



K-8th Grade Learner & Family Handbook

Pages	BETHEL LEARNER & FAMILY HANDBOOK
2	Welcome to Bethel Community Education
3	Faith Statement
4	Commitment to the Whole Child
7	Licensed, Registered, Board of Directors Run, Nonpublic School
8	Admissions & Withdrawal Process
11	Volunteers
12	Confidentiality Policy
13	Arrival & Departure
14	Attendance
15	Lunch, Snack & Water Bottle
16	School Schedule & Special Days
17	Full Days & Half Days
18	Accountability: Weekly Updates, Showcases, Progress Reports & Portfolio Conferences
19	Developing Christian Character
21	Suspensions & Expulsions
22	Technology Use
23	Technology Agreement
24	Sexual Harassment Policy
25	School Safety
26	School Lockdown Drills
28	Quality Assurance
28	Civil Rights - Child & Adult Care Food Program (CACFP)
30	Health Policy
33	Bethel Community Education's Story

WELCOME TO BETHEL COMMUNITY EDUCATION!

We pray that you will be blessed as we partner together in God's work, developing the lives of His children in relationship to Him and one another. God's Word is the foundation of who we are, and influences every aspect of our innovative, individualized approach to learning. This handbook is designed to inform parents and families about Bethel Community Education's procedures and policies. While written guidelines, rules, and policies are useful, they can't replace common sense or be all-inclusive. Please become familiar with the handbook and let us know if you have any questions.

Bethel Community Education is a:

- A. Community Rooted in Christ** first and foremost. Our mission is to empower learners to use their God-given talents to join in Christ's work. We envision a world with trained disciples who seek God's leading in advancing His kingdom for His glory. This is at the root of all we do - from how the board operates to how curriculum is created, how discipleship is approached, and how a Christ-centered learning community is cultivated. We are all image bearers of Christ, and that impacts how we interact with one another and the world around us.
- B. Welcoming, Inclusive Community.** At Bethel, it is our passion to welcome learners of varied abilities, equipping and empowering them to learn in an environment where they can thrive. Through a partnership with All Belong, we strive, if able, to accommodate individuals with special needs. Learners will be supported, equipped, and empowered to grow in their strengths and weaknesses. It is less about a learner "fitting in" to our model; rather, it is about how and if Bethel can set up supports to allow a learner to flourish.
- C. Learner-centered Model.** Within the framework of a growth mindset, learners take ownership of their learning. As learners set and track daily goals, recognize and speak into their strengths and weaknesses, reflect on obstacles they are working through (and have overcome), life long learners emerge. When the process of learning becomes the focus, both academic and personal growth is impacted.
- D. Individualized Learning Model.** Through data, informal assessment and observation, we offer academic instruction that meets learners at their prime instructional level. Breakout groups are provided during our academic morning hours. These are purposeful, intentional times when a guide comes alongside a learner in areas that need support through a one-to-one or small group setting.
- E. Curiosity-enhanced Learning Environment.** We believe curiosity sparks wonder, and wonder leads to great questions. Through providing real world experiences, we challenge learners to develop lifelong skills of critical thinking, problem solving, collaboration, and crucial conversation. Learners begin to see the joy of lifelong learning, develop passions and gifts, and lean into doing "hard things" knowing it is in those times they can grow.

FAITH STATEMENT

- God is the one true God.
- God is: the Father, Jesus Christ the Son and the Holy Spirit.
- God is the Creator of heaven and earth.
- God makes each of us uniquely in His own image.
- God is love.
- God loves His people.
- Jesus Christ humbly loved and served his neighbors, and we are called to follow in that example.
- Jesus Christ, who was without sin, took on the punishment for our sins and died on the cross. Three days later He rose from the dead – forty days after the resurrection He ascended into heaven.
- Christ conquered sin and death that we may enter into a relationship with His Father.
- God invites us to daily extend and advance His kingdom to the community we are called to serve.

Bethel Community Education is a missional organization and opens our arms as wide as we can to all who wish to join Bethel. If you desire to send your child to Bethel Community Education, you will be asked to acknowledge that your child will be immersed in an education rooted in Christ.

COMMITMENT TO THE WHOLE CHILD

All children are designed by God, in the image of God, and have been made for the glory of God. We believe God has entrusted us with the responsibility of coming alongside each child in a way that fosters curiosity, wonder, and growth. We seek to allow each child the ability to thrive in every aspect of their lives. Our team at Bethel Community Education accomplishes this through living and modeling what we hope to cultivate in each child. We are rooted in Christ, and that encompasses how we approach everything.

A. Discipleship at Bethel Community Education

First and foremost, our team at Bethel Community Education is committed to guide each learner in discipleship to Christ. It is a part of everything we do at Bethel as it encompasses all things.

