Bethany Lutheran School

2026 - 2027

PARENT/STUDENT HANDBOOK

www.gobethany.com

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Accredited by:

Accrediting Commission for Schools,
Western Association for Schools and Colleges
533 Airport Boulevard, Suite 200
Burlingame, CA 94010-2009

National Lutheran School Accreditation
LCMS School Ministry
1333 S. Kirkwood Rd.
St. Louis, MO 63122

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INTRODUCTION

This Parent handbook is intended to share school policies and procedures allowing Bethany Lutheran School to operate the highest quality Christian educational program possible. The faculty and staff at Bethany try to hold ourselves to high standards, and we are committed to carrying out these policies and procedures fairly and appropriately. We expect parents to support our efforts by adhering to all policies and procedures of Bethany Lutheran School.

The Mission Statement of Bethany Lutheran School

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

Student Learning Outcomes

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, their 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 clearly and appropriately.
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.

The Ministry of Teaching

Even as we may see our society change in its beliefs, Bethany remains rooted in the Holy Gospel, and our affirmations of the Biblical truths upon which Bethany is founded and cooperate do not. Our faith foundation on some, but not all, of those differences are defined below. *More information can be found on our website

Marriage: *The Holy Scriptures teach that God, in creating the world, gave marriage the life-long union of one man and one woman (Gen 2:24), a gift to be held in honor and kept pure (Heb 13:4; 1 T.H. 4:2-5). As a man and woman freely commit themselves to one another, God himself joins them as one. Marriage is far more than a social contract or a mere interpersonal bond. It is an act of God the Creator.*

Male/Female: *Biological sex means the biological condition of being male or female as determined at birth based on physical differences or, when necessary, at the chromosomal level.*

Facilities use: *Notwithstanding any other board policy, student and other restrooms, locker/shower rooms, etc., designated for one biological sex shall only be sued by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical production and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.*

Christlike: *The biblical and philosophical goal of Bethany is to develop students into mature Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled At Bethany Lutheran School, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and refrain from certain activities or behavior. Thus, Bethany retains the right to refuse enrollment to or expel any student to engages in sexual immorality.*

Academic Policies

Attendance Philosophy

At Bethany, we recognize and value the direct correlation between consistent school attendance and academic success. Being present in class is vital for students to fully engage in their educational journey. Regular attendance is a shared responsibility between students and parents.

We encourage students to be present at school unless necessary, as the classroom experiences offer unique opportunities that cannot be replicated elsewhere. Students gain valuable knowledge and develop essential skills through lectures, discussions, classroom interactions, and collaborative group work. Absences can result in missing learning experiences that cannot be recovered.

To ensure effective communication, we kindly request parents contact the school office by 8:30 AM when their child is absent. This proactive approach allows us to maintain accurate records and support students' educational progress. If parents cannot report an absence, our dedicated office staff will make reasonable efforts to notify them of their child's absenteeism.

Failure to contact the school office to report an absence may result in an unexcused absence. We appreciate your understanding in prioritizing regular attendance, as it significantly contributes to our student's educational growth and success.

An integral part of the school's total program is chapel service; all students must attend chapel, be courteous, and participate respectfully.

Curriculum and Evaluative Reporting

Appropriate, grade-level curriculum requirements include language arts, mathematics, science, social studies, the arts, bible, and physical education courses. The curriculum is drawn from various sources and seeks to support a student's attainment of state, national, and Lutheran Church Missouri Synod standards.

Grades Kindergarten - 8 will follow the quarter grading system with four report card periods. Scheduled parent-teacher conferences will also occur. Additionally, a meeting may be held before or after school whenever a parent or teacher requests and schedules it.

Grading Policy

Grades provide valuable insights into students' progress and achievements, helping them identify strengths and areas for improvement. Academic grades are based on performance, while conduct is assessed separately using a comment code that reflects attendance, attitude, and general behavior.

The evaluation considers various factors, such as daily work, quizzes, tests, reports, and projects. Classroom participation, homework completion, punctuality, behavior consistency, neatness, and organization contribute to the evaluation process.

We use the web-based platform, Educate, for easy access to grades. Parents will receive login information and a password at the beginning of the school year. Checking Educate regularly is the parent's responsibility to stay informed.

We encourage open communication between parents, students, and teachers for grade-related questions. Please allow 24 hours for teachers to respond to emails, Monday through Thursday. Please schedule a meeting with the teacher outside of instructional time. If needed, a formal grade review can be requested within one month of the grade being issued. The principal's decision on any appeal will be final.

Traditional letter grades begin in grade three. We strongly urge parents to monitor their student's work by regularly communicating with teachers.

CONDUCT GRADES (K-4)

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

- student follows classroom rules and also promotes similar behavior among classmates
- the student is highly respectful of teachers and peers in this class
- the 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 for 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 frequent without class materials
- bad attitude toward learning and/or the course material

Grade Reports/Grade Point Average

Report cards are made available to parents at the end of each grading period. The calculation of grade points is a cumulative process each grading period for grades 5-8 and is determined from their enrolled classes. 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. Students in an accelerated mathematics class in grades 5-8 receive a "bump" when G.P.A. is determined (if applicable).

