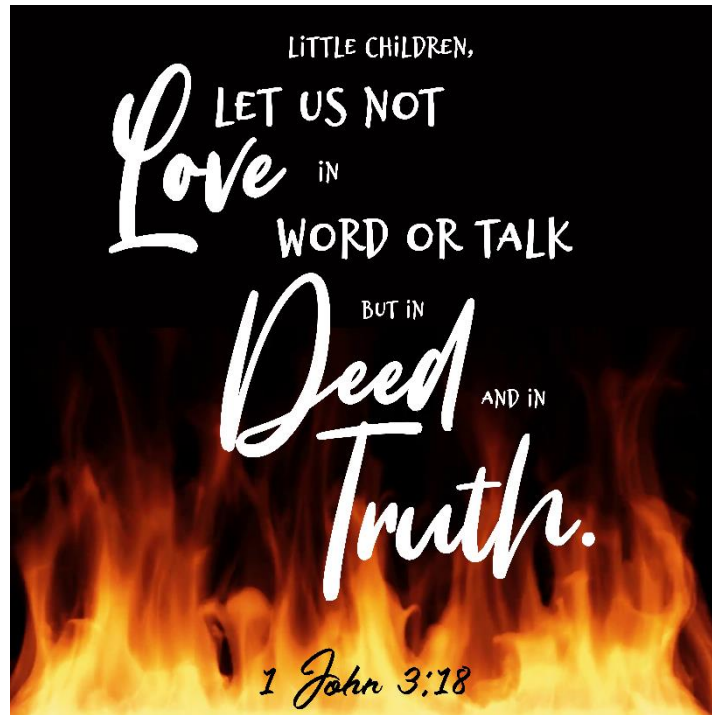


# On FIRE for JESUS!



## 2019-2020 Parent/Student Handbook

### **Bethlehem Lutheran School**

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# Mission Statement

***Bethlehem Lutheran Church wants as many people as possible to be FULLY ALIVE in Jesus.***

As a ministry of Bethlehem Lutheran, our mission statements are as follows:

***Bethlehem Lutheran School provides a Christ-centered environment of academic excellence that prepares students as faithful Christians to reach their God-given potential.***

***Bethlehem Early Learning Center partners with parents in lighting the path to Christ one child at a time through grace-filled love, learning, and play.***

***Childwatch wants as many children as possible to experience the fullness of life in Christ through a caring, loving childcare environment, centered on Christ. Children will be given opportunities to receive and respond to God's gifts, become more like Jesus in their actions and attitudes, and to share life together in Christ with staff and other students.***

As a part of our Mission of Ministry, we believe our role is to provide quality Christian education for all ages. Bethlehem Lutheran School and [Early Learning Center](#) are dedicated to this mission.

The inscription on the statue in our entryway says, "Let the little children come to Me and do not hinder them, for to such belongs the kingdom of heaven." (Matthew 19:14). For over 75 years, Bethlehem Lutheran Church has maintained a Christian school to fulfill these words of our Lord and Savior Jesus Christ.

Our school has never existed to bear the full responsibility of Christian education. Parents rightfully perform this role. Bethlehem Lutheran School and [Early Learning Center](#) exist to support and complete the parents' obligations to "train up a child in the way he should go..." (Proverbs 22:6). When one thinks of the time pressures on parents in today's world, our school provides precisely the resources desired to meet God's directions.

The main objective of Bethlehem Lutheran School and [Early Learning Center](#) is to train children in the faith and love of Jesus as Lord and Savior. A hand-in-hand relationship between teachers and parents best accomplishes this goal. Parents can be sure of staff reliance upon the inspired Word of God as the source "for teaching, for reproof, for correction, and for training in righteousness" (II Tim. 3:16). Further, Bethlehem endeavors to enable the students, in all stages of their life, to be the best possible stewards of the talents and skills that God has given them. Teachers and parents working together, combined with the power of God's Word and His Spirit, provide a mighty force for raising children to become mature Christians with character and purpose.

## About this Handbook

This handbook is intended to be an aid to students and parents. We hope that you find this handbook helpful. During the course of the school year, we may make modifications to policies and rules. While we have tried to cover the most important areas of school life, this manual by definition is not all-inclusive.

## **About Bethlehem Lutheran School**

We believe that God created us and all things. Even though God's original plan was for all people to be His children and live with Him in eternal happiness, they chose instead to rebel against God, to determine their own ways, and solve their own problems. As a result, children today are born into a world of trouble, pain, and death. While all people bear the guilt of their fallen condition, God in His mercy provided a solution to mankind's dilemma. That solution is found in the saving work of Jesus Christ who took the punishment of all people's sins upon Himself and died (the payment for sin is death). Then, He rose from His burial tomb, demonstrating victory over all sin and death. Today, He promises that same victory to all who would simply put their trust in Him and His solution (the free gift of God is eternal life). God calls people into a trust or faith relationship with Him through His Holy Spirit. God's Spirit is responsible for keeping us in the faith as well as leading and enlightening us by means of His Holy Word.

## **Because of God's work in the world and in the lives of people, "We believe...."**

- We believe the Christian School provides an avenue to draw families and individuals into a faith relationship with the Lord Jesus Christ.
- We believe the Christian School best provides an educational atmosphere for teaching God's Word and nurturing faith in Christ.
- We believe that Christian education is effective in equipping young Christians to articulate their faith and demonstrate it by serving God in the church, community, and nation.
- We believe that Christian education develops Godly values and morals based on the 10 Commandments.
- We believe that Christian education, to be most effective, depends on the partnership of school and home working to educate children.
- We believe that each child is a special and unique creation and is filled with great potential in the spiritual, emotional, intellectual, physical, and artistic realms.
- We believe that an educational program of solid academic excellence best challenges, trains, and prepares students to be life-long learners and responsible Christian citizens.
- We believe we are created to honor God and serve others. Any sin-based behavior which causes another person to feel or believe that he/she is not valued as a precious child of God is unacceptable at Bethlehem Lutheran School.
- We believe that just as God, through Jesus, restores our relationship with Him, so also through Jesus we can be restored to one another by acknowledging our sins and receiving forgiveness.

