

**BETH HAVEN  
CHRISTIAN SCHOOL**

**PARENT STUDENT  
HANDBOOK**

---

## Alphabetical Listing of Contents

Academic Information .....	12-17
Academic Probation .....	14
Achievement Testing .....	15
Admission Requirements .....	7
Athletic Policies .....	43-44
Attendance Policies .....	18-21
Automobile Use Policies .....	32-33
Bullying Policy .....	24-25
Cell Phone/Telephone Usage .....	10-11
Chapel/Spiritual Life .....	11
Cheating/Plagiarism Policy .....	28-29
Christian Service Outreach .....	11-12
Complaint/Problem Procedures .....	45-46
Curriculum .....	12
Detention .....	29
Discipline Policies .....	26-29
Dress Code Policy .....	33-37
Drug/Alcohol Policy .....	25-26
Dual-Enrollment Program .....	12-13
Educational Objectives.....	5-7
Extended Care .....	21
Field Trips .....	44
Financial Information .....	8-9
Grading System .....	15
Graduation Requirements .....	12
Head Lice Policy .....	40
Health Requirements .....	40
Homework Policy .....	16
Honor Roll .....	16
Internet/Technology Use Policy .....	30-32
Insubordination .....	29
Lockers .....	42
Lunch Program .....	42-43
Make-up Work .....	17
Medical/Health Guidelines .....	37-40
Mission Statement .....	3
Moral Conduct Policy .....	24
Music/Media Policy .....	23-24
No Pass/No Drive Policy .....	33
Nondiscriminatory Policy .....	5
Parent Chaperones .....	45
Parent-Teacher Conferences .....	10
Philosophy Statement .....	2
Prohibited Articles .....	43
Re-Enrollment .....	8
Re-Interview Process .....	29-30
Remediation Procedures .....	13-14
Report Cards .....	16
School History .....	2
School-Sponsored Events .....	44-45
Sexual Harassment Policy .....	45
Solicitations .....	43
Snow Days .....	21
Special Learning Needs .....	8
Statement of Faith .....	4
Suspension .....	29
Teacher Qualifications .....	1
Textbooks .....	17
Transportation Policies .....	32
Truancy Policy .....	20
UPS School-to-Work Program .....	13
Visitors on Campus .....	41
Website .....	9-10
Withdrawal Students .....	8

## INTRODUCTION

### **Beth Haven Christian School, at a glance:**

Founded	1971
Mission Statement	To graduate Christian leaders who seek to impact their world for the Lord Jesus Christ through academic excellence and spiritual development
School Verse	Luke 2:52— “And Jesus increased in wisdom and stature, and in favor with God and man.”
Enrollment	approximately 200
Mascot	Bearcat
Colors	Scarlet, royal blue, and white
Accreditation	Association of Christian Schools International (ACSI). BHCS is also certified by the Non-Public Schools Commission of the Kentucky Department of Education.
Hours	Classes begin at 8:00 a.m. and end at 2:50 p.m. (elementary), 3:00 p.m. (middle school), and 3:05 p.m. (high school).
Athletics	Athletic teams are available in elementary, middle, and high school, for both girls and boys. BHCS has been a member of the Kentucky High School Athletic Association (KHSAA) since 1973.

<b>Faculty and Staff</b>
--------------------------

Beth Haven Christian School believes that its faculty and staff are a “living curriculum” for our students. With that in mind, great care is taken to provide adult role models who profess and actively practice their Christian faith. Additionally, all full-time teaching staff at Beth Haven Christian School are required to hold a Bachelor’s degree (or higher) from an accredited college or university, and they are required to maintain current certification through the Association of Christian Schools International (ACSI). Above all other learning objectives, our teachers follow the mission of BHCS: to share the saving knowledge of Jesus Christ, and to prepare young people to serve Him in today’s world.

The majority of our faculty and staff members have been a part of the Beth Haven family for many years. The following is a list of “faculty facts”:

- Every faculty and staff member professes Jesus Christ as her/his personal Savior.
- Each member of the faculty meets the certification standards set forth by the Association of Christian Schools International (ACSI).
- All faculty members teach in their major area of preparation.

### **School History**

Beth Haven Christian School began as a ministry of Beth Haven Baptist Church in 1971. Continued dedication and excellence in both academic and spiritual endeavors has allowed BHCS to continue in the tradition of quality Christian education to the present time. Beginning in 2008, BHCS became a Board-managed school.

### **School Philosophy**

The purpose of Beth Haven Christian School is to partner with parents to provide each student the opportunity to learn and develop the whole person - spiritually, mentally, physically and socially - in a wholesome Christian environment in preparation for higher levels of education and to fulfill God’s total purpose for his/her life.

BHCS believes Christian education is based upon the truth of God’s Word in every area of life. We believe that the Bible is the inspired, infallible, and authoritative Word of God containing all truth. Knowledge to choose between good and evil, based on God’s Holy Word, shall be conveyed to each child. Students are taught to understand God’s wisdom, power, judgment, and love as they view history, science, math, English, music, art, character development, and life goals. We strive to provide an academic setting in which students develop their unique talents, knowledge, creative and critical thinking skills, and love for Christ.

BHCS believes that the education process involves the acquisition, as well as, the application of knowledge. Teachers instruct from a Biblical worldview in order to permeate the spiritual aspect in all areas of life. Teachers understand that the purpose of Beth Haven Christian School is to create an academic environment in which to carry out the Great Commission as set forth in Matthew 28:18-20 and to provide consistency between home, church, and school in the teaching of doctrinal truth and Christian living.

### **Vision Statement**

The vision of Beth Haven Christian School is to equip students with a biblical worldview based upon established spiritual disciplines, sound academic thinking, and appropriate skill development that will enable them to embark upon adult life with the character and tools necessary to navigate successfully for God’s service.

In an environment of quality academics and loving discipline, students will be taught to development a pattern of life that leads to Christ-likeness through Spiritual formation. Students will be trained to express the evidences of a biblical lifestyle with a visible testimony and by engagement in church and other related activities of growth and service that contribute to the Great Commission.

### Mission Statement

Beth Haven Christian School, in partnership with families, exists to graduate Christian leaders who seek to impact their world for the Lord Jesus Christ through academic excellence and spiritual development.

### Core Values

- 1. Truth:** Scripture is the revealed Word of God and is taught as truth, which is then integrated into the learning experience developing attitudes of love and respect toward it. Bible truth is recognized to be of fundamental importance, and is required of all students. It augments all other areas of the student's training, and without it a student cannot be considered educated in the truest sense. The Bible gives the best light for this life and the only hope for the life to come. There is no other book which can enrich and illuminate the hearts and minds of students like the Bible. (II Timothy 3:15-17; II Peter 1:20, 21)
- 2. Academic Excellence:** The Christian mind should be the best mind, enlightened by the mind of Christ and one that integrates God's principles with academic pursuits. (Philippians 2:5; I Timothy 4:7) Of primary significance is developing students who hide God's Word in their hearts, discern the truth based on Scripture, and apply biblical wisdom to every part of daily life. (Psalm 119:11; Proverbs 3:5-6; 1 Corinthians 2:15-16; James 2:17; 2 Peter 3:28) This includes pursuing excellence by providing a quality learning experience that engages students, encourages them to reach their full potential in Christ, and focuses on what is best for each student. (Philippians 2:12-15)
- 3. Family Values:** Christian character is infused in order to perfect Christ-like qualities in the lives of young people so that they will grow "up in the nurture and admonition of the Lord" and ". . . be conformed to the image of His Son." Parents are encouraged to be the spiritual leaders of their children and to recognize responsibility for their child's behavior. (Psalm 127) However, students must learn self-control, respect for authority, and to take personal responsibility for their own actions. During the development of lasting relationships between parents and staff, families are encouraged to integrate Biblical Truth into their daily lives. As such, we subsist to strengthen the family unit through support of family issues and concerns. (Ephesians 4:11-13)
- 4. Evangelism:** Encouraging people to respond to the gospel of Jesus Christ is of the utmost importance. Because we are saved by the grace of God and have received the free gift of salvation through personal faith in Jesus Christ, we repent of our sins and confess him as Lord before men and are baptized into Him. (Ephesians 2:8-9, Matthew 16:16,

Acts 2:38) We desire to share the gospel of Jesus Christ with as many people as possible. We believe the ultimate purpose in living is to recognize and glorify God and to attain eternal life through Jesus Christ our Lord, beginning within our own school families and then reaching beyond to those that do not know of His love and sacrifice. (Matthew 28:19-20)

- 5. Centered in Christ:** Our success as a Christian school hinges on the ability of our students to encounter the transforming love of Christ and to be able to articulate the hope they have in Him to others in an authentic and biblically accurate way. Providing a Christ-centered, God-honoring environment encourages each student to develop a personal and growing relationship with Jesus Christ as Lord and Savior (Colossians 2:6-7; Hebrews 10:24; 2 Thessalonians 5:14-15) Our board, administrators, faculty, and staff minister as a team to provide a distinctively Christian education to our students. (Colossians 1:28-29)

### Statement of Faith

The foundation for Beth Haven Christian School can be found in the Word of God as interpreted by the following ten essentials:

1. We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose for the ages.
2. We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.
3. We believe in the deity and virgin birth of our Lord Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father.
4. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
5. We believe that salvation is "by grace," plus or minus nothing. The conditions to salvation are repentance and faith in Jesus Christ.
6. We believe that man is sinful and is thereby separated from God. He is justified by faith alone and accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.
7. We believe God created the sacrament of marriage to be the union of one man and one woman and is a reflection of Christ's relationship to His church. (Eph.5:25-27, Matt. 19:4-6, Lev. 18:22)
8. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life, and the lost unto the resurrection of damnation.
9. We believe in the eternal security of the believer in Christ.
10. We believe in the local church with the ordinances of baptism by immersion and the Lord's Supper.

### **Nondiscriminatory Policy**

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

### **What is Christian Education?**

Christian education is that which is based upon the truth of God's Word which states, ". . . in Whom are hid the treasures of wisdom and knowledge" (Colossians 2:3). Because ". . . all things were created by Him, and for Him; and He is before all things, and by Him all things consist . . ." (Col. 1:16b, 17), every area of life must be Christ-centered. Each student must understand God's wisdom, power, judgment, and love as he views history, science, math, English, music, art, character development, and life goals. Thereby, the student truly is enabled to have knowledge with wisdom, and to understand God's design and plan for him. Jesus said, "I am the way, the truth, and the life" (John 14:6). Apart from Christ, there can be no true education.

### **Statement to the Community**

A basic responsibility of Christian parents is to "train up a child in the way he should go . . . when he is old, he will not depart from it" (Proverbs 22:6). Therefore, in Christian education we must train young people to grow "in wisdom and stature, and in favor with God and man" (Luke 2:52), as Jesus did. The key to succeeding in this process can be realized to the fullest extent when the home, church, and school stand united in the Christ-centered, Bible-centered training of a child. The home, church, and school share this great responsibility. *If parents and schools do not work together, we will not be successful in the training of our children.* Therefore, Beth Haven Christian School pledges to you that we shall present Jesus Christ as Lord and Savior and provide the highest quality Christ-centered education possible. We ask that the home and church stand united with us in this pledge. Beth Haven Christian School takes the following stands:

1. Christian character is instilled, where our goal is the perfecting of Christ-like qualities in the lives of young people that they truly grow "up in the nurture and admonition of the Lord" and ". . . be conformed to the image of His Son."
2. Bible truth is taught, recognized to be of fundamental importance, and is required of all students. It augments all other areas of the student's training, and without it a student cannot be considered educated in the truest sense. The Bible gives the best light for this life and the only hope for the life to come. There is no other book which can enrich and illumine the hearts and minds of students like the Bible; the only revealed Word of God.
3. Morality, decency, and orderliness are required. 1 Timothy 4:12 says, "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity." We believe in constantly upholding the highest virtues. Our students are taught and learn by example that it is possible to walk after the spirit and not fulfill the desires of the flesh. When this is realized and experienced

individually, honoring the Beth Haven Christian School students' and parents' pledges can never be a problem. Our students are taught that . . . God is not the author of confusion," but that He is, in every aspect of His creation, decent and orderly.

