



2011 - 2012

PARENT/STUDENT HANDBOOK

www.gobethany.com

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Part 1

WHO WE ARE

A. SCHOOL'S HISTORY

Bethany Lutheran Church established an early childhood program in the Fall of 1974 to provide the children of the congregation and other children of the community with a positive, nurturing, educational experience in a Christian environment. Additionally in 1991 our Preschool was the first in Solano County to become accredited by the National Academy of Early Childhood Programs. We have since grown over the years with the addition of our elementary school, which is a fulfillment of a long-term goal; starting from Kindergarten through 8th Grade, guided by a caring principal and teaching staff. Throughout our growth, we have maintained our commitment to providing a quality education, offering appropriate and effective class sizes, maintain a qualified and dedicated teaching staff. Within this environment, students are able to receive the personal attention that so greatly enhances academic life at every level.

B. MISSION STATEMENT AND EXPECTED SCHOOL-WIDE LEARNING RESULTS

Bethany Lutheran School is a family of hope-filled Christian believers dedicated to nurturing all children to love, honor and serve God.

Graduates of Bethany Lutheran School will be prepared to be:

Active Christians

They will look to the Bible for guidance and growth, upholding its teachings.
They will serve God, home and the community.
They will respect and maintain their bodies as the temple of the Holy Spirit.

Productive and socially responsible citizens

They will collaborate to accomplish tasks as members of a group.
They will learn about, experience, and appreciate the contributions of various cultures.
They will exemplify good citizenship and social skills.
They will recognize and respond to the needs within their community.

Effective and self-expressive communicators

They will receive, process, and respond to information in clear and appropriate ways.
They will utilize various technological resources.
They will experience and participate in a variety of art forms.
They will creatively express themselves through the arts.

Critical thinkers

They will collect, analyze, interpret and evaluate information.
They will formulate and implement plans of action addressing challenges and opportunities.

C. WHAT DOES THE LUTHERAN CHURCH - MISSOURI SYNOD BELIEVE?

God...

is one God in three persons: Father, Son, Holy Spirit—Creator, Redeemer, Sanctifier.

People...

were created by God in holiness but have become corrupted by the power of sin (rebellion).

The Bible...

is the Word of God and is completely reliable as a source for knowing God and His will for us.

God's Law...

demands perfection of heart, thought, word, and deed. All who fall short deserve His punishment now and forever.

God's Gospel...

The Bible also reveals God's Gospel (The Good News). Out of love for His fallen world, God has provided a Savior, Jesus the Christ.

The Savior...

is God's only Son. He died on a cross to save the world from sin. He rose again to give new life to all believers.

Salvation...

is ours, not by our own merit, but solely by God's grace, a gift.

Conversion...

is also a gift which is worked in our hearts by the Holy Spirit through the Gospel. The evidence of conversion is sorrow for our sin and a turning in trust to Jesus, our Savior.

Faith...

is the confessed sinner's acceptance of Jesus Christ as Savior and a trust in all of God's promises.

The Church...

is all people, in every place and in every age, who accept Jesus Christ as their Lord and Savior. Concrete expressions of the church are experienced whenever Christians gather around the Gospel proclamation and the Sacraments.

Sanctification,...

the holiness of life, follows conversion. Good works are the result of our salvation, not the cause.

Forgiveness...

will be the believer's daily need, for total holiness is possible only after entering eternal life.

Baptism...

is a Sacrament which establishes the new life in a person and brings forgiveness and the renewing power of the Holy Spirit.

The Lord's Supper...

is also a Sacrament which allows its participants to partake together, with their Lord, His Body (the bread) and Blood (the wine). This "holy communion" brings assurance of forgiveness and strengthens faith.

Prayer...

is also a communion with God and contains expressions of adoration, confession, thanksgiving, and supplication. It can be experienced privately and corporately.

Our mission,...

as long as we have life and breath, is to proclaim the Gospel of the salvation Christ brings!

Death...

does not sever a believer's relationship with God. God's gift to us in Christ is eternal life.

D. FACULTY AND STAFF

The faculty and staff of Bethany Lutheran School provide an atmosphere in which opportunities for individual attention are the accepted standard. Our teachers are more than instructors. Their concern for the total growth of the students is prompted by the desire to serve our Lord in one of the most important ways possible - that of providing a solid foundation toward lifelong learning by the sharing of faith, knowledge, and skills. Each staff member is qualified for their position and engages in continued education opportunities.

E. ADMINISTRATION

Bethany Lutheran School is a ministerial and mission outreach of Bethany Lutheran Church. It is under the ultimate control and supervision of the congregation. The Principal is responsible for the day-to-day operation of the school and is responsible to the Senior Pastor. The School Advisory Team (SAT) is charged with helping the principal in accomplishing tasks for the schools when extra help and expertise is needed, as well as with serving as a surveyor of compliance for school matters. The SAT is appointed by the Senior Pastor and approved by the Church Council.

F. OUR COMMITMENT TO STUDENTS AND PARENTS

Bethany Lutheran School is a Lutheran-Christian school as an educational ministry of Bethany Lutheran Church. It is dedicated to the task of helping young people grow in the knowledge of the Christian faith and, as a result, in living that faith in service to others. To accomplish that goal, our school will involve students in a thorough study of God's Word, in the academic settings, in opportunities for involvement in co-curricular activities, and in service outreach projects.

It is our desire to make Bethany Lutheran School a positive, memorable experience. May God give us the wisdom and the ability to live up to this commitment!

As members of the faculty and staff of Bethany Lutheran School, we commit and seek to:

1. love and care for each of our students
2. communicate with both the student and parents regarding a student's academic progress
3. hold each student accountable for her/his actions
4. give our best efforts on behalf of each student, recognizing and respecting their individuality
5. challenge each student to reach her/his potential according to their God-given capacities
6. encourage each student to use the individual gifts and talents given them by God
7. be responsive to student concerns and activities
8. minister to each family, especially in difficult times
9. do the best we can to be models of Christian living to all in our community
10. demonstrate interest in the spiritual, social, emotional, and physical development of our students
11. pray for our students and each other
12. follow the process outlined in Matthew 18:15-16 when conflict arises
13. take responsibility for one's own actions and decisions.

Part 2

ACADEMIC INFORMATION

A. ENROLLMENT AGE (KINDERGARTEN AND GRADE 1)

A child entering kindergarten must be 5 years old on or before December 2 of his/her fall enrollment. A birth certificate is required. A child entering first grade should be 6 years old on or before December 2 of his/her enrollment.

B. ENROLLMENT POLICIES

Bethany Lutheran School welcomes students of any race, color, sex, nationality or ethnic origin to all rights, privileges, programs, and activities of the school. It does not unlawfully discriminate in the administration of educational policies, admissions policies, scholarships, financial aid, or any other school sponsored programs.

Bethany Lutheran School is not able to provide a successful academic experience for all students who have need for an Individualized Education Plan. A limited number of students with learning differences may be admitted, if such differences can be reasonably accommodated without undue hardship to the school, provided parents understand the limitations of the school program. While we sincerely care about each of our students and will do whatever we can to help them be successful both inside and outside the classroom, we are not trained or prepared to solve every social, emotional, physical or learning problem they may encounter but will do our best to help families find the resources to help their children.

