



***BETHLEHEM CHRISTIAN SCHOOL***

***Upper School (7<sup>th</sup> – 12<sup>th</sup>)***

Parent/Student Policy Manual

2025-2026

***BE MORE COURAGEOUS***

***Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go.***

***- Joshua 1:9***

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7<sup>th</sup> Grade – 12<sup>th</sup> Grade  
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**Mission Statement**

Bethlehem Christian School exists to assist Christian parents in their responsibility of training their children by providing a complete educational program that is Biblically sound, Christ centered and academically excellent.

## **Table of Contents**

BCS Panthers Community Behavior Contract .....	Page 1
BCS Student Code of Conduct	
Behavior Expectations	
Referral Process	
25-26 Detention Schedule	
Bethlehem Christian School Dress Standard .....	Page 3
Arrival and Departure Times .....	Page 4
Tardiness .....	Page 4
Academic Policies .....	Page 4
Grading Scale	
Late Work	
Academic Recognition/Honor roll	
Academic Standing	
Academic Probation	
Homework	
Educational Testing	
Policy for Advancing a Grade	
Policy for Grade Retention	
Internet Use Policy .....	Page 6
Plagiarism/Cheating Policy .....	Page 7
AI (Artificial Intelligence) Ethical Use Policy .....	Page 8
Early Dismissal .....	Page 8
Snow Days .....	Page 8
PA Absence and Tardiness Guidelines .....	Page 9
Excused/unexcused absences	
Successive Absence	
Progressive Attendance Action	
Student Transportation .....	Page 10
Student Drivers .....	Page 11
Cell Phone Usage .....	Page 11
Weapons .....	Page 11
Textbook Care .....	Page 11
Consumption of food and Drink .....	Page 11
Bible .....	Page 12
Accidents and Illness .....	Page 12
Medication .....	Page 12
Allergies .....	Page 12
Focus on the Holidays .....	Page 12
Public Displays of Affection (PDA) .....	Page 13

Bethlehem Christian School Overview .....	Page 13
Mission Statement	
Vision	
Core Values	
Educational Philosophy	
Expected Student Outcomes	
Accreditation	
2025-2026 Board of Trustees	
Bethlehem Christian School Association	
Policy Statement	
Gender Policy	
Conflict Resolution Policy	
Statement of Faith	
Chapel Acronyms 2025-2026	
Non-discrimination Statement/Harassment/EEO/Bullying Policy .....	Page 18
Pennsylvania School Immunization Requirements .....	Page 20
Use of Video Surveillance Cameras .....	Page 20
Family Educational Rights and Privacy Act (FERPA) .....	Page 21
Notification of Rights Under the Protection of Pupil Rights Amendment .....	Page 22

## BCS PANTHERS Community Behavior Contract

### Preamble:

Welcome to another year at BCS! Our collective vision is to nurture a thriving Christian school environment that encourages academic, social, emotional, and spiritual development. As we embrace the theme of the year, "**Be More Courageous**" our hope is that each member of our community feels driven to succeed academically and grow in Christlikeness, reflecting His light in everything they do.

### BCS Student Code of Conduct:

This Code of Conduct is designed to promote a healthy, safe school that encourages academic, social, emotional, and spiritual development and encourages students to make positive decisions. To encourage students to make good choices, both positive and negative consequences will be recognized to promote appropriate behavior and discourage behaviors that interfere with the BCS learning environment.

The Student Behavior Contract is an agreement between the student, their parent(s)/guardian(s), and the BCS administration. The BCS Code of Conduct aspires to ensure every student thrives in every aspect of their school life. It offers guidance toward growth, maturity, and transformation while ardently adhering to our cherished school values.

### Behavioral Expectations:

As members of the BCS PANTHERS community, students are expected to uphold certain standards:

- **Timely Attendance:** Ensure punctuality for all classes and school functions.
- **Dress Code Adherence:** Always adhere to the school's dress code.
- **Responsible Technology Usage:** Use technology in line with the school's guidelines.
- **No Unauthorized Cell Phone Use:** Refrain from using personal cell phones during school hours unless authorized.
- **Respect and Courtesy:** Display consistent respect and courtesy toward peers, staff, and faculty.
- **Honesty:** Abstain from any form of dishonesty, including plagiarism.
- **Safety and Respect:** Refrain from theft, unwanted physical contact, or any form of violence.
- **Weapons on School Property:** Adhere to the school and Pennsylvania's law prohibiting any weapons on school property.

## REFERRAL PROCESS:

When there is a breach in community guidelines and expectations, the following steps will be taken:

Behavior	1 <sup>st</sup> Level	2 <sup>nd</sup> Level	3 <sup>rd</sup> Level
Disrespectful to Student or Teacher	Conference with Teacher. Apology. Parent Notification.	Administrative Referral. Parent Notification. Apology. Detention.	Administrative Referral. Parent Notification. Apology. Suspension.
Tardiness to School/Class	Warning. Parent Notification.	Detention. Parent Notification.	Suspension. Parent Notification.
Dress Code	Warning. Parent Notification.	Warning. Parent Notification.	Detention. Parent Notification.
Violation of Technology Agreement	Warning. Parent Notification.	Detention. Parent Notification.	Loss of Technology Privileges and/or Suspension. Parent Notification
Unauthorized use of Cell Phone	Device taken and turned into Administration. Device will be returned to the student at end of day. Parent Notification.	Device taken and turned into administration and returned to the parent. Parent Notification. Detention.	Device taken and turned into administration and returned to the parent. Parent Notification. Detention.
Misconduct Disruptive/Inappropriate Behavior	Warning. Possible detention. Parent Notification.	Parent Notification. Detention.	Parent Notification. Administrative Referral. Detention/Suspension.
Plagiarism Academic Dishonesty	Zero on assignment. Detention. Parent Notification.	Administrative Referral. Zero on assignment. Parent Notification. Detention/Suspension.	Administrative Referral. Zero on assignment. Suspension. Parent Notification.
Theft	Teacher or Administrative Conference. Detention. Restitution. Parent Notification.	Teacher or Administrative Conference. Suspension. Restitution. Parent Meeting.	Administrative Referral. Suspension. Parent Meeting.
Fighting or Unwanted Physical Contact	Detention. Parent Notification.	Suspension. Parent Notification.	Suspension. Parent Notification Board Approval Required to Return to School.

**note:** Assignments missed due to suspension will be completed but will receive a "0".

**Detention is served 8:30am-10:00am on the following dates:**

Saturday, September 27, 2025

Saturday, October 18, 2025

Saturday, November 15, 2025

Saturday, December 13, 2025

Saturday, January 17, 2026

Saturday, February 21, 2026

Saturday, March 21, 2026

Saturday, April 18, 2026

Saturday, May 30, 2026

### **Bethlehem Christian School Dress Standard:**

The dress standard at Bethlehem Christian School is not intended to measure spirituality, but to serve as a tool in fostering the academic and character development of students as they participate in the business of education.

<b>Dress Item</b>	<b>Description</b>
Shirts, Blouses and Sweaters	<ul style="list-style-type: none"><li>● Oxford button down – white or navy</li><li>● Both: Polo – white or navy</li><li>● Oxford shirts must be tucked in</li><li>● Cardigan, V-neck, vest, or ¼ zip polar fleece jacket in navy</li></ul>
Skirts, Pants, Shorts and Capris	<ul style="list-style-type: none"><li>● Non-patterned navy blue, black or khaki pants, capris, shorts, and/or skirts.</li><li>● Blue Jean material is not allowed except on designated days.</li><li>● Skirts and shorts may not exceed five inches above the knee.</li><li>● Pants with holes or rips revealing skin or undergarments may not be worn.</li><li>● Leggings are not permissible on campus.</li></ul>
PE Attire	<ul style="list-style-type: none"><li>● Shorts/sweatpants (BCS branded) - purchased from Land's End, Flynn O'Hara or R5Design BCS Panther Spiritwear Store.</li><li>● T-shirt (BCS branded) - purchased from Land's End, Flynn O'Hara or R5Design BCS Panther Spiritwear Store.</li><li>● Tennis shoes with laces or Velcro</li><li>● Socks</li></ul>
Hair	<ul style="list-style-type: none"><li>● Extreme colored hair or extreme hairstyles are prohibited. Hair must be clean, neat and should not obscure vision.</li><li>● Hair should not be beyond collar length for boys</li><li>● Facial hair is to be kept neat and trimmed.</li></ul>
Outerwear	<ul style="list-style-type: none"><li>● Only BCS outerwear may be worn inside the classroom.</li></ul>
Accessories	<ul style="list-style-type: none"><li>● Caps/hats/bandanas/headscarves/hoods are not allowed to be worn in the school building.</li><li>● Jewelry that is distracting or draws undue attention to the student is prohibited.</li></ul>
Shoes	<ul style="list-style-type: none"><li>● Soled shoes should be worn for safety.</li><li>● Open toed and/or opened heeled shoes are not allowed.</li></ul>
Field Trip Attire	<ul style="list-style-type: none"><li>● The administration and/or trip director will specify the appropriate attire for each field trip</li></ul>
Miscellaneous	<ul style="list-style-type: none"><li>● No visible body piercing is permitted</li><li>● Earrings are not permitted for male students.</li><li>● Tattoos are prohibited</li></ul>
Dress Down Days	<ul style="list-style-type: none"><li>● Adherence to BCS dress code standards is still required.</li></ul>

**Arrival and Departure:**Start of School:

Upper: 8:10am

Lower: 8:20am

Dismissal of School:

Upper: 3:00pm

Lower: 2:50pm

12:00pm (half-day)

A student will be considered tardy after the starting times noted above.

**Tardiness:**

It is the responsibility of both the student and the parents to see that the student reports to school and activities on time. If a student is tardy, an admission slip must be obtained from the school office before the student can be admitted to class, chapel, or activity. Repeated tardiness will result in disciplinary action, and a conference with the parents may be requested. If a student accrues three unexcused tardies throughout the year, a note will be sent home. If a student accrues six unexcused tardies, a conference with the campus administrator will take place in order to facilitate the development of a success plan regarding attendance. Any unexcused tardies in excess of six will result in the accumulation of unexcused absences, with six unexcused tardies equaling one unexcused absence.

**Academic Policies:**

Grading periods are divided into four nine-week quarters.

Report cards are issued quarterly via RenWeb. A hard copy is available upon request.

**Grading Scale**

A+	97-100	D+	67-69
A	93-96	D	63-66
A-	90-92	D-	60-62
B+	87-89	NC	Below 60
B	83-86	O	90-100
B-	80-82	S	70-89
C+	77-79	N	60-69
C	73-76	U	below 60
C-	70-72		

**Late Work:**

Student assignments are due on the date identified. Late work will be accepted at a deduction rate of 15% on the final grade per day work is late.

