

**BETH HAVEN  
CHRISTIAN SCHOOL  
PARENT-STUDENT  
HANDBOOK 2023-2024**

Academic Information .....	14-20
Academic Probation .....	17
Achievement Testing .....	19
Admission Requirements .....	11-12
Athletic/Extracurricular Activities Policies .....	55-56
Attendance Policies .....	23-26
Automobile Use Policies .....	53-54
Bullying Policy .....	37
Cell Phone/Telephone Usage .....	21-22
Chapel/Spiritual Life .....	10
Cheating/Plagiarism Policy .....	38
Christian Service Outreach .....	11
Complaint/Problem Procedures .....	60
Curriculum .....	14
Detention .....	42
Discipline Policies .....	40-42
Dress Code Policy .....	28-32
Drug/Alcohol Policy .....	39
Expected Student Outcomes .....	9
Extended Care .....	27
Field Trips .....	58
Financial Information .....	12-13
Grading System .....	16
Graduation Requirements .....	19
Head Lice Policy .....	48
Health Requirements .....	49
Homework Policy .....	15
Honor Roll .....	16
Internet/Technology Use Policy .....	49-52
Insubordination .....	42
Lockers .....	57
Lunch Program .....	57
Make-up Work .....	15
Medical/Health Guidelines .....	44-48
Mission Statement .....	3
Moral Conduct Policy .....	35
Music/Media Policy .....	35
No Pass/No Drive Policy .....	54
Nondiscriminatory Policy .....	11
Parent Chaperones .....	59
Parent-Teacher Conferences .....	21
Personal Technology Use.....	34
Philosophy Statement .....	4
Prohibited Articles .....	58
Re-Enrollment .....	13
Re-Interview Process .....	42

Remediation Procedures .....	18-19
Report Cards .....	17
School History .....	3
School-Sponsored Events .....	58
Sexual Harassment Policy .....	59
Solicitations .....	58
Snow Days .....	56
Special Learning Needs .....	14
Statement of Faith .....	6
Suspension .....	41
Teacher Qualifications .....	10
Textbooks .....	14
Transportation Policies .....	53
Truancy Policy .....	25
UPS School-to-Work Program .....	19
Visitors on Campus .....	43
Website .....	20
Withdrawal Students .....	13

## Introduction

### **Beth Haven Christian School**

Founded	1971
Mission Statement	To cultivate 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.”
Mascot	Bearcat
Colors	Scarlet and white
Accreditation	American Association of Christian Schools (AACCS). 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), 3:05 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.

## Mission Statement

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

## 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 develop 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.

## 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. Christ-Centered:** 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 existing 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 premillennial 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.

## 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 illuminate 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 reinforced 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 Stormer, 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.
8. Attendance at or employment with Beth Haven Christian School is a privilege not a right and with it come certain obligations as well. In light of this fact and current social turmoil, we believe it necessary to clarify the Official position of the school on certain matters.

It is the position and belief of Beth Haven Christian School that every human is created equal and that all lives are equally important to God. John 3:16 tells us that “for God so loved the world that he sent his only begotten Son, That WHOSOEVER believeth in him should not perish, but have everlasting life.” Further, Leviticus 19:18 tells us “Thou shall not avenge, nor bear any grudge against the children of thy people, but thou shall love thy neighbor as thyself: I am the LORD.” And Act 17:26 read” <sup>And</sup> (God) hath made of one blood all nations of men for to dwell on all the face of the earth, and hath determined the times before appointed, and the bounds of their habitation. Accordingly Beth Haven does not support and will not tolerate staff, students, volunteers or any other persons associated with Beth Haven Christian School to use the name of the School or take any position that might indicates that Beth Haven Christian School in any way supports any organization that promotes one group of people over another.

While acknowledging that all human institutions are flawed due to the curse of sin brought into the world by Adam’s fall in the Garden of Eden, Beth Haven Christian School has historically fully supported the United States of America and the traditional Judeo-Christian values upon which it is founded.

**Romans 13:1, KJV:** "Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God."

**I Peter 2, KJV:**

<sup>13</sup> Submit yourselves to every ordinance of man for the Lord's sake: whether it be to the king, as supreme;

<sup>14</sup> Or unto governors, as unto them that are sent by him for the punishment of evildoers, and for the praise of them that do well.

<sup>15</sup> For so is the will of God, that with well doing ye may put to silence the ignorance of foolish men:

Accordingly, each day, all classes will stand, salute the Bible, Christian Flag and American Flag as we recite the pledges to all three.

Beth Haven will play the National Anthem and will pray at the beginning of each “home game” of all athletic events. All Students Athletes and Coaches will be REQUIRED TO STAND AT ATTENTION WITH THEIR RIGHT HAND OVER THEIR HEART

DURING THE PLAYING OF THE NATIONAL ANTHEM. When applicable, this requirement will be enforced at all away contests as well. Failure to comply with these guidelines shall result in immediate dismissal from participation in all extracurricular activities and may be grounds for termination of status as a Beth Haven student or staff member as well.

### **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 and critical thinking disciplines preparing them for college or career.
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.

## **Faculty and Staff**

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 American Association of Christian Schools (AACS). Above all other learning objectives, our teachers follow the mission of BHCS: Beth Haven Christian School, in partnership with families, exists to cultivate Christian leaders who seek to impact their world for the Lord Jesus Christ through academic excellence and spiritual development.