Particular consideration is given to applicants as follows:

1. Active members of Bethany Lutheran Church
2. Currently enrolled students and siblings in good standing
3. Current, active members of sister LCMS congregations
4. Currently enrolled students in schools of sister LCMS congregations
5. Others who support and desire a quality education for their child

Enrolled students in good standing have priority over any new applicants for each grade.

Any student may be dropped from enrollment for persistence of a non-compliant attitude and behavior or for persistent or severe disciplinary problems. Additionally, parental support of our program of Christian education and maintaining a current status in tuition payments are required to maintain a child's enrollment. Delinquent tuition payments will make a student ineligible for continuance and/or future elementary school registration including, but not limited to, Extended Care and Summer School.

Normal Class Placement is based on factors including gender, age, maturity, educational/academic development and developmental needs.

C. ENROLLMENT PROCEDURES

An ongoing enrollment policy enables the prospective student to apply throughout the year. All students are placed on a four week probation period when first entering the school. At the conclusion of this period, every new student's progress is evaluated by staff. Withdrawal may be required of any new student during the probation period.

The following procedure is followed when making application for enrollment:

A. NEW Students

1. Student Registration
2. Family Information and Financial Agreement Forms
3. Testing and Registration Fees
4. Copy of birth certificate. [Note: A child entering kindergarten should be 5 years old by December 2nd of his/her fall enrollment. A child entering first grade should be 6 years old by December 2nd of his/her fall enrollment.]
5. Immunizations/Report of Health Examination to be returned by July 1st.
6. Legal Custodial Documents/Agreements (if applicable)
7. Parent Authorization for Release of School Records

B. RETURNING Students

1. Registration for Re-enrollment
2. Registration Fee

C. ALL students are required to complete and return to the school office the following documents in order to complete the enrollment process:

1. Student Emergency Information & Student Health History
2. Computer Laboratory and Technology Usage
3. Consent for Medical Treatment
4. Request for Email Address and Class List/Directory Information Release
5. Media and Publication Release
6. ACH Enrollment and Authorization Form (if applicable)

Please return the Registration Packet completed with the Registration Fee to the office.

Please do not send post-dated checks; they will not be accepted. Please contact the office with questions.

Please submit proof that the student has met state requirements for immunizations. (See checklist on following page.) Children that have not received the required number of doses are legally required to be excluded from school until they have started to receive the vaccine needed.

All students entering Kindergarten and Grade 1 are required to have a health and dental check-up within eighteen months of entering school. A signed statement from the child's physician must be presented to the School Office before the child can be permitted to enter school. Forms are available from the School Office or from the doctor.

D. IMMUNIZATION REQUIREMENTS

GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY (2011–2012)

Grades K-12



INSTRUCTIONS Use this guide as a quick reference to help you determine whether children seeking admission to your school meet California’s school immunization requirements. For the actual laws, see Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075. If you have any questions, call the Immunization Coordinator at your local health department.

IMMUNIZATION REQUIREMENTS To enter into public and private elementary and secondary schools (grades kindergarten through 12), children under age 18 years must have immunizations.

VACCINE	REQUIRED DOSES
Polio	4 doses at any age, but... 3 doses meet requirement for ages 4–6 years if at least one was given on or after the 4th birthday ¹ ; 3 doses meet requirement for ages 7–17 years if at least one was given on or after the 2nd birthday. ¹
Diphtheria, Tetanus, and Pertussis	Age 6 years and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses at any age, but... 4 doses meet requirements for ages 4–6 years if at least one was on or after the 4th birthday. ¹
	Age 7 years and older: Tdap, Td, or DTP, DTaP or any combination of these 4 doses at any age, but... 3 doses meet requirement for ages 7–17 years if at least one was on or after the 2nd birthday. ¹ If last dose was given before the 2nd birthday, one more (Tdap) dose is required.
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses ² both on or after 1st birthday. ¹
	7th grade: 2 doses ² both on or after 1st birthday. ¹
	Grades 1–6 and 8–12: 1 dose on or after 1st birthday. ¹
Hepatitis B³	Kindergarten: 3 doses at any age
Varicella	1 dose for children under 13 years; 2 doses for ages 13–17 years. ⁴
Tdap Booster (Tetanus, reduced diphtheria, and pertussis)	7th - 12th grade: 1 dose on or after 7th birthday. ⁵

¹ Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.
² Two doses of measles-containing vaccine required. One dose of mumps (Kindergarten only) and rubella-containing vaccine required.
³ No longer required for 7th grade beginning July 1, 2011.
⁴ Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement.
⁵ Tdap, DTaP, or DTP given on or after 7th birthday will meet the requirement. Td does not meet the requirement.

**ALLERGIES:
 TEACHERS AND OFFICE STAFF SHOULD BE IMMEDIATELY
 INFORMED OF ANY DIETARY RESTRICTIONS OR ALLERGIES.**

E. HEALTH AND SAFETY

As soon as it is evident that a child has a communicable disease, that information is to be reported to the School Office. Certain communicable diseases may require a doctor's release before the student may return to school. If the child is too ill to participate in P.E. or outdoor time, then that student should be kept home. Additionally, a child should not come to school if signs/symptoms of fever, diarrhea, or upset stomach has occurred within the preceding 24 hours. If a child is on antibiotics, that child must be on the antibiotics for 24 hours before returning to school.

The student may return to school after his/her temperature has returned to normal for 24 hours. If a child has any of the following communicable diseases or conditions, the listed exclusions apply:

1. Measles - excluded until 5 days after rash appears
2. Chicken Pox - excluded until all eruptions are scabbed over.
3. Mumps - excluded for 9 days from onset of illness or until swelling is gone
4. Rubella - (German measles) excluded until appropriate antibiotic therapy has begun under physician's care
5. Pinkeye - excluded until there is no discharge from the eye
6. Trench Mouth - excluded until appropriate antibiotic treatment has begun under physician's care
7. Strep Throat - excluded until 24 hours **after antibiotic treatment has begun**
8. Head Lice - excluded until treatment with a pediculicide has begun and child is **FREE OF LICE AND NITS** (nits are the eggs laid by the lice on the hair follicles); **A CHILD MAY RETURN TO SCHOOL ONLY AFTER TREATMENT AND REMOVAL OF ALL THE NITS.** Re-infestation *will* take place if the lice and nits have not been fully destroyed.

A child who becomes ill while at school will be isolated from the group until he/she can be taken home. In case of illness or injury at school, the parents will be notified. If they can not be reached, the emergency contact person/number will be called.

F. STUDENT MEDICATION

School personnel are not allowed to give medication of any kind without written authorization from the doctor and parent. Physician-prescribed medications **MUST** be held in the school's office by school personnel for the student accompanied by a doctor's instruction sheet (student's name, dosage, frequency, time). Please make the office aware of special medications, possible reactions, or unique medical situations. Medicine Consent and Release Forms can be picked up in the school office. Forms **must** be completed and on file **before** any medication can be administered.

FOR THE SAFETY OF ALL THE CHILDREN, **NO** MEDICATION (Prescription or Non Prescription) MAY BE CARRIED TO SCHOOL BY THE STUDENT.

The school will not dispense any form of non-prescription medication (i.e. Aspirin, Tylenol, Benadryl) without a written note from a doctor. (NOTE: This includes cough drops.)

G. SCHOOL HOURS

Classes are held Monday through Friday, at the following times:

Kindergarten:	8:15 a.m. to 11:45 a.m.
1 st Grade through 8 th Grade:	8:15 a.m. to 3:10 p.m.
Minimum Day (grades 1 – 8):	8:15 a.m. to Noon

H. ARRIVAL AND DEPARTURE

Drop-off will begin at 8:00 a.m. Students in Kindergarten are to be walked in to their classroom. All students using Extended Care are to be signed-in by a parent/guardian in the Extended Care room.