**Academic Recognition/Honor Roll:**

HONOR ROLL: BCS will publish and post the honor roll at the end of each academic quarter. The high honor roll and honor roll for each quarter (nine-weeks) is composed of those students meeting the requirements listed. A grade of F or U will disqualify any Honor Roll consideration.

HIGH HONOR ROLL: Grade average of A (93%) or higher with no grade below 90%.

HONOR ROLL: Grade average of B+ or higher with no grade below 80%.

**Academic Standing:**

Each student admitted to BCS is assumed to have the preparation, the ability, and the desire to achieve success at BCS. However, some students do not make the progress expected of them. These students are notified and receive academic counseling in sufficient time to improve their performance. If the student's performance does not lead to the necessary improvement, the student will be advised to locate a more appropriate placement. Listed below are the BCS academic standing and consequences for students who are not in good academic standing:

- GOOD STANDING: The minimum cumulative average required for Good Standing is a 70% for all subjects per quarter.
- WARNING: Whenever the quarter cumulative average of a student slips below a 70%, the parents and students will be notified that the student has been placed on Warning. The student is instructed to meet with his or her teachers in the course work in which they are doing poorly. The student is counseled to seek tutoring. If the student on Warning is unable to return to Good Standing after one quarter, the student is placed on Probation.
- PROBATION: Whenever the student's cumulative average drops below the limit of 70% for more than two quarters, the student is placed on probation. If a student is unable to return to Good Standing after two quarters on probation the student and parents are required to meet with the administrator to discuss whether continuing at BCS is in the student's best interest.

**Academic Probation:**

**All students new to BCS begin their enrollment on academic and behavior probation for the first nine weeks.** Students who continue to exhibit academic or behavior difficulties may be recommended to the administrator for possible withdrawal from school.

### **Homework:**

Bethlehem Christian School is aware that excessive homework can become a burden for the student and the family. To maintain academic rigor, purposeful activities designed for additional learning and knowledge acquisition are encouraged. Discretion and sensitivity will be exercised on evenings with heavy school sponsored activities. Homework for Wednesday evenings will be modified so as to allow time for church activities. However, parents and students should note that assignments given prior to Wednesday could be due on Thursday.

- Grades 7-12 average approximately 90-120 minutes daily (total of all subjects).

### **Educational Testing:**

In order to assess our academic program and to provide comparative data to the school community, BCS will conduct standardized testing annually in grades 2-12. A national norm referenced test, which has a high degree of validity and reliability, will be used.

### **Policy for Advancing a Grade:**

A sincere and conscientious effort is made, at the time of admission, to place a student at the proper grade/age level. There will be circumstances where the administration recommends testing for grade appropriateness. Advancing a grade is not generally considered to be beneficial practice and will rarely be considered or permitted by BCS. The school administration, in partnership with the parents, will always consider nonacademic factors, including maturation, social development and emotional readiness.

### **Policy for Grade Retention:**

Current BCS students with a final cumulative grade in ELA, Math, Science and Social Studies of less than 60% will be recommended for retention.

### **Internet Use Policy:**

Bethlehem Christian School maintains that all truth is God's truth. The technology curriculum at BCS provides age-appropriate skill development and instruction that fosters students to become global citizens with a Biblical Worldview. Teaching of discernment in making right choices in using technology develops this attribute of God in students.

- **Responsible Use:** Use of technology includes, but is not limited to computer workstations, school laptops, personal computers, internet, and school networks. These will be used to enhance learning consistent with the school's educational goals. The school requires legal, ethical, and appropriate use as noted in the BCS Panthers Community Behavior Contract and in BCS Responsible Use Policy signed by parents and students. The policy is aligned with the mission of the school which attributes all truth to God and encourages all conduct to glorify Him.
  - **Mandatory Review:** To educate students on proper use and conduct of technological resources, students are required to review these guidelines at the beginning of each school year.

- **Access to Computers/Internet:** Access to technological resources, including the internet, shall be made available to students for instructional purposes only. BCS provides laptops and chrome books for student use during tech-based instruction. Access to the computer/Internet at BCS is a privilege, not a right. Access is available to students while on campus. The technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have severe consequences, harming the school, its students, or employees.

These Responsible Use Guidelines are intended to minimize the likelihood of such harm by educating students and setting standards which will serve to protect them.

- **Student Access:** Computer/Internet access is provided to all students unless parents or guardians request, in writing, that access be denied. Internet access will be under the direction and guidance of a faculty or staff member.
- **Subject to Monitoring:** All computer/Internet usage shall not be considered confidential and is subject to monitoring by staff at any time to ensure appropriate use. Students should not use the devices to store any information that they consider personal or confidential. All electronic files stored in the devices will be treated no differently than any other electronic file.

The school reserves the right to access, review, copy, modify, delete, or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files stored anywhere in the computer system will be available for review by any authorized representative of the school for any purpose.

Students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use guidelines will be subject to suspension of access and/or revocation of privileges and will be subject to disciplinary action.

### **Plagiarism/Cheating Policy:**

Academic integrity is essential for the assessment of students' learning. Academic integrity is violated when a student obtains credit for, or is evaluated on, work that is not his or her own. Plagiarism is using someone else's words, thoughts, or ideas as one's own. The words or ideas of another must be properly documented whether they are in the form of a quotation, a paraphrase, or a summary. Cheating is using or attempting to use unauthorized assistance, material, or study aids to complete work.

