

# Bethel

## CHRISTIAN SCHOOL

Creating Community Leaders in Christ

# STUDENT HANDBOOK

## 2022-2023



1781 West 38<sup>th</sup> Street  
Erie, PA 16508  
814-868-2365  
bcserie.org

[facebook.com/BCSErie/](https://facebook.com/BCSErie/)

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## *Psalm 28:7*

*The LORD is my strength and my shield;  
in him my heart trusts, and I am helped;  
my heart exults, and with my song I give thanks to him.*

## Philosophy of Education

Bethel Christian School holds the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. Man, being a sinner by nature and choice, however, cannot in this condition glorify or know God. He can do this only by being recreated in God's image through the new birth and by committing his life to Jesus Christ as Savior and Lord. The total process of education, therefore, seeks this restoration of the student to the position of true knowledge, true righteousness, and true holiness in Christ. Discipleship is an important part of the ministry of the Christian school.

Such an education is God-centered and presents all truth as God's truth, and stems from the comprehensive principle stated in Colossians 1:16-17: "For by Him (Christ) all things were created...He is before all things, and in Him all things hold together." Even though knowledge is often factually the same for both the Christian and the non-Christian, no subject can be taught in the totality of its truth if the Creator is ignored or denied.

Also vital to such an education is recognition of the Holy Spirit's ministry in teaching and learning. If all the treasures of wisdom and knowledge are hidden in Christ (Colossians 2:3), then an educational process conducted in vital union with the Holy Spirit of truth will be a truly fruitful one. "He will guide you into all truth..." (John 16:13).

## Mission Statement

The mission of Bethel Christian School is to assist Christian parents in fulfilling their responsibility for the training of their children by providing a total educational program that is biblically sound, Christ-honoring, and of high standards. We seek to produce students who recognize and practice the lordship of Christ in all of life and learning, and who are thus equipped to function well in society and as members of the Body of Christ.

## Organization

Bethel Christian School was started in 1973 as an affiliated ministry of Bethel Baptist Church of Erie. The school is an incorporated non-profit ministry. It has its own constitution and school board, which consists of ten members. The pastor of Bethel Baptist Church is a permanent member of the board. The school's financial accounts are independent of the sponsoring church.

Bethel Christian School has successfully completed the STAR (Steps Toward Achieving Recognition) program. This is a five step, five-year program which helps prepare a school for future accreditation by the Association of Christian Schools International (ACSI).

The school's Statement of Faith is the same as that of Bethel Baptist Church. Parents who enroll their children at BCS agree to have them taught in accordance with the school's Statement of Faith.

## Admission

Bethel Christian School seeks to educate the children of Christian parents. Therefore, at least one parent must be a born-again Christian and agree to the school's Statement of Faith. Families are recommended to BCS by their pastor, and thus active involvement in a local church is expected. Families/students from a non-Christian background may apply and will be considered on a case by case basis. By enrolling their children at BCS, parents pledge cooperation in encouraging their children to follow the Christian teachings of the school, upholding the authority of the teachers, and endeavoring to pay bills promptly. Parents receive, and are asked to sign, a Parent Cooperation Agreement.

Bethel Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. If it becomes evident that a family is not supporting the teaching of Christ-likeness and God given morals, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. Bethel Christian School reserves the right to deny admission or continued attendance to any individual who cannot benefit from enrollment based on academic achievement, disqualifying handicap, or whose personal or family life-style is not in harmony with the stated statement of faith and purpose of Bethel Christian School.

Children seeking admission to Kindergarten must be five years old before the first day of school. If the child's birthday falls between September 1<sup>st</sup> and October 1<sup>st</sup>, a reading readiness test may be administered and the child will be admitted on the basis of the results. Prospective first graders must be six before the first day of school. Children entering grades 1-12 must furnish recent achievement test scores.

**In applying for admission, the parents understand the following:**

1. The teacher and/or administrator have full discretion in the discipline of the student subject to school policies. Various discipline strategies are used. However, BCS has deemed it best that, if this discipline is necessary, parents will be the ones encouraged to administer it. This encouragement will occur only as other forms of discipline have been utilized and an increase in severity of punishment appears necessary. Parents will be notified of ongoing disciplinary issues and the school's actions.
2. The administrator has authority, subject to the approval of the school board, for placing the child in the proper grade, regardless of the grade completed prior to transfer.
3. The school reserves the right to discipline or expel any student who does not cooperate with the total educational process. A student whose lifestyle violates biblical norms and thus casts a poor reflection on the Lord and on the school, even during out-of-school hours, may also be dismissed.
4. The school board reserves the right to change any policy or procedure at any time in its sole discretion.

**First-time students are automatically on probation for nine weeks.** During that time their progress, both academically and socially, will be monitored with special care to determine the correctness of their grade placement and their compatibility with the purposes and program of BCS.

The school seeks to set its tuition and fees as low as possible, yet be fiscally responsible. A Tuition and Fee Schedule is published annually.

**Making tuition payments on time is essential so that the school can**

**meet its financial responsibilities.** *The Financial Policy is in Appendix B, page 38.*

## Non-Discrimination Policy

BCS admits students of any sex, race, color and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do advise families with children having special physical or learning needs of our limitations both in facilities and specialized programs.

## General Policy

Bethel Christian School retains the right to make changes, amendments, or corrections to the rules and policies of BCS at any time, with or without prior notice. It is understood that BCS behavioral policies and expectations cover a 24-hour period, not only at school or school functions.

On rare occasions, it is possible that an exception to a policy may be made when, in the administrator's opinion, circumstances warrant it. This exception does not apply to others or other policies. Policy decisions made by administration are final.

## Attendance

BCS voluntarily complies with the Pennsylvania Compulsory School Attendance Law. Attendance at school is required by PA state code until a student reaches the age of seventeen.

**Notice:** BCS is required by state law to report students to the district superintendent after three unlawful absences have occurred. Families will be given due warning before this happens. Families should be aware that non-compliance with state laws concerning attendance could result in state imposed legal action such as a hearing and a monetary fine. Please check with the school office regarding any question you may have concerning your child's attendance.

## | Absences

**Limits: Students are limited to 10 days of absence.** Students exceeding 10 days may be required to have homebound instruction and/or a special waiver approved by the board before passing to the next grade.

## | Legal absences

Personal illness, death in the family, lack of transportation, doctor or dental appointments that cannot be scheduled after school hours, hazardous weather conditions/school closing, requests for family vacation, official school-sponsored activity, court appearance (**a written summons must be presented within three days after the student returns to school**), unusual or extreme circumstances as determined by the administration. **Absences of three or more consecutive days for personal illness must be accompanied with a doctor's excuse.**

## | College Days

**For SENIORS and JUNIORS ONLY:** Please notify school one week in advance of absence, or it may be considered an unexcused absence.

**Seniors are allowed two absences for college visitation.**

**Juniors are allowed one absence for college visitation.**

## | Family Vacations

We would ask that **vacations not be taken during the high school semester exam period or during the annual achievement testing period.**

Such absences will be counted as excused and count against the maximum 10 allowable absences per year. We would ask that the school be notified two weeks in advance so that students and teachers can work out a plan of studies. **A Pre-Arranged Absence Form must be picked up at the office 1 week before vacation for grades 5-12.** All work (including tests and quizzes) is expected to be completed before the student leaves on vacation or within two days of the student's return to school. After that it will be considered late. To be sure that the work is completed, the student may be asked to stay after school to finish it.