## **The objectives of Bethlehem Lutheran School are:**

- To develop in each child faith, trust, and love for Jesus Christ as his/her personal Savior and Lord.
- To enable each student to feel joy and security in a Christ-centered learning environment through prayer, worship, and study of the Bible.
- To assist the student in acquiring a sound knowledge of the Bible and Luther's Small Catechism for use in developing a God-pleasing character, proclaiming the faith, and building up the body of Christ.
- To achieve regular attendance and participation of both student and family in Christian worship, prayer, and fellowship.
- To develop the student's knowledge, strength, and boldness to make choices and decisions that reflect Christian principles.
- To utilize professionally trained Christian teachers, who by their words and examples apply Holy Scripture to the total learning environment.
- To offer the highest possible academic standards in communication, computation, exploration, and self-expression.
- To instill in each student a desire to learn and a desire for excellence.
- To offer extracurricular activities in sports, music, arts, and academic endeavors for the development of the student's God-given talents.
- To develop in each child a sense of belonging, a sense of dignity, a sense of worthiness, and a sense of responsibility for God's creation.
- To train the student in positive attitudes, self-control, respect for authority, and the rights and privileges of others.
- To recognize mankind's needs and provide opportunities to serve our church and community by proclaiming the Good News through time, talents, and treasures.
- To support the family unit by nurturing love for its members, to teach respect for parents as God's representatives, and to encourage sharing in the responsibilities and privileges of family life.
- To honor God and serve others. Any sin-based behavior that does not reflect the scriptural truth that all are precious children of God is unacceptable at Bethlehem Lutheran School.
- To have students resolve their immediate problem, ask for and receive forgiveness, and restore their relationship.

## History

Bethlehem's congregation has always supported Christian education. In its early years, a school bus was purchased to transport students to Emmaus Lutheran School. Aided by a gift of \$1,000, a small white frame school building was constructed in November of 1940. Ground was broken for a \$40,000 educational unit in 1950 with an enrollment of 130 in four classrooms. Enrollment had reached 265 in an eight-classroom school in 1955. A one-story addition was built in 1958, remodeled in 1983, and is still in use today.

Bethlehem dedicated its present worship sanctuary in 1969. In 1976, the multi-purpose gymnasium/cafeteria was completed and our main educational facility was built in 1983. The east classrooms and parish activity hall were completed in 1994. A major remodeling of the lower classrooms was completed in 2008 to accommodate the newly created Bethlehem Early Learning Center. A major construction project was completed in 2014/2015 which included creating the Commons and new administrative offices for the school. The Parish Activity Center was converted into the Chapel. The Early Learning Center opened a sixth classroom.

## Administration/Leadership

The administration of Bethlehem Lutheran School rests primarily with the voting membership of Bethlehem Lutheran Church. The affairs of Bethlehem Lutheran School are governed by the



policies established by the School VIT (Vision Implementation Team), which is elected by the voting membership of Bethlehem Lutheran Church or appointed by the Parish Planning Council (PPC). The Day School Administrator, as the Chief Executive Officer of the School VIT, works closely with other school staff to supervise and administer the school program and carry out the policies that are set by the School VIT through support of the PPC and the Voters Assembly. The principal and staff are responsible to enforce the policies and regulations of Bethlehem Lutheran School.

## **Faculty/Support Staff**

The teachers at Bethlehem Lutheran School hold Bachelor's degrees in education and, in most cases, are licensed by the State of Colorado. Many of our teachers have earned Master's degrees in education. We have a highly dedicated and loving teaching staff that cares for students as individuals and is equipped to meet their needs. Our staff provides a high quality education in a Christian environment.

The Early Learning Staff also participates in no less than fifteen hours of ongoing education a year in the areas of Early Childhood Education.

## **Student Teachers**

Bethlehem Lutheran School has the opportunity to serve as off-campus training for the Concordia University System. Seniors at the college level are occasionally assigned to our classrooms and other parish activities for training experience/clinical education.

## **Accreditation**

Bethlehem Lutheran School and Early Learning Center are accredited by the National Lutheran School Accreditation. Bethlehem has a favorable reputation among local school districts, and its graduates are readily accepted into 9<sup>th</sup> grade by schools throughout the Denver metropolitan area. We have cycled through five programs of accreditation in 1990, 1997, 2004, 2011, and 2016 and continue to work towards excellence in serving the young people placed into our care.

# **Admission Standards and Procedures**

## **Admissions**

Admission at Bethlehem Lutheran School is a privilege. Bethlehem Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students. Bethlehem Lutheran School does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

Bethlehem Lutheran School has limited facility and personnel resources to serve children with special needs. Students with special needs that cannot be served through existing Bethlehem programs may be denied enrollment, or enrollment may be discontinued in order to encourage them to enroll at a school that can provide an appropriate program.

Students may be admitted any time during the school year if space is available and all requirements from Admission Policy Regulations are met.

## **Entrance Age**

Bethlehem Lutheran School cares for children ages two years old thru eighth grade.

To enter kindergarten, a child must be five on or before October 1<sup>st</sup>, and be shown to be developmentally ready.

For 1st grade, a child must be six on or before October 1<sup>st</sup>.

Acceptance to grade 1 through 8 is dependent upon successful completion of the prior grade level.

## **Enrollment**

Applicants are admitted on the basis of space availability, the child's ability to benefit from our educational program, and the spiritual guidance our faculty and staff provides. Admission to Bethlehem Lutheran School begins with a tour of the facilities. The next step is for applicants to submit an on-line application. Shortly after review of this application, the family is notified of a child's acceptance or denial of admission.

If the acceptance is extended, an online registration form is provided. Upon receipt of the registration form and non-refundable registration fee, we require all new families to provide a birth certificate and immunization record for their child. For first through eighth grade students, we require further documentation of all previous academic records (i.e., report cards and standardized tests) or a Transcript Request Form. Documentation of a Well Child Visit from the doctor for Early Learning Center children is also required. All students will complete an interview with the school staff. An entry assessment test is administered for grades Kindergarten through eight.

After all requirements are met, the child's place in the appropriate grade level/age-level will be held.

Students are accepted for enrollment at Bethlehem for one school year.