- **First Offense** – A zero will be given on assignment. A detention will be issued to the student by administration along with parental notification.
- **Second Offense** - A zero will be given on assignment. A detention will be issued to the student along with parental notification.

- **Third Offense** – A zero will be given on assignment. A 1-day suspension will be issued to the student along with parental notification.
- **Further Offenses** will result in a zero on the assignment, suspension, and a mandatory meeting with the student’s parents regarding ongoing enrollment at BCS.

**AI (Artificial Intelligence) Ethical Use Policy:**

In addition to the BCS guidelines found in the Internet Use Policy, the following guidelines are designed for specific utilization of AI text- and image-generating tools:

- AI text-and image-generating tools are utilized only when permitted or required by the teacher for a specific academic purpose, and with the instructor’s explicit permission.
- Verify the accuracy and credibility of content generated by AI tools, including checking sources and factchecking.
- Always identify when AI tools were used in any work submitted for grading.
- Respect intellectual property rights by appropriately citing any sources used in AI-generated work.

**Early Dismissal:**

Students who must be excused from school early for medical, dental, or other emergency reason, are required to provide a written note from the parents. Arrangement for make-up work must be made with the teacher of all classes to be missed prior to leaving. If the school plans to dismiss students early, parents will be notified in advance.

Parents are requested to make doctor, dentist, and orthodontist appointments after school hours. However, in the event that it is unavoidable, a physician’s note is required when your student returns to school. The student will be marked “excused tardy” or “excused absence” depending on the time away from school. Internship/work study participants are required to sign in when returning and sign out when departing at the Upper Campus Office.

**Snow Days:**

Occasionally, snow and ice storms make it advisable to issue statements concerning delayed openings, early dismissal, or school closings. These statements are broadcast over our local television station, as well as on the school website and the designated websites listed below. You can also check our social media platforms. Parents are urged to be diligent to watch for these announcements, and are asked not to call the school except in the case of an emergency. In the event of an early dismissal from school, the school office will send a text alert out to all of our parents who have supplied us with current contact information.

In addition to the BCS website, please stay tuned to the following:

**Television**  
WFMZ69

**Internet**  
[www.wfmz.com](http://www.wfmz.com)  
[www.waeb.com](http://www.waeb.com)  
[www.bethlehemchristianschool.com](http://www.bethlehemchristianschool.com)

### **PA Absence and Tardiness Guidelines:**

Under Pennsylvania Public School Code, Bethlehem Christian School must adhere to compulsory school laws and/or attendance guidelines. Pennsylvania state law requires that school age children are in attendance when school is in session. Family trips are considered unexcused absences. Parents removing their child for family trips may take curriculum materials and follow lesson plans posted on RenWeb. Classroom work, missed for family trips, will not count for or against a student, but will be viewed as assisting an absentee toward readiness to resume class participation on return.

PA law requires a written reason for any absence/tardy from school.

Absence and/or Tardiness explanation must be signed and submitted to the student's teacher or the appropriate office within 2 days of the absence or tardy.

**Tardiness** – the student arrives late up to 2 hrs.

**Half-day absence** – the student is out of school for more than two but less than five hours (a written parental note or doctor's excuse will be necessary).

**Full-day absence** – the student is out of school for five hours or more (a written parental note or doctor's excuse will be necessary).

- Excused/Unexcused Absences:
  - Valid excuses according to PA law: illness/quarantine; death of an immediate family member and/or impassable roads.
  - Unexcused absences will result in a grade of zero on all scheduled work and quizzes given during the day of the an absence. An out of school disciplinary suspension is considered unexcused. Examples of unlawful absences are the following: parental neglect or lack of control/truancy; missing the bus; oversleeping; hunting or fishing; shopping; working or family trips.
  - Three (3) unexcused/unlawful absences are cause for legal action by the school district in which the student resides.
  
- Successive Absence:
  - A doctor's excuse is required along with the documentation after (3) successive absences.
  - Absences due to illness beyond 15 days, that are not accompanied by written documentation, are considered excess and will require an administrative conference to determine the cause.
  - Absences due to non-illness beyond 15 days will require parents to withdraw their child for the duration of the absence and notification of their home school district of their prolonged absence. Parents may choose to seek re-enrollment following the absence.
  
- Class assignments: 2 days make-up for every excused school day missed.
- Tests: 2 days make-up for every excused school day missed at the discretion of the teacher.
- Report cards will not be issued until all documentation for absences are on file.

- Progressive Attendance Action:
  - A warning letter will be mailed to the parent after ten days of absence due to illness. After fifteen days of absence due to illness; a doctor's excuse will be required for any and all absences. Failure to provide the required doctor's excuse will result in an unlawful absence.
  - The District Magistrate will be notified by the school district following three unlawful absences or absence in excess of fifteen days without a doctor's excuse.
  - The parent is liable for all fines and court costs incurred when a summary offense is warranted.
- Retention/Promotion: After thirty days of absence in any school year and/or academic probation, notice will be given to the Board of Trustees where a determination will be made regarding the retention of promotion of the student.

### **Student Transportation – Bus/Parents Who Transport:**

In accordance with Pennsylvania School Transportation Law, transportation to each BCS campus is provided at no cost by some Public School Districts for families who reside in those Districts. Each District has its own method of providing this service, and specific information can be furnished by each campus office. Bethlehem Christian School does not provide transportation. Parents should request bus transportation at the time of registration.