- Drop-off Locations:**
- Kindergarten – walked into classroom
 - Extended Care – Kindergarten area – 6:30-8:00 a.m.
 - “Yellow” Drop Off Area – beginning at 7:45 a.m. (Building B)

- Pick-up Locations:**
- Students in grades 1 - 8 are to be picked up at the designated area(s).
 - Kindergarteners may be picked up in their classroom or the Extended Care room, whichever is applicable.

Staff members will be waiting with their students for 15 minutes after the day’s end, after which any student not yet picked up will be directed to Extended Care until you arrive, and a **\$7.00 per hour fee will apply (in 1 hour increments.)** The Emergency Card and/or Pick Up Authorization form indicates the designated persons permitted to pick up a child from school; a child will not be permitted to leave with anyone else unless appropriate persons have given written or verbal permission. Additionally, we will ask for identification if we do not know the person. **Parents are expected to update aforementioned forms as applicable.**

I. EXTENDED CARE

Before and after school care is available for students from 6:30 - 8:00 a.m. and from 3:15 - 6:00 p.m. Kindergarten Extended Care is also available from 6:30 - 8:00 a.m., and 11:45 until 6:00 p.m. Please contact the school’s office for Extended Care rates.

Extended Care is offered only for students that are already enrolled in our school programs. Extended Care is non-refundable, even if one chooses not to take full advantage of the days or hours offered by the program. Fees for late pick-up of children will be as follows: 1st minute late is a \$5.00 late fee plus \$1 per minute for any additional minutes late after 6:00 p.m., based on the clock in the Extended Care room, in picking up a child from Extended Care.

Generally speaking, Extended Care is not offered on days when school is not in session.

Extended Care Program Payment Options:

These programs include regular school days only, and discounts do not apply to Extended Care. The total amount of the annual Extended Care can be paid in full by July 1. We also offer a ten month payment plan for Extended Care. If a family selects to have Extended Care, a regular monthly payment must be set up with Vanco Services. The first payment is due August 3.

J. CURRICULUM AND EVALUATIVE REPORTING

Appropriate, grade-level curriculum requirements include courses in language arts (i.e. reading, spelling, grammar, and writing), mathematics, science, social studies, religious studies, the arts and physical education.

Grades Kindergarten – 8 will follow the quarter grading system with four report card periods. Scheduled parent-teacher conferences for grades K -8 will also occur. Additionally, a conference may be held before or after school at any time a parent or teacher requests.

K. GRADING POLICY

Grades represent a judgment by the instructor. Although they may not always represent a perfect judgment, they are devices for measuring and reporting progress and achievement. They aid students in determining their individual strengths and weaknesses and may also be incentives to greater academic growth. Academic grades are not directly dependent upon behavior and are to never be lowered solely for disciplinary reasons. Letter grades are not given for conduct. A comment code is used to indicate a student's status or progress as it pertains to attendance, attitude, and general conduct.

Evaluation of student accomplishment may be based on daily work, quizzes, tests, reports, research projects, and examinations. Classroom participation, homework, punctuality, attentiveness, behavior and its consistency, neatness, completeness, and organization of daily work may also be considered in the evaluation process. Parents and students should consult with the classroom teacher to know the method of determination of grades.

Students or parents who have a question regarding a grade should first attempt to address the question with the teacher concerned. The request for a formal grade review must be made within one month of the grade being issued. If the matter is not resolved, the teacher and/or student/parent may appeal to the principal for further clarification or review. The decision of the principal is final.

Traditional letter grades begin being issued in grade four. Parents are encouraged to monitor the work of their students by contacting the teachers.

CONDUCT GRADES

“O” (Outstanding) reflects one or more of the following:

- student follows classroom rules and also promotes similar behavior among classmates
- student is highly respectful of teachers and peers in this class
- student is always on time and completely prepared for class
- student enthusiastically supports the learning process, showing high interest

“S” (Satisfactory) reflects one or more of the following:

- student follows classroom rules
- student is respectful of teachers and peers in this class
- student is generally on time for class and brings required materials to class
- student has a good attitude toward learning and the course material

“N” (Needs improvement) reflects one or more of the following:

- the need of an individual to improve their behavior
- an occasional lack of courtesy or respect toward peers or teachers
- inattentiveness in class
- occasional tardiness or lack of all required materials

“U” (Unacceptable) reflects one or more of the following:

- malicious intent in student's actions or behavior
- outwardly hostile, defensive, or otherwise disruptive actions
- disrespect to peers or teacher
- chronic tardiness to class or frequently without class materials
- bad attitude toward learning and/or the course material

Any student who has received a total of two or more “U” marks will be placed on Disciplinary Probation. Two “N” marks are considered equivalent to one “U” mark. (Please refer to Part 3, Standards for Christian Living, Disciplinary Probation, for more information.)

L. GRADE REPORTS

Report cards are made available to parents at the end of each grading period.

M. GRADE POINT AVERAGE (G.P.A.)

The calculation of grade points is a cumulative process each grading period. No other formal grade reports will be given. Letter grades are used to determine honor roll status, academic probation status, eligibility for participation in co-curricular activities, transcript notation, and class rank determination.

N. ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Co-curricular activities are important in developing each student as a “whole” person. For that reason, evidence of academic and behavioral success is a co-requisite for participation in co-curricular activities. Co-curricular activities are defined as those activities that are not part of an academic class or those not occurring on a regularly scheduled, on-going basis, such as athletics, Student Council, etc.

In order to remain eligible, students must have a “C” average (2.00 GPA) with no more than one failing grade (F) to be eligible. Report cards will serve as checkpoints for athletic eligibility throughout the school year. Any student not achieving the above standard of academic performance will not be permitted to represent BLS in any activity until the following grading period, unless an eligibility appeal is granted and the student's level of academic performance is found to meet acceptable standards.

Each student may use one appeal during each academic year. The procedure is as follows:

- The student must appeal through the principal's office.
- There is a minimum two-week period of ineligibility during consideration of the appeal and while the student is working to improve her/his grades.
- Weekly Progress Reports (WPR) will continue throughout the duration of the grading period.
- The student will lose eligibility for at least one week if:
 - a) the calculated G.P.A. on the WPR is below a 2.00 with no more than 1 F,
 - b) any assignments are not turned in as complete, or
 - d) any unsatisfactory (U) comments for conduct are indicated.

O. ACADEMIC PROBATION

When a student experiences academic difficulties, he/she may be placed on Academic Probation. During the probationary period, the student will be expected to improve her/his performance to conform to acceptable standards.

The student will be placed on Academic Probation after any grading period when he/she is below a C (2.00) overall average or is failing two or more subjects. The principal will announce the probation period to the student and parent(s). The period of probation will generally consist of one grading period. The purpose of probation is to emphasize the seriousness of the situation to the student and parent(s).

To be removed from Academic Probation at the conclusion of the following grading period:

- The student must establish an overall C (2.00) average.
- The student must not have failing grades in two or more subjects.
- The student must have passing grades or marked improvement in all subjects. Failure to improve could result in dismissal.

If a student remains on Academic Probation for repeated grading periods, he/she will come under automatic review with the following considerations:

- eliminating participation in co-curricular activities,
- requiring mandatory tutoring, and/or
- other options which are deemed appropriate, including dismissal.