4. Self-discipline and modesty are mandatory for the welfare of home, church, school, and the world in which we live. Our discipline system is designed to aid the student in areas that need improvement. We notify a student when he or she has violated a behavior or appearance standard of conduct. In all of this, our final objective is that of working toward a self-disciplined and modest approach to life.
5. High scholastic achievement is greatly honored at Beth Haven Christian School. Our school is a certified member of the Association of Christian Schools International (ACSI). We administer achievement tests every year to students in grades K-11 and our students consistently score above the national averages in grade equivalency and percentile ranks. Our students learn to read beginning at age four. Students are encouraged, in accordance with Scripture, to strive for excellence in seeking to do their best for the Master.
6. Patriotism is strongly taught and re-enforced with our students. Nathan Hale best cited patriotism for our great nation when he stated just before death, "I regret that I have but one life to give for my country." It's here that we learn the principles of citizenship and love for our country. The child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, aroused interests, broadened fields of knowledge, opportunities to work with others, and through good examples in everyday living. Students are taught respect for authority and the responsibilities they owe to their community, state, and nation. John Stomer, author of *Death of a Nation* and *None Dare Call It Treason*, states, "Students can come to know the unparalleled blessing we enjoy because God caused us to be born in America. They are taught that we have been so blessed as a nation only because we were once truly a nation under God."
7. All of our teachers are born again and dedicated to serving the Lord through the ministry of teaching young people. The faculty of Beth Haven Christian School is superior spiritually and academically, and each member has been personally interviewed and selected by the administration.

### **Church Attendance**

We strongly encourage all students of Beth Haven Christian School to attend the church of their family's choice every Sunday morning, Sunday evening, Wednesday evening, or whenever their church services are held (Hebrews 10:25).

### **Expected Student Outcomes**

Students who graduate from Beth Haven Christian School:

1. Are prepared spiritually by instilling in them a love for and a personal relationship with the Lord Jesus Christ, God the Father, and His Holy Spirit.
2. Have a personal sense of responsibility to be all God wants them to be.
3. Are encouraged to think clearly, logically, and independently.
4. Have a strong foundation in academic disciplines preparing them for college.

5. Have a developed understanding of the world in which they live and the ability to appreciate and adjust to their environment.
6. Know how to utilize the tools of learning and communication to find, analyze, and evaluate information.
7. Have a developed sense of responsibility in each child as a citizen and as a Christian.
8. Have a moral, ethical, and spiritual sense which will aid them in appreciation of their own personal worth and that of others as created in the image of God.
9. Have developed an understanding of and an appreciation for the arts as well as to contribute to them.
10. Are prepared for spiritual leadership in school, home, church, community, state, nation, and the world.

<b>Student Council / Class Officers</b>
---

The student council and class officers at BHCS are honored positions. Members are students who exemplify Beth Haven Christian School's core beliefs in their spiritual walk, academic excellence, and student life both in and out of school. Student Council members are elected by the school Administration and agree to uphold a contractual obligation to attend and participate in certain school events as well as maintain all requirements set by the administration. Class officer candidates who have been approved by the Administration will be elected by the respective grade-level students, and are expected to uphold a contractual obligation set by the Administration.

### ADMISSIONS POLICIES

<b>Requirements</b>
---------------------

New students are tentatively accepted at Beth Haven Christian School after all application materials have been received. Transfer students will not be admitted to BHCS if their grade-point average at their previous school was less than 2.0. Final acceptance is contingent upon the results of testing and placement of the student, as well as an interview and receipt of letters of recommendation. Acceptance of a newly enrolled student into BHCS will not be considered final until the student successfully completes a 45-day probation period. The criteria for successful completion of the probationary period include the following:

- The student must have a good attendance record.
- The student must be in good academic standing (maintain a minimum 2.0 grade-point average).
- The student must have acceptable behavior/discipline records.

Parents and students are required to sign the Pledge of Acceptance. No student will be admitted or allowed to remain in Beth Haven Christian School who does not agree to and cooperate with the overall purpose, program, rules, and guidelines. When a student enters BHCS from another school, an entrance test will be required. We require a copy of all school records from the student's previous school, including all records of disciplinary action. The student will be placed on probation until all records have been received.

### Special Learning Needs

The curriculum used at Beth Haven Christian School is geared toward students who perform at average to above-average learning levels. Unfortunately, the school is not equipped at this time to accommodate students with learning differences that would require the assistance of specially trained teaching staff. Some classroom accommodations can be made to assist students with mild learning needs such as attention-deficit disorders; determination of acceptance of students with learning differences will be made on a case-by-case basis by the administration.

### Re-Enrollment

During the month of February, in-house re-enrollment begins for the following school year. Students who are being re-enrolled for the new school year do not need to complete the full application process; the school office will provide a short enrollment form on which address and/or phone number updates can be provided. There is a direct link to FACTS tuition management's website from [www.bethhaven.com](http://www.bethhaven.com); all returning students' FACTS tuition contracts for the new school year must be updated by a parent/guardian by June 30 in order to hold the student's place in his/her classroom for the coming year. **Please note that students are eligible for the early registration process (including the reduced fee) only if their current accounts are paid up to date.**

### Withdrawal/Dismissal

Withdrawals from school must be made in person through the school office and the business office. Lockers must be cleaned out and hardback textbooks returned to the school office when students withdraw from school.

### Graduating Seniors

All graduation fees and any other open accounts (sports fees, etc.) must be paid in full by May 1<sup>st</sup>. **Failure to comply with this policy may result in the Senior student not receiving a diploma and/or being unable to participate in the graduation ceremony.**

### Financial Information

Beth Haven Christian School does not solicit government funding of any type. For this reason, it is necessary that fees and tuition payments be made when they are due. All application fees must be paid at the time of application. Copies of the school budget are available upon request. Parents have two options for tuition payment:

- Option 1: The student's tuition may be paid in full directly to the school at the time of enrollment. Families who choose this option will receive a 5% discount on the total

tuition. Option 1 is available until July 1—payment must be made by this date in order to receive the 5% discount.

- Option 2: If a monthly payment plan is preferred for tuition payments, arrangements must be made through the FACTS Tuition Management Program. Payments are automatically deducted on either the 5<sup>th</sup> or 20<sup>th</sup> of each month. FACTS can process the payment through your checking account, savings account, or a MasterCard or Visa. PLEASE NOTE: The FACTS program is a 12-month payment plan which runs from May through April. All financial accounts for seniors must be paid before the graduation date.

Remember, all Option 2 tuition arrangements **must** be made through FACTS, not through the BHCS business office.

### **Refund Policy**

Our financial commitments for teachers’ contracts, textbooks, instructional materials, and other expenses are made in reliance on and expectation of your child’s attendance for the entire year. Because our expenses are thus incurred, a parent obligates himself or herself for the full amount of tuition and fees upon registration. Each refund request will be reviewed on an individual basis by the school administration and the board of directors. Refunds are not guaranteed, and no refund will be given after January 1<sup>st</sup>.

*Application and book fees are non-refundable.*

### **COMMUNICATION**

Beth Haven Christian School will make every effort to effectively communicate with the parents/guardians of our students. To assist us in this process, please make sure that any changes in address or telephone numbers are submitted to the school office in a timely manner. It is vital that we have the most current numbers where parents and/or other family members may be reached in case of emergency.

### **Website**

Our school website, [www.bethhaven.com](http://www.bethhaven.com), is the best source of information regarding upcoming events and news at BHCS. Please check the website frequently; regular updates will be made to the site throughout the school year. Additionally, a link to INow, the online grading and communication system used by our teachers, is available directly from the school’s website. **The INow system enables parents and students to check grades, discipline, and attendance at any time of the day or night;** we strongly encourage parents to check INow weekly as a means of keeping track of their child’s progress in each class. Parents and students are also welcome and encouraged to send email communications to their teachers.

We love and respect our school parents, and we strive to make our website “parent friendly” regarding the accessibility of our school calendar (including calendar change notices), student/parent handbook and affiliated forms; athletic schedules; and timely

announcements/reminders. Please make regular use of our website to stay informed of BHCS news and events!

### Parent-Teacher Conferences

Parent-Teacher Conference Days are listed in the school calendar. The purposes of parent-teacher conferences are as follows:

1. To acquaint parents with the philosophy of Christian education.
2. To acquaint both parents and teachers with the importance of recognizing and adequately coping with the spiritual, emotional, and disciplinary needs of each student.
3. To provide an opportunity for brief parent and teacher discussions.

Please call or e-mail any teacher(s) with whom you would like to schedule an appointment. Although the official Conference dates are listed in the calendar, teachers are always willing to schedule appointments at other times as well, should the need arise. Beginning with the 2012-13 school year, parent-teacher conferences are required for any student with a 2.5 or lower grade-point average on her/his report card.

If you desire to speak with your child's teacher, please call during school hours to arrange a meeting. ***Please do not approach the teacher before school, after school, or at church services or ball games, or detain the teacher from his or her responsibilities. Teachers are happy to arrange for conferences with parents at scheduled times. Please be considerate of the personal time of both teachers and members of the administration.***

### Use of School Telephones

With permission, emergency phone calls can be made during school hours. However, school phones are not for the convenience of the students; they should only be used for unforeseeable emergencies, and only with permission from school personnel.

If there is a genuine need to call home, students may go to the office to use the telephone. Forgetting one's lunch, homework, or assigned project or paper is not considered a genuine need. Students must learn to be **responsible** in preparing for their school day.

***Parents, if you have an important message that needs to be relayed to your student, please do not call or text his/her cell phone; if you call the school office, we will see that the message is delivered to your child immediately.***

### Cell Phone/ Electronic Device Policy

***Students' cell phones should not be heard or seen at any time during the school day. If a phone rings or is being used by a student during the school day (even as a calculator), IT WILL BE CONFISCATED BY THE TEACHER. If parents choose to allow their student(s) to bring cell phones to school, they must bear in mind that BHCS will not be held liable for confiscated cell phones. Use of cell phones during school hours is a violation of school policy, and the student will be punished accordingly.***

Personal telecommunications devices are defined as any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device, cellular telephone, or personal digital assistant. Personal telecommunications devices shall not be used, turned on, or activated by students: (1) during the instructional day, or (2) while attending school-sponsored or school-related activities that are held during the instructional day. The instructional day is defined as the period of time beginning with the first bell of the day and ending with the last bell of the day.”

***The following disciplinary action will take place if a student is found with any electronic device (including cell phones, iPods, etc.) during school hours:***

1<sup>st</sup> offense: The student’s device will be confiscated for 2 days, and detention will be assigned. A parent may pick up the confiscated device at the end of the second day.

2<sup>nd</sup> offense: The student’s device will be confiscated, an Administrative conference will be held with the student’s parents, and detention will be assigned. A parent may pick up the confiscated device AFTER the detention has been served by the student.

Any further offenses will be discussed with the Administration with consequences applied that may include suspension and/or expulsion.