Homework Guidelines

Students must 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 listed as maximums:

Kindergarten	10 min	Fourth Grade	40 min
First Grade	10-15 min	Fifth Grade	50 min
Second Grade	20 min	6^{th}-8^{th} Grade	50-90
Third Grade	30 min		

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

Retention and Promotion

Bethany strives to ensure each student's academic success by maintaining satisfactory progress and considering the child's best interests within our educational setting. Promotion to the next grade/class level is contingent upon maintaining this satisfactory progress. As this handbook outlines, truancy may also impact a student's promotion.

Decisions regarding retention/promotion are made collaboratively by the principal and classroom teacher(s), with the primary focus on the student's well-being and academic growth. These decisions are made based on social-emotional and academic maturity. The principal's decision in this process is final. The determined outcome may involve various options, such as

promoting the student after completing additional work during the summer or creating a plan for retention based on specific measures taken by the student and family.

Standardized Testing

The ***SAT-10*** will be administered to students in all grades each school year. Please check the school calendar for these dates. The teachers and principal receive and evaluate the results of these tests to address the results and critical areas for growth for each student and the whole class. They will also then be made available to parents for discussion and explanation. This standardized test is used in both public and private schools. The SAT-10 aims to assess students to provide diagnostic data for student support and curricular decisions.

Additional School Information

Absences, Tardiness, and Truancy

Absences are categorized as follows:

- Personal illness
- Appointments with a medical professional that cannot be scheduled outside of school hours
- Serious family illness or death in the family
- Suspension from school
- Other causes for which written notification was given by the parent before the absence and/or truancy

Parents must notify the school Office by 8:30 AM to report an absence. Students with excused absences will receive make-up work, and families may request the day's schoolwork through the school office. Work requests should be made in the morning when reporting the absence, and the expected work can be picked up at 3:00 PM on the day of the request.

Excused absences include illness, medical appointments, accidents, or attending a family member's funeral. A doctor's excuse must be provided upon their return if a child is absent for more than three (3) days due to illness. An unexcused absence may be given to a student who has been suspended, is truant, and/or does not meet the criteria for an excused absence.

Tardiness to school is recorded on the school record and report card. Students are only allowed if they are ready to begin the day at 8:00 AM. Students who are late must be signed in at the school office by a parent or guardian before proceeding to the classroom.

According to California law (California Education Code, Section 48200), all children between the ages of six and sixteen must attend school. Failure to attend school without a valid excuse for three full days in one school year, being tardy or absent for more than 30 minutes during the

school day without a valid excuse on three occasions in one school year, or any combination thereof, classifies a student as truant. Truancy is defined as failing to attend class without authorization from **both** the parent and the school.

Habitual truancy will be referred to the local district truancy department and/or the county district attorney for review. Chronic absences/truancy can impact a student's retention/promotion to the next grade level. California law mandates students to complete specific instructional minutes per school year based on their grade level.

Extended Absences

To promote Christian service, many local churches organize mission trips in the springtime. Likewise, some families may temporarily remove their students 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 office administrator for absences over two days. Parents are responsible for promptly initiating contact with the office (at least FIVE days before the planned absence) and seeing that the contract is completed. The principal must approve all independent study contracts. A copy of the Independent Study Contract will be given to the teacher, and another copy will be kept in the student's file.
2. Independent Study Work is expected to be completed upon the return to school. Only complete work, upon the teacher's discretion, can be marked down and/or not accepted late.
3. The principal reserves the right to deny permission to categorize the absences as excused, specifically for academic and/or spiritual concerns.

Arrival, Departure, and School Hours

Classes are held Monday through Friday at the following times:

Kindergarten through 3rd:	8:00 AM to 2:35 PM.
4th grade through 8th Grade:	8:00 AM to 2:45 PM.
Minimum Day:	8:00 AM to Noon

Classroom doors will be closed at 8:00 AM so the instructional time can begin.

For parents choosing to drop students off before 8:00 AM, A Bethany staff member will be outside in the courtyard area (or Fellowship Hall in inclimate weather) to receive students beginning at 7:45 AM. Before 7:45 AM, students must be dropped off in Before School Care, and any drop-in Before School charges will apply.

Building B doors will be opened at 7:45 AM to accommodate 5th-8th graders. All other students may line up at 7:45 at their designated area.

All students arriving before 7:45 must be signed in by a parent/guardian in the Extended Care room.

Any student arriving after 8:05 AM must be signed in at the school office before they proceed to the classroom.

Drop-off Locations:

- Early Care – Back of Building B– 6:30–7:45 AM.
- Drop-Off Areas – beginning at 7:45 AM. (Staff are present to supervise.)

Pick-up Locations: **-** Students in grades K - 8 are to be picked up at the designated area(s).

- Extended Care- Back of Building B or Playground - until 6:00 PM

Staff members will be waiting with their students for 15 minutes after the day's end, after which any student still needs to be picked up will be directed to After School Care until you arrive, and **an $8.00 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 allowed 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 the forms mentioned above as applicable.**

Before/After-School Programs

Before and after school care is available for students from 6:30 – 7:45 AM and 3:00 - 6:00 PM. Please get in touch with the school's office for Extended Care rates.