P. HOMEWORK GUIDELINES

It is important that students learn to study at home. Homework assignments are a training ground for good study habits and provide the opportunity to review concepts learned in the classroom. Daily homework expectations are as follows:

Kindergarten:	10 to 15 minutes	Fourth Grade:	35 to 50 minutes
First Grade:	10 to 20 minutes	Fifth Grade:	40 to 60 minutes
Second Grade:	15 to 30 minutes	Sixth-Eighth Grade:	50 to 90 minutes
Third Grade:	25 to 45 minutes		

NOTE: Time spent on daily homework expectations does not include daily required reading and special assigned projects/reports.

Parents can make homework a positive and successful experience by:

- Providing a place for study that is quiet, well lit, and adequately stocked with supplies
- Keeping distractions to a minimum
- Setting a definite time for homework and sticking to the schedule as closely as possible
- Taking an active interest in what your child is doing and giving encouragement, while not doing the work for them
- Seeing that your child completes all required assignments on time
- Checking your child's work for accuracy and neatness
- Asking your child's teacher for specific tips with a subject matter that may be difficult

NOTE: If time spent on homework consistently exceeds the aforementioned expectations, please contact the teacher(s).

Q. STANDARDIZED TESTING

The Iowa Test of Basic Skills (ITBS) will be administered to students in grades 2-8 in October. The results of these tests are received around Thanksgiving and evaluated by the teachers and principal to address the results and key areas for growth for each student and whole class. They will also then be made available to parents for discussion and explanation.

R. RETENTION AND PROMOTION

Academically, students must maintain satisfactory progress in order to be promoted to the next grade level. In some cases a student may be required to attend a summer remedial program in order to be promoted to the next grade level. A student may be retained in a grade after a conference with parent(s), teacher, and principal, and if it is in the best interest of the child. The final decision rests with the school.

Part 3

STANDARDS FOR CHRISTIAN LIVING

A. WORSHIP

Worship is at the core of Christian life. Friends and family members are always welcome to attend. The school staff, local pastors, invited guests, and student groups will lead these opportunities for worship via a weekly chapel service. Students and guests are expected to participate in these worship opportunities by exercising reverent behavior that is appropriate for such occasions and appropriately participating.

An offering is taken during chapel to teach the children about Christian giving for the church, mission work and other charities. The Student Council is responsible for choosing the area(s) of designation.

There is nothing more important that we can give our children than a strong, Christian upbringing centered on Jesus Christ in the home, church, and school. We pray that all children and families enrolled in our school will want to experience growth in their Christian faith by regular church attendance. If the child has membership in another church, he/she may fulfill his/her church attendance privilege in that church. Families who don't have a church home are cordially invited to worship at Bethany Lutheran Church. Worship times are Saturday at 6 p.m. at the school's campus and Sundays at 8:30 a.m. and 11:15 a.m. at the South Orchard campus. Sunday School is also desirable, and we encourage you to take your child to Sunday School regularly. Adult Bible-study also takes place and is open to all.

B. BEHAVIOR AND CONDUCT

Bethany Lutheran School is a family centered on God and His redemptive action through His Son, Jesus Christ. We are called into a personal relationship with Him, which, in turn, is lived out in our relationships with each other. Students are strongly encouraged to make commitments to God, prayer, worship, spiritual growth, and a lifestyle that is reflective of a holy, loving God.

Discipline guidelines follow procedures developed to ensure all students have equal access to a well-rounded education. Students are held accountable for behavior on the way to and from school, during the class day, and at school-sponsored activities. More specifically the following paragraphs detail the guidelines and procedures for student behavior and discipline.

C. GUIDING STUDENT BEHAVIOR

The Discipline Philosophy and Procedures

The purpose of Christian discipline should be a loving one that is Christ-centered, relational, and provides a structure to preserve and advance the educational quality of all teaching/learning pursuits. Inherent in this process should be petitions to God that the power of the Holy Spirit might enable faith development in all involved parties to occur whenever disciplinary action is necessary.

There is an established a set of fundamental, school "standards" that are as follows:

1. Respect people.
2. Respect policy of Bethany Lutheran Schools.
3. Respect property.
4. Respect the teaching/learning process.
5. Respect the purpose of Bethany Lutheran Schools.

As we struggle against our own sinful nature, we recognize the need for guidelines to help control and guide the tendencies within us to do what is wrong. Rebuke, discussion, correction and guidance is to be carried out for love of all involved in order for the discipline to be most effective.

Effective discipline is attained and maintained in a classroom or school when parents and students work cooperatively and with the school principal and teachers toward the attainment of class and school objectives. Normal disciplinary situations are handled by the classroom teacher with referral to the principal only when deemed necessary by the teacher. Teachers in the upper grades (5 – 8) utilize a system called A.D.O.P.T., on which information is made available to the parents and students, to uniformly address student growth.

Following is a non-exhaustive list of specific, behavioral guidelines that are both helpful and necessary:

1. Students are expected to respect themselves and others in the BLS community by not engaging in malicious teasing or fighting or bullying.
2. Food, beverages, and snacks are allowed in the classrooms at the discretion of the teacher.
3. Weapons of any kind are not allowed on school grounds, within sight of school, or at school-sponsored activities. Any student in possession of such devices can be expelled.
4. Portable, non-life assisting, electronic devices (laptops, radios, video and digital cameras, pagers, cell phones, etc.) are not to be used during the school day or in the realm of school-sponsored events. If such devices are detected, they are to be respectfully surrendered to the BLS staff member who will give it/them to the principal.
5. Students are expected to treat their bodies as the temple of the Holy Spirit. As such is the expectation, possession or use of any illegal substance (alcohol, drugs, etc.), including paraphernalia, will not be tolerated on school grounds, within sight of school, or at any school-sponsored activities. As they are illegal substances to our students, they are strictly forbidden at ALL times for ALL students. Any student using, possessing, under the influence of, or exchanging illegal or prescribed/non-prescribed, legal drugs can be immediately expelled.
6. Chewing of gum is not permitted on school grounds.
7. Students may use the facilities of BLS only under the direct, purposeful, and appropriate supervision of a teacher or staff member.
8. Students are expected to stay within the boundaries of the BLS campus upon arrival to the school until released to the care of their parent(s).
9. Bicycles, skateboards, in-line skates, and similar forms of transportation are not allowed to be used at any time (24 hours) on school grounds. Students using such forms of transportation to arrive to school may do so, provided they lock up their transportation form in the designated area and are not used within the 15 minutes before and after the scheduled school day.
10. Students may leave campus for appointments only when their own parent/guardian signs them out or permission is given directly to an office receptionist. Families are expected to follow procedures of signing in and out. It is necessary to obtain an Admit Slip before returning to class. The school assumes no liability when such occurrences arise.
11. The school office is a place of school business.
12. Items deemed contradictory to the school's purpose are not allowed.
13. BLS reserves the right to govern/dictate all student behaviors within sight of the school and school-sponsored activities, as well as at the activities themselves.

BLS reserves the right to implement and edit/add to its discipline policy as necessary.

The following procedures will be followed for guiding/disciplining student behavior:

Step #1 When a student fails to change behavior as a result of various, appropriate low-level

interventions, the student will be issued a citation for the parent/guardian to sign; the signed citation is to be returned to the issuing staff member the next day. If a student receives a fifth (5th) citation, then step #2 will be initiated.

