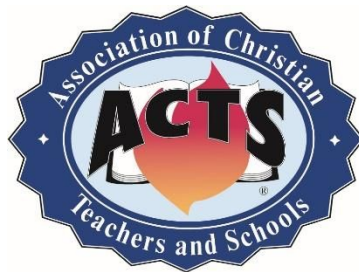


ACCREDITATION REPORT

Bethany Christian School

3300 W. Parker Rd
Plano, TX 75075



April 10-13, 2017

Accreditation Team

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School History

Bethany Christian School (BCS) began in 1979 as a pre-school. At that time, the church Board desired to assist mothers with the care of their children. As the ministry grew, the Board increased the grade levels. In 1982 the Board hired a new pastor who also supported their desire to develop a Christian school ministry. In the mid-1990s, the school recognized its first graduates from twelfth grade. Its graduates have done well on the standardized college entrance tests and almost all have gone on to college. Our graduates serve a variety of companies; several have attended Christian colleges while others have served the Lord on the foreign mission field.

In the early 1980s, the church began a theological shift toward conservative biblical thinking. By the mid-1980s, this theological shift began to impact the school. Teachers were required to be believers and the Board began to bring all programs associated with the church in line with our purpose statement. We believed that all aspects of the ministry should bring honor and glory to the Lord Jesus Christ. It took several years to develop a staff that was committed to discipleship; it took even longer to gather school families who shared that commitment. As an institution changes there is substantial developmental stress on the organization. Those who wanted a private school without an emphasis on discipleship increasingly found themselves at odds with the new direction set by the church Board. In the mid-1990s, the transition was completed and the school now seeks, whenever possible, to enroll Christian families whose children are reasonably self-motivated and self-disciplined. With those difficult transition years behind us, the school has continually been a blessing not only to the church, but also to many families within the larger Christian community of Collin County.

In 2010 the school applied for Federal recognition to provide education to nonimmigrant students through the Student Exchange Visitor Program (SEVP) and was approved on January 13, 2011. Since that time we have seen a steady increase in our foreign student population. Our graduates are now serving around the world and have been involved in formal Bible training through the ministry of the school. We often find ourselves working with students whose world view is cyclical and not linear. “When it rains, the dragon cries” is a typical worldview. We seek to inform them of the Creator and the creation as well as the coming conclusion to this current world. The Plano area where the school is located is increasingly Asian. Within walking distance are restaurants with no English, only Chinese, Vietnamese, and Korean.

The general population of the school consists of a wide range of ethnical backgrounds. Most of our students come from upper-middle class families who are able to pay for the full cost of the school year up front. In our area the public school does an excellent job with early-childhood education. The school offers discounts on tuition for these grades as well as a sibling discount to increase our attendance in K3-2nd grades. The SEVP tends to draw students who want a variety of educational experiences. It is not uncommon for students to qualify for college entrance and go directly to college without graduating from high school. Once they have a proficient level of English they will also transfer to larger schools.

The last several years all of our graduates have attended college. Last year University of Texas at Dallas, University of Iowa, University of California at Los Angeles, East Texas Baptist University, and Collin College all received our graduates and provided scholarships to many. In the last 10 years, we have had 2 graduates enter the military.

The Lord led us to ACTS for accreditation, and we were accredited on May 17, 2007, and reaccredited on May 15, 2012. We have filed our annual reports with ACTS for continued accreditation and have met all of the standards established for a school to maintain accreditation. We have found the last ten years a great blessing and we hope to continue our relationship with ACTS. ACTS fully understands the church/school model and is helping us reach our full potential.

ACCREDITATION REPORT

Institution: Bethany Christian School, Plano TX

Standard 1: Philosophy and Objectives

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

1. Philosophy and Objectives:

The school's philosophy and objectives:

- 1.1 *Shall be in agreement with an approved ACTS Statement of Faith.* BCS's statement of faith is in agreement with ACTS Statement of Faith. The school's statement of faith is clearly stated in the School Policy Manual, Student Handbook and Faculty Handbook.
- 1.2 *Shall be sensitive to the needs of the pupils, both spiritually and academically.* The philosophy of BCS is based on a Biblical Worldview that is grounded in Scripture. All learning activities are based upon Scriptural foundations and lead students to understand God and to prepare them to serve the world around them.
- 1.3 *Shall be in written form and approved by the school's governing body.* The Philosophy of Education is in written form and is found in the Student and Faculty Handbooks. The handbook was approved by the Board on June 19, 2013, and recorded in the minutes at the September 25, 2013, meeting.
- 1.4 *Shall be stated in school literature informing staff, parents, pupils, and prospective families of the school's philosophy.* BCS's philosophy is located in all handbooks, it is also available on the school's web site. The administrative staff ensures that all prospective families are made aware of the school's philosophy during interviews.
- 1.5 *Shall be used to guide the academic program and overall development of the school and shall be consistent with sound educational practices.* The three points of BCS's philosophy define sound education: core biblical values, individual accountability, and a structured curriculum. The school uses this philosophy to both manage and make decisions pertaining to the development of student's personal, emotional, academic, and spiritual components.