The following is a list of qualifications that each faculty member must possess:

- Every faculty and staff member professes Jesus Christ as her/his personal Savior and be an active member in an evangelical protestant church.
- At minimum, each member of the faculty must hold a Bachelor’s Degree
- Each member of the faculty meets the certification standards set forth by the American Association of Christian Schools (AACS).
- All faculty members teach in their major area of preparation.

## **SPIRITUAL LIFE**

### **Chapel/ Worship**

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. Chapel attendance is not an elective activity; it constitutes a portion of the student’s grade in Bible class. Every student is expected to bring to chapel his or her Bible, a notebook, and something to write with. High school students are also able to volunteer to lead in chapel music, and encourage an atmosphere of worship in our student body. 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, pledges and prayer time are held corporately. 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.

## **Class Officers**

The 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. 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.

## **Christian Service Outreach**

Christian service outreach opportunities give our teachers and students a chance to serve and minister in our local community. Each school year, we organize a school-wide events with many opportunities for teachers, students and families to participate in service around our community. These events can be found on the main event calendar, in the student information system, or in the school office. Students are also highly encouraged to get involved in and assist with various ministries within their local churches and around our community.

## **ACADEMIC LIFE**

### **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.

### **Admission Requirements**

New students are tentatively accepted at Beth Haven Christian School after all application materials and pre-admission testing results have been received. K-5 students must be 5 years old by August 1st. 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 the first grading 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 Handbook Agreement as a statement of commitment to follow the guidelines. 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, 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.

### Financial Information

Beth Haven Christian School is operational budget is dependent on tuition dollars received. Tuition payments and related fees are to be paid when due and are non-refundable.

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 end of May—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 the 20<sup>th</sup> of each month. If a payment is late, it will be subject to a 33% late charge. FACTS can process the payment through your checking account, a savings account, or MasterCard or Visa. PLEASE NOTE: The FACTS program is a 12-month payment plan which runs from June through May.

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

Should a payment become **31 days past due**, the student will be prohibited from attending school until satisfactory payment arrangements have been made. If the file is sent to our attorney for collection, it is understood and agreed that the student and or the student's parents will be responsible for the full amount of the tuition as well as the full amount of the attorney fees, all court costs, etc. Any past due account will be reported to the appropriate Consumer Reporting Agencies, Credit Bureau, etc.

If there are extenuating circumstances (loss of job, sickness, health crisis, etc) that prevent paying the payments due and/or on time, the responsible party must contact the Business Office to explain the situation and to make mutually satisfactory arrangements. All requested payment abatement arrangements are subject to the approval and at the sole discretion of the School Board.

Student records will not be released and no credit for a student's work can be earned unless all financial obligations are met.

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 a Senior student not receiving a diploma and/or being unable to participate in the graduation ceremony.**

## 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. Should unforeseen circumstances occur which would require non-traditional instruction, tuition obligations are still expected to be met as long as Beth Haven Christian School is still able to provide instruction and assessment no matter by what means.

Each refund request will be reviewed on an individual basis by the school administration and the board of directors. Withdrawals are subject to the following obligations:

- After June 1 - one month's tuition
- After July 1 - two months' tuition
- After August 1 - three months' tuition
- After school start date - full year's tuition

*All fees are non-refundable.*

## Withdrawal/Dismissals

Withdrawals or dismissals from school must be conducted in person through the school office and the business office by filling out and signing a withdrawal form. Lockers must be cleaned out and textbooks returned to the school office when students withdraw or are dismissed from school. Transcripts/records will not be released until all financial obligations have been met.

## 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 will need to complete the re-enrollment process online via the FACTS Family Portal. 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 verified by a parent/guardian by the end of May 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.**

## **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, providing documentation by a medical professional and or an educational specialist is provided; determination of acceptance of students with learning differences will be made on a case-by-case basis by the administration.

## **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 a biblical worldview. All grades (K-12) operate on a traditional 5-day class schedule.

### **Textbooks**

Teachers will assign textbooks to students by number and will record the condition of the books when they are issued. 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. That fact notwithstanding, BHCS Administration does approve teachers and students incorporating the New King James Version and English Standard Version of the Bible along with the KJV when teaching and/or studying.

## 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. Please note that studying for a test is *not* considered homework. This policy also does not apply to previously assigned projects.**

## 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 missing assignments from the teacher.**

**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 make arrangements to complete the test or quiz within two days of his/her return. All tests and quizzes are required to be made up. ***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.** Parents should request make-up work from the teacher directly via email by 7:30 a.m., and work should be ready for pick-up at the office by the end of the school day, giving the teacher time to prepare the work. Please be aware that if a student is placed on at-home suspension, he/she will NOT be permitted to make up work or quizzes/tests missed on the day of suspension; all work will receive a grade of "0" for the day(s) missed by the student due to suspension.



## Late Work

Beth Haven Christian School follows a zero tolerance policy on regarding late work in the high school. Any work submitted past the assigned deadline will be given a grade of zero. If absent, students will be allowed one school day for each day missed to make up their work without penalty.

The middle school will adhere to the following policy:

- Each student will be permitted three (3) late assignments per class per grading period.
- These assignments will have one letter grade deducted for up to three (3) days.
- On the fourth day, the grade will be recorded as a zero. All subsequent missing assignments will be recorded as a zero.

## Grading System

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

<b>Numeric Grade</b>	<b>Letter Grade</b>	<b>Quality Points</b>
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Below 60	F	0.0

\*High school students enrolled in 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.

Some courses utilize the O, S, N, U grading scale as outlined below. These courses do not carry quality points and are not reflected in a student's GPA with the exception of Kindergarten which utilizes a standard based grading system.