NOTE: If a student fails to return an issued citation, he/she may be held out of class until discussions between the principal and parent/guardian take place to encourage the process.

Step #2 If the behavior problem persists in spite of the citations, the student will be immediately suspended from classes. This first suspension may include the remainder of the school day as well as the next school day. The suspension is to be served under the guidance of the parent/guardian at a place other than the school. During this period of suspension, the student will be responsible for all work being done in the classroom and for all assignments made. However, while serving the suspension, the student forfeits the right to receive any academic credit from any regular class activity (homework, quiz, test, etc.) that takes place during the suspension. (See Part 3, Standards for Christian Living, K. Suspensions.)

NOTE: After the first suspension the student will be limited to three (3) citations before either again implementing Step #2 or progressing to Step #3.

Step #3 If behavior has still not been appropriately corrected by the student, then the student will serve a two (2) day suspension at the school. The academic consequences and participation limitations outlined in Step #2 are in effect.

Step #4 Any student with two suspensions will be placed on Disciplinary Probation (Please see Part 3, Standards for Christian Living, D. Disciplinary Probation.) and are up for automatic review with the following considerations:

- immediate expulsion
- a Behavior Contract
- other action deemed appropriate

Note #1 The various steps outlined in this procedure may be skipped, or even eliminated as deemed necessary by the school's principal.

Note #2 Citations for Dress Code violations and Public Displays of Affection are treated independently.

D. DISCIPLINARY PROBATION

A trial period of one grading period will be given in which a student must conduct himself/herself in a way that eliminates "U" grades. Under the terms of Disciplinary Probation (Please refer to Part 2, Academic Information, K. Grading Policy.), the student is allowed to participate in co-curricular activities. Probationary students are reviewed on a quarterly basis. Any student receiving a second term of Disciplinary Probation in the same school year may be subject to automatic review and placed on Disciplinary Ineligibility for a grading period.

E. DISCIPLINARY INELIGIBILITY

A student who commits serious or chronic violations of school disciplinary policies or fails to meet behavior requirements during Disciplinary Probation may be placed on Disciplinary Ineligibility. When placed on this status, a student may not participate in or attend any school-sponsored activity. This includes representing the school in any fashion.

F. PUBLIC DISPLAYS OF AFFECTION

Public Displays of Affection are unnecessary and distracting in an academic environment. It is expected that students will respond in a positive manner when counseled about unacceptable public displays of

affection. A sequential order of "consequences" will be followed to help students appreciate the appropriateness and seriousness of this policy. They are:

First concern - A staff member warns the students and sends a dated note to the Principal.

Second concern - A dated note is sent to the Principal, and a citation is issued by the staff member.

Third concern - Another dated note is sent to the Principal. Both students will be suspended for a minimum of one day. (See Part 3, Standards for Christian Living, K. Suspensions.)

Fourth concern - Another dated note is sent to the principal by the staff member; a second suspension of two days will take place along with a parent conference.

Fifth concern - Such continued unwillingness to cooperatively abide by the guidelines of BLS will lead to serious consideration of expulsion.

Note #1 - The Public Display of Affection rules apply to BLS students who are engaged in such activities with either BLS or non-BLS students before, during and/or after school, as well as at all school events.

Note #2 - Examples of what is considered "appropriate" and "inappropriate" have been developed. Please keep in mind that the following do not constitute an all-inclusive list.

Examples of "appropriate" Public Displays of Affection may include:

- brief, "quick" hugs

Examples of "inappropriate" Public Displays of Affection may include:

- holding hands

- kissing of any kind

- prolonged contact and sitting in, on, or straddling the lap of another

G. DRESS CODE

Paramount to the dress code at BLS are the principles of cleanliness, neatness, modesty, and avoidance of extremes. To be modest means "to have or show humility; be not vain; be decorous and decent; and be not extreme or pretentious (showy)." It is expected that students will respond positively when staff members point out their failure to dress within the law and/or spirit of these guidelines. Established guidelines are in place for all BLS sponsored events (games, dances, classes, etc.).

The consequence for the first violation will be a verbal warning; the consequence for the second violation will be a citation signed and returned the next day by the parents; and a third violation will result in the loss of Themed Dress for the month. The fourth violation may result in suspension (see Suspension/Dismissal on page 15.) Students who habitually violate the dress code may jeopardize their placement at BLS.

Bethany students are required to wear school uniforms, as made available by Dennis Uniform Company.

Dennis Uniform Company 9500 Micron Avenue, Suite 110, Sacramento 95827

(916) 361-6710

School Code: W0EBET

Official chapel uniforms must be worn on days of chapel and some field trips. The official chapel uniform must be purchased from Dennis Uniform Company and consists of the following:

Girls – Navy pants, black belt
Plaid Jumper or Skirt
White, collared blouse
Navy sweater with school crest
Chapel shoes- closed toes; black,
blue or brown

Boys - Navy pants, black belt
White oxford shirt
Navy sweater with school crest
Chapel shoes- modest oxford,
loafer style or closed toe shoes,

black, blue or brown

The daily uniform consists of the following options:

Girls- Jumpers, skirts, long pants, walking shorts, or skorts in khaki or navy color
Navy, hunter green, white, or red polo or turtleneck shirts

Boys- Navy or khaki, long or short pants
Navy, hunter green, red, or white polo or turtleneck shirts

Options may be purchased through Dennis Uniform Company or local stores that carry school code colors and styles. Dress options may be worn on any day but Chapel Day. PE clothes may be worn for PE.

Other requirements:

- Belts are to be solid black in color and must be worn with all pants and shorts (optional for K and grade 1) that are equipped for them. Belts with metal studs or other non-buckling, metal objects are not allowed.
- Shirts/blouses must be tucked in. The Dennis Uniform Overblouses for girls are excluded.
- Socks are required and must be solid-colored white, navy, hunter green, tan, or red and visible above the ankle.
- Girls may wear shorts or tights that are black, white, red or navy in solid colors only (one piece combination of leggings and socks) under dresses or skirts. Shorts may not extend beyond the length of the skirt.
- Shoes must have a firm sole that does not scuff, a heel and a closed toe. Modest oxford, loafer style or tennis shoes are to have laces that are predominantly solid in color. No lights, Croc-style®, jellies, flowered or character shoes, wheels, water shoes, etc. are allowed. All shoes must be worn properly and be a matching pair.
- It is required that jewelry not be worn with the following exceptions: plain watches and up to one pair of post or small loop earrings to be worn in the lobe are appropriate for school for girls. BLS is not responsible for breakage or loss.
- No make-up may be worn. Nail polish must clear in color. Artificial nails are not allowed.
- Exposed body art, including writing on one's self, is not acceptable at BLS.
- Only official Bethany and solid-colored navy sweatshirts may be worn in the classroom.
- All clothing should be labeled with student's name.
- Both boys and girls must have reasonable hairstyles. Dying, bleaching and tinting of hair to an unnatural hair color is not allowed. Hair should be a natural color, well-maintained and in avoidance of extremes. Hairstyles should not cover a student's eyes, nor should a boy's hair go beyond the bottom of his chapel uniform shirt's collar. Feathers in the hair are also not allowed.
- Hats with the school logo in navy, red or khaki or a plain hat of the same color selection may be worn. Hats are not to be worn inside buildings. Only girls may wear headbands which are to be solid navy, hunter green, brown, tan or red in color or purchased via Dennis Uniform.
- No chains of any kind (including "dog collars") are permissible.
- Principles of cleanliness, neatness, modesty, and the avoidance of extremes always apply.
- All clothing must be without damage, clean, hemmed and without frayed edges.
- Sufficient modesty must prevail at all times and is determined by school staff.
- All acceptable clothing must be worn correctly and as intended.
- Sunglasses are not to be worn inside buildings.
- Clothing may be one size bigger than normal fit to allow for growth.