Commendations: The Team commends the governing board and administration for the development of a sound school philosophy that flows throughout the complete school operations.

Recommendations: None

Standard 2: Governance

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

2. Governance:

The governing body:

- 2.1 *Shall be spiritual leaders.* BCS’s governing body consists of the Elders of Bethany Bible Church. The Elders must meet the prerequisites listed in Scriptures prior to being allowed to serve in the office of Elder or Deacon and in the Church’s bylaws.
- 2.2 *Shall govern the school in accordance with the stated philosophy.* The governing body of BCS follows Biblical lines of authority and responsibility. The Board does govern the school in accordance with the school’s stated philosophy. From discussions with the Board, the members seek to bring all aspects of the school’s functioning—staff matters, student academics, student life or parent interaction—into submission to the Word of God.
- 2.3 *Shall be responsible for the formulation of policy and the maintenance of a school policy manual which must include nondiscriminatory policy and practices in admissions, employment and all other aspects of school operation. A complete and current record of all governing body minutes must be maintained.* The governing body maintains a policy manual that includes a nondiscriminatory policy for admissions, employment, and all other aspects of school operation. A complete and current record of all governing body minutes are kept in the principal’s office. The team reviewed selected minutes that confirmed the Board’s active participation in governing the school.
- 2.4 *Shall be incorporated.* Bethany Church was incorporated in 1979. The corporation fully endorses Bethany Christian school, and its official position may be found in the Bylaws and Doctrinal Statement, Article X-Organization, Section 5-Christian School Ministry.
- 2.5 *Shall be responsible for the successful operation of the school.* The articles of incorporation, as well as the bylaws for the corporation, place the responsibilities for all aspects of the ministry, including operation of the school, upon the Board. Day-to-day operation BCS is placed in the leadership of the administrator and staff.
- 2.6 *Shall provide adequate salary and benefits for the staff and faculty.* The Board provides an adequate salary for the BCS staff and faculty. The staff and faculty are also provided benefit options including: liability insurance, training, personal time, tuition discounts and 403 retirement plan options.

- 2.7 *Shall develop and document a School Improvement Plan containing goals, measurable objectives, and a timeline for improving the school that addresses the areas of Curriculum & Instruction, School Staff, Facilities, Student Activities, Student Data Analysis, Recommendations from the previous site visit and other self-identified areas of needed improvement. (minimum six-year plan).* The Board and Administrator have developed the required School Improvement Plan. The plan contains a required indicator items.
- 2.8 *Shall ensure all required governmental regulations are met.* The Board ensures that BCS maintains compliance with all federal, state and local regulations, which includes annual fire inspections and other required inspections. Day-to-day school activities and decisions has been delegated to the Administrator.
- 2.9 *Shall be responsible for the selection and evaluation of the school administration.* The Board is responsible for selection and evaluation of the BCS administration. The administrator is evaluated by an elder or appointed member of the church board. BCS has developed an evaluation instrument for administrative staff personnel. The completed evaluation form is maintained in the principal's personnel file.

Commendations:

1. The Team commends the BCS leadership for their cohesiveness and their strong dedication to the continuing ministry of the school.
2. The Team commends the BCS leadership for its well-developed school policy manual.

Recommendations: None

Institution: Bethany Christian School, Plano TX

Standard 3: Curriculum and Instruction

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

3. Curriculum and Instruction:

The curricular and instructional program of the school:

- 3.1. *Shall be consistent with the school's philosophy.* The curricular and instructional program of BCS are designed to promote the spiritual, mental, social, physical, and emotional development of each student, which is consistent with the school's stated philosophy.
- 3.2. *Shall incorporate a biblical worldview into each subject area.* BCS utilized BJU Press curriculum from K3 through 12th grade. BJU Press curriculum is known for its Creation, Fall, Redemption format and high-level critical thinking disciplines. BCS supplements the curriculum with Cambridge Latin, some *ABeka* subjects, and Dave Ramsey's curriculum for Consumer Math.
- 3.3. *Shall provide appropriate learning experiences that address student needs as determined by a formal assessment program that includes but is not limited to normed standardized testing.* Classroom teachers provide both formative and summative assessments as part of their classroom instruction. Students at all levels are provided with appropriate learning experiences that address student strengths, weaknesses, and individual learning styles. BCS utilizes the TerraNova Achievement Testing PSAT and NMSQT to annually measure students' progress.
- 3.4. *Shall engage students in their learning through instructional strategies that ensure achievement of learning expectations.* BCS incorporates a wide variety of instructional strategies and methodologies including such methods as: Socratic questioning, lecture with discussion, small group discussion, independent and group projects, independent and group reading, field trips, a week-long spiritual emphasis trip (high school), learning stations, debate, essays, skits, games, appropriate videos and other instructional technologies. Students are also encouraged to participate in afterschool clubs such as Yearbook Club. The Team observed appropriate interaction and engagement between the faculty and students during teacher observations.
- 3.5. *Shall provide and coordinate learning support services to meet the unique learning needs of students.* BCS strives to meet the diverse learning needs of students by providing individualized instruction, as needed, during class-time. Before and after school tutoring is also provided to students needing more assistance than the daily schedule allows. Should a student need more learning assistance than the tutoring providing, a pay-for-service is available.
- 3.6. *Shall provide curriculum guides detailing scope and sequence for the instructional program at each grade level.* The school's curriculum guides outline the scope and sequence, learning objectives (goals), assessment methodology, instructional methodology, and textbooks for

each grade level in elementary school and each course offered in the junior/senior high school. Biblical worldview integration is included throughout the scope and sequence.

