

*Bethany School*

*Parent - Student Handbook*

*2017-2018*

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## I. **GENERAL INFORMATION**

Bethany School is an independent, coeducational Episcopal day school located in the community of Glendale, Ohio. A nonprofit institution, Bethany considers applicants on the basis of admissions tests, previous school records, and personal qualifications without regard to race, color, creed, or national origin.

The campus is located on twenty wooded acres between Albion Avenue, Oak Street, and Hedgerow Lane in Glendale. The total environment is quiet, lovely, and highly conducive to an educational program. Over the years the school has evolved from a children's home, to a boarding school, to what we know as the day school called Bethany.

### **Philosophy**

Bethany is an Episcopal day school serving girls and boys from kindergarten through eighth grade. The school was founded in 1898 and continues as a ministry of the Sisters of the Society of the Transfiguration, an Episcopal religious community. Bethany is a Christian school which welcomes children of all faiths, races, and ethnic backgrounds.

The elementary school years are crucial to spiritual growth, as well as the development of academic skills, positive attitudes, intellectual curiosity, and physical well-being. The daily program at Bethany is child-oriented and personalized. Small class size, professional, caring teachers, along with current texts and teaching materials yield a spiritual and academic environment in which each student is directed toward the attainment of sound basic skills, emotional well-being, and physical, social, and moral development commensurate with his or her God-given potential.

The school strives to inspire within each student a love of learning and an appreciation of the arts. The program seeks to prepare children for their place in a technological society. It also attempts to help each youngster cultivate a positive self-concept, be aware of his or her great worth as a child of God, and be capable of making a significant contribution to society.

### **Mission Statement**

The mission of Bethany School is to be a community where all members can thrive as learners, growing and developing academically, socially, physically, emotionally, and spiritually; where students experience and learn respect, responsibility, and an appreciation for diversity; and where academic excellence is provided in a Christian environment.

Our Mission Statement is the reflection of our clear and continued commitment to these Core Values: Christian Education, Academic Excellence, Diversity, Character Education, and Family Commitment.

### **School Accreditation**

Bethany School is fully chartered by the State of Ohio. Bethany is also a member of the National Association of Episcopal Schools.

### **Faculty and Staff**

All teachers are certified by the Ohio Department of Education, and all hold baccalaureate or graduate degrees. In addition to a faculty of lay men and women, Sisters of the Society of the Transfiguration serve the school in a variety of capacities. A school chaplain, a registered nurse, a certified librarian and a technology director are also members of the staff.

## **II. ADMISSIONS PROCESS**

Bethany School is selective in its admissions policies. Students of average to above-average ability and achievement are accepted. At Bethany students are enrolled who will profit from an enriching, academically oriented program of instruction.

Current standardized testing information is required for all applicants to Bethany School. Records from the applicant's current school will be utilized as part of the evaluation process. The current principal and teachers will be contacted for academic, social, and behavioral evaluations. Students in grades 1-7 will also spend a school day in a Bethany classroom.

In all admissions cases, decisions are made by a committee of school administrators and such additional staff members as they deem necessary to ensure that the best interests of the child and the school be served.

Admission will be granted to applicants, after reviewing all available information, on the basis of the following factors:

- available space at the given grade level
- the reasonable expectation that the applicant will be successful at Bethany School
- diversity and gender balance of the grade level in question
- appropriateness of the match between the family and the school
- siblings of current Bethany students will be given priority

A parent whose child has been accepted for enrollment is expected to provide the school with proof of birth (and guardianship in some cases), and medical and dental exam forms. State law requires immunization records be on file for each child by the end of September. Students will not be permitted to attend school after that time unless and until immunization records are in the office.

### **Class Size**

It is the goal that class size for first through eighth grades be limited to 15 students. Exceptions to this will be made only in the following instances:

- If a student who has a sibling currently enrolled at Bethany School is applying to a grade level that is full, consideration will be given to accepting the student as the sixteenth member of a given class. Should this circumstance occur, when the class size reverts to fifteen, this sixteenth position will not be filled.
- When the school has been informed that a student will be transferring from Bethany School, a sixteenth student may be considered for the class which has the anticipated opening. Consideration will be given only when the anticipated transfer will take place in three months time or less.

### **Readmission Process**

In the month of February each year, current students at Bethany School are reviewed by teachers and administrators to determine their status for continuation in the school. Contracts for the coming year are mailed to students who would profit from continuation in the Bethany School environment. In cases where there may be some question about reenrollment, parents will be notified. The completed contract must be returned to the school with a nonrefundable \$250.00 deposit, of which \$200.00 will be applied toward the fees for the following year. The deposit and completed enrollment contract secure a place in the student body for the coming year. An enrollment contract is required each year.

### **III. TRANSPORTATION**

#### **Public School Bus Service**

Princeton, Fairfield, Lakota, Kings Local, and Winton Woods school districts provide bus service to Bethany students residing within each district. Stipends may be available if a given school district does not provide transportation for Bethany students. It is the responsibility of the family to communicate with the school district about their policy. A list of phone numbers for transportation departments is available in the school directory for your convenience.

Bus buddies will be provided for kindergarten and new first grade students for the first few weeks of school, in order to help them become acclimated to the bus experience.

The following rules will be observed by students riding any school buses. Violators of these rules will be subject to suspension or dismissal from riding the bus.

1. The bus driver's authority must be honored.
2. Students must remain seated at all times.
3. Foul language is not acceptable.
4. Objects will not be thrown inside or outside.
5. Actions reflecting poorly on the good name of the school are prohibited.
6. Students will respect each other and each other's property.
7. No gum, candy, food, or drink is allowed.
8. For safety reasons, ipods and other electronic devices are not allowed.
9. Students may not ride on buses other than those provided by the district within which they live.

Misconduct forms used by individual bus systems will be supported by the school. Parents will be notified when a misconduct notice is received by the school. The third misconduct notice within one quarter will force the school to recommend suspension from using the bus for a period of one full week. Further misconduct notices during the school year will prompt a conference with the parent, and possible suspension from use of the school bus for the remainder of that year.

#### **School Bus Driveway**

School buses use the drive off Oak Road for morning drop-off and afternoon pickup of students. For safety reasons cars are prohibited from using this area during the hours of 7:30 a.m. to 8:15 a.m. and from 2:00 p.m. to 3:15 p.m. This location can be used, however, for parking for school events during non-restricted school hours or after school hours.

#### **Bethany School Traffic Pattern**

Cars transporting students to and from school should always use the one-way drive which flows from Albion Avenue to Hedgerow Lane. During the morning hours, cars should pull forward as far as possible to the crosswalk, making it possible for students to exit from many vehicles at a time. Students should always cross in front of their own car when proceeding to the sidewalk area. Allowing students to depart from vehicles on Albion Avenue and walk into the campus area is unsafe and should be avoided. Parents may choose to park on the outlying roads and escort their children to the drop-off area if they so desire. For afternoon pickup, students may only enter cars at a designated loading area, where close supervision will be maintained.

Please follow these simple rules to ascertain smooth and easy traffic flow:

1. Enter from Albion Avenue.
2. Don't block the driveways.
3. Keep right and pull forward as far as possible.
4. Watch carefully for children.
5. Campus speed limit is 10 miles per hour
6. Parking on campus in areas marked as no parking zones, or not set aside specifically for Bethany School parking is prohibited at all times. Please do not use Convent parking spaces. Parking is available in the lower parking lot as well as on Hedgerow Lane.

#### **IV. DAILY ROUTINE**

The school day runs from 8:00 a.m. until 2:50 p.m. Students not involved in the before and/or after school program or participating in school sponsored after school activities, should not arrive at school prior to 7:30 a.m. and must be picked up at the day's end by 3:00 p.m. Children remaining on campus after 3:10 p.m. will be sent to the latchkey program and assessed a fee for its use.

##### **Attendance**

For academic growth and continuity, it is essential that absenteeism be held to a minimum. Family vacations and trips should be planned according to the school calendar. For a student to be eligible to make up work missed, the teacher must be notified at least one week in advance of vacation or non-illness absences. The name of any child not counted present in the morning homeroom will be reported to the office.