***ALL CONFISCATED ITEMS WILL BE LOCKED UP, BUT BHCS WILL NOT BE HELD LIABLE FOR CONFISCATED ITEMS!!***

## **SPIRITUAL LIFE**

### **Chapel**

The chapel experience at Beth Haven Christian School provides our students with an opportunity to worship the Lord Jesus Christ. It is a time of fellowship, singing, prayer, and inspirational speaking; students are encouraged and expected to participate directly in this worship experience each week. Every student is expected to bring to chapel his or her Bible, a notebook, and something to write with. Participation in chapel is not an elective activity; it constitutes a portion of the student’s grade in Bible class. Chapel days will be some of the best memories of the student’s school days here at BHCS.

### **Focus on Prayer**

Students are trained in the habit of prayer throughout the school day. At the beginning of the day, a school-wide pledge and prayer time is held via the school intercom system. Special needs and prayer requests are shared with the students, and they are encouraged to give Jesus praise in all things as they begin their school day. Additionally, students and teachers are encouraged to form and participate in prayer groups during the school year. Peer accountability groups are an important aide to spiritual growth.

### **Christian Service Outreach**

Christian service outreach opportunities give our teachers and students a chance to serve and minister in our local community through visits to nursing homes, hospitals, the School for the

Blind, and other facilities. Students are also encouraged to get involved in and assist with various ministries within their local churches. **Students in grades 9 through 12 must fulfill a required number of community service hours as a portion of their Bible grade for the year.** Each high school student must obtain forms from his/her Bible teacher on which to record service hours. These forms must be signed by a parent or other adult affiliated with the group or organization for which the student performs his/her service activity. Service hours are to be completed as an after-school activity; parents are responsible for their child's transportation to and from the location(s) where service hours will be performed. **Please note: student drivers are never to transport other students for a school-related activity!**

## ACADEMIC POLICIES

### **Curriculum**

The best Christian-based textbooks available are used in our classrooms. Secular textbooks are used for courses where there is not a satisfactory Christian text; material from such texts is presented in Christian perspective, with emphasis on Christian worldview. All grades (K-12) operate on a traditional 5-day class schedule. Advanced courses and dual-enrollment college courses are offered for high school students; all advanced-level and college courses are graded on the 5.0-point scale (e.g. 5 grade points are awarded for an "A," 4 grade points are awarded for a "B," etc.)

### **Requirements for Senior High Graduation**

To graduate from Beth Haven Christian School, a student must have earned a minimum of twenty-two (22) credits which fulfill the requirements of the Kentucky State Department of Education's Pre-College Curriculum, as well as one (1) Bible credit for each year of attendance at BHCS. Additionally, a student must have a cumulative grade-point average of no less than 2.0 from grades 9 through 12. Each student in grades 9 to 12 must follow the courses recommended by the administration. Beth Haven Christian School encourages students to attend Christian colleges following graduation.

A student must attend at least two of the four years of high school at BHCS in order to qualify for the honor of valedictorian or salutatorian at the high school graduation ceremony.

### **Dual-Enrollment Program**

12<sup>th</sup> grade students may be selected to participate in dual-enrollment programs based on academic achievement, behavior, and attendance in grades 9-11. Qualifying students must score at least a 20 on the ACT and earn an overall 2.5 or better grade-point average (GPA), or earn at least a 19 on the ACT and a 3.0 or better GPA to enroll in our dual-enrollment program with Jefferson Community and Technical College. The student may then earn his/her Senior English credit (and possibly additional course credit) while taking College English at JCTC during the

Senior year. Students that are accepted into the program are required to attend an orientation at JCTC and register for classes during the Spring of their 11th grade year.

OR

Another dual-enrollment option for qualifying 12th grade students is College NOW classes. College NOW is an online course that allows students the opportunity to earn high school and college credits in subjects such as English and history. Students will be assigned one class period for independent work, but will be required to complete work at home to meet the 120 day class deadline per semester.

Both dual-enrollment options are offered to qualifying students at the discretion of the administration and are deemed a privilege to students that show a desire to excel.

### UPS School-To-Work Program

During the spring of their Junior year, qualifying students may apply to participate in the UPS School-to-Work program for their Senior year. The minimal academic requirement for this program is an overall 2.5 GPA; students who are selected to participate in the program earn a total of two (2) elective high school credits through the course of the year at UPS. As a part of the program, students also receive dual English credit through JCC (high school and college), free of charge.

### Remediation Procedures

#### Middle School

- If a student in grades 6 through 8 receives a yearly average (all 4 grading periods averaged together) between 60 and 69 in Bible, math, science, history, or English, he/she must receive 12 hours of individual tutoring from an approved teacher for this course in order to pass to the next grade level. A yearly average lower than 60 will require 20 hours of tutoring. Professional tutoring fees will be \$25 per hour; the entire fee for the course to be made up must be paid directly to the teacher on the first day of tutoring.
- A student may make up no more than two (2) of the above courses through tutoring; if he/she fails more than two of these core courses, he/she must either repeat the grade level the following year or withdraw from BHCS.
- Students are required to wear school dress-code clothing during their summer school tutoring.

#### High School

- If a student fails any course that is a state and/or BHCS requirement for graduation—including Bible courses—he/she may either attend summer school to receive credit for this course, or repeat the course the following year. **Please note that Jefferson County Summer School courses are not an acceptable means of remediation for failed courses at BHCS.** Summer school will not be offered for elective classes; the student must either repeat the elective course (at which time the failing grade will be replaced on

the student's transcript by the new grade earned in the class) or simply take a different elective class the following school year.

- The summer school sessions will begin during the month of June. **Each course will require a fee of \$350 due on the first day of class.** Should a student miss more than one (1) day of summer school class, he/she will not receive credit for the course; also, should he/she fail summer school due either to excessive absences or failure to turn in assignments and/or study for quizzes and exams, the only alternative will be to repeat the course the following school year (no refunds will be given for failed summer school courses). Please note that students must wear the school uniform and abide by all school rules while attending summer school.
- A high-school student may take no more than two (2) credits in summer school per year. Should he/she fail more than two required courses during the year, he/she must either be retained in the previous grade level the following year, or withdraw from BHCS.
- Please bear in mind that students must have a minimum of twenty-five (25) credits with an overall grade-point average of 2.0 or higher in order to graduate from BHCS. Although credit is granted for a course in which a student earns a "D," too many such courses could still jeopardize the student's graduation status (a grade of "D" provides only one grade point). If a senior student has any missing credit requirements at the time of the graduation ceremony, he/she will be allowed to participate in graduation, but will not receive a diploma until passing summer school grades have been earned.

### Academic Probation

Beth Haven Christian School strives to provide an academic program which makes it possible for each student to fulfill their scholastic potential. Overall academic excellence has been a product of this goal. However, few things of significance are achieved without high expectations and hard work, and so it is with a successful academic program. Knowing that the future success of our students depends greatly on their performance in school, we have established policies and procedures which will help to insure that our high standards are met or exceeded. **A student will be placed on academic probation should their grade-point average fall below 2.0. This action will restrict a student's extra-curricular activities\* in an effort to promote stronger study habits. Should the grade-point average NOT reach 2.0 or above within the next 9-week grading period, the student may not be allowed to continue attendance at BHCS.** We ask that parents closely monitor the progress reports and report cards they receive through the school office; should a student's grade in a class begin to drop, it is the parents' responsibility to set up a conference with the teacher to discuss what can be done to help the student.

\*Any 8<sup>th</sup> grade or senior student who is on academic probation at the time of their class trip in the spring will not be permitted to participate in the trip.

### Promotion/Retention

In Kindergarten through fifth grade, a student's permanent record will contain a notation as to whether the student has been promoted or retained. A student at any grade level may be retained upon the joint decision of the administration and the parents.

Any student in grades 6 through 11 who earns a final grade of “D” or lower in her/his math class will be required to repeat that math class the following school year. Summer school is not offered or accepted as remediation for unsatisfactory performance in a math class.

**Achievement Testing**

In order to assess our academic program, as well as the students’ retention of the material covered in that program, Beth Haven Christian School conducts standardized testing for all students in grades K-11<sup>th</sup>. The Terra Nova Achievement Test is used to perform this assessment each year. The Terra Nova test is a nationally normed reference test with a high degree of validity and reliability.

Any student in grades 6 through 12 who fails to meet the average standard (a minimum of 5 overall on the Stanine scale) will be required to attend summer school. In order to be promoted to the next grade level, the student must complete 20 hours of professional tutoring during the 2-week summer school session.

**Help Classes**

Each middle and high school teacher will set aside a 20 to 30-minute period of time, one day per week, when he or she will be available for a free help class, either before or after school. A schedule of the days and times for help classes will be available within the first two weeks of the school year.

**Grading System**

BHCS uses the following grading system in each subject:\*

<u>Grade</u>	<u>Quality Points</u>
93-100 = A	A = 4.0
86-92 = B	B = 3.0
79-85 = C	C = 2.0
70-78 = D	D = 1.0
Below 70 = F	F = 0.0

\*High school students enrolled in advanced or college dual-enrollment courses receive 5 grade points for an A, 4 grade points for a B, 3 grade points for a C, and 2 grade points for a D.

## Report Cards

The purpose of a reporting system is to give parents and students an accurate indication of the progress, or lack of progress, which is being made in the classroom. Academic grades are based upon performance on homework, quizzes, tests, exams, etc. Report cards will be issued four (4) times during the year, after each 9-week grading period; parents are strongly encouraged to use the INow system on a weekly basis, so that there will be no unpleasant surprises when their student's quarterly report card is issued. Dates that report cards will be issued are listed in the school calendar; please note these dates and to watch for your student's grade reports so that you will be aware of any areas that may need attention.

## Honor Roll

If a student's grade-point average (GPA) equals 4.00 for the quarter, he/she will be listed on the President's Honor Roll. If the student's GPA is between 3.50 and 3.99, he/she will be on the Honor Roll.

## Homework

Homework is an integral part of the school program. Each teacher is at liberty to give homework to aid students in their studies. Students are expected to complete homework assignments on time.

Homework is given for several purposes:

- First, for drill; most students require solid drilling to master material essential to their educational process.
- Second, for practice; following classroom explanation, illustration, and drilling on new material, homework is given so the material will be mastered.
- Third, for remedial activity; as instruction progresses, various weaknesses may become evident.
- Fourth, homework may be assigned as independent learning projects such as book reports, compositions, or research assignments.
- 

**Homework will not be given on Wednesday evenings.** Total homework will not exceed ½ hour per night for grades K-3<sup>rd</sup>, 1 hour per night for grades 4 and 5, and 2 hours per night for middle and high school students.\* **Please note that studying for a test is *not* considered homework.**

\*Students taking Advanced Placement courses may exceed this amount of time.

## **Make-up Work**

Students who have been absent from class have the privilege to make up assignments missed; however, **IT IS THE STUDENT'S RESPONSIBILITY TO GET MISSED ASSIGNMENTS FROM THE TEACHERS!** **Students will be allowed one school day for each day missed, to make up their work.** Students absent for extended periods may be given special consideration. If a previously announced test or quiz is missed, the student must take the test or quiz on the day he/she returns to school. *Please note that long-term projects (those which have been assigned a week or more in advance) must still be turned in by the due date, regardless of whether or not a student is present in school on that day.* Parents are welcome to drop off long-term projects or assignments at the school office at any time during the student's absence.

**If the student will be absent two (2) or more days, parents are welcome to pick up any missed work and/or books for the student.** Parent requests for make-up work must be made before 10:00 a.m., and work will be ready for pick-up at the office by 2:00 p.m. Please be aware that if a student "cuts" school, or is placed on at-home suspension, he/she will NOT be permitted to make up work or quizzes/tests missed; all work will receive a grade of "0" for the day(s) missed by the student

## **Late Work**

All late work will be reduced by one letter grade per day. This reduction does not apply to work that was missed due to approved absences.