## | Illegal Absences

**All other absences are illegal** such as term papers, shopping, sleeping in, appointments for haircuts, driver's license, any function not pre-approved by administration. **All missed unexcused homework, quizzes,**

and tests may result in zeroes at the discretion of the administrator. All work is required to be submitted, even if a zero has been assigned.

### **| Late Arrivals/Early Departures**

A high school student is counted absent for one-half (1/2) day if he/she misses two (2) full periods at the beginning or end of the school day.

(The two full periods are based on the regular class schedule day, regardless of what schedule is followed that day.) Every two early dismissals (missing less than two full periods) will result in a one-half day absence.

**Any student who is signed out early is responsible for all work missed and is responsible for turning it in when the class assignment is due.**

**Written excuses for early dismissal must be received at the beginning of the school day. The note must contain the student's first and last name, the date, the reason for leaving early, the time of dismissal, and a signature of the parent/guardian.**

The student will be marked legal or illegal as stated in section on absences.

Illness during the school day will be handled through the school office.

### **| Tardiness**

**Grades K – 6 will be considered tardy after 8:05 a.m.**

Parents of elementary students who are tardy are to sign their child in at the office in the main building and then escort their child to the hill building (Andrus Building). Every three tardies per nine weeks will count as one-half day absent.

**Grades 7 – 12 will be considered tardy after 8:05 a.m.**

High School students who are tardy must immediately report to the school office for a pass to class. Students will receive detention after three tardies. Each unexcused tardy thereafter will result in detention. New count begins over each quarter.

When a student is late to class, they will receive a demerit for every three tardies.



## | Excuses

A signed note, a phone call, or an email from the parent or guardian is required for ALL absences and tardiness, except in cases of school bus transportation. (Students in carpools or riding city transit buses must have an excuse.) The absence or tardy will be considered unexcused/illegal until the excuse is received. The excuse must be received within three days of return.

**The excuse must contain the student's first and last name, the date, reason for the absence/tardy, and a signature of the parent/guardian.**

Fatigue will be accepted as an excuse for absence (not tardiness), only if documented by a doctor's note.

Disciplinary measures may be administered if a student fails to bring an excuse in an acceptable period of time.

## | Special Circumstances

High school students who have after-school jobs are expected to miss work if absent from school. If the school determines they have gone to work, the absence will be marked illegal.

Students must attend all classes during the school day to be eligible for participation in extracurricular activities or events. Medical appointments will be considered excused, with proper documentation. The administration may consider other valid reasons at their discretion.

## General Conduct

Your happiness as a student at BCS is not wrapped up in rules, the teachers, or tonight's homework assignment, but rather in your own attitude. If you really desire to learn and accept guidance from others with a grateful heart, then your time spent at BCS promises to be a blessing to you and to others.

In seeking to fulfill the BCS mission statement, we will actively seek to instill these character traits: orderliness, courtesy, kindness, respect, reverence, honesty, integrity, and obedience.

A student will not make another student or staff member in the school feel unsafe. A student will not call any other student or staff member a name that will hurt them.

If a student reveals information that in the teacher's and/or administrator's opinion and discretion raises concerns for the safety and/or emotional stability of the student or other students, that information may be revealed to the appropriate officials and/or parents.

Any student who participates in any destructive act in school will be disciplined accordingly under the rules of the school. Additionally, any student who is involved in the planning of an act, or is aware of an act of destruction that has or may take place without contacting the administration will be disciplined accordingly under the rules of the school discipline code.

Any student who conducts himself/herself in a way that brings embarrassment to the school, themselves, or others by any means or methods in or out of school will face disciplinary measures according to the school discipline code.

We recommend that all electronic devices be left at home. Tablets, laptops, and Kindles may only be used in class with teacher permission through administrator approval. Between 8:05 am and 2:55 pm, electronic devices such as cell phones, smart-watches (Apple™-watches or any watch that has internet or wi-fi capability), iPods and video games are to be put away in the off position.

### **| Cell Phone Policy**

Students may use their phones before the 8:05 bell rings and after the 2:55 bell rings. Any student found using a cell phone or electronic device on school property during the school day will have it confiscated, face disciplinary action, and have it returned at the end of the school day and/or after meeting with the administrator. If it is necessary to get a message to or be in contact with a student, contact the school office and they will get a message to the student. If a student becomes ill and needs to go home, the school office will call the parent.

Boys and girls are to maintain a strict hands-off policy in their relationships with one another. Public displays of affection (physical or verbal) are not acceptable on campus or at any school-related activities.

Throwing of snowballs or other objects is forbidden.

It is the position of the school that the use and/or possession of Ouija boards, other occult-related games or activities, pornographic materials, knives, vaping materials, lighters and matches be **strictly forbidden on campus or at school-related or sponsored activities.**

Students may not leave the school campus without permission. Some areas of the building are considered off-limits or are restricted in use.

**Pennsylvania school law dictates that action must be taken for incidents of violence in schools.** The law covers any physical violence between students and includes a ban on student possession of any type of weapon (i.e. all knives, including pocket knives, guns and ammunition, martial arts weapons, etc.) while at school or school-related functions.

**Also by Pennsylvania law, the possession of ANY tobacco products by a minor while ON SCHOOL PROPERTY requires a report to local authorities for legal action and a fine.** For violations in either of these areas, BCS will use the provisions of student probation and suspension from school for punishment (see Discipline Code). Further, expulsion may be used in extreme cases or in cases of a repeated violation.

Fighting, using physical means, to settle a dispute is not acceptable. Any physical confrontation will result in disciplinary action and may result in the involvement of local law enforcement as well as the juvenile court system.

**In accordance with Pennsylvania law and school policies, the school staff is mandated, under penalty of fine and jail term, to report child abuse.** One must remember that “child abuse” is not limited to sexual abuse but also includes inflicting, or creating an imminent risk of, physical injury, mental injury, sexual abuse or exploitation, or harmful physical neglect.

The Child Protective Services Law imposes the mandate on any individual who comes in contact with children in the course of his or her work or professional practice and has “reasonable cause to suspect” that child abuse has occurred.

**Due to the seriousness of this crime and in the best interest of the child, the school will not contact the parents in advance of making a report to legal authorities.**

## Academics

### | Adding/Dropping Subjects

Once a schedule has been approved by the administrator, a student wishing to change his/her schedule must adhere to the following policies and procedures.

Policies: An elective subject may be added or dropped without penalty within the first two weeks of a semester. A course dropped after the first two weeks, but before the end of a quarter, will be recorded as “Withdrawn Passing” (WP), or “Withdrawn Failing” (WF), and receive no credit. Work missed due to entering the course late must be made up. NOTE: The student must follow his/her current schedule until official permission to add or drop a course has been granted.

Procedure: A form from the high school office must be completed and signed by parents, the added and dropped teachers, and the administrator, before a student may officially add or drop an elective course.

### | Academic Probation (AP)

“AP” exists not as a punishment, but as a tool. The purpose of academic probation is to teach students time and priority management, as well as academic excellence while participating in extra-curricular activities. As such, “AP” will be employed to effectively motivate those students who fail to meet the academic standards for extra-curricular participation.