- 3.7. *Shall provide appropriate curriculum materials for the student population.* BCS provides sufficient and appropriate textbooks, workbooks, test booklets, manipulatives, and visual aids for the student population that is consistent with the overall academic program. All curriculum materials reviewed were current. Additional educational materials have been purchased and are kept on hand for a student arriving after the school year begins.
- 3.8. *Shall be formally and systematically evaluated by the school and revised as needed.* BCS utilized Bob Jones University Press and as new editions come out, the administration replaces the older editions with the new. The administrators also meet during the summer and review the academic progress of the students. At that time they evaluate the Terra Nova test scores and prepare for in-service with the teachers. Directions are provided to the teachers during in-service regarding emphases and adjustments from the administration's evaluation.
- 3.9. *Shall develop and maintain a systematic process for reporting student achievement.* Report cards are issued every nine weeks, and progress reports are issued at the end of the fifth week of each quarter to students with 75 or below, or to students with unacceptable behaviors. Report cards are generated through the school office. Teachers submit the grades to the office. As the need arises, office personnel hands other notifications such as a notice of an academic deficiency directly to the parent at carpool. Standardized testing results are given to parents along with the final report card of each year.
- 3.10 *Shall provide adequate information to students and parents about the grading and assessment policies of the school.* All of the grading policies are found listed in the Student Handbook. Each parent or guardian is required to sign progress reports. Time for Parent-Teacher conferences is provided at the end of the first quarter and all teachers are available for before and after school conferences.
- 3.11 *Shall be designed in the best interests of the students and shall have a minimum of 180 actual days or a minimum of 170 actual school days and the hourly equivalent of 180 actual school days determined as described below. (If the state requires an actual number of attendance days, the school must meet state requirements.)*
 - A. Kindergarten 540 net instructional hours
 - B. Grades 1-3 720 net instructional hours
 - C. Grades 4-12 900 net instructional hours

The school has 170 days for K3-12th grades; each school day is 8:30-3:30, Monday – Friday and is published in the school calendar. BCS also have an additional 7 days of in-service for our staff. The net instructional hours are 1190 per year. BCS's school days comply with the State of Texas requirements.

- 3.12 *Shall provide for appropriate teacher planning and preparation time.* Each teacher has one free period per day for planning and preparation. This allows adequate time for planning and preparation for classes.
- 3.13 *Shall provide curriculum including subjects which constitute a well-balanced educational program and meet or exceed required government graduation requirements.* BCS students in

grades K-12 are required to take the following courses: Bible, language arts, mathematics, social studies, health, physical education, foreign language, and science. Computer keyboarding and basic computer classes are also taught. The school provides 4 different electives for secondary and middle school students. Graduating students will meet or exceed state graduation requirements.

- 3.14 *Shall teach Bible as an academic subject at every grade level with a minimum of three hours of instructional time per week.* Bible is taught as an academic subject for a minimum of three hours as week. Secondary school students must earn 4 credits of Bible to graduate; and, elementary students receive a grade in Bible. The school also has weekly age-appropriate chapels and each school day is begun in prayer and a devotional.
- 3.15 *Shall provide a library/media and technology center with current, adequate reference, print, non-print materials, books, and technology for the needs of students.* Library books are available within each classroom for student use. BCS provides teacher-monitored access to the internet through a subscription service, Lynda.com. This resource provides a very large number of instructional materials to the students. The school has 17 laptops and software to allow each student access for research and study, along with instruction for computer classes.
- 3.16 *Shall properly catalogue all resources.* BCS maintains a catalogue listing of all resources. There are minimum of 2,870 books and videos contained within the classrooms. This gives the school more than 25 per student.
- 3.17 *Shall implement the school's instructional process in support of student learning.* The faculty is primarily responsible for implementation of the overall instructional process throughout the school. As part of its learning strategies GCS maintains a smaller class size to ensure teachers can specifically meet the learning needs of their students. The school balances the academic disciplines and extra-curricular activities with the enjoyment of life that only a Christian can know.

Commendations: The Team commends BCS for maintaining more than 25 books and videos per student within its library collection.

