

Policy Manual for Plano Bethany Bible Church And Bethany Christian School

All policies approved by the Board of Bethany Bible Church shall be included in this policy manual. It is the intent of the board that all policies shall be published in one of the following documents:

- Bylaws for Bethany Bible Church
- Student Handbook
- Employee and Personnel Handbook
- Policies not published in one of the above documents.

The electronic copy of the policy manual differs from the one in the office in that the electronic manual has a single table of contents and pagination continues from section to section of the manual.

Bethany Bible Church D.B.A. Bethany Christian School does not discriminate on the basis of race, color, gender, or national origin. Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, religion, sex, or national origin. Bethany does discriminate on the basis of religion, and we understand “sex” to refer to gender and not personal preference.

Bethany Christian School admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

All aspects of Bethany Bible Church and Bethany Christian school shall adhere to the nondiscrimination policy as stated.

Bethany Christian School is authorized under Federal law to enroll nonimmigrant students.

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Bylaws and Doctrinal Statement of Bethany Bible Church

Article 1- Name

The name of this church shall be Plano Bethany Bible Church, also known as Bethany Bible Church, a non-profit corporation organized under the laws of the State of Texas. Its place of service shall be 3300 W. Parker Road, Plano, Texas, but the corporation may also have offices at such other places as the Board of Directors may determine or as the affairs of the corporation may require.

Article 2-Purpose

The purpose of this church shall be: to proclaim the Gospel of the Lord Jesus Christ as a means of reaching unbelievers (Mark 16:15); to worship and glorify God (John 4:23-24); to edify believers in Christian living (Ephesians 4:12); to encourage and promote fellowship of the saints (1 John 1:3, 7); and to equip others for vocational Christian service (2 Timothy 2:2) as taught in Scripture.

Article 3-Doctrinal Statement

The written Word of God is infallible and without errors. It is to be interpreted with a normal hermeneutic where the mind of the author (not the interpreter) controls the intended meaning. The Bible is our primary authority and is binding whenever we share the essential elements of the original audience. We regard the following to be central truths of Scripture:

1. The gift of everlasting life is given to all who believe in the Lord Jesus Christ. By His death for our sins and His resurrection, He has become mankind's only Savior. We often refer to this as "salvation by faith alone in Christ alone."
2. The believer has the desire to serve God, but not the ability. He/she must depend upon the indwelling Holy Spirit in order to live a life that is pleasing to the Lord.
3. Our Savior could return for His church at any moment and we would be caught up to meet Him in the air. We refer to this event as the "Rapture." Truth regarding the church in no way cancels out the promises made by God to the nation of Israel, which will be literally and completely fulfilled.

What follows is a complete set of our doctrinal beliefs .

Section 1—The Scriptures

We believe that "all Scripture is given by inspiration of God," by which we understand the whole Bible is inspired in the sense that holy men of God "were moved by the Holy Spirit" to write the very words of Scripture. We believe that this divine inspiration extends equally and fully to all parts of the writings—historical, poetical, doctrinal, and prophetic—as appeared in the original manuscripts. We believe that the whole Bible in the originals is therefore without error. We believe that all the Scriptures center about the Lord Jesus Christ in His person and work in His first and second coming, and hence that no portion, even of the Old Testament, is properly read, or understood, until it leads to Him. We also believe that all the Scriptures were designed for our practical instruction (Mark 12:26, 36; 13:11; Luke 24:27, 44; John 5:39; Acts 1:16; 17:2–3; 18:28; 26:22–23; 28:23; Rom. 15:4; 1 Corinthians. 2:13; 10:11; 2 Tim. 3:16; 2 Pet. 1:21).

Section 2—The Godhead

We believe that the Godhead eternally exists in three persons—the Father, the Son, and the Holy

Spirit—and that these three are one God, having precisely the same nature, attributes, and perfections, and worthy of precisely the same homage, confidence, and obedience (Matt. 28:18–19; Mark 12:29; John 1:14; Acts 5:3–4; 2 Corinthians 13:14; Heb. 1:1–3; Rev. 1:4–6).

Section 3—Angels, Fallen and Unfallen

We believe that God created an innumerable company of sinless, spiritual beings, known as angels; that one, “Lucifer, son of the morning”—the highest in rank—sinned through pride, thereby becoming Satan; that a great company of the angels followed him in his moral fall, some of whom became demons and are active as his agents and associates in the prosecution of his unholy purposes, while others who fell are “reserved in everlasting chains under darkness unto the judgment of the great day” (Isaiah 14:12–17; Ezek. 28:11–19; 1 Tim. 3:6; 2 Pet. 2:4; Jude 6).

We believe that Satan is the originator of sin, and that, under the permission of God, he, through subtlety, led our first parents into transgression, thereby accomplishing their moral fall and subjecting them and their posterity to his own power; that he is the enemy of God and the people of God, opposing and exalting himself above all that is called God or that is worshiped; and that he who in the beginning said, “I will be like the most High,” in his warfare appears as an angel of light, even counterfeiting the works of God by fostering religious movements and systems of doctrine, which systems in every case are characterized by a denial of the efficacy of the blood of Christ and of salvation by grace alone (Gen. 3:1–19; Rom. 5:12–14; 2 Corinthians 4:3–4; 11:13–15; Eph. 6:10–12; 2 Thessalonians. 2:4; 1 Tim. 4:1–3). We believe that Satan was judged at the Cross, though not then executed, and that he, a usurper, now rules as the “god of this world”; that, at the second coming of Christ, Satan will be bound and cast into the abyss for a thousand years, and after the thousand years he will be loosed for a little season and then “cast into the lake of fire and brimstone,” where he “shall be tormented day and night for ever and ever” (Col. 2:15; Rev. 20:1–3, 10). We believe that a great company of angels kept their holy estate and are before the throne of God, from whence they are sent forth as ministering spirits to minister for them who shall be heirs of salvation (Luke 15:10; Eph. 1:21; Heb. 1:14; Rev. 7:12). We believe that man was made lower than the angels; and that, in His incarnation, Christ took for a little time this lower place that He might lift the believer to His own sphere above the angels (Heb. 2:6–10).

Section 4—Man, Created and Fallen

We believe that man was originally created in the image and after the likeness of God, and that he fell through sin, and, as a consequence of his sin, lost his spiritual life, becoming dead in trespasses and sins, and that he became subject to the power of the devil. We also believe that this spiritual death, or total depravity of human nature, has been transmitted to the entire human race of man, the Man Christ Jesus alone being excepted; and hence that every child of Adam is born into the world with a nature which not only possesses no spark of divine life, but is essentially and unchangeably bad apart from divine grace (Gen. 1:26; 2:17; 6:5; Psalms 14:1–3; 51:5; Jeremiah 17:9; John 3:6; 5:40; 6:35; Rom. 3:10–19; 8:6–7; Eph. 2:1–3; 1 Tim. 5:6; 1 John 3:8).

Section 5—The Dispensations

We believe that the dispensations are stewardships by which God administers His purpose on the earth through man under varying responsibilities. We believe that the changes in the dispensational dealings of God with man depend on changed conditions or situations in which man is successively found with relation to God, and that these changes are the result of the failures of man and the judgments of God. We believe that different administrative responsibilities of this character are manifest in the biblical record, that they span the entire history of mankind, and that each ends in the failure of man under the respective test and in an ensuing judgment from God. We believe that three of these dispensations or

rules of life are the subject of extended revelation in the Scriptures, viz., the dispensation of the Mosaic Law, the present dispensation of grace, and the future dispensation of the millennial kingdom. We believe that these are distinct and are not to be intermingled or confused, as they are chronologically successive.

We believe that the dispensations are not ways of salvation nor different methods of administering the so-called Covenant of Grace. They are not in themselves dependent on covenant relationships but are ways of life and responsibility to God which test the submission of man to His revealed will during a particular time. We believe that if man does trust in his own efforts to gain the favor of God or salvation under any dispensational test, because of inherent sin his failure to satisfy fully the just requirements of God is inevitable and his condemnation sure.

We believe that according to the “eternal purpose” of God (Eph. 3:11) salvation in the divine reckoning is always “by grace through faith,” and rests upon the basis of the shed blood of Christ. We believe that God has always been gracious, regardless of the ruling dispensation, but that man has not at all times been under an administration or stewardship of grace as is true in the present dispensation (1 Corinthians 9:17; Eph. 3:2; 3:9, asv; Col. 1:25; 1 Tim. 1:4, asv).

We believe that it has always been true that “without faith it is impossible to please” God (Heb. 11:6), and that the principle of faith was prevalent in the lives of all the Old Testament saints. However, we believe that it was historically impossible that they should have had as the conscious object of their faith the incarnate, crucified Son, the Lamb of God (John 1:29), and that it is evident that they did not comprehend as we do that the sacrifices depicted the person and work of Christ. We believe also that they did not understand the redemptive significance of the prophecies or types concerning the sufferings of Christ (1 Pet. 1:10–12); therefore, we believe that their faith toward God was manifested in other ways as is shown by the long record in Hebrews 11:1–40. We believe further that their faith thus manifested was counted unto them for righteousness (cf. Rom. 4:3 with Gen. 15:6; Rom. 4:5–8; Heb. 11:7).

Section 6—The First Advent

We believe that, as provided and purposed by God and as pre-announced in the prophecies of the Scriptures, the eternal Son of God came into this world that He might manifest God to men, fulfill prophecy, and become the Redeemer of a lost world. To this end He was born of the virgin, and received a human body and a sinless human nature (Luke 1:30–35; John 1:18; 3:16; Heb. 4:15).

We believe that, on the human side, He became and remained a perfect man, but sinless throughout His life; yet He retained His absolute deity, being at the same time very God and very man, and that His earth-life sometimes functioned within the sphere of that which was human and sometimes within the sphere of that which was divine (Luke 2:40; John 1:1–2; Phil. 2:5–8).

We believe that in fulfillment of prophecy He came first to Israel as her Messiah-King, and that, being rejected of that nation, He, according to the eternal counsels of God, gave His life as a ransom for all (John 1:11; Acts 2:22–24; 1 Tim. 2:6).

We believe that, in infinite love for the lost, He voluntarily accepted His Father’s will and became the divinely provided sacrificial Lamb and took away the sin of the world, bearing the holy judgments against sin which the righteousness of God must impose. His death was therefore substitutionary in the most absolute sense—the just for the unjust—and by His death He became the Savior of the lost (John 1:29; Rom. 3:25–26; 2 Corinthians 5:14; Heb. 10:5–14; 1 Pet. 3:18).

We believe that, according to the Scriptures, He arose from the dead in the same body, though glorified, in which He had lived and died, and that His resurrection body is the pattern of that body which

ultimately will be given to all believers (John 20:20; Phil. 3:20–21).

We believe that, on departing from the earth, He was accepted of His Father and that His acceptance is a final assurance to us that His redeeming work was perfectly accomplished (Heb. 1:3).

We believe that He became Head over all things to the church which is His body, and in this ministry He ceases not to intercede and advocate for the saved (Eph. 1:22–23; Heb. 7:25; 1 John 2:1).

Section 7—Salvation Only Through Christ

We believe that, owing to universal death through sin, no one can enter the kingdom of God unless born again; and that no degree of reformation however great, no attainments in morality however high, no culture however attractive, no baptism or other ordinance however administered, can help the sinner to take even one step toward heaven; but a new nature imparted from above, a new life implanted by the Holy Spirit through the Word, is absolutely essential to salvation, and only those thus saved are sons of God. We believe, also, that our redemption has been accomplished solely by the blood of our Lord Jesus Christ, who was made to be sin and was made a curse for us, dying in our room and stead; and that no repentance, no feeling, no creed, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church, nor all the churches that have existed since the days of the Apostles can add in the very least degree to the value of the blood, or to the merit of the finished work wrought for us by Him who united in His person true and proper deity with perfect and sinless humanity (Lev. 17:11; Isaiah 64:6; Matt. 26:28; John 3:7–18; Rom. 5:6–9; 2 Corinthians 5:21; Gal. 3:13; 6:15; Eph. 1:7; Phil. 3:4–9; Titus 3:5; James 1:18; 1 Pet. 1:18–19, 23).

We believe that the new birth of the believer comes only through faith in Christ and that repentance is a vital part of believing, and is in no way, in itself, a separate and independent condition of salvation; nor are any other acts, such as confession, baptism, prayer, or faithful service, to be added to believing as a condition of salvation (John 1:12; 3:16, 18, 36; 5:24; 6:29; Acts 13:39; 16:31; Rom. 1:16–17; 3:22, 26; 4:5; 10:4; Gal. 3:22).

We agree with the following tenants regarding justification by faith:

- ☐ The Grace of God in justification is an unconditional free gift.
- ☐ The sole means of receiving the free gift of eternal life is faith in the Lord Jesus Christ, the Son of God, whose substitutionary death on the cross fully satisfied the requirement for our justification.
- ☐ Faith is a personal response, apart from our works, whereby we are persuaded that the finished work of Jesus Christ has delivered us from condemnation and guaranteed our eternal life.
- ☐ Justification is the act of God to declare us righteous when we believe in Jesus Christ alone.
- ☐ Assurance of justification is the birthright of every believer from the moment of faith in Jesus Christ, and is founded upon the testimony of God in His written Word.
- ☐ Spiritual growth, which is distinct from justification, is God's expectation for every believer; this growth, however, is not necessarily manifested uniformly in every believer.
- ☐ The Gospel of Grace should always be presented with such clarity and simplicity that no impression is left that justification requires any step, response, or action in addition to faith in the Lord Jesus Christ.

Section 8—The Extent Of Salvation

We believe that when an unregenerate person exercises that faith in Christ which is illustrated and described as such in the New Testament, he passes immediately out of spiritual death into spiritual life, and from the old creation into the new; being justified from all things, accepted before the Father according as Christ His Son is accepted, loved as Christ is loved, having his place and portion as linked to Him and one with Him forever. Though the saved one may have occasion to grow in the realization of his blessings and to know a fuller measure of divine power through the yielding of his life more fully to God, he is, as soon as he is saved, in possession of every spiritual blessing and absolutely complete in Christ, and is therefore in no way required by God to seek a so-called “second blessing,” or a “second work of grace” (John 5:24; 17:23; Acts 13:39; Rom. 5:1; 1 Corinthians 3:21–23; Eph. 1:3; Col. 2:10; 1 John 4:17; 5:11–12).

Section 9—Sanctification

We believe that sanctification, which is a setting-apart unto God, is threefold: It is already complete for every saved person because his position toward God is the same as Christ’s position. Since the believer is in Christ, he is set apart unto God in the measure in which Christ is set apart unto God. We believe, however, that he retains his sin nature, which cannot be eradicated in this life. Therefore, while the standing of the Christian in Christ is perfect, his present state is no more perfect than his experience in daily life. There is, therefore, a progressive sanctification wherein the Christian is to “grow in grace,” and to “be changed” by the unhindered power of the Spirit. We believe also that the child of God will yet be fully sanctified in his state as he is now sanctified in his standing in Christ when he shall see his Lord and shall be “like Him” (John 17:17; 2 Corinthians 3:18; 7:1; Eph. 4:24; 5:25–27; 1 Thessalonians. 5:23; Heb. 10:10, 14; 12:10).

Section 10—Eternal Security

We believe that, because of the eternal purpose of God toward the objects of His love, because of His freedom to exercise grace toward the meritless on the ground of the propitiatory blood of Christ, because of the very nature of the divine gift of eternal life, because of the present and unending intercession and advocacy of Christ in heaven, because of the immutability of the unchangeable covenants of God, because of the regenerating, abiding presence of the Holy Spirit in the hearts of all who are saved, we and all true believers everywhere, once saved shall be kept saved forever. We believe, however, that God is a holy and righteous Father and that, since He cannot overlook the sin of His children, He will, when they persistently sin, chasten them and correct them in infinite love; but having undertaken to save them and keep them forever, apart from all human merit, He, who cannot fail, will in the end present every one of them faultless before the presence of His glory and conformed to the image of His Son (John 5:24; 10:28; 13:1; 14:16–17; 17:11; Rom. 8:29; 1 Corinthians 6:19; Heb. 7:25; 1 John 2:1–2; 5:13; Jude 24).

Section 11—Assurance

We believe it is the privilege, not only of some, but of all who are born again by the Spirit through faith in Christ as revealed in the Scriptures, to be assured of their salvation from the very day they take Him to be their Savior and that this assurance is not founded upon any fancied discovery of their own worthiness or fitness, but wholly upon the testimony of God in His written Word, exciting within His children filial love, gratitude, and obedience (Luke 10:20; 22:32; 2 Corinthians 5:1, 6–8; 2 Tim. 1:12; Heb. 10:22; 1 John 5:13).

Section 12—The Holy Spirit

We believe that the Holy Spirit, the Third Person of the blessed Trinity, though omnipresent from all eternity, took up His abode in the world in a special sense on the day of Pentecost according to the

divine promise, dwells in every believer, and by His baptism unites all to Christ in one body, and that He, as the Indwelling One, is the source of all power and all acceptable worship and service. We believe that He never takes His departure from the church, nor from the feeblest of the saints, but is ever present to testify of Christ; seeking to occupy believers with Him and not with themselves nor with their experiences. We believe that His abode in the world in this special sense will cease when Christ comes to receive His own at the completion of the church (John 14:16–17; 16:7–15; 1 Corinthians 6:19; Eph. 2:22; 2 Thessalonians. 2:7).

We believe that, in this age, certain well-defined ministries are committed to the Holy Spirit, and that it is the duty of every Christian to understand them and to be adjusted to them in his own life and experience. These ministries are the restraining of evil in the world to the measure of the divine will; the convicting of the world respecting sin, righteousness, and judgment; the regenerating of all believers; the indwelling and anointing of all who are saved, thereby sealing them unto the day of redemption; the baptizing into the one body of Christ of all who are saved; and the continued filling for power, teaching, and service of those among the saved who are yielded to Him and who are subject to His will (John 3:6; 16:7–11; Rom. 8:9; 1 Corinthians 12:13; Eph. 4:30; 5:18; 2 Thessalonians. 2:7; 1 John 2:20–27).

We believe that some gifts of the Holy Spirit such as speaking in tongues and miraculous healings were temporary. We believe that speaking in tongues was never the common or necessary sign of the baptism nor of the filling of the Spirit, and that the deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection (Acts 4:8, 31; Rom. 8:23; 1 Corinthians 13:8).