The parent of a sick child must call the office **771-7462 ext. 100** in the morning to notify the school of the illness; homework requests must be left at the same time. Homework will be ready at the end of the school day. If unable to contact a parent after three days of absence, the school is required by Ohio State Law to report the missing child to the appropriate authorities.

Students' Attendance is recorded in PowerSchool and will reflect any tardies or partial days of attendance based on the following criteria:

##### **Late Arrivals**

Arrival time between 8:00 - 8:15 - Tardy  
Arrival time between 8:15 - 10:00 - 1/4 day  
Arrival time between 10:00 - 1:00 - 1/2 day  
Arrival time after 1:00 - 3/4 day

##### **Midday Departures>Returns for appointments**

Off campus up to two hours - 1/4 day  
Off campus between two - five hours - 1/2 day  
Off campus over five hours - 3/4 day

##### **Early Departures**

Departure before 10:00 - 3/4 day  
Departure between 10:00 - 1:00 - 1/2 day  
Departure after 1:00 - 1/4 day

Upon returning to school, it is expected that any work assigned prior to the absence will be completed. For example, a student missing school on Tuesday will be expected to have all work that was due on Tuesday completed upon their return. For work that was assigned during their absence, students will be given extended time. For every day absent, they will have one day to complete their assignments. For example, a student missing school on Monday and Tuesday will turn all work in on Friday. Work turned in after the due date may be subject to points being deducted, according to the policy at each grade level.

##### **Excessive Absences**

Regular attendance at school is important to the academic development of the child and is required by state law. A physician's note is required after any absence of more than 3 days. If a student is absent for 10% of the school year (approximately 18 days), the student may be:

- a) withdrawn from Bethany School or
- b) required to repeat the grade.

Neither school sponsored field trips, long term illnesses and/or hospitalization confirmed in writing by a physician, nor pre-approved family trips are included in this count. Prior to action being taken, a meeting will be scheduled with the Head of School, parents, and teacher(s) to discuss the reasons for the student's absences, review any medical documentation, and determine the best course of action.

### **Tardies**

The beginning of day bell will ring each day at 7:55 a.m. and classes will begin at 8:00. Students arriving in the classroom after this time will be marked tardy. The nature of a school day requires that children be at school on time. Every attempt should be made to minimize school tardies for the sake of the child's education. This information is included in the student's permanent records.

Excessive tardies, as defined by five or more in a quarter, may result in a meeting with an administrator and parents to discuss the matter and determine if further action is warranted.

### **Early Dismissals**

Children who are to be excused early must be signed out at the office by a parent or guardian before leaving the grounds. A written note should be brought from home and given to the homeroom teacher at the beginning of the school day if the child is to be dismissed early.

Messages that must be delivered to students during the course of the school day should be received in the school office prior to 2:00 p.m. Although it is typically not possible for parents to speak directly to students, messages will always be delivered before dismissal.

### **Before and After School Care**

Bethany School will be offering the After the Bell program, a before and after school latchkey program. The goal is to ensure a safe, structured environment for the children in the program. Students in kindergarten through eighth grade may enroll. A variety of developmentally appropriate activities and enriching experiences is provided for students in this program.

Morning hours are from 7:00 a.m. to 7:30 a.m., at which time school supervision begins. The afternoon hours for the program are from 3:00 p.m. to 6:00 p.m. The program is canceled on days when school is canceled. Students who are on campus after 3:00 p.m. for practices or meetings which start at a later time must attend the after school program.

### **School Closings**

In the event of Bethany School closing or delay due to snow or other severe weather conditions, each family will be notified via PowerAnnouncement (email and phone calls). In addition, closing information will be posted on the school web site and broadcast on radio and television stations.

Once Bethany School has begun session for any given day, school will not be closed early due to weather. Classes will continue as scheduled until 2:50 and the after school care will be provided until 6:00 p.m. School districts providing bus service, however, may choose to pick up students early. In this circumstance, every attempt will be made to contact the parents directly to confirm their desire. Only with specific permission from the parent will children in grades K through 6 be released to ride the bus home early. Seventh and eighth graders who normally ride the bus home will be allowed to leave for early dismissal. Parents should always use their own discretion in these circumstances, and understand that it is their decision whether to have their child/ren arrive late to school or leave early, according to the weather and road conditions for their particular situation.

Please note that area school districts may or may not be on the same delay or closure as Bethany School. In that case, transportation provided by those districts may be affected. If the district is on a delay, their buses will be on a similar delay. If the district is closed, their transportation will also be closed. Therefore, if Bethany School is open when your district is closed, you must provide your own transportation to and from school.

### **School Visits**

Visits to school by parents are encouraged but should always be done by appointment. Visitors must check with the office prior to visiting classrooms. Teachers will meet with parents on an individual basis as requested, by a mutually convenient appointment.

Alumni, and other former students, are encouraged to return for visits during the scheduled lunch period, but should procure permission from the school office a day in advance. Parents, alumni, and other friends are especially welcome to visit for the school Eucharist.

### **Withdrawal of Students**

Withdrawal of student forms are available in the school office. All school materials, including textbooks, library books, calculators, etc. must be returned to the appropriate teachers. Additionally, all fees, including tuition, lunch, latchkey, extracurricular, etc. must be paid in full. Academic records will be mailed directly to the new school only after the school materials and financial obligations have been fully met. Withdrawals after an enrollment contract has been signed will result in a penalty, as defined in the business office section of the handbook.

## **V. HEALTH AND SAFETY**

All health information is treated as confidential. However, pertinent information will be shared with faculty members as needed.

### **Pupil Immunization Requirements**

- Sections 3313.67, 3313.671 and 3313.37 of the Ohio Revised Code indicate state regulations regarding immunization requirements for students.
- It is the responsibility of the parent/guardian to provide written documentation of the student's immunization record (month, day, and year for each dose of vaccine received) to school personnel.
- No student shall be permitted to remain in school for more than 14 days unless the parent presents written evidence that s/he has been immunized.
- The parent/guardian may request exemption from compulsory immunization requirements for religious, philosophical, or medical reasons. Religious or philosophical objections **must** be submitted by the parent/guardian in writing. A medical exemption **must** state the medical reason for the exemption and be signed by a physician.
- Please check with your child's physician or school nurse for a list of required immunizations.

### **Illness**

**If your child is not feeling well in the morning**, please do not send him/her to school especially during flu season. **Your child must be symptom free (including vomiting, fever, and diarrhea) for 24 hours before returning to school.** This also means that if your child is sent home from school with symptoms, they need to wait 24 hours from the **time of exclusion** before returning to school.

*Guidelines for Keeping Your Child Home From School* can be found on the school's website under the Parents tab.

Any student who becomes ill or who is injured at school will be observed by the school nurse or designated personnel. Emergency care that may legally be given will be administered as necessary and the parent will be notified if it is recommended that the child leave school for further care. If the parent cannot be reached, instructions on the Emergency Medical Authorization form will be followed.

On returning to school after an illness caused by a communicable disease, a child must present a release note from the doctor.

### **Screening**

Throughout the year, the school nurse will conduct screening programs such as vision (grades K, 1, 3, 5, 7); hearing (K, 1, 3, 5); and scoliosis (grades 5 and 7 for girls and grade 8 for boys). Students are referred for additional care if a concern is noted.

If the parent does not wish for their child to be screened for any or all of the screenings, they must notify the school nurse in writing.

### **Emergency Medical Authorization (EMA)**

Bethany School provides parents/guardians of every pupil enrolled in school an Emergency Medical Authorization (EMA) form. If a parent/guardian does not wish to give such written permission, the parent/guardian shall indicate in the proper place on the form the procedure school authorities should follow in the event of a medical emergency involving the child.

Even if a parent or guardian gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the authorities of the school shall make reasonable attempts to contact the parent/guardian before the treatment is given. The school shall present the pupil's EMA form or copy thereof to the hospital or practitioner rendering treatment. (Ohio Revised Code 3313-712).