1. **Each Learner is a Child of God:** We are all called to use our gifts to further his kingdom and bring honor and glory to him. The team and learners at Bethel strive to live this out each day through the unique gifts he has blessed each one with. As a team, we help to develop and fan into flame each learner's gifts and talents in order to truly carry this out.
2. **Bible and Prayer:** We spend time in God's word each day to learn more about him and draw closer in our relationship with him. Learners are provided a variety of ways to talk to God through prayer journaling, drawing, listening to worship music, or sitting in his creation.
3. **Guiding:** The Bethel team desires to live out the Fruit of the Spirit as we come alongside each learner. It is in the way we approach all our interactions within our team, learners, and families.
4. **Restorative Practices:** When conflict arises, we use God's word to guide us through a restorative process. We take the time to understand, ask questions, listen, and seek restoration. It takes time, but these are essential skills our learners are developing as they work to develop friendships.
5. **Create:** God is the Creator, and we are made to create. Throughout our model, learners are given the opportunity to create by choosing an individualized approach to display their learning.
6. **Explorations:** We challenge learners to develop problem solving and critical thinking skills throughout our afternoon explorations. Guides create spark discussions that aid in deepening their skills while pushing them to think and grow their Christ-centered worldview. At the end of each Exploration, we have learners reflect on their individual and collaborative learning and rate themselves in their learning, attitude, cooperation, involvement, and creativity. We also value the input they have in rating the Exploration's challenges, Showcase, what to keep, what to get rid of, and what to add.

B. Necessary Life Skills at Bethel Community Education

As disciples of Christ developing 'Necessary Life Skills' is of equal (or utmost) importance in and outside of school for both guides and learners. The formation of these skills is approached from a Biblical perspective, using scripture as our guide.

1. Develop a growth mindset.
2. Communicate with one another.
3. Collaborate with peers or all ages.
4. Respect each other's space and things.
5. Respect Bethel's space and things.
6. Care for and respect God's creation.
7. Hold each other accountable.
8. Develop a "tool box" for each learner in dealing with one's emotional, social, mental, and behavioral needs.
9. Develop time management skills as an individual and within a collaborative group setting.

C. The Learning Process at Bethel Community Education

We believe each child is created by God with unique gifts and talents to further his kingdom and bring honor and glory to him! Math, reading, writing, spelling, grammar, vocabulary development, are all subjects we focus on throughout the morning. Our afternoons focus on social studies, history, fine arts, sciences, and more. Through our model, we get to know where your child is at in their learning. Through hierarchical prompts and supports starting from least and moving to greatest, guides come alongside each learner to foster growth in their learning (spiritually, socially, emotionally, behaviorally). This is done in a variety of ways.

1. **Breakout sessions:** These are purposeful, intentional, instructional times when guide and learner(s) meet. Through state of the art technology, our teacher dashboards allow us to assess learners on a weekly basis. Using this data our guides are able to hone in on opportunities for growth.
2. **Goals, Goals, Goals:** Learners are equipped to set and track daily goals. They also set goals for achievements they would like to accomplish by the end of the year. Midyear, learners and guides revisit these goals. Modifications are made based on what they have already completed, as well as those that need to be broken down into smaller segments.
3. **Weekly Check-ins:** Accountability is incredibly important. Each guide tracks each learner's academic progress during their weekly check-in. If learners are not meeting goals or moving forward, the guide and the learner work together to develop a plan that will help them with whatever they may be struggling with or stuck on (environment, distractions, difficult learning concepts, and so on). It is also a time to celebrate successes.
4. **Achievements:** Achievements are clearly defined learning goals for each grade level. Learners can be in various levels dependent on their learning goals. If there is an area where a learner is extremely high in one or more areas, but struggling in another, intentional time is set aside to focus on specific learning goals that need to

be developed.

- a. **Academic Achievements** are earned for math, reading, writing, spelling / and vocabulary development
 - b. **Extra-curricular achievements:** Once learners have accomplished 5th grade Typing and 5th grade Spelling / Vocabulary Development Achievement, they choose what extra-curricular subject they would like to learn about, as well as how they would like to display their findings and/or learning.
 - c. **Apprenticeship Achievements:** Learners in 7th and 8th Grade are provided with an opportunity to apprentice in a field that interests them through Bethel's partnerships with business and organizations
5. **Explorations:** These 3-week and 6-week long real-world challenges our learners face allow them to dive into the world of being a scientist,
 6. playwright, entomologist, geologist, entrepreneur, creator, videographer, editor, speaker, performer, and so on. Explorations expose learners to opportunities available in the world while helping them to develop new gifts and new interests.
 7. **Showcases:** At the end of an Exploration, learners display all that they have learned at a Showcase. Each Showcase offers real-world experiences that prepare learners, and include, but are not limited to:
 - a. Public Speaking
 - b. Collaborative Group Work
 - c. Presentations (electronic, verbal, and handwritten)
 - d. Meeting Deadlines (Exploration deadlines for challenges that need to be completed for Showcase preparation)
 8. **Celebration Ceremony:** We love to honor our learners' achievements. When they receive their achievements at the end of an exploration, we honor each one of the learners as they add it to their Achievements Frame and hang it back up for all to see.

LICENSED, REGISTERED, BOARD OF DIRECTORS RUN, NONPUBLIC SCHOOL

Bethel Community Education is a registered nonpublic school in the state of Michigan. This means Bethel qualifies for Equitable Funding for Nonpublic Schools in the state of Michigan. This also means that we can participate in partnering with local universities and colleges and welcome their learners to observe, teacher aid, guide small/whole groups, and student teach. Bethel Community Education is run by a Board of Directors. Bethel's board is a spiritually-driven board that seeks God's will in leading and guiding this school.