## **Textbooks**

Teachers will assign hardback textbooks to students by number and will record the condition of the books when they are issued. Students are to write their names on the spaces provided on the inside of the front cover. Textbooks will be checked at the end of the school year for soiled or torn pages, and fines will be assessed. Students will be responsible for paying the entire replacement cost for lost or badly damaged books.

We realize that many of our students use different translations of the Bible. However, in order to achieve consistency in the classroom, students and teachers are to use the King James Version for classroom reading and memorization.

## **Personal Property**

The administration encourages students to mark all personal belongings brought to school, so that they may be returned if the student misplaces them.

## ATTENDANCE POLICIES

We are honored to assist parents/guardians in the development of their children through academic education and spiritual development. The mission statement, communication, attendance policies, and discipline policies cannot be successfully carried out without the direct involvement of the parents/guardians of each student at BHCS.

**All students and parents/guardians are expected to respect and adhere to the published school calendar (available on [www.bethhaven.com](http://www.bethhaven.com)). Parents/guardians are asked to avoid scheduling trips, vacations, or other activities that require a student to be absent from school.** A student's attendance is extremely vital to his/her educational process. We are a Christian school where the instructors, staff, administration, and school board want students to attain academic excellence and spiritual development through the Lord Jesus Christ; attendance is extremely important for both spiritual development and academic excellence. **Employers request records of attendance as often as they request academic grade transcripts for students and former students!** Many times, scholarship applications for college also ask for attendance records. **Please do your best to assist us in the educational process by having your student(s) in school on all scheduled school days, except in case of illness.**

**Parents, we need your help in keeping the number of early dismissal requests to a minimum!** Although you are welcome to eat lunch with your student any day here on campus, we ask that you not sign your student out early for "birthday lunch" off campus. Additionally, **we are asking that students not be picked up before their dismissal time** to accommodate the convenience of the person picking them up, or for any other reason besides a doctor's visit, death in the family, or similar time-sensitive family matter. In order to provide the spiritual development and academic education that someone in your family is paying for here at BHCS, we need you to be constantly aware that even one missed class is a missed opportunity for the educational advancement for your child. Besides the negative impact on your own child's education, early dismissal also creates disruption in the classroom which interferes with the rest of the class as well. Our teachers want to teach their students; **please help us to provide our instructors and students the uninterrupted teaching and learning time that they need throughout each scheduled school day (i.e., until your student's assigned dismissal time as listed below).**

**The school office is open from 7:30 a.m. until 4:00 p.m. School hours are from 8:00 a.m. to 3:05 p.m. Elementary students will begin dismissal at 2:50 p.m.; middle school will dismiss at 3:00 p.m.; and high school will dismiss at 3:05 p.m.** Unless a student is enrolled in the extended-care program, parents should not drop off students before 7:30 a.m. ***Please be sure that all students are picked up by 3:10 p.m. each day;*** all elementary students who are not picked up by 3:10 p.m. will be required to enroll in the extended-care program. Middle and high school parents, please bear in mind that BHCS is not responsible for middle school or high school students who are not picked up by 3:10 p.m.

Each parent of a child within the compulsory attendance age is responsible for such child's attendance at school, as required by state law 159.180. In order to gain the most from school, a student must be regular in attendance. **Attendance will be taken during each class period.**

**Parents will be notified after the 8<sup>th</sup> absence and at the 12<sup>th</sup> absence in a class for the school year.** Excused absences are assigned if the absence is accompanied by a doctor's note or a note from the Administration. All other absences are unexcused (notes from parents are not sufficient to excuse an absence). **The accumulation of more than 12 unexcused absences in a class through the course of the school year will result in the loss of credit for that course.** A student who has accumulated more than 12 absences during the year due to prolonged illness or similar long-term reasons, may appeal to the administration in writing within 1 week of the prolonged absence. School-initiated absences (such as field trips or snow days) will not be counted as part of the cumulative total of absences for students. Beginning with the 2012-13 school year, any student who misses 20 or more days of school during the school year—whether excused or unexcused—will be retained in the same grade level the following year at BHCS. In cases of surgery or prolonged or chronic illness, the School Board will consider each case individually.

*No student is to be out of class for any reason without permission.* Any student who leaves school without official permission from school personnel, or who is caught deliberately skipping class while in the building, will be subject to disciplinary action.

If a student arrives at school before 10:00 a.m., he or she will be counted tardy, but present at school for a full day. Arrivals between 10:01 a.m. and 1:00 p.m. will be counted absent for ½ day. **Leaving school at any time before 1:00 p.m. will result in the student being counted absent for ½ day.**

### **College Visits**

Juniors and seniors are allowed to use school time to visit colleges, universities, technical schools, or vocational schools with the prior approval of the administration and within the following guidelines:

- The student must have a good attendance record.
- The student must be in good academic standing.
- There will be no visits scheduled after May 1.
- At least ONE WEEK prior to the date of the scheduled visit, the student must receive permission from the Guidance Counselor.
- College visits may NOT be scheduled the day before or the day after a fall, Christmas, winter, or spring break, or the day before or after any other scheduled day off school.
- When a student returns to classes after a visit, they are required to follow the normal attendance policies, and to provide to the Counselor a letter from the institution visited. If these guidelines are followed, the absence will be considered as a field trip day and will not count against the student's attendance record for the year.

<b>Tardiness</b>
------------------

Student will be expected to be on time to classes, chapel, and all school functions. *A student is late to class if they are not in their seat when the bell rings.* Any student who comes to school late, or who is delayed in going to homeroom at 8:00 a.m., should go directly to the office for a pass to class. **Please note that the ONLY acceptable excuse for arriving past 8:00 is a note**

**from a doctor or a condition of unusual circumstance, in which case a parent must explain to the front office staff.**

After accumulating three unexcused tardies to school and/or classes, the student will be assigned detention (grades 4-12) or loss of recess time (grades K-3). Accumulation of more than 3 unexcused tardies per grading period (grades 4-12) will result in one (1) discipline point per tardy (with consequences as outlined in pages 25-26 Levels of Disciplinary Intervention) AND one (1) detention per tardy. Accumulation of more than 3 unexcused tardies per grading period (grades K-3) may result in a processing fee of \$5.00 per tardy due to the extra tasks involved per student.

### **Truancy Policy**

If a student accumulates eight (8) unexcused absences during the course of the school year, or is absent or tardy to school for three (3) days in a row without a valid excuse, he/she is considered to be truant by Kentucky state law. A truancy officer will be contacted at the discretion of the administration, should a student fall into the above pattern of absenteeism or tardiness.

### **Early Dismissal Information**

If a student is to be dismissed from school early for a doctor or dentist appointment, or other necessary reason, they should bring a note from home and take it to the school office as soon as they arrive at school. They will be given an Early Dismissal Notice which must be taken back to the school office at the time they sign out. All parents who arrive during the school day to pick up students for dental or doctor appointments, or other necessary absences, must report to the school office and not to the student's classroom to have their student called out of class.

#### **Appointments**

- As a general rule, medical and dental appointments are to be scheduled outside the school day. If circumstances require that an appointment occur during school time, a note signed by the parent/legal guardian must be presented at the school office at least one day in advance of the appointment. The note should include the doctor's name and phone number, and the time the student will be leaving school (or arriving at school) on the day of the appointment.
- On the day of the appointment, the student **MUST** stop at the school office **BEFORE** SCHOOL and receive a note indicating the time at which she/he is to be excused. The student **MUST** show the teacher this note and report to the school office to sign out. When the student returns to school, he/she **MUST** sign back in at the school office. The student will then receive a pass which will admit her/him to the next class.
- Please schedule driving permit and road tests for the earliest or latest times available in order to miss as little class time as possible. Students are allowed a maximum of 2 hours away from school to take care of this type of appointment. If he/she remains within the 2-hour allotted time, the student will receive an **EXCUSED ABSENCE** for the school time missed.

### **Early/Late Extended Care—Grades K4-5<sup>th</sup> only**

A supervisor will be on duty from 6:00 to 8:00 a.m. and from 2:00 until 6:00 p.m. each school day. Students are asked not to arrive before 6:00 a.m. Any student arriving between 6:00 a.m. and homeroom must immediately report to the supervised area. Elementary students who must remain at school after dismissal must report to the Extended Care Supervisor or be under the supervision of a teacher. This service will be based on a weekly rate of \$80.00 per student for both morning and afternoon sessions. If just one session is needed (morning or afternoon), the rate is \$50.00 per student. Extended Care closes at 6:00 p.m. *A fee of \$10.00 per 15-minute interval will be assessed to any students not picked up by their appropriate time.*

### **Snow Days**

The Beth Haven Christian School administration will make its own decisions regarding potential changes to school hours due to weather conditions. On days of inclement weather, information concerning cancellation, delayed start, or early dismissal of school will be posted on the school website, [www.bethhaven.com](http://www.bethhaven.com). The information will also be available by calling the school at 937-3516 (the appropriate information will be placed on the answering machine message during non-school hours), or by checking local media stations WAVE, WHAS, WDRB, and WLKY.

### **Emergency Shelter Procedure**

If information is received by a state or local emergency broadcast agency of the possibility of biological and/or chemical attack, BHCS will be secured, with no one permitted to enter or leave the building until the crisis has passed and authorities deem that it is safe to resume normal operations. In the event of such an emergency, parents will be notified via local media. Should such a situation arise, we will follow the directions of emergency management personnel regarding the release of students.

## **DISCIPLINE POLICIES**

### **Attitude**

Attitude is what you or I think or feel about something or someone. Attitude is more important than performance. The remarkable thing is, we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past; we cannot change the fact that people will act in certain ways. The only thing we can change is our attitude toward those things that happen to us. We are in charge of our attitudes. Life is 10% what happens to us, and 90% how we react to it. God can help us learn to control these reactions in ways that honor Him. God must be the first priority in one's life.

Attitude affects decisions that a person must make regarding anything that involves a change in one's life, whether it be going to college, choosing a certain vocation, changing jobs, choosing friends, etc. Don't settle for anything less than the best for your life, and remember: your attitude

toward everything and anything is the single biggest factor that will affect your decisions and their outcomes.

### **General Conduct Guidelines**

Attendance at Beth Haven Christian School is a privilege, not a right. Observation and acceptance of the standards, rules, and regulations of this handbook (both at school functions and in the student's personal life) are conditions of enrollment and attendance at Beth Haven Christian School. Beth Haven Christian School expects that its students live above reproach, showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, handling property not belonging to them, using profanity, possessing/viewing pornographic or other inappropriate material, etc., will not be tolerated. Constructive suggestions are always warmly welcomed, but *gripping is not tolerated*. Anyone who will not cooperate spiritually will be dismissed. Disorderly conduct (goofing off, horseplay, disruptions, etc.) is not conducive to Christian character and leads to destruction of property; any such activity will be dealt with by the administration.

In Beth Haven Christian School, these fundamental rules must be followed:

1. Students are to display a proper, respectful attitude toward the faculty, administration, and fellow students at all times. Students who fight on school property will be sent home immediately.
2. Students are not to be out of their seats without permission.
3. Students are not to speak out in class without permission.
4. Students are to use proper speech. Vulgarity, profanity, and lying shall have no place in this school. Students violating this policy will be dealt with by the administration.

### **Contrition**

In cases where severe discipline (expulsion, suspension) would result from a student's actions, the student has an opportunity for mercy and grace through contrition. Contrition is therefore defined as a student's "recognition of and repentance for sin."

Beth Haven Christian School cannot presume to know who is truly contrite and who is not. Therefore, for the purposes of determining contrition, a student is considered contrite if he/she confesses wrongdoing before being called to accountability by the Administration or by any other adult school personnel. Any student confession must be made to a school administration official.