O	Outstanding	Exceptional
S	Satisfactory	Meets expectations
N	Needs Improvement	Needs improvement
U	Unsatisfactory	Does not meet expectations

## 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.

## 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 student information system on a weekly basis, so that there will be no unpleasant surprises when their student's quarterly report card is issued.** Report cards will be released via the student information system following the end of each grading period; please note these dates and to watch for your student's grade report so that you will be aware of any areas that may need attention.

## 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 ensure that our high standards are met or exceeded.

**All new students and any student whose grade-point average falls below 2.0 will be placed on academic probation for one grading period. The student will still be allowed to participate in extracurricular activities, however, the student is strongly encouraged to seek academic support services either from a Beth Haven teacher and/or an outside source. If the grade-point average does not meet or exceed the required 2.0 at the end of the next grading period, the student may NOT be allowed to participate in extracurricular activities during the following 9-week grading period. If this occurs, additional remediation will be required, or the student may not be allowed to continue attendance at BHCS.**

We ask that parents closely monitor their student's grades via the student information system on a weekly basis; 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.

## Help Classes

Every teacher will set aside a 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.

Should additional help be required, after-school tutoring is available at the request of the parent or recommendation of the teacher. If necessary, parents should make arrangements with the appropriate BHCS staff member to discuss tutoring availability and fees.

## Remediation/ Promotion Procedures

### Elementary

- 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 request of the parent in conjunction with input by the administration or as deemed necessary by the administration based upon academic evidence.

### Middle School

- If a student in grades 6 through 8 receives a yearly average (all 4 grading periods averaged together) between 50 and 59 in Bible, math, science, history, or English, he/she must receive 12 hours of individual tutoring from an approved teacher or academic support organization for this course in order to pass to the next grade level. A yearly average lower than 50 will require 20 hours 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 required to complete remediation will begin the next school year on academic probation.
- 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 must attend a summer school session conducted by a BHCS approved provider to receive credit for this course. **Please note that Jefferson County Summer School courses will only be utilized when BHCS services are not available for the requirement.** 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 take a different elective class the following school year.
- BHCS summer school sessions will begin during the month of June. **Each course will require a fee of \$350 per semester 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, no refunds will be given.
- Please note that students must wear school dress code clothing 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-four (24) 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 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.

### **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 Iowa Achievement Test is a nationally normed referenced test with a high degree of validity and reliability.

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

To graduate from Beth Haven Christian School, a student must have earned a minimum of twenty-four (24) credits along with other criteria which fulfill the requirements of the Kentucky State Department of Education’s Pre-College Curriculum, which includes 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 follow the Lord’s guidance when determining their future plans.

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. Extenuating circumstances will be considered by the administration on a case by case basis.

### **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; those 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 two course credits through JCTC (high school and college), free of charge.

## Dual Credit

Dual credit courses through JCTC may be taken by juniors or seniors with a GPA of 3.0 or above. Students may take only two dual credit courses during the school year. For online dual credit courses, students will not be allowed to work on college courses during the school. Students **may not** bring any outside electronic devices to school to work. Students electing to attend in-person courses at JCTC must do so only if it will not interfere with their Beth Haven class schedule. Students will not be permitted to leave school for a dual credit class and then return to school. Students will be placed in the regularly scheduled Beth Haven course for which they are opting to replace with a dual credit course, but will not complete the Beth Haven course work. The course will be treated as a study hall where the students can focus on keeping up with their non-dual credit courses. Election to take dual-credit courses does not change tuition due to BHCS.

## CAMPUS LIFE

### 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 physical or email address or telephone numbers are submitted to the school office in a timely manner by way of student information change form. 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 the student information system, is available directly from the school's website. **The student information system enables parents and students check grades, discipline, and attendance at any time of the day or night;** we strongly encourage parents to check the student information system 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 communication to their teachers via their email address, which can be found in the staff directory.

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 conferences are encouraged throughout the school year. 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 the school office or email your child's teacher to schedule a either an in-person or phone conference. Appointments should be scheduled after the school instructional day, however, should the need arise for another time, teachers are always willing to try and accommodate your schedule. Parent-teacher conferences are highly suggested for any student with a 2.5 or lower grade-point average on her/his report card or for students who have multiple missing assignments throughout the grading period and/or are failing a course.

Please remember, if you desire to speak with your child's teacher, please call the school office or email during school hours. ***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 during lunch to use the telephone. Forgetting one's homework or assigned project or paper is not considered a genuine need. Students must learn to be **responsible** in preparing for their school day.

## Cell Phone/ Electronic Device Policy

All cell phones and apple watches, etc. and any other communication or electronic devices must be turned in to homeroom teachers before the beginning of homeroom each day, to be returned to students at the end of the school day.

**Personal laptops/tablets/ipads etc. should not be brought to school.** 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. Students should turn off their phones when leaving the morning arrival area and not turn them back on until they have left the building (unless approved by the Administration for special activities or events).

Such devices may not be accessible by students ('on students', in backpacks, in lockers, etc.). Failure to turn-in devices to homeroom teachers will be considered a form of lying on the part of the student. As such, discovered use of devices during school hours, either through observation or implication via online presence, will result in consequences for both violations simultaneous as listed in the handbook.

***If a phone or other electronic device is discovered 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 students to bring cellphones to school, they must bear in mind that BHCS will not be held liable for cell phones.***

***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 until the end of the school day and detention will be assigned by the administration. A parent may pick up the confiscated device at the end of the school day.