ADMISSIONS & WITHDRAWAL PROCESS

A. Application / Enrollment Procedure: General information and application forms may be obtained from the school or by visiting <https://bce.school> and clicking on “Enroll.” The following forms are required before application/enrollment will be considered:

1. An Application / Enrollment Form must be submitted with our non-refundable enrollment fee of \$250, which includes the following:
 - a. “In Case of Emergency” Contact Information
 - b. Field Trip Permission Form
 - c. Photo Release Form
 - d. Proof of Income (tax return)
 - e. Proof of Residency
 - f. Directory Contact Information for Bethel Families
2. A copy of an original birth certificate must be on file with the school.
3. An up to date Immunization document or a Physician’s Waiver Form through your county of residency
4. Health Appraisal Form
5. Copies of the following documents should be given to the school at least two weeks in advance of an interview date:
 - a. Your child’s report cards from the last two years
 - b. Special education information (IEPs, psychological evaluation, social work evaluations, etc.)
 - c. Standardized test records
 - d. Discipline records
 - e. Health records
 - f. Any other pertinent information that might be relevant to the wellbeing and success of the learner, other learners, the school in general, and the staff.
6. A family interview will be scheduled with the school director and/or assistant director.. All forms/documents listed above should be provided to the school at least two weeks before the interview.

*Updated tuition fees for preschool can be found here: [Bethel’s Tuition Scale](#)

B. Withdrawal Process: If you choose to withdraw from Bethel *prior* to the school year beginning, your enrollment fee is non-refundable. If you choose to withdraw *during* the school year:

1. Contact the School Director and your program guide as soon as possible.
2. Your tuition will be prorated beginning the month following withdrawal.

C. Transferring learners: Parents must complete an Authorization to Transfer Records Form. The school may conduct an interview with parents and former schools for verification that we are a good fit for one another in helping the child be successful, as well as making

sure the needs of the school are being met.

D. Tuition Payments: Bethel Community Education provides three different tuition payment options:

- a. 1 installment: Due on or before September 1. This payment provides an optional 3% discount.
- b. 2 installments: The first payment is due on or before September 1, and the second payment is due on or before February 1.
- c. 10 installments: Each installment is due on or before the first of each month, September through June.
- d. For families with more than one learner enrolled at Bethel, there is an optional sibling discount of \$300 for each additional child enrolled.

E. Tuition Late Fee Policy:

- a. Tuition Late Fee: Tuition payment is complete based on the day payment is in hand. If a payment is past due by 30 days, an additional \$100 is owed.

F. General Information: Parents are required to acknowledge our Statement of Faith.

Parents are expected to communicate information to the school that might be relevant to the wellbeing and success of the learner, other learners, the school in general, or the staff.

G. Immunization Requirement: Michigan law requires any pupil entering school in this state be required to present prior to admission to the school certification from a licensed physician that the student has had adequate immunization, or Certification from the local county health department stating a parent / guardian attended a video informing them the physical condition of the child would be such that immunization would endanger the child's life or health.

H. Non-Discrimination Policy: Bethel Community Education will not, either by action of the Board of Directors or by administrative practice, discriminate against any student because of race, color, national or ethnic origin.

I. Acceptance: Acceptance into Bethel Community Education will be based on availability, deadlines, needs of the current and potential learners, parental agreement and support of the Biblical Christian mission of the school, along with the strength and vitality of the financial needs of the program. The administrator of the school will make recommendations to the Board in regard to concerns in relation to any of these areas. All registration, fees, and past due accounts must be current before enrollment is completed. learners will be enrolled continuously in the program, unless there is a compelling reason regarding the wellbeing of the school that would hinder acceptance.

H. Age: An applicant for Kindergarten must be at least five years old by September 1 of the year entering school.

I. Parent Involvement: Parent involvement is critical for healthy schools and is a cornerstone of excellence in education. Bethel Community Education is dependent on parents, guardians, and/or grandparents to volunteer in a variety of ways to support the wellbeing of the school. Parents, guardians, and grandparents are encouraged to share hobbies, talents, occupations, skills, and to serve with and for our learners.

VOLUNTEERS

Parent involvement is critical for healthy schools and is a cornerstone of excellence in education. Bethel Community Education is dependent on parents, guardians, and/or grandparents to volunteer in a variety of ways to support the wellbeing of the school. Parents, guardians, and grandparents are encouraged to share hobbies, talents, occupations, skills, and to serve with and for our learners. This commitment requires all volunteers to be subject to a background check if no Bethel staff is in attendance with a volunteer interacting with learners. Volunteers are to report to the office and sign in and out. Furthermore, the Michigan Department of Licensing and Regulatory Affairs Licensing Rules state “any volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks must have a physical signed by a doctor on file.”

Volunteers are:

- Required to sign in and sign out each time they assist programming of any sort at school.
- Asked to carry out their role without bringing younger and/or older children into Bethel. The desire is to have our volunteers fully present for our learners as you aid in helping us carry out the mission of Bethel.
- Subject to a background check.

Visitors are:

- Required to sign in and sign out each time they assist programming of any sort at school.
- Subject to a background check.

All Bethel Community Education volunteers and visitors are required to sign in and sign out each time they assist any programming at school.

CONFIDENTIALITY POLICY

To protect the privacy of children and their families, we follow strict confidentiality laws. Bethel Community Education does not release the names, ages, disabilities, or other personal information without written permission. Our staff and volunteers are expected to maintain confidentiality at all times. When agreeing to be a volunteer, you also agree to maintain confidentiality by never divulging any information or records concerning any of our preschoolers, learners, or families without proper written authorization. The unauthorized release of confidential information may result in actions that disqualify you from spending time in any of our classrooms and/or programs. Please respect the privacy of the other families by only discussing and sharing information about your own child.

