satisfactory
	N	=	Needs Improvement
	U	=	Unsatisfactory

<u>GRADES 2 - 8:</u>	A+	=	work of extraordinary quality	97-100%
	A	=	work of excellent quality	93-96
	A-	=	work of very good quality	90-92
	B+	=	work of good quality	87-89
	B	=	work of good quality	83-86
	B-	=	work of good quality	80-82
	C+	=	work of satisfactory quality	77-79
	C	=	work of satisfactory quality	73-76
	C-	=	work of satisfactory quality	70-72
	D+	=	work of minimal quality	67-69
	D	=	work of minimal quality	63-66
	D-	=	work of minimal quality	60-62
F	=	failing	0-59	

Report cards (grades 2 through 8) will be marked in the following way:

Any subjects which meet 3 or more times per week shall be evaluated using the A, B, C, D, F grade scale.

Any subjects which meet 2 or less times per week shall be evaluated using the O, S, N, U grade scale.

<u>Explanation of grade symbols:</u>	+	=	above average quality
	/	=	average quality
	-	=	below average quality

PROMOTION:

The general rules for promotion are:

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1. If a child receives more than one D as a final average grade in any of the major subjects (any class which meets more than two times a week), the grade should be repeated.
2. If a child receives one or more F's as a final average grade in any of the major subjects, the grade must be repeated.

The decision of non-promotion will be made after a conference with the parents, teachers, and Principal. Factors other than grades which could influence a decision are age, attitude, maturity, health, motivation and standardized tests.

Section Two - School operation

2.0

Kindergarten Snack Rules

KINDERGARTEN SNACK RULES

1. Enter the lunch room and quietly find a seat.
2. Sit properly on your chair and stay seated until excused.
3. Listen to and obey the Lunch Aide at all times.
4. Talk quietly to those around your table only.
5. Keep your hands and feet to yourself.
6. Use your best table manners.
7. Use courtesy in speaking and listening to others.
8. Trading or sharing foods is not allowed.

9. When the lunch aides see that all snacks are finished, the children will be dismissed, one table at a time, to throw away their garbage.

10. When your table is excused, make sure your table and floor area are clean and your chairs are pushed in.

11. During snack time, it is important that you remember how to spell JOY:
 Jesus
 Others
 You

12. When a lunch aide gives direction everyone stop and listens to the lunch aides immediately.

13. A light snack is provided by the school.

Section Two - School operation

2.0

Medication

MEDICATION

Any medication is to be administered by the school secretary or principal during the school day and must be accompanied with a note signed by a parent explaining dosage amounts and times. All prescription medication must be in the original Rx container and will be kept and dispensed by the school secretary or principal. A physician's signature is required for all prescription medication.

Section Two - School operation

2.0

Parent - Teacher Conferences

PARENT-TEACHER CONFERENCES:

A parent-teacher conference will be held at the midpoint of the first marking period and third marking period. The parents will be notified of the exact date of the conference. Parents are strongly urged to attend these most important meetings. Parents should not feel limited to these two scheduled conferences, but are encouraged to request additional conferences as the need arises. Parents are asked to make appointments with the teachers or Principal several days in advance.

Section Two - School operation

2.0

Parent Involvement

PARENT INVOLVEMENT

PTF (Parent-Teacher Fellowship) will provide an avenue of involvement with the school. The prime function of this organization is fellowship and service. It is not provided for any kind of control, administration, evaluation or supervision. Each year a delegation of committed people oversees PTF activities. The PTF volunteers are directly accountable to the Principal of the school. PTF will provide each class with a room mother. These room mothers will coordinate parties and social activities, and will obtain chaperones for field trips. The Administration may ask PTF to become involved in various other school and curriculum-related activities, such as the annual Open House Fellowship, the Christmas and Spring Concerts, Graduation Ceremonies, Dedication Services and various fund-raising campaigns.

Section Two - School operation

2.0

Parents Code

BETHLEHEM CHRISTIAN SCHOOL PARENTS' CODE

1. I will pray earnestly for BETHLEHEM CHRISTIAN SCHOOL.
2. I will cooperate fully in the educational functions of BCS doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ all of his or her life.
3. I will pay all of my financial obligations to BCS on or before the date due. If I am ever unable to pay on time, I will notify the Financial Secretary in advance, (a) giving a reasonable explanation for the delay, and (b) stating when payment can be made.
4. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables.
5. I will undertake volunteer duties and responsibilities for BCS as opportunities arise.
6. I will recommend BCS to other Christian families as opportunities arise.
7. I will attend meetings and parent functions of the school and Association regularly, even though I may not be able to achieve perfect attendance.
8. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person or persons involved rather than begin to spread criticism or hold a negative attitude in my heart.
9. I will seek the advancement of BCS in all areas, spiritually, academically and physically.

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Section Two - School operation

2.0

School Office

SCHOOL OFFICE

Parents are welcome in the school. When you desire to visit a class, please call the school office in advance and make arrangements for the visit. Do not go into the classroom without prior arrangements. Lunch, homework, books, etc., may be left in the school office to be delivered, but may not be taken directly to the student. All visitors to the school must sign in in the school office and wear a visitor's badge. Visitors must sign out when leaving the school building.

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Section Two - School operation

2.0

Snack Lunch

SNACK - LUNCH

Kindergarten children will be served a light snack daily (cookie or cracker, raisins, etc.) by the school followed by a brief recess time.

Students in grades Full-day K - 8 are expected to bring their own nutritious lunch each day of the week. The students may purchase milk/juice at school or bring their own beverage.

A hot lunch program is available to students. Hot lunch forms will be sent home on a monthly basis. Parents may purchase these lunches for their children. Lunch forms must be returned to school on or before the designated date. No late orders will be accepted. All checks should be made payable to "Bethlehem Christian School." No refunds are given for snow days or absences unless the student has been absent due to illness for three or more consecutive school days which should be verified by a physician's excuse. Lunch aides, along with parent volunteers, will monitor and assist the students during lunch time. Good table manners will be stressed and enforced. Recess precedes or follows lunch.

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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.

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.
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

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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 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.

Section Two - School operation

2.1

Parent Teacher Conferences

PARENT - TEACHER CONFERENCES

Parent-teacher conferences will be held around the midpoint of the first and third marking periods. The parents will be notified of the exact date and time of the conference. Parents are expected to attend these most important meetings. Parents should not feel limited to these two scheduled conferences, but are encouraged to request additional conferences as the need arises. Parents are asked to make appointments with the teacher and principal several days in advance.

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Employee Mandated Responsibilities

4.19

Child Protective Services - Mandated Reporting Procedure

4.19 Child Protective Services - Mandated Reporting Procedure

Employee Suspecting Abuse must report IMMEDIATELY to PA Dept. of Human Services.
Note - the immediacy mandated by law cannot be delayed for any reason!

Employee Suspecting Abuse, IMMEDIATELY THEREAFTER, must notify the “person in charge of the school” or designees.

Employee Suspecting Abuse, within 48 hours of making an oral report to Childline, must make a written (DHS Form CY 47) or electronic report.