**2<sup>nd</sup> offense:** Same actions as outline above in first offense, and an administrative conference will be held with the student's parents.

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

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

## 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. In the event that a trip is unavoidable, the student must obtain, complete, and turn in any work no later than the day they return from the absence. However, we strongly recommend that students are not absent during the last week of a grading period and/or finals week.** 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. **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.**

**School hours are from 8:00 am to 3:05 pm Elementary students will begin dismissal at 2:50 pm; middle school will dismiss at 3:05 pm; and high school will dismiss at 3:05 pm.** Unless a student is enrolled in the extended-care program, parents should not drop off students before 7:30 am. and must pick up students no later than 3:15 pm. Please bear in mind that BHCS is not responsible for students who are not picked up by 3:15 pm. If a student not picked up by 3:15 pm each day, a fee will be assessed. The administration will address emergency situations on a case by case basis.



## Absences

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.

Arrivals after 10:00 am will be counted absent as half a day. Leaving school at any time before 1:00 p.m. will result in the student being counted absent for ½ day.

It is required that parents submit a signed note to the school office that clearly states the reason for the absence. The principal will have the final determination for the excused/unexcused status. Notes from parents are limited to 3 per semester, otherwise a doctor's note is required for an absence to be marked as excused.

Any student who misses 20 or more days of school during the school year—whether excused or not may 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.

When a student has accumulated five (5) absences in a school semester, the parents will be notified of their child's absences. Participation in extra-curricular activities, including athletics, may be suspended.

When a student has accumulated more than eight (8) absences within a school semester, the parents will be notified and will meet with the administration.

When a student has accumulated a total of sixteen (16) absences in an academic year, the parents will write a letter of explanation to the School Board with the possibility of expulsion.

*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.

Students must be present for the entire school day to participate in extra-curricular activities (athletics, fine arts, banquets, etc). The only exceptions will be partial absences due to doctor/dentist appointments accompanied by an official doctor's note.

## Tardiness

Students will be expected to be on time for classes, chapel, and all school functions. As students must move safely throughout the building, a student is considered late to school if they have not passed the reception desk when the 1<sup>st</sup> bell rings (7:59) and must sign in at the office.

**Please note that the ONLY acceptable excuse for arriving past 8:00 is a note from a doctor or a condition of unusual circumstances, in which case a parent must explain to the front office staff.** *A student is late to class if they are not in their seat when the bell rings.*

If a student arrives at school before 10:00am, he or she will be counted tardy, but present at school for a full day.

At the accumulation of 3 tardies during a grading period, the administration will contact the parents and detention may be assigned. Participation in extra-curricular activities, including athletics, may be suspended.

At the accumulation of 6 tardies during a grading period, parents will be required to meet with the administration and detention will be assigned. Participation in extra-curricular activities, including athletics, may be suspended.

At the accumulation of 9 tardies during a grading period, parents will be required to meet with the administration and the student may be suspended. Participation in extra-curricular activities, including athletics, may be suspended.

## Truancy Policy

If a student accumulates six (6) 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. If a child is considered to be truant, appropriate disciplinary action will be taken.

## **Late Arrival/Early Dismissal Information**

If a student needs to be dismissed from school early or arrive to school late for a doctor or dentist appointment, or other necessary reason, parents should inform the school office and teacher in writing (either by signed handwritten note or email). 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. Also, parents may be asked to show identification if unfamiliar to staff in the office.

### **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-an email or note signed by the parent/legal guardian be presented at the school office at least one day in advance of the appointment. The note should include the time the student will be leaving/arriving at school on the day of the appointment. If a student will be driving themselves to the appointment, the parent must indicate that the student is allowed to sign themselves out at a specific time.
- On the day of the appointment, the student **MUST** 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 one day per semester away from school to take care of this type of appointment. The student will receive an **EXCUSED ABSENCE** for the school time missed if they submit proper documentation.

## **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 administration.
- College visits may **NOT** be scheduled during any major test or finals.
- When a student returns to classes after a visit, they are required to follow the normal attendance policies, and to provide to the school office a letter from the institution visited. If these guidelines are followed, the absence will be considered as an official school sanctioned absence and will not count against the student's attendance record for the year.

### Early/Late Extended Care—Grades K5-5<sup>th</sup>

Early/late extended care is available from 6:00am to 7:30am and from 3:00pm until 5:00pm each school day. This service is available on a first come, first serve basis and is contingent upon availability. Students must be enrolled through the Beth Haven Child Development Center office. Students are asked not to arrive before 6:00am. Elementary students who must remain at school after dismissal and are enrolled, will be taken to the Extended Care. This service will be based on a weekly rate of \$100.00 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 5:00pm. Please note that extended care is available for weekly sessions only. No part-time (per day) care is available. *A fee of \$10.00 per 15-minute interval may be assessed to any students not picked up by their appropriate time.* **Additionally, extended care is not available on days that school is dismissed early or when school is not in session.**

## 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 appropriate clothing at ALL times during school hours and at all BHCS events on or off BHCS property.** 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.