## **Re-enrollment**

Re-enrollment procedures must be completed annually for placement to be continued for the following year. During the second semester of each current year, an online re-enrollment form, which requires the non-refundable re-enrollment fee payment, is provided to each school family. Re-enrollment form must be completed to reserve a place for the student. This helps to determine the number of students who will attend the next school year. No student is allowed to re-enroll unless all tuition and/or fees are current. Open enrollment for new students begins approximately two weeks after the start of re-enrollment to ensure classroom capacity.

# **School Programs**

## **Curriculum**

Subjects in the curriculum of Bethlehem Lutheran School are presented in the context of a Christian perspective and are supplemented by regular instruction in Biblical teachings and Lutheran doctrine. Subject areas include religion, reading, language arts, spelling, mathematics, social studies, science, physical education, art, music, foreign language, and computer. Confirmation instruction is given in the seventh and eighth grades. A three-day outdoor education laboratory experience at Id Ra Ha Je is provided in the sixth grade. Participation by the parents and students at the Bobcat Boogie finances the cost of this retreat.

## Curriculum – Junior High

Students in junior high have some choice of special classes, which may include but not limited to choir, handbells, drama, creative writing, art, Latin, Spanish, and computer media.

Bethlehem Lutheran School has a three day off-site experience for all junior high students (7<sup>th</sup> & 8<sup>th</sup> grades) at Lutheran Valley Retreat near Florissant, CO at the beginning of school. This retreat focuses on leadership qualities for our students as well as team building. This retreat sets the tone for the school year. Participation by the parents and students at the Bobcat Boogie finances the cost of this retreat.

## Music Policy

Bethlehem Lutheran School values students receiving music instruction as part of the school day. Music teachers for piano and guitar will continue to teach at Bethlehem Lutheran School. However, a student will only be allowed out of class for one lesson a week during the school day on the specified day and time of a lesson. For example, if a student is in band, that is his/her lesson for the week. Additional lessons in piano or guitar may be taken, but they must be done before or after school, on early release afternoons, or staff development days.

## Graduation Requirements

Completion of studies at Bethlehem is an achievement worthy of note. Students must complete all required subjects to the satisfaction of their instructors, principal, and the School VIT prior to the granting of a diploma.

## Valedictorian and Salutatorian Determination

For Valedictorian determination, the following criteria will be considered:

1. 4.0 or highest cumulative GPA from 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade
2. Adherence to the Christian Character Traits
3. Automatic removal from the Valedictorian status will occur if evidence is validated for cheating
4. Removal for consideration will be determined by the School VIT

For Salutatorian determination, the following criteria will be considered:

1. Cumulative GPA from 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will determine the position of Salutatorian, which will be the next in line under the valedictorian
2. Adherence to the Christian Character Traits
3. Automatic removal from the Salutatorian status will occur if evidence is validated for cheating
4. Removal for consideration will be determined by the School VIT

If a student enters Bethlehem Lutheran School during his/her 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade school year, special consideration will be given to the student, and cumulative GPA from previous school will be used to determine eligibility.

## Grading Scale

The grading scale for 1<sup>st</sup> – 8<sup>th</sup> grade in use at Bethlehem is set forth in the table below.

<u>Grade</u>	<u>%</u>	<u>GPA</u>
A+	100%	4.0
A	99-93%	4.0
A-	92-90%	4.0
B+	89-87%	3.0
B	86-83%	3.0
B-	82-80%	3.0
C+	79-77%	2.0
C	76-73%	2.0
C-	72-70%	2.0
D+	69-67%	1.0
D	66-63%	1.0
D-	62-60%	1.0
F	59-0%	0

The grading scale for kindergarten is as follows:

E	Exceeds grade level
O	On grade level
P	Making progress
I	Needs improvement

The assessment scale for Bethlehem Early Learning Center is as follows:

G	Good Progress
W	Working on it
N	Not Yet
Blank box	not assessed at this time
√	completed

## Grade Level Assignment

The Principal is responsible for the level of assignment of each student within Bethlehem Lutheran School for Kindergarten thru eighth grade. [The Early Learning Center classrooms are mixed age and determination of classroom assignment is made by the ELC Director.](#)

## Promotion of Students

A child will be promoted to the next grade level if he/she has clearly demonstrated his/her comprehension and completion of the work at the current grade level.

When the work for a grade level has not been completed satisfactorily, each case of promotion will be considered individually and all evidence is carefully weighed in an attempt to do what is best for the child. The following items are considered by the principal, classroom teacher(s), and the parents before such decisions are made by the principal:

- the child's mental, physical, chronological, social, spiritual and emotional development;
- objective analysis of the pupil by a school psychologist (if available) and the Jefferson County Special Education Staffing Team or equivalent if requested by the parents. The School Board recommends such action within this paragraph be taken by the principal, but it is not a requirement placed upon the principal before a decision to retain a student within their present grade.

## **Conditional Promotion of Students**

A teacher may place conditional requirements for grade promotion upon a student. Such conditional requirements must be satisfactorily completed prior to acceptance and placement in the next grade level.

Conditional requirements (i.e., summer school, tutorial assistance) must have the approval of the principal and be stated in writing to the parent(s).

The burden of verification that requirements have been fulfilled rests upon the parent of the child. The parent must produce written proof to the principal of satisfactory completion of any stated requirements to gain readmission to the subsequent school term.

Non-compliance or unsatisfactory completion of stated requirements will be deemed as a withdrawal from Bethlehem Lutheran School. However, placement in a repeat grade level may be conditional upon space availability and staff recommendation.

## **Grade Retention of Students**

Teachers are to inform parents as soon as possible when the child is a candidate for retention. Decisions of this magnitude need to be shared and thought through carefully. Information of possible grade retention is shared with the parent and administrator by the end of the third quarter of the academic year.

A child who is being considered for possible retention will be evaluated according to the following developmental criteria: **1.** social, **2.** emotional, **3.** intellectual, **4.** academic (less than 2.0 on a 4.0 scale), **5.** spiritual, **6.** physical.

Final determination will be made by the teacher(s), parents, and administrator by the last day of school.

[The grade retention policy is the same for Bethlehem Early Learning Center.](#)

## **Class Placement Requests**

The staff of Bethlehem considers the educational interests of all children in all classes as class rosters are created. The following criteria are used to bring a balance and the best educational structure to each classroom at each grade level:

1. Gender: a balance of boys and girls in each room
2. Academic: a balance of students with strengths and weaknesses in academics in each classroom.
3. Social: a balance of students with strong and weak social skills in each classroom.
4. Chemistry: teacher input of students who would work well in a management plan towards the development of a positive classroom community.
5. Parent: sharing input from parents regarding their child's placement needs to be submitted in writing to the principal by the published date. The specific form to be used is available in the school office.