ARRIVAL & DEPARTURE

- A. Hours of Operation:** Kindergarten through 8th grade is held Mondays - Fridays from 8:30 - 3:15 pm. Please refer to our school-wide calendar for your child's yearly schedule, which can be found on our website here: [23/24 School Year Calendar](#).
- B. Arriving Late and/or Departing Early:** If your child arrives late or needs to depart early, they must sign themselves in or out at the Welcome Kiosk, or their parent / guardian can sign them in or out.
- C. Safety:** You and your learner's safety is of the utmost importance to us. Please follow the drop off and pick up procedures to assure we keep everyone in our community safe.
- D. Drop Off:** Occurs Mondays - Fridays between 8:00 am - 8:30 am. You will drop off your learner in the drop off line just north of the north entrance outside of school. There will be a Bethel team member there to welcome them. If you are going to arrive after our 8:30 am start time, please call the school office at (616) 884-3020. You will need to be buzzed in at the vestibule. The only doors that anyone may use for entry are the north facing doors. If you desire to walk your learner in and/or want to speak with a staff member, please park in a marked parking space, not along the side walk in the drop off line.
- E. Pick Up:** Occurs immediately following the end of your learners' day at 3:15 pm. If you are running late, please call the school office at (616) 884-3020. If you want to get out of the vehicle to pick up your learner or speak with a staff member, please park in a marked parking space, not along the sidewalk in the pick up line.
- F. Entering and Exiting the Parking Lot:** To enter the school parking lot, use the drive nearest Rogue River Dr. To exit, use the drive furthest from Rogue River Dr. There, you may turn left or right onto Kuttshell Dr Ne.

ATTENDANCE

- A. Absences:** If a parent or guardian knows their child(ren) will miss 5 or more days, they are to inform the Bethel Community Education staff so we can properly document the absences.
- B. Missing School:** Parent(s) or guardian(s) must inform Bethel Community Education staff when their child(ren) will be arriving late, leaving before dismissal or missing school due to sickness, appointments or other reasons. The parent(s) and/or guardian(s) will need to sign in or sign out their child(ren) when dropping them off later or picking them up early. Please bring your I.D. so the staff can follow the proper state guidelines for dismissing your child(ren) with you.
- C. Tardiness:** Learners arriving after 8:30 am must sign in at the main office and have a note stating the reason for their late arrival.
- D. Early Dismissal:** Learners leaving early from school must bring a note from his/her parent(s) and/or guardian(s) informing Bethel Community Education staff the time when the student will be picked up or should have them inform their guide. If your child is getting picked up by someone other than yourself, please inform the Bethel staff so we can I.D. the person before they pick up your child(ren). This is for the safety of your child.

LUNCH, SNACK & WATER BOTTLE

- A. Lunch:** Occurs every school day between 12:00 and 1:00 pm. You will want to send your child with a lunch that will give them energy for the rest of our afternoon.
- B. Snack:** We have a scheduled snack time in the morning for all our learners, and many learners prefer an afternoon snack as well. Please pack 2-3 snacks for your child each day.
- C. Water Bottle:** Please send a water bottle with your child. You can decide to leave it for the entire week and we can send it home on Fridays, or choose to bring it back and forth daily.

SCHOOL SCHEDULE & SPECIAL DAYS

- A. Daily:** Our mornings begin with a morning routine that includes prayer and spending time in God's word. The learners set goals dependent on what their schedule is for the day. They begin working on those goals throughout the morning with a snack break in the middle. Before lunch begins, learners track their goals. From 12:00 - 1:00 pm, the learners spend their lunch and recess time as they wish indoors or outdoors while being supervised by a Bethel team member or Bethel volunteers. The afternoons begin with read aloud. Learners dive into their exploration challenges and wrap up the day with cleaning and a closing discussion and prayer.
- B. Weekly:** We are in session for 3-weeks or 6-weeks at a time followed by a 1-week break. Sometimes it may vary with a 5 or 7-week session dependent on how the yearly calendar lands. Each week, learners will experience outdoor adventure, art, and Fun Friday.
- C. Yearly:** We usually begin school the week before Labor Day and end a week or two after Memorial Weekend. Please pay attention to the yearly calendar for exact start and end dates.
- D. Special Days:** We love welcoming our special friends and family members into our learning environment through a variety of different activities.
 1. Open House
 2. Donuts with Grownups
 3. Grand Friends Day
 4. HOT Cocoa with COOL People
 5. Showcases

FULL DAYS & HALF DAYS

- A. Full Days:** School begins at 8:30 am and ends at 3:15 pm for our Kindergarten through 8th grade learners.
- B. Half Days:** Bethel does *not* hold half days.