### Shirts

- Approved polo shirts with BHCS logo must be worn daily.
- Shirts must be purchased from a BHCS-approved vendor (Shaheen’s on Breckenridge Lane)
- Shirts must be loose fitting and 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

- Approved pants must be solid khaki (tan) or navy blue uniform style pants.
- Pants may be flat front or pleated.
- **Pants must be loose fitting and at no time should undergarments or underwear lines be visible. Please keep in mind that pants that are form-fitting are not permitted.**
- Pants must be worn at the waist, must be the correct size in length, and not be torn or cut at the seams.
- **No skinny, cargo style, jean/denim material, or corduroy pants allowed.**

### Skirts/shorts

- Girls in K5-5<sup>th</sup> grade may wear **knee-length (at the bend of the knee or longer)** jumpers, skirts, or skorts in khaki, navy or plaid (#53). **Solid-color** leggings may be worn under skirts during cold weather months.
- Girls in 6<sup>th</sup> -12<sup>th</sup> grade may wear **knee-length (at the bend of the knee or longer)** skirts in khaki, navy or plaid (#53). Skirts must be purchased from the official school uniform provider-Shaheens. **Solid-color** leggings may be worn under skirts during cold weather months.
- Girls and boys in K5-5<sup>th</sup> grade **ONLY** 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.

### 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, no furry slippers, or solid rubber cros. No open shoes for boys.**

### Chapel Dress

- All students must wear **light-blue oxford-cloth shirts** on chapel day.
- Boys in grades **6-12 must wear a tie all day.**
- Dress-code pants/skirts and belts are to be worn.
- **Dress shoes** must be worn by all students in grades 6-12. Dress shoes may include Sperry, Hey Dude, or like footwear. No tennis shoes on chapel day. Boys can NOT have any open shoes, front or back.
- No additional articles of outerwear (e.g. jackets, sweaters, vests) may be worn over the chapel shirt on chapel day.
- Chapel dress may be worn on non-chapel days if desired.

### Gym clothes

- **Please note that only grades 6 through 9 change clothes for gym;** all physical education shirts and shorts **MUST** be purchased through Shaheen's (red t-shirt/red shorts).
- All elementary students go to recess/physical education in their regular school uniforms.
- For safety, students in all grades **MUST** have rubber-soled shoes that strap or tie to participate in physical education. Shoes must be worn at all times during physical education class. Any student with inappropriate footwear (slip on shoes, boots, sandals, etc.) will not be allowed to participate and parents will be notified.

### 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.**
- All winter gear that is from Beth Haven past and present including BHCS uniform-monogrammed crewneck sweatshirts, fleeces, or BH athletic issued **zipper** pullovers may be worn in class. **(No long-sleeved t-shirts or any pullovers with hoods)**
- Worn out, torn or stained items that fall into these categories may not be worn.
- All winter items are to be worn over regular dress code uniform shirts. Outerwear may not be used to cover collars on uniform apparel.
- Any Beth Haven athletic jacket may be worn over the standard uniform shirt.
- Hoods may not be worn at any time.

## Hair

- Students are to keep their hair neat and well groomed.
- 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, with the exception of a modest hard part.
- Boys are to keep their hair neat and well groomed; no braiding of the hair will be permitted. Mullets are not an acceptable hair style. Length in front should not touch the eyebrows; on the sides, it should not touch the top of the ear; in the back, it should not touch the top of the collar (shirt in button down position). **Parents should regularly schedule appointments every few weeks so that the appropriate length is maintained.**
- Boys hair cannot exceed 2 inches in height above the top of the head.
- 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/make up

- 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 including but not limited to nose rings; 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. Students with body piercings obtained prior to enrollment at BHCS may not wear the piercings when attending school and school-related events. Any student who obtains a body piercing after becoming a student at BHCS may be subject to disciplinary action up to and including expulsion.
- BHCS does not condone tattoos. Students with tattoos obtained prior to enrollment at BHCS must keep them covered at all times when attending school, school-related events, including athletics. Any student who obtains a tattoo after becoming a student at BHCS may be subject to disciplinary action up to and including expulsion.
- Make up/nail polish may be worn by female students only.

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.

**Dress code violations will result in the following disciplinary actions:**

1<sup>st</sup> offense: Verbal warning.

2<sup>nd</sup> offense: Detention will be assigned.

3<sup>rd</sup> offense: Parents will be called and must bring the appropriate items and/or the student will be sent home for the day. Students must wait for parents in the school office.

<b>Dress for Formal Wear/Dress-Up Days</b>
--

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 must have at least two straps or a halter strap and the appropriate undergarments must be worn (no strapless gowns). The back of the gown should be no lower than 6 inches from the top of the shoulder and no part of the gown may be sheer (not see through), and the front should be modest, loose fitting, and showing no cleavage. The length of the skirt, dress, or gown must be tea-length or longer. 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. The administration reserves the right to determine the appropriateness of a gown.**

**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.

<b>Dress for Graduation Ceremony</b>
--------------------------------------

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. Dresses for graduation ceremony must be approved at least two weeks in advance of the event. Tennis shoes, dock shoes, and boots are not permitted.



### Casual Dress Days

Casual dress days may be announced occasionally, at the discretion of the Administration. Students will be notified well in advance of any upcoming casual dress days, as well as any changes to attire as previously noted.

If the casual dress policy is violated, the student will be sent to the office to contact parents for appropriate attire and will receive detention and a demerit.

- Students may wear loose fitting sportswear (no undergarment lines visible)
- T-shirts should not have any inappropriate logos or messages and tank tops may not be worn.
- Clothing should still be neat and modest, not ripped or torn.
- No shorts, sweatpants, yoga pants, leggings or jeans should be worn.

### After School Activity/Event Wear

Please keep in mind that students represent Beth Haven Christian School both on and off campus. This includes but is not limited to ball games, fundraising events, and festivals. In addition to uniforms, student may wear shorts or loose fitting athletic pants, pants, or jeans (no skinny jeans, jeggings, or leggings). Clothing should be neat, modest and loose fitting at all times. 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 at a school function.

