



Student & Parent  
Handbook 2021-2022

“A new command I give to you, that you love one another: just as I have loved you, you also are to love one another.”

John 13:34

Love Your Neighbor

200 West Bethany Court  
Thousand Oaks, CA 91360  
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[www.bethanychristianschoolto.org](http://www.bethanychristianschoolto.org)

# Mission Statement

Bethany Christian School seeks to lead each child to a personal faith in Jesus Christ and to pursue academic excellence within a setting that reinforces Christian values.

**BCS Faculty and Staff**

**School Principal**-Tara Morrow  
**Preschool Director**- Shalane Valladares  
**Middle School Director**-Julie Shannon  
**Discipline/Campus Supervisor**-Linda Gerber  
**Bookkeeper**-Nancy Cohen  
**School Office Administrative Assistant**-Emily Martinez  
**Registrar**-Angie Person

**School Board Members:**

Tara Morrow	Jason Spadaro
Jim Hines (Chair)	Lance Quinn
Erwin Salazar	Barbara Ward
Kari Amstutz	

**Elementary and Middle School Teachers and Classroom Aides:**

**Kindergarten**-Cindy Hatch/Chelsea Anderson  
**First Grade**-Melanie Leahy/Paige Amstutz  
**Second Grade**-Jennifer Given/Alexis Gray/Darci Barrett  
**Third Grade**-Kelly Yui/Stephanie Molina  
**Fourth Grade**-Jackie Powlis/Florence Chamberlain  
**Fifth Grade**-Emily DeWitt/Cyndy Spang  
**Sixth Grade**-Susan Harvey/Sarah Bence/Bella Ybarra  
**Seventh Grade and Eighth Grade**-Julie Shannon/Matt Cahill/Char Hurley/Pam Jones

**Elementary/Middle School Specialists:**

**Art**-Sarah Bence  
**Educational Technology**-Jolene Roeske  
**Librarian**-Christa Muscatine  
**Music**-Dawn Walters  
**PE**-Julie Feinstein  
**Spanish**-Pam Jones/

**Preschool Teachers and Classroom Aides:**

**M/W/F 3's**-Victoria Aguilar/Krista Holzer  
**T/Th 3's, Room 110**-Shalane Valladares/ Bella Ybarra  
**5 Day 3's, Room 101**-Sandy Bradley/Suzanne Houston  
**M/W/F Pre-K**-Bella Ybarra/  
**Pre-K, Room 102**-Jeannine Slack/Christa Muscatine  
**5 Day Pre-K, Room 103**-Karen Martinez/Penny Wilcox  
**Floater:** Aime Gutierrez

**Kindergarten Enrichment Teacher:** Penny Wilcox

**Preschool Extended Day Care Staff:** Suzanne Houston, Sandy Bradley, Bella Ybarra

**Elementary Extended Day Care Staff:** Cyndy Spang, Krista Holzer

## Onsite School Hours-possible adjustments onsite during COVID 19

Kindergarten	8:30 a.m. -1:30 p.m. <b>Class begins promptly at 8:30 a.m.</b>
Grade 1st– 8th	8:30 a.m. – 3:00 p.m. <b>Class begins promptly at 8:30 a.m.</b>
Preschool	8:45 a.m. – 12:00 p.m.
Teacher hours	8:00 a.m. – 3:30 p.m. (as a minimum.)
Extended Care hours	7:30 a.m. until school begins, after school until 5:15 p.m.

### Class Size

In order to provide an optimum learning experience for all students, the elementary class size for grades K-8 is twenty-six students. All primary classrooms have a full-time morning aide. Upper grade elementary classes have morning or afternoon aides. All aides work Monday through Friday.

### K-8 Drop Off Procedures

Cars will enter the driveway and proceed around the perimeter of the parking lot to the front grass. BCS Staff will assist K-8 students as they exit cars along the curb in front of the grassy area. **(Parents will stay IN CARS and check students in/complete a health screen questionnaire on the Procure app.)** BCS Staff will check students' temperatures as they exit their cars - parents should wait to exit the parking lot until the temperature check is completed.