Extended care is offered only for students 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. Parents are expected to contact the Extended Care staff on duty to advise of a late pick-up. Extended care can be reached directly by selecting Ext—25 from the main menu of the school's direct line. Fees for late pick-up of children will be as follows: $15.00 late fee for the first fifteen minutes and $15.00 for each additional fifteen minutes after that. Chronic parent tardiness at pick-up time (after 6:00 PM) may result in the student(s) being removed from the Extended Care program.

If your child is not picked up by 3:00 PM, you will automatically be brought to aftercare, and your TAADS account will be charged, with no exceptions.

Generally speaking, before/after school care is not offered on days when school is not in session.

Campus Boundaries

Sometimes, it may become necessary to control where a student can be while on campus. We are considered a closed campus. (i.e., Once students arrive at school, they may not leave campus without parental permission and B.L.S. consent.)

Parents permitting their student(s) to walk/ride their bike home or go to the library or other

locations after school must provide the school office with written permission before a specified date. Parents may allow the entire year to be placed in the student's records and teachers/staff made aware.

Cellphone/ Smart Watch Usage

Absolutely no cellphone use during school hours. Cell phones should be kept in students' backpacks or the school office. If a student violates this policy, their phone will be taken and kept in the office, and only a parent can retrieve the phone from the office.

Smartwatches are not allowed for students.

Computer and Technology Usage

Technology in classroom instruction is used to learn appropriate, safe, and effective use of computers and the internet. It is not intended to be a "gaming time" and/or used for social networking. Misuse of school property carries consequences. Each student must sign an understanding of appropriate computer and technology usage as part of the registration process.

All B.L.S. students must be aware of the following expectations of those who choose to publish or post to a weblog or websites, newsgroups, email lists, and other forms of online communication:

1. If you identify as a Bethany student, you may not represent yourself to the community in any way that negatively represents the whole ministry.
2. You may not publish or post B.L.S. information, including logos, logo wear, team/club photos, or images/references to staff. Further, you may not post comments/photos of a fellow student without the knowledge and permission of that student and their family.
3. You are legally responsible for the content you post.
4. In all instances, B.L.S. expects that students use good judgment when blogging, chatting, posting online, or engaging in any form of online communication.
5. Students who wish to use their personal computers need permission from the office and the teacher. The computer is only to be used during class time. (No use of computer in the hallways)

Discrimination and Harassment

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. As a Lutheran School, the school follows church doctrine and practice by the LCMS (Lutheran Church, Missouri Synod).

Bethany Lutheran School may only be able to provide a successful academic experience for some students who need a unique 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 respect.

Bethany Lutheran School is committed to providing a learning environment free from unlawful harassment (i.e., bullying, abuse). Harassment occurs when one or more individuals deliberately and repeatedly inflict physical or emotional abuse on another. Harassment of any student by another student or staff member is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. Harassment can occur at any time during school or school-related activities. It includes but is not limited to, any of the following:

Verbal Harassment: Derogatory comments and jokes or threatening words spoken to another person. Physical Harassment: Unwanted physical touching, contact, assault, deliberate, impeding, or blocking movements, or any intimidating interference with regular work or activities.

Visual Harassment: Derogatory, demeaning, or inflammatory posters, videos, cartoons, written words, drawings, or gestures.

Emotional Harassment: Actions that intentionally exclude or isolate an individual.

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

For the school to effectively address accusations of harassment, students or parents must report incidents to the teacher immediately. This allows school personnel to investigate the incident promptly and adequately resolve the problem.

Dress Code

At B.L.S., our dress code is guided by the principles of cleanliness, neatness, modesty, and avoidance of extremes. A dress code promotes a positive learning environment and prepares students for a professional setting. It also fosters a sense of unity and equality among our student body. Students are required to wear school uniforms provided by the following companies:

- Dennis Uniform Company (Web Address: https://www.dennisuniform.com/ School Code: W0EBET)

- Ad Special T's (Web Address: http://www.adspecialts.com/) for P.E. attire and spirit T-shirts

Daily uniform options include:

Girls - Jumpers, skirts, long pants (no workout pants/leggings), walking shorts, or skorts in khaki or navy blue
Navy blue, hunter green, white, or red polo shirts

Shoes: Tennis Shoes or flats in white, navy, black, grey, or red

Boys- Navy blue or khaki, long or short pants (no cargo pants)
Navy blue, hunter green, red, or white polo shirt

Shoes: Tennis Shoes in white, navy, black, grey, or red

*Turtlenecks may be worn under polo shirts in the same colors as described above

Chapel Uniform (Wednesday):

On chapel days and some field trips, students must wear the official chapel uniform, which can be purchased from Dennis Uniform Company or obtained from our used uniform closet. The chapel uniform includes specific items for girls and boys, as described in detail:

Girls – Plaid Jumper or Skirt*
White, collared blouse
Navy blue sweater with school crest
Chapel shoes- black or brown tennis shoes or flats
Red, blue, or white leggings or tights

Boys - Navy blue long pants*
White oxford shirt
Navy blue sweater with school crest
Chapel shoes- modest oxford, loafer style or tennis shoes, solid color, black or brown
Neckties are optional.

