

**Bethany School**  
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*“Train up a child in the way he should go: and  
When he is old, he will not depart from it.”*

*Proverbs 22:6*

## The Objective of Education

Schools, in which all lessons were at first taught from the Bible, are, in general, institutions that endeavor to teach children how to live in the world and succeed in providing for their daily needs. Unfortunately, accomplishing this task has been marred by all manner of agendas that have created generations of men and women who are not equipped to function in society. Thus, the objective of many schools is being lost in an attempt to just survive.

Private schools have been growing in number and size over the last thirty-five years for reasons that range from social agendas to self-preservation. Many parents have sought out the private sector of education in order to protect their children from an undesirable environment and give them a greater opportunity to function in life and business. This, of course, has been successful in many cases and is good a     The appropriate objective of education in preparing children to live in this world must reach a dimension that today is not being allowed, or at least is not considered essential, in an alarming number of schools. This appropriate objective is the training of the whole child. Unless the moral and ethical aspects of a child are properly molded in conjunction with their academic and social training, we can only expect the moral breakdown that we are witnessing in the world today. You cannot remove God from the objective, for in doing so you remove Him from the individual, and create a society that has little or no respect for authority, much like in our world today.

Proverbs 22:6 teaches, "Train up a child in the way he should go....", and the first responsibility for training in high standards of conduct lies with the parents at home. The

school should then act as an extension of the home, continuing that which was already properly begun.

One of the main differences between a private and a public school is attendance in a private school is a privilege, not a right. The goal of Bethany School is to train your child in all areas necessary to function acceptably in the world today. To that end, we stress superior moral character as well as high academic standards. We are not ashamed to insist that our students display self-discipline, individual responsibility, personal integrity, and a strong moral determination.

It is our sincere desire to accomplish this lofty objective, and with the cooperation of you, the parents, we believe it is possible.

### **Accreditation**

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christians.

Accreditation of a private school is not necessary for a graduate of the school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. This

school does not seek accreditation by any outside educational institution, but does endeavor to provide the highest possible academic program.

### **Why A Private School?**

In our handbook and in our general relationship with students, the caregiver is considered the same as the parent. We will not make a distinction if the caregiver is assuming legal responsibility or custody of the child, whether related to the student or not. There are many reasons why a parent may desire a private education for their children. One of the foremost is that the child might obtain an education based and grounded on moral principles as found in the Bible. Bethany School uses the Biblically-based Accelerated Christian Education curriculum, which teaches the moral and ethical lessons found in both the Old and New Testament. High standards for character building are incorporated into the daily curriculum, and diagnostic tests ensure that each child starts working at the highest academic level at which he or she can best function. As the students learn the necessary skills to prepare them to succeed as an adult, they will also develop moral character, a sense of accountability, and the integrity to make wise decisions in their lives.

### **Standard of Conduct**

Students at Bethany School are expected to refrain from any acts, in school and out, that are contrary to the high standards that are taught. Fighting, cheating, swearing, smoking, gambling, drinking alcoholic beverages, using illegal drugs, or other illegal activity, are only a few of the activities that are opposed to the kind of person we desire to develop. Students who practice or discuss these types of conduct not only harm themselves, but also indirectly affect other students. Any such activities will result in suspension/expulsion

of the offending student.

### **Admission Policy**

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

It is understood that attendance at Bethany is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of this institution. The school reserves the right to request the withdrawal of any student who at any time, in the opinion of the school administration, does not follow these guidelines. **Bethany School does give multi-family discounts.**

### **Re-enrollment Policy**

All students are evaluated each year. No students are guaranteed re-enrollment, and applications for re-enrollment will be largely dependent on the parent/student evaluations done throughout each year. Parents are encouraged to return paperwork as soon as possible as re-enrollment can be closed at any time. The areas covered in the evaluation include, but are not limited to, the following:

1. Academic progress
2. Student conduct
3. Attendance & punctuality
4. Attitude towards authority
5. Adherence to uniform standard
6. Parental involvement & support

### **Admission Procedures**

1. Parents bring the student's most recent report card and, if applicable, their IEP's, to a

1. scheduled interview with an administrator who explains the Learning Center curriculum and procedures and gives them an application and Student Handbook.
2. Parents and student read and acknowledge this handbook.
3. Application is submitted accompanied by registration/testing fee and birth certificate. Parent agreement form and student registration form are filled out. Applicant is given Student Record Release form to take to previous school. Certain parts of the Student Handbook will be discussed.
4. Student is given complete diagnostic testing.
5. Medical history forms are submitted, including the State Health Record (a physical report done by a physician); the Florida Certificate of Immunization; Form DH680 with part A-1 and/or A-2 filled in as applicable unless evidence of medical or religious exemption is provided. A note from a doctor with confirmation of a Multiple Sclerosis check, must be included if student is in 6th grade or above.