### **Physical Education Exclusion**

A written note signed by the parents is necessary for a child to be excluded from Physical Education class. The note must include the reason and the period of time for the exclusion. Often physicians will provide documentation at the office visit for the physical education teacher. You may be required to present a physician's note if a student needs to be excluded from Physical Education for more than 2 days. A Medical Action Plan (MAP) can be developed to accommodate the student at that time.

### **Administration of Prescribed and Over the Counter Medications at School**

The Nurse and School personnel are prohibited from giving any medication to a student without written permission of a parent or guardian. In the case of a prescription medication, the written order of a licensed prescriber is also required. When it is necessary for medication to be administered during school hours the following procedures must be followed:

#### **Prescription Medications**

If your child would need a **PRESCRIPTION MEDICATION** during nurse's office hours (8:00 - 4:00 M-F):

- \* A **MEDICATION ADMINISTRATION FORM** (on the school website) must be completed **by the licensed prescriber and parent**. The form must be submitted to the school nurse before any medication will be administered. This form provides the licensed prescriber's order, parent permission, and medical information required by law.
- \* A separate form is required for each medication. New forms must be submitted each school year and for each change in medication, dosage, and/or time.
- \* The school nurse and designated school personnel will administer all medication in accordance with safe practices and prescriber's instructions.
- \* To ensure the safety and health of all students, students may not carry or administer their own medication. The only exceptions are for asthma inhalers, Epi-Pens, and Insulin. Authorization for students to carry and self-administer these specific medications must be given by the licensed prescriber and parent on the **MEDICATION ADMINISTRATION FORM**. The student must also review self-carry procedures and sign a self-carry contract with the nurse.
- \* Medication must be received in the original container in which it was dispensed. **A parent/guardian must bring medication to the nurse**. The nurse and parent/guardian will count the medication together and signatures of both are required. **Children are not permitted to bring any medication to school**. These procedures apply to the removal of medications, as well.

#### **Over-the-Counter Medications**

We have two options available for **Over-the-Counter Medications** should your child need one during nurse's office hours (8:00 - 4:00 M-F):

- 1) [Clinic Stock Over-the-Counter Medications](#) - Standard medications which the school has in stock
- 2) [Non-Clinic Stock Over-the-Counter Medications](#) - Over-the-Counter medications which the school does not keep in stock

For all Over-the-Counter Medications, the following apply:

- If your child has a change in his health status, recent illness/injury, or a new drug allergy diagnosis, the parent is required to notify the school nurse as soon as possible. We may need to work together to set up a health care plan for your child.
- Over-the-Counter medications will only be administered in the dose indicated on the original medication packaging. If your child would need a dose *that exceeds* the package recommendations, an order is required from a licensed prescriber on the [MEDICATION ADMINISTRATION FORM](#) (see Prescription Medication section above)

### [Clinic Stock Over-the-Counter Medications](#)

- Select Over-the-Counter Medications may be administered to students at the discretion of the school nurse with the permission of the parent. A [Clinic Stock Over-the-Counter Medication Form](#) (on the school website) must be completed by the parent/guardian and submitted each school year (one medicine and child per form). Prior to administering a medication, the Bethany School nurse (or designee) would also need to reach a parent (or parental designee) for approval to dispense medicine at that time. If we are unable to obtain approval, no medication will be given. The dosage will be confirmed at this time per package instructions.
- The school keeps a supply of frequently requested over-the-counter medications such as: acetaminophen, Ibuprofen, Benadryl, Tums, and others. These stock medications are listed on the [Clinic Stock Over-the-Counter Medication Form](#).

### [Non Clinic Stock Over-the-Counter Medications](#)

- Should a student need over-the-counter medications other than those the school keeps stocked, these medicines must be supplied by the parents and kept in the nurse's office. They must be accompanied by a [Non Clinic Stock Over-the-Counter Medication Form](#) (on the school website) and include the parent's signature.

### **Field Trip Medication Administration**

- The [Clinic Stock Over-the-Counter Medications](#) will not be taken on field trips.
- Appropriate doses of [Non-Clinic Stock Over-the-Counter Medications](#) which have been provided by parents (in their original containers and with the proper [Non Clinic Stock Over-the-Counter Medication Form](#)) will be sent with teachers on field trips.
- Prescription Medications will be given as directed on the [MEDICATION ADMINISTRATION FORM](#) on file. For Overnight Field Trips, it will be necessary for parents to obtain a new [MEDICATION ADMINISTRATION FORM](#) for medicines which need to be dispensed at times or dose levels which vary from those on the form on file.

### **Storage of Medications**

Medications are stored in the clinic in a locked area. While on field trips, medicines are carried by an adult chaperone. No medications are stored at school over the summer. Any remaining medications not claimed by the last day of school will be destroyed.

Please direct any questions to the Bethany School Nurse, Krista Lands, RN ([lands@bethanyschool.org](mailto:lands@bethanyschool.org) or 771-7462 ext 106).

\* Prescription Medication Policy adopted from the Ohio Revised Code #3313.713; OTC Policies can be developed by local school boards/administration to meet the needs of the school.

### **Tuberculosis (TB) Requirements**

The Ohio Law regulating Tuberculosis (TB) testing in schools was changed in September 2008. All students and staff who were born outside of the U.S. that have been in the USA for 5 years or less are required to have a TB test.

Also, all students and staff who travel at any time to a “high risk country” in a non tourist capacity are required to have a TB test. “High Risk countries” are defined by the World Health Organization TB unit. For a complete list of “high risk countries” please contact the school nurse.

A “non-tourist capacity” is defined as staying with family/friends in a private residence, spending most of the travel time in a home or facility where the residents of the foreign country live, or a service/mission trip.

If any student or staff member is required to have a TB test, the school nurse will contact you. Please also note that parents and staff are required to notify the school nurse of any plans to foreign travel throughout the school year. If you have questions, or would like a complete copy of Bethany School’s TB policy, please contact the school nurse at 771-7462 ext 106.

### **Care of Students with Peanut or Other Food Allergies**

Bethany School is committed to the safety and health of all students. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response. Bethany School is committed to working in cooperation with parents, students, and physicians, to minimize risks and provide a safe educational environment.

All students with food allergies are required to have written documentation of such allergies from his/her physician and/or other licensed prescriber. School health practices shall provide students with peanut or other food allergies the opportunity for full participation in all classroom and school activities unless prohibited by a physician’s written statement to that effect.

Bethany School will coordinate school health practices for management of peanut or other food allergies and shall provide for:

- Identification of individuals with peanut or other food allergies;
- Development of individual health care and/or emergency action plans if needed as determined by the school nurse in consultation with the parent/guardian and/or physician;
- Communication among school staff who interact with children with peanut or other food allergies;
- Development of guidelines to prevent exposure to peanut or other food allergens;
- Coordination of health care management activities by school staff;
- Procedures for students to have immediate access to medication in accordance with Ohio Revised Code that allows students to self-carry and self-administer asthma inhalers, and Epinephrine Auto injectors as prescribed by a licensed prescriber and approved by the parent/guardian;
- Annual training of school staff including, but not limited to: the school’s policy and guidelines related to food allergies, information about food allergies and allergic reactions, guidelines for management of food allergies, medication administration, and management of food allergies during extra-curricular school activities and field trips. Staff that has responsibility for specialized services such as medication administration shall be provided training specific to the procedures at least annually by the school nurse.
- All identified students must have an appropriate Epinephrine Auto Injector/medication at school.
- All threats or harassment of students with food allergies will be taken very seriously and will be dealt with in accordance with the bullying policy of Bethany School and pursuant to the Ohio Revised Code 3313.666

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Bethany School’s confidentiality

practices/policies. The confidentiality of students with food allergies shall be maintained, to the extent appropriate and as requested by the student's parent/guardian.

Administrative guidelines shall provide guidance of the implementation of this policy.