**The academic probation system exists for the 6<sup>th</sup> – 12<sup>th</sup> grades when a student’s grade average drops below a C-.** The first week that the student’s grade average drops below a C-, they are placed in what is called a Warning Period and will receive a Notice of Pending Academic

Probation. Students are thus warned that they need to make immediate improvement so as to avoid “AP.” If the student is still below the C- average the following week, they will be placed on “AP” and will receive a Notice of Academic Probation. At this point extra-curricular participation is subject to forfeit. However, having made a commitment to an activity, students on “AP will be expected to continue to attend practices/meetings, but will not be able to participate until homework and extra credit work have been sufficiently completed to bring the student’s grade up.

Attendance at sports games will be subject to the administration’s discretion based on the same standards that apply to practices. However **no student on “AP” will be allowed to play in a game.** The list for “AP will be updated on Wednesday of each week by the Athletic Director. If a student has an F in any class, they may be automatically placed into the above process. This policy will be maintained even if BCS cannot field a team in a given sport.

#### | Advancement and Retention

Students who fail two or more major subjects may be retained in that grade unless the course is made up in summer school. Achievement test scores may be used in recommending student retention. To be officially classified as a sophomore, a student must have successfully completed 6 credits. To become a junior, 12 credits are required. To become a senior, 18 credits are required.

Seniors are required to successfully complete 5½ credits during their senior year. Therefore, students may not be enrolled as part-time students during their senior year.

#### | Exams

**Semester exams are required for all academic subjects in grades 7-12.** The semester exam counts as one-tenth of the semester grade. Illegal absences are not permitted during the semester exam periods.

## | Grade and Assignment Monitoring

You may keep track of your child's assignments and grades by logging on to [gradelink.com](http://gradelink.com). Each student has an ID and password which are available at the main office. **Checking emails is vital to your student/family communication with the all BCS faculty.**

## | Grading System

Grades are a very important means of communicating a student's performance and progress. It is important to understand that grades are earned by the student rather than given by the teacher.

## Grading Scale

100% Scale	Letter Grade	4.25 Scale (GPA)
99-100	A+	4.25
96-98	A	4.0
93-95	A-	3.75
90-92	B+	3.5
87-89	B	3.0
84-86	B-	2.75
81-83	C+	2.5
78-80	C	2.0
75-77	C-	1.75
72-74	D+	1.5
69-71	D	1.0
65-68	D-	0.75
0 – 64	F	0.00

O = Outstanding

S = Satisfactory

N = Needs improvement

U = Unsatisfactory

+ = Outstanding

✓ = Satisfactory

- = Needs Improvement

IC = Incomplete – No Credit (pending completion)

WP = Withdrawn Passing – No Credit

WF = Withdrawn Failing – No Credit

## | Graduation

Students who successfully fulfill graduation requirements (academically and behaviorally) will be expected to participate in graduation exercises.

**Students may be denied participation in the exercises as a result of academic or behavioral deficiencies, tuition delinquency, or if their graduation fee is not paid.**

A senior must have a 3.2 GPA or higher in order to be considered as Valedictorian or Salutatorian.

## | Graduation Requirements

A minimum of 24 credits and one year of full-time attendance at BCS or another Christian high school are required for graduation. In addition, there are certain minimum credits per subject that are required:

Bible ( <i>for each year enrolled</i> )	1.0 credit
(The 24-credit requirement would be reduced by one Bible credit for each year that the student is not enrolled at BCS or another Christian school)	
English	4.0 credits
History/Social Sciences	4.0 credits
Mathematics	3.0 credits
Science (including one lab science)	3.0 credits
Health	0.5 credit
Physical Education	1.0 credit
Fine Arts	0.5 credit
Electives	4.0 credits

## | Dual Enrollment

The credits listed above are the minimum to graduate. Dual Enrollment is available to students in their Junior or Senior year, who are meeting the academic requirement of BCS. Dual Enrollment courses must be approved by BCS. Dual Enrollment classes can be taken online during the school day here on our campus as scheduling allows. Successful completion of these classes will result in the student earning BCS high school credits as well as college credits. Dual Enrollment must not take precedence over successful completion of BCS required credits or hinder school attendance.

## | Homework

Homework is given to strengthen a given concept, idea, or unit of study. It is not given as “busy work.” All homework is expected to be completed as directed. Late work will receive a grade penalty.

### 7<sup>th</sup> – 12<sup>th</sup>

To reduce the number of late homework assignments and to enable students to learn and display responsible character traits, BCS has the following late homework policy:

For every assignment that a student turns in late, they will be marked incomplete and will automatically receive a daily reduction of one letter grade.

## Elementary

All work is required to be submitted on time. Incomplete or late work will result in lost points and lost recess time. Incomplete work is to be finished. Late work is still required to be finished, but will receive penalties for each day late. Work over ten days late or incomplete, may result in lost specials or even a homework detention.

## | Honor Rolls

### K-12<sup>th</sup>

Students who achieve all A’s and B’s attain Honor Roll status. Those who achieve all A’s attain High Honor Roll status. Students who attain Honor and High Honor Roll will be awarded a certificate and recognized.

## | Mid-Quarter Reports

All students will receive a mid-quarter report at the middle of the marking period. Students whose performance is below average will be required to get the mid-quarter report signed by their parent/guardian and return it to the office (or elementary teacher).

## | Recording of Credits

Credits are earned in grades 9-12. They accumulate toward the necessary requirement of 24 credits for graduation. The credit value assigned to a given class is determined by the frequency and duration of



the class. Actual credit will be earned only upon the completion of all requirements of that class with a per-class grade of “D” or higher. If a student fails a class, they must go through a credit recovery process. The grade will be recorded, however, and will affect the student’s overall GPA.

### **| Report Cards**

Report cards are issued quarterly for students in grades 1-12. Kindergarten does not receive a report card for Quarter 1 and 2.

### **| Senior Trip**

Senior Trip is a privilege that is earned by our seniors. Although the trip is a time of enjoyment and making class memories, the nature of the trip is to be educational/ historical or mission-minded. If a senior is disqualified due to disciplinary or academic reasons, or is otherwise unable to go on the trip, he or she will be expected to be in school during the time of the trip and will be given an alternative project to complete.

## **Dress Code**

All students and Bethel families should support the school in upholding these standards. In the event there are different opinions or judgments that need to be made concerning dress code, the administration will advise the family.

Bethel apparel can be worn any day of the week, and will be sold twice a year in July and January. Other sales may occur throughout the year at school events.

## | Monday - Thursday (K-12th)

### Boys

- Dress pants/slacks must be solid khaki, navy, black or gray colors.
- Shorts will be solid khaki, navy, black or gray colors. Shorts can be worn during the months of August, September, May, and June.
- Shirts must be polo or full button style.
- Shirts must be a solid color or a pattern (no prints or words).
- Solid colored sweaters and lightweight quarter/full zip fleece are permitted over appropriate shirts. No hoodies are permitted other than the Bethel apparel hoodies.
- No coats are to be worn in class.
- Sneakers, fashion boots, dress shoes and sandals with back straps are acceptable.
- Hair is not to be over the collar, mid ear, or eyebrows; natural hair colors only. No piercings of any kind are permitted for male students. Male students are not permitted to wear makeup or nail polish.