Parental input does not guarantee placement in a particular classroom with a particular teacher.

[This policy is valid for Bethlehem Early Learning Center.](#)

## Honor Roll

In order to recognize outstanding academic achievement, an Honor Roll system has been established for students in grades 5-8. Honor Roll is based on grade point averages in academic areas. A grade below a "C" in any subject disqualifies a student from Honor Roll.

First Honors	3.50 - 4.00
Honorable Mention	3.00 - 3.49

All subject areas are considered when determining Honor Roll.

## Homework

Homework is used to extend the educational experiences. It is assigned to some extent in all grade levels. The students are given opportunities in school to complete many of their assignments. Assignments should be completed and available at the time the teacher has set forth in his/her classroom.

## Make-up Work

Students who are absent from school due to illness or family emergency will make up the work on the following time schedule of one school day for each day's excused absence. Example: If a child is ill on Monday and returns on Tuesday, make-up work is due by the beginning of Wednesday. If more time is needed to complete make-up work, the student should discuss this with the teacher.

## Vacation Make-up Work

Parents are strongly discouraged from planning family trips and activities which will cause the child(ren) to miss classes. However, if parents must make such plans, the parent is responsible to contact their teacher(s) in advance to arrange for assignments to be completed. One day to complete vacation make-up work is given for each day a student is absent for vacation. The day or days before a student leaves and has already received their assignments will count as makeup days. The assignments which are given in advance of a trip are at the teacher's discretion. If work is not returned by the required date, late work consequences apply.

## Missing or Incomplete Assignments

The basic form of discipline in the area of missing and incomplete assignment is the MISSING ASSIGNMENT NOTICE ("Blue Slip") for grades 1 – 5. The following applies to all Blue Slips:

- Blue slips will be issued for missing or incomplete assignments for grades 1 thru 5.
- Blue slips must be signed by the parent and returned the next school day, along with the completed work (if required). A recess may be used to complete the work if not completed.
- The specific requirements for completion and grading of the missing or incomplete work will be shown on the blue slip.

The basic form of discipline in the area of missing and incomplete assignments will be demerits for grades 6 – 8. The following will apply for junior high students:

- Demerits will be indicated on TeacherEase for incomplete or missing work and an email sent to the parents.
- The next day, the student will only receive 80% of their earned grade for the work turned in completed, but late. A recess may be used to complete the work at the teacher's discretion.
- After two days, the student will receive 0% credit for the work.

The goal of this process is to assist our students in learning the importance and value of sincere and faithful efforts in the completion of assigned work. In this effort, students, parents, and school have various responsibilities.

- It is the responsibility of the student to put forth diligent and faithful efforts in the completion of their studies.
- The parent signs the Blue Slip and contacts the teacher if there is any question about the missing assignment. The parent works with the student to understand and complete the assignment.
- The teacher works with the student to help the student become more responsible for their learning. The teacher is also responsible for communication with the parent.

A child who is absent has one day for each day missed to complete the late or missing assignments. Weekend days will be included in your time for making up work. The make-up days will be honored regardless if you get the work before the absence.

- Example: You are out sick on Tuesday, Wednesday, and Thursday (3 days). You get your work on Friday when you return, then your three days of make-up work are Friday, Saturday, and Sunday. All work will be expected to be turned in Monday morning at the start of the day. If it is not returned, then it is considered late or missing, and we follow the policy above.

## Limited Classroom Interruptions

Bethlehem Lutheran School values instruction time to the students attending our school. Classroom interruptions that affect instruction will be kept to a minimum.

- Classroom field trips will follow the Field Trip Policy.
- Practice and rehearsals for programs will be accomplished with minimum disruption to regular classroom instructions.
- Individual music lessons for all students will be limited to one lesson a week during the school day on the specified day and time of a lesson. If a student desires additional lessons, this must be accomplished before or after school, in the afternoon of early release days, or on staff development days.

In the Early Learning Center, children participate in at least one 90 minute period of uninterrupted learning time every morning. During this time teachers are engaging children in learning activities and are not doing any kind of preparation of teaching activities or discussion with other teachers in the room.

## Progress Reporting

### Online Grading/Reporting Systems

Teachers use an online grading/report system to give parents easy access to a child's grades at all times. Teachers update grades within seven days of an assignment being collected.

### Report Cards

Report cards are issued at the end of each quarter. At the end of the first and second quarter, Parent/Teacher conferences are held. This sharing session is a fifteen minute conference scheduled between each child's teacher and respective parent(s) to discuss the child's progress in his/her grade level. Notices will be sent from the school office at least a week prior to the

conference. Students who are unable to work at grade level may be considered for a change in placement at any time. Parents will be informed whenever serious problems develop. With good communication, parents and teachers together can decide how best to deal with a given problem.

Early Learning Center Parent/Teacher Conferences are scheduled in the fall. Conferences may be held in the spring for children going into Kindergarten, and at any other time, upon request.

## **Achievement Tests**

In addition to the tests and means of evaluation employed by the individual teachers throughout the year, national standardized tests are given to show strengths and weaknesses of the school program and the individual student. The results help the school modify the program where necessary and to give the child guidance and assistance as indicated. In grades 1-8, Iowa Assessment (IA) achievement tests are given each February. The results are shared with parents by the teacher.

## **Developmental Reading Assessment (DRA2)**

The DRA2, which was written in 2005, is used to assess reading levels for students in kindergarten thru third grade. The data from this formal assessment allows us to see strengths and weaknesses of students in the subject area of reading. With this data, teachers can design differentiated instruction to meet the individual needs of all students at Bethlehem Lutheran School.

## **Star 360 Reading and Math**

The Star 360 Assessment is given three times a year. These Assessments are a helpful tool to determine if a student is on grade level or not on grade level.

Accelerated Reading & Accelerated Math & Facts in a Flash are programs that help student development.