Legal References:

R.C. 3313.719, 3313.713, 3313.716, 3313.718, 3313.666

### **Health Concerns**

If your child is allergic to any medication, bee stings, etc., or has a heart condition, hearing or vision problems, ADD, ADHD, diabetes, asthma (including exercise-induced asthma diagnosed by a physician), epilepsy, bladder problem, etc., please indicate on the appropriate health form (Health History and Emergency Medical Authorization).

## **VI. SPEECH/LANGUAGE SCREENING**

Speech and language screenings are conducted in the fall of each year for students who are new to Bethany School, for those students identified as candidates for screening by their teachers, and for previously screened students needing a follow-up. Bethany School has arranged for the provision of these services with the Cincinnati Center for Improved Communication, an association of licensed speech/language pathologists and audiologists. C.C.A. professionals hold Masters' Degrees, as well as Certificates of Clinical Competence from the American Speech-Language-Hearing Association and have extensive experience with preschool and school-age children.

Screenings are conducted on a one-to-one basis during the school day. Areas included in the screenings are articulation (sound production), receptive language (understanding), expressive language (verbalization), voice, and fluency. Any student who demonstrates difficulty during the screening is then referred either for further diagnostic evaluation or for monitoring by the classroom teacher. Once recommendations are made, follow-up may be arranged by the parent. C.C.A. or any other center would be happy to cooperate with the parent if intervention is necessary.

## **VII. FOOD SERVICE**

Students may choose to bring their own lunch from home each day or to purchase items from the dining room. Hot items are available daily, as is indicated on the school menu which is sent home early in the school year. Microwave ovens are available for warming food, which students in grades 3 and up may use independently. Younger students will be provided assistance in warming lunch items. School fees cover the provision of milk in half-pint cartons. Juice and water are available for purchase. Soft drinks are not permitted.

When purchasing lunch items, parents may choose to have students pay on a daily basis or to maintain an account for their child/ren. Each student will be issued a card with an individualized bar code, capable of being scanned, which will be used to maintain his/her lunch account. Parents can access account information via PowerSchool. Accounts may be prepaid or billed. A student's account must be paid completely in order for him/her to receive the report card at the end of each quarter. Questions regarding this process should be addressed directly to Patti Herzner.

Due to Department of Health regulations, neither students nor parents are permitted to enter the kitchen area.

### **Food and Beverage Sale Guidelines**

Bethany School shall approve and implement nutrition standards/guidelines that are aligned with Senate Bill 210 (beverages) and the Alliance for a Healthier Generation (snacks). No food or beverage may be sold on any school premises except in accordance with the nutrition standards approved by the School. (The complete Food Policy/Guidelines are located in the school office)

1. All foods offered for sale during the school day will comply with the Beverage and Snack Guidelines as defined in the Ohio Revised Code Sec 3313.816.
2. Foods offered to students at Latchkey will comply with the Beverage and Snack Guidelines as defined in the Ohio Revised Code Sec 3313.816.
3. No fund-raising sales may take place during the hours that school is providing food service to students.
4. No treats should be brought in for birthday celebrations.
5. Class holiday celebrations will provide healthy snacks.
6. Bethany School will not have vending machines available for student use.

### **VIII. STUDENT APPEARANCE**

Students are expected to dress in a manner appropriate for an educational atmosphere. Uniforms will be worn at all times, Monday through Friday. All items of clothing must be clean, in good repair and in good taste. No clothing which is too short or too tight is allowed. If a student is judged to be dressed inappropriately, the parents will be called and asked to bring appropriate school wear.

#### **Uniform Policy**

The Bethany School uniform policy was developed by a committee consisting of parents, teachers, Administrators, and Sisters from the Community of the Transfiguration. This committee resolved that the overall purpose of the uniform policy is to establish an appropriate and supportive learning environment at Bethany School by reducing peer pressure and disruptions.

#### **Uniform Companies:**

- Educational Outfitters: 513-771-1234
- Schoolbelles (school code: S2595) 513-921-3417
- Land's End: 800-469-2222 (code 9001-0075-1)  
Land's End does not carry the Bethany plaid. Order solid color items only.

#### **Jumpers: Kindergarten – Fifth Grade ~ Girls**

- Bethany plaid or solid navy blue only

#### **Skirts: Sixth – Eighth Grade ~ Girls**

- Gr 6 - Bethany plaid or navy blue only
- Gr 7 - 8 Bethany plaid, navy blue, or khaki only
- Skirts may not be rolled at the waistband.
- Skirt length should be no shorter than three inches above the knee.

#### **Skorts: Kindergarten – Eighth Grade**

- Girls are permitted to wear navy blue or uniform plaid skorts at any time.
- Gr 7-8 Girls are permitted to wear navy blue uniform plaid, or khaki skorts at any time.
- Skort length should be no shorter than three inches above the knee.

#### **Slacks: Kindergarten – Eighth Grade ~ Girls and Boys**

- Gr K-6 may wear navy blue, uniform style pants at any time.
- Gr 7-8 Girls and Boys may wear navy blue or khaki uniform style pants.
- Slacks should fit appropriately: baggy-style which hang down on the hip are not allowed.
- Corduroy pants which have been purchased from the uniform store are permissible.
- Cargo pants and jeans are not acceptable.
- Leggings, Jeggings, and other skin tight pants are not allowed as pants.

**Shorts: Kindergarten – Eighth Grade ~ Girls and Boys**

- Shorts may be worn any day from April 15 – October 15.
- Shorts must be uniform style navy blue, tailored or pleated, cuffed or uncuffed, with no ornamentation.
- Gr 7-8 may wear navy blue or khaki shorts: tailored or pleated, cuffed or uncuffed, with no ornamentation.
- Shorts are to be worn no shorter than 3 inches above the knee.
- Shorts should fit appropriately: baggy-style which hang down on the hip are not allowed.
- Cargo shorts are not permitted.
- Uniform shorts are available through uniform companies.

**Belts: Fourth – Eighth Grade**

- Students in grades 4 – 8 must wear a belt if the pants or shorts have belt loops.
- Belts are not required for students in grades K – 3.
- Belts should be plain navy blue, black or brown.

**Shirts:**

- Shirts for boys and girls must be collared and white, light blue or navy.
- Gr 7-8 boys and girls may add red polo shirts to the options above.
- Shirts must be long enough to remain tucked in with normal movement.
- Shirts may be cotton, broadcloth, oxford cloth or knit.
- Long and short sleeved shirts are acceptable.
- No decorative buttons, trims, designs, monograms or emblems are allowed
- Only solid white shirts may be worn under uniform shirts.
- Long sleeved shirts may not be worn under short sleeved uniform shirts.
- Turtleneck shirts that are white, light blue or navy are also acceptable.
- Collared polo shirts from school sponsored groups, like Power of the Pen, Calculating Minds, Mock Trial, Handbells, Bethany Singers, etc., may be worn at any time.

**Sweaters/Vests/Sweatshirts:**

- Solid white, navy blue or gray sweaters or sweater vests or sweatshirts may be worn.
- No ornamentation, which includes lettering, stripes or logos.
- Fleece and sweatshirts with hoods, hand-warmers, pockets or zippers are considered outside wear and may not be worn inside.
- Bethany sweatshirts, embroidered with the school logo and the student's name, may be ordered through the school office and are also available at the uniform stores.
- Eighth grade students may wear sweatshirts and polo shirts from their chosen high school third and fourth quarters. However, T-shirts from their chosen school may not be worn.

**Socks:**

- Only solid colored white, navy, black, or grey socks are allowed - they must match each other
- Tights or leggings, without ornamentation, which are navy blue, black, grey or white in color, may be worn with jumpers or skirts. However, sweatpants or any long pants are not permitted to be worn with skirts or jumpers.

**Shoes:**

- Sandals (including Keen and similar styles), clogs and Crocs are not acceptable.
- Any shoes without adequate toe and heel protection are not acceptable due to safety reasons.
- Shoes should have heels one inch or less in height.
- Boots may be worn any day from November 15 – March 15.
- Both shoes must match each other.