### **Medical Procedures**

No staff member will be allowed to administer any medicines without parent/guardian authorization in writing. All medicines must be stored in the administration office and administered by school officials. In instances where a student needs medical attention, the school will call the parent or family doctor (in that order). The student application must list someone else's name and phone number in case parents cannot be reached.

### **School Calendars**

Bethany School gives each parent a calendar with all the year's holidays, events, and any other pertinent information included. It is very important that you as parents take the responsibility seriously of keeping up with each day's events, so please place the calendar where you can easily check it out. In the past we have had problems with miscommunication because parents do not remember what is happening and when.

## Parental Responsibility and Involvement

Parent and staff conferences help to maintain an open dialogue that enables both the parent and staff to resolve problems and answer questions before they can develop into difficulties.

We absolutely must have the support of the parents/guardians in regard to their child maintaining satisfactory academic goals and behavior which meet the requirements of Bethany School. If at any time Bethany School finds that they are unable to meet the child's/parent's needs, the parents will be asked to withdraw their child and seek an alternate school.

If needed, parent/staff meetings will be scheduled throughout the school year. Some will be for general information and others for individual student needs. Parents will be notified in writing of all general meetings, and will be notified in person when the meeting concerns just their child. Parents must let Bethany School know of any address or phone number change immediately. Forgetting to do so will leave us no way to get in touch with you in an emergency. If parents are going out of town, we must have an alternate contact who will take over the parents' responsibilities.

### Listed next are parental responsibilities that must be adhered to:

1. Make sure your child has needed supplies at all times.
2. Make sure your child brings an absentee note upon return to school.
3. Make sure your child is in bed at a reasonable hour so he/she can maintain needed academic standards.
4. **Make sure your child is at school on time and is absent only when absolutely necessary. Excessive absences will greatly affect their academic progress.**
5. Make sure your child has a note if there is to be any change in transportation needs. It is very important that the

bus driver be notified if your child will not need to be picked up.

6. Make sure your child is in uniform before leaving home:

Belt on, shirt tucked in, Pants loose, on the waist, and no holes.

Boys' hair correct length, wearing socks, closely shaven.

7. Make sure your child has a healthy breakfast and lunch.

8. Make sure you immediately take care of any complaints of your child's behavior with appropriate corrective action.

9. Make sure your child does his or her assigned homework Correctly. Make sure all work is completely and then sign their homework slip. If not please sign and write work not Completed.

10. Make sure your child studies for upcoming tests and give help as needed to assure they pass the test.

11. Keep current with tuition payment or any other fees owed.

12. Things destroyed by your child must be paid for or replaced: flags, PACE's, desktops, dividers, walls, library books, scoring tables, etc.

13. Make sure your child does not bring any electronic devices including cell phones to school.

14. For the safety of our students and staff all students that are sick must be kept Home.

15. Friday is an important school day. There are no breaks so the students complete A lot of school work. Students that stay home because it is half a day are missing very important school time.



**\*\*\*Dress Code for all School Functions\*\*\***

All dress must be the same as if the student is in school.

No tight or low-cut shirts.

**School Supplies**

General supplies for all students:

1. Personal Bible (1611 King James Version with large enough print for student to read easily)
2. Pencils (a whole box which we will distribute as needed)
3. Three large erasers.
4. Small box is necessary for supplies
5. Small box of tissues
6. Comb
7. Do not bring backpacks or pencil sharpeners to school.

Elementary Department

Crayons (small 16 or 24 colors box) or colored pencils.

## Middle and High School Department:

1. Assorted colored pencils
2. Compass
3. Protractor
4. 6th grade and higher need a calculator

School supplies must be kept up throughout the school year. Carelessness in this area which ends up in the student having no pencil, etc., will cause the student to receive a demerit.