### Girls

- Dress pants/slacks/skirts must be solid khaki, navy, black or gray colors.
- Leggings/tights are only permitted under skirts that are knee length or below
- Leggings/tights must be solid khaki, navy, black, gray, or white color
- Shorts will be solid khaki, navy, black or gray colors. Shorts can be worn during the months of August, September, May, and June
- Shirts must be polo or full button style
- Shirts must be a solid color or a pattern (no prints or words.)
- Skirts, jumpers, and dresses need to be at the top of the knee or longer
- Jumpers, and dresses can be solid color or a pattern (prints or word.)
- Solid colored sweaters and lightweight quarter/full zip fleece are permitted over appropriate shirts/blouses with a modest neckline. No hoodies are permitted other than the Bethel apparel hoodies.
- No coats are to be worn in class.
- Sneakers, fashion boots, dress shoes and sandals with back straps are acceptable.
- No form-fitting or tight clothing of any kind. Hair is to be a natural color and no extreme styles; accessories should be conservative, no facial piercings allowed - such as but not limited to: nose, tongue, eyebrow, etc. Makeup should be modest at all times.

## | Friday (K-12th)

Every Friday will be a Bethel wear day. Students will be permitted to wear jeans as long as they are wearing a Bethel apparel top. If a student is not wearing Bethel apparel, following the regular dress code is required

## | Recess

Elementary students should come prepared for outside recess. Weather changes quickly. The teacher on duty will determine what is necessary. Any student not prepared will lose recess. Snow play will require a coat, hat, gloves/mittens, boots and snow pants.

## Discipline Policy

BCS seeks to incorporate all aspects of biblical discipline. We will honor, reward, admonish, and instruct. We will also rebuke, chasten, reprove, and counsel. Parents can expect to be notified in all instances of discipline where there are repeated occurrences.

### High School Discipline System (7<sup>th</sup>-12<sup>th</sup>):

The demerit system is designed to keep track of conduct violations occurring in the junior/senior high school. It is essentially a record-keeping system designed to assist in the parent-teacher responsibility of holding students accountable for their actions and helping them grow in self-discipline.

### | Assignment of Demerits

Students will be given demerits when it is a clear infraction of rules and/or when warnings and counseling have been ineffective.

ONE DEMERIT: Minor handbook violations, disorderliness, dress code, talking in class without permission, chewing gum, having unprepared assignments, doing homework at an inappropriate time, writing notes, etc.

TWO DEMERITS: Each time a student is referred to the administrator by a teacher for a discipline problem, improper attitude or actions during chapel or class devotions, disobedience, disrespect, misbehavior,

speech (profanity, racial slurs, off-color jokes, obscene gestures, inappropriate racial, ethnic or religious comments), defacing of property, any behavior or usage of items considered detrimental to the education process will result in a minimum of two demerits, with multiple demerits and possible detentions at the administrator's discretion.

**| Accumulation of demerits**

LEVEL 1: The student shall receive one after-school detention after accumulating 5 demerits.

LEVEL 2: The student shall receive a second after-school detention after accumulating a total of 10 demerits. The parents shall receive a phone call and a formal letter regarding the disciplinary problem.

LEVEL 3: When a total of 15 demerits have been accumulated, the student shall receive a one-hour Saturday detention which will require that the student pay a \$50.00 inconvenience fee. The parents shall receive a phone call and a formal letter regarding the disciplinary problem. The student will meet with the administrator to discuss his/her behavior.

LEVEL 4: When a total of 20 demerits have been accumulated, the student shall receive a one-day, in-school suspension and the student/family will be billed \$75.00 (the cost of a substitute teacher). The student will be removed from any extra-curricular activities. The parents and student will be required to meet with the administrator to discuss the student's behavior. The student is placed on general disciplinary probation.

LEVEL 5: After an accumulation of 25 demerits, the student will be given a three-day, out-of-school suspension. Following this disciplinary action, the parents and student shall meet with the administrator and the school board, along with the student's teachers before the student may return to classes. There will be no privilege of extracurricular activities, and the student shall be placed on strict disciplinary probation.

LEVEL 6: Any further infractions of the rules with accompanying demerits could be grounds for expulsion. An accumulation of 30

demerits will result in dismissal from the school. The school board shall be notified that the student has been placed on immediate, indefinite suspension with the recommendation that he/she be expelled from the school. At the first possible opportunity, the administrator shall meet with the school board concerning this matter.

### **| Elementary Discipline System (K-6)**

Each classroom has a chart type monitoring system based on Proverbs. Each teacher may customize the system to best fit the needs of their age group and their teaching style. Each teacher can provide a written explanation of their system upon request.

In general, each teacher has a system involving colors and/or strikes. The system will consist of communication to parents, loss of privileges (such as specials and part or all of recess), meeting with the administrator, meeting with a parent and the administrator, detentions, in or out of school suspensions, and finally expulsion.

The system will also celebrate positive behaviors. At the teacher's discretion, a student may be allowed to return to a more favorable color (or remove a strike). This might occur as the teacher sees kind or helpful behavior, and/or other evidence that the student has learned from their mistake.

Major offenses, such as but not limited to hitting or disrespect, may result in skipping a color or an immediate meeting with the administrator. Once a student has reached the final stage of the color system, any further offense may result in a meeting with the administrator. Depending on the severity of the offense or the number of offenses, the administrator may require a detention, or in or out of school suspension. Continued offenses could result in the recommendation of the administrator for expulsion.

### **| Detention**

Detention, whether assigned, a consequence of accumulating demerits, or as a means of punishment in itself, will consist of time spent after school from 3:10 to 4:00 p.m. Generally, detention will be assigned with a minimum of one (1) days' notice.

Students assigned to detention will be given a notice for parental signature no later than the day before the detention. This slip is to be signed and returned. Parents are responsible for transportation home after the detention.

Students will serve the detention on the day assigned; not when it is convenient. **They are to report by 3:10 p.m.**

### **| Behavioral Probation**

A student may be placed on disciplinary probation by the recommendation of the faculty and the approval of the administrator. A conference is held at the start of the probation period between the parents, the student, and the administrator. Teachers may be requested by the administrator to attend. The conference is followed by a letter explaining the results of the conference and the reasons for the probation.

### **| General Probation**

The probation period will be for a minimum of six weeks. The faculty will review the student's progress every six weeks. They will recommend whether the student should be reinstated to the status of a regular student, remain on probation, be placed on strict disciplinary probation, or be expelled.

Students may be placed on general probation for continued deliberate disobedience, a persistent rebellious attitude, a negative influence, committing a serious breach of conduct outside or inside the school, failure of students or parents to comply with school policies, or failure of the parents to get recommended help for students when needed.

### **| Strict Disciplinary Probation**

In serious situations, the demerit system may be by-passed. Strict disciplinary probation includes all the provisions of general probation. In addition, the student will not be allowed to participate in any of the school's extra-curricular activities. This strict disciplinary probation period will be for eighteen weeks, followed by a six-week general probation period. If the offense occurs during the second semester, the student may be admitted the following year only under general disciplinary probation.

In cases where the probation follows a serious breach of conduct, a second major incident of misconduct during the disciplinary probation period will result in the administration seeking an order from the school board expelling the student.

### **| Suspension**

Suspensions from school are either in-school or out-of-school. Both types are built into the demerit system. Students who are guilty of out-of-school suspension will be counted as an illegal absence, but without the usual illegal absence grade penalty.