Students will then proceed to a designated outside area to meet their class before entering the classroom with their teacher. Face coverings are optional for BCS staff, students, and parents while outdoors.

### K-8 Pick Up Procedures

Parents will park and walk to the courtyard and/or the front lawn to pick up their student(s). Teachers will walk students from their classrooms to the courtyard/front lawn to meet parents. Families **must** use the crosswalks and walk between the noses of cars in the parking lot to avoid cars backing up. Pick-up will be supervised by BCS staff in the crosswalks. Parents who do not want to park and walk up may still drive-thru to pick up students by the soccer field, which will be supervised by BCS Staff.

\*Students who are still on campus at 3:15 p.m. will go to Extended Care in Room 106.\*

**Early Pick Up:** Parents will call the office and complete the digital sign-out via the Procare App. The office will call the student's classroom and the student will be sent/escorted to the front office. Once the sign-out has been completed, the front office will escort the student to their car.

### **Late Arrivals/ Tardy Students**

Elementary/MS school begins promptly at 8:30 a.m. Any student arriving on campus after 8:30 a.m. must check in at the school office. A tardy slip will be issued. Five tardies in a trimester results in a letter of warning sent to the parents of the tardy student. After ten tardies in a trimester, the student will be allowed to return to school only when a meeting is arranged with the parent and the principal.

### **Absences**

Please call the office when your child is absent. It is particularly helpful information to the school when your child is ill. There are two situations when the school should be notified **by 9:00 a.m.** on the day of the absence:

- If a child was enrolled for extended care and will not be using the space, a phone call should be placed.
- If a parent wishes a teacher to prepare a homework packet, the teacher must be emailed by 9:00 a.m.

### **Head Lice Policy**

Any Bethany Christian School student found to have lice will be sent home immediately. A note will be sent to the entire class informing them that a case of lice was identified in their classroom. Parent education information will be sent home. The family of the affected student will seek treatment of their choice, in consultation with their family doctor. The entire class will be checked for lice by a nurse or designee. In addition, any siblings of the affected student who attend Bethany Christian School will also be checked. If the sibling is found to have lice, that class will be notified and screened. Following treatment, and prior to returning to class, the students will be checked by a nurse or designee. If the student is not free of nits, the student will be sent home to re-treat.

### **Make-Up Work Policy**

Make-up work will only be given prior to absence if it is requested at least one week in advance. Additional make-up work may be given upon the child's return to class. Exceptions will be made in emergencies at the discretion of the classroom teacher. Absence due to illness will be treated on a daily basis. **Make-up work will not be ready before 3:10 p.m. and may be picked up in the classroom or lobby.**

### **Student Health/Safety**

Enrollment at Bethany Christian School requires parents to provide medical information. This includes emergency contacts, health concerns, allergies, proof of immunizations, and authorization to seek treatment. When an accident or injury occurs at school, the school is responsible for first aid only. Parents will be notified immediately if the illness or injury is of a serious nature. If the parents cannot

be reached, the school will contact the persons listed on the emergency information record. When a parent is contacted, they must come immediately to the school. Parents are requested to keep ill children at home at least 24 hours after a fever has broken. In cases of extreme health/safety issues, 911 will be called.

### **Student Illness & Accidents, Administration of Medication**

The California Education Code states that any pupil who is required to take prescribed medication during the school day may be assisted by the school personnel if the school receives a completed medication administration form that includes the following two items:

- A written statement from the physician stating the method, amount, and time schedule for the medication
- A written statement from the parent asking the school personnel to administer medication

Students may not bring any medication, including homeopathic, or over the counter products to school to self-administer.