**An exception to proper chapel attire may be given with advanced notice from the principal due to weather conditions (i.e., navy blue long pants for girls when cold or windy or navy-blue shorts for boys when hot).*

PE Uniform:

Girls & Boys – Navy blue short or sweatpants
Ash grey t-shirt
Tennis shoes as described above.

Outerwear Boys and Girls – any appropriate coat/raincoat is fine outside.

Once inside the building: students can only wear Bethany-wear, plain black, navy, or grey sweaters/sweatshirts/zip-up sweatshirt with logos no more than one inch in size.

To ensure adherence to the dress code, we request that parents and students be aware of the following guidelines:

- Clothing should be clean, without damage, and hemmed with no frayed edges.
- Belts, if worn, must be solid black or brown and worn with pants and shorts.
- Socks must be solid-colored white, navy blue, hunter green, tan, or red.
- Shorts and leggings/tights worn under dresses or skirts should only be white, red, or navy in solid colors.
- Open-toed shoes are not allowed. Nor are Uggs (or Ugg-like boots), Crocs, or boots (unless rainboots when appropriate)
- Jewelry should be limited to plain watches, modest necklaces, and up to one pair of post or small hoop earrings for girls. Dangling earrings are not allowed for safety reasons.
- Natural makeup is permitted only for 5th grade and up, and nail polish should be neutral. (Natural makeup is defined as light mascara or lipgloss in a natural color. No lipliners, no eyeliners, no artificial eyelashes, no contouring)
- Body art, including writing on oneself, is not acceptable for students
- Only official Bethany sweatshirts or plain navy blue, black, or grey sweatshirts with logos no larger than a quarter may be worn in the classroom. Plain navy, grey, or black outerwear is also allowed.
- Hats/hoodies should not be worn inside buildings; only solid-colored or Bethany plaid headbands purchased from Dennis Uniform are allowed.
- Hairstyles should be natural in color, well-maintained, and avoid extremes. Boys with longer hair should keep it groomed and neat. Excessive hair accessories are not allowed. (ex. No cat ears, no mouse ears, no unicorn headbands)
- Sunglasses are not to be worn inside buildings.
- All clothing should fit properly without being too tight or form-fitting.
- On Free Dress Days or Spirit Fridays, jeans may be worn but must have no holes or tears.

- Modesty must be always maintained, as determined by school staff.

Consequences for Kindergarten through 5th Grade

Non-compliance with the dress code will result in the following consequences:

- First Violation: A dress code reminder will be sent home to be signed by a parent and returned.
- Second Violation: A dress code reminder will be sent home to be signed by a parent and returned.
- Third Violation: Students will be required to purchase something from the clothing closet and the charge will be incurred on the students billing account, a letter will be sent home to parents.
- Fourth Violation: Students will be required to purchase something from the clothing closet and the charge will be incurred on the students billing account, the parents will be called. Suspension may be considered, as outlined in the Suspension/Expulsion section.

- Any further violations, parents will be required to come bring a change of clothing for the student and the student will be considered to have an unexcused tardy or absence (the student will not be allowed to make up the work missed).

Consequences for 6th Grade through 8th Grade

Non-compliance with the dress code will result in the following consequences:

- First Violation: A dress code reminder will be sent home to be signed by a parent and returned. (If it is not returned to the office the next day, students will automatically be placed on a uniform violation contract)
- Second Violation: A citation will be issued to be signed by a parent and returned the next day. (If it is not returned to the office the next day, students will automatically be placed on a uniform violation contract)
- Third Violation: Students will be placed on a uniform violation contract and must check in at the office each morning for uniform inspection before being allowed to begin the school day. If out of uniform, students will be sent home or required to purchase something from the clothing closet.

- Fourth Violation: Suspension may be considered, as outlined in the Suspension/Expulsion section.

We appreciate your understanding and cooperation in upholding our dress code policy. By working together, we can ensure a respectful and focused learning environment for all students.

Emergency Preparedness Plan

Bethany Lutheran School has an emergency plan for different situations and keeps details of the plans confidential for the safety of the children and staff. Part of the plan includes parent notification. Parents are expected to comply when made aware of situations that may arise. Doing otherwise may jeopardize the safety and well-being of students, staff, volunteers, and others who may be required to be present to address the situation effectively.

If there is a severe emergency, **do not telephone the school**, as the phone lines are needed for trouble, and **do not come to the school**. Please check your email. At the beginning of the year, information will be sent out regarding the REMIND app (emergency notification system).

Library Use Guidelines

Students will visit the public library with their class. Students are required to have a current Solano County Library card. Students may check out books from home from the library following standard Solano County Library check-out and acceptable use procedures. Any lost or damaged text must be replaced by the student at the book's list price, plus any applicable shipping and handling charges according to Solano County Library regulations.

Meals and Snacks

Lunch: Children are asked to bring a nutritious lunch each day with a beverage (i.e., juice, milk, and a water bottle). They are expected to get no candy or soda; the family removes such from prepackaged lunches. Thermal containers should be used to keep lunches warm, as a microwave oven is unavailable to reheat student lunches.

Snack: Children are asked to bring a daily, nutritious snack. Please keep the snack simple, as the snack time is short. Students need to have time to play and exercise and for a snack.

Water Bottle: All students must bring a reusable water bottle with their name each day. We have a refilling station for their use.