Section 13—The Church, A Unity Of Believers

We believe that all who are united to the risen and ascended Son of God are members of the church which is the body and bride of Christ, which began at Pentecost and is completely distinct from Israel. Its members are constituted as such regardless of membership or nonmembership in the organized churches of earth. We believe that by the same Spirit all believers in this age are baptized into, and thus become, one body that is Christ's, whether Jews or Gentiles, and having become members one of another, are under solemn duty to keep the unity of the Spirit in the bond of peace, rising above all sectarian differences, and loving one another with a pure heart fervently (Matt. 16:16–18; Acts 2:42–47; Rom. 12:5; 1 Corinthians 12:12–27; Eph. 1:20–23; 4:3–10; Col. 3:14–15).

Section 14—The Sacraments Or Ordinances

We believe that water baptism and the Lord's Supper are the only sacraments and ordinances of the church and that they are a scriptural means of testimony for the church in this age (Matt. 28:19; Luke 22:19–20; Acts 10:47–48; 16:32–33; 18:7–8; 1 Corinthians 11:26).

Section 15—The Christian Walk

We believe that we are called with a holy calling, to walk not after the flesh, but after the Spirit, and so to live in the power of the indwelling Spirit that we will not fulfill the lust of the flesh. But the flesh with its fallen, Adamic nature, which in this life is never eradicated, being with us to the end of our earthly pilgrimage, needs to be kept by the Spirit constantly in subjection to Christ, or it will surely manifest its presence in our lives to the dishonor of our Lord (Rom. 6:11–13; 8:2, 4, 12–13; Gal. 5:16–23; Eph. 4:22–24; Col. 2:1–10; 1 Pet. 1:14–16; 1 John 1:4–7; 3:5–9).

Section 16—The Christian's Service

We believe that divine, enabling gifts for service are bestowed by the Spirit upon all who are saved. While there is a diversity of gifts, each believer is energized by the same Spirit, and each is called to his

own divinely appointed service as the Spirit may will. In the apostolic church there were certain gifted men—apostles, prophets, evangelists, pastors, and teachers—who were appointed by God for the perfecting of the saints unto their work of the ministry. We believe also that today some men are especially called of God to be evangelists, pastors and teachers, and that it is to the fulfilling of His will and to His eternal glory that these shall be sustained and encouraged in their service for God (Rom. 12:6; 1 Corinthians 12:4–11; Eph. 4:11).

We believe that, wholly apart from salvation benefits which are bestowed equally upon all who believe, rewards are promised according to the faithfulness of each believer in his service for his Lord, and that these rewards will be bestowed at the judgment seat of Christ after He comes to receive His own to Himself (1 Corinthians 3:9–15; 9:18–27; 2 Corinthians 5:10).

Section 17—The Great Commission

We believe that it is the explicit message of our Lord Jesus Christ to those whom He has saved that they are sent forth by Him into the world even as He was sent forth of His Father into the world. We believe that, after they are saved, they are divinely reckoned to be related to this world as strangers and pilgrims, ambassadors and witnesses, and that their primary purpose in life should be to make Christ known to the whole world (Matt. 28:18–19; Mark 16:15; John 17:18; Acts 1:8; 2 Corinthians 5:18–20; 1 Pet. 1:17; 2:11).

Section 18—The Blessed Hope

We believe that, according to the Word of God, the next great event in the fulfillment of prophecy will be the coming of the Lord in the air to receive to Himself into heaven both His own who are alive and remain unto His coming, and also all who have fallen asleep in Jesus, and that this event is the blessed hope set before us in the Scripture, and for this we should be constantly looking (John 14:1–3; 1 Corinthians 15:51–52; Phil. 3:20; 1 Thessalonians. 4:13–18; Titus 2:11–14).

Section 19—The Tribulation

We believe that the translation of the church will be followed by the fulfillment of Israel's seventieth week (Dan. 9:27; Rev. 6:1–19:21) during which the church, the body of Christ, will be in heaven. The whole period of Israel's seventieth week will be a time of judgment on the whole earth, at the end of which the times of the Gentiles will be brought to a close. The latter half of this period will be the time of Jacob's trouble (Jeremiah 30:7), which our Lord called the great tribulation (Matt. 24:15–21). We believe that universal righteousness will not be realized previous to the second coming of Christ, but that the world is day by day ripening for judgment and that the age will end with a fearful apostasy.

Section 20—The Second Coming Of Christ

We believe that the period of great tribulation in the earth will be climaxed by the return of the Lord Jesus Christ to the earth as He went, in person on the clouds of heaven, and with power and great glory to introduce the millennial age, to bind Satan and place him in the abyss, to lift the curse which now rests upon the whole creation, to restore Israel to her own land and to give her the realization of God's covenant promises, and to bring the whole world to the knowledge of God (Deut. 30:1–10; Isaiah 11:9; Ezek. 37:21–28; Matt. 24:15–25:46; Acts 15:16–17; Rom. 8:19–23; 11:25–27; 1 Tim. 4:1–3; 2 Tim. 3:1–5; Rev. 20:1–3).

Section 21—The Eternal State

We believe that at death the spirits and souls of those who have trusted in the Lord Jesus Christ for salvation pass immediately into His presence and there remain in conscious bliss until the resurrection of the glorified body when Christ comes for His own, whereupon soul and body reunited shall be

associated with Him forever in glory; but the spirits and souls of the unbelieving remain after death conscious of condemnation and in misery until the final judgment of the great white throne at the close of the millennium, when soul and body reunited shall be cast into the lake of fire, not to be annihilated, but to be punished with everlasting destruction from the presence of the Lord, and from the glory of His power (Luke 16:19–26; 23:42; 2 Corinthians 5:8; Phil. 1:23; 2 Thessalonians. 1:7–9; Jude 6–7; Rev. 20:11–15).

Article IV-The Church Board

Section 1-Composition

The church board of Directors, hereinafter referred to as the Board, shall consist of all Elders who have been duly elected and are then serving their term of office.

Section 2-Number

The number of Elders shall be no less than two and as many as the Board shall determine from time to time.

Section 3-General Powers

All the corporate powers and the ownership of all property of this corporation shall be vested in the Board. The Board shall have power to appoint, compensate and discharge officers and employees of the corporation and all persons, councils and committees designed to carry out the work of the corporation. All officers, employees of the corporation shall have such powers as may be delegated to them by the Board. The Board shall have the power by and through its duly constituted officers to acquire, hold, use and dispose of property of the corporation.

Section 4-Manner of Acting

A majority of the Board at anytime and from time to time qualified and acting shall be deemed a quorum sufficient for the transaction of any and all business of the corporation; but if less than a majority of the Board members are present at any meeting, a majority of the Board members present may adjourn the meeting from time to time without further notice.

Section 5-Annual Meeting

The annual meeting of the Board shall be held with notice near the end of each year. At this meeting the Board membership shall be established and Board officers elected.

Section 6-Regular and special Meetings

The chairman of the Board shall be responsible for notifying all Board members of regular and special meetings. Notice of regular meetings may be established by the minutes of the meeting in which the regular meeting schedule is announced. Any Board member may waive notice of any meeting.

Article V-Officers

Section 1-Officers

The Board shall elect from among its membership a President and Vice-President and may make such other appointments as it shall deem desirable.

Section 2-Election and Term of Office

The officers of the corporation shall be elected annually by the Board at the annual meeting of the Board. If the election of officers is not held at such meeting, the election shall be held as soon thereafter as convenient. New offices may be created and filled at any meeting of the Board. The term of office shall be on a calendar year basis. Each officer shall hold office until his successor shall have been duly elected and shall have qualified to serve.

Section 3-Vacancies

A vacancy in any office because of death, resignation or otherwise may be filled by the Board for the unexpired portion of the term.

Section 4-President

The President shall also be known as the Chairman and shall preside at all meetings of the Board and at any business session of the church. He shall have and exercise general charge and supervision of the corporation. He shall perform such other duties as may be assigned to him by the Board.

Section 5-Vice President

The Vice President shall also be known as the Vice-Chairman. At the request of the chairman or in the event of his absence or disability, the Vice-Chairman shall perform the duties and possess and exercise the powers of the Chairman.

Article VI-Elders

Section 1-Qualifications and Responsibility

The men serving as Elders shall be members of this church, of high Christian character and shall maintain an exemplary reputation in all aspects of their lives both in the church and in the world. They shall be both spiritual and temporal leaders of the church, and shall meet the qualifications and fulfill the responsibilities as set forth in Titus 1:5-9, 1 Timothy 3:1-7 and 1 Peter 5:1-3. They shall be responsible for overseeing the spiritual well-being and discipline of the church, and shall meet with the Pastor to provide counsel and prayer support for his ministry. Each elder shall understand and fully support the church's Bylaws and Doctrinal Statement.

Section 2-election and Tenure

The Elders shall be elected each year by the current Elders. New Elders shall be presented to the church body for recognition. Only present or past Elders or present Deacons shall be eligible to be elected to be Elders. Each Elder shall serve on a calendar year basis for a term of one year and until his successor has been duly elected by the Elders and has consented and qualified to act as such.

Section 3-Vacancies

Vacancies or additions to the Elders may be filled at any meeting of the elders by a two-thirds vote of the total number of Elders. An Elder or Elder Emeritus may be removed from office by a two-thirds vote of the total number of Elders.

Section 4-Elder Emeritus

A member of the Elders of Bethany Bible Church who has faithfully served ten or more years, upon retirement will, upon invitation of the Board and with his consent, become an Elder Emeritus and will retain that title so long as he is a member of the church. An Elder Emeritus will be welcome, in an advisory capacity, to attend all regular meetings and special meetings of the Board, and to receive minutes of such meetings.

Section 5-Past Elder

A man who has held the office of Elder but is presently not an Elder or Elder Emeritus, and has not been removed from office as provided for in Section 3 of this article, shall be considered a Past Elder.

Article VII-Deacons

Section 1-Responsibility and Qualifications

The Deacons shall assist the Elders of the church in the work of the ministry. Only men who are members of this church and who are of high Christian character and integrity, possessing the qualifications as given in Acts 6:3 and in 1 Timothy 3:8-13 shall be appointed as a Deacon. Each Deacon shall understand and fully support the church's Bylaws and Doctrinal Statement.

Section 2-Appointment and Tenure of Office

The Elders may appoint a Deacon to a specific task in the work of the ministry. The term of service shall be for not more than a calendar year or until the completion of the task. There shall be as many appointed Deacons as deemed necessary.

Article VIII-Ministerial Appointments

The Board shall appoint a Senior Pastor. Among his responsibilities shall be the staffing of other positions created by the Board to carry out the work of the ministry. The ministerial staff shall ascribe to the Bylaws and Doctrinal Statement of the church without reservation, and shall be in full agreement with the working polity and principles of the church. They shall have such powers and perform such acts and duties on behalf of the corporation as the Pastor may require. The Pastor shall have spiritual and administrative authority over the other ministers serving with him in the church.

Article IX-Membership

Section 1-Adult Membership

Active participants of Bethany shall be considered members when they complete a Membership application Form and are approved by the Elders. They will then be presented to the body as new members. It is suggested that they attend a basic Bible doctrine and church polity course approved by the Board and taught by one of the Pastoral Staff, an Elder or a Deacon.

Section 2-Termination

Membership in the church may terminate in any of the following ways:

- A. By death.
- B. By release. At his/her request the Board may remove a member's name from the church directory. If so desired a letter of standing shall be forwarded to the church with which he/she is uniting. A letter of standing will not be issued to an unspecified church.
- C. By inactivity. A member who fails to show interest for a period of six months shall be contacted by a Board member and made aware of his/her apparent failure in Christian duty. Unless he/she shows renewed interest within the following six months, that is after one year of inactivity, the Board may remove his name from the church directory (Hebrews 10:24-25).
- D. By exclusion. It is the right and in harmony with the Scriptures for the Board to exclude from fellowship in this church: (a) one who holds false and heretical doctrine or who lives

inconsistently with Christian profession (Galatians 1:8-9); (b) one who violated the law of public morals or walks disorderly (2 Thessalonians 3:6, 11 and 1 Corinthians 5:11); or (c) one who would disturb the unity and peace of this church (Ephesians 4:1-3, Romans 14:19, 1 Corinthians 14:33, 1 Thessalonians 5:13-14).

Section 3-Christian Service Students

A member of the church upon indication of a specific evidence of a call into Christian service on an active vocational basis shall be encouraged to inform the Pastor and the Board of this call of the Lord. Upon approval by the board, his/her name shall be duly recorded as a "Christian Service Student" and he/she shall be encouraged by special prayer and guidance in preparation for Christian service. At the Annual Meeting of the Board the record of each Christian Service Student shall be reviewed as to his/her progress in spiritual growth and education for Christian service. If progress is satisfactory, his/her name shall be retained for continued encouragement. If he/she no longer is pursuing a call to Christian service, his/her name shall be removed from this roll, the student shall be counseled accordingly. When a Christian Service Student enters active vocational service, the name shall be deleted from this roll and appropriate recognition shall be given to the servant of the Lord.

Section 4-Ordination

A male member of the church, upon giving evidence of the call of God to the Gospel ministry, may request ordination by this church. The Chairman of the Board, with the cooperation of the Pastor, shall appoint a special committee to convene an examination council, and if found acceptable, the candidate shall be ordained at an appropriate service.

Section 5-Congregational meetings

A meeting of the congregation shall be called by the Board during the month of February. Reports from the officers, ministerial staff and councils shall be made at this time. Special meetings of the congregation may be called by the Board as deemed necessary.

Article X-Organization

Section 1-Purpose

The Board shall appoint members and employees to positions of counsel, service, and authority in order to carry out the purposes and responsibilities of the church, to minister to the needs of the congregation, and to carry out the command of our Lord and Savior to "preach the gospel to every creature (Mark 16:15), and to "make disciples of all the nations, baptizing them in the name of the Father, the Son, and the Holy Spirit" (Matthew 28:19). The church organization shall provide for the functions of worship, fellowship, outreach, education, and administration to meet the needs of the entire church family, including children, youth, adults, and senior adults.

Section 2-Principles

- A. Only members of this church of high Christian character shall be appointed to positions of leadership and authority in the church organization. Such leaders shall have experienced regeneration through a personal trust in Christ and both understand and fully support the church's Bylaws and Doctrinal Statement.
- B. The church organization shall be based on a strong combination of both ministerial and lay leadership. Laymen shall be used wherever possible in positions of authority, counsel, and service, working closely with the ministerial staff.

C. The Board shall have final authority for the church organization and its operation in all matters.

Section 3-Organization and Policy Manual

When needed, the Board shall establish and maintain an Organization and Policy Manual to provide a clear definition of authority and responsibility in the church organization. The church Organization and Policy Manual shall include organization charts, definition of authority and responsibility, meeting requirements for committees and councils, reporting procedures, policies, job descriptions, and any other information the Board deems necessary for operation of the church program.

Section 4-Missionary Aims and Policy Manual

The Board shall establish and maintain a Missionary Aims and Policy Manual to provide a clear definition of the aims, authority and responsibility for carrying out the church missionary program. The missionary Aims and Policy Manual shall establish operation procedures for the church missionary organization in the areas of missionary candidates, short-term missionary service, mission boards, mission support, and mission stewardship.

Section 5-Christian School Ministry

In keeping with our commitment to disciple and educate children and young people, we commit ourselves as a corporation to the ministry of Christian education. The Board shall establish and oversee a Christian school ministry that is in keeping with the purposes, philosophy, and operational concepts as spelled out in the Bylaws and Doctrinal Statement. The Board shall approve the philosophy of ministry, operational handbooks, schedule of fees, and the enrollment process of the school.

Section 6-Policy Adoption and Amendment

The Organization and Policy Manual and the Missionary Aims and Policy manual may be adopted or amended at any regular or special meeting of the Board, by affirmative vote of two-thirds of the members present.

Section 7-Powers Reserved to the Board

The Organization and Policy manual will define levels of approval authority in the church. Approval authority is reserved to the Board for:

- A. Acceptance of new members.
- B. Removal of members.
- C. Purchase or sale of real property.
- D. Establishment of separate funds to control the use of designated funds.
- E. Transfer of moneys between established funds.
- F. Use of a donation for a purpose not designated by the donor without the donor's consent.
- G. Calling or dismissing the Senior Pastor.

Article XI-Amendments to Bylaws and Doctrinal Statement

The Board shall have power to alter and amend these Bylaws and Doctrinal Statement by a vote of a majority of all Board members at any regular or any duly called special meeting of the Board, but notice of intention to amend shall be given to all members of the Board at least thirty days prior to the time of the meeting at which time the amendment will be considered.

Student Handbook**Bethany Christian School****Student Handbook**

3300 W. Parker Road

Plano, Texas 75075

972-596-5811

972-596-5814 fax

www.BethanyBible.Com/School**Fully Accredited by ACTS**

Association of Christian Teachers and Schools

Fully Accredited by SACS, Advanced Ed

Southern Association of Colleges and Schools, Advanced Ed

Recognized by TePSAC

Texas Private School Accreditation Commission

Member of TAPS

Texas Association of Private Schools

K3 – Twelfth Grade

Bethany Christian School admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

Bethany Christian School is authorized under Federal law to enroll nonimmigrant students.

This handbook was approved by the governing board on November 20, 2016

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Handbook for Bethany Christian School

1. Statement of Faith and Philosophy

Statement of Faith

We believe the Scriptures of the Old and New Testaments were verbally inspired and completely inerrant in the original writings. They are of supreme and final authority in faith and life.

We believe there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe Jesus Christ was begotten of the Holy Spirit, and was born of the Virgin Mary. He is true God and true man.

We believe man was created in the image of God; he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God. All human beings are born with a sinful nature, and those who reach moral responsibility become sinners in thought, word, and deed.

We believe the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice. All who believe in Him are justified on the ground of His shed blood. Any person who, in simple faith, believes in the risen Christ as his only hope of Heaven, refusing to believe in anything else, receives the gift of everlasting life which, once granted, can never be lost. We do not believe that physical manifestations are required for assurance of salvation. We do not seek, visibly practice, or promote speaking in tongues. Without being anti-charismatic, we are a non-charismatic school.

We believe the crucified Christ was bodily resurrected, ascended into Heaven, and lives today as our High Priest and Advocate.

We believe in "that blessed hope"--the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.

We believe in the bodily resurrection of the just and of the unjust; the everlasting blessedness of the saved, and the everlasting punishment of the lost.

Philosophy of Christian Education

We believe that the grace of God is foundational for a Christian school. Titus 2:11-15 is an excellent passage for declaring and demonstrating the amazing benefits of understanding and implementing God's grace. No one deserves God's love and grace; yet He loves us unreservedly and unendingly. God's love for His alienated creatures causes Him to reach out in love and provision. We believe that this spirit of grace should permeate the educational environment. Our teachers strive to welcome each student in the same way God welcomes us.