The last Friday of each month is typically designated as Themed Dress Friday. Families are notified of

the theme as selected by Student Council. Clothing must be appropriate to Christian school attendance. Shirts must have sleeves, and pants may not sag or reveal midriff. Spaghetti strap shirts or tank tops are not permitted. Appropriate undergarments are meant to be worn and not seen.

H. CAMPUS BOUNDARIES

At times it may become necessary to further control where a student is allowed to be while on campus. We are considered a closed campus. Interpretation: Once a student has arrived at school, he/she may not leave campus without parental permission and BLS consent. Leaving campus for lunch is not allowed nor are non-parental guests of students allowed to come to the campus. Any parent desiring to visit and/or have lunch with their student or bring lunch for their student may do so, granted that the brought lunch is not "fast food" in nature (i.e. no McDonalds, Taco Bell, etc.). Bethany also contracts services with RevFoods for families to take part in a cost-based lunch program of nutritious meals made fresh daily and delivered to the school on a daily basis. Information on the lunch program is available in the office.

I. EVENT ATTENDANCE

Periodically, school-sponsored groups may host an event for strengthening of the community. Following are some guidelines with respect to expected behavior of attendees.

1. All students are expected to remain at the event until their advertised conclusion. Those who want/need to leave early must have the written permission of a parent and the approval of the supervising school official. Once a student leaves the assigned area in which the event is occurring, he/she is not permitted to return.
2. Students are not allowed to bring open containers of any kind into an event.
3. All school rules are in effect and apply to all participants.
4. If guests are allowed, the host student must obtain a guest pass prior to the event. Guest passes may be obtained from the school office; no guests are admitted without a pass.
6. Guests and their student hosts will be held accountable for any and all of their actions. Consequences applied to a guest may also be levied upon the student host. This handbook will serve as guidelines for expected behavior.

J. SMOKING

Smoking is not tolerated at Bethany Lutheran School. Adults on campus should also recognize their part as role models and similarly refrain from smoking at all times. If a student chooses to engage in smoking on school grounds, within sight of school, on the way to or from school, or at any school-sponsored activities, the following consequences may occur:

First offense - suspension for the remainder of that day as well as the following school day with a conference between the student, principal and parent(s)/guardian(s) taking place before the student is allowed to return to classes

Second offense - suspension for the rest of that school day, plus two additional class days with a conference between the student, principal and parent(s)/guardian(s) taking place before the student is allowed to return to classes

Third offense - expulsion from BLS

K. SUSPENSIONS

Definition:

- A suspension is defined as any time a student is not allowed to attend classes due to disciplinary action.

Interpretation:

- A student may be made to forfeit the right to gain credit from, or make up, any quizzes, tests or assignments due during the period of suspension upon conference of individual teachers and

administration.

- A student forfeits the right to participate in school-sponsored activities on the day(s) of the suspension.

L. TRUANCIES

Definition:

- A truancy is defined as class missed without authorization by parent and school.

Procedure:

- On the first truancy parents are notified by the school office that their student has been suspended for the following day. The student may also be suspended for the remainder of the school day on which the truancy occurred.
- On the second truancy the student will be suspended until a conference between the student, parent(s) and principal is held.
- Should an additional truancy occur, another conference between the student, parent(s) and principal will occur in order to determine the wisdom of continued attendance at BLS.

Interpretation:

- During the time of truancy and ensuing suspension, a student forfeits the right to make up any quizzes, tests or assignments due, per BLS policy regarding suspension.
- A student forfeits the right to participate in school-sponsored activities on the day(s) of the truancy.

M. TEXTBOOKS, BOOK BAGS AND LOCKERS

A student is responsible to care for those items put in her/his responsibility. Textbooks are expected to be covered and protected from excessive wear. If materials are not returned, cost to replace them is to be reimbursed to the school from the student/family. Returned materials considered to be excessive in use will also lead to a fine to the student/family. Sticky-type and/or stretchy book covers are not acceptable.

Students are encouraged to use their book bags to bring their books/materials to and from school; however, all book bags should be left in the student's locker or in the student's assigned area during the school day. The searching and/or removal of any particular parcels and/or property on the grounds of BLS is permissible when deemed necessary by the principal.

The use of lockers is a privilege; therefore, it is expected that the user of the locker exercise responsible stewardship of them. Students to whom a locker is issued will be required to sign a Use Agreement before usage is allowed. Personal locks may not be used. The locker (inside and out) should be kept neat, clean, and orderly. The student is responsible for the condition of her/his locker. Any problems with the locker should be immediately reported to the principal. Lockers remain the property of the school and may be opened and inspected by the school's principal. Such inspections can be unannounced and selective, and they can be done even if there has been no report of wrongdoing. If contraband is found, the student will be subject to discipline via BLS as well as possibly to the local authorities.

N. PARENTAL BEHAVIOR

Normally, a child is not to be deprived of an education or otherwise penalized for the action of the parent(s)/guardian(s). However, the principal may recommend removal of a student when the parent(s) or guardian(s) has failed to meet the obligations to the school which they accepted upon enrolling their child; have been persistently uncooperative with the school staff, policies, regulations, or programs; or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

Part 4

ADDITIONAL POLICIES AND PROCEDURES

A. ATTENDANCE PHILOSOPHY

There is a direct relationship between academic success and regular school attendance. Attendance is the responsibility of the student and parent. Students should remain out of school only when it is absolutely necessary, as much of the classroom activity can never be replicated. The benefits of lectures, discussion, classroom participation, and collaborative group work are lost forever to the student who is absent.

The school requests that parents call the office by 8:30 a.m. each day a student is absent. Otherwise, the school office staff will make reasonable attempts, through phone calls, to inform parents of absenteeism.

B. TARDINESS

Punctuality is very important at BLS. There is no reason for a student to be tardy to class, chapel, etc. These guidelines are intended to ensure that all parties concur regarding the definitions and implementation of the tardy policy.

Tardiness is recorded on the child's record and report card. A student is tardy if he/she is not ready to begin the day at 8:20 a.m. Students must go to the office to pick up a tardy slip when tardy to school. A student in grades 5 – 8 may also be counted tardy during the day with the switching of classrooms. Continued tardiness will be assessed an after-school detention to be served with the teacher on duty from 3:15 – 3:45 p.m. on the assigned day. A student in grades 5 – 8 who is tardy to school will receive a detention on the fifth and following tardy and on the third and following tardy for periods 2 – 7, which will reset at the end of each grading period.

Tardiness will be marked excused for doctor's appointments, traffic accidents, or unavoidable circumstances such as major traffic problems in route to school. A note from the parent is required. Unexcused tardiness includes sleeping in late, child not able to find shoes, etc.