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. Aside from direct copying of text that is someone else's intellectual property, this also includes cutting and pasting from internet sources and claiming it as your own. When plagiarism has occurred, the instructor will discuss the infraction with the student. Parents will be informed, and the instructor will determine the academic consequence, keeping the principal informed. If the principal discovers repeated behavior in the same student, subsequent disciplinary action will be taken.

Records Maintenance

Bethany Lutheran School maintains student records containing student achievement and health information during a student's tenure at B.L.S. regarding academic performance, discipline, honors attained, cumulative academic records, and the like. Parents/Guardians are allowed to view those records with the principal's consent after a request has been made to the office in a sufficient amount of time for accommodations to be made.

Original cumulative academic records are sent to other educational institutions only upon receipt of a formal request and are forwarded directly to the academic institution. Copies of report cards and student test scores will only be released to families whose accounts are paid in complete and current. All other records are held by B.L.S. for 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.

Social Activities, Dances, and Events

It is asked that party invitations only be distributed at school if the entire class is invited. The teacher will recognize each child's birthday in their way. Additionally, parents may send in a special treat to be shared with the class **once the teacher has granted discussion and approval**. Please understand that some students in the class may have allergies to certain foods. Prior notice to the teacher is necessary to respect their dietary needs and make accommodations for those students.

Children will participate in special programs, and the entire Bethany community will be invited to attend. Students must attend our annual Christmas production in December and a springtime show, typically on a school evening, as all students will be part of the cast. These opportunities allow students to share their talents and learn to appear before an audience. Additionally, B.L.S. students may be invited to sing on occasion in worship services at Bethany Lutheran Church. Students are expected to be in their chapel uniform when they participate in the Sunday services.

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Toys, Sports Equipment, and Personal Belongings

Due to the potential interruption to the learning environment and the danger of them being broken, lost, or stolen, toys and gaming devices are not to be brought to school. This includes (but is not limited to) bouncing balls, flying objects, stuffed animals, hand-held electronic devices, etc.

Communications

We believe that communication is one of the most important things between our school, parents, and students, and we do our very best to keep our Bethany families up-to-date with information and notices sent via email (usually sent in the form of B.L.S. E-News), through our weekly newsletter, *The Eagle,* and weekly classroom newsletter. Our school's website also has A yearly calendar reflecting all minimums and holidays. We ask each parent to participate in the communications provided to you by B.L.S actively.

Academic and Parent-Teacher Communication

Students will receive different academic reports during and after each grading period. Parents should contact any of their student's teachers to arrange a time to meet at an appropriate time. Progress for a student can be seen online through Educate. The teacher is the first line of communication for a parent about academic/disciplinary concerns in a particular classroom. The principal should be contacted if a question/concern cannot be resolved between the teacher, student, and parents.

Teacher will typically respond within 24 hours of an email outside of Friday

Meeting Times with Teacher

For the health and safety of all our students, we ask the parents not to engage teachers in extended conversation before the beginning of the instructional day or at the end of the day during pick-up time.

If you would like to meet with your student's teacher to discuss your student, please get in touch with the teacher directly to arrange an appropriate time for a meeting.

Appeals to the Handbook

If a student/parent desires an exception to the 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.

Communication Procedure for Problem-Solving

Bethany Lutheran School desires to handle all concerns Biblically, per Matthew 18:15-20 and Galatians 6:1-5. Your cooperation is vital to address problems effectively and in a Christian manner by following the same Scriptural guidelines and practicing love and forgiveness as modeled through Christ's ministry. Parent cooperation with these communication procedures is mandatory for a child's placement in our school.

The goal of Christian conciliation is for the parties to the students' education (parent/guardian, school, student) to follow Christian principles and believe that the Bible commands them to make every effort to live in peace and to resolve disputes with each other personally (1Corinthians 6:1-8; Matthew 5:23-24; and Matthew 18:15-20). These principles allow a resolution through God's love and grace through the Holy Spirit in corporate unity and peace.

Tell the appropriate person if a specific concern or suggestion exists. 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 concerns involving classroom, playground, etc. situations should go to the teaching staff first. This should occur at a time that does not interfere with instruction or normal school operations. Prior contact by email or phone correspondence is recommended.

Step 2 If the situation cannot be resolved after further clarification with the staff member, a meeting will be arranged with the principal and the teacher. The goal of this communication process is to have concerns and complaints resolved at the department level. This is a binding resolution.

Step 3 When applicable, the Senior Pastor will actively participate in matters of church doctrine and reconciliation concerning church members and pastoral guidance to those needing Biblical counseling and/or education on Christian principles.

Elastic Clause

Recognizing that situations may develop over the school year, necessitating adding, deleting, or changing the policies in this handbook, the school administration reserves the right to do so. Such alterations will be communicated via the school's monthly and/or weekly newsletter, email communication, P.T.O. (Parent Teacher Organization) meetings for parents, Student Council, or class/student body meetings for student body members. We also recognize that not every school or classroom rule, procedure, or practice is detailed in this handbook but is communicated in various ways and is to be adhered to as school policy. Similarly, the school administration maintains the right to dispense with some or all of the procedures in this handbook. It reserves the right to take appropriate action to ensure the school's policies and mission.