ACCOUNTABILITY: WEEKLY UPDATES, SHOWCASES, SESSION PROGRESS REPORTS, & PORTFOLIO CONFERENCES

- A. Weekly Updates:** In the 3rd-5th grade program and the middle school program, learners will be communicating weekly with parents / guardians regarding how their week at school went regarding faith, focus, effort, and goals. If a learner has met their goals that were agreed upon by the guide, they are able to partake in Fun Friday. If a learner has not met their goals due to focus and/or effort, they will not be able to partake in Fun Friday. Instead, they will work on their goals during that time. This information will be sent weekly by the learner for transparency between school and home, and to help build accountability within each learner.
- B. Showcases:** At the end of every session, learners hold a Showcase to display all that they have discovered during Bible, reading, writing, math, and exploration. If a learner has not met their goals and/or expectations to their capable standard, they will be unable to attend the Showcase. Another plan will be created for them to present their growth at a later time. Learners that have met their goals and expectations get to partake in Showcase to highlight all their achievements. If a learner partakes in Showcase, they have earned Celebration the following day. If a learner did not earn Showcase, they will not be able to take part in Celebration.
- C. Session Progress Reports:** At the end of every session, parents / guardians will receive a progress report from the guide highlighting the academic progress your learner has made, along with a few reflections from the past 6 weeks.
- D. Portfolio Conferences:** Parent / guardians sign up to meet twice a year with their learner(s), once in the fall and once in the spring. This is a time for learners to share their learning goals, struggles, distractions, strengths, and accomplishments. The guide will be present during these conferences to share important observations and give parents / guardians time to ask questions.

DEVELOPING CHRISTIAN CHARACTER

At Bethel Community Education, we strive to cultivate a positive, safe environment for all of our learners. We believe each of us is created by God and bear His image. We uphold an intentionally biblical perspective in all of our learning at Bethel, including when it pertains to developing the behavior we should emulate as disciples of Christ. We encourage our learners, staff and community to live a life that is pleasing to God. At Bethel, the Christ-like character attributes would include, but are not limited to, integrity, respect, unity, discernment, self-control, forgiveness and love.

We understand we live in a fallen world, we are imperfect beings and we continue to sin. That is why our discipline policy embodies our guides and staff to intentionally come alongside our learners to develop Christian character and restore broken relationships. Each individual is unique and each situation different, which is why we prayerfully seek God's wisdom in bringing about consistency as we disciple and support learners when restoration is needed. Bullying is intentional, repeated, harmful behavior initiated by one or more persons and may be directed toward another person. It can manifest itself in many different ways. Repeated misbehavior at school can also manifest itself in many different ways. The guides and staff at Bethel are professionals trained to deal with day to day management. When a guide or staff member needs additional support they will inform the School Director.

A. Plan for Discipling Learners

1. The guide or staff member will come alongside the learner(s) and clearly define and document, when necessary, what events occurred.
2. If immediate action is needed, the guide or staff member will notify the School Director to review the situation. The parent(s) and/or guardian(s) will be notified the same day of what events occurred. Details will be gathered and shared from all parties involved.
3. The guide or staff member will, with guidance from the School Director, implement strategies / recommendations / consequences developed. These strategies / recommendations / consequences will be shared with the learner's parent(s) and/or guardian(s).

If the learner's behavior continues:

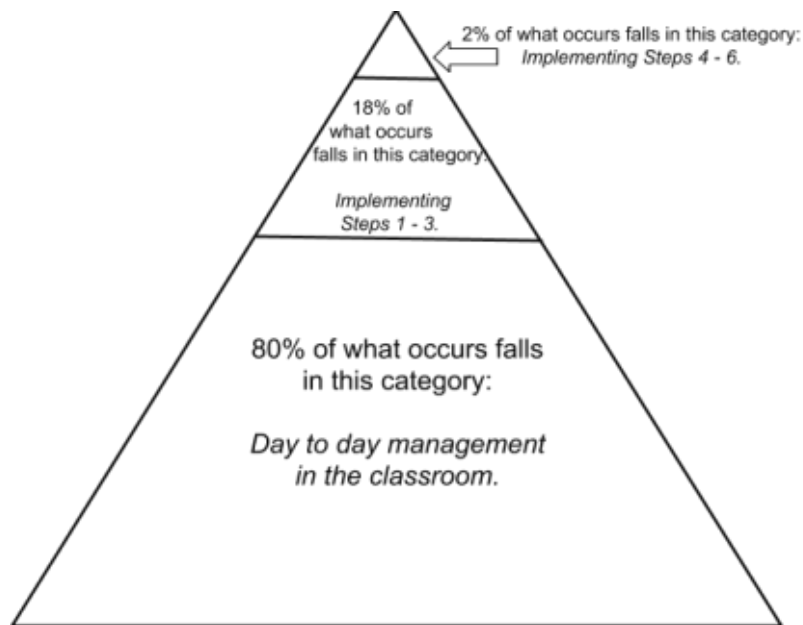
4. The guide or staff member should notify and seek advice from the School Director then notify the parent(s) and/or guardian(s). Details will be gathered and shared from all parties involved.
5. The guide or staff member will, with guidance from the School Director, implement strategies / recommendations / consequences developed. These strategies / recommendations / consequences will be shared with the learner's

parent(s) and/or guardian(s).

If the learner continues the behavior, he/she will meet the guide and the School Director. Together, they will:

6. Develop and document a plan to guide his/her behavior and support all learners involved.
 - i. The School Director and guide or staff member will review the plan and make adjustments if needed.
 - ii. The School Director, guide or staff member will continue to communicate the plan and strategies / recommendations / consequences with the parent(s) and/or guardian(s).

B. Visual for Developing Christian Character Policy



C. Documentation for Developing Christian Character

The guide or staff member will:

1. Create a document titled, *(Insert student's initials) Character*. Date and document the event(s) that occurred.
2. Share the document with the School Director.
3. Document the strategies / recommendations / consequences that will be implemented.
4. Continue steps 2 - 3 if necessary.