### **Bible Study and Devotionals**

The Bible plays an intricate part in developing a child with proper respect for authority and a balanced appreciation for fellow humans. If a child is to understand what is fair, equitable, or inequitable, there must be standards with which to identify. The great moral and ethical standards that are recorded in the Bible have stood the test of time, and are as essential for a well-balanced individual as the air they breathe is essential for life. Each morning from 8:15 - 8:30 there will be a Bible devotional study to familiarize the student with the Bible in general and the principles of conduct and morality that are taught therein. Students are expected to bring a 1611 King James Bible to all devotions and meetings pertaining to Bible subjects. Please make sure the Bible has large enough print to enable the child to follow the readings without difficulty.

The Pledge of Allegiance to the American and Christian flags will be recited at the beginning of each devotional. Students are expected to say the pledge out of respect for those dying for our country.

### **Americanism**

Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom.

We unashamedly teach the Bible doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country. We expect each child to say the pledge.

### **Pledge of Allegiance to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **Pledge of Allegiance to the Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### **Attendance**

1. All states have compulsory attendance laws that affect both public and private Schools. In Florida the law requires all students to be "in regular attendance" at a school during the school term. **A student can have no more than 10 unexcused days in a quarter or 15 unexcused days for the entire school year. Scholarship students, by law, must be in school 90% of the school year.**

Therefore parents are expected to help us instill character in their children by eliminating needless absenteeism and tardiness. Excessive absences will necessitate disciplinary action even leading up to your child being asked to leave Bethany.

2. School hours are from 8:15 A.M. to 2:30 P.M. Monday - Thursday and 8:15 A.M. to 12:00 P.M. on Fridays.

Students are expected to be here NO LATER than 8:15, and must be picked up by the close of the school day.

We do not have after-school child care facilities, and late pickups create a real hardship for personnel who have other responsibilities. Continued late pickups will result in a charge of \$10.00 for each occurrence, and a conference with the parent/guardian will be required to discuss the problem.

3. Absence for reasons other than sickness or emergencies will be excused only if arrangements are made in advance with the supervisor. Doctor, dental, music, and other appointments are to be scheduled after school hours. Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to school after an absence.

4. A student is considered tardy if he/she is not at school by 8:15 A.M. No students can be dropped off after 9:00 Unless they have a doctor's not or arrangements were made ahead.

If a student is habitually late, he or she is not fulfilling their responsibilities and is therefore in danger of losing their place at Bethany. It is important that all students and parents respect this rule.

5. For the safety of our students, gates and doors are locked at 8:45. To gain entrance call school at (772) 467-1016.

### **Transportation Rules**

Transportation is available for most areas of St. Lucie County. Please make sure your child is waiting at the designated pick-up spot at least ten minutes earlier than their scheduled time. If necessary, wait at least fifteen minutes past that time if the bus is late. Transportation will not wait for someone who is late and will leave if the student is not at the bus stop on time. When one student is late, the whole schedule falls behind and can make everyone tardy. Please call your child's bus driver if your child will not be riding on the bus. We would appreciate your cooperation on this issue. Students are expected to abide by the following rules when being transported to and from school:

Absolutely no loud talking, cheering, sarcasm, or other malicious behavior toward others.

No standing or changing seats without bus driver's approval.

No leaning out windows or throwing objects from windows;

no making faces or finger signs at others outside the bus.

No drinking, eating, or chewing gum.

No magazines, personal books or notebooks, radios, tape players, phones, or other electronic devices such as games, etc., are permitted on the bus.

Only scheduled stops are permitted. Any exceptions must be cleared through the office and require a written permission slip from the parents or guardian. **Absolutely No Exceptions.**

If a parent/guardian sends a note informing the school that their child will be picked up after school by someone, then he/she must be picked up before the school bus leaves or the student will have to take the bus as usual.

NOTE: Misbehavior is considered a very serious offense. Many lives can be endangered when the driver's attention is distracted from the road. Discipline for such behavior may include demerits, loss of breaks, a call to the parents or guardian from the driver, or an appointment with parents or guardians with the driver. Discipline can also include suspension or expulsion from all transportation privileges. Parents or guardians are expected to go over this list of rules and make students fully aware of all of them.