Students who are ill are to be sent to the office with a note or phone call from the teacher explaining the nature of the illness. **Classroom aides should assist in this process by connecting with a parent first.** Preschool teachers or assistants will take sick children to the office. If a student has a fever, he/she will be able to return once they have been fever free for 24 hours without fever reducing medication. The office staff will assess each illness individually and will institute COVID 19 protocols as necessary. The office staff will care for minor illnesses in the office. In serious cases, the administration and support team will determine the course of action. Emergency cards are kept on file in the office, in the red emergency backpacks, and in the emergency disaster container.

### **Disaster Procedures**

Each month the students will participate in a fire drill. Bi-annually the students will participate in earthquake and lockdown/disaster drills. In the event of a serious emergency, **no parent or other adult is allowed to enter the building unless authorized to do so by the school administration or emergency personnel on site.** Students will only be released to those people listed on the emergency form. Students will remain with their classroom teacher until released to a parent or legal guardian.

### **Dress Code**

Bethany Christian School K-8 students wear uniforms. All uniforms are purchased through Norman's Uniform Company. The website for Norman's Uniforms is [www.normansuniforms.com](http://www.normansuniforms.com). The telephone number is (310) 832-8342. The purchase code for Bethany Christian School is **200**. Students may select from all uniform items on the BCS coded web site. If a student is out of uniform, parents will be called to bring proper attire. New students have 30 days to comply 100% with the Bethany Christian School dress code. Please see the attached uniform guideline list for details.

## **Fundraisers**

Bethany Christian School is committed to limiting the school fundraisers to two main events each year. In the fall, an all school Jog-a-Thon is held. Students may collect sponsor donations from parents, relatives, friends and the community. In the past, this fundraiser provided money for activities for all classrooms during the current school year. A portion of the money raised at the annual Jog-a-Thon is presented to a local charity or an area of need identified through ACSI.

In late spring, a Dinner Gala, Silent & Live Auction, or an all school picnic or pledge drive, is planned by parent volunteers. The spring fundraiser provides funds for capital purchases such as our newly remodeled 7<sup>th</sup>/8<sup>th</sup> grade classrooms. The spring fundraisers from past years have allowed Bethany Christian School to replace all computers in the lab, construct the front office, and preschool and elementary playgrounds and library. The funds have provided the opportunity to upgrade the building Wi-Fi and purchase Smart projectors and iPads, new hand washing/drinking fountains in the play area and have been used to replace classroom furniture and cabinets. Additional hours for classroom support and many enrichment supplies have also been made possible by this fundraiser.

This fundraising event is a team effort. Parents participate in committees, donate Gala items to be auctioned, attend the event and raise community awareness for donations and advertising. Each class may create a classroom project to donate. The first Bethany Christian School Gala was held in 1998.

## **Opening Circle**

At 8:30 a.m. on Monday mornings, K-8 students and teachers meet around the downstairs flagpole. This is a gathering for students, staff, administration, and parents. The agenda consists of prayer, flag salutes/songs, announcements, and presentations of awards. On rainy days the Opening Circle meets in the auditorium.

## **Lunch**

Students in grades K-8 have the option of purchasing catered lunch from Bright Belly Meals five days per week. Parents can sign up for lunch through the BCS website. Students who do not elect to purchase lunch should bring a packed lunch. All students enjoy their lunch on the outdoor tables on a rotation or possibly indoor, under the canopy during inclement weather. If a parent desires to join his or her student for lunch, the child must be signed out in the school office. The parent may “picnic” with their child on the front lawn, not in the student designated eating area.

## **Chapel**

Chapel for elementary/middle school students is on Wednesday mornings at 8:30am. This year some chapels will be virtual; others may be held outside.

### Specialists

Bethany Christian School provides an enrichment curriculum for all students in grades K-6. Each class will spend between 30-60 minutes per week with a technology instructor, an art specialist, a Spanish teacher, a music specialist, a P.E. instructor, and the school librarian. It is our hope that through these dedicated professionals in their fields, our students will be encouraged to discover and develop their unique gifts. Students in grades 7-8 will take electives throughout the school year.