SUSPENSION & EXPULSION

As stated, Bethel Community Education strives to cultivate a positive, safe environment for all of our K-8th grade learners. If there is ever a violation to our discipline policy known as *Developing Christian Character*, we take this extremely seriously. The School Director and Assistant Director will involve the Board of Directors. The Board of Directors will offer prayerful wisdom and direction for the School Director as to what steps would need to be made to support any and all impacted by the action(s) that lead to a suspension and/or expulsion. Suspension refers to temporary removal of a learner from Bethel Community Education. Expulsion refers to permanent removal of a learner from Bethel Community Education.

TECHNOLOGY USE

A. Learners & Technology Agreement

Bethel Community Education learners and families agree to uphold their yearly Technology Agreement in regards to the care and usage of the technology device we provide for one-to-one learning. Each program has clear expectations for when, where and how to utilize technology devices at Bethel as a learning tool. If a learner uses a device to do something that does *not* align with Bethel Community Education's Technology Agreement and their learning goals:

1. The learner will receive a grace reminder and the parents / guardians will be informed of the situation. Parents / guardians and the program guide will discuss and agree upon a plan for what will take place if misuse occurs again, as well as communicate that plan with the learner.
2. If a violation is made, the program guide will implement the agreed upon plan and communicate the situation with the parents / guardians.
3. If violations still continue, the program guide, learner and parents / guardians will meet with the School Director and/or the Assistant Director to develop a plan that will be implemented immediately. Note: Removing a technology device from a learner for a time may be considered dependent on the situation.

B. Learners & Technology Devices

At Bethel Community Education, we recognize what a tool and resource technology devices offer, but we also recognize the nuisance and distraction these devices pose. We request all of our learners to either:

1. Leave ALL personal devices at home, or
2. If this isn't possible for your family, please work with your learner's guide to develop a plan.

If, for any reason, a child needs to contact their parents / guardians during school, the proper channels of communication are as follows:

1. Learner speaks with a Bethel staff member
2. Bethel staff member contacts parents / guardians
3. Parents / Guardians continue communication with a Bethel staff member when/if necessary

Personal devices include but are not limited to watches, phones, tablets, and bluetooth devices.

TECHNOLOGY AGREEMENT

Bethel Community Education provides each learner with one-to-one technology in our K-2 program (iPads) and our 3rd-5th grade and 6th-8th grade program (chromebooks). It is common for an iPad and Chromebook to receive wear and tear over the years. In the event an iPad or a Chromebook experiences damage beyond normal wear and tear, the learner will be responsible for the cost of the repairs and/or replacement of the device.

At Bethel Community Education, a technology agreement is signed at the beginning of each year prior to any technology use highlighting we are not held responsible for damages caused beyond wear and tear. Furthermore, our learners using such devices sign a 'code of conduct' and are fully aware of what is acceptable and unacceptable in caring for our technology devices at school.

SEXUAL HARASSMENT POLICY

It is extremely important that Bethel Community Education maintains an environment rooted in Christ where each learner, family member, and staff member is viewed with human dignity, courtesy, and individual respect. Sexual harassment should never be a part of such an environment. It should be noted that sexual harassment constitutes illegal educational and discrimination under Federal and State Statutes, the 14th Amendment of the U.S. Constitution, and Title IX of the Education Reform Act Amendment of 1972. Definition: Sexual harassment constitutes unwelcome sexual advances, sexual comments of any kind, or physical contact of a sexual nature.

Any learner, family member, or staff member who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to a responsible individual with whom the person feels comfortable, either informally or through the filing of a formal, documented complaint. Bethel will notify the parent(s)/guardian(s) of all learners involved in any alleged sexual harassment incident, as well as notify parent(s)/guardian(s) of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a learner or staff member may be presented by a learner and/or parent/guardian in a meeting with the School Director and/or Board President or Board Member. The complaint being brought forth is taken into serious consideration. The consequences to follow will be carefully carried out after prayerful wisdom and discernment and after communicating those consequences to the rightful people involved.

SCHOOL SAFETY

A. Fire Drills: Bethel Community Education will hold a minimum of 5 fire drills each year as required by the state of Michigan. 3 will be conducted prior to December 1. The remaining 2 will be conducted during the second half of the school year. The Bethel staff, administration, and learners are to follow the posted exit signs to seek proper safety during the drill.

B. Tornado Drills: Bethel Community Education will hold 2 tornado drills during the school year. One of the tornado drills will take place in the month of March. The other tornado drill will take place during the school year as sees fit by administration. Staff, administration, and learners are to follow the posted procedure to seek proper safety during the drill.

C. Severe Weather

- 1. Tornado Watch:** If a tornado watch is issued prior to school starting, we will continue with our day as planned keeping close watch on the weather. If a tornado watch occurs during the day, we will continue to keep close watch on the weather and seek shelter if necessary.
- 2. Tornado Warning:** If a tornado warning is issued prior to school starting, we will postpone our start time with the possibility of canceling school depending on the weather. If a warning is issued during the school day, we will seek shelter in our proper location.
- 3. Snow Days:** Bethel Community Education follows the call that Rockford Public School District makes. If Rockford Public Schools are closed due to inclement weather, we follow suit. If one or more of Rockford Public Schools are closed due to a power outage, yet we have power, we will remain open. You will receive an email from Bethel if school is closed.