## **Fire and Tornado Drills**

A practice fire/tornado drill may be held each month during the school year. Fire drills are signaled by three bells; tornado drills by a long, unbroken ring. At the sound of the bells, students are to stand and march out of the building in an orderly manner to a designated place. At two (2) bells, students will return to the Learning Center in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will be with his/her group.

## **Field Trips**

Field trips are taken at various times of the year. These trips are a privilege that must be earned. All students are required to maintain their academic progress and be in good standing regarding their behavior. Students are expected to maintain good behavior each full nine week period not just for a few days before a field trip. Students are expected to maintain the same level of discipline away from school as is required at school and will wear their uniforms on all trips. Students not attending field trips are expected to be in school so they can work on school work. If it is an out of town field trip students must stay home as all teachers must go on these field trips. Work will be sent home with students.

## **Homework**

The responsibility for scholastic achievement is placed on the students and parents. Most students should not need to take academic work home; exceptions are students who are performing below academic level and need to do extra work at home until caught up and students not focused on completing the days goals. The goals set by the supervisor usually are no more than the student is capable of completing during the school day. Should the student not meet his/her goals for that day, he/she will be required, at the discretion of the supervisor, to complete the work at home. If the student fails to bring back the PACE the next day, or doesn't do the homework, disciplinary action will be taken even to the extent of suspension if homework issues are a continual problem. No resource books may be taken home.

Homework is for the student's benefit and is considered a vital part of the student's individual education. If homework is not completed in a timely manner, or someone else is doing their work for them as we sometimes suspect, Bethany School will not be held responsible for the student's slower rate of advancement. Because continued lack of respect for rules regarding homework could result in a student losing his or her place at Bethany School, we ask parents/guardian to supervise their child's work and make sure it is completed and returned to school the next day.

Students who continually neglect doing or completing their homework, will be required to show the bus driver their work. If student has not completed their homework assignment they will not be allowed to come to school until it is completed. If a field trip is coming up and your child is below the number of Paces required to go, he/she may bring work home in order to catch up.

## **Suspension**

Suspension will be required for students after all in class disciplinary options have failed to produce needed improvement. If a student receives suspension he or she will be required to complete school work at home during time suspended.

## **Weekly Reports**

Students will be bringing home weekly progress reports. These reports will help parents stay informed of their child's weekly work progress, whether homework was done or completed, if an absentee note is needed, any money owed, upcoming events, behavior issues needing to be addressed and other pertinent information. If your child does not bring a report home at times it is most likely because they had a good week and no news is good news. If there is something important or last minute an email will be sent out and a text message sent to let you know there is an email needing attention. All reports **MUST** be signed and returned immediately. We appreciate your attention and time on this as it is an important tool to better your child's educational needs.

## **Discipline**

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he/she will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All students are admitted on probation for the first six weeks.

The student must at all times conduct him/herself in a manner becoming a lady or gentleman.



Parents, if your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of a doubt.
2. Realize that your child's reporting is emotionally biased and may not include all available information.
3. Realize that the school has reasons for all the rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude and behavior is not in accord with school policies or principles, the child will be placed on probation/suspension and both parents will be called for a conference. If the administration feels that the situation has not changed within a designated time, parents will be asked to withdraw the child. While we encourage parent/teacher communication, disciplinary measures are decided by Bethany school and are not negotiable.

High school students in particular, because of their influence on younger children, are trained to adhere to the school's philosophy and Biblically based program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, fighting, swearing, viewing or discussing pornographic items, writing about or making sexual remarks about the opposite sex, and other questionable practices.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order", and that our students should be taught to accept responsibility to "walk honorably before all men."

Discipline maintained here is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a

genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that God expects us to be disciplined in all areas of life as follows:

“Children, obey your parents...” Col. 3:20

- “Let every soul be subject unto the higher powers....”

Rom. 13:1

- “Obey them that have the rule over you, and submit yourselves....” Hebrews 13:17

The paramount rule is, “do right; do not disturb.” Demerits are given for disturbances or broken rules. Three or more demerits in one week will result in a loss of break.

Demerits are an indication that a student may need direction in the development of principles of character in his/her life. Conferences with the supervisor, principal, and parents or guardian are sometimes necessary to assure this growth.