In short, it is assumed that students do not become repentant on their way from the classroom to the office because of "grieving for sin," but rather because of "grieving for being caught." Therefore, once a student is called to account for their actions, contrition (administrative mercy) is no longer available as it relates to disciplinary penalty.

Once enacted, however, contrition means that a measure of grace may be extended for the student. Whatever the punishment, contrition must include:

1. Disciplinary probation for not fewer than three semesters.
2. Probationary contract between the school, student, and parent/guardian.
3. Professional counseling/discipleship.

### **Conduct Toward Authority**

Romans 13:1-5 instructs us to subject ourselves to authority. The matter of respect for teachers and administration is given the utmost importance at Beth Haven Christian School. We are not above making mistakes, but everyone deserves to be treated with respect and courtesy (1 Corinthians 14:40; Philippians 2:3; Romans 12:10). Therefore, any student or parent who directs profanity, name calling, derogatory comments, or any other verbal or physical assault toward a teacher or administration member will forfeit the student's continued attendance at BHCS.

### **Student Conduct**

Although we at Beth Haven Christian School recognize that we have no direct control of the students when away from school, any violations of accepted behavior on the part of Beth Haven Christian School students shall be considered serious offenses. Use of tobacco in any form, drinking alcoholic beverages, gambling, immodesty, inappropriate dancing, premarital sexual activity, pornography, etc., should have no place in the life of a Christian.

The testimony that our students give for or against the Lord Jesus Christ when in public is also the testimony which is reflected upon Beth Haven Christian School. "Let no man despise thy youth; but be thou an example of the believer, in word, in conversation, in charity, in spirit, in faith, in purity" (1 Timothy 4:12). Students of Beth Haven Christian School are expected to "abstain from all appearance of evil" as we are instructed in 1 Thessalonians 5:22. They should avoid participating in activities contrary to the guidelines of our school. This would include being present at parties or activities at which alcoholic beverages, smoking, illegal narcotics; wrong music, illicit movies or literature, inappropriate behavior between couples, etc. are present.

If there is any doubt as to whether or not the activity would be approved by the Beth Haven administration, the student should not participate in or be present at such an activity. Also, any student wearing clothing, hair color, jewelry, nail polish, or other accessories which display symbols or pictures that could be associated with an occult, gang, or other group of ungodly orientation will be subject to investigation and/or disciplinary action, including possible expulsion from BHCS.

### **Music/Media Policy**

The goal of a Christian school is to build into a young person the proper spiritual and academic direction for life. Much of today's secular music seeks to implant seeds of rebellion, sensuality, violence, profanity, and other sinful things in the hearts and minds of young people; listening to ungodly music is therefore considered to be destructive to the spiritual, moral, and intellectual life of a young person.

We believe that it is not the musical style of a song that determines whether or not it is appropriate for a Christian to listen to, but rather the content or the intent of the lyrics. Much of today's secular music contains inappropriate material, and/or the performers live ungodly lives. We desire that our students maintain a testimony that is above reproach; therefore, the policy of BHCS is that students not listen to any music that is ungodly in its content on school property (in cars or by other means), at school related functions, or on school sponsored trips at any time. Students are not permitted to attend the concert of a performer known to be of ungodly character. Any student who attends such a concert forfeits the privilege of attending BHCS. Any violation of this music policy is an infraction of the rules, and will be dealt with as such.

### **Moral Conduct Policy**

God is the Creator of marriage and the family, and these are wonderful gifts that He has given to mankind (Genesis 1:27-28). It is not our desire to teach young people that any and all physical attraction toward and/or contact with another person is wrong; but there is much temptation in the world today for young people to defile themselves morally. Proverbs 7:6-27, Mark 7:21-23, Romans 1:22-32, Deuteronomy 23:17, and 1 Corinthians 6:9, 15-18 all give stern warnings against sexual sin. Therefore, every student of Beth Haven Christian School is expected to avoid anything that could cause them to stumble in this area. Students should also avoid anything that portrays illicit relationships or immodesty such as suggestive literature, computer games, Internet websites, movies, or videos. Social media sites will be continually monitored by BHCS staff and administration, and students will be held accountable for any material they post which implies immoral or otherwise inappropriate behavior.

BHCS upholds the sanctity of marriage between one man and one woman, as outlined in Genesis 2:24. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb 13:4.) We believe any sexual activity outside of this definition of marriage (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10) Specifically, students are to abstain from any inappropriate physical contact, including but not limited to public displays of affection. Any female student who is found to be pregnant during a school year will not be able to continue attendance at the school. Any male student who is known to be responsible for any pregnancy will not be able to continue attending BHCS. Additionally no married students shall be permitted to attend BHCS.

### **BULLYING POLICY**

We at Beth Haven Christian School seek to educate our students from a Biblical perspective, which teaches us to love one another as Christ first loved us (1 John 4:11). Because bullying is not a behavior that reflects Christ-like love or respect, any incidence of bullying will be dealt with harshly by the administration.

### **Definition**

Bullying is defined as a person's use of power in a willful, deliberate manner to bring repeated hurt or harm to another individual.

- Bullying will be evaluated based on intentional harm to the victim, and the frequency of the occurrences.
- Bullying is a pattern of repeated behavior, rather than a single act.
- Bullying is targeted toward a specific victim or victims.

### **Description**

Bullying generally falls into one of four categories: physical, verbal, emotional/mental, or social.

- Physical—use of body to harm another's body or personal property
- Verbal—use of words or threats to harm another (e.g., teasing, making fun, spreading rumors, mocking, belittling—this includes the use of texting, telephone, computer-based networking sites, etc.)
- Emotional/mental—causing nonverbal harm to another's self-concept (e.g., ignoring, isolating, excluding)
- Social—use of peer relationships to harm another's group acceptance

### **Disciplinary Procedure**

When a report of bullying comes to the attention of a teacher or member of administration, the situation will be investigated immediately. Should a student be found guilty of bullying or participating in bullying, appropriate consequences (including parent meetings, detention, suspension, or expulsion) will result.

## **STUDENT DRUG AND ALCOHOL POLICY/TESTING POLICY**

### **Drug and Alcohol Use**

As part of the BHCS student body, students are expected to abide by a high set of standards. Use or possession of tobacco, marijuana, alcoholic beverages, and/or illegal drugs is strictly prohibited. If the administration is informed of a student participating in any of the above behaviors, the Principal will contact the student's parents immediately. If appropriate, the local law enforcement agency will also be contacted. Should the student be required to submit to a drug/alcohol test, the test **MUST** be completed within 24 hours of the time the family is informed of the requirement.

## Possession of Drugs or Alcohol on School Premises or at School Functions

Any student who brings or is in possession of drugs or alcohol on school premises or at any school function will receive immediate disciplinary action including re-interview, suspension, and/or possible expulsion. The student will be required to submit to a drug/alcohol test.

### DISCIPLINE LEVELS

The assigning of discipline points, detentions, suspensions, and other appropriate means of correction will be used as needed to assure compliance with BHCS rules and policies. **Parents will be notified each time a student receives discipline points, after-school detention, or suspension.**

The first level of discipline is the in-classroom teacher. This position has sole authority over the manner in which classes are conducted and should be given appropriate respect by all students. Emphasis will be placed on seeing that all students respect their teachers and each other at all times while in the classroom. All other non-instructional staff shall be given the same respect as the teachers in non-classroom settings. This means that any instruction given by *any staff member* must be followed immediately. This includes such personnel as substitute teachers, child development center director, facility director, school office employees, or coaches.

The second level of discipline is the Divisional Principal. Divisional Principals shall handle matters that the teachers believe exceed their ability to handle without disrupting the classroom. There are two Divisional Principals (one for Elementary, and one for Middle/High School). These individuals are responsible for determining appropriate responses to infractions within the guidelines of the handbook. Decisions regarding expulsion from school will be brought to the attention of the School Board for action. Decisions of the Principals shall be reviewed monthly by the School Board.

Should a parent or student choose to appeal a decision made by the Divisional Principal, a written request should be made to the School Board; the School Board will then hear from the aggrieved parent or student, the Divisional Principal, and the teacher involved. Additional persons may be involved if the situation so dictates, such as other teachers, other students, or staff who were involved in the initial incident. Should a student involved in a disciplinary action at this level be a family member of a member of Administration or the School Board, an outside person designated by the School Board shall replace the affected Administration or School Board member during the time that particular situation is being addressed.

**Please note that students are not to brag about or discuss incidents of wrongdoing that they have been involved in and received discipline for at home.** It is our desire to encourage and strengthen the spiritual and behavioral development of our students; therefore, although we all are guilty of making poor decisions at times in our personal lives, it is important that we not “brag up” those poor decisions, possibly presenting a stumbling block to others.

The following acts of major misconduct may result in automatic expulsion from Beth Haven Christian School:

1. Bringing a weapon, explosive device, or firearm on campus or to any school-sponsored event (**law enforcement personnel will be notified**).
2. **Threatening or bringing bodily harm** to a student, faculty or staff member, or administrator, or threatening to disrupt school operations.
3. **Threatening to damage or destroy** school property or the property of one or more school employees or students. (**Note: The student will be responsible for the full cost of replacement or repair, if damage to or destruction of property occurs.**)
4. Making derogatory comments regarding BHCS on Facebook, Instagram, Twitter, or similar web-based social networking sites (these sites are continually monitored by BHCS administration).
5. **Possession** of alcoholic beverages, tobacco, or marijuana on campus at any time.
6. **Involvement in sexual immorality**, pregnancy, or marriage while enrolled at BHCS.
7. Any **involvement with illegal drugs** or prescription drugs not properly documented through the school office.
8. Any **criminal violation** (felony).

### **Levels of Disciplinary Intervention**

Level 1—The accumulation of 4 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- 1 day of detention

Level 2—The accumulation of 8 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- 2 days of detention

Level 3—The accumulation of 12 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Student conference with Administration/intervention plan set up
- 3 days of detention

Level 4—The accumulation of 16 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Parent/student conference with Administration/intervention plan set up
- 3 days of detention

Level 5—the accumulation of 20 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Parent/student conference with Administration
- 1 day of suspension

Level 6—the accumulation of 25 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Parent/student conference with Administration
- 2 days of suspension

Level 7—The accumulation of 30 discipline points will result in:

- Letter sent to parent(s) or guardian(s)
- Parent/student conference with Administration
- Expulsion from school, upon evaluation by and recommendation of the School Board

### Cheating/Plagiarism

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying.

- If it has been determined that a student has cheated, that student **will receive a zero on the assignment or test/quiz, and will lose any leadership positions in the school.** The parents will be notified in writing, with a copy of such notice going to the Principal and maintained in the student’s file. **The student will be suspended for one school day.** (When a student is suspended, he/she is not permitted to participate in athletic practices or games, or any other extracurricular BHCS activity.)
- **A second offense will cause the student to automatically fail the nine weeks in the class where the offense occurred.** A conference with the parent, student, teacher, and divisional Principal will be held. **The student will be suspended for three school days.**
- **A third violation will result in immediate expulsion.**

At Beth Haven Christian School, we believe that academic honesty is not only God-honoring, but also essential for the personal growth of our students. It is difficult for a student to feel proud of a well-written paper that he or she did not truly author. A thorough understanding of plagiarism must exist in order to protect our students from intentional or even accidental academic dishonesty. Plagiarism is defined below for both students and parents, as well as to clear up any misconceptions regarding this serious issue. Please understand that it is often difficult for a faculty member or administrator to distinguish between intentional and accidental plagiarism. For this reason, we want to ensure that every student and parent/guardian has a working knowledge of what constitutes plagiarism.