Recommendations: None

Institution: Bethany Christian School, Plano TX

Standard 4: School Staff

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

4. School Staff:

- 4.1. *All members of the school staff shall be Christian and shall exhibit Christian character in all areas of life.* A Spiritual Life portfolio is included in each employee's personnel file. The portfolio allows each member to express in his/her own words their personal relationship with Christ. The BCS Faculty Handbook has a clearly stated policy regarding the faith of all school staff members.
- 4.2. *All school personnel (full/part time staff or any volunteers) are required to undergo a background check prior to their employment or being given access to students.* All school personnel have undergone background checks; evidence of the checks was found in the personnel files. Volunteers receive background checks before gaining access to the students. BCS has a clearly stated policy on the necessity of background checks and actions to be taken should the background check present a problem with allowing access.
- 4.3. *Shall hold a bachelor's degree and ACTS teaching certificate (core subject instructors). Additionally, all staff shall be qualified for whatever assignment given by the governing board.* All core subject teaching staff holds at least a bachelor's degree, an ACTS certificate and is qualified for their respective teaching assignments.
- 4.4. *Show evidence of continued professional growth as evidenced by documented participation in the school's professional development and/or college or continuing education credit.* Continuing education endeavors are documented and kept in each employee's personnel file. BCS provides seven days of in-service training. All faculty and administration attended the 2015-2016 South Central ACTS Educator's Conference, and are scheduled to attend the 2016-2017 conference.
- 4.5. *Deal professionally with students, parents, staff, and administration.* School personnel are expected and required to conduct themselves in a professional manner in all relationships. The expectations of the relationships between the teacher and the student and the teacher and the parent are adequately outlined in school documents. Through observation, the team found evidence of positive and professional relationships between teachers and administration. On a personal level, the BCS staff is expected to deal with all other human beings with love and therefore patience, kindness, goodness, and gentleness.

- 4.6 *Be sufficient in number to assure a faculty-pupil ratio that is appropriate to the type of curriculum used.* BCS has 111 students, 10 full-time teachers, 4 part-time teachers and 1 adjunct instructor, which is more than adequate and appropriate for the type of curriculum in use.
- 4.7 *The support staff shall be sufficient in number as to provide adequate clerical assistance to the school.* The school has adequate support staff with 2 full-time and 2 part-time staff members providing clerical assistance.
- 4.8 *The school shall provide a custodial staff sufficient to maintain a clean and safe environment.* The school utilizes students (who want to work after school) to clean the school. One of the students with management skills is appointed to oversee the work. The students are paid more than they could earn at local business. Currently, about 10 students work in this capacity. Detailed checklists are provided to the student-workers as to cleaning requirements. It was noted by the Team that the school was very clean and well-kept.
- 4.9 *The school shall provide in any other service area(s) (i.e. student health services, guidance services, food services, transportation services, etc.) adequate and competent staffing or an auxiliary plan or system that meets state and local regulatory requirements.* The BCS Registrar is licensed by the State to provide hearing, vision, and scoliosis screening. The food services leader is a certified food handler, as are the other three on-site employees who are certified food managers (the highest licensing provided by the State of Texas and adequate for restaurant management). BCS has an 80 passenger bus and two drivers with CDL Class B School Bus licenses. Guidance services are provided by our homeroom teachers for the upper grades.
- 4.10 *The school's governing body shall appoint a full-time person as the chief administrator and who shall be on the full-time school staff and functioning in that capacity.* The school has a full-time administrator who has life-time credentialing from ACTS. An assistant administrator is available to assist in administrative duties.
- 4.11 *All administrative staff shall hold a bachelor's degree, an ACTS administrator certificate, and be qualified for whatever assignment given by the governing body.* The Registrar has a bachelor's degree in education, the Assistant Principal has a Master of Education, and the principal has a doctorate. Each holds an appropriate ACTS certificate.
- 4.12 *All administrative staff shall show evidence of continued professional growth as evidenced by documented participation in the school's professional development and/or college or continuing education.* All of the school administrative staff attends the ACTS South Central Educator's Conference on an annual basis. Throughout the school year the staff participates in the school's in-service activities. Documentation was located in their respective personnel file.
- 4.13 *All administrative staff shall deal professionally with students, parents, staff, and administration.* The Team observed that the administrative staff dealt professionally, with students, parents, teaching staff and other within the administration. The staff is expected to follow the guidelines within the Faculty Handbook.
- 4.14 *The chief administrator and principals of each school shall attend an ACTS approved conference on an annual basis.* The administrative team attends the ACTS South Central Educator's Conference on an annual basis.

- 4.15 *The school shall establish a formal and systematic process of faculty/staff evaluation which shall be conducted on a periodic basis.* BCS has a systematic process in place to effectively evaluate all faculty/staff throughout the school year. The process and forms utilized are located in the Faculty Handbook. All are evaluated at least annually. These records provide opportunity for feedback between the administrator and the staff member. Once they are completed, the evaluations are kept in the personnel files.
- 4.16 *The school shall provide for a formal systematic process of annual staff development.* Annual staff development occurs primarily through the seven in-services that are conducted during the school year. Further staff development is provided through attendance at the ACTS convention.
- 4.17 *Mentoring, coaching, and induction programs support instructional improvement consistent with the school's values and beliefs about teaching and learning.* New teachers are given specialized in-service at the beginning of the school year concerning the educational process expectations within the school, i.e., how lesson plans are written, handled, etc., credentialing requirements, requests for support, etc. Throughout the course of the year, the lead teachers ensure that new teachers are properly supported and any needs are met. Weekly staff meetings are also utilized to ensure the teaching staff's needs are being met and also instructional improvements are consistent with the school's values and beliefs, as they apply to the learning environment.
- 4.18 *The school engages families in meaningful ways in their children's education and keeps them informed of their children's learning progress.* In addition to the normal report card and parent teacher meetings, the school comes together for a whole school Thanksgiving dinner with the food provided by the school, a Christmas program, Donut Day with a parent, and a graduation ceremony. Through interviews, the team found evidence that the school consistently engages families in meaningful ways. This allows stakeholders multiple opportunities to enjoy and participate in the student's learning process.
- 4.19 *The school provides services that support the counseling, assessment, referral, educational, and career planning needs of all students.* The school participates in outside resources for college and career planning. The homeroom teachers in the secondary school provide assistance to the students in planning for the future. Given the student/teacher ratio, (five full-time secondary teachers) this is adequate to provide opportunities for one-on-one care.