## **Gym Uniform**

- For all grades, clean, dry gym shoes are to be left at school. These need not be new or expensive.
- Students in grades K – 3 do not change clothes for gym class.
- Girls must wear a pair of shorts under the jumper.
- Boys will wear their uniform pants or shorts.
- Students in grades 4 – 8 must wear a solid color T-shirt and navy blue sport shorts.
- Plain navy blue sweatpants may be worn for cold weather use, at the discretion of the gym teacher.
- Shoes, shirts & shorts must be labeled with the student's name.

## **Professional Dress Days**

- All seventh and eighth grade students will be required to wear dressy casual clothing on designated days throughout the school year.
- These days may include: all school chapel days and Honors' Assemblies; other special occasions may be added.
- The idea is that the total occurrences will be about ten over the course of the year.
- Students should dress as if they are interviewing for a student council position or if they are attending a less formal Silver Tea ceremony.
- The young men should be wearing ties, button-down shirts, slacks, solid brown or black belts and shoes.
- The young women should be wearing dresses or skirts, or slacks and blouse that reflect a business environment. We encourage the young women not to wear high heels on these days.
- We highly encourage you and your child to read the non-uniform day portion of the uniform policy (found below) that mentions particular items that should not be worn on a day such as this (spaghetti straps, torn clothing, etc.).

## **Bethany Athletic Wear**

### **Game Day Attire**

- Student athletes will be issued t-shirts when they sign up for each sport. These will be shirts that are embroidered specifically for each sport: girls' volleyball, girls' basketball, boys' basketball, track, golf
- Students will wear their t-shirt for game days—Fridays if they have a weekend game. There may be other occasions, like Honors' Assemblies, when they be asked to wear their game day shirts.
- Students will wear their t-shirts as their uniform shirt.
- All student athletes will have a Game day t-shirt. Parents will not be asked to make separate purchase.

### **Athletic Uniform Polo Shirts**

- Polo shirts will be designed for each of the athletic teams. These will be a uniform option and can be worn by students on any day. The shirts will be different colors.
- Parents can choose to purchase these polo shirts. We will develop an order form and these can go through the front office, similar to sweatshirt orders.

## **Non-Uniform Days**

- Non-uniform days are listed on the school calendar and occur about once a month.
- Clothes should be comfortable, clean, neat, and in good taste.
- Jeans are acceptable on non-uniform days only if they are hemmed, neat, and do not have holes in them.
- Slacks should fit appropriately; baggy style which hangs down on the hip or drag on the ground are not allowed.
- Shorts must not be shorter than three inches above the knee.
- All shirts must have sleeves.
- Boots may not be worn until November 15 even on non-uniform days.

- Leggings, Jeggings, and other skin tight pants may not be worn without a skirt or dress over top.  
Long shirts do not count!
- Students whose attire is deemed to be non-compliant will be sent to the office to change into a uniform.

**The following items are not suitable for school on non-uniform days:**

- baggy style pants
- clothing which shows skin at the midriff, waist, or hips
- clothing which promotes the use of drugs, alcohol, or tobacco
- undershirts worn as an outer garment
- tank tops, spaghetti strap tops, sport style shorts, and lycra shorts
- hats, bandanas, scarves, or sweatbands may not be worn in school buildings
- any clothing with holes in it (from extended wear or by design)
- any type of dress which brings about disruption of the learning environment for students

**NOTE: the following apply to uniform AND non-uniform days:**

- boots may only be worn after November 15th until March 15th
- shorts may only be worn from start of school to October 15th and from April 15th to end of school year.
- Fleece and sweatshirts with hoods, hand-warmers, pockets or zippers are considered outside wear and may not be worn inside.

Judgment, in any case in question, will be rendered by the administration. Any student not adhering to non-uniform day dress code, will not participate in the next non-uniform day, and parents will be called to bring appropriate attire to school.

**Make-up and Jewelry:**

- Girls may not wear make-up, including colored lip gloss, mascara, eye shadow, blush, or body glitter. These items should not be brought to school.
- While girls may wear jewelry to school, that which draws undue attention or causes a disruption of the learning environment is not permitted.
- Earrings may only be worn in the ears; however, loop or dangling earrings should be avoided.
- Any earring which is judged to be unsafe will be ruled unacceptable.
- We ask parents to exercise discretion in allowing earrings to be worn, and items in question should be avoided.
- Earrings, rings, and necklaces should be no larger than a quarter.
- The wearing of jewelry by girls should be kept to a minimum.
- Boy's jewelry must be pre-approved by the administration, with the exception of a watch or a simple necklace. Earrings are never allowed to be worn by boys.

**Hair:**

- Hair should be clean, properly combed, and out of the eyes.
- Dyed hair is unacceptable for boys and girls.
- Hair may be only the student's natural color.
- Any hair style or hair coloring which calls undue attention to the individual is not permitted.
- The length of boys' hair should not exceed the bottom of the ears on the sides and the collar in the back.
- Disruption of the school learning environment brought about by one's hair will not be acceptable

## IX. BEHAVIOR AND DISCIPLINE

At Bethany School behavior and discipline are key components in establishing a healthy educational atmosphere. Although standards and expectations will differ from one age group to another, the consistent theme for all Bethany School students is embodied in the Character Pillars: Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship. When students join our community, they also join a class that has as its character t-shirt, one of the six colors that represent each of the Character Pillars. As a whole, each class and each student plays a role in creating a rainbow, a representation of the harmony for which we all strive in school life.

Behavior and discipline at Bethany School are addressed in a manner that recognizes the developmental stages of children. The Lower School, Middle School, and Upper School each use the Character Pillars as a starting point, and then create systems that specialize in addressing behavior and discipline specific to their groups of students. This establishes a continuum of messages and actions that are consistent and yet evolve in a developmentally appropriate manner as students mature.

This section on Behavior and Discipline outlines broad issues and expectations which all parents and students should know. Additionally, each parent and student will receive specific information from the Lower, Middle or Upper Schools at the start of the school year that will outline specific policies for that group of students.

### The Bethany School Honor Code

Honor is a core value of Bethany School. It is the umbrella that connects the Character Pillars into a cohesive whole. The goal of the Bethany School Honor Code is best described in the Bethany School Honor Pledge:

*“On my honor, as a member of the Bethany School community,  
I pledge to pursue all academic and social endeavors with  
honesty and integrity. I promise to uphold the six pillars of  
good character: trustworthiness, respect, responsibility,  
fairness, caring and citizenship.”*

This honor code is recited and signed by the Upper School students at the start of the school year in a chapel ceremony. It is reinforced by classroom posters throughout the campus. Additionally, Upper School teachers include a statement on honor in their class materials at the start of the school year. However, in addition to these concrete measures, there is an overwhelming sense throughout the school at all grade levels that education is a moral endeavor that must be grounded in an ethical foundation. So, the honor code becomes the starting point to talk about how we treat each other, how we get our school work done, how we talk about others, how we cultivate a community in which every student feels protected, supported, recognized, and challenged to be a positive agent in the life of the school.

Issues of cheating, stealing, and lying are treated as violations of the code of honor that lies at the core of Bethany School. Consequences to violations of the honor code will be handled by the school administration in an educational manner that helps students understand the impact of dishonorable behavior on the school community. The goal of any consequence is to be educational and to help the student give back to the school community in a compassionate, positive and productive manner.

### Behavior Expectations and Requirements

**General Behavior:** Students are expected to be polite, helpful, honest, and respectful while at school. Their focus should be on the learning process.

Therefore the following behaviors are serious offenses:

- Disrupting the learning process by one’s words or actions

- Verbal abuse of another person
- The use of vulgar, unpleasant, or unkind language
- Cheating or plagiarizing
- Lying and other forms of deception

To aid in keeping order and the focus on studies, the following personal items are not allowed on campus:

- Skateboards, skates, wheeled shoes, etc.
- Chewing gum
- CD players, iPods, video games, pagers
- Cameras
- Any item of value which is not integral to instruction

Specific issues:

- **Medication:** Medication which a student is to have at school should be given to the school nurse in the morning. Written directions from the physician and the parent concerning the use of the medication should accompany the medication.