C. ABSENCES

Definition: Absences are defined as

- a. personal illness
- b. appointments with a medical professional which can not be scheduled to occur after school
- c. serious family illness or a death in the family
- d. suspension from school (See Part 3, Standards for Christian Living, K. Suspensions)
- e. other causes for which written notification was given by the parent prior to the absence, and/or truancy (See Part 3, Standards for Christian Living, L. Truancies)

The School Office is to be notified by 8:30 a.m. if a child will be absent. A written note of excuse for all absences should be sent to the child's teacher upon return to school; these excuses are filed for reference until the end of the year. Students with excused absences will be given make-up work to complete, and families may request said work through the school office. Expected work may be picked up after 4:30 p.m. on the day of request.

An excused absence includes illness, appointments for medical issues, accident, or attendance at a funeral of a family member. A child who misses more than one week of school due to illness must provide a doctor's excuse upon their return. An unexcused absence may be given to a student who has been

suspended, is truant, and/or has not met the excused absence criteria.

California law requires compulsory school attendance by all children between the ages of six and sixteen (California Education Code, Section 12101). It is required by law that we report cases of excessive (more than 3 days), unexcused absences to the proper authorities. Additionally, frequent and/or unexcused absences can be reason for retention and/or dismissal.

D. COMPUTER LABORATORY AND TECHNOLOGY USAGE

The school's computer laboratory exists for the purpose of classroom instruction and research. It is not intended to be a "game room" and/or used for social networking. Using school computers for purposes other than educational, defined as for the purpose of accomplishing a teacher-generated task, is not permitted. Misuse of school property carries consequences.

The following non-exhaustive list of activities is regarded as serious misconduct with school computers:

- Social networking
- Viewing unauthorized or unnecessary sites
- Plagiarizing a website and/or representing the material as one's own
- Using another student's username and password
- Changing settings on school computers
- Installing or deleting files and programs on school computers as well as editing those same files and programs
- Physically causing damage to school computers and printers
- Having food or drink in the computer lab or next to other school computers
- Using school computers to try to injure another student's reputation
- Portable computers should be left at home.
- Activity not specifically listed but that which becomes a problem

All BLS students must be aware of the following expectations of those who choose to publish or post to a web log or websites, newsgroups, e-mail lists and other forms of on-line communication:

1. If you choose to identify yourself as a Bethany student, you may not represent yourself to the community in any manner that negatively affects the BLS purpose, mission, philosophy and Standards of Behavior.
2. You may not publish or post BLS information including, but not limited to the following: use of logos, logo wear, team/club photos or images/references to staff. Further, you may not post comments/photos of a fellow student without her/his knowledge and permission of that student and his/her family.
3. You are legally responsible for the content you post. This means you or your family may be held personally liable for defamation, libel, obscenity, etc.
4. In all instances BLS expects that students use good judgment when blogging, chatting, posting on-line, or engaging in any form of on-line communication. Failure to comply will result in disciplinary action up to and including suspension or removal from Bethany Lutheran School.

E. DISCRIMINATION

Bethany Lutheran School welcomes students of any race, color, sex, nationality or ethnic origin to all rights, privileges, programs, and activities of the school. It does not unlawfully discriminate in the administration of educational policies, admissions policies, scholarships, financial aid, or any other school sponsored programs.

Bethany Lutheran School is not able to provide a successful academic experience for all students who have need for a special Individualized Education Plan. A limited number of students with learning

differences may be admitted if such differences can be reasonably accommodated without undue hardship to the school, provided parents understand the limitations of the school program.

Particular consideration is given first to applicants who are active members of Bethany Lutheran Church and then to all others. All applications are welcomed and given due consideration. (See Part 2, Academic Information, B. Enrollment Policies)

F. EXTENDED ABSENCES

In an effort to promote Christian service, many local churches organize mission trips in the springtime. Likewise, some families may choose to temporarily remove their student from their academic environment for family reasons. Please note the following guidelines:

1. Accommodations for an independent study-type of contract must be developed with the student's teacher for absences in excess of 2 days. Parents are responsible for initiating contact with the teacher and seeing that the contract is completed. A copy of the Independent Study Contract will be kept in the student's file.
2. The principal reserves the right to deny permission to categorize the absences as excused, specifically for academic and/or spiritual concerns.

G. HARASSMENT

Bethany Lutheran School is committed to providing a learning environment that is free from unlawful harassment. Unlawful harassment of any student or employee by any other student, employees, vendor or others on school grounds, or during school activities is prohibited. The school will treat allegations of unlawful harassment seriously and will review and investigate such allegations in a prompt, confidential (to the extent practicable), and thorough manner.

A charge of unlawful harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of unlawful harassment will result in disciplinary action, up to and including dismissal for students, termination of employment for employees, and termination of relationship with other harassers. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

What is "unlawful harassment"? Unlawful harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, religion, color, national origin, gender or any other factors delineated by applicable law. Unlawful harassment can occur any time during school related activities. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to another person;

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work movement;

Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings;

Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

PROCEDURES: Bethany Lutheran School encourages any student who believes he/she is being harassed to immediately come forward and report such incidents to her/his teacher or principal, the Senior Pastor of Bethany, or any BLS Council member. The report should include details of the incident or incidents, names of the individuals involved, and names of any witnesses. A student need not report the harassment to a teacher or administrator he/she is accusing of harassment. BLS will not retaliate or allow any form of retaliation against any student for making a non-frivolous complaint or participating in an investigation. In fact retaliation for reporting a violation is itself a violation of this policy.

H. PLAGIARISM

Lying, cheating, and stealing are disciplinary offenses subject to disciplinary action by the school. Plagiarism is an example of all three such offenses and is a serious, moral and academic offense; it impedes the learning process for the student.

Examples of plagiarism include...

- giving false data or information for a paper or report
- presenting information as your own, which is not your own, including undocumented sources and unallowable use of another's ideas
- discussing the contents of any test/quiz with others before all have taken the test/quiz
- cheating on test or quiz or homework
- copying homework or notes or outlines (without instructor consent)
- copying lab work or work reports (without instructor consent)
- providing homework or any other material (mentioned above) to another student

Consequences for plagiarism are as follows:

- The instructor will discuss the infraction with the student. Parents will be informed, and the instructor will mete out the academic consequence.
- The instructor will send a referral note to the principal. If the principal discovers repeated behavior in the same student, subsequent disciplinary action will be taken. Subsequent instances of plagiarism will be handled in accordance with discipline steps noted in Part 3, Standards of Christian Living, C. Guiding Student Behavior of this handbook.
- The BLS staff will be confidentially advised about any such disciplinary action.

I. RECORDS MAINTENANCE

Bethany Lutheran School maintains student records containing information on student achievement and health during a student's tenure at BLS in regards to academic performance, discipline, honors attained, cumulative academic records, and the like. Parents/Guardians are afforded the right to access those records with the consent of the principal after a request has been made to the office in a sufficient amount of time to allow adequate preparations to be made.

Cumulative academic records are sent to other academic institutions only upon receipt of a formal request. Report cards and student test scores will only be released to families whose accounts are paid in full and current. Students whose accounts are not current will not receive report cards or student test scores until the account is paid in full, including all late fees. All other records are held by BLS for a period of seven years after a student's exit from the school, at which time they are destroyed to protect privacy. Requests to secure those records by the family must be made before that amount of time, after which only permanent transcripts and records of dates of attendance will be accessible through the school office.

J. LIBRARY USE GUIDELINES

Students will visit the library with their class. Students may take books home from the library following

normal check-out procedures. They are due on or before the due date. Any book that is lost or damaged must be replaced by the student at the list price of the book plus any applicable shipping and handling charges. Please contact the school office in the event there is a concern about a library book.