Commendations:

1. The Team commends the BCS administrative team, faculty and staff on their professionalism and Christian love for each other and their student body.
2. The Team commends BCS for their commitment to meet the academic and spiritual needs of each student.

Recommendations: None

Institution: Bethany Christian School, Plano TX

Standard 5: Finances

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

5. Finances:

The school:

- 5.1 *Shall provide evidence of an annual external audit or review, sound, professional, ethical, and legal practices in all financial operations.* BCS has provided adequate evidence of professional, ethical and legal financial practices. BCS utilizes a cash system of accounting BCS has retained the services of Paul Ko, P.C., CPA, who is currently in possession of the books for 2015 and has a current copy of our Quick Books ledgers and conducting the required external audit. His findings will be available for the CAR report filed in August of 2017. Annual profit/ loss statements and balance sheet statements are available for public view in the foyer. Filings required by the Federal government (941, W-2, W-3, I-20) are all located in the administrator’s office.

- 5.2 *Shall present evidence of adequate and identifiable financial resources and records to operate the school’s program with a realistic annual operating budget approved by the governing body and reviewed regularly.* The BCS overall financial program is developed and implemented primarily through the budgetary process. The Administrator is responsible for developing the annual school budget and submitting it to the Board. The financial transactions of BCS are recorded on a daily basis. Records include at least a cash receipt and disbursements as recorded in QuickBooks. The Administrator presents the financial statements each month at a regularly scheduled Board meeting. Upon presentation, the Board acts on motions to accept the financial reports. Currently, BCS has over \$186,000.00 in operating funds.

- 5.3 *Shall document all fundraising and resource development activities.* The school does not engage in fundraising. BCS does receive offerings, usually at Christmas; donors receive tax-deductible receipts for their contributions and no portion of the donation is for any products or services rendered.

- 5.4 *Shall publish a tuition and fee schedule that includes a tuition refund policy.* The schedule of fees has a refund policy included.

Commendations: The Team commends the BCS administration on the school’s well-organized budgetary operations.

Recommendations: None

Institution: Bethany Christian School, Plano TX

Standard 6: School Facilities

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

6. School Facilities:

All school facilities:

- 6.1 *Shall be adequate in size, furniture, and equipment for the type of school program offered and for the size of the enrollment.* The school building is approximately 14,000 square feet that is located on 3 ½ acres of land and is adequate for the size of the student body and educational program. Currently, the school is site-permitted to allow up to 150 students. The furniture and equipment are adequate to care for the needs of the students and staff.

- 6.2 *Shall be safe, clean, attractive, and meet all pertinent building, equipment, health another legal requirements.* The school administration maintains a safe, clean, attractive facility that meets all pertinent building, equipment, health, and other legal requirements. All of the emergency exits are labeled as required by regulation. Fire extinguishers are checked and noted annually by a certified company. Fire extinguishers inspections were current. Required certificates were on display.

- 6.3 *Shall have clean, sanitary and regularly inspected kitchen and dining areas and comply with all legal requirements, (if food service is offered).* The building is cleaned every day, Monday through Friday. The kitchen staff cleans the kitchen before and after food preparation. BCS offers a reheat operation only and does not offer full service food preparation. BCS has three current Certified Food Manager certificate holders and one Certified Food Handler. All certificates are on display in the kitchen.

Commendations: The Team commends BCS for maintaining a clean, neat, and organized school environment.

Recommendations: None

Institution: Bethany Christian School, Plano TX

Standard 7: Admission Procedures and Policies

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

7. Admission Procedures and Policies:

The school's admission procedures and policies:

- 7.1 *Shall be clearly written in the student handbook.* The school's admissions policies are clearly written in the Student Handbook and in the enrollment packet that is published on the website and handed to all prospective families. Application to the school begins by filling out a registration form and paying the registration fee. Admission Procedures and Policies are covered in Section 8 of the Student Handbook on page 12.
- 7.2 *Shall be formulated by the governing body.* The governing body, in conjunction with the administrator, developed and approved the school's enrollment process in 2006, and re-approves the policy each time that handbook is approved.
- 7.3 *Shall be written in such a manner as to admit only those for whom the program is designed.* The Philosophy of Education states: "We actively seek families who agree with our statement of faith and our philosophy of Christian education. Should we enroll a student who has yet to believe, we will actively seek to bring each person to a saving knowledge of the Lord Jesus Christ and instruct the student in the grace of God."
- 7.4 *Shall contain a published policy of non-discrimination and demonstrate consistent adherence.* The non-discrimination policy is published in all of the school's publications and on the school's website. The school has also received approval from the Federal government to enroll nonimmigrant students. This status requires proof that the school does not discriminate illegally.
- 7.5 *Shall address financial and other contractual arrangements between the school and parents/students.* The schedule of fees addresses all of the school/parent financial responsibilities, and clearly states the obligations of both school and the responsible party.