**Student Supervision:** Students should be under the supervision of faculty or staff at all times.

- Students must attend all scheduled classes and other activities unless specifically excused by school authorities.
- Students may not leave the grounds during school or latchkey hours without written permission, unless he/she is under staff supervision.
- Students are not permitted in any school buildings before or after school hours, except as part of a school-sponsored activity and with appropriate supervision.
- For the safety of the student, the following areas are off-limits for students not accompanied by an adult:
  1. parking area behind the library
  2. the Convent and Convent yard
  3. the kitchen
  4. any school building when adults are not present
  5. the Chapel

**Personal Electronics:**

**Cell phones:** Students are permitted to carry cell phones in their backpacks during the day. However, the phones must be turned off and no access shall be allowed. Violation of this policy once will result in contact with the student's parents. If any other violations occur, the phone will be confiscated and held in the office until a parent comes to retrieve it. If a student chooses to use their phone during class as an unfair advantage, the teacher has the right to mark their assignment as a zero. In addition, there shall be **no audio or video recording** unless specified by the teacher.

**Note:** A teacher may designate certain times during class where students can access their phones. During these times, the phone is not to become a distraction. The school is not responsible for the loss of or damage to any phones.

**Wearable technology:** These devices may only be used for telling time and tracking a student's health status (step count, heart rate, etc.). Smart watches may not be used to receive notifications, send messages, access the Internet, or play games. If a student's phone is off, then a pairing device is not possible. If the device is able to go into Airplane Mode, then the student must set the watch to that setting. Violation of these policies will result in the same consequences stated above for cell phone usage.

**Note:** The device is not to become a distraction. The school is not responsible for the loss of or damage to any of these devices.

**Computer Use:** Computers are an important part of the Bethany academic structure. In order to maintain the integrity of the computer program the following rules must be followed:

- computers must be used only under the supervision of the teacher;
- students must use the internet only under the supervision of a teacher;
- emailing or instant messaging is not permitted on Bethany computers, unless it is part of the academic program;
- downloading programs onto Bethany computers is not permitted, unless done at the teacher's request.

An Acceptable Use Policy that details student guidelines regarding computer and Internet use is to be read and signed by each student and parent every year. Students will not be permitted to use computers or laptops unless the signed Acceptable Use Policy is on file. A copy of the Acceptable Use Policy is provided in the back of this handbook.

**Aggressive Behavior:** Bethany students should expect to learn in an environment free of intentional, persistent and/or pervasive aggressive behavior from another student or students.

The State of Ohio defines aggressive behavior as follows:

Harassment, intimidation, or bullying behavior by any student/school personnel of Bethany School is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, or bullying, in accordance with the State of Ohio House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation. These behaviors are defined as those that a reasonable person under the circumstances should know will have the effect of:

- causing mental or physical harm to the other student/school personnel, including placing an individual in reasonable fear of physical harm and/or damaging of students'/ school personnel's personal property; and
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Further, Bethany School adds the following clarification:

Aggressive behavior is defined as repeated behaviors intended to harm or hurt someone physically, emotionally, or socially and typically involves an imbalance or perceived imbalance of power. Aggressive behavior includes direct aggression of hitting, pushing, shoving, threatening and so on, as well as indirect aggression which includes exclusion, gossiping, spreading rumors, bossing, controlling, intimidating, teasing, and/or manipulation.

### **Disciplinary Procedural Guidelines**

The students at Bethany School are expected to conduct themselves as responsible citizens at all times. They shall respect the rights and property of others and display the kind of attitudes and actions expected of young ladies and gentlemen. Proper respect will be shown by students to all school personnel and fellow students. Any student who persists in patterns of inappropriate behavior will be disciplined.

### **Continuum of Disciplinary Action:**

Most often, classroom and special area teachers deal directly with behavioral problems through:

- verbal correction
- issuance of a variety of minor consequences (depending upon the grade level and teacher's method)
- recess detention in the classroom
- communication with parents

If it is deemed necessary by a faculty or staff member, a student may be sent to the Head of School or Assistant Head of School. In these situations, a counseling approach is used, whereby the students are guided to utilize restitution (fix the wrongdoing), resolution (determine more appropriate future actions), and reconciliation (plan a way to heal the hurt). Circumstances vary, so it is impossible to establish absolute regulations which will always be applied to every incident. Latitude must be allowed for individual

considerations. In all instances, consideration will be given to the behavior itself, what precipitated the behavior, patterns of behavior, and the student's response to the behavioral incident. In the event that there is a serious behavioral issue at Bethany School, the following procedures are used consistently and in every instance:

- the student will talk with an administrator of the school
- a phone call will be made to the parent/s by the administrator

The following procedures, or some combination of them, may be used as indicated:

- a conference with administrators, convent representative, teacher, parent/s, student
- counseling with the school chaplain
- private counseling, with evidence presented to school
- service performed by student
- a behavior contract may be instituted
- detention/s
- modified in-school suspension (student misses classes/recess/lunch and stays in office)
- out of school suspension, ranging from 1 to 4 days
- expulsion from the school

### **Grounds for Suspension, Expulsion, or Non-renewal of Contract**

Suspension or expulsion from school will be considered for any of the following circumstances:

- Fighting of a serious nature
- Physically harming someone
- Willful damaging of property belonging to the school or to other persons
- Any type of harassment (racial, verbal, sexual, written, etc.)
- Possession of drugs, alcohol, tobacco, explosives, firearms, or other weapons
- Threats of serious harm to fellow students, teachers, or other school employees
- Chronic, repetitious behavioral issues such as defiance, misconduct, or the persistence of attitudes or actions which, in the judgment of the school administration, are detrimental to the learning process and/or to the general welfare of the school community

Should behavioral problems persist despite efforts to affect a positive change, and/or a serious behavioral incident occurs, the student could be separated from the school or a decision to not offer enrollment for the following school year may be made.

### **Due Process in Suspension and Expulsion**

When a serious behavioral incident occurs, the following procedures will be followed:

- the student will be removed from the classroom setting immediately
- parents will be notified and asked to pick up the child from school
- a meeting will be held with administrators, parents, and the student as soon as possible, typically the following day, to present the decision
- if parents feel that an unfair decision has been reached, a written appeal may be submitted within 24 hours

### **Protecting the Privacy of Students**

Disciplinary procedures are considered a confidential matter between school personnel, the parents, and the student. As such, this information will at no time be shared with other parents.

Except in the instance of suspension or expulsion from school, discipline forms do not become a part of the student's permanent record. Behavioral incident forms will be kept on file for the duration of the student's tenure at Bethany School and destroyed thereafter, but will not be forwarded as part of the student's record. If information regarding school suspensions and/or expulsion is requested by another school as part of the admission process, this information will be provided.

## **X. THE SPIRITUAL DIMENSION AT BETHANY**

The heart of Bethany's mission and ministry is focused on two facets of the Christian faith. First is our understanding that humanity is created in God's image and likeness, and that God's concern is for the nurturing and development of the whole person; body, mind, and soul. Second, whether we are in the classroom, on the playground, or any place our day takes us, we strive to live out the two great commandments:

- You shall love the Lord your God, and
- Love your neighbor as yourself.

Below is where our words are put into action.

### **Worship**

Worship, simply put, is how we 'give back to God.' It is where we find value in ourselves, in others, and in God. It is the time when we gather together as a family; regardless of religious background, to center, pray, and connect with God. Kindergarten through 4th grade attend chapel once a week as a group, and grades 5 through 8 attend chapel once a week as a separate group. Not all chapels have the Eucharist, but when it is offered, then all baptized persons, regardless of denomination, are welcome to receive communion, provided their parents agree. All are asked to come up for a general blessing. Parents are also encouraged to join any of our worship services throughout the year.

### **Christian Education Classes**

The Christian Education classes are held twice weekly for grades K-8. The curriculum introduces students to the major stories from the Bible, to the liturgical and historical facets of the Christian faith, the history of other religious traditions, and lays a moral foundation for the ethical decisions students will face in their lives.