### **MINOR INFRACTIONS**

**Failure to obey teacher or rules set by Bethany**

**Failing to follow procedures**

**Causing disturbances**

**Improper use of materials**

**Unbiblical conduct**

**Threats/harassment/intimidation/name calling**

**Provoking others to anger**

**Complaining or griping about standards or discipline**

**Inappropriate behavior or gestures**

**Vulgarity/Profanity/Obscenity**

Dishonesty (lying, stealing or cheating)

Damage to school property (flags, desk, dividers or materials)

Homework infraction (not completed, not signed by parent)

Uniform infraction

Dancing

Habitual tardiness

Possession or use of any inappropriate and/or prohibited  
objects or materials

Leaving classroom without permission and not accompanied  
by adult

Food or garbage left in lockers

Passing notes

No electronic items (games, DVD & CD players, etc)

Chewing gum or bringing gum to school or on bus

Disrespect for God, country, teachers, or other students

Running in school

Using God's name in vain

Leaving school grounds without permission

Touching other students' desks, person or property

Turning sideways in desk

Leaving office without permission

Tipping chairs

Sleeping or giving appearance of sleeping

**Checkups done without being stapled**

**Sharing food in lunchroom**

**Talking in classroom, line, chapel or at scoring table**

**Weekly planner not returned and/or signed**

**Throwing items**

**Drawing at desk**

**Writing on your person**

**\*Minor infractions will become major if repetitive.**

### **MAJOR INFRACTIONS**

**Tattoos or body piercing**

**Fighting**

**Habitual bullying**

**Possession of narcotics or alcohol**

**Possession of weapon of any kind**

**Immoral behavior or talk**

**Criminal offence**

**Bringing cell phones to school**

The cooperation of both the students and parents is necessary for Bethany School to operate effectively. Proper behavior is expected from our students whether they are in school or out of school. If this cooperation is not forthcoming, the student will have to be withdrawn or, if necessary, expelled. \*Because cell phones have become such a problem, there is a no tolerance rule regarding them. Bethany staff have the right to confiscate the students phone if deemed necessary.

**Web-site Postings**

Students who place information on sites that are out of harmony with Bethany Schools policies, values or rules may be asked to seek another educational environment. All public posting must reflect the same morals and values as carried out when in attendance at school.

## Uniforms

### GIRLS

- Jean pants may be worn as long as criteria listed is followed: Pants must be loose fitting, must be at waist held up with belt, no holes allowed. Uniform shorts may be worn but must meet the same criteria as pants and they must be knee length.
- Polo shirts must be worn and tucked in completely. No other shirts are allowed.
- Black, conservative, low heeled, closed-in dress shoes (no sandals). Sneakers of any color allowed. They cannot have prominent insignias, skulls, piece signs etc.
- White or navy blue socks (no low-cut); may wear neutral, black, navy, or white hose if desired.

Hair must be kept neat with conservative styling as allowed by Bethany School, and is to be kept off the face except for short-cut bangs. Color is allowed, but only one color at a time. Makeup, if worn, should be limited and not obvious. Nail polish may be worn but no designs allowed.

### BOYS

- Jean pants may be worn as long as criteria listed is followed: No cargo design pants. Waistline must be at waist, not worn down low on hips. Belt must be worn. Pants should touch top of shoes and must not be tight. No holes allowed.

- Polo shirt must be worn and tucked in completely. No other shirts are allowed.
- Black, closed-in, low-heeled conservative dress shoes. No boots or sandals of any kind. Sneakers of any color are allowed. They cannot have prominent insignias, skulls, piece signs, etc.
- Regular (no low-cut) black or navy blue socks.
- Hair: standard, conservative cut with hair above ears, collar, and eyebrows; sideburns should be no longer than the ear opening. Hair cannot have distinguishing lines, such as bowl type or braided styles past the collar. NO designs cut into hair. No pony tails! Boys must have closely-shaven facial hair. If a child comes to school and their facial hair is not neat and closely shaven they will be required to shave here. It is the parent's responsibility to maintain their child's/children's hair length etc., according to Bethany School rules. If a note for a haircut is sent home, it must be done by the weekend following the day it is received.