In cases of a serious breach of conduct (including Pennsylvania school laws), the administration has the authority to suspend a student for up to five days. Suspensions longer than five days that are not covered in this discipline code must be approved by the school board.

#### **Following are examples that could require immediate suspension:**

Cheating, lying, plagiarism, skipping class or school, leaving campus at any time without permission, fighting, disrespect, threats, threatening gestures, and website activity or any activity that is embarrassing or detrimental to the student or BCS, may all result in suspension (in or out-of-school).

### **| Expulsion**

#### **Following are examples that could require immediate expulsion:**

Possession, sale, or distribution of prohibited items or substances while on or off campus. Items included, but not limited to, weapons, explosives, pornographic material; substances included, but not limited to, tobacco products, e-cigarettes, vaping devices or paraphernalia, alcohol, illicit drugs.

Downloading and/or viewing text, graphics or software, or engaging in behavior that may be considered lewd, profane, vulgar, indecent, obscene, abusive and libelous.

Under the influence of prohibited substances on or off campus.

Pulling of fire alarms or tampering with security systems.

Theft of others property.

Assault on another person (staff, faculty, visitor, student).

Behavior on or off campus that is immoral, illegal, and/or reflects adversely on BCS and the biblical principles upon which we stand.

### **| Procedure for Expulsion**

When a student demonstrates (by behavior and/or attitude) a non-compliant spirit with BCS, the student will be suspended indefinitely, until the school board is able to review the recommendation for expulsion. Academic work may be completed during the suspension period; however, appropriate penalties will be assessed.

The student and parents have the right to present their case before the board. A student may be dismissed from BCS if the parents will not cooperate or if the student's conduct, attitude, or lack of effort makes it difficult for them to remain at BCS. Students may also be dismissed for excessive unexcused absences.

When a student is expelled from school, they lose the privilege of attending BCS. Furthermore, they cannot be on school grounds or attend school functions without administration approval. Any school to which a student transfers will be notified of the reason for expulsion through the transfer of records.

Expelled students may be considered for re-admission after one year.

### **| Response to Discipline**

When a student is confronted or disciplined, they should never argue in front of other students; they should not complain to others. If a student feels that a misunderstanding exists, they should obey the teacher without protest. After class, the following procedure should take place according to Matthew 18 principles.

- 1.** Go to the teacher after class and ask for a time to discuss the situation privately.
- 2.** Talk over the problem with parents and ask them to contact the teacher for discussion and clarification. This should happen only if there is no resolution with step one.



**3.** Contact the administrator for a conference to resolve the issue. This should happen only after steps one and two have been tried.

The administrator may appeal to the board in writing, on an individual case basis, requesting that the action called for in BCS policy be changed or adjusted due to extenuating or mitigating factors of the individual case directly related to the policy.

## General Information

### | Academic/Health Records

If a student is withdrawn or dismissed from school, tuition will be based upon the number of days in attendance. Final grades will be recorded; however, academic and health records will be transferred upon satisfaction of any outstanding tuition and fees.

### | Athletics

BCS has an active athletic program for both boys and girls. All students in good standing (academically and behaviorally) are encouraged to participate where appropriate. **Medical physicals are required.**

BCS holds membership in the New York-Pennsylvania (NEWPENN) League.

### | Bibles/Chapel

Each student is required to have his own copy of the Scriptures in school. The King James Version, New King James Version, New American Standard Version, New International Version, English Standard Version, and New Living Translation are recommended for use in school.

Chapel services are held once a week. Chapel is designed to meet student needs and present the claims of Christ in salvation, Christian living, service, and Bible knowledge. It is a vital part of the spiritual ministry of the school. Students are encouraged to attend chapel in a prayerful and worshipful manner. **Bibles are required (grades 7-12) for chapel.**

## **| Church Attendance**

Our desire for each family is to be vitally involved in a local church where God's Word is preached in all of its fullness. Such involvement is vital in support of the Christian home. Enrollment at BCS is not a substitute for regular family worship in church.

## **| Curriculum**

BCS follows the curriculum generally prescribed for schools in Pennsylvania. An outline of the curriculum may be available upon request. Course offerings on the high school level may vary slightly from year to year.

## **| Emergency Drill**

Safety is of utmost importance at BCS. Emergency drills are conducted on a regular basis for fire, earthquakes and severe weather. When the signal is given, students are to follow the drill procedures carefully.

When exiting the buildings, no talking is permitted. Students are to walk (not run) as quickly and orderly as possible to the designated location. After the all-clear is sounded, students are to return to their class quietly and orderly.

**Note:** The exit route to be followed is posted in each classroom.

## **Intruder/Extreme Situations/Lockdown**

Practicing procedures have been implemented for all students and staff. In a true situation of this nature, our campus will be in lock-down mode and all entrances will be locked. Only emergency personnel will be permitted to enter until the situation has been neutralized and professionals have deemed the campus safe.

## **Fire**

Students are to exit building by prescribed route.

## **Earthquake**

Students are to immediately seek cover under desk or table nearby, taking precaution to stay away from windows. After a few moments the class is to exit to the south parking lot.

## **Severe weather**

Students are to exit the classroom and report to the basement.

## | Internet Use

In order for students to be permitted access to the Internet/Chromebook/Tablets, **parents and students must sign and submit the BCS Device Agreement**. The use of chat rooms and any other form of socializing are not allowed on the computers at school. Email use at school must be for school-related purposes and authorized by the teacher. Students will be held accountable for what they publish on the Internet. Parents and guardians are responsible for setting and conveying the standards that their children should follow when using resources like the Internet.

Parents are expected to support the BCS policies; however, it is also understood that BCS respects and supports each family's right to decide whether or not they want their child using this form of access.

## | Hall Passes

Students who wish to leave the classroom during class sessions are required to obtain a hall pass from the teacher and carry it with them.

## | Junior/Senior Banquet

**The Junior/Senior Banquet is a special extra-curricular event**. It is meant to be a time of celebration for the seniors, as well as a time when the student leadership of BCS is passed from the senior class to the junior class.

It is strongly recommended that this event be primarily for juniors and seniors. Dates accompanying BCS students must be a freshman through high school, age 20. Parents and grandparents are welcome to attend this event.

**Everyone attending is expected to dress modestly and appropriately for the event**.

If one of our students is inviting a date from a different school to attend with them, the other student must fill out a Guest Form and turn it in to the office at least one week before the banquet.

## | Locker Use

Upper school students have the privilege of having lockers assigned for their use. **Unannounced, supervised locker inspections may be held at the school's discretion; this also includes book bags, gym bags, etc.** **The school is not responsible for lost or stolen items.** Therefore, students

may provide their own lock or keep only school materials in the locker. A duplicate key or combination must be supplied to the school secretary.

### **| Lunches**

All students bring their lunches except when a hot lunch prepared at the school is available for purchase. Students may purchase a milk card through the office. It is marked each time a student uses it for a purchase. The price charged for the card is based on our cost.

BCS operates a “closed campus lunch” rule which requires all students to stay on campus. There may be exceptions which will need to go through the administration at least one day in advance.

All students are expected to bring plastic utensils if needed for their lunch. The church utensils are not to be used by students. Microwaves are provided for 7th-12th students in the lunch area. Microwaves, stoves and refrigerators located in the kitchen are not for student use. This applies to all grades and students.