Once grace is understood and integrated into our lives, it immediately begins to instruct us. It teaches us to make a break with ungodliness and worldly lusts. It teaches us to live lives that are self-controlled, consistent with God's righteousness, and reflective of godliness; simply put, the grace of God teaches us to be godly. It also teaches us that there is a time yet coming when we will see our Savior face to face. His coming is the ultimate solution to the world's problems, but until He comes, our task is to be zealously working what the Bible calls "good works." We want our students to do well in all respects, but we want them to do well because they love our great God and Savior Jesus Christ.

As our excellent Christian teachers work together with our families to prepare students for life, we have found it helpful to call attention to several key educational issues:

1. **Core biblical values.** Properly understood, grace teaches us to respect God, teachers, classmates, and property. There is a way of life that honors the Lord and brings everlasting rewards. We reward good behavior and discipline bad behavior. The prevailing winds of our culture reward tolerance—the most enlightened is the one without rights and wrongs. We believe the Bible provides the instructions for us to live consistently with the grace of God.
2. **Individual accountability.** In an age of prevailing educational socialism, we believe each person is accountable and responsible to work up to potential. In some schools, groups earn a grade, but we believe that this is unproductive. Typically, one person takes the leadership and, eventually, everyone does less work. Individual accountability results in increased productivity. God's grace does not exclude individual accountability but enhances it.
3. **Structured curriculum.** We have selected difficult curricula that advance students from one year to the next. This begins in Kindergarten where our students learn a phonetic approach to English and continues through grade twelve. We expect our students to be well read, well written, and well spoken. Some educational theorists advocate that teachers passively negotiate with the students and only take the learning opportunities when the students are ready to learn. We believe that the teacher should direct the learning process based on the curriculum required for that grade. Some students may require tutoring and/or summer school to learn the material, but most students who apply themselves are able to learn the curriculum through classroom instruction and homework.

We live in a society where schools differ greatly in their philosophy of education. Public schools typically endorse some form of secular humanism; some charter schools teach with an Islamic (Turkish) philosophy; some schools with Christian in the name embrace everything from ecology (going green) to extreme self-worth (no one fails).

The need for an academically solid school founded on the grace of God has never been greater. We actively seek families who agree with our statement of faith and our philosophy of Christian education. Should we enroll a student who has yet to believe, we will actively seek to bring each person to a saving knowledge of the Lord Jesus Christ and instruct the student in the grace of God.

Come join us!

2. Governance of the School

Bethany Christian School is a ministry of Bethany Bible Church. The IRS has determined that Bethany Bible Church is both a non-profit corporation and a church. Donations to the corporation or to ministries governed by the corporation are tax deductible. The elders of the church govern both ministries. The

church corporation fully endorses the Christian school and entered its official position in the corporation Bylaws and Doctrinal Statement, Article X-Organization, Section 5—Christian School.

3. Curriculum and Instruction

Selection of curriculum is an area of vital concern for Bethany. The Academic Affairs Council must approve any changes in curriculum. Through use of a standardized achievement test we are able to determine the effectiveness of the curriculum now in use. We Bob Jones University Press, a Christian publisher; some subjects are supplemented by other publishers. It is our belief that integration of Christianity into all walks of life takes place through the teacher's efforts and not solely the curriculum. Therefore, we choose the materials that best equip the student for learning the subject under study and will, from time to time, select materials from secular sources.

In the event that a high school student needs credits not currently available in our regular program, Bethany uses the University of Nebraska's excellent high school program. Bethany is recognized by the university and is authorized to proctor the credit or teach the class and offer the credit through Bethany. Credits earned through the university are entered on the student's transcript.

Instructional Hours

Bethany's accrediting association has determined that the school must have the hourly equivalent of 180 actual school days. This is determined by the following minimum instructional hours: Kindergarten—540 hours, grades 1-3—720 hours, grades 4-12—900 hours. Bethany's current instructional hours are 170 x 6 hour days for a total of 1020 hours of instruction. This higher standard allows the school to take inclement weather days without making up the missed days.

Language of Instruction

All classes are taught in English. While students may come from various cultures where English is not the primary language, we ask that each student aim to master the spoken and written language of English.

Sex Education

Bethany Christian is not required to follow the TEA's guidelines for teaching sex education (Sec. 28.004. LOCAL SCHOOL HEALTH ADVISORY COUNCIL AND HEALTH EDUCATION INSTRUCTION.). The secondary school follows the scope and sequence of a Christian publisher and regards the publisher's treatment of this topic as adequate.

Classroom Attendance

Private schools differ greatly in their attendance policies. The Texas State Education Code and the Texas State Family Code specifies the policies for public schools. Children enrolled in private or parochial schools are exempt from the State requirements of compulsory attendance. This exemption is the reason for the significant variances among private schools. [Students attending a private or parochial school are exempt from compulsory attendance at a public school if the school includes in its course a

study of good citizenship. (Tex. Education Code Ann. § 25.086 (a) (1). Parochial and private schools are expected to observe Texas Week, the week of March 2. Tex. Civ. Stat. Art. 6144a.)).

Students are expected to be present and punctual for all classes throughout the year. Parents have the responsibility to require that their child attend school regularly. Students who wish to leave school during school hours must be signed out in the school office. If the student returns to school before school is out he must be signed in before returning to class.

All students are required to attend 90% of the classes each year. Failure to attend 90% of the classes will result in repetition of the grade for Elementary and Junior High; High School students will lose credits. Appeals for variance from this policy may be submitted in writing to the Academic Affairs Council.

Absences are determined to be excused or unexcused. This determination relates to whether the student is allowed to receive makeup work with credit. The 90% rule stands independent of the excused or unexcused determination.

Excused Absences

Absences resulting from personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, medical appointments which could not be scheduled after school or any other unusual cause acceptable to the school administration are excused. After 5 days of personal illness the administration may require a doctor's note verifying the illness.

A note signed by the parent or guardian explaining the reason for the absence is required the day the student returns to school. If a student fails to submit a note, the absence will be considered unexcused and the student will be allowed three (3) days to get the absence excused. Makeup work with credit will be allowed for excused absences. Students have one day for each day of excused absence to turn in assignments.

As a private school we also provide five (5) days excused absences for such things as family trips. These days are at the discretion of the administration. Requests for absences around major school holidays are routinely denied. Permission to be absent for trips must be requested in writing at least one week (five days) prior to the trip or these absences will be considered unexcused. Failure to follow this procedure will result in unexcused absences. Address the request to the school office. You will be notified within two (2) days of the administration's decision.

Students who leave school before lunch will be considered absent for the whole day. Students who leave after that time will be considered absent for 1/2 of the day.

Unexcused Absences

Assignments, daily grades and quizzes missed during an unexcused absence will receive grades of "zero." Makeup work will not be allowed. Tests may be made up. More than five unexcused absences per semester will make the student eligible for grade penalties, dismissal, or being retained in his/her current grade or class.

Tardies

During unusual situations such as inclement weather the office may decide to delay the starting time of school thus eliminating tardies for that day. Students arriving at school from a doctor's appointment shall not be considered tardy provided they have a note from the doctor verifying their appointment.

There is no financial penalty for the first three times a student is late to school. The accounts of students who arrive at their class after the start of school shall be charged a fee of \$5.00 per tardy for times 4 through 7. Upon the 8th time a student is late to school the charge increases to \$10.00 per tardy. Each student starts each grading period with zero tardies. Fees shall be added to the next month's tuition bill. This charge is a per-family charge, not a per child charge (for example, a family with 3 children will be charged a flat rate, not by the child). Each family is allowed to be tardy without charge three times within a nine-week grading period. Families may use these however they wish. We do not determine whether tardies are excused or unexcused.

Students who are late to class will be subject to a variety of disciplinary measures. Please see the section on "General Disciplinary Actions."

Withdrawals

Please fill out the form in the office for withdrawing a student. Tuition charges continue to accrue until the form is completed. No books, supplies or assignments will be released until the account is clear. No records will be forwarded until the student's account is clear. If you withdraw your student while class is in session we ask that you wait in the office until your child is brought to you. **Your child's personal belongings and educational materials will be available in the office the day following the withdrawal.** Although this procedure requires an additional trip for the parent, it keeps disruptions to the class at a minimum.

Late Pickup

Students who provide their own transportation may not remain on campus after school is over without supervision by one of our staff members.

Students not providing their own transportation must be picked up within 15 minutes after the end of school or at the end of the tutoring session or detention. It is the student's responsibility to inform and coordinate his/her transportation so that the school staff is not required to stay beyond the arranged times.

Students in Kindergarten through Eighth grade who are not picked up by 3:45 will be placed in after school care. Students without rides at the end of a tutoring session or a detention will be placed in after school care. After school care charges will apply.

Bad Weather Day

The school may close for bad weather. Please call the school office and listen to the taped message to determine if the school is closed or open. The decision to close the school will be posted by 6:30 a.m. As a general rule we will close when the Plano public schools close, but since our school staff travel

significant distances to come to work, we will close even when the public schools do not. Please call the school if there are any schools closing within a 40-mile radius of Plano. Do not come to school if you are concerned about the safety of the trip.

4. School Staff

All employees must provide theological disclosure and maintain an accurate, up-to-date written verification of the church membership. All employees receive a criminal background check before teaching. The staff is required to attend in-service instruction before the beginning of school and during the school year. The minimum academic degree for teachers in first through twelfth grades is the bachelor's degree.

The staff handbook listing everything pertaining to the staff is available on line.

Parent-Teacher Conference/Appointments

Parent orientation and conferences promote good understanding between parents, the faculty, and the administration. Parents are strongly encouraged to participate in these opportunities for information and feedback.

Parent conferences with teachers are to be arranged at the mutual convenience of both parties. Whether the parent or the teacher initiates the conference, the office should be notified. Conferences will be by appointment only. Please avoid before school and after school chats. Please do not "drop by" the classroom for a visit, especially during school hours. Our teachers are professionals and their job is teaching your students with a minimum of distractions and interruptions. When entering the building, please check in at the office.

5. Media and Technology

The school has significantly more books per child than the accreditation standards. In addition to books available at the school, classes regularly make trips to the local library.

Microsoft has granted Bethany "Authorized Microsoft Refurbisher" status. All computers donated to the school may be legally repaired and equipped with Certificates of Authenticity licenses and may be used in the school.

The school has a media and technology policy:

The elders have determined that in keeping with our Bylaws and Doctrinal Statement that states

"The purpose of this church shall be: to proclaim the Gospel of the Lord Jesus Christ as a means of reaching unbelievers (Mark 16:15); to worship and glorify God (John 4:23-24); to edify believers in Christian living (Ephesians 4:12); to encourage and promote fellowship of the saints (1 John 1:3, 7); and to equip others for vocational Christian service (2 Timothy 2:2) as taught in Scripture."

All media, of whatever kind, must be consistent with our corporate purpose. If media is not provided by one of our Christian publishers, the material must be approved by the Academic Affairs Council.

In the event that a concern should arise regarding the value of a specific book or other media, the matter shall be investigated by the Academic Affairs Council. If the Council is in agreement as to the appropriate action that should be taken, that action shall be taken and the matter shall be regarded as completed. If the Council is not in agreement the matter shall be brought to the board for a final ruling.

School Publications

The most current handbook is the one posted on our website; all parties agree to abide by the handbook posted on the website.

Communications from the school, such as bulletins, notices to parents, brochures, websites, and handbooks contain information about what parents and students can expect; they are not part of a contract between the parties. School publications are subject to change at any time.

Internet and Newsletters

Students do not have the right to publish or distribute a student newsletter, internet site or any other publication. The school administration has the right, in its sole discretion, to control what is published, circulated, or otherwise distributed to students or staff.

Technology Policy

No school has found the perfect technology policy, and neither have we. We recognize that educational benefit can be gained from the use of technology and therefore have developed the following policy: At the teacher's discretion, students may use technology for classroom work only. The device must have a screen large enough to be easily monitored by the teachers. Electronic translators may be used until the student is proficient in English; multi-purpose devices that can also be used as translators are not allowed. By definition, devices such as cell phones are not allowed.

Students who violate this policy will have the electronic device confiscated and returned to a parent/guardian upon the payment of a \$20 fee. After the third payment of this fee, the student will not be allowed to bring electronic devices to school for the remainder of the year. Special provision has been made to assist the school with carpool for 9th -12th grade students.

6. Finances

Financial statements are available to the public after the annual congregational meeting held in February. An accounting for the year in the form of a balance sheet, profit and loss, and year-to-year comparisons is available in the foyer of the church. You are invited to review the financial statement.

The Schedule of Fees available in the office and online details the financial costs for Bethany. As a ministry of Bethany Bible Church we endeavor to keep our tuition and our costs as low as possible. Please see the Schedule of Fees for a complete listing of our charges and policies. Parents are required

to sign an acknowledgement statement indicating that they have read and understand the Schedule of Fees. The Schedule of Fees includes the charges as established by the board. It is not possible for us to provide refunds. Unused or paid-in-advance tuition is NOT refundable. Fees are assessed to delinquent accounts. **Students with unpaid balances will not be allowed to attend class.** Charges may be assessed to a student's account for vandalism and similar expenses. The minimum charge for vandalism and similar expenses is \$10. No reduction of tuition will be made for absences, holidays, or vacations.

Testing

Students are expected to pay for the cost of the various pre-college entrance tests such as the PSAT, SAT, or ACT. The school will absorb the staff cost for administration of tests done at our campus. Achievement testing is included in the registration fee.

Commercial Enterprise

This policy is from the Board of Bethany Bible Church: "It is the intent of the Board of Bethany that our church building and grounds do not become a center for commercial activity. We feel, therefore, that it would be in the best interests of our ministry to ask individuals or business organizations not to use the church building, grounds, or functions to sell or promote products or services."

Fund Raising Policy

The school does not engage in active fund raising. We are involved with some passive fund raising programs; check with the school office to see how your normal, everyday activities can benefit the school financially. We believe that giving to the Lord's work should be planned, cheerful, and generous. For this reason, we keep fund-raising to a minimum.

Activities Not Authorized nor Sponsored by Bethany

The Board of Bethany Bible Church has adopted the following policy:

Whereas we are a non-profit 501(c) (3) corporation and thus prohibited by the laws of Texas to participate in any political endeavors, and whereas we are a church whose primary purpose is the proclamation of the Gospel of Jesus Christ, and whereas the individual's primary reason for involvement in this corporation ought to be his spiritual relationship with God, and whereas we do not wish to evaluate and pass judgment on each of the various requests for involvement in political, social, or economic issues

- We do hereby request that individuals refrain from using any aspect of this ministry to circulate petitions, gather signatures, or solicit support, and
- We do hereby request that individuals refrain from using any aspect of this ministry to disseminate information regarding the same, and
- We do hereby request that individuals refrain from using any aspect of the ministry to solicit funds or raise funds through the sale of merchandise of any sort for organizations not under the direct authority of the Board of Bethany Bible Church.

7. Facilities

The church provides a facility of 13,200 sq. ft. for use by the school ministry. We have adequate space to conduct a school program with the traditional educational model. Our facility requires a low teacher/student ratio. The facility is regularly inspected by the City of Plano; inspections are posted by the door to the school office. Within recent years, we have repainted the inside and outside of the building, replaced all the windows with energy saving windows, installed new carpet in every room, and retiled both bathrooms.

8. Admissions

Non-Discrimination Policy

Bethany Christian School admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

Admissions Policies and Procedures

An enrollment package is available in the school office or online. Registration Forms will not be processed without payment of the Registration Fee. The administration may waive certain forms for students transferring from like-minded Christian schools. SEVIS students who enroll using Bethany for the Form I-20 F1 visa shall follow the policies listed on the website for nonimmigrant students.

Private primary schools are required to request records when enrolling a child under 11 years of age to verify the child's name, birth date, and previous school records. If documentation is not provided, the school shall notify the appropriate law enforcement agency to determine if the child has been reported missing. Law enforcement agencies shall immediately notify each school, including private primary schools, when a report of a missing child is received. (Tex. Code of Criminal Procedure Ann. Chapter 63)

Bethany Christian School's biblical role is to work in conjunction with the family to mold students to be Christ like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches.

As a private institution, Bethany Christian reserves the privilege of setting and maintaining its own standards for student conduct, dress, and scholarship. It is understood that to be a student at Bethany is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. The school maintains the right to admit only those students who are in harmony with the standards of the school. The school may expel any student at any time, who, in the opinion of the school, does not share the spirit of the institution--regardless of whether or not the student conforms to the specific rules and regulations of the school.

Homosexual/bisexual issues

Bethany retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

Grade Placement

The Academic Affairs Council shall determine the grade placement of students when placement is not obvious. New students must be tested by a nationally normed placement test. The cost of testing and the administration of the test are to be borne by the applicant.

While we realize that a particular student's academic readiness or ability is not always tied to age, we seek to establish classes where children of the same age are in the same class. If we allow a mature 4 year old to enter kindergarten, the child must spend two years in Kindergarten. We have established policies that place students according to age and not ability only. If a student is too young, the Academic Affairs Council may grant enrollment to a student who is within 30 days of meeting the deadline (i.e. someone whose birthday is September 30 applying for first grade). If a student is too old, the school shall not enroll nor re-enroll any student who is two or more grade levels behind the grade that they should be. The following shall apply for determining appropriate age/grade status:

- Five by September 1 go into kindergarten
- Six by September 1 go into first grade
- Seven by September 1 go into second grade
- Eight by September 1 go into third grade
- Nine by September 1 go into fourth grade
- Ten by September 1 go into fifth grade
- Eleven by September 1 go into sixth grade
- Twelve by September 1 go into seventh grade
- Thirteen by September 1 go into eighth grade
- Fourteen by September 1 go into ninth grade
- Fifteen by September 1 go into tenth grade
- Sixteen by September 1 go into eleventh grade
- Seventeen by September 1 go into twelfth grade

Visa Issues

Due to the complexities of visas provided by the Federal government, it is the responsibility of each student to maintain the requirements of his/her particular visa. Bethany Christian is authorized to issue the Initial I-20 form and enroll students under the F-1 nonimmigrant visa program. Students who are in the US under a visitor's visa are generally allowed to engage in study that is merely avocational or recreational in nature. Academic records are kept only for F-1 visa students unless the school is notified in writing that a student is eligible to attend school on a visa other than the F-1 visa. Students in the US with a visitor's visa are expected to maintain the highest level of excellent behavior; should a teacher determine that a student's presence is detrimental to the classroom, the privilege of attending will be revoked.

9. Student Records

Accreditation

Bethany is accredited by the Association of Christian Teachers and Schools (ACTS) and is a member of the Texas Private School Association (TPSA). The Association of Christian Teachers and Schools (ACTS) is fully recognized by TEPSAC as an educational association authorized to provide accreditation for its member schools. Credits and grades given by schools accredited by the TEA or TEPSAC are equally transferable. Renewal of accreditation is required every six years.