## **Financial Procedures**

Bethlehem Lutheran School operates through the generous support of Bethlehem Lutheran Ministry and through tuition, and a variety of other fees. All fees are due and payable for continued enrollment and re-enrollment at Bethlehem Lutheran School and Bethlehem Early Learning Center.

Parents may apply for short-term or long-term financial assistance through the Tuition Assistance Grant Committee of Bethlehem Lutheran Church.

## **Enrollment Fee**

Enrollment fees are due at the time of re-enrollment and are non-refundable. No student is allowed to re-enroll unless all tuition and/or outstanding fees are at a zero balance. All outstanding year-end fees must also be paid by the designated date for re-enrollment to be complete. These fees may include but are not limited to the following: technology fees, book fines, damaged property fines, iPad fees, library fines or replacement costs of such materials. Subsequent delinquent fees in between the time of re-enrollment and the first day of the next school year will be taken from any paid re-enrollment fee. Any outstanding fees must be paid before student(s) will be allowed to attend class.



In the case of new applicants, non-refundable registration fees are due at the time of acceptance.

## Tuition

The school family is asked to commit to regular timely payments of all tuition. The school cannot operate without this financial support. Payment plans are as follows:

- **Prepaid Annual Tuition** – Tuition paid by June 30 will receive a 1.5% discount for prepayment of the upcoming school year.
- **ACH** – (Automatic Deduction from Bank) processed on the 1<sup>st</sup> of each month.
- **Credit Card (Visa, MasterCard, Discover)** – This is an option for payments, but includes a 2% processing fee of the amount charged.
- **Check, Money Order, or Cash** – This option must be approved by the Day School Administrator and Finance Department. Must be brought to the Finance office by the 1<sup>st</sup> of the month (these methods include a \$5.00/month billing fee). If not paid on the 1<sup>st</sup>, late fees will be added to account.

All payments are due the 1<sup>st</sup> of the month and are considered late if not in the finance office on the 1<sup>st</sup>.

If balances are not paid in full by the end of a given school year, Bethlehem will continue to pull funds via ACH until a \$0 balance is achieved.

New applicants or re-enrolled students will be charged for the full month's tuition regardless of the date of enrollment. For example, a student who starts on October 10<sup>th</sup> will be charged for the entire month of October.

## Termination of Enrollment

Students whose enrollment is terminated during the school year, whether voluntary or involuntary will be charged for the entire month's tuition for the month during the last day attended. Also, the benefits earned through pre-paid tuition are forfeited if a student's enrollment is terminated. The student's tuition rate is charged at the non-discounted tuition for each month in attendance.

## Miscellaneous Fees

### Late Fee

Late Fee of \$50.00 will be assessed to all accounts if the monthly payment is not received in the financial office by the 1<sup>st</sup>.

### Dishonored Payments

A fee of \$25.00 will be assessed for all dishonored payments that are returned by the bank for any reason. Non-sufficient funds payments will not be re-submitted. All dishonored payments must be redeemed in the financial office by cash or money order.

### Return Check Fee

Any check made payable to Bethlehem Lutheran School is assessed a \$25.00 return check fee. Check redemption must be made in cash or money order.

### Activity Fee

An annual Activity Fee is charged for each student in kindergarten through grade 8 to cover the cost of field trips, class parties, etc. This Activity Fee is paid at the time of re-enrollment as part of the registration fee. This fee is non-refundable.

## Technology Fee

This annual fee, charged to each student in grades kindergarten through eighth grade, provides ongoing funding for necessary technology hardware and software improvements. This Technology Fee is included in the annual registration fee. This fee is non-refundable.

## Band Fee

First semester band fees are due at the time of sign-up for band. Second semester band fees are due by the first day of the second semester for students or published date to continue in the band program. Fees not paid on time will cause a child to be removed from band.

## Delinquent Accounts

We at Bethlehem Lutheran School are grateful and accountable to the congregation for its generous and continued financial support. In order for the school ministry to keep tuition and all related fees at a minimum and allow staff and volunteers to focus on teaching our children, parents and/or guardians are expected to pay tuition and all fees in a timely manner. Families who are unable to pay on time are responsible for proactive communication with the church financial office in working out a payment plan to get current. Failure to pay on time and/or communicate and follow through on an effective payment plan will result in the following actions:

- **Late fees will be assessed after the 1st of every month that the account is delinquent.**
- **10 Days Past Due – Tuition Reminder:** All accounts that are late more than 10 calendar days will receive a phone call or email from the church finance department to discuss a payment within seven days. The Day School Administrator will be notified of delinquent accounts.
- **20 Days Past Due – Finance Office Notification:** All accounts that are late more than 20 days will receive a second attempt via mail or email by the church finance department to make contact for payment. The Day School Administrator will be notified of delinquent accounts.
- **30 Days Past Due – Contact from the Day School Administrator:** All accounts that are past due more than 30 days will receive a call from the administrator to receive payment or make the necessary arrangements for disenrollment. The School VIT and Director of Operations will be informed.
- **Stipulation on Payment Plan:** Families signing a Payment Plan must abide by all terms and provisions outlined in the plan. Failure to keep the terms exactly will lead to a late fee of \$50 being assessed to the account per payment plan date. Failure to comply with the payment plan will require a credit card authorization for continued enrollment until the account is current. The family will contact the church finance office to discuss payment. Ten days after a missed payment, if no contact has been made by the family, the Day School Administrator will begin disenrollment procedures.
- **Termination of Enrollment:** On the 50<sup>th</sup> day, the Day School Administrator will contact parents to make the necessary arrangements for their child(ren) to take all personal belongings from the school.

Past due accounts are subject to referral to a collection agency.

Past due accounts will result in key fob access to Childwatch and Early Learning Center to be deactivated until the balance is paid in full.

If balances are not paid in full by the end of a given school year, Bethlehem will continue to pull funds via ACH until a \$0 balance is achieved.

Bethlehem will not transfer transcripts or other school records until all delinquent tuition and fees are paid in cash or certified funds.

## Tuition Assistance Grant

The Tuition Assistance Grant (TAG) is a “scholarship” tuition assistance program designed for known future tuition assistance needs. It is administered by a Tuition Grant Committee under the Bethlehem Lutheran Church Spiritual Care and Worship VIT. Tuition assistance is based on the family needs and the available funds donated by the Bethlehem congregation. Information may be obtained from the financial office. Deadlines for applications will be published in the “Paw Prints.”