### Special Academic Opportunities

The students in grades 4-8 participate in the Ventura County Star Spelling Bee. A representative and alternate are chosen to represent Bethany Christian School.

### After School Programs

The Bethany Christian School After School Program (ASP) is offered to enrolled students in Kindergarten through 8th grade with both a fall and winter/spring program schedule. There are two 7-8 week sessions during the school year. Students may choose from classes held Monday-Thursday. Classes run from 3:00-4:15 p.m. Students should pack a snack. A variety of classes are typically offered including sports, performing and/or visual arts, Academic Chess, cooking, robotics and more. *Fall ASP classes are postponed this year and will be reevaluated in the Spring.*

### Sports in the Tri-Valley CA Sports League

Bethany Christian School is a member of the Tri-County Sports League and competes in different sports year-round. The teams are composed of fifth through eighth graders. If more students are needed to make a team, some 4<sup>th</sup> graders may be invited to play. Students compete against different private schools in Conejo Valley, Ventura and Simi Valley. Home games are played at either Borchard Community Center or other local schools like Madrona Elementary. Students who participate must have parent consent and must exhibit good sportsmanship to remain an active member of the team. A fee for uniforms and facilities will be collected at the beginning of each season.

### Physical Education

Students may attend school but be excused from Physical Education activities **due to injury or illness with a parent note for up to three consecutive days.** If a student needs to be excused for more than three days, **a doctor's note is required.**

### Standardized Testing

In order to evaluate our student's academic progress, students in grades 2-8 are tested each spring.

### Communication Day

Wednesday is communication day. Please check your email AND your child's backpack for important communications from Bethany Christian School staff. The BCS newsletter is emailed the first Wednesday of each month.

### **Class Parties**

Each class may hold a Christmas, Valentine's Day and Easter Party. This year the parties will be planned by the teacher and aide. All celebrations take place in the classroom. Siblings, of any age, may not attend.

### **Pet Policy**

Dogs are not to be outside of the owner's car in the school parking lot at drop off and/or pick up. The only time a dog may be permitted on campus is if a child's teacher allows a pet to be shared with the class. This must be pre-approved by the teacher, and the family is expected to keep the pet in a carrier or on a leash when walking directly to and from the share-time area. Respect for this policy allows us to continue to make this share time option available.

### **Technology**

Bethany Christian School makes technology resources available to students to enhance their educational work at school. While this wide range of technologies is made available and allows access to vast resources, BCS places significant responsibility on each student to use these tools in a considerate, ethical, and lawful manner. The use of these technologies is a privilege, not a right, and is subject to terms and conditions. ALL students must adhere to the Technology Acceptable Use Policy signed at the beginning of each year which will be provided by the technology specialist. Consequences for misuse will be determined depending on the situation.

### **Student's Personal Items/Toys**

Personal items (cell phones, iPads, etc.) are not allowed to be used at school. (Cell phones are to be turned off and remain in student's backpacks.) The school is not responsible for any personal items that are brought to school and get lost, stolen or broken. If a student has a personal item at school, the teacher may confiscate the personal item and turn it in to an administrator. The teacher shall notify the parent, and the item can be picked up from that administrator. The child may retrieve the item at the end of the day with the parent's consent at the teacher's discretion.

### **Student Cell Phones - Elementary & Middle School**

Student cell phones are not to be used during school hours. They should remain off and in backpacks. Students must use the phone in the front office to contact parents. Calls, especially related to illness, must be logged in the front office. Students may not text parents, or anyone else, during the school day. Middle school students may be required to turn in cell phones in the morning to a designated box and retrieve them at the end of the school day from the box. It is the student's responsibility to follow the designated procedures for submitting and retrieval.