Parent Newsletter and Calendar

Families will receive a weekly newsletter from the school highlighting upcoming events, news, and other pertinent information. In addition, teachers prepare a weekly classroom newsletter. To streamline the distribution of information to our families, 99% of all information on school activities and events, in addition to communication from your child's teacher(s), classroom, and school office, will be sent to you via email and be accessible via the school's website. Please refer to the newsletter and other electronic communication **before** calling or contacting the office for information, as most questions can be answered through this format.

Health and Safety

As soon as it is evident that a child has an infectious disease, that information is to be reported to the School Office. Certain contagious 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, that student should be kept home. Additionally, a child should not come to school if signs/symptoms of fever, diarrhea, or upset stomach have 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 their temperature has returned to normal for 24 hours *without medication (i.e., Tylenol, Motrin, etc.)*. If a child has any of the following infectious diseases or conditions, the listed exclusions apply:

1. Measles - excluded until five days after the rash appears
2. Chicken Pox - excluded until all eruptions are scabbed over.
3. Mumps - excluded for nine days from the onset of illness or until the swelling is gone
4. Rubella - (German measles) is 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 the physician's care
7. Strep Throat - excluded until 24 hours **after antibiotic treatment has begun**
8. Pertussis (Whooping Cough) – excluded until appropriate antibiotic treatment has begun under a physician's care
9. Coxsackie Virus (Hand, Foot, and Mouth Disease) – excluded until the fever is gone and the student no longer feels sick. Red blisters should be dry and crusted over.
10. Head Lice - excluded until treatment with a pediculicide has begun, and the 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 destroyed.

    Bethany staff does not perform random annual or semi-annual lice checks on

students. We ask that parents perform these checks regularly at home, especially once notified of possible exposure.

A doctor's note will be required for students diagnosed with contagious diseases to return to school.

A child who becomes ill at school will be isolated from the group until they can be taken home. In case of illness or injury at school, the parents will be notified to pick up that student, as the school does not have a nurse or trained medical staff. The emergency contact person/number will be called if the parents cannot be reached.

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

Immunization Requirements

The following immunizations are required for all students:

- Diphtheria, Tetanus, and Pertussis (DTaP): Five doses
- Polio: Four doses
- Measles, Mumps, and Rubella (M.M.R.): Two Doses
- Hepatitis B: Three doses
- Varicella (Chickenpox): Two doses
- Tdap (Tetanus, Diphtheria, and Pertussis booster): One dose for students entering 7th grade

Medical exemptions may only be granted when given by a doctor who is registered with the CDPH CAIR ME (cair.hdph.ca.gov)

Student Medication

School personnel cannot give medication without the doctor's and parent's written authorization. Physician-prescribed medication 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 inform the office of particular 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 AT SCHOOL BY THE STUDENT.

The school will also only dispense non-prescription medication (i.e., Aspirin, Tylenol, Benadryl) with a written note from a parent. (NOTE: This includes cough drops.)

Enrollment Policies

Admission Policy and Procedure

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 may not be able to provide a successful academic experience for all students who need an Individualized Education Plan, which we do not recognize as a private school not supported by public funding. 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 succeed inside and outside the classroom, we are not trained or prepared to solve every social, emotional, physical, or learning problem they may encounter. Still, we 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

Any student may be dropped from enrollment for the persistence of a non-compliant attitude and behavior or persistent or severe disciplinary problems. Additionally, parental support of our Christian education program 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, early/aftercare and Summer School.

Standard Class Placement is based on factors including age, maturity, educational/academic development and developmental needs of the child, and professional input from the school's staff.

ENROLLMENT PROCEDURES

An ongoing enrollment policy enables a family to apply throughout the year. Occasionally as the need arises, students may be accepted provisionally. After this period, a 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 an enrollment application:

A. **NEW** Students
   1. Apply on Gobethany.com
   2. Schedule a tour with office staff (application will be accepted)
   3. Complete the Financial Agreement and Contract. Provide the following:
   4. Copy of birth certificate. [Note: A child entering kindergarten should be five years old by September 1st of their fall enrollment. A child entering first grade should be six years old by September 1st of their fall enrollment.]
   5. Immunizations/Report of Health Examination to be submitted at enrollment.
      a. The following immunizations are required for all students:
         i. Diphtheria, Tetanus, and Pertussis (DTaP): Five doses
         ii. Polio: Four doses
         iii. Measles, Mumps, and Rubella (M.M.R.): Two Doses
         iv. Hepatitis B: Three doses
         v. Varicella (Chickenpox): Two doses
         vi. Tdap (Tetanus, Diphtheria, and Pertussis booster): One dose for students entering 7th grade
      b. Medical exemptions may only be granted when given by a doctor who is registered with the CDPH CAIR ME (cair.hdph.ca.gov)

c. Personal belief exemptions are not accepted for immunization requirements in California. Only medical exemptions are recognized by law.

6. Legal Custodial Documents/Agreements (if applicable)

B. **RETURNING** Students
   1. Registration for Re-enrollment
   2. Registration Fee
   3. Updated immunization record (if applicable)

Standards for Christian Living and Conduct

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 petitioned to God that the power of the Holy Spirit might enable faith development in all involved parties to occur whenever disciplinary action is necessary. Staff will handle discipline within the presented situation before involving parents and/or administration.