### **Service**

At Bethany School, service to the community is an essential part of every student's education. It is how we 'give back to God' from the many blessings we have in our lives. Each grade level participates in a group service project during the school year.

### **Pastoral Care**

Students or parents are welcome to speak to the school chaplain or a school administrator about any concerns they may have. If appropriate, the student or parent will be referred to an outside professional for further assistance.

## **XI. ACADEMIC PROGRAM**

The focus of the educational program is:

1. to develop Critical Thinking skills, including application, reflection, evaluation, and analysis
2. to develop sound basic academic skills
3. to develop a positive self-concept within students using learning experiences
4. to develop spiritual awareness and Christian values
5. to provide educational experiences and activities which allow students to achieve academic excellence as his/her own ability will allow

At Bethany, each student is expected to achieve at a level in concert with his/her God-given ability. There is opportunity for instruction on a one-to-one basis, in small groups, and in larger groups. In addition, Bethany faculty coordinate interdisciplinary units of instruction whenever possible to achieve a layered curriculum. We draw on a wide variety of curricular materials to meet the needs of individual students. A continual effort is made to establish independence in learning, accountability for learning, and student responsibility while instilling a joy of learning which will serve students throughout their lives.

Bethany is divided into 3 organizational units:

Lower School	(grades K-3)
Middle School	(grades 4-6)
Upper School	(grades 7-8)

### **Curriculum Summary**

The curriculum at Bethany School is determined by the administration and faculty in line with state guidelines and with reference to the research and experience of public schools. It is a dynamic and growing program, with textbooks being evaluated and updated on a regular basis. The following descriptions are general guidelines; more specific information can be requested from the school office.

#### *Reading/Language Arts:*

Proficiency in independent reading and writing is critical to all students in preparation for lifelong learning. The heart of the program is literature, and the student anthology is filled with quality pieces, all original and unpadding. The entries include nonfiction, classic, and contemporary favorites by beloved and award-winning authors and illustrators. Writing is also emphasized at every level, as students are instructed in both creative and expository pieces. Equally important is the knowledge and use of correct mechanics of writing. Proper grammar, punctuation, and spelling are significant in all student writing.

#### *Research Paper:*

Students in the fourth through eighth grades will complete a research paper, which will include note cards, a rough draft, a table of contents, a bibliography, and a finished product. While fourth graders are instructed in a more basic format, new elements are added each year, with the upper scholars engaging in a very advanced paper. Topics at each grade level are chosen, so as to complement another curricular area, such as Social Studies or Science.

#### *Mathematics:*

At all levels there is emphasis on the development of sound basic skills, problem solving skills and conceptual understanding through a wide variety of activities, including the use of manipulative materials and calculators. Weekly review sheets are also used, so as to provide systematic practice of mathematical concepts. Additional materials and activities at each grade level supplement the core program and provides extra practice, remediating and enrichment, depending on the individual needs of the student. Pre-algebra is taught in grade 7; algebra is taught in grade 8.

#### *Social Studies:*

The Social Studies curriculum is organized around eight categories or strands including history, geography, economics, government, citizenship, cultures, science and technology and society. Lessons are linked through technology which provides interactive social studies experiences. Students focus on local, regional, national, and world studies as the curriculum progresses from kindergarten through eighth

grade. Emphasis is placed upon the study of the world and the people who live in it, past and present. Projects, writing, simulations, research, and technology are interwoven throughout.

*Science:*

The Science curriculum is based on a scientific inquiry model which includes stating the problem; formulating a hypothesis; testing the hypothesis; collecting data; and stating a conclusion. Process skills of observing, classifying, measuring, inferring, predicting, questioning, collecting, interpreting, and experimenting are highlighted throughout the materials. The Science program provides a balance between concepts and hands-on activities and experiments; written and visual materials; and an integration of science concepts with other curricular areas. In the two year Upper School experience, students study Life Science in seventh grade and focus on Introductory Physical Science in the eighth grade. Both courses are laboratory based and provide hands-on experience.

*Spanish:*

All students in grades K-6 will study Spanish from a cultural point of view. Students at the upper school level take Spanish as an academic course. It includes both spoken and written components, grammar, reading, and a simple study of the culture and geography. The two year sequence yields an equivalent to Spanish I.

*Music:*

Vocal music, music appreciation, and music reading are taught at all levels. Students in these classes use rhythm instruments and recorders to participate in creative musical experiences. They also have opportunities to take part in two annual concerts and in preparing music for worship services.

*Art:*

The art program is available to students at all levels and plays an important role in the total life of the school. Emphasis is on creative expression and in self-understanding through art. All students have an opportunity to experiment with many types of artistic media. At each grade level the students explore art from other times and other cultures as a means of introducing a new medium or as motivation for the new project.

*Physical Education:*

Regularly scheduled physical education classes are required for students at all levels. The school gymnasium, as well as the outdoor fields are used for this class. The physical education program provides for instruction and play in team sports and individual psychomotor development. Lower, Middle, and Upper School students participate in the President's Physical Fitness Program.

*Computer Lab:*

The computer education program is presented to all students in kindergarten through grade 8. Students from an early age learn touch typing, word processing, spreadsheet, database and presentation software. Older students go beyond desktop publishing. They learn how to design web pages using HTML and become comfortable with scanning, digital photography and photo editing. The highlight of 7th and 8th grade is the creation of short animated films using a technique called Stop Motion Animation.

*Laptop Computers:*

Classes from second through eighth grade have access to laptop computers for classroom use. Numbers are sufficient so that each student in the class can use a computer at the same time for projects, research or word processing.

*Quest Classes:*

Seventh and eighth grade students have the opportunity to choose elective classes each quarter. These are meant to provide students with an avenue to explore a variety of course offerings, according to their interests. Quest classes take the place of regular classes in art, music, and gym. Each student will be required to enroll in at least one class focusing on each of these three subject areas each year. Typically quest classes will be smaller in size and composed of both seventh and eighth grade students.

## Testing

Placement, achievement, & competency testing will be administered at each grade level each year. Students in grades 1-7 take the Stanford Achievement Test in the spring of each year. In addition, the Otis Lenin School Ability Test is administered to students in grades 2, 4, and 7. Kindergartners take the First Grade Readiness Test in the spring as well. Results of the nationally recognized tests are used to evaluate the instructional programs, providing an overall comparison of performance with national norms. In addition, teachers evaluate students on an ongoing basis throughout the year in each subject area to monitor student progress, as standardized achievement tests provide an incomplete picture of true skills and knowledge development.

## Homework Policy

Homework is an essential component of the Bethany curriculum. Homework is designed to extend learning, promote independence, and develop a sense of responsibility in children. Age-appropriate projects and long-term assignments are assigned at all grade levels throughout the year. Homework assignments are meant to be important, reasonable and meaningful. Because of individual differences in student abilities and work habits, it is impossible to set a rigid time frame for homework at each grade level. However, there should be a reasonable and logical increase as students progress from grade to grade.

## Grading Scale

The grading scale used by teachers is as follows:

A+	=	98.0 - 100	A	=	95.0 - 97.9	A-	=	93.0 - 94.9
B+	=	90.0 - 92.9	B	=	87.0 - 89.9	B-	=	85.0 - 86.9
C+	=	82.0 - 84.9	C	=	79.0 - 72.9	D-	=	68.0 - 69.9
F	=	below 67.9	I	=	Incomplete			

## Academic Awards

Students in grades 4 through 8 are eligible for a variety of awards each quarter. Formal recognition takes place at an Honors' Assembly at the end of each quarter. Parents and family members are always encouraged to attend.

FIRST HONORS: Students achieving a grade point average of 3.5 or above in the academic areas will earn first academic honors for the quarter.

SECOND HONORS: Students achieving an average of 3.0 - 3.49 in the academic areas will earn second honors for the quarter.