Bethany Christian School is accredited through the National Council for Private School Accreditation. This is a nationally recognized accreditation.

Bethany Christian School is accredited through Advanced Ed, Southern Association of Colleges and Schools.

Bethany Christian School is authorized under Federal law to enroll nonimmigrant students.

Through a Letter of Understanding, the Commissioner of Education recognizes the accreditation of non-public schools accredited by any of the accreditation organizations belonging to the Texas Private School Accreditation Commission (TEPSAC).

Student records are kept in the school office in a fireproof file cabinet. The school office requires a separate key, and only the administrative and office staff have keys to the filing cabinet.

FERPA

The FERPA laws apply to schools that accept federal money. Since Bethany does not receive federal funds, the FERPA laws do not apply to us. We allow a parent supervised access to his/her student's academic record regardless of the age of the student. Students over the age of 18 are allowed supervised access to his/her academic record.

[The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>]

Report Cards and Grading

Report cards will be given every nine weeks. The report will give a numerical grade for each academic subject. Physical Education is graded pass or fail. The student will also receive a behavioral report in each subject: excellent, satisfactory, or unsatisfactory. Both academic and behavioral grades are objective and are determined by verifiable data.

The Administration reserves the right to withdraw a student from a particular class. Students who are withdrawn from a class due to an administrative decision automatically lose all credit for the class, and receive a WF (withdrawn failing) regardless of the earned average at the time of withdrawal. This policy

applies to both required courses and electives. If the class is required, the student is still responsible for earning that credit before graduation.

The faculty may drop graded assignments for the entire class, but may not drop an individual student's assignments. Therefore, students must complete the work or receive a zero. The Academic Affairs Council, which determines and implements a unified grading scale for the school, must approve variation from this policy.

Parents may observe a particular class by an appointment made through the administrator.

Written progress reports are sent out after the completion of the fifth week of classes within the nine-week quarter. The homeroom teacher or adjunct teacher will notify parents when a student receives the third failing grade within a particular subject. Notification may not be feasible when the third failing grade coincides with the written progress report or the report card.

Homework is an important part of the educational process. We desire that students learn to carry the responsibility of learning to plan and budget the necessary study time to complete a reasonable amount of outside preparation. As a general rule the average student should spend ten minutes per grade level per night five nights per week.

Students have one day for each day of excused absence to turn in assignments. It is the student's responsibility to determine the missed assignments. The student is responsible for everything covered in class. Work not turned in will be graded as a "zero." The teacher shall schedule make-up tests and quizzes. Tests not made up will be recorded as a "zero."

A student whose overall quarter average is 90 or above shall be placed on the Pastor's List of Honor Students. These students will be appropriately honored for their accomplishments and will receive special attention throughout the following quarter. Physical Education and other Pass/Fail classes shall not be included in calculating the quarter average.

Academically distressed students sometimes ask for extra work in order to improve their grades. Extra work is not allowed for improving grades. Students struggling with regular work do not need additional work. A teacher may allow a class to redo an assignment, but grades are earned during an entire semester and should not be artificially increased through a last minute flurry of extra credit work.

The Academic Affairs Council allows schedule changes only upon approval. A course drop form must be filled out and submitted to the office. The student must remain in the class until the drop has been granted, a new schedule has been issued to the student, and the teacher has been notified. No credit is given for a course dropped before the end of the semester. The course may not be dropped if it results in an academic deficiency. The student's transcript will record a WP (withdrawal passing) or a WF (withdrawal failing) if dropped before the semester ends.

Some students are invited to sign up to be teaching or office assistants. These students will be responsible to work with a staff member and will receive academic credit for their work. Students on academic or behavioral probation may not serve as teaching assistants or office assistants.

Records and transcripts may not be released to a parent or guardian without the permission of the principal.

Promotion and Graduation Requirements

Junior High students must earn a final average for the year of 70 or above in language arts, a final average of 70 or above in mathematics, and all grades averaged together must equal at least 70. The grading scale is as follows: A=100-90, 4.0; B=89-80, 3.0; C=79-70, 2.0; F=69-0, 0.0. Behavioral grades are as follows: E=Exceptional, S=Satisfactory, U=Unsatisfactory, Honor Roll=90-100 average in all subjects, and Probation=0-69 average in all subjects.

Grade classifications for High School are as follows:

Freshman -- 9th	0-6 credits
Sophomore -- 10th	7-13 credits
Junior -- 11th	14-20 credits
Senior -- 12th	21-32 credits

Bethany is on a quarter system. Two quarters equal one semester. Credits are earned only when the entire semester is passed. A full credit will be granted if the student's overall average for a particular class is 70 or above. High School students must earn a minimum of 28 credits to graduate. Required credits are

- 4 Bible
- 4 English
- 4 Math
- 4 History
- 3 Science
- 3 Foreign Language
- 3 Electives
- 1.5 Physical Education
- 1 Computer
- .5 Health

The Academic Affairs Council may increase or decrease the amount of credits the student receives if the work required, or the nature of the subject under study or the policies of other schools merits the change. The semester must be completed to receive credit. No credits are given for completion of a quarter. No credits are given for WP (withdrawal passing) or WF (withdrawal failing). At the end of the student's time in the school, credit total will be rounded up to the nearest quarter credit.

Graduation Honors

The administration may select a Valedictorian and a Salutatorian and honor these students at graduation. The Valedictorian and the Salutatorian must have been in regular classes for their Senior year, have attended Bethany for all of their Junior and Senior years, and have embodied the values of Bethany Christian School.

The Highest Grade Point Average is an award provided by the State of Texas. This student receives a certificate that grants the student one year of tuition at a State school. This award is provided by the State of Texas and is subject to the rules set by the State. The intent of this award is to assist good students who wish to study in Texas. To be eligible for this award a student must have demonstrated

intent to enroll in a Texas university, have attended Bethany for all of their Junior and Senior years, have been in regular classes for their Senior year, and have embodied the values of Bethany Christian School.

College Acceptance Letters provided to the school will be recognized at graduation. It is the students' responsibility to provide Bethany with a copy of the acceptance letter.

Transfer of Credits

We are frequently asked to grant high school credit for work done during eighth grade. The academic affairs council must rule on these requests individually. Students may be required to demonstrate proficiency in the subject for which they seek credit. For example, a student wishing us to accept an advanced eighth grade pre-algebra class as credit for a high school algebra class may be asked to take the final exam for the high school algebra class. If credit is granted the number of math credits required is not reduced, but the student is then free to take advanced math classes not typical of a high school program. The academic affairs council has final ruling transfer of credits issues.

Students enrolled at Bethany Christian School through the Federal government's F-1 visa program (nonimmigrant students) are eligible to enroll in any other federally approved SEVP school. Bethany Christian will not transfer records of SEVP students to ineligible schools, nor will we assist them in the violation of the terms of the F-1 visa, nor will we provide benefits to them in the pursuit of actions in conflict with the terms of the visa.

Posting of Grades

Report cards for all students are a cumulative, consecutive record of the student's academic progress. High School students' grades, credits and GPAs are entered on each student's transcript within one month following the end of the semester.

Academic Probation

Enrollment in a private school requires *discipline and effort*. Not all children are able to achieve the level of academic proficiency that Bethany requires. It is not in a student's best interest to allow him to continue in an environment where academic achievement may be beyond his ability. Academic Probation results when the student's grade average of all grades is below 70 at the end of a grading period. The average shall be determined from all classes, including electives. Students on probation shall not be allowed to represent the school at any school activity or public program. They will also lose other privileges such as off-campus lunch and working for the school. The student's homeroom teacher may allow the student to participate in school sport practices. The student shall be expelled if grades are not 70 or above by the end of the next grading period. The school administration has the authority to expel a student. Once the administration has made its decision, appeals must be made to the Board. The Academic Affairs Council may place a student on academic probation before the end of the grading period if the Council determines that the student's present grade average is below 70.

Senior Exemption

Seniors may be exempted from a course's final exam provided they have an average of 90 or above for both semesters, have not been placed on behavioral probation during their senior year, do not have any unexcused absences, and have no more than five excused absences per semester.

10. Student Activities

Bethany Christian provides a wide range of student activities. These opportunities for interaction help create an atmosphere where the students are self-motivated to learn. We rely on parents to transport students to and from the activities. All student activities are funded directly by the parents. In addition to monthly short activities we also take the secondary school on a longer trip called the "Spiritual Emphasis Week."

Spiritual Emphasis Week

It is our desire to provide for our students growing experiences that require off campus trips. These trips may involve such activities as leadership training programs sponsored by camping organizations or historical trips coordinated and planned by our staff. Students who desire to participate are approved to attend by the administration. Academics, attitude and seniority are considerations for attending. Students who participate will be given extra credit for their work in the appropriate academic subjects. Students who do not participate may be required to attend classes on campus. The number of students and the nature of the trip determine the cost of the program. The cost of the program is split among the participating students. The administration reserves the right to cancel a trip. Students on probation are not allowed to attend these trips. Discipline or behavioral problems that arise may result in a student being returned to Dallas at the parent's expense. Money for the trip is due on the Friday that is two weeks before the trip.

Party Guidelines

Sending treats to school for a birthday child's class is welcomed. Please check with the teacher for the best time.

Party invitations may be distributed at school only if the entire class (or all the boys/all the girls) is invited. Otherwise, they should be mailed or delivered elsewhere. If a party is after school, we prefer that unless the entire class (or students of the same sex) is invited, that they not be picked up in a group from the school. The basic guideline for party planning should be sensitivity to all the students' feelings.

Holiday Guidelines

We have specific guidelines for the following holidays.

Thanksgiving is celebrated with an all-school feast with food provided by our school. We invite you to help prepare, serve, and eat with your student.

Christmas is the celebration of Jesus' birthday. We are careful with secular symbols.

Valentine's Day class parties are a fun break. Parents bring snack foods.

Easter is the celebration of the resurrection of our Lord. We use spiritual applications of the signs of spring like butterflies, eggs, etc. The emphasis is on the joy of the season, not on the secular.

Pictures of Students

Bethany typically publishes a yearbook. Pictures of students involved in various activities are taken throughout the year. We invite parents and guardians to accompany the students, take pictures, and provide digital copies to the office. Bethany reserves the right to use pictures of students in various

publications and on our website. No names address or personal information will be provided in these publications. The purpose is to provide prospective students and their families a sampling of student life at Bethany.

11. Student Discipline

Student Management

The best system of student management is one where the student is self-disciplined. It is our desire that students learn to make wise choices because they follow the Lord Jesus. Bethany's code of expected behavior is very simple:

- Respect for God
- Respect for others
- Respect for self and
- Respect for property.

These simple statements have far-reaching implications. Virtually every time a student is corrected it will be due to a violation of one of the above statements. It is our desire that each student has a heartfelt respect for God. Such a respect is the basis for respect of others, self and property, but respect for God is something that must come from inside a person and cannot be imposed from the outside. Bethany seeks to guide and model a heartfelt love for the Lord without allowing students who do not share our love to disrupt the Christian educational process. We are careful to allow each student to learn about God, yet we know that heartfelt respect for others, self and property will not come until that love is present.

As stated under the Academic Policies, Admissions Policies and Procedures section, attendance at Bethany is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. The school maintains the right to admit only those students who are in harmony with the standards of the school. The school may expel any student at any time, regardless of whether or not the student conforms to the specific rules and regulations of the school. Each year students are evaluated before enrollment is allowed. Continuation in the school is based upon these evaluations.

We understand that people make mistakes and we truly believe that Jesus is in the business of forgiveness and restoration. We want Bethany to be a place where students can benefit from their mistakes. We also understand that profound or repetitious ungodliness undermines the school community. As a group of people we are called together in the name of the Lord and we have an obligation to protect the integrity of the student body as a whole.

Substance abuse, sexual immorality, theft, violence, cheating, racism, terroristic threats, occult practices and other unchristian behaviors will not be ignored and the school will actively attempt to bring these practices to light. Public displays of these types of problems or the need to uncover them against resistance will always lead to suspension or expulsion. If a student, on the other hand, comes for help on his or her own initiative, privately, with a sincere and repentant heart, and with the matter at hand not yet made public, the school then has more latitude with a watchful eye and in the mercy of the Lord to attempt to redeem the situation. Some situations may require the assistance of a medical doctor. When

the principal deems it necessary the student and the parents will be asked to cooperate with the medical profession and provide the school with the appropriate information necessary to accurately assess the situation.

General Disciplinary: Guidelines

The following activities are considered major offenses and are justification for expulsion at any time. Students caught engaging in any of the following activities will be subject to a minimum of one-day, off-campus suspension.

1. Any conduct which threatens the safety, learning or acceptance of others will not be tolerated. Students will not resort to verbal or racial abuse or physical violence. This includes all forms of harassment, intimidation, and exploitation, including verbal, physical and visual harassment. The school does not allow harassment based upon race, color, national origin, ancestry, physical handicap, medical condition, sex, disability, or age. Any student who believes that he/she has been the victim of unlawful harassment should immediately report the matter to a teacher or administrator. Complaints of harassment will be promptly investigated and appropriate corrective action will be taken. Anyone who violates this policy will be subject to discipline, up to and including expulsion.
2. Inappropriate language or profanity.
3. Possessing, delivering, using, or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; glue, paint, or other chemical substance; any mood-changing, mind-altering, or behavior-altering drugs on or off the campus the year round. While reasonable suspicion to search is the standard in the public school because they act on behalf of the state, private school employees are not state actors and have the right to conduct searches and confiscate illegal substances without reasonable suspicion or consent. This extends not only to school property, but also to field trips and school activities.
4. Possessing, delivering or using tobacco products of any sort.
5. Sexual immorality of any kind. This includes possession of or distribution of all forms of pornography or other forms of deviant sexuality including homosexuality or bisexuality.
6. Cheating or plagiarism. The Georgia Court of Appeals ruled that cheating is a fundamental breach of trust by the student. By implication the student and the student's parents agreed to four essential things in the school-student relationship: 1) diligently seek to learn and perform as a good student; 2) be honest and responsible; 3) maintain reasonable discipline and self-discipline in the academic setting; and 4) pay fees, tuition and expenses. The court found that all four conditions of continued acceptance in the school were required from the student and the student's parents. Failure to render any one at any time was such a fundamental breach of the contract as to result in termination of the student's relationship with the school. *Blaine v. Savannah Country Day School*, 491 S.E.2nd 446 (Ga. Ct. App. 1997), quoted from **Private School Law in America**, Center for Education and Employment Law, Malvern, PA, 2012, p. 107.
7. Stealing.
8. Vandalism of school or private property.
9. Possessing, delivering, or using any weapon, including firearms, knives, explosives, dangerous objects, or fireworks.
10. Defiance or direct confrontation with school authorities.
11. Arson.
12. Extortion.

13. Acts of hazing that occur on or off the campus of an educational institution, including a private high school, must be reported to the appropriate official of the institution. (Tex. Education Code Ann. § 37.151)
14. It is a criminal offense to possess or consume alcoholic beverages on a public street, alley, or sidewalk within 600 feet of a facility that the person knows is a private school offering K-12 instruction. (Tex. Alco. Bev. Code Ann. § 101.75)

We also ask that students do not bring the usual list of prohibited items such as gum, comic books, squirt guns, electronic games, games etc. Bringing this sort of item to school may result in confiscation and, if the behavior is continued, the student may be disciplined.

General Disciplinary: Actions

We work together as a staff to determine appropriate discipline to fit the act. These judgment calls take into account the particular student's history, general attitude, and the specific unacceptable action. We will use a variety of disciplinary actions. Some of the actions available to us are verbal corrections, warnings, calling the parents, loss of privileges, detentions, written warnings to student and parents, removal from class, withdrawal from a class, principal-student conference, principal-student-parent conference, isolation within the classroom, in-school suspension, suspension, behavioral probation, and expulsion.

Detentions can be effective with some students. The teacher assigning the detention will notify the student's parents. Students refusing to serve detentions will be assigned in-school suspensions.

Removal from class is an action that the teacher may take to discourage improper classroom behavior. The principal may choose to extend the removal to no more than five consecutive days. The student will not be counted absent and will not be penalized academically for this action.

Withdrawal from the class is an action that the administration may take when persistent misbehavior is demonstrated. The student will receive a WF for the class and in the case of a required credit will be required to repeat the class.

Only the principal or assistant principal may assign in-school suspension. The student must report to the office immediately upon arrival on campus and must remain in a designated location until released by the office. In-school suspension may not exceed five consecutive school days. The student will receive excused absences, is required to do the assigned work, and will receive full credit for the work done. In-school suspension may result in the student being placed on behavioral probation.

Only the principal or assistant principal may assign an off campus suspension. The parents will be notified to take the student home on the day of the occurrence. In the event that they are unavailable the student will be kept in a designated area until the close of school. Terms of suspensions shall not exceed five days. **Suspensions are considered unexcused absences.** See section titled "unexcused absences" for penalties.

Behavioral Probation

Behavioral probation means that the student is in imminent danger of losing the right to remain at Bethany. Students on probation shall not be allowed to represent the school at any school activity or public program. Students on behavioral probation will not be allowed to participate in school athletic programs or practices. They will not be allowed to go on any away activities such as Spiritual Emphasis Week. They will also lose other privileges such as off-campus lunch, and working for the school. School days missed due to the student's class being gone shall be counted as excused absences. The principal will notify the parents immediately if a student is placed on probation. The status of the student will be evaluated at the first meeting of the Academic Affairs Committee following the end of the quarter. At that time the Council shall determine whether to continue the probation, remove the probation or assign other action.

Expulsion

The school administration has the authority to expel a student. Once the administration has made its decision, appeals must be made to the board and not the principal.

Body Marking

Tattoos, temporary tattoos, and similar markings are prohibited. Students may not write or draw on themselves.

Dress Code

There is much variance between Christians on the issue of proper attire. Bethany does not require uniforms. We do ask that modesty, good grooming, and common sense should guide a student's choice of dress. Teachers and administrators are often required to make judgment calls on these issues. We believe that appropriate clothing encourages responsible behavior, therefore we ask for a gracious attitude on the part of both student and parent. Please check with the school office first when in doubt concerning clothing. If a student comes to school in clothing deemed inappropriate, the school will call to have the proper clothing brought to school or the student will be sent home to change. **Absences or tardies from school caused by failure to comply with dress code standards will be considered unexcused.** Repeated offenses will be dealt with as a serious disciplinary matter and will ultimately result in the student's expulsion. The dress code applies to all school activities unless specifically modified by the administration. Parents are asked to observe our dress code when in the building. The principal may change this code at any time to adjust to appropriate/inappropriate fashion fads.