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

1. Respect people.
2. Respect the 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 sinful nature, we recognize the need for guidelines to help control and guide our tendencies to do what is wrong. Rebuke, discussion, correction, forgiveness, and guidance based on scripture (2 Timothy 3:16) are to be carried out for the 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 to achieve class and school objectives. Typical disciplinary situations are handled by the classroom teacher with a referral to the principal only when deemed necessary by the teacher. Teachers in K-3 grade use a clip system to manage classroom behavior. ** Conduct report through Educate

Students referred to the principal will receive a *Referral* slip to be taken home and signed by parents with the behavior and consequences listed. Referrals usually result in recess detention, and three referrals in a semester may result in suspension. Teachers in the upper grades (4 – 8) utilize a leveled infractions and consequence system.

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 B.L.S. community by not engaging in malicious teasing, fighting, or bullying.

2. Food, beverages, and snacks are allowed in the classrooms at the discretion of the teacher (but never in the music/before/after school room)
3. Weapons are prohibited on school grounds, within sight of the school, or at school-sponsored activities. Any student in possession of such devices can be expelled.
4. Cell phones are not to be used during school hours for texting and/or phone calls. Cell phones should be turned off and kept in the student's locker or backpack. Students may be allowed to use the phone in the school office should the need arise. If cell phones are detected, they are to be respectfully surrendered to the B.L.S. staff member, who will give them to the principal. A parent will be required to retrieve the student's phone.
5. Other portable, non-life-assisting electronic devices (laptops, radios, video and digital cameras, pagers, etc.) are not to be used during the school day or in school-sponsored events. If such devices are detected, they are to be respectfully surrendered to the B.L.S. staff member, who will give it/them to the classroom teacher.
6. Students are expected to treat their bodies as the temple of the Holy Spirit. The expectation, possession, or use of any illegal substance (alcohol, drugs, etc.), including paraphernalia, will not be tolerated on school grounds, within sight of the 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.
7. Chewing of gum is not permitted on school grounds.
8. Students must use the facilities of B.L.S. only under the supervision of a teacher or staff member and are expected to stay within the boundaries of the B.L.S. 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 during school hours on school grounds. Students using such forms of transportation to arrive at school may do so, provided they lock up their transportation form in the designated area and are not used within 15 minutes before and after the scheduled school day.
10. Students may leave campus for appointments only when their parent/guardian signs them out using proper sign-out procedures. Families are expected to follow guidelines for signing in and out. The school assumes no liability when such occurrences arise.
11. The school office is a place of school business, so please consider these tasks when visiting the office.
12. Items deemed contradictory to the school's purpose are not allowed.
13. B.L.S. reserves the right to govern/dictate all student behaviors within sight of the school and school-sponsored activities and at the activities themselves.

B.L.S. reserves the right to implement and edit/add to its discipline policy as necessary.
Disciplinary action varies and may, typically, not involve parents (although they will be notified of disciplinary action at school); however, there are times when a parent will be invited to be applied to work cooperatively to address the behavior of concern. Respecting confidentiality and privacy issues is necessary when other students are involved.

Behavior and Conduct Guidelines

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 to be lived out in our relationships. Students are strongly encouraged to commit to God, prayer, worship, spiritual growth, grace and forgiveness, and a lifestyle 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.

Disciplinary Ineligibility & Eligibility for Co-Curricular Activities

Co-curricular activities are defined as those that are not part of an academic class or those not occurring on a regularly scheduled, ongoing basis and include athletics, Student Council, etc. Practices, competitions, and the like are mostly held outside of school times and require the involvement of parents as drivers to-and-from and in other areas of support. School spirit, Christian sportsmanship, and fellowship are emphasized. All who are engaged in and in support of those actively involved in a co-curricular activity are expected to conduct themselves in a manner befitting a Christian school at all times.

Co-curricular activities are essential in developing each student as a "whole" person. Therefore, evidence of academic and behavioral success is a co-requisite for participation in co-curricular activities. To remain eligible, students must have a "C" average (2.00 GPA) with no failing grade (F) in any class/subject area to be eligible unless otherwise specified. Report cards and/or Educate will serve as checkpoints for eligibility throughout the school year. Students must achieve the above standard of academic performance to be permitted to represent B.L.S. in any activity during the following grading period.

A student who commits chronic violations of school disciplinary policies or fails to meet specific behavior requirements may be placed on Disciplinary Ineligibility. A student may not participate in or attend any school-sponsored activity when placed on this status.

Parental Behavior

Typically, 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; unwilling to follow Christian principles set forth by the church and school to minister to *all* stakeholders; 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, all of which may include the use of various forms of social and print media.

Public Displays of Affection

Public Displays of Affection are unnecessary and distracting in an academic environment.

Students are expected to respond positively when counseled about unacceptable public displays of affection. This policy applies to B.L.S. students engaged in such activities with either B.L.S. or non-BLS students before, during, and/or after school and at all school events.

Smoking/Vaping Policy

Smoking/Vaping is not tolerated at Bethany Lutheran School. Adults on campus should also recognize their part and avoid smoking/Vaping at all times. If a student engages in smoking/vaping on school grounds, within sight of the school, on the way to or from school, or at any school-sponsored activities, disciplinary actions, including dismissal, will be levied.