Commendations: None

Recommendations: None

Institution: Bethany Christian School, Plano TX

Standard 8: Records

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

8. Records:

- 8.1 *Records shall be kept in a safe, secure, and professional manner (fireproof or electronically current, retrievable dual backed format).* The records are maintained within the school office which has self-locking doors and restricted access. The records are maintained in lockable fireproof file cabinets.
- 8.2 *Student records shall be kept on each student enrolled in the school.* The school maintains records providing information on registration and attendance of students and maintains an up-to-date permanent cumulative record of individual pupils.
- 8.3 *Student records shall be updated on a regular basis.* The records are updated on a regular basis and serve as the foundation for charting the students' development while at the school.
- 8.4 *Student records shall include academic, health, discipline and other pertinent information.* All academic notices are placed in the files. Each file has a section for immunization compliance and the school employs a retired nurse to make sure the immunization records are in compliance with State requirements. The District Health Office reviewed the immunization records and while the Team was in place delivered a 100% accuracy certificate to the school staff, stating that this was the only one he had given out. Discipline issues are placed in the student files, but are not carried forward from year to year; each student starts the new school year without infractions from the previous year. Approximately 15% of the student records were reviewed and found to have required items and were professionally maintained.
- 8.5 *The school shall make provision for the permanent maintenance of all student and faculty records, which includes a policy for the permanent retrieval and storage in the event of school closure. (Electronic copy of said plan must be submitted each year with annual report.)* Provision has been made with ITOP Christian Academy at 2010 E. Lancaster Ave in Fort Worth Texas 76103, 817-885-8875 to take the school's records should it close.
- 8.6 *Access to student records shall follow the provisions of all local, state, and federal regulations relating to an individual's right to privacy.* Student records are maintained in the school's office in a locked fire-proof cabinet. Access is strictly limited to a need-to-see basis. Records are not allowed out of the office area.
- 8.7 *Personnel records for faculty and administration shall include transcripts, contracts, tax records, form I-9, evaluations and professional licensure (ACTS certification).* All personnel records were reviewed and all were found to have the indicator required items. Records were very orderly and professionally maintained.

Commendations:

1. The Team commends the BCS administrative staff for the professionally maintained student records.
2. The Team commends the BCS administrative staff for achieving a 100% accuracy rate on immunization records, as recognized by the State of Texas District Health Department.
3. The Team commends the BCS administrative staff for the professionally maintained personnel records.

Recommendations: None

Standard 9: Student Activities

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

9. Student Activities:

All student activities:

- 9.1 *Shall be consistent with the school's philosophy and objectives.* All school activities are consistent with the school's philosophy and objectives and centered on Christian principles. The administration oversees the student activities to ensure that the discipleship goals for BCS students are enhanced and not interfered with by activities..
- 9.2 *Shall be controlled by the school administration.* The administration must approve all school activities. The office and the teacher are responsible for all arrangements for each activity. Any field trip paperwork is handled through the school office so that in the event of an emergency, copies of the necessary paperwork are with the staff members overseeing the activity.
- 9.3 *Shall be staffed by personnel carefully selected on the basis of applicable background and training.* All activities have adequate salaried staff for the number of students. Volunteers may assist the staff. The staff/student ratio varies based on the age of the student and nature of the activity.
- 9.4 *Shall be adequate in nature and type for the size of the school's enrollment and grade level.* The school offers a variety of activities that are age-appropriate. Elementary grades participate in field trips, chapels and drama presentations, class parties, and Field Days. Secondary school students participate in chapel, academic competitions, weekly off-campus trips for PE, yearbook committee and an after-school sports program developed by the school's Athletic Director (soccer and basketball). BCS conducts a spiritual emphasis trip each spring, with over 20 successful experiences. These trips are Monday through Friday during the last week of February. BCS usually rents a camp that is responsible for the activities and our staff is responsible for the teaching/preaching. Selected students are also taken on leadership training camp outs to Oklahoma. These board authorized outings are excused absences and involve a Thursday – Saturday trip. Activities include camping, tenting, lake activities, fire-making, and firearm safety classes at a nearby gun range. Last year the school spent \$32,267 on activities for the students. There is a formal sports program that rotates through the seasons; these activities require official enrollment and practices in order to play competitively against other schools. Intramural sports are available for anyone who wishes; these are double elimination and are often played during lunch and immediately after school. Badminton and volleyball are typical examples of the non-formal sports. The school also provides for yearbook, and computer code writing clubs.
- 9.5 *What percentage of your students participates in academic and co-curricular activities?* Approximately 100% of secondary students participate in either academic or co-curricular activities.

Commendations:

1. The Team commends the BCS administration for providing an opportunity for secondary students to participate in an annual spiritual emphasis trip.
2. The Team commends the BCS administration and governance for the upgrades to the student activities since the last re-accreditation visit.