1. Shorts must be no shorter than 2" above the top of the kneecap. No biker/spandex shorts (or skintight pants) of any length can be worn unless covered to within 2" of the top of the kneecap.
2. Sleeveless shirts/blouses must have "normal" armholes (not cut in or cut low) or another shirt should be worn underneath. Straps must be 2" or wider and must cover all undergarments.
3. Skirts and dresses must reach the top of the kneecap or longer while standing upright.
4. Bare midriff (crop) tops must have another shirt underneath. If a student raises both arms in the air and skin shows then the outfit requires a shirt underneath.

5. No torn, cut, fringed or frayed jeans (beyond normal wear), shorts, or shirts can be worn. Cut-offs must be hemmed or rolled to dress code length. Students may not wear clothing that has been written or drawn on.
6. Traditional necklaces may be worn as approved by the administration.
7. Clothing must fit properly, modestly and neatly. The saggy pants look does not meet our dress code. Students are not to wear their pants in such a way that the waist or crotch is lower than where it should be worn.
8. No clothing, jewelry, symbols or accessories that are pagan, anti-Christian, or inappropriate to a Christian school are allowed. This includes all non-Christian musicians and any sort of satanic symbol.
9. All gang or secret society clothing and/or symbols are prohibited.
10. No makeup prior to grade 7--light makeup is allowed for grade 7 and up.
11. Guidelines may be adjusted for field trips. Certain association events will require us to ask boys to wear dress slacks, shirts and occasionally a tie. Girls may be asked to wear dressy skirts and blouses or dresses.
12. Shoes must be worn at all times. Flip-flop type shoes and sandals without a back strap are not allowed.
13. Hats will not be worn during school hours of 8:00 a.m. - 3:45 p.m. except on Fridays.
14. Proper undergarments need to be worn at all times by male and female students, and should not be visible.
15. Male students may not wear earrings. Females are not allowed to wear multiple earrings. No body or tongue piercing is allowed.

Dress code and hair styles violations of the handbook will receive a warning with written instructions for the first offense, and a \$20 charge for subsequent violations.

Hair Styles

Any student with a hairstyle that the administration considers disruptive to the school or not in good taste will not be allowed to attend classes until the hairstyle has been modified to the satisfaction of the administration. Male students may not wear ponytails. Hair length for males must be off the collar of a normal dress shirt and no more than half the ear may be covered on the sides. Male students must be clean shaven.

Substance Abuse

At Bethany, we endeavor to have an environment that is completely nicotine, alcohol and drug free. This goal is only attainable through cooperation between the home and the school. The school, the students and the parents must all be committed to establishing and maintaining a drug-free environment.

In order to maintain an environment free from substance abuse the school may:

- Ask that parents and students voluntarily come forward with information that may assist us in maintaining a substance abuse-free environment.
- Maintain the right to search all personal property, lockers, or vehicles brought to school or taken on school activities.
- Follow up on credible reports of a student's use of illegal substances on or off campus.
- Call for the proper authorities when students may be guilty of criminal behavior.

- Require random drug tests of all students.

We recognize that in our age it will never be possible to resolve these difficult matters to everyone's satisfaction. It is our hope that in our Lord's absence this substance abuse policy will assist our families in raising young people in as safe an environment as possible.

Corporal Punishment

Corporal punishment may be beneficial to some students, but will not be used without the parents' permission. A corporal punishment form, available in the office, must be signed and on record before the school will use corporal punishment. A minimum of two employees will be present with students receiving this form of punishment. Once the parents and the administration have agreed to use corporal punishment, the parents will not be notified of its use until after the student has been punished.

12. Health and Safety

AIDS Policy

Bethany Christian School has taken the following position about students or staff members who are HIV positive or have been diagnosed as having AIDS:

Research has indicated that AIDS is transmitted by intimate sexual contact, blood and body secretions; therefore, the US Government has determined that it would not be hazardous to other students or staff to allow boys or girls who are HIV positive or have AIDS to participate in Bethany Christian School.

People who are HIV positive or have AIDS will be allowed to enroll and participate in Bethany Christian School if they have written permission from their attending physicians indicating that they are physically able to participate in essential academic school functions.

Parents of students who are HIV positive or have AIDS will be informed that the student may be at risk for opportunistic diseases due to contact with many people and the classroom environment.

Following the US Government's regulations for confidentiality, only those individuals coming into contact with an infected student's bodily fluids, blood, or wound drainage will be notified of the student's infected status. This is for the protection of the caregivers.

Automated Electronic Defibrillator

Bethany has an AED located in the foyer adjacent to the school office door. All staff have been trained in the use of an AED.

Blood borne Pathogens

All employees receive annual training on the protocol for blood borne pathogens.

Child Abuse, Reporting of

In accordance with state law (Texas Family Code, Chapter 261), school employees are obligated under penalty of fines and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School personnel will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

(https://www.oag.state.tx.us/victims/childabuse.shtml#legal_obligation)

Crisis Management Plan

Bethany's Crisis Management Plan follows the guidelines set by our accrediting association. The plan is available for viewing in the school office.

Criminal Background Checks

Everyone must undergo a background check before having access to the students. When arriving on campus, please go directly to the office and fill out the background check paperwork. The cost for the background check is \$15, payable at the time of the visit. Volunteers wishing to transport students will also have a driving license check at the same time as the background check. The administration will notify the applicant of any problems that arise from the background check. After consultation with the applicant, appropriate action will be taken. The application for the background check is kept in a fireproof, locked file cabinet. Public events such as the Christmas program and graduation do not require a background check. Everyone attending events held during school hours (7 a.m. – 6 p.m.) must have a background check on file.

Schools that receive federal funding are required to FBI fingerprint everyone who has regular access to students. Since Bethany does not receive federal funds, we do not normally require FBI fingerprinting. [<http://www.tea.state.tx.us/index2.aspx?id=5613> "In 2007, the Texas Legislature passed a law requiring fingerprint-based criminal background reviews for certain school employees. The legislation was enacted to ensure the safety of all children, teachers and staff in Texas public schools."]

Curvature of the Spine Examination

(Health & Safety Code Ann. § 37.001) Sixth and ninth graders must be checked for abnormal curvature of the spine. Findings required by the health code must be entered into the student's permanent records.

First Aid and CPR

All employees receive regular training in first aid and CPR.

Food Manager

Bethany has at least three persons who are Certified Food Managers.

Immunization, Vision, Hearing

State law requires that all students attending school must be immunized prior to admittance. Students will not be admitted unless they comply with the state ordinances relating to this matter. Immunization forms are obtainable from your doctor or the Health Department. All required forms must be in the office within 30 days of the student's first day of school or the student will not be allowed to continue in class until the forms are returned. The Texas health code (Health and Safety Code Ann. § 36.004) requires private schools to test vision and hearing. "Children may not be admitted to any elementary or secondary school unless they have been immunized as required by the Texas Board of Health, present an affidavit signed by a physician stating the immunization would be injurious to the health of the student or his family, or present an affidavit that the immunization conflicts with the tenets of his/her church or religious denomination. A religious exemption does not apply in times of emergency or epidemic." (Tex. Education Code § 38.001)

Liability Disclaimer

Neither the teachers, staff, employees, nor governing board of Bethany Christian School will be liable or responsible for personal injury that occurs as the result of any student attending the school. Parents or guardians are responsible for obtaining proper insurance to adequately cover personal loss or injury to a student.

Additionally, neither the teachers, staff, employees, nor governing board of Bethany Christian School shall be liable for loss of any personal property owned by any student, parent, or guardian as a result of the student attending school. The student, parent, or guardian shall purchase and maintain in force sufficient insurance to guard against loss of personal property.

Mediation Clause

Bethany Christian School assumes that parents and students enrolling in the school are Christians and believe that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or relating to enrollment or participation in the school, including statutory claims, shall be settled by biblically-based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana (406) 256-1583 shall be asked to provide the name of a qualified person that will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the educational relationship and expressly waive their right to file a lawsuit against one

another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses).

The parties agree that parents and/or guardians shall have authority to act on behalf of their minors and that a minor is bound by an agreement made by the parent and/or guardian. This includes such things as entering into a contract for the benefit of the minor, waiving the rights of the minor to sue the school, or agreeing to a contract's terms on behalf of the minor.

Medication

For the convenience of our parents, we provide a medication waiver that must be signed and kept in the office. It gives us permission to administer Tylenol, ibuprofen (Advil) and Tums. If parents prefer, we will call for permission each time medication may be warranted.

It is forbidden for students to carry medication of any sort in pockets or lunch boxes. All medication must go through the office and is kept in a safe place. If a student must carry an inhaler rather than keeping it in the school office, he needs to have permission from the office. **All prescription medications must be in pharmacy bottles, clearly marked with name, medication, and instructions regarding the date and amount to be administered. Over-the-counter medications must be in original containers (no single pills in a baggie) with written instructions on a separate waiver signed by the parent and available in the office.**

Transportation Policy

All drivers must follow all applicable Department of Transportation laws. Students may only transport other students with written parental permission and approval of the administration. Some volunteer drivers may be required to provide the school with information for a criminal background check.

In keeping with state law (Acts 1995, 74th Leg., ch. 165, Sec. 1, eff. Sept. 1, 1995), no driver shall leave a running vehicle unattended for any reason.

Street railways or motor buses operating in cities of not less than twenty thousand inhabitants are required to sell tickets to children attending private schools for one-half of the adult fare when school is in session. Tex. Rev. Civ. Stat. art. 4008b; Tex. Rev. Civ. Stat. art. 6544.

Transportation: Child Passenger Safety Recommendations

http://www.txdps.state.tx.us/director_staff/public_information/carseat.htm

Child Passenger Safety Best Practice Recommendations		
Phase 1	Rear-Facing Seats	Infants: Birth - 35 pounds. Rear-facing infant or rear-facing convertible safety seat as long as possible, up to the rear-facing height or weight limit of the seat. Properly install rear-facing in the back seat.
Phase 2	Forward-facing Seats	When children outgrow the rear-facing safety seat, they should ride in a forward-facing safety seat as long as possible, up to the upper height or weight limit (40 - 80 pounds) of the harnesses. Usually 4+ years old. Properly installed forward-facing in the back seat. NEVER turn forward-facing before 1 year old AND 20-22 pounds.
Phase 3	Booster Seats	After age 4 and 40+ pounds, children can ride in a booster seat with the adult lap and shoulder belt until the adult safety belt will fit them properly (usually when the child is 4'9" tall). MUST have a lap/shoulder belt to use a booster seat.
Phase 4	Adult Safety Belt	Once children outgrow their booster seat (usually at 4'9", 100 pounds) they can use the adult safety belt if it fits them properly. Lap portion low over the hips/tops of thighs and shoulder belt crosses the center of the shoulder and center of the chest.
Children are better protected the longer they can stay in each phase. Keep children in each seat up to the maximum age/weight/height limits before moving to the next phase.		

Transportation: Drop Off and Pick Up of Students

Students may be dropped off at the front door of the school between 8:00 a.m. and 8:30 a.m. Eleventh and twelfth grade students may be dropped off in the back parking lot. After the first few days of school we ask that you do not walk students to their class. Please do not use the time before and after school to visit with the teacher. The office can arrange an appointment for you. Students dropped off after 8:30 a.m. must report to the office before they go to class.

Students may be picked up after school between 3:30 p.m. and 3:45 p.m. You may wait in your assigned carpool line or you may park and come into the foyer of the school. Students in 9th – 12th grades may

receive texts from their drivers who are parked in the front parking lot. 9th-12th grade students may not impede the traffic in the fire lane. You may not leave the foyer area and go to your child's classroom. You may not check your student out near the end of school to avoid the carpool line. It is important for the student to be in class for the entire day. Students who consistently miss portions of days will be marked as absent and are subject to our attendance rules.

Parents who park in the parking spaces must never allow children to approach or leave the building unaccompanied by an adult. The fire lane that runs from the back of the building, past the front door, and on toward Parker Road is a thoroughfare.

Students who drive their own vehicles are required to obey the traffic patterns and maintain a slow, safe speed. Students who park in the front of the parking lot (facing Parker Road) may leave at 3:30; those parking in the back must wait until 3:45 (after the carpool line clears).

Transportation: Traffic Patterns

Bethany has a very unusual traffic pattern due to the absence of a left turn lane onto our property from Parker Road. We seek to have the carpool backup on our property and not on Parker Road. Please obtain a handout from the school office and have the traffic procedure explained to you. Our goal is to have a safe and rapid pick up system. The first week of school is always a challenge--even with someone directing traffic. Please ask the Lord for patience. By the end of the second week you should be in and out with minimal delays.

Visitors

In order to provide the safest possible environment for the children, all individuals, including parents, must register their presence in the school office. You will be given a visitor's pass. Please return it to the office before you leave. Individuals remaining in the tiled foyer need not register.

Only enrolled students are allowed on campus and only enrolled students may attend school functions. The principal may grant exceptions to this rule.

Volunteers

We do not require parents to volunteer, but we welcome any help and involvement that our parents wish to give. However, parents are asked not to enter a classroom without having received approval from the teacher and checking in through the office.

Revision Date: November 2016

Appendices

General Information

Birth Certificate Information:

Birth Certificate Information

Dear Parents:

Texas State Law (see below) requires all schools to have the following documentation for all children under the age of eleven (11):

- 1.) An office staff member must actually see your child's **original**, Certified Birth Certificate. We then make a copy of it for your child's file.
- 2.) Texas law **requires** that your child's file **must** contain a list of all schools which your child has attended, complete with address for each. Although preschools are included in this requirement, day care establishments are not.

School Office

(Private primary schools are required to request records when enrolling a child under 11 years of age to verify the child's name, birth date, and previous school records. If documentation is not provided, the school shall notify the appropriate law enforcement agency to determine if the child has been reported missing. Law enforcement agencies shall immediately notify each school, including private primary schools, when a report of a missing child is received. **Tex. Code of Criminal Procedure Ann. Chapter 63**)

School Calendar

The school calendar for the current year is available in the office or on line.

Lunch Procedures

General Issues:

- A lunch menu is available in the office.
- **All students must order lunch in the morning.** Late students must order lunch through the school office. Students from the upper school not placing a lunch order will go without a lunch. Students from the lower school will be sent to the office so the parent can be notified.
- The kitchen will not heat, prepare or provide food to students not ordering their lunch.
- Drinks may be purchased or students may use the water fountain (i.e. no cups of water from the kitchen).
- Chips only may be purchased (via lunch ticket) at lunchtime.
- Soft drinks must be purchased via lunch ticket for all students.

Forms

Before and After School Care Form

This form is available in the school office.

Field Trip Perm. Form

BETHANY CHRISTIAN SCHOOL

FIELD TRIP PERMISSION AND EMERGENCY FORM

I, _____ the parent and/or legal guardian of _____ a minor, hereby acknowledge that said minor is presently under my care, custody, and control. I hereby give my child, the above noted minor, my express permission to travel with Bethany Christian School on field trips and to school activities inherent in this/these trip(s).

In the event of an emergency necessitating medical attention for my child, I do hereby authorize that qualified and licensed medical personnel give treatment. I understand that I will be notified as soon as possible and that all expenses incurred in treatment will be assumed either directly by me or by my insurance coverage as noted below. I will not hold Bethany Christian School or Bethany Bible Church responsible for any accidents.

Signature (Parent and/or Guardian) _____

_____	_____	_____
Address	Home Phone	Work Phone/Pager

EMERGENCY MEDICAL INFORMATION

Family Doctor _____ Phone Number _____

Insurance Company _____ Policy Number _____

List pertinent medical information concerning allergies, nervous disorders, heart problems, diabetes, epilepsy, etc. Indicate any medications or drugs to which the student is allergic.

List any regular medications the student is taking. _____

List any other information, which may be helpful.

List two other local contacts in case of emergency.

_____ Phone _____

_____ Phone _____

Immunization Form

Immunization Form
Bethany Christian School
3300 W. Parker Road
Plano, TX 75075

972-596-5811/ 972-596-5814 Fax, Bethany.Christian@verizon.net

Students are required to provide validated evidence of full compliance with the immunization requirements set by the Department of State Health Services. Attached are the 2011-2012 Texas Minimum State Vaccine Requirements for Students Grades K-12.

Our preferences (in order, choose only one): 1. Fax the Doctor's records
2. Email Doctor's records
3. Complete this form

Current Date:	Student's Birth Date:
Student's Name:	
Student's Home Address:	
Student's City, State, Zip:	

Following the attached requirements, please provide evidence of the following immunizations and validate this form at the bottom.

Diphtheria/Tetanus/Pertussis: (DTaP /DTP /DT /Td/Tdap)								
Polio								
Measles, Mumps, and Rubella (MMR):								
Hepatitis B								
Varicella								
Meningococcal								
Hepatitis A								

Date:

Signed by physician or public health personnel:

This student is in full compliance with Texas Minimum State Vaccine Requirements: YES NO

(circle one)

Immunization Requirements FAQ

Frequently Asked Questions on Immunization Requirements for School Admittance

Q. Where can I find the state's list of required immunizations?

A. They are posted in the foyer of the school and you may view them on line at:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>

Q. What is Provisional Enrollment?

A. Provisional enrollment is a component of the rules adopted by the Texas Department of State Health Services (DSHS) for the minimum immunization requirements for school entry. Provisional enrollment allows a student meeting certain specific criteria to be admitted to school on a temporary basis for up to 30 days. During this 30-day period, the parent is responsible for ensuring that the student receives the necessary vaccine(s) as fast as is medically feasible, and/or providing a complete and current immunization record to the school. Texas schools are also responsible for ensuring that immunization records are sent to requesting Texas schools within the 30-day period.

Q. What government agency adopts the rules on provisional enrollment?

A. According to the Texas Attorney General Opinion No. GA-0178, only DSHS (formerly TDH) may adopt rules relating to provisional admission.

Q. Can DSHS adopt rules that would prohibit a student from being admitted into a school?

A. Yes. Admission to a school is not allowed until records are produced showing (1) that the child has been immunized in accordance with the rules; (2) the child has an exemption from immunization requirements on file with the school in accordance with the rules; or (3) that the child is entitled to provisional enrollment.

Q. What specific circumstances must a child fall under to qualify for provisional enrollment?

A. Provisional enrollment allows a student to enroll in school under the following situations:

1. **Transfer Students:** Students transferring from one Texas public or private school to another.
2. **Homeless Students:** Students who are defined as homeless according to the federal McKinney-Vento Act, 42 U.S.C. §11434a.
3. **Students In-Progress:** Students who have received at least one dose of each specified age-appropriate vaccine required by the DSHS rules. To remain enrolled, students must complete the required subsequent doses of each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose(s) is (are) administered.