SILVER TEA: Silver Tea honors students who have achieved first academic honors for all four of the quarters in an academic year. A ceremony is held in the chapel during the last week of the school year to honor these students and their families.

## Communication with Teachers

Healthy communication between teachers and parents is an essential component of the educational process. This is facilitated in a variety of ways at Bethany School.

The administration, faculty, and staff of Bethany School can be contacted through e-mail at any time. Addresses follow the pattern: **last name@bethanyschool.org**. Responses should be expected within 24 hours.

The school's phone system is equipped with a voice mailbox for all faculty and staff members. Extension numbers are available by pressing "1" to access the school directory. Teachers will check messages every day and respond within 24 hours.

Many grade levels have a class web site, which has valuable information for students and parents. Information will be available at the Meet the Teacher night in September. Links for class web sites can be found on the school web site.

In the fall each year "Meet the Teacher" evening is held, at which time parents have an opportunity to meet teachers and have explained the plans, procedures, and expectations for the year.

Parent-teacher conferences are scheduled twice a year, in the fall and in the spring. Parents will be notified about upcoming conference times, and are expected to call the office to schedule conference times for their child/wren. Additional conferences are arranged as needed, when requested by either parent or teacher.

Written reports cards for students in grades 1-8 are distributed four times a year, at the end of each quarter. These reports are informative evaluations in each subject area regarding concepts, skills and applications. Kindergarten students receive written evaluations in at the end of 2nd, 3rd and 4th quarters.

### **PowerSchool**

PowerSchool is a computer software program which allows parents to access a great deal of information online. By using the password assigned for each child, parents can check lunch and latchkey accounts, as well as having access to current attendance and grade information. Student grades are entered on a regular basis, being updated weekly, if not more often. This allows parents to have accurate and current information about all student grades throughout the school year. At the midpoint of each quarter, a notice will be sent home reminding the parents to check their child/Reno's midterm grades online using PowerSchool. Parents who do not have internet access may request a printout from the office during midterm week. Questions regarding the technological aspects of the program should be directed to the School Technology Coordinator.

## **XII. EXTRACURRICULAR ACTIVITIES**

Participation in school activities outside the classroom is enriching for students, allowing them the opportunity to cultivate individual talents and interests with schoolmates. In addition, membership in social groupings help to promote growth in cooperation and teamwork. As such, Bethany School is committed to providing a wealth of extracurricular offerings for its students.

Participation in any extracurricular activity on a given day, be it a game, contest, performance or practice, is dependent upon the student's attendance in school for the day. Students who are absent from school for 1/2 day or more may not participate in any type of extracurricular activity for that day.

At Bethany School a wide variety of extracurricular activities are offered, including clubs, teams and athletics. In many cases the availability of these offerings is dependent on parent volunteers as leaders or coaches. In nearly every case, a participation fee is charged.

Athletic teams compete in the CYO league. Athletics is viewed as an important part of a well-rounded education and that valuable lessons are learned through participation in athletics. All students are invited to participate in our athletic program, no matter what their level of athletic ability. Students who come out for a team, wanting to learn to play the sport, will not be cut from the team. It is expected that team members will not all be able to experience the same amount of playing time. Every attempt will be given to allow every player to have playing time during a given season. Winning is not the only consideration. Allowing our players to grow, develop skill, and learn from adult role models who coach the teams is the most important consideration.

Students who need to remain on campus after school hours for a late practice must be signed up for the Latchkey program, and follow all the rules of that program. Under no circumstances should a student leave campus while attending the Latchkey Program, for any reason. Students must remain in the Latchkey area until signed out by a parent or coach. Students may never sign themselves out to attend the practice or game of another team.

Listed here are the extracurricular offerings currently available:

Basketball (boys and girls)	Grades 3 - 8
Bethany Singers	Grades 4 - 8
Chess Club	Grades 3 - 5
Design Lab	Grades 1 - 8
Drama Club	Grades 1 - 8
Golf	Grades 4 - 8
Handball Choir	Grades 4 - 8
MathCounts	Grades 7 - 8
Mock Trial	Grades 7 - 8
Model United Nations	Grades 7 - 8
Music Lessons	Grades K - 8
Power of the Pen Writing Team	Grades 7 - 8
Robotics	Grades 4 - 5
Track and Field	Grades 3 - 8
Volleyball (girls)	Grades 3 - 8
Webby Dance	Grades K - 2

### **XIII. PARENTS' ORGANIZATION - B.E.A.P.**

Bethany Educators and Parents, our parents' organization, has been an active organization at the school since 1980. B.E.A.P. is a nonprofit organization formed to support the educational program of Bethany School. It provides the family telephone directory, which is available in September with a paid membership.

#### **Purpose**

- Provide direct voluntary support of Bethany School
- Raise funds for both educational and non-educational support of Bethany School
- Provide opportunities for social interaction of parents and educators within the school community.

#### **Membership**

- All parents and /or staff members of Bethany School are eligible for membership.
- There is an annual enrollment of members, but persons may be admitted to membership at any time.
- Annual dues of \$25.00 are collected in September.

### **XIV. BUSINESS OFFICE INFORMATION**

#### **Tuition and Fees Payment**

Fees will be paid on or before July 1 of the summer prior to the start of the school year. There will be four tuition payment options: Annual, Semiannual, Quarterly, or Monthly. The annual payment is due on or before August 1 and is in the amount of the year's total tuition. The semiannual plan will call for two payments of 50% each on August 1 and January 1. The quarterly plan calls for payments of 25% each on August 1, November 1, January 1, and March 1. With the ten month payment plan, payments are due on the first of each month, August through May. Payment books are mailed to each family in June to serve as a reminder when payments are due. A \$25 late fee is assessed to all accounts which are 10 days late. Overdue tuition payments must be received by Friday of the week prior to report card distribution, in order for the report card to be mailed on the announced date. Payments made after that Friday will necessitate the report card being delayed. There will be no exceptions.

If a check is returned for Non Sufficient Funds (NSF), payments after that date for tuition must be made by money order, cashier's check, certified check, or cash. A \$25.00 fee will be charged for a returned check.

Students entering school after the opening day will have their tuition and fees prorated. A payment plan for tuition will be determined by the parent and school administrator.

### **Penalties and Obligations**

The signed enrollment contract is a binding document. In the event that it is not fulfilled for any reason, there will be a \$500 penalty over and above any prepaid fees. If a child has not officially withdrawn on or before June 15th, the July fee payment remains the family's obligation. Likewise, if the child has not officially withdrawn by July 15th, the August tuition payment, regardless of the payment plan option, remains the family's obligation. If the child is enrolled in the school on the first day of any month, the entire tuition payment for that month becomes the family's obligation as well.

The school will not refund any fee payments or prepaid tuition under any circumstances.

### **Delinquent Tuition Payments**

Parents shall understand that tuition accounts delinquent at the end of any of the four quarters of the school year will result in report cards being withheld. In addition, transcripts will not be sent for students when accounts are not current. Persistent problems will necessitate prohibition of the return of the child to the school unless and until the account is made current, in which case the child's spot may be forfeited. If a tuition account is not current at the time of graduation, an eighth grade student will not be permitted to participate in the actual graduation ceremony. Re-enrollment contracts, which are sent to current families in February, will not be sent to families whose tuition is in arrears.

### **Family Discounts**

Families that have two or more children enrolled at Bethany School are eligible for a yearly tuition discount, according to the following schedule:

- 2 children enrolled .....\$500 family discount
- 3 children enrolled .....\$1000 family discount
- 4 children enrolled .....\$1500 family discount

### **Financial Aid**

Educational Grants are awarded to students at Bethany solely on the basis of need. Bethany utilizes the FAST program, Financial Aid for School Tuition, to process applications. Awards are made based upon recommendations from FAST and available funds. Applications must be filed online and are available on the school website. They must be received at FAST by the announced deadline in order to ensure that the information is processed and returned to Bethany prior to the meeting of the Educational Grants committee to allocate available funds, which takes place in mid-March. At that time, awards will be made and families notified by mail. Applications received after such deadline will be addressed as long as funds remain available.