### **| Lunchroom Policy**

Students may only leave the lunchroom to use the restroom, with permission from the monitor.

When the five minute bell rings, students are to clean up their trash. High school is to wait for the second bell before heading to class. Elementary is to wait for the monitor to line them up for recess.

No food or drinks are allowed to be consumed outside of the lunchroom (bottled water is the exception).

Students will not throw food & they will keep their hands to themselves.

Students are not allowed in the kitchen, unless express permission is given by the high school monitor (the two student rule applies), or they are serving senior lunch.

Microwave use is limited to the high school students only, in the lunchroom. High School students are not permitted to warm up food for their elementary siblings.

Students will not cause loud disturbances (i.e. yelling, bag popping, bottle popping, etc.)

## | Medication

All prescription and non-prescription medicines brought to school must be left with the school secretary or the classroom teacher when arriving at school. State law does not permit the school to dispense medication to students solely on their request. Parental consent is required.

## | Morning Routine

To ensure student safety, cars ENTER off Ellsworth and EXIT onto 38<sup>th</sup> Street between 7:15 a.m. and 5:00 p.m. Vehicles are not permitted behind the building during this time.

Any time an elementary student is walking across the parking lot, they MUST be accompanied by an adult.

Students enter the building via the west door (Ellsworth St. side). Students arriving before 8:00 a.m. are to report to the gym where they are under the supervision of the duty teachers.

Students whose classroom is in the Lower Education Building (Andrus Building - Hill Building) are not to report to that building. **ALL elementary students report to the main building** and go to their room with their class at 8:05 a.m. They are counted tardy after 8:05 a.m.

If a Lower Education Building (Andrus Building - Hill Building) student is late, they are to first come to the main office to be signed in. The office will notify the Lower Education Building (Andrus Building); **the parents may then escort the student to the building.**

At 8:00 a.m. grades 5-12 go to their lockers with their 1st period teacher. First period begins at 8:05, after which students are counted tardy. Devotions are conducted and attendance is taken. Students should take their Bibles to 1st period.

## | After School Routine

Dismissal is at 2:55 p.m. and elementary students should be picked up at this time. A teacher is on duty until 3:20. Students should be off campus by that time unless they are required to stay for detention, an after-school activity, or go to aftercare.

### | **Pick-up**

All rides will pick their students up at the east side of the building. The yellow chains, which block the use of this portion of the parking lot, will be taken down at 2:45 every afternoon to allow traffic to pass through for student pick-up. All cars are to enter the school parking lots through the West entrance (Ellsworth), drive around backside of the building, pick up their students, then exit through the East driveway (38<sup>th</sup> St.). This is a *one way* traffic pattern. Please **do not enter by 38<sup>th</sup> St. driveways**. The teacher on duty will release each student as their ride arrives.

Please **do not park in the school parking lot and expect your students to come to you**. At 3:20, the yellow chains will be re-hung. If your student is not picked up prior to that time, they will be sent to aftercare to wait for their ride. You may pick them up from the daycare entrance. Photo ID's are required until faces become familiar to the daycare teachers.

No students are to leave until the teacher on duty gives them permission.

### | **National Honor Society**

In 1992, Bethel Christian School established a National Honor Society Chapter for students in grades 10, 11, and 12. Selection for membership is based on scholarship (minimum 3.2 grade point average), Christian character, leadership, service, and spirituality. A faculty council individually completes rating sheets on the academically eligible students; this is followed by a group meeting for final selection. The Bethel NHS Chapter seeks to recognize and encourage academically talented students, and to promote its standards in the Bethel student body.

### | **School Closing**

In the event that school is delayed or closed due to bad weather, it will be announced via text, email, radio, or television. The decision will be made as early as possible.

## **| Search Policy**

The administration may deem it necessary to search a student's locker, book bag, other personal property, or automobile. If such is deemed necessary, the following procedures will apply to all searches.

### ***Lockers***

The locker is the property of the school and may be searched at any time by a school official without the consent or presence of the student.

### ***Book bags, personal property, cars***

A student's book bag or personal property may be searched if the school administrator has reason to believe the student has violated any school policy. When a search is conducted, another witness will always be present. If a student refuses the search, the administrator will contact the student's parent or guardian. If, after speaking with the parent, the student still refuses the search, the student will be dismissed. The student may be disciplined according to school policy that could include suspension or referral to the board for an expulsion hearing. If a search requires touching the student, the search will be conducted by a person of the same gender as the student.

### ***Emergency Searches***

The school may conduct a search of any property of a student or other person if, in the view of the administration, a search is necessary to maintain the safety and security of the school, its students, teachers, and property, or if a violation of the law has occurred.

### ***School Trips***

When on school trips, school personnel are authorized to search all student property and student rooms with or without the student present. In the case a search is necessary, student privacy will be provided. It should be stressed – students in the right have nothing to fear.

### ***Seizure***

An administrator may seize any evidence indicating that a student is violating or has violated the law or school rule, he may find as a result of a search of a student's property, clothed body, or areas designated for student use if the search is proper and reasonable.

### **| Student Drivers**

Students who drive to school will park in the west parking lot. They may not use their cars during the school day without special permission from the administrator. Students will leave their cars immediately upon parking them and are not to return to them without permission. All student drivers must have a Student Driver Agreement Form on file in the school office.

### **| Student Employment**

Students who have an after-school job need to have working papers as required by state law. These are obtained from the public school district in which the student lives.

### **| Student Records**

“The Freedom of Information Act” has made provision that the legal parent/guardian and the student may review his/her file. BCS requires that 24-hour notice be given, as the review must be supervised by a school authority.

Records must be retained by the current school until a signed official records release form is received, whereupon records will be mailed, emailed or faxed.

### **| Transcripts**

A student may request up to three transcripts free of charge within 1 year of graduation. All requests thereafter will be processed at a cost of \$10.00, payable in advance.

### **| Transportation**

Several local school districts bus students to BCS as required by state law. The School District of the City of Erie fulfills its obligation by providing EMTA bus passes. BCS does not provide transportation services. Many families bring their children to school either privately or in carpools.

### **| Trips**

During the school year, BCS will schedule class field trips and athletic events. Besides academic, spiritual, and physical (athletic) activities, we hope to increase the student’s interests and opportunities.



All students are expected to attend field trips that are scheduled as part of the curriculum. If a student is unable to participate, they should remain at home and will be given an unexcused absence.

Students are expected to be in subjection to the school policies and regulations outlined in the BCS Handbook. Because of the nature of trips, it may be necessary for the teacher/sponsor, chaperone, or coach to take immediate action depending on the type of offense committed or the attitude of the student involved. The following actions may be taken:

- Verbal reprimand
- Restriction while on the remainder of the trip
- Any action deemed necessary to maintain control of the individual or group
- Sent home immediately, at the parent's expense.

Students are also subject to discipline upon returning to school.

No electronic devices are permitted on regularly scheduled field trips. Cell phones should be left in the off position and not used unless given permission by the teacher/coach.

On overnight trips, students are expected to be in rooms by curfew. Students should never be in the rooms of the opposite sex at any time.

Our goal is to make parents aware of the nature and cost of the trip well in advance. This should happen by written and/or verbal communication. A written permission slip is required.