SCHOOL SECURITY LOCKDOWN DRILLS

Bethel Community Education will conduct 3 school security lockdown drills during the school year as required by the state of Michigan. One will be conducted before December 1, another before January 1, and the last one before the remainder of the school year as seen fit by administration. We will hold a minimum of 1 lockdown drill during the time preschoolers are in attendance. Staff, administration, and learners are to follow the posted procedure to seek proper safety during drills.

Bethel Community Education has two types of lockdowns depending on the situation prompting this action. It could be a **Shelter In Place** or a **Lockdown** (interior or exterior.) Please know that your child's safety is our first priority and all of our actions keep our learners' safety at the forefront.

Parents/guardians will be notified if a lockdown is warranted. Parents/guardians will also be updated, if necessary/possible, during the lockdown and alerted when the lockdown has been lifted.

Lockdowns happen for a variety of reasons and it is important to remember that many of them are due to outside situations that do not involve or impact the school as an immediate threat to our school or learners. Often, it is a precautionary measure to keep our learners and staff away from a situation taking place that is being handled by other officials.

- A. Shelter in Place:** Shelter in place is initiated when the school believes there is some type of emergency that does not directly impact the interior of the school. Shelter-in-place is typically used when police are engaged in an operation nearby, outside of the school. Examples might be an industrial accident, chemical spill, gas leak, or materials transported through the community. The goal is to keep learners and staff safe and indoors. During a shelter in place, outside doors are locked and entrance and exit from the building is limited or restricted. Windows will be shut and locked and may be covered to reduce visibility. All indoor activities continue as scheduled.
- B. Lockdowns:** A school lockdown occurs when there is a threat or potential threat to staff or student safety in the area. During a lockdown (interior or exterior threat), the school is closed to all visitors and learners are supervised until an "all clear" is given by authorities.
 - 1. Interior Lockdown:** If the term interior lockdown is used, there is a known threat to the safety of staff and learners inside the building.
 - 2. Exterior Lockdown:** If the term exterior lockdown is used, there is a potential threat to the safety of our learners and staff. Most often, this is due to police

activity unrelated to the school, but in the vicinity.

C. Parent / Guardian Notification during a Shelter in Place or Lockdown

In the case of one of these actions, parents/guardians are notified through email and/or text. It is vital that you have your email and phone number updated in our directory to receive notifications.

1. What happens when a lockdown takes place at the end of the day?

If a lockdown takes place at the end of the day, we will keep learners inside the building and halt the buses (if applicable) until we are given the all-clear. If you are in your car waiting for your child, he/she will not be dismissed until the situation is clear. You are welcome to wait in your car or clear the premises and return after receiving the all-clear notification.

2. What happens when a lockdown takes place during a midday pick-up time?

If you are already inside the building waiting to pick up your child, you may be asked to wait in a separate area until we receive word that it is okay for you and your child to leave. This is to keep you and your child safe and to follow the wishes of those in authority.

D. Access to Learners During Shelter in Place or Lockdown

1. Shelter in Place

For many parents, your first instinct will be to come to the school to check on your child or take him or her home. However, to ensure the safety of our learners during the Shelter in Place period, we will not be opening our doors to anyone who is unauthorized to enter. As a parent, we recognize how hard this would be. Please know your child's safety is of the utmost importance.

2. Lockdown (interior or exterior)

During a school lockdown, parents are strongly encouraged not to come to school due to the heightened risk. Parents should only attempt to arrive at the school after a lockdown has been lifted. Should an emergency response be called for, it's important that emergency vehicles are able to reach the campus quickly and easily. Parents who attempt to come to the school may obstruct emergency vehicles' access and even endanger themselves or their children. Actual lockdown situations are highly controlled events where police and school officials are together coordinating procedures for the safety of all involved.

QUALITY ASSURANCE

Bethel Community Education is committed to providing a high quality, Christ-centered program that meets, to the greatest extent possible, our learner's needs. In case of a concern, first discuss the situation with your child's guide(s). If the issue is not resolved, discuss it with the School Director. If the issue is still not resolved, please discuss the concern with the President of the Board of Directors of Bethel Community Education. Every effort will be made to achieve a resolution that is in the best interest of the child, family and program.

CIVIL RIGHTS - CHILD & ADULT CARE FOOD PROGRAM (CACFP)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) Mail: 23 U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 2) Fax: (202) 690-7442 3) Email: program.intake@usda.gov This institution is an equal opportunity provider.

HEALTH POLICY

Bethel Community Education is committed to the health and safety of all our learners. During these times, we remain aware of the ever-evolving local, state and federal guidelines, recommendations, and requirements. We believe learning in a face-to-face environment is critical for a number of reasons. The board does not take these decisions or any future health crisis lightly. Thank you for trusting us with your child! Their health and safety is our number one priority.

A. Reporting Your Child's Illness: If your child is ill and unable to attend school, call us to report the absence and include the following:

- a. Name of person calling in for the child (example, This is Jan Smith)
- b. Your child's full name (example, Mark Smith)
- c. The name of guide and program (example, Miss Elena's 3rd - 5th grade program)
- d. The specific reason for the absence

If you call after business hours, please leave a message with all the above information.

If you are unable to call, please send an email to your child's guide as soon as possible.