All students who ride the buses will be sent home on their buses to their regular bus stops each afternoon by the teacher, unless parents notify the teacher or school office in advance. If for any reason a change is to be made, parents must send a note of explanation to the teacher in the morning or call the office no later than 2:00pm the day of the change.

As part of our responsibility to the students, we consider teaching basic disciplines of prime importance. Therefore, we expect parents who transport their children to demonstrate responsibility and consideration for others in setting an example by having their children to school on time, as well as to pick them up or be under parental supervision by 3:00 P.M. If a student is to leave with anyone other than a parent or to be transported in any way "out of the ordinary" a signed note must be sent containing specific instructions.

Also, that assigned person should be prepared to show identification, if necessary. Finally, if a student is going to be tardy or if pickup is later than 3:00 P.M., please call the school office.

Tardy students are required to sign in at the school office and obtain a pass to enter their classroom.

**Student Drivers:**

- All student drivers must register their vehicle with the school office.
- A Parking Tag must be displayed in each vehicle driven by a BCS student.
- The transportation of other students is prohibited without permission by all parties involved.
- Students are to park in assigned areas.
- Upon arriving at school, students are to enter school and should not return to their vehicle during the school day without securing permission from the office.

**Cell Phone Usage:**

The use of student personal cell phones is not permitted during school hours. Middle school student phones will be collected at the beginning of the day and returned at the conclusion of school. High School students are not permitted to have their cell phones during school hours. If a student is seen using a personal cell phone, the classroom teacher or building administrator will confiscate the phone and follow procedures as identified in the Panther Community Behavior Contract.

**Weapons:**

Pennsylvania law prohibits weapons of any kind on school property. A weapon is defined as any object, device or instrument designed/utilized to inflict bodily harm or intimidate another student. BCS considers student possession, use or threat of the use of weapons as a serious offense and will not tolerate possession by students on school property, at school events, or any other time the student is enrolled. Students who possess a weapon shall be subject to discipline up to and including expulsion.

**Textbook Care:**

- All BCS owned textbooks are to be numbered with a record of assigned books.
- All textbooks will have the name of the student in the front cover and the date the student took responsibility for the book.
- All textbooks are to be covered before the end of the first week of attendance. A book cover that will prevent the textbook from being damaged will be used.
- Damage to textbooks beyond what is considered normal wear and tear must be compensated for by the student bearing responsibility. If a textbook is lost or destroyed, it must be replaced at the student's expense.

**Consumption of Food and Drink:**

Water Bottles are allowed for student use during school hours. Food is not allowed in any Upper Campus classroom. All food consumption is restricted to the Multi-Purpose Room (MPR).

**Bible:**

The Bible courses at BCS use the NIV version for easy reasoning and consistency of understanding and are not intended to indicate any superiority of accuracy. Effort will always be made to present a foundation grounded in biblical truth for a particular issue with which the student can engage. Once the foundational elements of an issue are presented and considered, the students are then to be referred to parents and/or local church leaders for instruction consistent with their home and church.

**Accidents and Illness:**

Students may become ill or may have an accident during school hours. Parents will be notified as soon as possible. However, the school reserves the right to have emergency treatment administered by a hospital or medical doctor.

**Medication:**

Medication to be administered by the school secretary or principal during the school day must be individually packaged, accompanied by a parental signed note explaining dosage amounts and times. Over the counter medication will not be provided or stocked. All prescription medication must be in the original Rx container. A physician's signature is required for all prescription medication.

**Allergies:**

BCS has a number of students with allergies to fish, peanuts/peanut oil, gluten and various animals. Should your student have any allergies, please notify the school secretary. Animals are not allowed inside the classroom without administrative approval. Should a parent desire to bring snacks into the classroom, teacher approval must be obtained ahead of time to protect all students in the classroom. All snacks must be store bought so that ingredients are clearly displayed.

**Focus on the Holidays:**

It is BCS's intent to honor the responsibility and privilege of the parents to train up their child with regard to cultural, national, or faith-based holidays such as Christmas, Easter, and Halloween's fictitious characters as they see fit. Our focus is to honor Christ while not undermining the parents. It has been our practice, by choice, to avoid conversations of judgment as to whether the practices of traditions are correct or not and to steer student conversations to other topics. Without apology we desire to help the student concentrate on the abundance of God's provision at fall harvest time, Christ's birth at Christmas and His death and resurrection at Easter.

### **Public Displays of Affection (PDA):**

In order to maintain a professional atmosphere of learning, mutual respect, and safety in school, students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to conduct themselves respectfully at all times by respecting personal space. Kissing, hand holding and excessive/extended hugging are to be avoided. Students involved in inappropriate expressions of affection will be spoken to privately and respectfully to modify their behavior and educate them on appropriate expressions of affection at BCS. Failure to adhere to redirection will result in parents notification and consequences as outlined in the Panther Community Behavior Contract.

### **Bethlehem Christian School Overview:**

#### **Mission Statement**

Bethlehem Christian School exists to assist Christian parents in their responsibility of training their children by providing a complete educational program that is Biblically sound, Christ centered and academically excellent.

#### **Vision**

Bethlehem Christian School's vision is to cultivate students who view the world through a Biblical lens, practice critical thinking, are effective communicators, and ultimately steward their gifts to serve the Lord in their home, in their church and in their community.