Q. Can a child without an immunization record be enrolled provisionally if they are not homeless, are not transferring from a Texas school or are not progressing towards obtaining immunizations as fast as is medically feasible?

A. No. The child must obtain the first doses of the required vaccines and then they can be admitted provisionally as long as they are progressing towards receiving the remaining required vaccines as fast as is medically feasible.

Q. What if a child does not have all his or her shots up-to-date prior to starting school?

A. The student will be required to receive the necessary vaccinations in order to enroll or start school. If the student has started the series and is on schedule, he or she can enroll provisionally until it is medically feasible to receive the next vaccine dose.

Q. What if the student is more than a year delinquent for a vaccine? Can this student be allowed to attend school provisionally at the beginning of a new school year?

A. No. If more than the maximum amount of time to receive the next dose has expired, the student cannot attend school until he/she received the required dose.

Q. What do parents or guardians need to show as proof that their child has started the vaccine series needed?

A. Acceptable documentation of immunizations is any record of immunizations validated by a physician or his/her designee, or public health personnel. The record must show the month, day, and year when each immunization was received.

Q. Is the conscientious exemption for immunizations valid for two years or five years?

A. The conscientious exemption is valid for two years.

Q. Nurses in our schools want to know if the change to two years, for the conscientious exemption, applies to those students who have already filed an affidavit for the Exemption for Reasons of Conscience or does it apply to new applicants.

A. The two-year time period applies to new applicants. Those students, who filed an affidavit that was valid for five years, get a five-year exemption.

Q. The child has no immunizations on file. I did receive a faxed copy of a Texas Religious Exemption dated in 1999. Does this child need a new affidavit?

A. No. Religious exemptions dated prior to September 1, 2003 are life-long exemptions.

Q. Where can parents take their children to get the required immunizations?

A. Parents should contact their children's physician. Alternatively, they can contact their local health department or the nearest DSHS Health Service Regional Office for information.

For more information about immunization requirements go to: www.ImmunizeTexas.com or contact the Immunization Branch at (512) 458-7284 or (800) 252-9152.

Medication Waiver, Office Provided Medications

BETHANY CHRISTIAN SCHOOL
 MEDICATION WAIVER
 2010/2011

Student's Name _____ Grade _____

The school cannot dispense medication to your child without your consent. This form has been prepared for your convenience in case you cannot be contacted for a verbal consent when medication is needed. For the school office to dispense medications please fill out the form below - with amounts. If you do not wish your child to have medications without verbal permission please check "Nothing" - Please Call.

I give permission to authorized staff of Bethany Christian School to dispense the listed medication(s) to the above said child, as needed and not to exceed the recommended dosage for his/her age, while he/she is enrolled at Bethany Christian School.

Please check those medications we may administer to your child and state amount:

Please note:

WE DO NOT HAVE LIQUID FORMS OF ANY MEDICATION!

Chewable Tylenol _____ Amount _____

Regular Tylenol _____ Amount _____

Chewable Motrin _____ Amount _____

Ibuprofen (Advil) _____ Amount _____

Tums/Mylanta _____ Amount _____

Midol Jr. _____ Amount _____
 (Girls grades 7-12 only) (1 or 2 tablets)

Nothing - Please Call _____

Date _____

Signature parent/guardian _____

Medication Waiver, Parent Provided Medication

BETHANY CHRISTIAN SCHOOL

Daily and Short Term Medications 2010/2011

PARENT'S REQUEST FOR THE ADMINISTRATION OF MEDICATION TO A STUDENT

Name of Student: _____ Date of request: _____

Address: _____ Birth Date: _____

Teacher: _____ Grade: _____ Home Phone: _____

Name of medication: _____ Amount to be given: _____

Time to be given: _____ Special instructions: _____

Date medicine is to be discontinued: _____

I request that this medication be given by a school employee. I understand that Bethany Christian School, the Board, and school employees shall not be held responsible for damages or injuries resulting from administration of this medication.

(Signature of parent or guardian)

(Daytime phone number)

Please have a physician or dentist complete this portion if medication is to be given for longer than one month.

Statement of physician or dentist: It is necessary that the above named medication be given to this child daily at the time-requested until _____.
(Date)

(Dr. Phone number)

(Dr. Signature)

Driving and Off-Campus Form

Driving and Off-Campus Form

Student Name: _____ Date: _____

All students MUST

- get this form signed and returned to the office,
- get permission from their home room teacher **each** time they leave,
- sign out at the office when they leave, and
- sign in at the office when they return. Failure to do so may result in a half-day unexcused absence.

Check the boxes that apply:

Transportation

- ☐ My fully licensed and insured student MAY drive other students.

My student MAY be a passenger in a student-driven car for

- ☐ off-campus lunch.
☐ off-campus privileges.
☐ School-sponsored activities such as P.E. and field trips.
- ☐ My student may NOT be a passenger in a student-driven car.

9th and 10th Grade Off-Campus Lunch—Honor Roll students only

- ☐ My 9th or 10th grade honor student may NOT be allowed off-campus lunch.

11th and 12th Grade Off-Campus Lunch

- ☐ My 11th or 12th grade student may NOT be allowed off-campus for lunch.

11th and 12th Grade Off-Campus Privileges—Honor Roll students only

Qualifying students may leave our campus during the day when they do not have classes.

- ☐ My 11th or 12th grade honor student may NOT be allowed off-campus privileges.

I authorize Bethany Christian School to follow my wishes as listed above. I release Bethany Christian School from all liabilities related to these privileges. I understand that the staff will not supervise my student while they are away from the campus.

 Parent or Guardian Signature

 Date

Student Signature

Date

Pick-up Information Form

PICK – UP INFORMATION

Each family will receive one number regardless of the number of children in the family, so all your children may be picked up together. If you are carpooling with someone, or having someone else pick up your child, please come to the office so that we can make all the appropriate arrangements.

FRONT DOOR

REAR DOOR

.....

Eligible persons for pick up

Student's Name or Family Name _____

Please list all persons who will be allowed to pick up your child (ren) during this school year. Include all neighbors, relatives, siblings, or co-workers. **We will not let your child go with anyone who is not on this list or that you have not made arrangements in writing turned into the office.**

1. Name _____

Address _____

2. Name _____

Address _____

3. Name _____

Address _____

4. Name _____

Address _____

Previous Schools Attended Form

Bethany Christian School

Dear Parents:

Family Name _____

Texas Law (see below) requires our school to have in your child's file a list of all schools that he/she has attended, including all pre-schools. We need the name, address and phone number (if possible) of the school. This applies to all children ages 11 and under.

1. School Name _____

Address _____

Phone _____

2. School Name _____

Address _____

Phone _____

3. School Name _____

Address _____

Phone _____

4. School Name _____

Address _____

Phone _____

(Private primary schools are required to request records when enrolling a child under 11 years of age to verify the child's name, birth date, and previous school records. If documentation is not provided, the school shall notify the appropriate law enforcement agency to determine if the child has been reported missing. Law enforcement agencies shall immediately notify each school, including private primary schools, when a report of a missing child is received. **Tex. Code of Criminal Procedure Ann. Chapter 63**)

Supply Lists

Supply lists for each grade are available in the office by July 31 for the rising school year.

Faculty and Personnel Handbook

Bethany Christian School

Faculty and Personnel Handbook

3300 W. Parker Road

Plano, Texas 75075

972-596-5811

972-596-5814 fax

www.BethanyBible.Com/School



Accredited by ACTS

Association of Christian Teachers and Schools

Accredited by NCPA

National Council for Private School Accreditation

Accredited by Advanced Ed, SACS

Advanced Ed, Southern Association of Colleges and Schools

Recognized by TePSAC

Texas Private School Accreditation Commission

Member of TPSA

Texas Private School Association

K3 – Twelfth Grade

Bethany Christian School admits students of any race, color, national and ethnic origin with all rights, privileges, programs, and activities generally accorded to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its policies or programs.

Bethany Christian School is authorized under Federal law to enroll nonimmigrant students.

This handbook was approved by the governing board on November 6, 2016

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Statement of Faith and Philosophy

Statement of Faith

We believe the Scriptures of the Old and New Testaments were verbally inspired and completely inerrant in the original writings. They are of supreme and final authority in faith and life.

We believe there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.

We believe Jesus Christ was begotten of the Holy Spirit, and was born of the Virgin Mary. He is true God and true man.

We believe man was created in the image of God; he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God. All human beings are born with a sinful nature, and those who reach moral responsibility become sinners in thought, word, and deed.

We believe the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice. All who believe in Him are justified on the ground of His shed blood. Any person who, in simple faith, believes in the risen Christ as his only hope of heaven, refusing to believe in anything else, receives the gift of eternal life which, once granted, can never be lost.

We believe the crucified Christ was bodily resurrected, ascended into Heaven, and lives today as our High Priest and Advocate.

We believe in "that blessed hope"--the personal, premillennial, and imminent return of our Lord and Savior, Jesus Christ.

We believe in the bodily resurrection of the just and of the unjust; the everlasting blessedness of the saved, and the everlasting punishment of the lost.

Creationism Letter of Understanding

May 10, 2016

To All Employees of Plano Bethany Bible Church:

The elders believe we need to clarify our position regarding the creation account as found in Scripture. Some schools of higher theological training have begun teaching that the creation accounts are not true history, but poetical history. As poetical history the creation accounts then become full of figures of speech that are subject to various interpretations. We use Bob Jones University Curriculum in all of our grades; the publisher incorporates a creation—fall—redemption nuance in all of its work. As an institution we hold to a recent creation completed in six 24-hour days.

Ranges of origins can be reviewed as follows:

- Evolutionary: time and chance are responsible for the existence and development of our universe.
- Day-Age Creationism: the days of Genesis one are viewed as long periods of time consisting of thousands or millions of years. Some who hold this view also hold some form of evolutionary development between the periods and relate these periods to current scientific thinking regarding the age of the earth. Others

believe that the indeterminate periods of time allowed God to create new life forms over the millions of years. These individuals are known as Progressive Creationists and hold to some kind of Intelligent Design.

- **Gap Creationism:** a chronological gap exists between Genesis 1:1 and 1:2. The original creation was perfect and became chaotic and uninhabitable due to Satan's sin. An indeterminable period of years is inserted between the first and second verse. The account in Genesis 1 is actually a re-creation. The days of Genesis 1 are viewed as ordinary 24-hour days. There is, however, no biblical record of a creation preceding Genesis 1.

We do not accept the above views nor allow them to be taught as true at Bethany. The biblical account of Creation is repeated throughout the entire Bible and not just limited to Genesis 1. While explaining the fourth command, God starts with our understanding of a week. "Six days you shall labor and do all your work...for in six days the Lord made the heavens and the earth..." Exodus 20:9-11. He explains His people's requirements based on His own example. An ordinary 24-hour day during the week of creation is assumed as God explains His people's work-week. Furthermore, the biblical narrative provides a tight chronology dating the creation from both events as well as genealogies. This intentional history does not allow for an old earth, thousands of years between "days," nor large gaps in genealogies. Handouts regarding the dating of creation are available in the office.

An understanding of creation as taught in the ordinary language of the Bible and our curriculum is crucial to our educational mission. Mankind is accountable to the Creator who "will bring every work into judgement, including every secret thing, whether good or evil," Eccl. 12:13-14. This doctrine provides an excellent foundation to present the Gospel of Grace.

Philosophy

We believe that the grace of God is foundational for a Christian school. Titus 2:11-15 is an excellent passage for declaring and demonstrating the amazing benefits of understanding and implementing God's grace. No one deserves God's love and grace; yet He loves us unreservedly and unendingly. God's love for His alienated creatures causes Him to reach out in love and provision. We believe that this spirit of grace should permeate the educational environment. Our teachers strive to welcome each student in the same way God welcomes us.

Once grace is understood and integrated into our lives, it immediately begins to instruct us. It teaches us to make a break with ungodliness and worldly lusts. It teaches us to live lives that are self-controlled, consistent with God's righteousness, and reflective of godliness; simply put, the grace of God teaches us to be godly. It also teaches us that there is a time yet coming when we will see our Savior face to face. His coming is the ultimate solution to the world's problems, but until He comes, our task is to be zealously working what the Bible calls "good works." We want our students to do well in all respects, but we want them to do well because they love our great God and Savior Jesus Christ.

As our excellent Christian teachers work together with our families to prepare students for life, we have found it helpful to call attention to several key educational issues:

4. **Core biblical values.** Properly understood, grace teaches us to respect God, teachers, classmates, and property. There is a way of life that honors the Lord and brings everlasting rewards. We reward good behavior and discipline bad behavior. The prevailing winds of our culture reward tolerance—the most enlightened is the one without rights and wrongs. We believe the Bible provides the instructions for us to live consistently with the grace of God.
5. **Individual accountability.** In an age of prevailing educational socialism, we believe each person is accountable and responsible to work up to potential. In some schools, groups earn a grade, but we believe that this is unproductive. Typically, one person takes the leadership and,

eventually, everyone does less work. Individual accountability results in increased productivity. God's grace does not exclude individual accountability but enhances it.

6. **Structured curriculum.** We have selected difficult curricula that advance students from one year to the next. This begins in Kindergarten where our students learn a phonetic approach to English and continues through grade twelve. We expect our students to be well read, well written, and well spoken. Some educational theorists advocate that teachers passively negotiate with the students and only take the learning opportunities when the students are ready to learn. We believe that the teacher should direct the learning process based on the curriculum required for that grade. Some students may require tutoring and/or summer school to learn the material, but most students who apply themselves are able to learn the curriculum through classroom instruction and homework.

We live in a society where schools differ greatly in their philosophy of education. Public schools typically endorse some form of secular humanism; some charter schools teach with an Islamic (Turkish) philosophy; some schools with Christian in the name embrace everything from ecology (going green) to extreme self-worth (no one fails).

The need for an academically solid school founded on the grace of God has never been greater. We actively seek families who agree with our statement of faith and our philosophy of Christian education. Should we enroll a student who has yet to believe, we will actively seek to bring each person to a saving knowledge of the Lord Jesus Christ and instruct the student in the grace of God.

Dress Code

Faculty and personnel Dress Code

We ask that modesty, good grooming, and common sense should guide the faculty and personnel choice of dress.

1. Shorts must be no shorter than 2" above the top of the kneecap. No biker/spandex shorts (or skintight pants) of any length can be worn unless covered to within 2" of the top of the kneecap.
2. Sleeveless shirts/blouses must have "normal" armholes (not cut in or cut low) or another shirt should be worn underneath. Straps must be 2" or wider and must cover all undergarments.
3. Skirts and dresses must reach the top of the kneecap or longer while standing upright.
4. Bare midriff (crop) tops must have another shirt underneath. If a student raises both arms in the air and skin shows then the outfit requires a shirt underneath.
5. No torn, cut, fringed or frayed jeans (beyond normal wear), shorts, or shirts can be worn. Cut-offs must be hemmed or rolled to dress code length.
6. Clothing must fit properly, modestly and neatly.
7. No clothing, jewelry, symbols or accessories that are pagan, anti-Christian, or inappropriate to a Christian school are allowed.
8. Guidelines may be adjusted for field trips. Dress appropriately for the job's requirements.
9. Shoes must be worn at all times. Flip-flop type shoes and sandals without a back strap are not allowed.
10. Males may not wear earrings. Females are not allowed to wear multiple earrings. No body or tongue piercing is allowed.

Hair Styles

Faculty and personnel with a hairstyle that the administration considers disruptive to the educational process will be asked to modify the hairstyle. Males may not wear ponytails. Hair length for males must be off the collar of a normal dress shirt and no more than half the ear may be covered on the sides. Bearded males must keep facial hair groomed.

Body Marking

Tattoos, temporary tattoos, and similar markings that the administration considers disruptive to the educational process will remain covered during school functions.

Rules and Regulations Checklist

The following may be used as a checklist for rules and regulations appropriate for faculty and personnel:

- ☐ Faculty and personnel shall read and support the student handbook.
- ☐ Faculty and personnel shall read and support the faculty and personnel handbook
- ☐ Faculty and personnel shall read the legal posters in the supply room by the copier.
- ☐ Faculty and personnel are not eligible to receive benefits from the Federal Unemployment Tax.
- ☐ Faculty and personnel shall be trained in First Aid, CPR, and the use of an AED.
- ☐ Faculty and personnel shall obtain the required continued education hours and maintain credentialing with the school's accrediting agencies.
- ☐ Faculty and personnel shall inform the office and his/her supervisor of problems with school families.
- ☐ Faculty and personnel shall read and follow his/her job description.
- ☐ Faculty and personnel shall complete the form necessary for criminal background checks.
- ☐ Faculty and personnel shall complete the W-4 form.
- ☐ Faculty and personnel shall complete the I-9 form.
- ☐ Faculty and personnel shall complete and have witnessed the declaration of moral integrity form.
- ☐ Faculty and personnel shall complete the authorization to release reference information form.
- ☐ Faculty and personnel shall be trained annually in blood borne pathogens.
- ☐ Faculty and personnel shall read and follow the Crisis Management Plan.
- ☐ Faculty and personnel shall read and follow the laws pertaining to child abuse (Texas Family Code, Chapter 261).
- ☐ Faculty and personnel shall provide the principal with a spiritual life inventory.

____ Faculty and personnel may be qualified to participate in a 403b tax-deferred, self-directed, retirement fund.

____ Faculty and personnel shall read the corporate six-year plan and assist in reaching its goals.

____ Faculty and personnel shall read and follow the Crisis Management Plan (located in office).

____ Faculty and personnel shall know where the MSDS sheets are located in the facility (with the Crisis Management Plan).

Signed _____

Date _____

Discipline Procedures

Classroom Management-Academic Problem

If a student has an academic problem, determine which of the following three categories best explains the difficulty.