## Christian Love for Others

Students at Bethlehem Lutheran School and Early Learning Center are expected to act in an orderly, respectful manner, maintaining the highest Christian standards of courtesy, kindness, morality, and honesty. No one has the right to interfere with another person's (child or adult) right to learn, think, create, play, and worship.

***“Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us...” Ephesians 5:1-2***

***"But everything should be done in a fitting and orderly way." 1 Cor. 14:40***

We recognize and expect Christian behavior. We find occasions to thank each other for helpful actions on an individual and class basis. We thank God for blessing us with His Spirit, so that we can truly love and care for one another. To this end, Bethlehem has adopted five Christian Character Traits as a guide for our lives:

1. **Reverence: a deep spiritual respect for God and all that is His**  
*“Serve the Lord with gladness!...Know that the Lord is God!” Psalm 100: 2a, 3a*  
*“He who is the blessed and only Sovereign, the King of kings and Lord of lords.”*  
*1 Timothy 6:15b*
2. **Compassion: acts of kindness, sharing, caring, empathy, service, and love** *“Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.” Ephesians 4:32*
3. **Respect: showing honor toward and acceptance of authority, people, ideas, and property**  
*“Honor everyone. Love the brotherhood. Fear God. Honor the emperor.” 1 Peter 2:17*
4. **Integrity: honest, loyal, just, fair, and humble actions and responses**  
*“Teacher (Jesus), we know you are true and do not care about anyone’s opinion...”*  
*Mark 12:14a*

*“Have this mind among yourselves, which is yours in Christ Jesus... but made himself nothing, taking the form of a servant...” Philippians 2: 5, 7*

5. **Responsibility: accountability for actions, stewardship of God's gifts, selfreliance, and good citizenship**

*"Rejoice always; pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you." 1 Thessalonians 5:16-18*

All students, parents, staff, and guests at Bethlehem Lutheran School and Early Learning Center are to be treated with respect and dignity. Bethlehem Lutheran must be an environment that is free from harassment and violence. It is a violation of Bethlehem's policy for students, parents, staff and volunteers to harass or bully a person through conduct or communication that is demeaning or physically harmful. Teachers will actively teach positive behavior, and discourage aggressive or harassing behavior, using Jesus as the model of behavior.

## Definitions of Terminology

### Harassment

*Harassment* is considered to be words and/or actions directed toward an individual or group of individuals which intimidates, degrades and/or fails to respect another person's dignity. Harassment includes, but is not limited to references made to a person or group based upon a person's age, gender, race, religion, or ethnic origin. Verbal comments, sexual name calling, gestures, jokes, slurs and spreading sexual rumors directed toward an individual or groups are also considered to be harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

- Harassment will result in consequences which may include but are not limited to suspension and/or expulsion.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender. **Harassment can occur anytime during school and/or school related activities.** It includes, but is not limited to, any or all of the following:

- **Verbal Harassment**: Derogatory comments and jokes (threatening words spoken to another person including relational aggression, a behavior that is intended to harm someone by damaging or manipulating his or her relationships with others).
- **Physical Harassment**: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- **Visual Harassment**: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures.
- **Peer Sexual or Racial Harassment**: Sexual or racial harassment is unwanted and unwelcome sexual behavior that interferes with the student's right to receive an education or to participate in school activities. It may result from words or conduct that offend, stigmatize or demean a student on the basis of sex.
- **Cyber Bullying/Harassment**: Cyber Bullying is online social cruelty or electronic bullying by posting or sending cruel or threatening messages through the use of e-mail, instant messaging, web pages, web blogs, chat rooms, texting, sexting, social media, and other information communication technologies.

The target of the harassment and the perpetrator do not have to agree about what is happening; harassment is subjective. The target does not have to get others, peers or school officials, to agree with him/her. Harassment can be a one-time occurrence, or multiple occurrences. Examples:

- **Physical**: Touching, pinching and grabbing body parts; being cornered, forced to kiss someone or coerced to do something sexual; pulling any clothing off.
- **Written**: Sexual notes or pictures; sexual graffiti.

- **Verbal:** Making suggestive or sexual gestures, looks, verbal comments or jokes; spreading sexual rumors, or making sexual propositions.
- **Visual:** Leering, gestures, display of sexually suggestive objects, pictures, cartoons or posters.

This policy prohibits all person-to-person harassment whenever it is related to school activity or attendance, and occurs at any time, including but not limited to any of the following: while on school grounds, while going to or coming from school, during the lunch period, or during or while going to or coming from a school- sponsored activity.

Though rare, harassment can occur at the preschool level. In most instances, it is a child repeating something he/she heard elsewhere. Staff will work with students and parents to rectify the behavior. Repeated offenses can lead to suspension and/or expulsion. (ELC)

## **Bullying**

*Bullying* is the repeated intimidation by a person upon another person through real or threatened infliction of physical, verbal, written, or emotional abuse, or through attacks on the property of another at school or at school-related functions. It may include but not limited to actions such as verbal taunts, name calling, putdowns (including ethnically-based or gender-based verbal putdowns), texting, social media, extortion of money or possessions, and exclusion from peer groups within school.

- Bullying will result in consequences which may include but are not limited to suspension and/or expulsion
- Though rare, bullying can occur at the preschool level. Staff will work with students and parents to rectify the behavior and prevent future bullying. Repeated incidents can lead to suspension and/or expulsion. (ELC).

## **Teasing vs. Taunting**

Bullying is not simple teasing which is not intended to hurt the other person. Teasing maintains the basic dignity of everyone involved and pokes fun in a lighthearted, clever, and benign way. It is innocent in motive and discontinued when the other person becomes upset. Taunting, on the other hand, is intended to harm and involves humiliating, cruel, or demeaning comments and is meant to diminish the self-worth of the target. Continual teasing is taunting. Taunting is considered bullying.

- Continual teasing or taunting will result in consequences which may include but are not limited to suspension and/or expulsion.
- Even preschool-age children can engage in teasing behavior. Though rare, taunting can occur at the preschool level. In most cases, a child who is taunting is simply repeating something heard elsewhere. Staff will work with student and parents to rectify the behaviors. Repeated behaviors can lead to suspension and/or expulsion. (ELC)

## **Protection from Retaliation**

It is against Bethlehem Lutheran School and [Early Learning Center](#) policy to retaliate against any student, staff member, parent, or volunteer who has reported to school officials any incidents related to the misconduct or bullying behavior by another student.