K. MEALS AND SNACKS

Bethany also contracts services with RevFoods for families to take part in a cost-based lunch program of nutritious meals made fresh daily and delivered to the school on a daily basis. Information on the lunch program is available in the office.

Lunch: Children are asked to bring a nutritious lunch each day that includes a beverage (i.e. juice, milk). It is expected that they bring no candy or soda and that the family remove soda and candy from prepackaged lunches.

Snack: Children are asked to bring a daily, nutritious snack. Please keep the snack simple, as the snack period is short per the teacher's schedule. It is important for students to have time for play and exercise as well as for a snack.

**ALLERGIES:
TEACHERS AND OFFICE STAFF SHOULD BE IMMEDIATELY
INFORMED OF ANY DIETARY RESTRICTIONS OR ALLERGIES.**

L. SOCIAL ACTIVITIES

Party invitations may not be distributed at school, but a school directory will be provided for families to mail individual invitations if they wish. Each child's birthday will be recognized at school by the teacher in a special way. Additionally, we welcome parents to send in a special treat to be shared with the class, once discussion has been had and approval has been granted by the teacher. Please understand that some children in the class may have allergies to certain foods; their needs must be respected.

M. SCHOOL PROGRAMS

Children will participate in special programs, and the entire Bethany community will be invited to attend. Additionally, the children will be invited to sing on occasion at Sunday church services at Bethany Lutheran Church. When the students participate in the Sunday services, they are expected to be in their chapel uniform. Not doing so could lead to a Citation for Dress Code.

N. EMERGENCY PREPAREDNESS PLAN

Safety drills are conducted regularly in accordance with state and local authorities.

In the event of a serious emergency, do not telephone the school, as the phone lines are needed for emergency, and do not come to the school. Tune your radio to KUIC (95.3 FM). If needed, report to the administration at the school.

Part 5

SUPPORT SERVICES

A. GUIDANCE AND COUNSELING

As a Christian community, BLS offers guidance and counseling that reflect its Christian identity. In a general sense, all faculty members are involved as counselors. If the services of a clinical psychologist or other professionals are deemed necessary or desired, the school is able to make recommendations.

B. PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) is the parent support group for the school, and they meet once a month. Fund-raisers, special activities and events, and publicity for these events are all under the auspices of the PTO. The PTO is responsible to the principal. Activities sponsored by the PTO are automatically eligible for fulfilling the Family Partnership program requirement. (Please see below.)

C. FAMILY PARTNERSHIP PROGRAM

Tuition alone does not cover all the aspects and responsibilities of a quality Christian education. Partnership opportunities allow our parents the opportunity to become involved while keeping tuition affordable by reducing labor expenditures through service and fund-raising contributions. Each Bethany Lutheran School family is required to complete 30 partnership hours annually for one student toward the support of the school programs. The maximum partnership hours for families with multiple students will cap at 50 hours with five (5) hours per child being dedicated toward fund-raising events through the PTO.

Partnership hours can be credited for various activities. The school's principal makes the final decision as to which projects are credited for partnership hours. A sheet is provided for the parents on the school website and in the school office to record the partnership hours for each month. This form is to be returned to the office at the end of each month. The partnership hour requirement must be met for the current year by May 15. A monetary assessment will be made in June based on \$10.00 per hour for any remaining balance. Families may also elect to pay an amount not to exceed \$500 annually in lieu of completed partnership hours. (Participating in person is desired greater than simply writing a check.)

All visitors must sign in at the office prior to entering the classroom. Teachers will have a Partnership Hours Sign-up Sheet at Back to School Night. Please check with your child's teacher. Any Partnership Hours completed after June 30th, for returning families, will count toward the next school year.

D. LOST AND FOUND

Student possessions left unclaimed will be placed in the lost and found. If items are not claimed within a reasonable period of time, typically two weeks, they will be donated to a local charity.

E. SCRIP Program

The National SCRIP Center is a non-profit organization that has forged a permanent relationship between the business community and Bethany Lutheran School. SCRIP is a term which means "substitute money." In this program our school's members buy gift certificates at face value from the school. SCRIP provides a large number of merchants from which to choose and flexibility in the merchant choices. SCRIP can also be purchased and used year-round to raise money and provide continued contributions towards fund-raising efforts. See www.scripcenter.com for a complete list of participating merchants. (**Subscriber password: BETHANY621**).

Part 6

COMMUNICATIONS

A. ACADEMIC

Students will receive different types of academic reports during and at the end of each grading period. Parents should feel welcome to contact any of their student's teachers at any time to inquire about their student's progress. The first line of communication for a parent about academic/disciplinary concerns in a particular classroom is the teacher. The principal should be contacted if a question/concern can not be resolved between the teacher, student, and parents.

B. PARENT NEWSLETTER AND CALENDAR

Families will receive a newsletter on a regular basis from the school highlighting upcoming events, news of note, and other pertinent information. To streamline the distribution of information to our families, much of the information on school activities and events, in addition to communication from your child's teachers, classroom and school office, will be sent to you via e-mail. Each family will be asked to provide a current e-mail address to allow this dispersal of information. *This information is for office and teacher use only and will not be distributed unless authorized to do so.*

C. APPEALS TO THE HANDBOOK

Procedures for the appealing of some matters have already been presented in this handbook; however, not every situation is covered herein. Therefore, if a student/parent desires an exception to handbook policy, the procedure is as follows:

1. Go to the principal with the written appeal.
2. The principal may discuss the matter with appropriate personnel.
3. The principal will make the final decision on the appeal, giving due consideration to input.

D. COMMUNICATION PROCEDURE FOR PROBLEM-SOLVING

Bethany Lutheran School desires to handle all concerns in a Biblical manner, per Matthew 18:15-20 and Galatians 6:1-5. Please help us handle concerns effectively and in a Christian manner by following the Scriptural guidelines. Parent cooperation of the communication procedures is vital to a child's placement in our school. We want to satisfactorily handle each problem, and we realize this can only happen through proper communication and support. When this procedure is followed, it effectively builds positive relationships and communication.

If there exists a specific concern or suggestion, tell it to the appropriate person. Concerns about school policy or operations should be expressed directly to the person in charge of the department in which there is a concern. Here is the step-by-step procedure to follow:

- Step 1** All classroom, playground, etc., situations should go to the staff member first.
- Step 2** If the situation is not resolved, be sure to go back to the staff member a second time; sometimes issues and concerns need clarification.
- Step 3** If the situation cannot be resolved after further clarification with the staff member, then involve the principal. The goal of this communication process is to have concerns and complaints resolved at the department level. This is a binding resolution.
- Step 4** Christian conciliation: The parties to the students' education (parent/guardian, school, student) are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private (1Corinthians 6:1-8;

Matthew 5:23-24; and Matthew 18:15-20.)

E. ELASTIC CLAUSE

Recognizing that situations may develop over the course of the school year, which might necessitate adding, deleting or changing the policies contained in this handbook, the school administration reserves the right to do so. Such alterations may include opportunity for student and parent input via the school's monthly newsletter, PTO (Parent Teacher Organization) meetings for parents, and Student Council or class/student body meetings for members of the student body, if the time needed for this input does not interfere with timely and necessary changes. Similarly, the school administration maintains the right to dispense with some or all of the policies in this handbook and reserves the right to take any action deemed appropriate to ensure the school's policies and mission.

Handbook Revision Date: August 2011