#### **Core Values**

- Bethlehem Christian School is a **Christian school** – Our staff are all Bible-believing evangelical Christians who are active in their local Church. The majority of the curricular materials we use come from Christian publishers. The entire program is administered according to a Biblical, Christ-centered worldview.
- Bethlehem Christian School is a **covenant** Christian school – Our mission is to partner with Christian families in the training of their children from an overtly Christian worldview.
- Bethlehem Christian School is **innovative** – We leverage our curricular freedom to engage in varied activities and provide unique opportunities for our students.
- Bethlehem Christian School values **accessibility** – We strive to grow our footprint to be accessible to more Christian Families in the Bethlehem-Easton corridor.
- Bethlehem Christian School values **partnership** – We equip our students for service and work within the many local churches they attend. We bring in the leaders from these churches for opportunities to speak with the youth at large during chapels and special events and also facilitate service, internship and ministry opportunities within the churches.

#### **Educational Philosophy**

At Bethlehem Christian School, we believe that true education must seek to meet the needs of the whole child, and engender in that child the positive development of the spiritual, mental, emotional, physical and social aspects of life.

BCS acknowledges that an important difference exists between the Christian and non-Christian viewpoints on any given subject. Although knowledge is factually the same for both, no subject can be taught in totality without a foundation in Biblical Truth.

### **Expected Students Outcomes:**

**Biblically Equipped** – BCS graduates will be equipped with Biblical knowledge and principles that strengthen or result in a personal relationship with Jesus Christ.

**Biblical Worldview** – BCS graduates will have a comprehensive understanding of the world from a Biblical perspective.

**Critical Thinkers** – BCS graduates will be active learners who think critically, work independently and cooperatively, and creatively solve problems using a variety of resources.

**Effective Communicators** – BCS graduates will be effective communicators able to use oral, written, and technological forms.

**Good Stewards** – BCS graduates will be responsible citizens who use their time, talents, and abilities to serve the school, home, church, and community.

**Respectful** – BCS Graduates will demonstrate self-discipline and a respect for God, authority, and others.

**Compassionate** – BCS Graduates will compassionately resolve conflict in a loving, Christ centered way.

### **Accreditation:**

The Bethlehem Christian School is approved and has license exempt status by the Pennsylvania State Department of Education. The school meets the State's code of requirements.

BCS is affiliated with the Association of Christian Schools International (ACSI) and has completed the necessary requirements for, and received accreditation from, that agency. Bethlehem Christian School is also accredited by the Middle States Association of Colleges and Schools.

### **Board of Trustees:**

The Bethlehem Christian School (BCS) Board of Trustees oversees the continuing operation of the ministry and generally oversees the School's business affairs. The responsibilities of the board include, but are not limited to: making policy, acting on matters of personnel including hiring and firing, establishing tuition and fees, promoting Christian education in the community and praying for the ministry of BCS. The 2025-2026 BCS Board of Trustees:

Dr. John Wilson – President  
Josh Wildasin – Vice President  
Dr. William Castro – Secretary  
Jackie Cornelius – Treasurer  
Josh Khachadourian - Member  
Sheryl Richards - Member  
Joseph Schantz - Member  
Brion Yarnell - Member  
Jon Young Jr. – Member

**Bethlehem Christian School Association:**

The school is owned and operated by the Bethlehem Christian School Association, which is an independent, non-denominational, non-profit corporation. Membership in the Association is open to those who agree with the Doctrinal Basis and Purpose of the Association as stated in the Charter, who affirm Jesus Christ as Savior and Lord, who can testify to their relationship with Christ by a written testimony, and who support the school by contributing to meet the school's financial needs each year.

Parents and interested friends of the school may apply for membership by submitting an application to the Nominating Committee of the Board of Trustees for review and recommendation to the Board for final action on approval of membership. A member shall remain in the Association by attending each Annual Association meeting. Except by special consent of the Board of Trustees, once a second consecutive Annual meeting is missed, membership shall be considered to have lapsed and the member shall have to reapply for membership. The membership year is from July 1 through June 30 of the succeeding year.

The Association normally holds one meeting each year to receive reports and act on any business necessary to the operation of the school. This annual business meeting is held in May of each year. At such time, at least five members are elected to the Board of Trustees for a three-year term. Additionally, unexpired term vacancies, if any, from resignation or death of a Trustee, may also be filled at this election. Members receive copies of the proposed Annual Budget, candidate profiles, and voting information, prior to the annual May business meeting.

The Board of Trustees is responsible to the Association for the direction of the affairs of the school. Association members may, from time to time, be asked to serve on committees of the Board.

**Policy Statement:**

The BCS Parent/Student Handbook is an extension of Board policy and reflects the goals and objectives of the Board. The Board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity, with respect and with consideration for the rights of others. Students are expected to treat teachers, staff, peers, visitors, property, themselves, and God, with respect and courtesy.

This handbook and school policies, rules, and regulations, are in effect while students are on school grounds, school property, or on property within the jurisdiction of the school; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds. A violation of the expected behavior and/or conduct may affect a student's eligibility to participate in extracurricular activities.

Bethlehem Christian School reserves and retains the right to modify, eliminate, or establish school policies, rules and regulations, as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students entering into grades 6-12 will be expected to sign a Student Agreement.