Suspensions, Expulsions, and Disciplinary Procedures

Suspension or expulsion from school is not a standard consequence. It will be used when other corrective measures have failed, or a serious offense or violation of school policy is committed on or off campus. A suspension occurs when a student cannot attend classes due to disciplinary action. A student on suspension may be made to forfeit the right to gain credit from or make up any quizzes, tests, or assignments due and the right to participate in school-sponsored activities during the suspension. The final decision to expel a student rests solely with the principal after consultation with the senior pastor. No procedural rights are conferred upon the student or parents in an expulsion situation. In some cases and at the discretion of Bethany Lutheran School, an expulsion may occur immediately and without a notice period.

Textbooks, Book Bags, and Lockers

A student is responsible for caring for those items put in their responsibility. Textbooks are to be protected from excessive wear. If materials are not returned, the cost to replace them will be reimbursed to the school by the student/family. Returned materials considered excessive use will also lead to a fine to the student/family. Sticky-type and/or stretchy book covers are not acceptable. A quarterly book check will be done; lost books will be charged to your TAADS account.

Students are encouraged to use their book bags to bring their books/materials to and from school; however, they should be left neatly and organized in a student's assigned area. The searching and/or removal of any particular parcels and/or property on the grounds of B.L.S. is permissible when necessary by the principal.

The use of lockers for students in grades 5-8 is a privilege; therefore, it is expected that the locker exercise user is responsible for their stewardship. Students to whom a locker is issued must sign a Use Agreement before usage is allowed. All books and supplies must be maintained in the assigned locker or backpack and not left in the hallways.

Worship and Religious Activities

Worship is at the core of Christian life; the students will attend chapel each Wednesday. Students are expected to participate in these worship opportunities by exercising reverent behavior appropriate for such occasions and appropriately participating.

An offering is taken during chapel to teach the children about Christian giving to 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 through regular church attendance. If the child has membership in another church, they may fulfill their church attendance privilege. Families who don't have a church home are cordially invited to worship at Bethany Lutheran Church. Worship times are Sundays at 11:00 AM at the Bethany campus.

Support Services and Parent Involvement

Family Partnership Program

Tuition alone covers only some aspects and responsibilities of a quality Christian education. Partnership opportunities allow our parents to become involved while keeping tuition affordable by reducing labor expenditures through service and fundraising contributions. Each Bethany Lutheran School family must complete 30 partnership hours annually for one student to support the school programs, of which five (5) hours are to be dedicated toward fundraising events and two (2) hours attending P.T.O. meetings. The maximum partnership hours for families with multiple students are 50, with 10 hours for fundraising.

Parent partnership in education offers a vast resource and support base for the whole school community while showing students the importance of participating in the larger community. It also allows time to fellowship with other families. Not only does our school reap the benefits of your involvement — you will, too. By regularly interacting with teachers, administrators, and other parents, you'll gain a firsthand understanding of your child's daily activities.

A charge for your family's Partnership Hours will be reflected on your tuition statement. This charge will show due and payable at the end of the school year. Partnership Hours will be credited as Partnership Hour forms are submitted throughout the school year. Any amount remaining will be charged to the family. Once Partnership Hours are billed, it will be up to the discretion of Student Billing whether credit will be issued.

Partnership Hours forms are available on the school website and in the school office to record completed partnerships. Partnership Hours are credited for various activities as indicated on the Partnership Hour form. **Beginning this year, to receive credit for completed Partnership Hours, a B.L.S. staff member or the designated event coordinator must initial that hours have been completed *at the time of***

completion.

The school's principal makes the final decision as to which projects are credited for partnership hours. The partnership hour requirement must be met for the current year by June 15th, after which a monetary assessment will be made in July based on **$10.00** per hour.

Guidance and Counseling Services

As a Christian community, B.L.S. 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 can make recommendations. Pastoral counseling is also available for those who seek it.

Lost and Found

Student possessions left unclaimed will be placed in the lost and found. If items are not claimed within a reasonable period, typically every quarter, they will be donated to a local charity. Please ensure that ALL clothing items worn to school are marked.

Parents on Campus

Parents must always sign in at the front office if they are on campus and register as a visitor. This if for safety reasons and there are no exceptions. Parents are not allowed to be walking through hallways unless they have registered as guests.

Parent Orientation

Parent Orientation will be held during the open house at the beginning of the year. Parents must attend so they can access updated information and ask questions before the beginning of the school year.

Parent Teacher Organization

The Parent-Teacher Organization (P.T.O.) is a parent support group for the school open to all parents of enrolled Bethany LS students. P.T.O. membership meets monthly to carry out fund-raisers, special activities and events, and publicity for these events, as planned with the principal, to whom the P.T.O. is responsible. Activities sponsored by the P.T.O. may be eligible for fulfilling the Family Partnership Program requirement.

I have thoroughly examined and willingly accepted the contents encompassed within the handbook for the academic year 2023-2024 in its entirety. Furthermore, I wish to express my awareness that Bethany Lutheran School retains the prerogative to effectuate amendments to the handbook, should such alterations be deemed necessary at any time.

Student Signature Date

Parent Signature Date