### After School Practice Attire

Non-Athletic:

In addition to uniforms, student may wear shorts or loose-fitting athletic pants. Clothing should be neat, modest and loose fitting at all times. No spandex, no crop or halter tops.

Athletic:

Students may wear shorts or loose-fitting athletic pants, or other designated practice wear. No spandex, no crop or halter tops.

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.

## **DISCIPLINE POLICIES**

### **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. 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.

### **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, e-cigs, 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.

### **Personal Technology Use**

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.

We ask that parents monitor the content of any group chats/texts their students may participate in with other BHCS and/or non-BHCS students. These conversations often cause distractions/disagreements that filter into the school day.

Additionally, no individual is authorized to initiate or participate in any so-called “Beth Haven” chat room or other public forum such as Facebook, Twitter, Instagram 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’s name to title such locations without prior consent of the Administration may be grounds for legal action.

## **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 do not listen to any music that is ungodly in its content on school property (in cars, on Chromebooks, 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.

Personal listening devices should not be worn/utilized at any time unless specifically approved by a classroom teacher.

## **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) Should evidence of any activity of this nature be brought to the attention of BHCS, the student will face expulsion. Students are to abstain from any inappropriate physical contact, including but not limited to public displays of affection. Any

student who is found to be sexually active during a school year will not be able to continue attendance at BHCS. Additionally, no married students shall be permitted to attend BHCS.

### **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.

## 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.

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.

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

When a report of bullying comes to the attention of a teacher or member of the 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.

## 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 maintained in the student's file. **The student will meet with the Dean of Students** and possible disciplinary action up to suspension will be taken. (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 could cause the student to 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 intentionally using someone else's ideas or words as if they were your own, without properly acknowledging and documenting the source. 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. Unintentional plagiarism will be dealt with at the teachers/administrators discretion.

## **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, e-cigs, vapes, JUULs, and/or illegal drugs is strictly prohibited. If the administration is informed of a student participating in any of the above behaviors, the administration 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 demerits, detentions, suspensions, and other appropriate means of correction will be used as needed to assure compliance with BHCS rules and policies. Demerits are recorded in the student information system and we encourage parents to monitor this on a regular basis. **Parents will be notified via email any time a student receives an 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 instructions 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 administration will also be included in any communication with parents and consulted in any major decisions.

Should a parent or student choose to appeal a decision made by the teacher, a written request should be made to the administration; the administration will then hear from the aggrieved parent or student, 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. The School Board will also be brought in in major decisions regarding discipline. 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 suspension or automatic expulsion from Beth Haven Christian School depending on the severity of the incident as determined by the administration:

1. Bringing a weapon, explosive device, or firearms- on campus or to any school-sponsored event (**law enforcement personnel will be notified**).
2. **Threatening, physical contact, 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, Snapchat, Twitter, or similar web-based social networking sites.

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 Discipline

These levels are primarily used by the middle and high school teachers. Elementary teachers use an adjusted form of these levels in their classroom and focus on direct communication with the parents/guardians on a daily basis through student planners.

Level 1—The accumulation of 3 demerits will result in:

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

Level 2—The accumulation of 7 demerits will result in:

- Email sent to parent(s) or guardian(s)
- 2 days of detention
- Student conference with the administration

Level 3—the accumulation of 13 demerits will result in:

- Email sent to parent(s) or guardian(s)
- Parent/student conference with administration
- 3 days of detention
- 1 day of in-school suspension

Level 4—the accumulation of 20 demerits will result in:

- Email sent to parent(s) or guardian(s)
- Parent/student conference with the administration
- Additional suspension and/or expulsion may be discussed

### 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.

### **Detention**

Detention held from 3:15 to 4:00 on Wednesday. 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 administration 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.*

### **Insubordination**

Insubordination is defined as lack of temperance and emotions, a strong showing of disrespect, a blatant refusal to fulfill responsibilities, causing sedition among classmates, or acts of perversity and vulgarity.

If a student is sent out of a classroom by a teacher, he or she will be escorted to the office and 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.

### **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 administration 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 to the administration. If an appeal is made, the School Board members will address the matter at their next scheduled 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.

## **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:

- 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, chaperone a class party or volunteer at any 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 \$25.00 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.

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, you must sign in at the office to receive a visitor pass and further instruction. 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.

### **Guidelines for Visitors**

No visitor or outsider may speak or perform at any program unless prior permission is secured from the administration and has received a background check. 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.

## **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.

## **MEDICAL/HEALTH GUIDELINES**

### **Medication**

No medications are to be in a student's possession at any time during school hours (with the exception of a rescue inhaler, which requires a form filled out by a doctor). All medications must be dispensed through the school office. An instruction/permission form must accompany each container of prescription or over-the-counter medication 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. Cough drops may be kept in the students backpack, but teachers should receive a written permission from the parent and monitor student usage.

### **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, disciplinary action up to suspension may be taken. **STUDENTS WILL NOT BE PERMITTED TO WALK HOME** regardless of the student having a walking waiver on file.

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 and/or other symptoms, without the aid of Tylenol or similar medications, for 24 hours before returning to school.

Should we become aware that a student threatens harm to themselves or others, or shows signs of severe mental/emotional instability, for protection of themselves and others, we will require clearance from a medical profession before allowing the student back on campus.

## 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 (HTLV-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 Thess. 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).