**If we cannot secure enough chaperones to provide safety, the trip will be postponed or canceled. All trips require approval by the administration.**

Frequently, field trips require the use of parent drivers. BCS requests that in these cases parents refrain from using electronic devices to entertain the students during the trip. Our school has families with wide variations in personal standards and our desire is to be careful not to offend anyone regarding entertainment content or choices.

### **| Visitors**

BCS welcomes visitors. It is important, however, that we ask all visitors to adhere to the following guidelines and procedures. Visitors must

check in at the office when arriving so that a visitor's pass may be issued. Guests are asked to abide by our dress code. Visitors not in conformity with our dress code may be denied a visitor's pass. Students who want to bring a visitor should notify the office at least one (1) full day prior to the planned visit. We reserve the right to limit the duration and frequency of all visits. Alumni who visit will not be permitted to disrupt classes. If a visitor desires to see a teacher, an appointment may be made through the office.

## Appendix A: Statement of Faith

Bethel Christian School is a ministry of Bethel Baptist Church, and the school's Statement of Faith and Belief is identical to that of the church. The following is Article 2, "Core Beliefs, Distinctive Beliefs," of the Constitution of Bethel Baptist Church:

### **Article 2, Section 1. Core Beliefs**

The following statements constitute the core beliefs of Bethel Baptist Church. They are central to our understanding of the Bible regarding the Christian faith.

#### **A. The Bible**

We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, every word having been written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. (2 Tim. 3:16,17; 2 Peter 1:19-21)

#### **B. God**

We believe that there is one living and true God; that He is infinite, eternal, self-existent, unchanging, and ever-present; that in His nature He is spirit; that He is personal; that He is perfect and absolute in all of His attributes, including those of His holiness, His power, and His knowledge; that He is therefore sovereign in His position.

We further believe that in His divine and infinite being there is a trinity of personal distinctions, the Father, the Son, and the Holy Spirit, sharing equally in every divine perfection, essence and power, while executing distinct but harmonious roles in every divine work. (Gen. 1:1; Ex. 3:14; 20:2,3; 1 Cor. 8:6; Rev. 4:11; Matt. 28:19; 1 John 5:7)

#### ***1. The Father***

We believe the Father is truly God; that He occupies a functional but not a positional superiority in the trinity. We further believe that, in His functional superiority, He was the architect of and active in Creation, that He planned redemption, sent the Son, sent the Holy Spirit, raised the Son from the dead, and gave authority to the Son to judge the world. We believe that all this was done, is done, and will be done for the ultimate purpose of the Father's own glory. (Gen 1:1; Deut 32:6; Is 40:28; Matt 19:4; John 3:15,35; 5:19, 22, 27, 36-38; 14:10,16-17, 26; 1 Cor 6:14; Gal 1:1; 4:4-5; Eph 1:7-10, 20; Phil 2:10-11; 1 John 4:14)

## **2. Jesus Christ**

We believe that Jesus Christ, the Son, is truly God; that He is eternal and was active in Creation. We further believe that as God's son He became fully man by means of birth from a virgin, conceived by the Holy Spirit, and that although as a human He possessed a human nature and limitations, yet without sin, He did not cease to be God.

We believe that the purpose of His human life was to provide redemption for men by His substitutionary, propitiatory death on the cross, bodily resurrection, ascension into heaven, and His eventual return to earth, and until that return He is our representative, intercessor, and advocate with God the Father. (Gen 3:15; Isa. 7:14; Matt 1:18-25; Luke 1:35; John 1:1,14; Acts 1:11; 1 Cor 15:3-8; 1 Thess. 4:13-18; Heb 1:1-3; Heb 4:14-15)

## **3. The Holy Spirit**

We believe that the Holy Spirit is truly God; that He convicts of sin, righteousness, and judgment; and that He is the agent of regeneration; that He seals, indwells, guides, gifts, teaches, confirms, sanctifies, and helps the believer. (Gen 1:1-3; Matt 28:19; Luke 24:49; John 14:16-17,26; 16:8-11; Rom. 8:14,16,26-27; Eph. 1:13-14; 4:30; 2 Thess. 2:7)

## **C. Satan**

We believe in the reality of the spirit being of Satan, that he was created by God and, due to his pride, was cast out of heaven and is now the unholy and temporary god of this world and ruler of all the powers of darkness and sin; and that he is destined to eternal judgment in the lake of fire. (Isa. 14:12-15; Ezek. 28:12-19; 2 Cor. 4:4; Eph. 2:2;6:12; Rev. 20:10)

## **D. Salvation**

We believe that all people are sinners by nature and by choice and are, therefore, under condemnation. We believe that it is by grace, God's unearned favor, we are saved through faith, and this is not from ourselves but it is a gift of God, not on the basis of works. We believe that each person must place their faith in the redeeming work of Christ alone in order to be saved. We believe that repentance, a change of mind and purpose from sin and toward God, is an essential part of a saving faith, and the resulting effect is a spiritual new birth. We believe that all who are born again are justified at the moment of salvation, God transferring the righteousness of Christ and forgiveness to the new believer, solely on the basis of His grace, not dependent on the righteousness of the believer. We further believe that at the moment of salvation God begins the work of sanctification in the believer's life, by which he changes their hearts and minds and character to become more and more like Jesus Christ. We also believe that those who are truly born again are sealed by the Holy Spirit and kept eternally secure in their salvation by God as co-heirs of eternity with Christ. (John 3:3,7; 10:28-29; Acts 16:31; 20:21; Rom. 6:23; 8:35-39; 10:9-10; 1 Cor. 1:2; 6:11; 2 Cor. 5:17; Eph. 2:8-9; Phil. 1:6; Tit. 3:5; Heb. 10:10; 1 Peter 1:5; Jude 1)

## **E. Creation and Man**

We believe that God created all things by a direct act and not by a process of evolution. We also believe that man was created and made in the image of God. Man was originally sinless, but by choice fell from his sinless state. All of mankind are now sinners by nature and by choice, with a natural tendency to evil. We further believe that all men

are totally unable to meet the righteous standards required by the law of God and that all mankind are under just condemnation without defense or excuse. (Gen 1-3:6; Rom. 1:18,32; 5:10-19; Col. 1:16-17; John 1:3)

## **F. The Church**

We believe that born-again believers everywhere compose the Church in a universal sense, the Body of Christ, and that Jesus Christ is the Head of that body, the Church, which is always expressed locally. We believe that the local church is a group of born-again, baptized believers who are independent and self-governing, organized according to the Bible. All human authority for governing the local church resides within the local church itself. We believe that the local church meets together for the purposes of worshipping God, fellowshiping, growing in Christ, serving, and the reaching of the lost. (Acts 2:41-42; 20:28; Rom. 6:1,4-5, 16; 1 Cor. 1:2, 5:12, 11:2, 16:1-3; Phil. 1:1, 4:15; 1 Tim. 3:1-13; Titus 1:5-9; 1 Peter 5:14)

## **G. The Ordinances**

We believe that the following ordinances are acts of obedience, as pictures of God's love and grace, and are symbolic in nature, and that they should be observed until the return of Jesus Christ.