**Gender Policy:**

Bethlehem Christian School holds to the biblical truth that God created mankind in His image: male (man) and female (woman), sexually different but with equal dignity. Therefore, biological sex must be affirmed, and no attempts should be made to physically change, alter, or disagree with one's biological gender: this includes, but is not limited to, elective sex reassignment, transvestite, transgender, or non-binary gender fluid acts of conduct (Genesis 1:26-28). Bethlehem Christian School students will be referred to by the gender on their birth certificate and be referenced by name and pronouns in the same fashion.

**Conflict Resolution Policy (Complaints/Conflicts/Concerns):**

**One:** The first step and most often the only step needed when an issue arises regarding the school or a classroom situation is one of the two individuals involved to initiate face-to-face dialogue. (Matthew 5:23-24)

**Two:** If a satisfactory solution to both parties cannot be reached through initial communication or conference, an appointment should be arranged with the appropriate administrative representative, at which point an amicable solution should be reached.

**Three:** If the issue remains unresolved and the previous two steps have been taken, only then should the person(s) seek the involvement of the BCS Head of School. (Matthew 18:15-19)

**Four:** If following the meeting with the BCS Head of School, a resolution has not been found, the last recourse for the parties would be to submit a written request summarizing their individual concerns to the President of the Board of Trustees. The President, in consultation with the Executive Board, will examine the submitted written request and issue and may take one or more of the following actions:

- Direct the matter back to the BCS Head of School for resolution.
- Present the issue as a Board agenda item for review and response.
- Convene a special meeting of the Board to consider the concerns.
- Invite the person(s) who submitted the concern to appear before the full Board.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to their administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

**Statement of Faith:**

**We believe** that the Bible, made up of 66 books, verbally inspired, and free from error in doctrine, fact and ethic, i.e., inerrant, is the Word of God and the only infallible and authoritative rule of faith and practice.

**We believe** in one Triune God, eternally existent in three co-equal persons of Father, Son, and Holy Spirit.

**We believe** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His imminent personal and physical return in power and glory.

**We believe** that man was created in the image of God, but that through sin, he brought upon himself and his posterity, not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature and are therefore actual sinners in thought, word, and deed; and that man, as such, is condemned to hell and utterly unable to remedy his lost condition by himself or by ecclesiastical rite.

**We believe** that the salvation of lost and sinful man is a free gift of God, is grace apart from works, based solely upon Christ, His vicarious and atoning death, affected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross.

**We believe** in the Deity and present ministry of the Holy Spirit, by Whose solitary baptism of every believer at the moment of regeneration and by Whose indwelling each Christian is enabled to lead a godly life as manifested by the fruit of the Spirit.

**We believe** in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.

**We believe** in the spiritual unity of all believers in the Lord Jesus Christ.

BCS believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture (Gen. 2:18-25). The BCS Statement of Faith expects BCS parents and students to maintain a lifestyle based on what are biblical standards of moral conduct. Violations of Biblical standards, include, but are not limited to, any form of sexual promiscuity, heterosexual or homosexual activity outside the marriage covenant between one man and one woman, attempting to change or act outside of one's God-ordained biological gender, or any other activity contrary to the unique, God-given and complementary roles of male and female. (Exodus 10:14; Leviticus 18:7-23; 20:10-21; Deut. 5:18; Matthew 5:27-28; 15:19; Romans 1:21-27; 1 Corinthians 6:9-20).

## Chapel Acronyms 2025-2026:

Each letter in PANTHERS represents a theme that will focus on our goal of **Being More Courageous** as a community. The BCS Upper School Staff requests each BCS parent join us in praying that every student gains more knowledge and practical tools toward upholding these principles:

- **P - Persistent** (September) Continue firmly in faith, despite difficulty or opposition.
- **A - Adventurous** (October) Take risks with new ideas, methods or experiences.
- **N - Navigational** (November) Navigate life motivated by an eternal mission.
- **T - Tenacious** (January) Be Steadfast, Purposed and Determined.
- **H – Heroic** (February) Boldly help those in need.
- **E – Encouraged** (March) Provide support, confidence, hope to others.
- **R – Resilient** (April) Gain wisdom and strength through trials.
- **S – Selfless** (May) Put the needs of others before your own.

## Non-discrimination Statement/Harassment/EEO/Bullying Policy:

As in accordance with biblical mandates to show compassion, Bethlehem Christian School does not condone or allow bullying or harassment of others, whether by employees, supervisors, students, or other persons who may be present in our facilities or at school-sponsored events. All students, employees, and volunteers, are expected to conduct themselves with respect for the dignity of others on school property or at any school-sponsored activity or function. Any threat of violence or intimidation will result in an immediate response by school officials.

Harassment is defined as any electronic, written, verbal, or physical act or conduct toward another person which is:

1. Based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status; and
2. Creates an objectively hostile school environment that meets one or more of the following conditions:
  - a) Places the person in reasonable fear of harm to person or property.
  - b) Has a substantially detrimental effect on the person's physical or mental health.
  - c) Has the effect of substantially interfering with academic or job performance.
  - d) Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities or privileges provided by this school.

The following activities, absent substantial aggravating factors occurring inside or outside the classroom, do not constitute harassment or bullying:

1. Instruction and participation in lessons and worship service.
2. Discussions and debate concerning issues important to Christian faith.
3. Electronic, written, verbal and physical interpretation of biblical scripture, and religious texts, music and opinion.
4. Witnessing and faith-sharing

Sexual harassment, one of the forms of harassment prohibited by this policy is defined as follows:

1. Unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or otherwise creating an intimidating, uncomfortable, bothersome, hostile or offensive working or learning environment.
2. Making submission to, or rejection of, such conduct the basis for employment or education decisions affecting any person

Any person who believes they have been subjected to bullying or harassment should report it immediately (within 24 hours) to an appropriate superior. A student may report to a teacher, administrator, or principal, as well as discuss the incident with the student's parent or guardian. An employee may report to the Head of School or principal. However, the Head of School is responsible for receiving reports and ensuring this policy is implemented. All suspected harassment will be promptly and thoroughly investigated by the Head of School or their designee.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees), expulsion (for students), or criminal charges if determined appropriate to file.