<p>Routine Classroom Problem</p> <ul style="list-style-type: none">Failing to Follow Directions. <p><u>Actions:</u></p> <p><i>Give failing grade.</i> <i>See suggestions list.</i> <i>Verbal counseling</i> <i>System referral.</i></p> <ul style="list-style-type: none">Failing to complete homework. <p><u>Actions:</u></p> <p><i>Give failing grade.</i> <i>See suggestions list.</i> <i>Finish work on recess or after school.</i></p>	<p>Developmental Differences</p> <ul style="list-style-type: none">Inability to do the work. <p><u>Actions:</u></p> <p><i>Give failing grade.</i> <i>System referral</i></p> <p><i>Do not “diagnose” the student</i></p>	<p>Attitude Problems</p> <p>If student is disruptive to the class refer to Classroom Management, Discipline Problem chart.</p> <ul style="list-style-type: none">Student has no desire to do the class work. <p><u>Actions:</u></p> <p><i>Deal with in private.</i> <i>Verbal counseling.</i> <i>Give failing grade.</i> <i>System referral.</i></p>
<p>Suggestions for Routine Classroom Management</p> <ul style="list-style-type: none">Slow, clear directions.Insist on student eye contact.Have several students repeat directions.Question studentsAsk student to privately repeat directions.relocate the child nearer to your desk.Give only one assignment at a time.Praise student’s ability to listen.Use visualized instruction.	<p>System Referral</p> <p>1. Notification of parent by the teacher upon the third failing grade in a particular subject.</p> <p>2. Written notification of the parent and a copy to the administrator by the homeroom teacher upon the sixth failing grade in a particular subject.</p> <p>3. Written notification by the homeroom teacher to the parent and a copy to the administrator who shall notify the Academic Affairs Council upon the ninth failing grade in a particular subject. The Council shall take appropriate action and the administrator shall communicate such action to the parents.</p>	

Classroom Management-Discipline Problem

If a student has a discipline problem determine which of the following three categories best explains the difficulty.

<p>Routine Classroom Problem</p> <ul style="list-style-type: none"> Uncontrolled talking and visiting in class. <p><u>Actions:</u></p> <p><i>See suggestions list.</i> <i>Verbal counseling</i> <i>System referral.</i></p> <ul style="list-style-type: none"> Violation of Student Handbook. <p><u>Actions:</u></p> <p><i>Verbal counseling.</i> <i>System Referral.</i></p>	<p>Physical and Verbal Altercations</p> <ul style="list-style-type: none"> Fighting <p><u>Actions:</u></p> <p><i>Strong verbal demand.</i> <i>Physical separation.</i> <i>Send student for help.</i> <i>Take students to office.</i></p> <ul style="list-style-type: none"> Back talk to the teacher: accusing, dismissing, insulting, or swearing. <p><u>Actions:</u></p> <p><i>Calm, immediate verbal counsel.</i> <i>System referral.</i></p>	<p>Attitude Problems</p> <p>Answer these questions:</p> <ol style="list-style-type: none"> Does the student feel <u>respected</u> and <u>trusted</u>? Does the student <u>clearly understand</u> the boundaries? Does the student feel that you are <u>flexible</u>? <p>If yes, then identify the problem:</p> <ul style="list-style-type: none"> Lack of respect for authority <p><u>Actions:</u></p> <p><i>Deal with in private.</i> <i>Quiet, firm, calm voice.</i> <i>Deal with immediately.</i> <i>Verbal Counseling.</i> <i>System referral.</i></p> <ul style="list-style-type: none"> Deviant Behavior <p><u>Actions:</u></p> <p><i>Calm, immediate.</i> <i>Take to office.</i></p> <ul style="list-style-type: none"> Negativism <p><u>Actions:</u></p> <p><i>Stop the student.</i> <i>Private verbal counsel.</i> <i>System referral</i></p>
<p>Suggestions for Routine Classroom Management</p> <ul style="list-style-type: none"> Biblical examples Proximity Look directly at the student. Stop lesson briefly After school detention Time Out Rearrange the seating Hall conferences Time out from recess Rewards, praise of good behavior <p>Score keeping</p>	<p>System Referral</p> <ol style="list-style-type: none"> Notification of parent by the teacher when it becomes clear that the student does not intend to change. Written notification of the parent and a copy to the administrator by the teacher upon the continued behavior after notification. <ul style="list-style-type: none"> Complete another Student Management Form and give to administrator. Complete Student Counseling Statement warning of action by the Academic Affairs Council, copy to administrator, copy to office who mails form to parents. Upon repetition of behavior teacher completes another Student Management Form requesting action by Academic Affairs Council. Council takes action and is responsible for notifications to student, parents, teacher and adjunct teachers. Upon repetition of behavior file another Student Management Form. Council will take further action. If recommendation is to the board of elders for expulsion, principal will be responsible for all 	

	notifications.
--	----------------

Student Management Form

Student Management Form

Date: _____

Name of Teacher completing this form _____

Position of teacher _____

Name of Student _____

Grade of Student _____

<input type="checkbox"/> Adjunct teacher	<input type="checkbox"/> Academic Problem	<input type="checkbox"/> First Notification
<input type="checkbox"/> Home room teacher	<input type="checkbox"/> Behavioral Problem	<input type="checkbox"/> Second Notification
		<input type="checkbox"/> Third Notification
		<input type="checkbox"/> Lost Count

Describe the problem that generated the need for this form:

List the actions taken: _____

Name, phone number, date, and review of the parent/guardian notification: _____

Were there mitigating circumstances that contributed to the actions of the student?

Student Counseling Statement

Student Counseling Statement

FROM: Name _____ Date _____

Position _____

RE: Name _____ Date _____

1. I have made the following observations of this student's conduct:

2. I have informed this student of the following standards that will be expected from him/her in the future:

3. These standards are important because of the following impact on the educational environment:

4. I have informed this student of the following consequences if he/she fails to follow the above standards:

 Signature of Teacher

I have read and received a copy of the above statement.

 Student's Signature

This form will be entered into your Student Life File. You are free to write additional comments to be added to this counseling statement. Should you desire to do this, please address your letter to me. The contents of this file will be destroyed at the end of each academic year.

Grading

Please read and follow section 9 of the student handbook.

As a general rule for older students (5th grade and older), tests are 50% of the grade, quizzes are 25% of the grade, and homework is 25% of the grade. Younger grades (4th and below) a class work component must be added and percentages adjusted. There is some latitude in this as adjusted between the teacher and the assistant principal.

Your grade book should be with you during fire drills or tornado drills.

Your grade book must be kept up to date and be easily understood by others. The principal, assistant principal, or the registrar may ask to see your grade book at any time.

Elders Policy: Student's must complete the work or receive a zero. The faculty may drop graded assignments for the entire class, but may not drop an individual student's assignments. The Academic Affairs Council must approve variation from this policy.

Academic Probation

Enrollment in a private school requires discipline and effort. Not all children are able to achieve the level of academic proficiency that Bethany requires. It is not in a student's best interest to allow him to continue in an environment where academic achievement may be beyond his ability. Academic

Probation results when the student's grade average of all grades is below 70 at the end of a grading period. The average shall be determined from all classes, including electives. Students on probation shall not be allowed to represent the school at any school activity or public program. They will also lose other privileges such as off-campus lunch and working for the school. The student's homeroom teacher may allow the student to participate in school sport practices. The student shall be expelled if grades are not 70 or above by the end of the next grading period. The school administration has the authority to expel a student. Once the administration has made its decision, appeals must be made to the Board. The Academic Affairs Council may place a student on academic probation before the end of the grading period if the Council determines that the student's present grade average is below 70.

Faculty and Personnel Evaluation Policies

Faculty and Teaching Personnel Evaluation

Bethany Christian School Teaching Personnel Evaluation

Date

Interviewer

Teacher

Grade & Time of day

1. PHILOSOPHY

1.1 The teacher shall be in agreement with the school's doctrinal statement.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

1.2 The teacher shall be sensitive to the spiritual, emotional, and academic needs of the pupil.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

1.3 The instructional staff shall deal professionally with students, parents, staff, and administration.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

2. CURRICULUM AND INSTRUCTION

2.1 The teacher shall incorporate Christian principles into each subject area where possible.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

2.2 The teacher shall provide appropriate learning experiences that address student needs as determined by a formal assessment program (grading) that includes but is not limited to standardized testing.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

2.3 The teacher shall provide appropriate materials for the class.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

2.4 The teacher shall develop and maintain a systematic process for reporting student achievement.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

2.8 The teacher shall provide adequate information to students and parents about the grading and assessment policies of the school.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

2.9 The teacher shall avail himself/herself of the resources of the local community.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

2.10 The teacher shall provide for basic skills in the primary curriculum including subjects which constitute a well-balanced educational program. It shall provide learning experiences in language arts, mathematics, science, social studies, health and safety, physical education, the arts, and computer education.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

2.11 The teacher shall provide for appropriate subjects in the secondary curriculum including sequencing of courses for graduation that shall include courses in English, mathematics, science, social studies, Bible, fine arts, physical education, humanities, practical arts, languages, and computer education.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

2.14 The teacher shall teach Bible as an academic subject at every grade level with a minimum of two and 1/2 hours of instructional time per week (including chapel).

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

2.15 The teacher shall demonstrate adequate management of the students so that the learning process may be conducted without interruptions from the students.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

3. SCHOOL FACILITIES

3.1 The classroom shall be safe, clean, attractive, and meet all pertinent building, equipment, health and other legal requirements.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

3.2 The classroom shall contain adequate furniture and equipment to support the school's programs and curriculum.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

4. STUDENT RECORDS

4.1 The teacher shall keep up-to-date and verifiable academic student records on each student enrolled in his/her class.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

4.2 The teacher shall keep up-to-date and verifiable behavioral records on each student enrolled in his/her class.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

5. STUDENT ACTIVITIES

5.1 The teacher shall obtain approval for field trips from the school administration.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

5.2 Activities shall be adequate in nature and type for the size of the class's enrollment and grade level.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

6. HEALTH AND SAFETY

6.1 The classroom shall meet all applicable legal health and safety requirements.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

6.2 The classroom shall display fire and tornado procedures.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

6.4 The teacher shall provide adequate and consistent supervision of all students during all school activities.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Observable data:

Comments:

Totals:	Commendable	Met	Mostly Met	Not Met
---------	-------------	-----	------------	---------

I have discussed this evaluation with the interviewer and wish to add the following Comments pertinent to the evaluator's findings:

Interviewer's Signature & date

Teacher's Signature & date

Non-teaching Personnel Evaluation Form

Non-teaching Personnel Evaluation Form

Date _____

Name of person being evaluated _____

Job title _____

1. Employee understands and accomplishes his/her job description.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

2. Employee arrives on time and works diligently throughout work period

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

3. Employee works well with other personnel.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

4. Employee conserves the resources of the ministry.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

5. Employee manages his/her workspace well.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

6. Employee understands and follows policies of the corporation.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

7. Employee practices professionalism in all areas with families to whom we minister.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

8. Employee assures the safety of the students.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

9. Employee has met the training requirements for all personnel.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

10. Employee actively supports all aspects of the ministry.

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Totals:

Commendable	Met	Mostly Met	Not Met
-------------	-----	------------	---------

Due Process and Grievance Procedures

Contract for Teaching Personnel

CONTRACT FOR EMPLOYMENT AT BETHANY BIBLE CHURCH

This contract is for school year _____

Level: Degree Required No Degree Required

Position:

Salary: \$00

Signing Bonus: \$00 Personal Time Off Per Pay Period: 3.11 hours.

Non-Discrimination Policy: Bethany Bible Church does not discriminate in enrolling or hiring on the basis of race, color, nationality, or ethnic group.

Position, experience, and credentials determine salaries. Pay periods are generally the sixth of the month through the twentieth of the month, and the twenty-first of the month through the fifth of the following month. The first pay period includes in-service training and ends on September 5. Your salary will be paid on or before the fifth working day following the final day of the pay period and is subject to Federal Withholding and Social Security Taxes and/or other taxes established by the Government. From time to time or on a regular basis your salary may be paid before the fifth working day following the final day of the pay period. This in no way constitutes precedent and the employee shall not come to expect early payment.

Please report for work for in-service training before the start of school. The exact date is listed on the school calendar. This contract expires upon the completion of the in-service workday following the last day of school. By accepting this appointment, said staff member specifically acknowledges that this contract is for a limited period specified herein and that all rights and privileges shall terminate upon the expiration date of this contract, unless voided earlier pursuant to the provisions of Paragraph 16 below. The parties agree that no rights of tenure or presumption of continued employment are conferred or implied by this contract or by a number of consecutive contracts.

Non-cash Benefits for Non-ordained Employees

The following non-cash benefits are subject to the laws of the State of Texas and the Internal Revenue Code. An employee is eligible for the following benefits when he/she is employed more than 25 hours per week and is at least 18 years of age.

1. Eligible employees receive Personal Time Off to be used however the employee wishes.
Personal Time Off is accrued by pay period and may be cashed in at a reduced rate only at the

last paycheck of May. Personal Time Off may not be cashed in if either party terminates the contract. The employee will be charged for Personal Time Off beyond the accrued amount.

2. The ministry matches Social Security and Medicare deductions from each staff member's paycheck.
3. Eligible employees may participate in a 403(b) Tax Sheltered Annuity. Please refer to Bethany Bible Church's Tax Sheltered Annuity Agreement form for details.
4. Bethany Bible Church shall provide all employees with Workers' Compensation.
5. Bethany Bible Church will provide eligible employees with a 50% discount on tuition, registration fees, educational fees, summer programs, before school care and after school care. Student trips, activities, meals and incidental expenses will not be discounted. Students must meet the entrance requirements of the school and are subject to the rules of the Schedule of Fees as posted in the office.
6. Bethany Bible Church shall provide educators liability insurance in the minimum amount of \$100,000 with a \$1,000 Retention Clause. This benefit is available through our insurance company, Church Mutual.
7. It is the desire of Bethany Bible Church that all employees comply with the laws regarding health insurance. When possible the corporation will assist employees in complying with the law. Please set up a time to discuss your particular needs with the principal.
8. Bethany Bible Church will pay for eligible employees to have up to six sessions per school year with Michael Fincannon, MS, L.P.C., L.M.F.T. The principal must approve this benefit and you must provide him with the dates and times of your kept appointments. Since there can be no exchange of information between the school and/or the principal and Mr. Fincannon, you must inform the principal so that proper payment to Mr. Fincannon can be made.

Conditions of Employment

1. All staff affirm that, as part of the qualifications for this position, he/she is a "Born Again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3, 1 Peter 1:23).
2. All staff shall manifest by precept and example the highest Christian virtue and personal decorum.
3. All staff shall provide accurate information for a full background check to be paid by Bethany Bible Church. By request, you may receive copies of all background checks.
4. All staff shall accept without verbal or mental reservations Bethany Bible Church's Doctrinal Statement and Bethany Christian School's Educational Philosophy.
5. All staff shall join a local church whose doctrinal beliefs are in agreement with the doctrinal statement of this school. Employees must maintain an accurate, up-to-date, written portfolio of their church membership and service.
6. All staff shall have read the Faculty and Personnel Handbook and agree to cooperate in every way with the ministry authorities and adhere to policies adopted by the Board. Agreement shall be in written form by the completion of the Rules and Regulations Checklist found in the Faculty and Personnel Handbook.
7. Teaching personnel will provide the principal/assistant principal with a copy of a valid teaching certificate (if the teacher is certified) and a transcript of all college and graduate studies prior to the first day of school.
8. All staff shall comply with state and school medical requirements with proof of such filed with the office before the start of school.
9. Assignment to room, grade, subject, and duties is to be made at the discretion of the principal. Staff members agree to accept his/her proportionate amount of responsibilities not

covered by job descriptions. The principal/assistant principal will seek, as far as possible, to achieve equity in all staff assignments.

10. Teaching personnel shall maintain a classroom atmosphere that is conducive to learning. This includes maintaining an appearance appropriate to the work being done.
11. Staff members agree to complete 30 hours of on-going educational and work-place sponsored programs for continued personal and professional development. These hours must be documented and turned in for your personnel file.
12. Staff members agree to remain after school and/or arrive early for such meetings and conferences as may be called by the principal/assistant principal. This includes school functions.
13. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory claims, shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana (406) 256-1583 shall be asked to provide the name of a qualified person that will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitration expenses).

14. All staff members agree that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for termination. (Romans 12:1-2, 1 Corinthians 6:9-20, 1 Thessalonians 4:3-8)
15. All staff shall comply with obligations under state law regarding child abuse reporting requirements.
16. The normal school workday is from 8:00 a.m. until 4:00 p.m. All staff members shall arrive ready to work before 8:00 a.m. and shall not leave before 4:00 p.m.
17. Either party with written notice that must include a minimum of 10 workdays may terminate this contract. If the employee terminates this contract without proper notification the "Signing

Bonus" listed on this contract must be returned to Bethany Christian School within 3 workdays. If the contract is terminated without proper notification the employee becomes ineligible for any severance pay. If a staff member resigns or is terminated during the period of service covered by this contract, payment shall be made of that proportionate part of the annual salary that the number of days of actual duty bears to the number of days covered by the contract. All fringe benefits would end on the last day of employment. All of the employer's property in the employee's custody must be returned before he/she is entitled to final payment of any amounts due upon separation. Dismissal for cause may be immediate or with longer notice depending upon the reason for dismissal.

Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the ministry or upon the staff member, or tending to seriously impair his/her continued usefulness as a Christian role model for the students.

18. Bethany Christian School is a church-controlled organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore upon termination of employment, regardless of the reason(s), unemployment benefits are not available.
19. The employee is responsible to secure his/her own health, life and disability insurance.
20. All employees must sign the following forms: *Declaration of Ethical and Moral Integrity Form*, *Background Certification and Agreement Form*, and the *Authorization to Release Reference Information Form*.
21. Any previous agreements, whether written or oral, are fully merged into this agreement and no other agreement, statement or promise other than those contained in this contract shall be valid or binding on either party. This contract shall be interpreted under the laws of the State of Texas.

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This contract will be valid only if it is signed and returned by _____.

I have read, understand, and agree with the terms and conditions of this one-year contract.

Staff Member _____

Date _____

We at Bethany Bible Church extend our warmest welcome to you.

Supervisor Date

Supervisor Date

Principal Job Description

General Description

Goal: The principal shall oversee the individuals under his span of control in such a way so as to ensure that the job descriptions for the persons under his span of control are fully understood and carried out to the fullest extent of the employees' abilities.

Overview: The principal shall be a born-again, college graduate, who feels called of God to oversee and assist in the administrative operations of the Christian school. The board of elders, as deemed appropriate, may add other qualifications.

Contracted by: The corporation upon approval by the board of elders.

Responsible to: The elders.

Supervises: assistant principal, registrar, and office manager.

Evaluation: principal's performance will be evaluated by an elder in accordance with this job description.

Required Personal Qualities

The principal shall

1. Be hired according to the Bylaws and Doctrinal Statement of Bethany Bible Church, Article VIII.

Job Description - Essential Functions

The principal shall

1. Meet weekly with the assistant principal, registrar, and ministry coordinator to provide oversight and direction for the ministry.
2. Ensure that all aspects of the ministry adhere to the policies of the board of elders.
3. Report to the governing board on a regular basis.
4. Oversee the financial affairs of the corporation to ensure that all-fiduciary trust and governmental concerns are cared for.
5. Oversee the work of the assistant principal, registrar, and ministry assistant. Keeping them adequately informed regarding their work and providing to them the appropriate information necessary to ensure a smooth operation of the school.
6. Oversee the records of the corporation and the personnel records so that all legal and association requirements are provided for.
7. Shall serve on the academic affairs counsel.