**Plagiarism**—the act of using someone else’s ideas or words as if they were your own, without properly acknowledging and documenting the source—**will be dealt with as cheating.** Keep in mind that plagiarism includes such actions as copying another person’s class work or homework; copying a paper from the Internet or other source, and turning it in as if it were your own original work; turning in a paper obtained from a website that sells or provides “free” term papers; or paraphrasing information from a book, encyclopedia, or website without properly documenting the source of the information. The sources of all information gathered for purposes of research projects, papers, or other assignments must be carefully documented (teachers will instruct students as to which style of documentation is preferred for particular projects—APA, MLA, etc.) Information that is considered to be “common knowledge”—meaning that it can be found

easily in multiple sources, and is information that many people already know—does not require documentation.

### **Suspension**

Students who are suspended from school may be assigned an in-school suspension (during which they will be permitted to do their classwork and/or tests/quizzes under the supervision of a school administrator), or an at-home suspension. Students on at-home suspension will receive zeros for any work and/or tests/quizzes missed during their day(s) of suspension; they are to spend their day(s) of suspension under the supervision of their parents/guardians. Whether in-school or at-home suspension is assigned, students are suspended from attendance at or participation in all school-related activities—including but not limited to field trips, athletic practices, or games—during their day(s) of suspension.

### **Insubordination**

If a student is sent out of a classroom by a teacher, he or she will receive disciplinary action. If they are sent out of class a second time, they will again be subject to disciplinary action, but must also be picked up from school immediately by a parent or guardian. Should a third offense occur, the student may forfeit his/her privilege of attending Beth Haven Christian School.

### **Detention**

Detention is for the purposes of both discipline and remediation, and is held each day from 3:10 to 4:00 p.m. (3:10 to 3:45 p.m. for elementary students). Failure to attend a scheduled detention will result in two (2) days of detention being assigned; a second absence will result in a day of at-home suspension. The only acceptable reason to miss a detention on its assigned day and time is a doctor or dentist appointment that was pre-arranged. If such an absence from detention is necessary, arrangements must be made with the principal before the time of the scheduled detention. *Please note that missing any kind of practice is **not** an acceptable reason to request a detention scheduling change.*

### **Student Re-Interview**

A student who develops an attitude of behavioral or academic problems, or parent(s)/guardian(s) who have not cooperated with or supported the school's staff or mission, may be subject to the re-interview process. The purpose of this process is to determine whether or not the student/family will be permitted to return to BHCS for the next semester. The appropriate Principal and Administrative staff will conduct the re-interview and make a decision based on the interview.

The student, parent(s), or guardian(s) involved may choose to appeal the decision of the Administration to the School Board. If an appeal is made, the Board members will address the

matter at their next scheduled Board meeting, and will inform the student, parent(s), or guardian(s) of their decision in a timely manner. The decision of the School Board will be final.

### **APPROPRIATE USE POLICY FOR INTERNET AND OTHER TECHNOLOGY**

Access to technology resources including the Internet will enable students to explore thousands of libraries and databases. The intent of Beth Haven Christian School is to make Internet access available to further educational goals and objectives, but students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources, and opportunities for collaboration, outweigh disadvantages. If a student chooses to violate the technology resource policy, consequences may include:

- Loss of access
- Disciplinary action as determined by administration and teachers
- Legal action when applicable
- Reimbursement for damages and repairs

To that end, Beth Haven Christian School has set the following standards for using school technology resources:

- Students are responsible for good behavior on school computer networks, just as they are in the classroom. Access to network services is given to students who agree to act in a responsible manner. **Parent permission is required, and access is a privilege—not a right.**
- Network files, communications, and all computers may be reviewed to maintain system integrity and ensure that users (students) are employing the system responsibly. Any web sites accessed will be recorded on Beth Haven Christian School's server by user name, location, time of day, and length of visit. Network storage areas may be treated like school lockers; while generally private, they may be opened by administration when deemed necessary. **Users (students) should know that files stored on school servers may be monitored to ensure compliance with Beth Haven Christian School's policy for Technology Resources.**
- During school hours, teachers will guide students toward appropriate Internet resources. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.

**Only software licensed to Beth Haven Christian School through the Technology Department may be loaded on computers.**

**Student users should:**

- Maintain privacy of their individual password
- Scan each diskette for viruses before use in computers

- Notify an adult immediately if materials are encountered which violate rules of appropriate use
- Use computer resources for education purposes, not private business or commercial activities
- Maintain integrity in use of copyright laws
- Only save to the server or diskette, not the local computer. Educational materials are the only files that should be saved on the equipment.

**Student users should not:**

- Trespass into another user’s folders, work, or files
- Use another student’s logon and password
- View, send, or display offensive messages or pictures
- Damage, change settings, or move the computer or network in any way
- Download or install any software, shareware, freeware, or games
- Play non-educational games, on-line or otherwise
- Connect a personally owned computer to the school network.

Parent and student signatures acknowledging acceptance of and compliance with the User Agreement for Technology Resources must be on file in the school office for students to be allowed access to the technology resources at Beth Haven Christian School.

As a user of Beth Haven Christian School’s computer network, each student must agree to comply with its Technology Resource Rules and to access the network in a responsible manner. Should a student choose to violate the technology resource policy, consequences may include:

- Loss of access
- Disciplinary action as determined by administration and teachers
- Legal action when applicable
- Reimbursements for damages and repairs

Please understand that although Beth Haven Christian School will provide adult supervision and Internet filtering to ensure that inappropriate material is not available through the BHCS network, **it is not possible to completely eliminate the possibility of exposure to such materials. Parents are responsible for guiding their child’s Internet use by setting and conveying standards for the student to follow when selecting, sharing, researching, or exploring electronic information and media.**

<b>Personal Technology Use</b>
--------------------------------

The Administration of BHCS expects its student body and parents to uphold Christian values both on and off campus. Accordingly, improper use of technology, whether on or off campus, will be considered a serious offense. The posting of inappropriate material on Internet forums such as Facebook, Instagram, Twitter, or other similar locations will subject the student to disciplinary action, up to and including expulsion or termination. Actions involving the improper use of other technological devices such as “sexting,” improper digital imaging, etc. will be grounds for disciplinary action up to and including dismissal.

Additionally, no individual is authorized to initiate or participate in any so-called “Beth Haven” chat room or other public forum such as Facebook, MySpace, Twitter, or similar location, that has not been officially approved and/or endorsed by the Administration of Beth Haven Christian School. Any use of the school name to title such locations without prior consent of the Administration may be grounds for legal action.

### **TRANSPORTATION POLICIES**

BHCS does not own and maintain its own vehicles. Parents must arrange transportation of their children to and from the school campus. Field trips, athletic events, and other extracurricular activities that require transportation of students are handled in one of two (2) ways:

- Bus rental through Miller Transportation
- Van rental through Budget

All transportation requests and arrangements must go through the Superintendent.

All drivers of vehicles that carry eight (8) or more passengers must possess a Chauffeur’s license (CDL).

An adult representative of BHCS must be in the vehicle at all times whenever BHCS students are being transported.

**At no time, under any circumstances, will a BHCS student transport another BHCS student at the direction of a coach, staff, teacher, or member of administration.**

#### **Accident Reporting**

The school and police will be contacted immediately in the event of a vehicle accident, no matter how minor. Any accident will be reported as soon as possible to our insurance agent. An Accident/Injury report form will be completed by the BHCS-affiliated vehicle driver, and filed with the BHCS school office and the office of the carrier, if applicable. Drivers and chaperones are to use cell phones and radios to contact the school. If necessary, the Superintendent will make a statement to the media. School office personnel will contact all parents of the children involved.

#### **Authority of Driver**

Students and adults transported by bus or van will be under the authority of the driver, and the driver is responsible for the orderly behavior of both students and adults. The driver has the right to stop the vehicle, or to return to BHCS, if the conduct of the passengers is interfering with the safe operation of the vehicle.

### **STUDENT USE OF AUTOMOBILES**

If a student drives to school, the following rules will apply:

1. To ensure campus safety, each student who drives to school must register their vehicle with the school office.
2. Students are to park in the side lot, adjacent to the main front parking lot. Once a vehicle is parked in the morning, a student is not permitted to return to it without permission from the administration.
3. No bumper stickers or window decals from inappropriate groups or radio stations may be displayed on student vehicles parked on campus.
4. Squealing of tires, loud racing of engines, or reckless driving of any type will not be tolerated. Please remember that the BHCS Child Development Center is in session from 6:00 a.m. to 6:00 p.m.; for this reason, there are pedestrians—including very young children—continually walking in the parking lot. **It is imperative that student drivers consider the safety of these pedestrians when operating a vehicle on BHCS property.**
5. Parking tags can be purchased for \$20 and must be hung from the rear-view mirror of vehicle.

Violation of these rules will result in the following:

- On the first offense, the student will receive 5 discipline points and a letter will be sent to their parent(s) or guardian(s).
- A second offense will result in loss of driving privileges for a period of five days.
- A third offense will result in suspension of driving privileges for the remainder of the semester.

### **No Pass/No Drive Policy**

The state of Kentucky requires the following of students who drive to school:

- The student must have passed at least four (4) courses in the immediately preceding semester of school.
- The student must not have accumulated nine (9) or more unexcused absences in the preceding semester of school.

Any student who wishes to apply for a driver's permit, or who already has a driver's license, is required to remain in compliance with this Kentucky State Statute.

### **DRESS CODE**

We at Beth Haven Christian School believe that “modesty is the key” in determining dress standards. **Please bear in mind that students are to be neat, modest, well-groomed, and in designated clothing at ALL times during school hours and at all BHCS events.** Students should also dress modestly when attending activities on the school campus outside of school hours. The administration reserves the right to ask a student to leave and change clothes if they determine the student's dress to be immodest or inappropriate, either at school or at a school

function. Please note that elementary students are not permitted to wear make-up during school hours.

### Shirts

- Red or royal blue polo shirt with BHCS logo must be worn daily.
- must be purchased from a BHCS-approved vendor (Shaheen's on Breckenridge Lane)
- must be loose fitting
- must be tucked in at all times (girls and boys)
- Undershirts, if worn, must be plain, white or heather gray t-shirts with no designs or pictures on them.
- Undershirt sleeves must not hang below shirt sleeves (except long-sleeved undershirts).

### Pants

- must be solid khaki (tan) or navy blue (NOT midnight blue or black!) pants
- may be flat front or pleated
- must be loose fitting and at no time should undergarments or underwear lines be visible
- must be worn at the waist
- must be the correct size in length, with no torn or cut seams.
- **no cargo style, no jean style, no corduroy, no slits or tears**

### Skirts/shorts

- Girls in K4-5<sup>th</sup> grade may wear knee-length jumpers, skirts, or skorts.
- Girls in 6<sup>th</sup> -12<sup>th</sup> grade may wear knee-length skirts. Skirts must be purchased from the official school uniform provider-Shaheens. Skirts must pass the "flamingo test" for length (while kneeling on the floor, the back of the skirt must touch the calf of the leg when the knee is bent in a 90 degree angle.) Solid-color leggings may be worn under skirts during cold weather months.
- Girls and boys in K4-5<sup>th</sup> grade may wear knee-length dress-code shorts during warm-weather months.

### Belts

- Belts must be worn and buckled at all times.
- No oversized or illuminated buckles are allowed.
- No pyramid belts or belts with metal studs are allowed.

### Shoes

- Shoes must be worn at all times.
- Shoes must be a matching set, and shoelaces must be tied.
- Tennis shoes (sport shoes), dress shoes, or oxford-style shoes may be worn.
- **No flip-flops; no house shoes; no clogs**

### Gym clothes

- **Please note that only grades 6 through 9 change clothes for gym;** all elementary students go to P.E. in their regular school uniforms.