#### GENERAL DRESS RULES:

- Boys may wear one pair of stud earrings. Girls may have one stud in nose. All jewelry must be approved by the supervisor. No rubber bands or hair bands on wrist.
- No logos, embroidery, pictures, slogans (writing of any kind) can be on any part of students' uniforms, sweaters, jackets. or shirts except logos on Bethany shirts. Sweaters must be one of the shirt uniform colors with no pictures, logos, etc. A long sleeve shirt may be worn under student's uniform shirt, but it must be **one of the uniform colors**.
- Shirts and blouses must be kept tucked in at all times.

Students must stay in uniform until off school property (including bus) unless given special permission. Do not bring jewelry, etc., to school to be put on as soon as you leave the Learning Center. The school is not responsible for such items being "misplaced". No jackets in class room except uniform color, not multicolored and no writing/logos.

It is the responsibility of the parent/guardian to see that their child maintains this dress code. If a student is out of uniform, the bus driver has the authority to not allow admission on the bus. If the code is not met, the student will be issued a violation slip and the parent/

guardian called to bring the proper clothing to school.

The student will not be allowed to work in the Learning Center until the parent/guardian arrives with the items needed to conform to the uniform code.

Hair coloring is allowed but only one color at a time.

Bethany School greatly appreciates the cooperation of every student and parent/guardian concerning all dress code issues.

### **Learning Center Procedures**

1. Parents arriving at school early must remain with their child until a teacher unlocks the side door to allow children to come in at 8:00. Students will put up lunches (put cold foods in refrigerator), jackets, etc., in a designated place, then pick up their Bibles and sit quietly in the sanctuary.
2. 8:15 A.M. - School begins
3. 8:15A.M. - Chapel on Wednesday
4. 9:45A.M. - First through third grade go on snack break
5. 9:55A.M. - K - 3rd grade students go on play break
6. 11:30 P.M. - All students go on lunch break
7. 12:00 P.M. (Fridays only noon dismissal)
9. 1:00P.M. - Students go to P.E. In shifts
10. 2:30 P.M. - School Dismissal

## Student Offices

1. Offices must be kept neat.
  - (a) Keep only one PACE on the desk at a time – others are kept on student's clipboard.
  - (b) When leaving your office at the end of the day, clear the desk of pencils, eraser, etc. The shelf also should be cleared except for allowed items such as tissue.
  - (c) At the end of the day pick up any paper, etc., you may have dropped on the rug under your desk and chair.
2. If help is needed, a flag must be raised and the teacher will check with you. The American flag should be raised for guidance needed in academic problems and reading. The Christian Flag should be raised for permission to score, have check ups or self tests signed, and to do Word Building tests. Use the red flag permission to use restroom.
3. Keep three pencils sharpened in your office.
4. Do not drum your fingers, tap your pencil on your desk, crack your knuckles, or otherwise make noises that disturb others.



5. Actions not related to prescribed materials are not to be conducted in your office without teacher's permission (such as drawing, coloring).
6. Background material (such as pictures) for your bulletin board must be approved by the teacher. No personal drawing or writings allowed to be posted at desk.
7. Goal cards are placed on the lower right side of the bulletin board. When these goals are completed (including scoring) the student crosses off the page numbers in pencil.
8. The Progress Card is placed on the upper left hand corner of the bulletin board. The student is given a star for each completed PACE. No marks are to be made on this card by the student nor is it to be moved.

#### Daily PACE Work

1. Students must complete at least 20 Pace's per quarter in their primary subjects in order to complete a full grade level within the school year, otherwise they are considered retained. This does not mean they cannot catch up the next school year.
2. All work is done in pencil except when coloring is required. Do not deface PACE pages by doodling, etc.
3. When beginning a new PACE, all younger, and sometimes older students, must read the first page to the teacher or monitor,
  - (a) The goals explain what the PACE will teach the student.
  - (b) New vocabulary and definitions may be introduced – all students read the first page of Word Building Pace's.

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4. Any new vocabulary, definitions, etc., throughout a PACE must be read to the teacher or monitor whether directed to do so or not
  5. Cartoon strips occur throughout most PACE's and should be read for enjoyment and to help learn godly principles of living.
  6. Read instructions carefully — don't assume you already know what to do and end up having to erase everything.
  7. If a PACE says "Learn" or "Memorize", do so.
    - (a) The quality of your future work will depend on how well you learn these rules, etc.
    - (b) Many of these sections must be said orally to the teacher or monitor.
  8. Each PACE has a Memory Verse to be learned and said Orally to the teacher or monitor at the end of the PACE. It must also be written out as part of the PACE test, or student will write it 20 times.
  9. Pace's must be worked on in the order teacher puts them on the clipboard.