## Communicable Childhood Diseases

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
11. Fifth Disease

## Head Lice Policy

Should the presence of head lice or nits 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 or nits be present, the parent will be notified to pick up the student right away. At the discretion of administration, 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 or nits 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 or nits.**

## 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. An annual KHSAA physical form grades 4-12 signed by a health care provider.
4. An annual school physical for grades K-3 signed by a health care provider.
5. A copy of the student's birth certificate.

## 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 the disadvantages. If a student chooses to violate the technology resource policy, consequences may include:

- Loss of access
- Disciplinary action as determined by the 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 websites 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 the privacy of their individual password
- Scan each USB drive for viruses before use in computers
- Notify an adult immediately if materials are encountered which violate the 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 USB drive, 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 or share any books, music, software, shareware, freeware, or games on to the device or the google drive.
- 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 the 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.**

## Chromebook Responsible Use Policy

This policy outlines behaviors that Beth Haven Christian School (BHCS) expects students to follow when using school-owned or personally owned technologies (Chromebooks). BHCS considers all technology use an extension of the classroom. In short, any activities that would not be appropriate in the classroom should not be conducted when using technology resources.

- God has blessed us with a tremendous amount of technology resources. We must continue to be good stewards of these resources. Students are responsible for good behavior on computers and mobile devices, just as they are in the classroom. Access is a privilege – not a right.
- Access to the Internet will enable students to use countless websites, which can change frequently and without notice. Although our Internet access is filtered by an enterprise-class web filter, no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is offensive to some people.
- Files and messages stored on BHCS-owned/managed systems are not private. Authorized individuals within BHCS may review files and messages to ensure student safety and systems reliability.

### **Unacceptable Use**

Unacceptable use includes, but is not limited to, any of the following examples:

1. to access or transmit indecent, profane, obscene, or otherwise inappropriate material;
2. to transmit abusive or threatening language (includes cyberbullying);
3. to attempt to download or install software on any school owned/managed device without permission;
4. to connect a personal electronic device to any school network without permission;
5. to use non-educational games/apps during school hours (includes field trips);
6. to attempt to circumvent any web filters, firewalls, or system policies;
7. to attempt to access another person's files or accounts (hacking) without permission;
8. to violate copyright or use another person's intellectual property without permission;
9. to share passwords (email, student information systems, Google Drive) with other students (even best friends);
10. to vandalize, damage, or disable the property of an individual or organization; and
11. to violate any local ordinance or state/federal statute.

This Chromebook Responsible Use Policy extends the Technology Responsible Use Policy (RUP), which is signed by both students and parents at the start of each school year.

### **Student Commitments**

- I will abide by this Responsible Use Policy both at school and away from school.
- I will follow Biblical principles and all school rules when using my Chromebook.
- I understand that my Chromebook is managed by Beth Haven Christian School.
- I am responsible for the care and protection of my Chromebook and charger.
- I will not share any of my usernames and/or passwords with other students.
  - I will not close the lid with anything inside the Chromebook (even paper).
  - **I will not place stickers or labels of any kind on the Chromebook or charger with the exception of the students name.**
  - I will use two hands at all times to carry the Chromebook.
  - I will charge my Chromebook every night so that it is ready for use every day.
  - I will directly supervise my Chromebook or leave it in a secure location.
  - I will report loss, theft, damage, and/or malfunction immediately to my school.
  - I will not remove the identifying barcode from my Chromebook.
  - I will not take my Chromebook to chapel.

### **Additional Expectations**

1. While at school, your Chromebook is primarily intended for instructional use. While at home, follow all guidelines in this document, especially your parent(s) instructions/house rules.
2. You may not install apps on the Chromebook that are not appropriate for educational purposes (including most games designed only for entertainment purposes).
3. BHCS reserves the right to collect and/or inspect your Chromebook at any time (includes random inspections) and to delete any material or applications deemed inappropriate.
4. BHCS reserves the right to remotely view and/or control content on the Chromebook screen.
5. Do not place or attempt to place the Chromebook into “developer mode.”
6. If necessary for troubleshooting purposes, your Chromebook may need to be reset by a school technician. Resetting causes the device to be returned to its original state. You are responsible for using Google Drive to protect your data. BHCS accepts no responsibility for lost data.
7. You may not capture video, audio, or photos of any student, parent, employee, or visitor. The possession, forwarding, or uploading of unauthorized video, audio, or photos to any social media service, network storage area, or person is strictly forbidden.
8. Chromebooks may not be used in restrooms or locker rooms under any circumstances.

### **Disciplinary Action**

- You are required to bring your Chromebook to school each day. It must be fully charged. **Failure to do so will result in disciplinary action to include** 1st offense - Demerit; 2nd offense - Detention; 3rd offense - Meeting with parents
- Any student found in violation of the Technology Responsible Use Policy may be subject to disciplinary action under the school discipline policies, up to and including suspension.

## **Transportation Policies**

Parents must arrange transportation of their children to and from the school campus. **Staff and/or Coaches are not authorized to transport students at any time due to legal liability and insurance guidelines with the exception of special trips taken with transportation provided by Beth Haven.** Field trips, athletic events, and other extracurricular activities that require transportation of students are handled in one of two ways:

- Bus rental through Miller Transportation

All transportation requests and arrangements must go through the administration.

All drivers of vehicles that carry sixteen (16) 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 the administration.** Students are only permitted to ride together when specifically requested by parents and a signed note from parents has been given to BHCS staff.

Students and adults transported by bus 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.

## **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 Board will make a statement to the media. School office personnel will contact all parents of the children involved.

## 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 by filling out a student driver registration form.
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 must be purchased for \$25 and must be hung from the rear-view mirror of the vehicle.