- For safety, students in all grades MUST have rubber-soled shoes that strap or tie in order to participate in P.E. Shoes must be worn at all times during P.E. class. Any student with inappropriate footwear will not be allowed to participate for that day and parents will be notified.
- For grades 6 through 9, all P.E. shirts and shorts MUST be purchased through Shaheen's; students are required to wear the Beth Haven screened shirts and shorts.

### Chapel Dress

- All students must wear light-blue oxford-cloth shirts on chapel day.
- Boys must wear a necktie all day.
- Dress-code pants/skirts and belt are to be worn.
- Dress shoes must be worn.
- No additional articles of outerwear (e.g. jackets, sweaters, vests) may be worn over the chapel shirt on chapel day.
- NOTE: Chapel dress may be worn on non-chapel days if desired.

### Cold weather/outerwear

- Coats and jackets may be worn to school, but are not to be worn during the school day (this includes oversized shirts worn as a jacket). **Outerwear garments are to be placed in the student's locker upon arrival at school; they may NOT be carried around with the student during the school day.**
- BHCS uniform-monogrammed crewneck sweatshirts in blue or red may be worn in class (**no hoodies or athletic-issued sweatshirts**).
- **No sweatshirts with logos other than BHCS are permitted.**

### Hair

- Students are to keep their hair neat, well groomed, and in traditional styles.
- Only natural-looking hair dye is allowed (no feather hair extensions or other similar accessories may be worn).
- Designs, names, lines cut into the hair are not permitted.
- Boys are to keep their hair moderate in length and style; no braiding of the hair will be permitted. Length in front should not hamper the vision (eyebrow length); on the sides, it should not cover the top of the ear; in the back, it should be no longer than the top of the collar (shirt in button down position).
- Boys are to be clean shaven (NO facial hair, which includes beards, mustaches and goatees) with sideburns no longer than the bottom of the ear.
- The Administration reserves the right to determine the appropriateness of hair styles.

### Jewelry/body piercing/tattoos

- Extreme jewelry (boys and girls) which may pose a distraction to other students will not be permitted.
- **Earrings:** Girls may wear no more than two pairs of earrings (no gauges allowed). **Boys may NOT wear earrings on campus or to any school-related function**, including (but

not limited to) class trips, banquets, games, ring ceremony, graduation practice, or graduation.

- All other body piercing is prohibited; should a member of BHCS administration or faculty/staff observe any other piercings, the student will be subject to disciplinary action.
- The appropriateness of jewelry will be determined by the Administration.
- BHCS does not condone tattoos on students. Students with tattoos obtained prior to enrollment at BHCS must keep them covered at all times when attending school and school-related events. Any student who obtains a tattoo after becoming a student at BHCS will be eligible for expulsion.

Students must come to and leave school campus in their uniform dress. The only exception to this rule would be students who are going directly to a BHCS team practice or game, or to another activity being chaperoned by school personnel.

After-school activity wear should also be neat and modest. Shorts should be no more than 4 inches above the top of the knee (no cheerleading-style “short shorts” are allowed).

### **Dress for Formal Wear/Dress-Up Days**

All clothes should be modest (in price and design), reflecting Christian values. The following guidelines should be followed for such events as concerts, banquets, or evening awards ceremonies:

#### Girls

Gowns, blouses, and dresses must have at least a spaghetti strap (no strapless gowns, dresses, or tops). The back of the dress, gown, or blouse should be no lower than 6 to 8 inches from the top of the shoulder, and the front should be modest, showing no cleavage. The length of the skirt, dress, or gown should be tea-length or longer, with slits no higher than 2 inches above the top of the knee. Dress pants are acceptable. Dress shoes or dress sandals may be worn. Tennis shoes and boots are not permitted. Please note that all girls must have their dresses approved at the office two (2) weeks prior to the event. If alterations are required, the dress must be re-approved one (1) week prior to the event.

#### Boys

Suits, tuxedos, blazers, and dress slacks (no corduroys, khakis, or denim) should be worn. Ties, socks, and belts are also mandatory accessories. Dress shoes must be worn. Tennis shoes, dock shoes, and boots are not permitted.

### **Dress for Graduation Ceremony**

All graduating seniors, as well as anyone else involved in the High School Graduation Ceremony, must wear appropriate attire for the ceremony. Specifically, girls are to wear dresses (knee-length or longer) or dress slacks with dress shoes, and boys are to wear dress slacks, shirt, and tie, with dress shoes.

## **Dress-Down Days**

Dress-down days may be announced occasionally, at the discretion of the Administration. Students will be notified well in advance of any upcoming dress-down days, as well as the appropriate attire permitted on these days.

## **MEDICAL/HEALTH GUIDELINES**

### **Medication**

No medications are to be in a student's possession at any time during school hours. All medications must be dispensed through the school office. An instruction/permission form must accompany each container of prescription or over-the-counter medication (including headache or allergy pills) to be dispensed to a student. The necessary form may be obtained from the school office. No medicine will be dispensed without this form on file.

### **Illness**

If a student becomes ill at any time during the school day, he or she may obtain a pass from their teacher and report to the school office to be evaluated. If a short rest (no longer than 15 minutes) does not prove to be sufficient to continue the school day, parents will be contacted and arrangements will be made for the student to go home. If this procedure is not followed and the student leaves without checking out, the student will be issued discipline points and may be suspended. **STUDENTS WILL NOT BE PERMITTED TO WALK HOME.**

Please note that *if a student is sent home from school with a temperature of 100 degrees or higher, he/she will not be admitted to class the following school day.* A student must be free of fever, without the aid of Tylenol or similar medications, for 24 hours before returning to school.

### **Students Diagnosed with Infectious Diseases**

#### **1. Introduction**

- Death and disease in this life are results of man's fall in the Garden of Eden (1 Corinthians 15:21, Romans 5:12-14).
- The earth remains under the curse of God and will remain so until the Savior sees fit to bring forth a new earth (Genesis 3:17-18; 2 Peter 3:7-8).
- In consequence, we as Christians must learn to live in a wicked, cursed world.
- Our responsibilities are to be salt and light and to approach life and its problems with wisdom, discernment, and Biblical insight (Matthew 5:13-17; 28:19-20).
- We recommend the following policy for students diagnosed with any infectious disease, including but not limited to students with Hepatitis Type B, Tuberculosis,

Meningitis, HTLV-III/LAV, or those who test positive for the presence of antibodies to the AIDS virus.

## **2. Following Civil Guidelines—Romans 13:1-6**

- Current medical information published by the U.S. Centers for Disease Control and Prevention indicates that the human T-Lymphotropic virus type (III/lymphadenopathy-associated virus) is believed to be the agent causing Acquired Immuno-Deficiency Syndrome (AIDS) in humans. The policies presented below apply to students known to be infected with (HTLLV-III/LAV), or who test positive for the presence of antibodies to the AIDS virus. Similarly, these policies apply to students infected with other public-health-office reportable diseases including but not limited to Tuberculosis, Meningitis, Hepatitis B, or sexually transmitted diseases.
- These policies are based largely on the guidelines and recommendations published by the Centers for Disease Control and Prevention (CDCP). The CDCP developed these guidelines after consultation with various organizations representing public health officials, educators, and concerned parents.
- A representative of the school or a school administrator should receive general training about the following:
  1. the nature of the infectious disease and means of controlling its spread;
  2. the role of the school in providing education to prevent transmission of infectious disease;
  3. methods and materials to accomplish effective programs of school and health education about infectious diseases; and
  4. School policies for students and staff who may be infected.
- All school personnel, especially those who teach health, periodically should receive continuing education about these diseases to assure that they have the most current information available.

## **3. Admission or Continued Enrollment of Students with Infectious Diseases**

- God deals with each of us individually (1 Corinthians 15:10); therefore, each admitting case will be on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagion, as well as the behavior, neurological development, and physical condition of the student.
- Because we have a responsibility to protect all God's children (Acts 20:28-31), the expected type of interaction with others in the school environment and the possibility of contagion will likewise be considered in this decision.
- A student known to be infected shall not be admitted to or permitted continued enrollment in the school, except upon the unanimous approval of a screening committee composed at least of the student's physician, a public health expert or consultant chosen by the school administrator, the school administrator, and, if appropriate, the student's pastor. If no agreement is reached by the screening committee, the matter should be referred to the School Board for further

consideration and a decision after consultation with appropriate medical experts and the child's parents.

- For those infectious diseases for which there is no cure, the parents or guardians of the student who has been permitted to attend school are responsible for securing quarterly medical examinations determined by the school administrator, as to permit a reliable assessment of any change in their child's condition which might affect the contagion. Parents or guardians must authorize the release of the results of these evaluations to the appropriate administrator. Their failure to secure such medical evaluation or the failure to authorize the release of the results will jeopardize the child's continued enrollment. A student previously excluded from school may be admitted or readmitted, pursuant to re-evaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.

#### **4. Placement**

- First consideration should be given to placing the infected student in the regular educational setting, consistent with the appropriate precautions to avoid infecting others, or becoming infected with other diseases transmitted by fellow students or others connected with the school.
- An infected student unable to attend classes as determined by the screening committee, supported by appropriate data and rationale, shall be recommended by the school administrator to secure alternative instruction. Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law.

#### **5. Education about Infectious Diseases**

- Any education about infectious diseases must be presented consistent with Beth Haven Christian School Board policies and corporate philosophy.
- Programs must encourage young people to abstain from fornication, i.e. sexual intercourse outside of marriage; defrauding; or homosexual contacts (1 Thessalonians 4:3-6).
- Students should be encouraged not to use illicit drugs.
- Students should be informed of the available facts on contracting infectious disease.
- All persons with infectious disease deserve our compassion (Galatians 6:9-10).
  1. Students should be reminded of the possibility for some people to contract infectious diseases through no fault of their own (blood transfusions, birth, etc.).
  2. Those who have contracted infectious diseases through sinful acts should not be cast away if their lifestyles now reflect a changed heart. All believers may still carry scars from their lives before becoming a new creature in Christ (2 Corinthians 5:17).
  3. Our desire is that God would use these circumstances to bring a non-believer to a knowledge of Jesus Christ (2 Peter 3:9).

Upon having any of the following diseases, a child must obtain written consent from a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

1. Chicken Pox
2. Measles
3. Mumps
4. Pneumonia
5. Whooping Cough
6. Pinworms
7. Scabies
8. Ringworm
9. Impetigo
10. Pink Eye

### **Head Lice Policy**

Should the presence of head lice be suspected or observed in a student, that student will be immediately removed from the classroom. His/her hair will be inspected carefully; should head lice be present, the parent will be notified to pick up the student right away. All members of the student's classroom will then individually have their hair checked by BHCS staff, to make sure the lice have not spread to other children. Any children who are found to have lice present will be sent home. Additionally, should a case of head lice be confirmed in a classroom, a letter will be sent home with all students in that classroom, letting the parents know of the incident.

**A student who has been sent home due to head lice will NOT be re-admitted to his/her classroom until inspection by an appropriate BHCS staff member shows the student to be free of any further sign of head lice.**

### **Health Requirements**

It is a state requirement to have immunization records on each child; therefore, an immunization record on your child is required for enrollment (KRS 158.035 and 214.034). Immunization forms will need to be completed by your child's doctor.

The required items at the time of enrollment are:

1. Your child's original immunization certificate(s)
2. Physicals for all students entering Kindergarten and 6<sup>th</sup> grade and for those entering school for the first time.
3. A copy of the student's birth certificate

### **VISITORS ON CAMPUS**

### **Parental Involvement Encouraged**

Experience has shown us that children whose parents get directly involved in their child's school and educational process are much more likely to reach their full potential. We appreciate and encourage parental involvement.\* Some suggested ways of doing this are:

- Eating lunch with your child in our cafeteria. Parents are also allowed to take their child off campus for lunch two times per year (please notify the office one day in advance).
- Attending all "open house" and parent-teacher functions.
- Chaperoning field trips.