Recommendations: None

Institution: Bethany Christian School, Plano TX

Standard 10: Publications

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

10. Publications:

All official school publications:

- 10.1 *Shall contain a statement of non-discrimination.* All official school publications, as well as the web site, contain a statement of non-discrimination.
- 10.2 *Shall be true, accurate, and reflect ethical guidelines.* The school publications deliver true and accurate information, reflecting ethical guidelines. Each publication is approved by the administration prior to its release.
- 10.3 *The school shall have a student handbook that informs students and parents of the school's philosophy, programs and support services such as academic calendar, attendance policies, guidance services, health services, transportation, food services, dress code, rules and regulations, discipline procedures, graduation requirements, grading scales and assessment policies.* The school maintains a comprehensive student handbook that informs parents of the school's governing philosophy and gives substantial details about the school policies and procedures as well as the programs and support services offered by the school.
- 10.4 *The school shall publish a faculty and personnel handbook which shall include the following: philosophy of the school, dress code, rules and regulations, discipline procedures, grading, and personnel evaluation policies, and a policy statement of due process and grievance procedures.* The school maintains and publishes a faculty and personnel handbook that includes the philosophy of the school, professional appearance standards, school guidelines and procedures, discipline procedures, grading, personnel evaluations policies and a grievance policy.

Commendations: None

Recommendations: None

Institution: Bethany Christian School, Plano TX

Standard 11: Student Data Analysis

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

11. STUDENT DATA ANALYSIS

The Leadership and Faculty ...

- 11.1 *See to the continuous collection, analysis and application of learning goals from a range of data sources, including comparison and trend data concerning student learning, instruction, program evaluation, and organizational conditions.* The school uses Terra Nova testing during the first week of April. The information from these tests arrives after school is out; so in June the administrators study the results and make notes for appropriate changes to the scheduling in the rising year. During in-service time is given to implementing the changes from the standardized tests. During in-service instructions on data collection and analysis is provided by a senior administrator. Our curriculum relies heavily on demonstrated knowledge during exams, and less on homework and quizzes. These exams become the basis for modifying the lesson plans to provide additional instruction as needed.
- 11.2 *Shall facilitate annual training in best practices of evaluation, interpretation, and use of data.* Beginning with 2016-2017 school year in-service time senior administrator provided instruction the staff on how to evaluate and interpret student data. Proof of this training was found in the personnel files and is listed as a separate line-item of in-service training.
- 11.3 *Engages in creating and implementing measurable and verifiable student learning goals based on multiple data points, which include but are not limited to standardized/norm referenced testing, formal and informal assessments.* BCS uses a compilation of formal and informal student assessments, PSAT, ACT, TerraNova data to assessment student needs. The leadership and faculty interact with the students formally in the classroom and informally out of the classroom to measure and verify that the student has indeed internalized the concepts on a level deeper than simple recitation.
- 11.4 *Shall monitor and communicate annually comprehensive information and analysis of student learning goals, conditions that support student learning, and the achievement of school improvement goals to stakeholders.* The school uses the collected data to increase student achievement. The improvement plan is evaluated and changed in light of the information gathered. BCS also communicates the learning goals and objectives with all stakeholders annually through conferences, progress reports, etc.

Commendations: None

Recommendations: None

Institution: Bethany Christian School, Plano TX

Standard 12: Health, Safety, and Security

Decision: X Met Mostly Met Not Met

Findings Pertinent to the Standard:

12. Health, Safety, and Security

- 12.1 *The school shall be safe, clean, and meet all pertinent building, equipment, health and other legal requirements.* From Team observations and review of certificates, it appears that BCS meets all applicable legal, health and safety requirements. All fire extinguishers were checked and found to be regularly inspected. BCS has a Certificate of Occupancy issued by the local Fire Marshall on file. They are inspected annually by the Fire Department and local health department. BCS conducts Blood-Borne Pathogens Training on an annual basis.
- 12.2 *The school shall have policies that insure the security of the students and staff (i.e. access to students, release of students and procedures relative to suspected child abuse.)* The school has security cameras, self-locking doors, and a closed campus policy. The property is enclosed with a 6' fence with locked gates. The only access is through the parking lot, and this is monitored by the security camera. Access to the students is limited and background checks are required of all people who have access to the students during school hours. Individuals who attend public functions such as graduation and sporting events that are not held during school hours or are off campus are not required to undergo a background check. Access to the school is provided through a buzzer system attached to a video feed. No one without a background check is allowed beyond the front office unless accompanied by a school staff member. Visitor and parents are required to wear a visitor's badge; all students must sign in and sign out during school hours. A log is kept in the office. The policy for background checks for those not employed by the school is stated in the student handbook. Issues pertaining to child abuse are included in the Faculty and Personnel Handbook. Reporting procedures and general awareness are covered annually during in-service. The school has certain individuals licensed (and who are properly trained) by the State of Texas that have been authorized to carry firearms on campus.
- 12.3 *The school shall have a Crisis Management Plan, to include as a minimum: Evacuation Plans; Lock-Down Procedures; Natural disaster Responses; Grief Counseling (death of student/staff); Media Communications Policy; Emergency Contact Numbers; and an Uninhabitable Building Plan (i.e., secondary location).* The school's Crisis Management Plan addresses all indicator required items.
- 12.4 *The school shall conduct fire and disaster drills in accordance with state and local regulations.* BCS conducts fire and disaster drills in accordance with Texas state requirements. The results the drills are kept in a log in the school office in the front of the Crisis Management Plan Book.
- 12.5 *The school shall provide adequate and consistent supervision of all students during all school activities (including drop-off and pick-up).* Teachers/staff supervise the drop-off and pick-up process. The drop-off/pick-up process was observed by the Team. The traffic flow pattern was outlined with and drivers followed the pattern. Students parked in their designated area.