### **Lockers**

Middle school students may have access to lockers at Bethany Christian School. All students must read and sign the locker agreement on the first day of school. Lockers are property of BCS; use of lockers is

a privilege. Misuse of lockers may result in termination of locker privileges. The locker area is not to be used as a social area and students should maintain responsible behavior while accessing lockers.

### **Channels of Communication**

Please use the established channels of communication at BCS concerning a student's social/ academic life or a discipline matter. **FIRST**, go to the student's teacher or specialist regarding any concerns in the classroom. All discipline matters outside the classroom are handled through Mrs. Gerber, the discipline supervisor. Further concerns may be addressed with Mrs. Morrow and the appropriate staff member to find a solution. Email Mrs. Morrow at [tmorrow@bcsto.org](mailto:tmorrow@bcsto.org) to set up a meeting, after contacting your student's teacher.

### **Discipline/Conduct Code**

BCS endeavors to develop the whole student with an integrated Christian lifestyle. It is the school's expectation that a student honor Christ in all behavior and activities 24/7/365.

The responsibility for student discipline is shared by all staff members. Any student not adhering to the rules for behavior at Bethany Christian School will be referred to the discipline supervisor. It is the responsibility of the discipline supervisor to meet with the student, fill out a yellow parent notification slip or pink discipline form, and notify the parent of any consequences for unsatisfactory behavior. Serious infractions will be reported immediately to the principal. All students are informed of the behavior guidelines for Bethany Christian School on the first day of school. A written list of the rules is included in this document and must be read and signed by both parent and student. The discipline supervisor and/or principal evaluate each issue independently. The order and severity of consequences may be changed to fit the individual circumstances. Certain situations may be brought to the school board for review and action, including possible student expulsion. Grounds for dismissal from Bethany Christian School may also be related to parent conduct which undermines the positive spiritual goals that are held in high esteem by the institution.

In addition, if a parent/student conducts herself or himself in a manner that is not in harmony with the philosophy of the school or church administration, when notified by the administration, the parent will agree to voluntarily withdraw their student(s) from the school, or they will be subject to removal from Bethany Christian School.

### **Parent Conduct**

A positive and constructive working relationship between Bethany Christian School and a student's parent(s), guardian(s), or other individuals interacting with the school and/or the school community by virtue of their relationship with a student, is essential to the fulfillment of the school's mission, educational objectives, and operations. For these reasons, the contract between the school and families requires parents, and other individuals interacting with the school and/or the school community by virtue of their relationship with a student, to support the school's philosophy of education and its implementation and operation of the day-to-day school

and classroom programs, as well as the school's community expectations and guidelines, as expressed in this Handbook.

The school requires all students to show respect and courtesy to others in the school community. The school also expects parents/guardians to model the same standards of respectful and courteous behavior in their communications with others at the school. The school reserves the right to suspend, expel, or otherwise remove a student from the school, or decline to re-enroll the student, if the Principal concludes, in his/her sole discretion, that the actions of the student's parents, or other individuals interacting with the school and/or the school community by virtue of their relationship with the student, impede the school's ability to meet its educational objectives or mission, disrupts school operations, are uncooperative, unreasonable, or unsupportive of the school, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards, or make it difficult to have a positive and constructive relationship with the parents.

## **SCHOOL RULES**

### **General Standards of Conduct**

1. Follow the directions of school personnel at all times.
2. Be on time for all classes; be where you are supposed to be.
3. Show respect for yourself, others, and your school.
4. Maintain a safe environment through your personal conduct.

### **Unacceptable Conduct**

Bethany Christian School is committed to maintaining core Christian values, which includes acting like Christ in all situations. We acknowledge our joint responsibility with parents to teach our students moral behavior and core Christian values. The following are unacceptable as a member of the BCS community:

**A.** Certain items may not be brought to school because they present safety issues and they distract from Bethany Christian School's academic environment. The following items may not be brought to school:

1. Drugs, alcohol, and controlled substances
2. Tobacco products
3. Weapons (knives, firearms, or weapons of any kind)
4. Incendiary items (fireworks, matches, lighters, and any other items that may cause a fire)
5. Maintenance/Nuisance items (gum, energy drinks, etc.)
6. Toys including skateboards, scooters, rollerblades, skates, iPads, laser pens, hobby/collectibles, and any other toy not related to classroom instruction & learning.