Assistant Principal Job Description

General Description

Goal: The administrator shall oversee the individuals under their span of control in such a way so as to ensure that the job description for the Christian teacher is fully understood by the teacher and is carried out to the fullest extent of the administrator's ability.

Overview: The administrator shall be a born-again, college graduate, certified or certifiable, who feels called of God to oversee and assist in the administrative operations of the Christian school. The principal as deemed appropriate may add other qualifications.

Contracted by: The corporation upon recommendation of the principal for one year.

Responsible to: principal

Supervises: Teachers and personnel as assigned by the principal.

Evaluation: The assistant principal will be evaluated by the principal in accordance with this job description.

Required Personal Qualities

The assistant principal shall

1. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The assistant principal shall

1. Meet weekly with the principal to inform him of the status of the ministry, being careful to inform about personnel needs, ministry needs, facility needs, children and parent needs, and any other concerns that the assistant principal will encounter.
2. Assist the principal through provision of counsel, information, advice and opinions as to the operation of the school ministry.
3. Oversee the work of the individuals within your span of control. Keeping them adequately informed regarding their work and providing to them the appropriate information necessary to ensure a smooth operation of the school.
4. Oversee those in the assistant principal's span of control in managing student behavioral and academic problems and the appropriate communications with the parents or guardians of the student.
5. Develop job descriptions to adequately administrate the communication lines and lines of authority among non-teaching personnel members.
6. Follow the rules and regulations section of the faculty and personnel handbook.

Registrar's Job Description

General Description

Goal: The registrar shall oversee the school's record keeping responsibilities to the end that all legal and association requirements are fully met.

Overview: The registrar shall be a born-again, college graduate, certified or certifiable, who feels called of God to secure the record-keeping requirements of the Christian school. The principal, as deemed appropriate, may add other qualifications.

Contracted by: The corporation, upon recommendation of the principal for one year.

Responsible to: principal

Supervises: The Ministry Coordinator and any other people involved with student records.

Evaluation: The principal in accordance with this job description will evaluate the registrar.

Required Personal Qualities

1. The registrar shall enjoy careful and meticulous attention required to provide, maintain, and secure good records.
2. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description of the faculty and personnel handbook.

Job Description - Essential Functions

The registrar shall

1. The registrar shall serve as a member of the academic affairs counsel.
2. Attend personnel meetings and when necessary inform the principal regarding issues of concern.
3. Perform the duties of office manager in the absence of the office manager.
4. Oversee all record keeping done by the office manager to ensure accuracy.
5. Develop a checks and balances system of recordkeeping to ensure accuracy.
6. Develop and maintain good student records to the end that the school conforms to the admissions standards of our accrediting association.
7. Develop and maintain all medical student records required by the state.
8. Develop and maintain an accurate system of accounting for accounts receivables and notify the principal of outstanding accounts.
9. Oversee and ensure that documents originating in the school office are professional.
10. Ensure that all grades have the necessary curriculum.
11. Oversee the lesson plans and curriculum progression of the teachers.
12. Follow the rules and regulations section of the faculty and personnel handbook.

Christian Teacher Job Description

General Description

Goal: The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Overview: The teacher shall be a born-again, college graduate (kindergarten is exempt from this requirement), certified or certifiable, who feels called of God to the teaching profession. The elders, as deemed appropriate, may add other qualifications.

Contracted by: The corporation upon recommendation of the Principal for one year.

Responsible to: Principal and assistant principal.

Supervises: Student teachers, aides, volunteers, and students.

Evaluation: Teacher performance will be evaluated by the principal or assistant principal in accordance with this job description through the use of the faculty and teaching personnel evaluation form.

Required Personal Qualities

The teacher shall

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
4. Be a member in good standing at a local, evangelical church that has a statement of faith in agreement with the school's statement of faith.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in whole-hearted agreement with the school's statement of faith and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

Additional Personal Qualities

The teacher shall

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

Job Description - Essential Functions

The teacher shall

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the elders and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Only teach curriculum assigned by an administrator.
6. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
7. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
8. Keep proper discipline in the classroom and on the school premises for a good learning environment.
9. Maintain a clean, attractive, well-ordered classroom.
10. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a lesson plan book or other similar tool.
11. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
12. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
13. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child.
14. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
15. Use homework effectively for drill, review, enrichment or project work.
16. Assess the learning of students on a regular basis and provide progress reports as required.
17. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
18. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
19. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the public.
20. Develop and maintain rapport with students, parents, and personnel by treating others with friendliness, dignity, and consideration.
21. Follow the Matthew 18 principle in dealing with students, parents, personnel, and administration.
22. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
23. Attend and participate in scheduled devotional, in service, retreats, committee, and faculty.
24. Know the procedures for dealing with issues of an emergency nature.
25. Inform the administration in a timely manner that the teacher is unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
26. Follow the rules and regulations section of the faculty and personnel handbook.

Physical Requirements to Fulfill the Essential Functions of this Job

1. Site

Parking lot to building

A teacher must gather his/her children together on the parking lot into a cohesive unit and be able to move the children from an area on the parking lot to and into a building.

Playground size and terrain

Teachers are required to take their students onto the playground and supervise them during outside recess. The playground is quite large, but is fenced. The playground is primarily pea gravel with some barriers that must be stepped over. Teachers are required be able to see and hear children on the playground. Teachers must be able to keep up with students, control them until reaching the playground, and remain with the students on the playground.

2. Building

Location of Classroom

All classrooms are located on the ground floor.

3. Classroom

Height of chalkboards and bulletin boards

Teachers must be able to write on the chalkboards and prepare bulletin boards between 3-7 feet in height so that students, particularly in the back of the room, can see the necessary information.

Able to see and interact with students

Teachers in the school must have sufficient vision to allow for active supervision and interaction with students. Teachers must be able to be clearly understood by the students.

4. Teaching

Teachers must be able to demonstrate lesson concepts using chalkboards, media, and hands-on materials. Teachers must communicate data (attendance, student assessment, report cards, etc.) to the appropriate entities. Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents in writing.

5. Supervision

Indoor (classroom, play areas)

Teachers must be able to supervise students within the classroom or in the gymnasium area for indoor recess. On occasion, the faculty should participate with students in organized games and activities.

Outdoor (playground, sports field)

Teachers must be able to supervise students on the playground. Teachers must also supervise students at the closing of each day as students are dismissed for their rides.

6. Emergencies

Can summon help

A teacher must be able to summon help when an emergency arises either in the classroom or on the playground.

Can apply emergency first aid

Teachers are required to render minimal first aid to students who may be injured while in the classroom, or on the playground.

7. Attendance

Teachers are required to be present for personnel devotional faculty meetings and other special functions, and occasionally for meetings or other functions in the evening.

Job Description - Supplemental Functions

The teacher shall

1. Supervise extra-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Perform any other duties that may be assigned by the administration.

Room Concerns

Walls and doors

Most of the rooms have been painted with a white, washable paint. Although we want you to personalize your room we ask you to not repaint or change the basic construction without authorization from your supervisor. It is fine to pin or staple artwork to the walls. Please be careful with the woodwork. It may not recover from pins or staples. Tape and sticky substances may leave a residue.

Multiple occupants

The building is used for a variety of functions, including a school. Please bear in mind that it is impossible to protect the items in your rooms. Church groups regularly use the rooms. Flexibility and common sense are the best tools to alleviate the frustrations of multiple use rooms.

Carpets

The carpets are cleaned in January and June each year. If you have a spill of anything other than water please notify the office immediately. Do not attempt to clean up any spilled items. Do not attempt to clean up bodily fluids. Bodily fluids are considered hazardous and special procedures for cleanup and sterilization must be followed. Each staff member is responsible for vacuuming the carpet on a regular (not less than weekly) basis. If a vacuum cleaner is not functioning properly please take it to the office so that it can be repaired.

Trash removal

All small trashcans are to have liners in them. These liners can be tied at the corners and placed in the trashcans located in the foyer.

Bulletin Boards

Please be certain that all staples or pins used in and around your classroom are picked up off the carpets. The staples and pins slice the vacuum cleaner belts.

Thermostats Please cooperate with the other staff members in your wing of the building. One thermostat controls several rooms. It is necessary to be conservative with the settings. This keeps our operating expense down.

Repair forms

Repair forms are available from the office. Please fill out a form any time something is broken or damaged. If something vital to your work is broken please notify the office immediately.

Ministry Coordinator's Job Description

General Description

Goal: The ministry coordinator shall oversee the running of the church and school ministries to the end that the purposes of the corporation are met in a professional and courteous manner.

Overview: The ministry coordinator shall be a born-again, professionally trained individual, who feels called of God to oversee and assist in the day-to-day operations of the church and school ministries. The pastor, assistant principal, or registrar, as deemed appropriate, may add other qualifications.

Contracted by: The corporation upon recommendation of the pastor.

Responsible to: The pastor, with administrative responsibilities to the assistant principal and registrar.

Supervises: The office personnel and other personnel as assigned by the pastor.

Evaluation: The ministry coordinator will be evaluated by the pastor or assistant principal in accordance with this job description.

Required Personal Qualities

The ministry coordinator shall:

1. Develop and maintain a personal life of walking by the Spirit to the end that he/she is able to administer the grace of God to all who come upon the ministry.
2. Enjoy careful and detail-oriented work necessary to maintain all standards as set forth by the accreditation association.

Job Description – Essential Functions

The ministry coordinator shall:

1. Oversee the running of the church and school ministries to the end that the purposes of the corporation are met in a professional and courteous manner.
2. Assist the pastor in all duties delegated by the pastor.
3. Assist the assistant principal in all duties delegated by the assistant principal.
4. Assist the registrar in all duties delegated by the registrar.
5. Be a cheerful person who welcomes all parents, students, prospective parents, and all other individuals who need assistance from the school office.
6. Provide support to various staff members and ministry programs.
7. Meet the personal and additional personal qualities listed for the Christian teacher in the Christian teacher job description in the faculty and personnel handbook.
8. Know and implement the accreditation standards relevant to this position.
9. Develop and maintain an accurate system of accounting for accounts receivables and notify the principal of outstanding accounts.
10. Oversee and ensure documents originating in the office are professional, well-written, correctly spelled and grammatically accurate.
11. Perform the duties of office personnel in the absence of said personnel.
12. Assist in the student health screenings required by the State.
13. Oversee the church ministry operations, including but not limited to scheduling of the nursery, event planning, visitation, and furthering the message and the church's outreach efforts.
14. Assist the PDSO with the SEVIS program as deemed necessary or in his absence.
15. Assist in the purchasing of church/school supplies as needed.
16. Notify pastor, assistant principal, and registrar of issues with personnel, school families, or students that need attention.
17. Attend personnel meetings.

Spiritual Life Portfolio

Spiritual Life Portfolio

Bethany Christian School

Name, date, and position _____

1. Please briefly tell the story of your conversion.
2. Please briefly describe your local church: what drew you there, when did you become a member, in what ways do you serve the Lord's body?
3. Please describe your involvement with world missions and evangelism.
4. In what ways do you seek to instill Spiritual values at Bethany Christian?

Personnel Records

1. Personnel records are stored in a fireproof, locked file cabinet; the principal and the chairman of the board have the keys to the cabinet.
2. I-9 files are stored in the personnel files; the state law does not require them to be kept in a separate file.
3. Safety records as well as grievance and investigation records (should there be any) are kept in the employee's personnel file.
4. Medical information (including FMLA and workers' compensation records) is kept in a separate file that is stored in the principal's office. The Americans with Disabilities Act requires that any medical records pertaining to employees be kept in separate confidential medical files.
5. Texas law does not require an employer to allow an employee to access his or her personnel file - however, Bethany allows supervised access and copying of contents at the employee's cost.
6. Certain government agencies and individuals appointed by the elders may be granted access to personnel files.

http://www.twc.state.tx.us/news/efte/personnel_files_details.html

http://www.twc.state.tx.us/news/efte/personnel_files_general.html

Grievance Procedures for Personnel

Member notifies assistant principal to discuss complaint, put complaint in writing, and discuss possible solutions.	If dispute is not resolved, then...	assistant principal discusses matter with members and other parties and replies in writing to member's complaint within 10 working days.
Member appeals to the principal within 5 working days. principal must meet with parties within 5 working days of receiving appeal.	If dispute is not resolved, then...	principal will discuss grievance with parties, and within 5 working days, make a decision on the grievance and take any necessary action.
Member appeals decision to chairman of the board in writing describing all steps taken to resolve the matter.	If dispute is not resolved, then...	Chairman of the board will hold an informal hearing and interview parties involved, and will make final decision within 10 working days.
If decision is unfavorable to member, then member may submit to binding arbitration before an independent and qualified arbitrator.	If dispute is not resolved, then...	Arbitrator will make decision within 30 calendar days. Cost of arbitration will be divided evenly.

Progressive Discipline Program (PDP)

A. The teacher job description shall serve as the primary basis for formal evaluation. All staff will undergo evaluation not less than once per school year.

B. While the Progressive Discipline Program will usually be used when dealing with most staff deficiencies, the principal may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal and thus bypass this general procedure.

C. Through the ongoing observation and evaluation by the administration, the teacher shall be made aware of unsatisfactory performance in a timely fashion. For minor infractions or at first appearance of unsatisfactory work, the Administrator should review the situation with the teacher. No notes or formal records need to be made. Usually no more than two such meetings should occur before more formal proceedings begin as outlined below.

1. FIRST SESSION. The Administrator is to outline in writing the specific areas of concern. These areas are to be discussed with the teacher and an attempt made to discern the root attitudes or problems. Scriptural and practical counsel is to be given accordingly. The teacher is to be encouraged to respond from his/her perspective. A written record of this session is to be provided to the teacher. It should be signed by the principal and placed in the personnel file.

2. SECOND SESSION. The administration may hold a second session in an attempt to resolve the problem to the admonition's satisfaction.

Termination and Dismissal

A. Cause for termination and dismissal may include, but is not limited to, any one or more of the following: immorality, intemperance, abuse to a student, absent without notification and/or approval for 3 school days (abandonment of position), neglect of duty, Scriptural error, or any conduct tending to bring discredit upon the school or upon the teacher that causes a diminishing of his/her effectiveness as a Christian role model for the students of Bethany Christian School.

B. It is the responsibility of the principal to decide whether the circumstances warrant the use of the Progressive Discipline Program or immediate termination and dismissal. The Progressive Discipline Program (PDP) will be used if it can serve in a redemptive function without jeopardizing the wellbeing of the school in the eyes of its constituency. Whether the PDP is utilized or not, the "at will" nature of the employment relationship remains intact.

C. Termination requires approval by the principal, and communicated to the employee in a personal conference with the principal and an up line supervisor or by certified mail to the last known address. The termination of duties takes effect immediately.

D. At the option of the administration, the teacher may be provided with a written list of reasons for the dismissal. He/she has the option, after his/her dismissal to appeal the decision directly to the board of elders within seven business days by giving notice to the principal. The board of elders will hear the teacher's and principal's position and render a decision by majority vote. Failure to request a hearing with the board of elders within that allotted time shall waive that person's right to such a hearing.

E. Both parties waive their rights to a hearing in a secular court of law. (I Cor. 6:1-8). Any unresolved dispute must be submitted to the Institute for Christian Conciliation (ICC), or a

similar group, for mediation, or as a last resort, through legally binding arbitration. If arbitration is necessary, three arbitrators shall conduct it. Each party to this contract shall have the right to select one arbitrator. The two arbitrators selected shall jointly select the third arbitrator.

Separation/Evaluation Report

- A. Upon termination of employment, whether voluntarily or involuntarily, the principal or an up-line manager will complete a Separation/Evaluation Report. The principal may or may not be present. If he/she is not present, an additional member of the board of elders will be present.
- B. The departing employee will have an opportunity to add his/her comments or rebuttal to the report form prior to signing the form. Refusal to sign will be noted on the form. Employee will be provided a copy of the form and the original is to be filed in the personnel file. The employee will be told that this form may be made available to prospective future employers
- C. The departing employee must sign a release form allowing Bethany Christian School to release information regarding the employee's work at the school. Without this form Bethany Christian School will confirm employment only.
- D. The final paycheck will be released following the exit interview provided that keys, school equipment, and any other appropriate school property have been turned into the school office.

Written Employee Warning Report

Employee's Name:

Position:

Today's Date:

Time and Date of Violation:

Type of Violation

<input type="checkbox"/> Alcohol/Drug Use	<input type="checkbox"/> Safety Violation
<input type="checkbox"/> Attendance	<input type="checkbox"/> Substandard Work
<input type="checkbox"/> Carelessness	<input type="checkbox"/> Work Rule Violation
<input type="checkbox"/> Conduct	<input type="checkbox"/> Other
<input type="checkbox"/> Fighting	<input type="checkbox"/>

Supervisor's Statement

Details of Violation:

Previous Actions Taken:

Future Actions Discussed:

By:

Title:

Employee Statement

Employee Signature: _____ Date: _____

Employee Release Form for Future Job Applications**Release Form for Employees**

I hereby give permission for _____ to discuss with _____
any appropriate information regarding the following subjects:

Signature of Employee

Date

Signature of Supervisor

Date

Witness

Date

Employee Separation/Evaluation Report**Employee Separation/Evaluation Report**

This form may be released to future prospective employers.

Employee's Name

Date Employed Last Day

Employee's Position Date of Report

Separation Information

Resigned with Notice	_____	Retirement	_____
Resigned W/O Notice	_____	Mutual Agreement	_____
Discharged	_____	Illness	_____
Laid-off	_____	Leave of Absence	_____
Not Renewed	_____	_____	_____

Comments

Comments or Rebuttal by Employee

Evaluation Report

Rating Scale: E = Excellent; G = Good; S = Satisfactory; P = Poor

Quality of Work	_____	Judgment	_____
General Aptitude	_____	Potential Ability	_____
Attendance	_____	Personal Qualities	_____
Spiritual Growth	_____	Initiative	_____
Cooperative Attitude	_____	Punctuality	_____
Adherence to Policies/procedures	_____	Acceptance of Responsibility	_____
Personal relationships	_____		

Comments

Comments or Rebuttal by Employee

I have read and understand this separation/evaluation information. I also understand that this form may be released to future prospective employers.

Employee's Signature

Date

Interviewer's Signature Date

Additional Interviewer's Signature

Date

Policies Not Published Elsewhere:

As of 10/26/2016 neither Bethany Bible Church nor Bethany Christian School are aware of any unpublished policies.