It is the policy of Bethlehem Christian School to provide equal education and employment opportunities. As a Christian school, Bethlehem Christian School reserves the right to discriminate or impose qualifications based on religion, gender identity or sexual orientation, as allowed by the Pennsylvania Civil Rights Act. Nothing in this policy, or any other policies of the school, shall be construed to limit, inhibit, or otherwise restrict the genuine expression of religious belief or conviction, or the free exercise thereof, as expressed in the First Amendment of the Constitution of the United States of America.

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

## **Pennsylvania School Immunization Requirements:**

Students in ALL grades (Preschool-12) need the following vaccines:

- 4 doses of tetanus, diphtheria, and acellular pertussis\* (one dose on or after the 4<sup>th</sup> birthday)
- 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)\*\*
- 2 doses of measles, mumps, rubella\*\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*\*Usually given as DTP or DTaP or if medically advisable, DT or Td*

*\*\*A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.*

*\*\*\*Usually given as MMR*

Children ENTERING 7th GRADE need the following additional vaccines:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) by the first day of 7<sup>th</sup> grade.
- 1 dose of meningococcal conjugate vaccine (MCV) by the first day of 7<sup>th</sup> grade.

ON THE FIRST DAY OF SCHOOL, unless the student has a medical or religious/philosophical exemption, a student must have had at least one dose of the above vaccinations or risk exclusion.

- If a student does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, they must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the student must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.
- These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction: forms must be on file in the school office. Even if your student is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine-preventable disease.
- Pennsylvania's school immunization requirements can be found in 28 Pa. CODE CH.23 (School Immunization). Call 1-877-PA-HEALTH for more information.

## **Use of Video Surveillance Cameras:**

The Bethlehem Christian School Board of Trustees and administration recognizes the need to provide a safe learning environment for students and staff. Therefore, video surveillance cameras are in use as a security measure. Video surveillance cameras will not record audio.

The Board also believes that the privacy of individuals should be protected and therefore the use of video surveillance must be strictly monitored and controlled to ensure the protection of individual rights and compliance with federal and PA laws addressing privacy and the disclosure of student records.

BCS constituents and students who are on property for school events and during school hours, do not have a reasonable expectation of privacy. Video recording may be conducted without prior notice and without student or parent consent.

**Camera Location, Operation, and Control:**

- Cameras shall only be installed in identified public areas. Areas chosen for surveillance shall be where surveillance is an enhancement to student safety and security. Only authorized BCS administrative personnel shall have access to the surveillance recording.
- Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy.
- Any activities detected through the use of video surveillance that identify a breach of security or violation of the BCS Community Behavior Contract will be reported immediately to the building Principal. The Principal shall report activities found to be in violation to the BCS Head of School and an investigation will promptly begin.
- If the investigation determines that a student or employee has committed an act in violation of BCS school rules, appropriate disciplinary consequences will be administered.
- Any type of activity observed through the use of video surveillance cameras that might constitute a violation of the law will be reported immediately to the appropriate law enforcement agency.

**Protection of Information and Disclosure**

Security and retention of digital images will be the responsibility of a designated administrative employee. Disclosure of information shall be consistent with federal and state laws in compliance with the Family Educational Rights and Privacy Act (FERPA).

**Family Educational Rights and Privacy Act (FERPA):**

Throughout the school year, BCS may release for publication a student's name, class, participation in officially recognized activities and sports, degrees, honors, awards and post high school plans without the consent of the student or parents. Under the Family Educational Rights and Privacy Act (FERPA) parents have a right to inform the school within a reasonable time that they do not wish certain information to be released without prior consent.

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day BCS receives a request for access. Parents or eligible students should submit to the administration a written request that identifies the record(s) they wish to inspect. The designated BCS official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask BCS to amend a record should write to the school administrator, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, BCS will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bethlehem Christian School to comply with the requirements of FERPA.

The name and address of the Office that Administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**Notification of Rights Under the Protection of Pupil Rights Amendment:**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  - a. Political affiliations or beliefs of the student or student's parent;
  - b. Mental or psychological problems of the student or student's family; Sex behavior or attitudes;
  - c. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - d. Critical appraisals of others with whom respondents have close family relationships;
  - e. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - f. Income, other than is required by law to determine program eligibility.

2. **Receive notice and an opportunity to opt a student out of**
  - a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. **Inspect**, upon request and before administration or use –
  - a. Protected information surveys of student;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under Pennsylvania State law.

Bethlehem Christian School has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Bethlehem Christian School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. BCS will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Bethlehem Christian School will make this notification to parents at the beginning of the school year if the administration has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 2020



**Acknowledgement of Receipt of the  
2025-2026 BCS Parent/Student Policy Manual**

Please sign and return this page to the Upper School Office by: **Tuesday, September 2, 2025.**

I acknowledge that I have received and understand the content of this handbook and agree to abide by the policies and procedures contained herein.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date