\*Personal items brought to school must be approved by a teacher in school or for after school use.\*

**\*\*NOTE:** Students cell phones must remain in backpacks and turned **off** during school hours. Student cell phones are not to be used during business hours. Students must use the office phone to contact parents. Calls, especially related to illness, must be logged in the front office. Students are not permitted to text during school hours.

## **B. Bullying, Hazing, and Intimidation/Harassment**

*Bullying can be physical, verbal, or emotional and can occur either in person or through remote methods (i.e. cyber-bullying) and is done repeatedly over a period of time.*

1. Physical bullying includes causing persistent physical injury, stealing, punching, shoving, kicking, slapping or any other physical contact that hurts another child.

2. Emotional bullying includes spreading malicious rumors, keeping people out of a “club” or “group”, getting people to “gang up” on others, ignoring people, whispering in front of others, keeping secrets that are intended to hurt feelings, and saying hurtful or mean-spirited things about someone.

3. Verbal bullying includes foul language, name-calling, commenting negatively on someone’s looks, clothing, body, or other personal attributes, tormenting, or harassing.

4. Cyber-bullying occurs when someone bullies through the internet, cell phone, or other electronic means. Examples include but are not limited to sending mean-spirited texts, email, or instant messages, posting inappropriate pictures or messages about others in blogs, on websites, or on social media and using someone else’s username to spread rumors or lies about someone else.

5. Harassment is aggressive pressure or intimidation towards a student. Harassment of any kind should be reported IMMEDIATELY to the teacher or supervisor. Bethany takes all forms of harassment seriously and will investigate each situation independently through the channels listed below.

Bethany Christian School is committed to preventing bullying in all forms and asks students to try to intervene if they witness bullying and to immediately report any instances to the school administration. Upon learning of any alleged bullying, administration will undertake the following procedures:

1. Administration will conduct a thorough investigation of the matter.
2. Determine appropriate consequences according to discipline procedures.
3. Contact the parents of students involved to inform them of the situation and discuss solutions.
4. Closely monitor the behavior of involved students to ensure the problem does not reoccur.

On-going and persistent bullying that occurs even after these preventive measures have been taken may result in expulsion.

*\*\*The discipline supervisor and/or principal evaluate each offense independently. The order and severity of consequences may be changed to fit the individual circumstances. Appropriate situations may be brought to the school board for review and action, including possible student expulsion.*

## **GENERAL RULES WHEN ON SCHOOL GROUNDS**

1. No food or gum is allowed on the playground.
2. Supervision staff must be notified when playground equipment (balls) go over the fence. No student should try to climb over the fence or go around the fence without permission from the playground staff. At no time is a student allowed to play or walk on the hillside.
3. At recess and lunch when the whistle blows, students are to freeze. After being excused, students are to go directly to their class line. During recess and lunch students are to use the restroom and get drinks before the whistle blows. No one will be allowed to get a drink or use the restroom after the whistle blows.
4. Students should not bring their own sports equipment from home to use at recesses or lunchtime.
5. Some items will **not** be allowed on the playground, (including, but not limited to playing cards, trading cards, electronic games, cell phones, etc). **No** toys are to be brought to the playground at any time.
6. All students use the upstairs and downstairs **outside** drinking fountains. **K-6** uses the downstairs restrooms, by second grade. **Grades 7-8** may use the upstairs restrooms.
7. No child is allowed in the building during recesses or lunch at any time. Students are to notify their supervisor before use of the restroom. Students must ask permission to go to the office. Playground staff will notify the office if a student has permission to go to the office.
8. No student is allowed to play in the parking lot before or after school. After school, students are to wait on the front lawn only for parents to pick them up, **not** in the islands between the cars behind the Church Office or on the soccer field.
9. No students are allowed in the building before 8:30 a.m. On days there is inclement weather, classrooms will be open at 8:15a.m.
10. Students are not allowed to carry over \$20.00 while at school. If a student needs to have a larger amount of money for after school, they are to go to the school office and ask for it to be held for them.