B. Bethel Reporting Your Child's Illness: If your child becomes ill while at school, a staff member will:

- a. Remove your child from the program
- b. Bring your child to the school office
- c. Note the symptoms present
- d. Contact parent / guardian for immediate pick up

C. Communicable Diseases: When a learner is not feeling well, they should be kept home from school until it is determined that no contagious disease is present. Having a learner absent for a day is better than exposing an entire program to a communicable disease. We are required to report the following immunization preventable diseases to the Health Department immediately upon diagnosis.

1. **PLEASE CONTACT US RIGHT AWAY IF YOUR CHILD CONTRACTS ONE OF THE FOLLOWING:** Encephalitis, Haemophilus, Influenza- Type B, Hepatitis, Measles, Meningitis, Mumps, Pertussis (Whooping Cough), or Rubella.
2. **In an effort to keep the number of illnesses at school to a minimum please consider the following guidelines provided by the Kent County Health Department in determining the appropriate amount of time to keep your child home from school. Many illnesses do not require exclusion. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is a risk of spread of harmful diseases to others. Criteria include:**

Severely Ill: A child that is lethargic or less responsive has difficulty breathing or has a rapidly spreading rash.

Fever: A child with a temperature of 101°F or greater AND behavior changes or other signs or symptoms (e.g., sore throat, rash, vomiting, or diarrhea). The child should not return until 24 hours of no fever without the use of fever-reducing medications.

Diarrhea: A child has two loose or watery stools. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.

Vomiting: A child that has vomited two or more times. The child should have no vomiting episodes for 24 hours prior to returning. Exception: A healthcare provider has determined it is not infectious. For example, vomiting brought on by a migraine.

Abdominal Pain: A child with abdominal pain that continues for more than two hours or intermittent pain associated with fever or other symptoms.

Rash: The child with a rash AND has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provider has determined it is not infectious. Note: Rapidly spreading bruising or small blood spots under the skin need immediate medical attention.

Skin Sores: A child with weeping sores on an exposed area that cannot be covered with a waterproof dressing.

Certain Communicable Diseases: Children and staff diagnosed with certain communicable diseases may have to be excluded for a certain period of time.

**These are general recommendations.*

Please consult your local health department for additional guidance on communicable diseases.

- C. First Aid:** The school does not staff a medical nurse. The Bethel team has been assigned to distribute medication (if the school medication form has been completed by a parent / guardian), handle emergencies, pass out band-aids, etc. Our team has been trained in first aid and CPR. If a learner has special circumstances, detailed information must be given to office staff.
- D. Head Lice:** Although head lice does not cause great medical harm, they are contagious and raise anxiety in learners and families. We will work to prevent the spread of head lice at Bethel by checking the heads of all our learners if there has been a confirmed case. Periodic checks may be done if a learner shows signs of head lice such as scratching or visible nits (eggs). Notification and treatment recommendations will be sent home in the event of a confirmed case. Learners with head lice may not return to school until the condition is fully treated.
- E. Immunizations:** Bethel Community Education, in accordance with Michigan law, requires that all learners have and maintain adequate written records that a learner has been

immunized against illness required by Michigan statutes. Compliance with this policy is requested within fifteen school days after admission. Thereafter, your child may be excluded from school. Learners who are exempt from required immunizations for medical or nonmedical reasons must have a copy of the certified waiver on file in the school office before that learner may be enrolled.

- F. Chronic Health Conditions:** Learners with chronic health conditions (ie. diabetes, asthma, etc.) may enroll at Bethel Community Education. We will make accommodations, modifications, interventions within our program and make every effort to provide them with the same access to learning as learners without disabilities. Appropriate training specific to procedures in order to assist learners' needs will be provided when necessary.
- G. Life-Threatening Allergy:** As a Christian school community, we have a legal and ethical obligation to follow a physician's recommendations to safeguard the health of learners who have been diagnosed with a life-threatening allergy. Therefore, when learners with life-threatening allergies are diagnosed and/or enrolled, Bethel Community Education will designate the school and/or specific areas as allergen-free zones. The office will notify all parents of the allergen-free zones on an annual basis or as changes arise. Parent cooperation is essential in implementing this policy. Please help us keep all our learners safe.

BETHEL COMMUNITY EDUCATION'S STORY

During Amy Zwiép's time as a graduate student in the Masters of Educational Leadership program at Calvin College (now University), she felt called to begin a school back in the fall of 2009. One family was ready for something different for two of their children, Amy was feeling led to begin sooner than anticipated, and God opened doors to making that dream become a reality in the fall of 2019. On September 18, 2019, the Bethel Bloodhounds entered their up to school code building on Camp Roger's property!

Bethel Community Education has been shaped by various educational models and experiences. At a traditional Christian school, Amy saw the incredible power an inclusive program for learners of varied abilities has on all learners and the entire school community. Through her visits to schools like Tree of Life in Kalamazoo and The Potter's House in Grand Rapids, both Christ-centered schools made accessible to families of various socio-economic backgrounds, she witnessed and heard of God's power moving in the lives of its learners and families. While at Journey Academy, she observed as a guide and mom of three children that attended at the time, a deep love of learning in a learner-driven environment where kids were given the freedom to grow at their own pace. The vision to weave together an inclusive, learner-centered educational model that incorporated best practices from a traditional model with a similar financial model of Tree of Life and The Potter's House had come to fruition. It is what we call Bethel Community Education. To God be the glory!