### **Lunch Room Program**

Students may bring bag lunches or meals that may be heated in the microwave (frozen meals require additional time and may not allow the student time for all lunch activities).

They may buy lunch items from the school that can be paid for when purchased, or money can be sent in ahead of time and used as needed. Money must be given to Mrs. Conklin. No one else is allowed to accept any money. When a student's money is running low, parents will be notified. There is a \$20.00 limit on all lunch charges. At this point, the balance must be paid before anymore charges can be made.

Students are to eat at their assigned places and keep their area clean. There is to be no horsing around, throwing, giving away, or trading food.

### **Graduation Requirements**

A prescribed course of study to meet graduation requirements will be determined through a conference among the staff, parents, and student. A minimum of twenty-four units of credit is required in the general course of study, and eighteen credits in the college preparatory course .

Transfer students must complete at least sixty PACE'S in this school before receiving a diploma..

### **Sample College Preparatory Course of Study**

The following course of study is adequate to prepare most students for college studies.

Required = (R) Optional = (O) Elective = (E)

<b>Subject</b>	<b>Minimum Credits Required</b>
<b>Bible</b>	<b>2</b>
New Testament Survey (R)	
Old Testament Survey (O)	
Life of Christ (O)	
New Testament Church History (O)	

**English** 4

English I (R)

English II (R)

English III (R)

English IV (R)

**Math** 4

Algebra I (R)

Algebra II (R)

Geometry (R)

College Math (E)

**Social Studies** 3

World Geography (O)

World History (R)

American History (R)

U.S. Civics (R) (1/2 credit)

Economics (R) (1/2 credit)

**Science** 3

Biology (R)

Physical Science (R)

Chemistry (O)

Physics (O)

Etymology (R)	1
Health (R)	1/2
Computer Literacy (I)	1
Speech (R)	1/2
Music (O)	1/2
Foreign Language (R)	2
Physical Education (R)	2*
Electives (R)	2
Minimum Total Credits	24

### Sample General Course of Study

Required = (R) Optional (O)

Subject	Minimum Credits Required
Bible (select from four available courses below.)	2
New Testament Survey (R)	

Old Testament Survey (O)

Life of Christ (O)

New Testament Church History (O)

**English** 4

English I (R)

English II (R)

English III (R)

English IV (R)

**Math** 4

Algebra I (R)

Algebra II (R)

Geometry (R)

Business Math (R)

**Social Studies** 3

World Geography (O)

World History (R)

American History ®

U.S. Civics (R) (1/2 credit)

Economics (R) (1/2 credit)

**Science** 3

Biology (R)

Physical Science (R)

Chemistry (O)

Physics (O)	
Etymology (R)	1
Health (R)	1/2
Computer Literacy (R)	1
Speech (R)	1/2
Music (R)	1/2
Physical Education (R)	2*
Electives	4 1/2
<b>Minimum Total Credits</b>	<b>24</b>

\* Health required to be 1/2 credit of the 2 credits.

\*\*1 credit in Typing (Self-Pacs 97–108). Typemaster II may be substituted for Typing

Self Pacs 97 –100. Typing Self-Pacs 101–108 cover mandatory skills such as correct letter formats, outlines, reports, footnotes, and bibliographies.

### **Standards of Ethical Conduct** **Bethany School**

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.

g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.

h. Shall not exploit a relationship with a student for personal gain or advantage.

i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

a. Shall maintain honesty in all professional dealings.

b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

e. Shall not make malicious or intentionally false statements about a colleague.

**Training Requirement** All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

**Reporting Misconduct by Instructional Personnel and Administrators** All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Bethany School Administrator or designated board. Reports of misconduct committed by administrators should be made to the oversight committee. Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted on the Learning Center wall and on our Web site at [bethany-school.us/dnn](http://bethany-school.us/dnn).

**Reporting Child Abuse, Abandonment or Neglect** All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

**Signs of Physical Abuse** The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

**Signs of Sexual Abuse** The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.



or hungry, steal food, or appear overly needy for adult attention.

**Patterns of Abuse:** Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

**Liability Protections** Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)