Violation of these rules will result in the following:

- On the first offense, the student will receive 5 demerits 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.

## ATHLETICS / EXTRACURRICULAR PROGRAMS

### **Programs**

Beth Haven Christian School maintains an active interscholastic sports program. BHCS is a member of the Kentucky High School Athletic Association (KHSAA). The size of BHCS gives our students a unique opportunity to students who may not be able to play at larger schools, but have the opportunity at BHCS. All sports participants (K5-12) 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 athletics or extracurricular activities 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. Students must be passing all courses. 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. If a student's GPA in a 9-week grading period is below 2.0 (cumulatively) , the student will be placed on academic probation for one grading period. He/She may participate in extra-curricular activities during this time. However, the student is strongly is encouraged to seek academic support services either from a Beth Haven teacher and/or an outside source. If the grade-point average does not meet or exceed the required 2.0 at the end of the next grading period, the student may be declared ineligible for the following 9-week grading period.
4. 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.
5. If a student has **3** unexcused absences, they may NOT allowed to participate in any extracurricular activities.
6. 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.



## **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. Our students and fans as players and spectators should be examples of the believers (1 Timothy 4:12).

## **MISCELLANEOUS POLICIES**

### **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 physical cancellation and NTI requirements, 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. For local school closing alerts, parents may wish to sign up for “Snow Fox” school closing alerts from WDRB or any other local media outlets offering this service.

### **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. Severe disciplinary action will be taken.

## 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.

## Lockers

Each student in grades 6-12 will be assigned a locker number at the beginning of the year. Students are expected to keep their lockers clean (no stickers or inappropriate photographs/posters). 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 a locker.**

## Lunch

For the 2023-2024 school year, students will be required to bring lunches from home. On select days, we may offer outside lunch items from various vendors. We will notify parents in advance. These lunch items must be ordered/purchased via the FACTS Family Portal. We plan to utilize the cafeteria for seating as appropriate. We recommend that students consume healthy lunches as recommended by the National School Nutrition Association. For grades 6-12, microwaves will be provided for use when students are utilizing (eating in) the cafeteria. However, this privilege may be revoked at any time if abused.

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. Students will sit with classroom teachers. At dismissal time, teacher on duty 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.

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.

### 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; 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. A demerit will be assessed to any student chewing gum during the school day in any of the school buildings.**

### 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) demerits will be permitted to participate in any field trip.**

\*Any who is on academic probation at the time of a class trip will not be permitted to participate in the 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.

**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.** 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. Additionally, flyers may not be distributed by school staff for events that are not approved by BHCS.

### 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 and volunteer application 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 or the school website 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 the 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 administration.

## Conflict Resolution 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 anything 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 be addressed to the teacher or coach by scheduling a conference.
2. If the problem is not resolved, a meeting may be scheduled with the administration including teachers, parents, and students, if necessary.

After each of the above steps have 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 reputation 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.**

Please read carefully and sign the agreement below. Turn in this page at orientation.

I have read, fully understand, and agree to abide by Beth Haven Christian School's policy for Cell Phones and Other Electronic Devices, as outlined on page 21-22 of the Parent/Student Handbook and agree to follow the procedures listed below.

Student initials\_\_\_\_\_ Parent initials\_\_\_\_\_

I have read, fully understand, and agree to abide by Beth Haven Christian School's policy on Bullying as outlined on page 37 of the Parent/Student Handbook.

Student initials\_\_\_\_\_ Parent initials\_\_\_\_\_

I have read, fully understand, and agree to abide by the contents of the Beth Haven Christian School Student Drug and Alcohol Policy/Testing Policy, as contained on page 39 of the Parent/Student Handbook and consent to the required testing should it be deemed necessary. This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of information to Beth Haven Christian School and to the parents or guardians of the student.

Student initials\_\_\_\_\_ Parent initials\_\_\_\_\_

I have read, fully understand, and agree to abide by Beth Haven Christian School's policy on Plagiarism/Cheating as outlined on page 38 of the Parent/Student Handbook.

Student initials\_\_\_\_\_ Parent initials\_\_\_\_\_

I have read, fully understand, and agree to abide by Beth Haven Christian School's Appropriate Use Policy for Internet and Other Technology and Chromebook Responsible Use Policy, as outlined on pages 49-52 in the Parent/Student Handbook.

Student initials\_\_\_\_\_ Parent initials\_\_\_\_\_

I have read, fully understand, and agree to abide by Beth Haven Christian School's Personal Technology Use, as outlined on page 34 in the Parent/Student Handbook.

Student initials\_\_\_\_\_ Parent initials\_\_\_\_\_

I have read, fully understand, and agree to abide by Beth Haven Christian School's Sexual Harassment policy as outlined on page 59 of the Parent/Student Handbook.

Student initials\_\_\_\_\_ Parent initials\_\_\_\_\_

**(Continued)**

I give permission for my child to have his/her name, photograph or video material published for use by Beth Haven Christian School on the website, in brochures, or other publications including but not limited to social media.

Student initials \_\_\_\_\_ Parent initials \_\_\_\_\_

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.

Student initials \_\_\_\_\_ Parent initials \_\_\_\_\_

Please note: If student is in 3rd grade or younger, only the parent is required to sign the form. My signature below confirms that we have read the 2023-2024 Student/Parent Handbook and understand our responsibility to abide by ALL policies and procedures contained therein including but not limited to the above.

Parent & Student Signature Required Below:

Student Name (printed) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature\* \_\_\_\_\_ Date \_\_\_\_\_

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