After school it is the student's responsibility to pick up their money.

11. All rules of safety **must** be followed at all times.

## **UNIFORM GUIDELINES: GIRLS - BETHANY CHRISTIAN SCHOOL**

Uniform supplier for Bethany Christian School: **Norman's Uniforms.**

School Code: **200**

Fax 310-832-1410 or Telephone 310-832-8342

Website: [www.normansuniforms.com](http://www.normansuniforms.com)

Uniforms must be purchased from Norman's Uniforms. School uniforms must be worn every school day and for field trips. For special events, a written notice will be sent home advising of alternate dress permission. If costumes are worn only part of the day for a classroom event, uniforms must be worn for the remainder of the day. **Uniforms should be clean, fit properly/modestly and be in good repair.**

**Jumpers:** Blue pinfeather, navy and burgundy plaid, or solid navy (non-uniform shorts should be worn underneath, but must be shorter than jumper hem).

**Drop Yoke Skort:** Navy, Khaki, or Plaid with built in shorts

**Wrap Around Skort:** Navy, Khaki, or Plaid

**Pants or Walking Shorts:** Navy or Khaki

**Blouse for Jumpers:** White Peter Pan blouse, white sailor blouse (tie optional), or white knit short sleeve blouse.

**Shirt:** Short sleeve knit polo with logo, long sleeve knit polo with logo

Colors: White, navy, grey, light blue, red, or yellow

Polo shirts may **NOT** be worn under jumpers

\*T-shirts, tanks, camisoles or long sleeve t-shirts must **not** be visible under uniform shirts or blouses.\*

**Socks:** Solid white only, WITHOUT logos or designs. Navy or white leggings without logos are allowed on cold weather days.

**Shoes:** Shoes may be any color this year. No backless shoes, sandals, Crocs, Wheelies or Ugg-style boots. **The only boots that students may wear are rain boots on a rainy day with a change of shoes for the classroom.**

**Jackets:** Navy nylon hooded jacket, track jacket or letterman style jacket with logo; Non-uniform

inclement weather jackets should be color coordinated if possible. Non-uniform jackets may not be worn in classrooms. Non-logo zip sweatshirts are **NOT** jackets.

**Sweatshirts:** Must be from Normans Uniforms: Red or navy crew neck/ zip-up and/or hooded with logo

**Sweaters:** Red or navy V-neck cardigan (must be from Norman's Uniforms).

**In addition:** Natural color hair only. No decorative hair colors. No spiked or heavily moussed hairstyles. **Uniform accessories only.**

Headbands by Normans or natural hair colored headbands. No scarves, boas or non-approved hair accessories (feathers, beads, etc. that would be a distraction). No hats, visors or knit caps. No make-up, chains with wallets or belts, or temporary tattoos. **Stud earrings only.** For safety, necklaces should be tucked in on the playground.