The secondary students and elementary students are picked up on opposite sides of the building, unless there is inclement weather, then all are picked up at the front of the building. The Team observed the process and noted that it was orderly and efficient. The Team did not observe unsupervised students during the visit.

- 12.6 *The school shall have, if transportation services are provided, procedures and regulations designed to safeguard students.* The school does not provide transportation services for student pick-up and drop-off. However, the school owns a transit bus that is fully insured and inspected annually by a certified for busses, DOT approved truck and bus repair business. The bus is fully insured. The school has two drivers (Athletic Director and Administrator) with advanced training and commercial CDL licenses that have the specific, required, school bus endorsement who use the bus for athletic and educational trips.

Commendations: The Team commends the BCS leadership for the school's security systems and protection provided for the student body.

Recommendations: None

COMMENDATIONS

Standard 1: Philosophy and Objectives - The Team commends the governing board and administration for the development of a sound school philosophy that flows throughout the complete school operations.

Standard 2: Governance

1. The Team commends the BCS leadership for their cohesiveness and their strong dedication to the continuing ministry of the school.
2. The Team commends the BCS leadership for its well-developed school policy manual.

Standard 3: Curriculum and Instruction - The Team commends BCS for maintaining more than 25 books and videos per student within its library collection.

Standard 4: School Staff

1. The Team commends the BCS administrative team, faculty and staff on their professionalism and Christian love for each other and their student body.
2. The Team commends BCS for their commitment to meet the academic and spiritual needs of each student.

Standard 5: Finances - The Team commends the BCS administration on the school's well-organized budgetary operations.

Standard 6: School Facilities - The Team commends BCS for maintaining a clean, neat, and organized school environment.

Standard 7: Admission Procedures and Policies

None

Standard 8: Records

1. The Team commends the BCS administrative staff for the professionally maintained student records.
2. The Team commends the BCS administrative staff for achieving a 100% accuracy rate on immunization records, as recognized by the State of Texas District Health Department.
3. The Team commends the BCS administrative staff for the professionally maintained personnel records.

Standard 9: Student Activities

1. The Team commends the BCS administration for providing an opportunity for secondary students to participate in an annual spiritual emphasis trip.
2. The Team commends the BCS administration and governance for the upgrades to the student activities since the last re-accreditation visit.

Standard 10: Publications

None

Standard 11: Student Data Analysis

None

Standard 12: Health, Safety and Security - The Team commends the BCS leadership for the school's security systems and protection provided for the student body.

RECOMMENDATIONS

Standard 1: Philosophy and Objectives

None

Standard 2: Governance

None

Standard 3: Curriculum and Instruction

None

Standard 4: School Staff

None

Standard 5: Finances

None

Standard 6: School Facilities

None

Standard 7: Admission Procedures and Policies

None

Standard 8: Records

None

Standard 9: Student Activities

None

Standard 10: Publications

None

Standard 11: Student Data Analysis

None

Standard 12: Health, Safety and Security

None

CONCLUSION

Bethany Christian School, Plano TX has addressed each of the 12 ACTS Accreditation Standards.

DECISION: X MET MOSTLY MET NOT MET

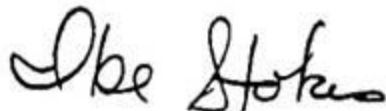
ACTS STANDARDS:

Standard 1	Philosophy & Objectives	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 2	Governance	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 3	Curriculum & Instruction	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 4	School Staff	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 5	Finances	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 6	School Facilities	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 7	Admission Procedures & Policies	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 8	Records	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 9	Student Activities	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 10	Publications	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 11	Student Data Analysis	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>
Standard 12	Health, Safety, & Security	Met	<u> X </u>	Mostly Met	<u> </u>	Not Met	<u> </u>

Bethany Christian School, Plano TX is representative of an excellent school, which provides an excellent education and environment for its students. It is a credit to the congregation of Bethany Bible Church, the sponsoring organization, which views the school as a ministry and strong-arm of the church. The church, pastor, board, administrator, parents, faculty, staff, and students are to be commended for an excellent program and quality facility.

The ACTS Accreditation visiting team of Ike Stokes and Martha Stokes visited Bethany Christian School, Plano TX on April 10-13, 2017 and find that the school meets the standards of accreditation and recommends that Bethany Christian School, Plano TX be granted full ACTS Accreditation.

Submitted by,



ACTS Accreditation Commission Chair & Visiting Team Chair