\***PLEASE NOTE:** a background check must be performed each school year for any parent or other adult who wishes to attend a school field trip or chaperone a class party or other school-sponsored event. Background check forms are available in the school office and must be submitted no less than two (2) weeks prior to the event the adult wishes to attend. Each background check requires a \$20.00 fee to cover the charge made by the Kentucky CourtNet system for an online background check.

### Closed Campus

Beth Haven Christian School operates on a "closed campus" policy. This means that attendance at school is required from 8:00 a.m. until the scheduled dismissal time. ***All students not picked up by 3:10 p.m. must report to the extended care area.***

Our facility is protected by automatic electronic locks. If you arrive after the locks have been activated, you must use the call button to be admitted to the building.

All parents are welcome in the school building; however, when you visit, please come by the office first to sign in and receive a visitor's pass. We ask that you not go directly to your child's classroom. Lunches, homework, books, and other items may be left in the school office to be delivered to your child. If you want your child to stay after school or meet you at a different time, please call the office, and these arrangements will be made promptly.

Students may bring visitors to school on the following conditions:

- Only prospective students who have inquired at the office previously may visit during the school day.
- Permission must be secured from the administration at least one day in advance of the visit.
- The visitor must be brought to the office upon arrival to receive a visitor's pass before visiting a classroom or the cafeteria. This pass should be displayed the entire time the visitor is on campus.
- Each visitor must abide by all school rules concerning conduct and dress.
- Visitors will not be permitted during exam days or holiday party days for the middle and high school, or on the day immediately before or after a scheduled BHCS break.

### Other Guidelines for Visitors

No visitor or outsider may speak or perform at any program unless prior permission is secured from the Administration. This includes guest speakers and lecturers in the classroom. No student

may use the name of the school on any radio or TV program or any other publication without prior authorization from the school Administration.

## MISCELLANEOUS POLICIES

### **Care of Property**

The facilities of Beth Haven Christian School are considered to be God’s property. Respect for the appearance and care of our school is a part of our Christian testimony. Writing on desks or tables, carving or otherwise defacing property, eating in restricted areas, throwing things, littering, etc. are not permitted. Willful damage to, or destruction of, school property will not be tolerated. **All damage must be paid for by the one causing the damage, whether willful or accidental.** All students are expected to report immediately to a teacher or school office representative any damaged furniture or other school property.

### **Lockers**

Each student in grades 9-12 will be assigned a locker number at the beginning of the year. Students must furnish their own locks. Students are expected to keep their lockers clean (no stickers or inappropriate photographs/posters), and locked at all times. Due to fire codes, no items can be stored on top of lockers at any time. The administration reserves the right to search any locker, car, or backpack at any time. **Please note that BHCS will not be held liable in any way for items stolen from an unlocked locker.**

### **Lunch**

The lunch program is a service to the students; however, the school will not tolerate any misconduct or “horseplay” in the lunchroom. **No drinks,\* gum, snacks, candy, or food is permitted in the classrooms, except with prior approval by the Administration.** Teachers will seek to uphold and teach proper manners during the lunch period. Students are to enter the lunchroom in an orderly fashion. No cutting in line will be allowed. Elementary students will sit with their classroom teacher. **At dismissal time, each teacher will be responsible to see that his or her lunch area is clean; no student will be dismissed until the teacher inspects the area and finds it satisfactory.**

Parents and students will be notified of lunchroom prices and menus. Students should either bring a lunch from home or have money with which to buy their lunch tickets each day (lunch cards and/or tickets may be purchased at the lunchroom in advance). **Please note that the lunches at BHCS are provided by a private contractor, not by the school itself. It is**

essential that students arrive each day with a lunch brought from home, or with the funds they need to purchase lunch from the contractor (please do not make checks payable to BHCS).

**\*Please note that students are permitted to have plain bottled water in the classroom; however, should this privilege be abused, it may be revoked at any time as deemed appropriate by the administration.**

### Solicitations

Solicitation is forbidden at Beth Haven Christian School **without permission from the administration**. This includes the selling of tickets, candy, etc., and the distribution of political material or the circulation of petitions.

### Conduct at Sporting Events

Students and parents are expected to observe the following guidelines during sporting events:

1. Show respect for both schools.
2. Derogatory remarks should never be “yelled” to opposing players, coaches, spectators, or the officials.
3. Christian conduct from our fans is important to the testimony of BHCS.
4. The cheerleading squads are worthy of the fans’ attention and support.
5. Our students and fans as players and spectators should be examples of the believers (1 Timothy 4:12).

### Articles Prohibited

Please recall that the following articles are not permitted at BHCS: tobacco products in any form; alcoholic beverages; any narcotics or other drugs; dice; playing cards; knives; guns; fireworks or explosives of any kind; water pistols; radios; voice recorders, without prior consent; inappropriate books or magazines; personal listening devices for music; chains on wallets; and laser pointers are not permitted on school property. Any student caught with a prohibited article will have it confiscated immediately by the teacher or administrator. **Chewing gum is NOT ALLOWED. Discipline points and a \$10.00 fine will be assessed to any student chewing gum during the school day in any of the school buildings.**

### Athletics

Beth Haven Christian School maintains an active interscholastic sports program, competing in basketball, baseball, fast-pitch softball, volleyball, cheerleading, and golf. BHCS is a member of the Kentucky High School Athletic Association (KHSAA). The size of BHCS gives our students a unique opportunity: any student who wishes to participate in any extracurricular activity can do so, if they are willing to abide by all the rules of the particular activity and they meet academic requirements. BHCS does not hold tryouts for its athletic programs. All sports participants (K4-

12) must have a sports physical from a licensed medical facility before they can practice or play on any BHCS sports team.

All students who participate in Middle School or High School athletics at BHCS must meet the following academic standards (these requirements are in addition to any KHSAA eligibility restrictions which may periodically change at the discretion of KHSAA):

1. Varsity athletes must be at their proper grade level and on track to graduate on the first day of the school year. This includes having made up and received credit for any course/credit deficiencies for the previous year. If a student is ineligible at the beginning of school, he/she will remain ineligible for the entire first semester of school. In addition to any KHSAA eligibility restrictions, which may change at their discretion, BHCS adds the following academic requirements.
2. Grades will be checked on a weekly basis. To remain eligible, student athletes must maintain a minimum 2.0 grade-point average, with no F's, cumulative for the year. If a student is failing a course, he/she has one school week before being declared ineligible, providing he/she is passing at least four classes. Ineligibility means that the student cannot practice or play until grades are passing.
3. A student athlete must be in school the full day of the activity in order to participate either in practice or in a game after school; exceptions to this policy may be made on occasion by the Administration on a case-by-case basis.
4. If a student is suspended from school for any reason—including cheating or plagiarism—he/she will not be permitted to participate in or attend practices or games until the suspension period is over.

### **Field Trips**

Field trips are taken at various times during the school year to places of educational interest. The Kentuckiana area abounds with places of special interest and educational benefit. Students are required to maintain the same level of self-discipline away from school as is required at school. Regular school dress code is required for all field trips unless otherwise specified. No student will be permitted to go on a field trip without the properly signed permission slip. **No permission may be given over the phone—no exceptions! Additionally, no student who has accumulated more than twenty (20) discipline points will be permitted to participate in any field trip, including 8<sup>th</sup> grade trip and senior trip.**

### **School-Sponsored Events**

As stated in the Student Conduct section, students are expected to refrain from the use of tobacco in any form, drinking alcoholic beverages, gambling, immodesty, inappropriate dancing, premarital sexual activity, pornography, etc. both at and away from school. These regulations will be strictly enforced by BHCS faculty/staff chaperones at all school-sponsored events, including but not limited to Homecoming, Junior/Senior Banquet, and graduation.

**Any student participating in a school-sponsored event will be required to have their clothing for the event approved by the administration at least two (2) weeks prior to the**

**event** (please refer to the Dress Code section of this handbook for acceptable attire for these events). *The clothing-check policy applies to any student attending a BHCS function, whether or not the student attends BHCS.*

**For all private, school-sponsored functions, where the Administration permits guests, rules and regulations apply both for students and their guests. (This includes dress regulations.) Only students who are currently in high school may attend a BHCS-sponsored event (such as Valentine Banquet, Jr./Sr. Banquet, etc.) Also, any guest student who is 18 years of age or older must have a background check, and all guest students must have a form filled out by their school principal stating that they are in good standing at the school they attend.**

The administration of BHCS forbids any person or group of persons to set up unauthorized activities in connection with any school-sponsored event. Neither the school nor any of its employees will be held responsible for occurrences at any party or social function that is not officially approved or sponsored by the school.

### **Parent Chaperones**

There are times throughout the school year when parents may be asked to serve as chaperones, class volunteers, coaches, or club sponsors. **A current background check form must be on file at the school before any adult will be permitted to chaperone a field trip or serve in any other volunteer capacity at the school.** Also, the administration asks that parents follow the same guidelines for dress and conduct as are required of the students. Please see the receptionist at the welcome center for a background check form.

### **Sexual Harrassment Policy**

Beth Haven Christian School seeks to treat every individual with sensitivity and respect. The school encourages consideration of others and will not tolerate harassment of individuals. The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work, and learn. The individual must be able to pursue his or her academic program without fear of intimidation, humiliation, or degradation from the unwelcome and unacceptable behavior of another.

Sexual harassment is a violation of the anti-discrimination laws. It is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when: 1) such conduct has a purpose or effect of unreasonably interfering with an individual's work performance, or 2) such conduct has the purpose or effect of creating a hostile, intimidating, or offensive work environment.

Reporting Procedures: any alleged violation of the Harassment Policy should be reported immediately. Grievances should be reported to the Superintendent of the school.

### **Complaint or Problem Procedures**

During the course of the school year, occasional misunderstandings or problems may arise between a teacher and a student, a teacher and a parent, or a parent and the administration. This is often the result of a lack of communication among those involved.

The school's policy for dealing with these situations is mentioned below. This policy is consistent with the teachings found in Matthew 18:

“ . . . If thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglects to hear the church, let him be unto thee as an heathen man and a publican. Verily I say unto you, Whatsoever ye shall bind on earth shall be bound in heaven; and whatsoever ye shall loose on earth shall be loosed in heaven. Again I say unto you, That if two of you shall agree on earth as touching any thing that they shall ask, it shall be done for them of my Father which is in heaven. For where two or three are gathered together in my name, there am I in the midst of them”  
Matthew 18:15-20.

1. All questions, problems, or complaints should first be brought directly to the teacher or coach before anyone else is involved.
2. If the situation is not cleared up at this level through direct interaction, it should then be brought to the Division Principal. The teacher or coach will be included in this meeting.

After each of the above steps has been taken, the problem may be brought before the School Board of Beth Haven Christian School through written appeal from the parent. It will be placed on the agenda to be reviewed by the entire Board at its next meeting. The BHCS School Board is the final level of appeal. Parents are expected to agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, rumor mongering, and spreading of hearsay reports. The good reputations of other persons and of the school are to be protected and promoted.

Please bear in mind that if any student is found to be involved in actions not in the spirit of the rules of BHCS, the Administration reserves the right to dismiss that student from the school.

This handbook shall serve to remind students and parents what is expected of them throughout their time at BHCS. We recommend that parents and students review this handbook together periodically, so that they may remain aware of the requirements.

Please note that the Administration reserves the right to make adjustments to the rules, regulations, and policies in the Student/Parent Handbook as deemed necessary throughout the course of the year.