### ***1. Baptism***

We believe that baptism is the first act of obedience by a Christ-follower after salvation. We further believe that Christian baptism is to be done by immersion in water in the name of God the Father, God the Son, and God the Spirit. It is symbolic of Christ's death, burial, and resurrection, and we believe it is an outward sign of the spiritual change that occurs in the heart and soul of every new-believer, and that it publicly communicates a loyalty and submission to Jesus Christ. (Matt 3:16; Acts 8:36-39; Rom. 6:3-5; Col 2:12; 1 Peter 3:20-32)

### ***2. The Lord's Supper (Communion)***

We believe that communion is an act in which believers remember the death of Jesus on our behalf. Jesus himself created this act of worship and we are instructed to continue observing it regularly as an act of worship together. (Matt. 26:26-29; 1 Cor. 11:17-34)

## **H. Human Sexuality, Marriage, and the Family**

### ***1. Human Sexuality***

We believe that God has commanded that sexual activity be engaged only within a marriage between one man and one woman, which is the only Scriptural marriage. We therefore believe that any forms of sexual activity other than between a man and a woman within the marriage covenant are sinful distortions or uses of God's gift of sex. (Gen. 2:24; Gen. 19:5-7, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; Rom. 7:2; 1 Cor. 5:1; 6:9; 7:10; Eph. 5:22-23; 1 Thess. 4:1-8; Heb. 13:4).

We believe that God created only two biological genders. Humans are born either male or female by God's design.

We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Gen. 1:27; Deut. 22:5; Is. 45:9-11; Rom. 9:20).

## **2. Marriage**

We believe that the only Biblical marriage is the joining of one man and one woman. (Gen 2:24; Rom 7:2; 1 Cor 7:10; Eph 5:22-23)

## **3. Family**

We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Biblical leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them through a consistent lifestyle example and appropriate discipline, including Biblical correction. (Gen 1:26-28; Ex 20:12; Deut 6:4-9; Psalm 127:3-5; Prov 19:18; 22:15; 23:13-14; Mark 10:6-12; 1 Cor 7:1-16; Eph 5:21-33; 6:1-4; Col 3:18-21; Heb 13:4; 1 Peter 3:1-7)

## **Article 2, Section 2. Distinctive Beliefs**

The following statements demonstrate the particular interpretation of the Bible by Bethel Baptist Church in several areas. We recognize that these, as distinctive beliefs, are not universally held by all followers of Christ.

### **A. Supernatural Gifts**

We believe that the Holy Spirit empowers and gifts believers for their ministry. Some of these gifts can be categorized as “supernatural” gifts because their expression defies natural laws and man’s ordinary capabilities. These gifts, in the past, have included speaking in unlearned foreign languages, miraculously healing, and speaking prophetically of future events. It is clear from the Bible that God empowered human beings with these gifts at certain, specific, times as a way of authenticating His message; and that there is evidence from the Bible that these gifts were linked specifically to the birth of the early church as a way of confirming the message. Although we believe that God is no less capable of working through His people in these same ways today, for the sake of unity within this church we do not practice or teach these supernatural gifts. Instead, we encourage believers to focus on loving one another and to pursue the gifts that are certain to edify the church. (Romans 12; 1 Cor. 12-14; Eph. 4:11-16; Heb. 2:4)

### **B. Future Things**

We believe in the personal, pre-tribulation return of Christ for the rapture of His church, and the resurrection of the righteous dead, followed by a seven year period of tribulation prior to His millennial reign on earth, the resurrection of the unrighteous, and their judgment at the Great White Throne. We further believe that after this judgment and eternal punishment of the unrighteous, God will make a new heaven and new earth which is the eternal home of all believers in the physical presence of God. (Matt 24:4-28; 25:31-46; 1 Cor. 3:11-15; 2 Cor. 5:10; 1 Thess. 3:13; 4:13-16; 2 Peter 3:10-12; Rev. 19:7-21; 20:4-6; 21:1-4)

### **C. Complementarianism**

We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the local church. The husband is to be the leader of the home, and men are to be the leaders (pastors) of the church. Therefore, we believe that only men are eligible for licensure and ordination by the church. (Gal 3:28; Col 3:18; 1 Tim 2:8-15; 3:4-5,12)

#### **D. Civil Government**

We believe that human government is ordained by God for the good of mankind and that believers are to not only pray for their government but also obey civil law unless such law contradicts the commands of the Word of God. In the event of such a contradiction, we believe that we must obey God rather than man, and that we must not renounce our profession of faith or Christian practice, even in the face of opposition. We further believe that the affairs of the church must be kept distinct from the civil government and free from interference by any political authority, a separation of church and state. (Ex 18:21-22; 2 Sam 23:3; Daniel 3:17-18; Matt 22:21; Acts 4:19-20; 5:29; 23:5; Rom 13:1-7; 1 Tim 2:1-3; Titus 3:1; 1 Peter 2:13-17)

## **Appendix B: Financial Policy**

### **| Payments and Penalties**

1. **Full Payment.** If payment is not received by September 5<sup>th</sup>, the discounted rate of tuition will not apply; the family will be contacted by the Business Manager and an alternative tuition payment option will be offered.
2. **Semi-Annual.** 50% by September 5<sup>th</sup> and January 5<sup>th</sup>. A \$35.00 late fee will be assessed.
3. **Monthly Payments.** Families who choose the 10-month payment plan and miss a payment due to insufficient funds, will be assessed any fees incurred by BCS, and may incur a fee from their financial institution. The missed payment will be re-attempted by BCS within 7 days. A \$35.00 late fee will be assessed for any late payments made past the 5<sup>th</sup> of each month. (Electronic payments performed by BCS after the 5<sup>th</sup> will NOT incur late fees unless the later date is the fault of you, the responsible party.)

### **| Delinquent Accounts**

1. No returning student shall be admitted to class in the Fall if unpaid bills remain from the previous year or if the registration fee has not been paid.
2. Families who have missed two monthly payments and have not made suitable arrangements within 14 calendar days will be informed that their child(ren) will not be allowed to attend class until the arrangements are made.

3. Any returned checks to Bethel Christian School may be charged all fees that BCS incurs. The Board reserves the right to require a cash basis if a chronic problem develops.

4. Bethel Christian School considers all unpaid tuition accounts from past years due and payable. Collection will be pursued as the Board deems appropriate.

#### **| Refunds/Obligations for Early Withdrawal**

If a student is withdrawn or dismissed from school, tuition will be due based upon the number of days in attendance. Final grades will be recorded, and health and academic records will be transferred upon satisfaction of any outstanding tuition and fees.

#### **| Tuition Aid**

1. Limited tuition assistance is available to families demonstrating financial need. Alumni receive 10% off their oldest child. Pastors' families receive a 15% discount. A link for an application for financial aid can be found on the school's website. Financial aid applications are verified through a third party. All tuition aid requests for returning students must be received prior to June 30th to be considered. A family must pay registration/re-enrollment fees before their Tuition Aid Application will be considered.

2. The finder's fee applies to any current family that refers a new family to Bethel Christian School regardless of number of students enrolled. The name of referral family must be noted on the new student's application. Discount is conditional upon students remaining in school for at least one semester and is applied to the second semester balance. *The BCS board reserves the right to stop or alter any tuition discounts, grants or aid after its yearly review of finances.*

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\*We don't actively monitor student followers on social media accounts. Our main purpose of using social media is to communicate pertinent information that you may need to know. (School closings, events, schedule changes, etc.)