**PLEASE PRINT YOUR CHILD'S FIRST AND LAST NAME ON THE LABEL IN ALL SWEATSHIRTS, SWEATERS, AND JACKETS.**

## **UNIFORM GUIDELINES: BOYS - BETHANY CHRISTIAN SCHOOL**

Uniform supplier for Bethany Christian School: **Norman's Uniforms.**

School code: **200**

Fax 310-832-1410 or Telephone 310-832-8342

Website: [www.normansuniforms.com](http://www.normansuniforms.com)

Uniforms must be purchased from Norman's Uniforms. School uniforms must be worn every school day and for field trips and evening events. For special events, a written notice will be sent home advising of alternate dress permission. If costumes are worn only part of the day for a classroom event, uniforms must be worn for the remainder of the day. **Uniforms should be clean, fit properly/modestly and be in good repair.**

**Walking shorts:** Navy or khaki

**Pants:** Navy or khaki

**Shirts:** Short sleeve knit polo with logo, long sleeve knit polo with logo

Colors: White, navy, grey, light blue, red, or yellow

T-shirts, tanks, or long sleeved t-shirts must **not** be visible under uniform shirts.

**Socks:** Solid white only, **WITHOUT** logos or designs.

**Compression or sports tights/leggings** may be worn under shorts; no holes, solid, uniform colors only.

**Shoes:** Shoes may be any color this year. No Crocs, Wheelies or Ugg-style boots. **The only boots that students may wear are rain boots on a rainy day with a change of shoes for the classroom.**

**Jackets:** Navy nylon hooded jacket, track jacket or letterman style jacket with logo; Non-uniform inclement weather jackets should be color coordinated if possible. Non-uniform jackets may not be worn in classrooms. Non-logo zip sweatshirts are **NOT** jackets.

**Sweatshirts:** Must be from Normans Uniforms: Red or navy crew neck/ zip-up and/or hoodie or zipper with logo

**In addition:** Hair must be no longer than the top of the collar. Natural hair color only. No decorative hair colors, no spiked or heavily moussed hairstyles, no Mohawk hairstyles. No hats, visors, knit hats or hair accessories that would be a distraction. No chains with wallets or belts, and no temporary tattoos. No earrings or nail polish. For safety, necklaces should be tucked in on the playground.

**PLEASE PRINT YOUR CHILD'S FIRST AND LAST NAME ON THE LABEL IN ALL SWEATSHIRTS AND JACKETS.**

## **UNIFORM-FREE (ALTERNATE) DRESS CODE**

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Costumes and street clothes should comply with the following guidelines. If in doubt of an outfit's proper compliance with the dress code, please bring it in for approval prior to the date of the event.

Blouses or shirts must:

- Have a modest neckline
- Fully cover the midriff when arms are raised
- Be free of offensive or suggestive wording or graphics
- Have full shoulder coverage (no straps, tank tops or camisoles)
- Fully conceal undergarments

Dresses, skirts, shorts, or pants must:

- Be no shorter than 4 inches above the knee
- Be free of wording or graphics
- Fully conceal undergarments

In addition:

- Garments must fit well enough not to drag on the ground
- Dresses must have full shoulder coverage (no straps) or be worn with an overblouse or jacket.

Dresses must have a modest neckline

Shoes: Athletic shoes are preferred. Low heels recommended (two inches or less). With the exception of costumes, no soft-soled shoes, backless shoes or sandals, no wheelies.

Only on alternate dress code days may students wear jackets, sweaters, and sweatshirts not purchased from Norman's. They must not have offensive graphics or wording.

Jewelry and accessories: Stud earrings only. Less is more: limit wearing multiple bracelets, rings, necklaces, earrings or hair accessories that would be a distraction. Long necklaces should not be worn to the playground.

Costumes (unless involved with a planned school function), makeup, temporary tattoos are not permitted.

**Please note: This is a fragrance-free campus for adults and students**

Dear Parents:

This Handbook contains policies regarding standards of conduct for students and parents at Bethany Christian School. This list is not intended to be all-inclusive; rather, it serves as a guideline by which students may learn about appropriateness and develop self-control. This list also serves as a guide for all parents and guardians. In all cases, the administration reserves the right to clarify policies and decide whether or not specific behavior is acceptable.

Please read the policies with your child(ren). Follow [this link](#) to e-sign and submit this form. If you have multiple children, one form must be submitted for each child.

Thank you,

Bethany Christian School Staff