Retaliation will result in consequences which may include but are not limited to suspension and/or expulsion.

## Stewardship of Property

As Christian stewards, the student takes proper care of God's gifts. Some ways to show this are:

- keeping church and school premises neat and free from debris;
- keeping desk, desk areas, and lockers in good order; and
- keeping books and other school equipment in good condition.

Children who choose to destroy or damage property will make restitution. Restitution for accidental breakage will be considered on a case by case basis.

Fines are assessed at the end of the school year to those students who have chosen not to be good stewards.

## Character Development

Bethlehem Lutheran School uses school-wide consequences for behavior that interferes with the command of the Lord, in raising children in the Christian faith, and to do so in conjunction with the families of our church and school.

With *Love and Logic*, we will strive to have children learn how to live with the consequences of their actions, avoid blaming others for their problem, and make wise decisions. The LOVE demonstrates our love and concern for the child and LOGIC allows children to live with the natural consequences of their choices when the price tag is small.

To work together with families to encourage positive growth in the area of discipline, we believe....

- A student is responsible for his/her actions.
- A student has choices in his/her behavior.
- That by working as a team with families we can recognize positive behavior and redirect negative behavior.
- Students will learn to recognize that there are natural consequences as a result of their choices.

Bethlehem Lutheran School supports a safe school environment, conducive to teaching and learning in an environment free from excessive teasing, taunting, harassment, and any type of bullying behavior. Appropriate discipline will be taken with the goal of all consequences leading a child to be self-disciplined.

Fulfilling the mission of the school is a process of teaching individuals about respect and learning to live our lives with the ultimate respect for God and His commandments. All discipline action at Bethlehem Lutheran School is done with the purpose of teaching young people to grow and mature in their attitudes toward God, others, and themselves. It is the belief of Bethlehem Lutheran School administrators, teachers, and the School VIT that if you are unable to trust school personnel to discipline your children, then we cannot properly educate your child.

## Love and Logic Core Beliefs Regarding Discipline

Bethlehem Lutheran School uses *Love and Logic* principles to foster responsible student conduct at school and in our related ministries. As such, teachers provide direct instruction to introduce the student to classroom rules and expectations, giving special attention to treating students as unique individuals, as special children of God.

## Typical Expectations of Teachers/Staff of Students While on Campus

1. I will treat you with respect so you will know how to treat others and me.
2. Your choices must not cause a problem for anyone else.
3. If you cause a problem, I will ask you to solve it.
4. If you can't solve the problem or choose not to, I will do something.
5. What I do will depend on the special person you are and the special situation.
6. If you feel like something is unfair, whisper to me, "I'm not sure that's fair," and we will talk.

## When Disciplinary Action is Needed

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, whether they are good or bad.
4. Misbehavior will be handled with natural or logical consequences, and commensurate with the severity of the misbehavior.
5. Misbehavior will be viewed as an opportunity for individual problem-solving and preparation for the real world.
6. If consequences appear unfair, students may request to discuss them with the teacher.
7. School problems will be handled by school personnel. Criminal activity will be referred to proper authorities.
8. Teachers will deal with misbehavior in a timely and appropriate manner.
9. Teachers should administer the disciplinary action to the individual student or students rather than to the class as a whole.
10. Teachers will set up several different places where students can calm down or get themselves together. Students will be encouraged to return to the classroom as soon as they can.
  - a. Recovery stations may include an area:
    - i. In the classroom outside the view of students and teacher;
    - ii. Just inside the door of another classroom;
    - iii. In the Principal's office.
    - iv. Student recovery will not take place in a hallway.
  - b. No classroom work may be taken to the recovery area. The student's responsibility is to get himself/herself together.
  - c. Students unable to get themselves together in this situation could spend the rest of the day at home.

## Conflict Resolution

We are created to honor God and serve others. Any sinful behavior which causes another person to feel or believe that he/she is not valued as a precious child of God is unacceptable at Bethlehem Lutheran School. However, we know that problems will occur between students from time to time. Our goal is to have students resolve their immediate problem, ask and receive forgiveness, and restore their relationship.

In an effort to build Christian Character, students will be encouraged to work out their problem by following Matthew 18:15-17a:

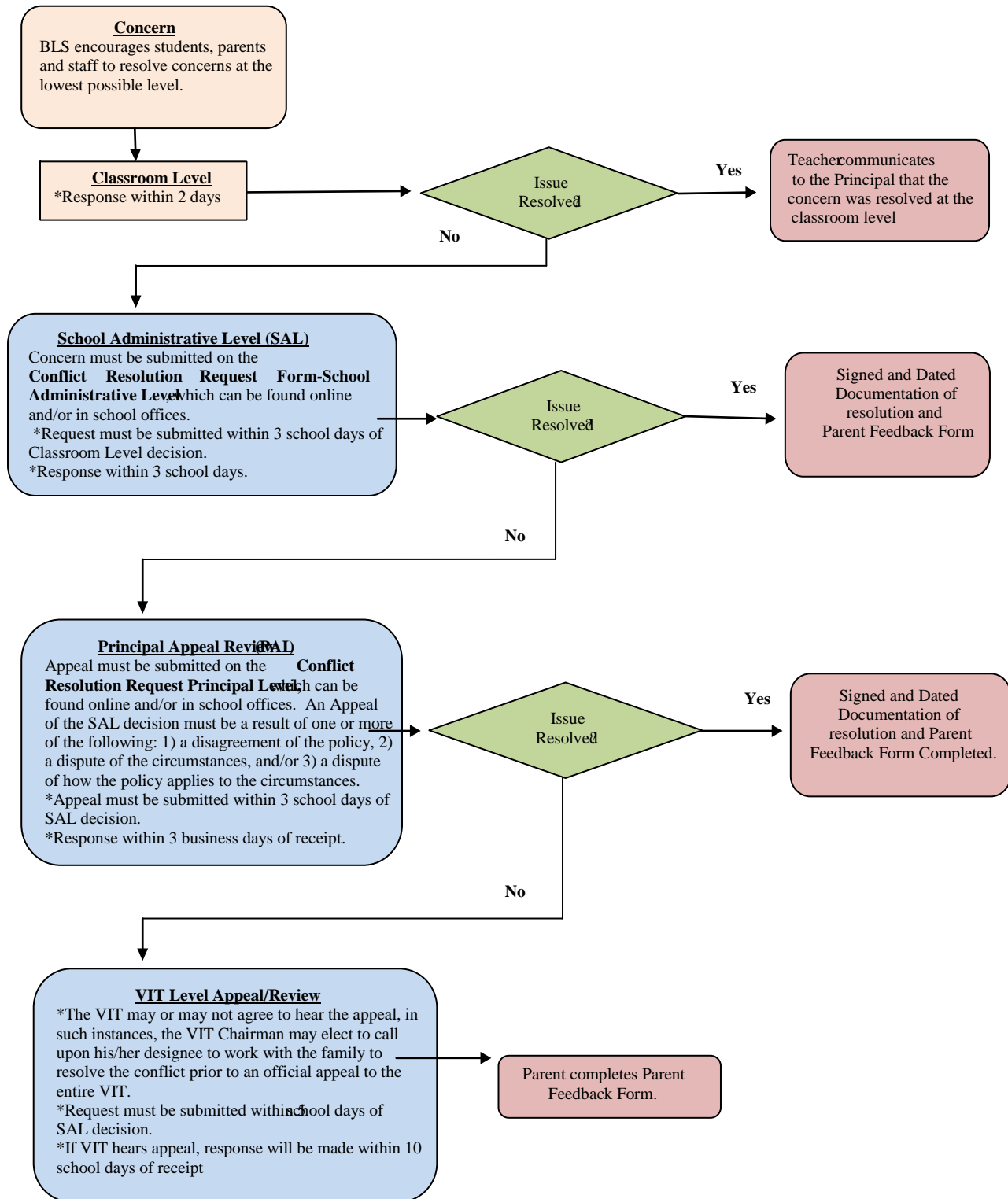
*"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church...."*

When conflict occurs:

- Any supervising adult will stop unacceptable behavior that is seen or reported.
- Because the homeroom teacher has primary responsibility for the students in his/her classroom, the teacher will be informed of the problem by other teachers or the supervising adult(s).



## Conflict Resolution Flow Chart



## Personal Relationships

The staff, students, parents, and volunteers of Bethlehem Lutheran School and [Early Learning Center](#) are expected to be a positive Christian influence to each other. Our whole lives reflect an attitude of Christ-like concern for the development and strengthening of each other as members of the family of Christ. As Christians:

1. Students show love, concern, and respect for students of all grade levels.
2. Students show love, concern, and respect for God's representatives, the staff of our school [and Early Learning Center](#).
3. All communication—oral or written—reflects the presence of the Holy Spirit in the life of the student and gives evidence that the student is a child of God.
  - o Parents are a child's best teacher and, therefore, are encouraged to take care not to suggest through their own speech habits that unacceptable communication is condoned.
4. All volunteers and guests will show love, concern, and respect for students, staff, and other volunteers.

God has ordained the basic institutions of the home and the church.

Parents have the primary responsibility for their child to:

- Direct, train, and encourage their child's progress in all areas in a God-pleasing way.
- Encourage respect towards fellow students, parents, teachers, staff, and property.
- Model Godly communication.

The church and school have an important supportive role for the home:

- Provide opportunities for the students' and their family's faith to be encouraged and strengthened by example, study, and experience.
- Provide a curriculum with high standards, challenging each child to do his/her very best.
- Provide spiritual counsel and intervention when needs arise.

## School-wide Consequences

Bethlehem Lutheran School uses school-wide consequences for behavior that interferes with the teaching/learning process in any way. The goal of all consequences is to lead a child to be self-disciplined.

General disciplinary action involving such things as lack of courtesy, abuse of permission, general disturbance in the classroom, etc., is usually handled by the teacher. Any teacher or staff person will administer disciplinary measures at their discretion when inappropriate behavior occurs. The discipline process may include a behavior contract. Each occurrence will be logged in TeacherEase.

### Minor Infractions

The goal of any disciplinary action is to bring about self-discipline. Proverbs 22:6 *“Train up a child in the way he should go; even when he is old he will not depart from it.”*

Bethlehem Lutheran School is partnering with parents to correct behaviors that are contrary to the *Christian Character Traits*. This partnership will help students recognize behaviors that are

detrimental to the learning process. Recognition of negative behaviors, attention-seeking behaviors, and distracting behaviors is a process. The ultimate goal is to enable students to have learning attitudes and to take responsibility for themselves in all aspects of their daily life.

- For kindergarten thru fifth grade, a system of *Stop and Think Sheets* will be utilized. There is a progressive process for the student and parents to help the student become aware of the problem that exists and hopefully correct the behavior.
- For sixth thru eighth grade, a Merit/Demerit Disciplinary Plan will be utilized. This system is explained in further detail below.
- Distinguished Principal's List – Students in sixth thru eighth grade, who achieved zero (0) demerits during the school year, will be recognized at the end of the year.

### **Process for *Stop and Think Sheets* – K-5**

Teachers determine what method of classroom management/behavior tracking with consequences will be used daily in their classroom. This could be 'Stop Light' or 'Clipping' method. Daily classroom discipline and positive reinforcement is spelled out by each teacher in their classroom management plan. This is given to students on the first day of school. This plan will be given to the parents and reviewed at Back-to-School night.

When a behavior becomes repetitive, overly disruptive, destructive, or the like, the student will be given a *Stop and Think Sheet* to fill out. The teacher will email the parents the day of the incident that a paper is being sent home to discuss with their student, and the behavior will be added to Behavior Logs on TeacherEase.

If a student receives three *Stop and Think Sheets*, the student will have a 'red light' meeting with the Principal or designee.

After three more *Stop and Think Sheets*, a second 'red light' meeting with the Principal or designee will occur.

If the student receives a seventh *Stop and Think Sheet*, a mandatory meeting will be scheduled within two school days with the following people in attendance: teacher, parents, student, and Principal, or designee. Prior to the meeting, consequences and/or interventions will be determined by the school. The meeting will discuss the documentation and create a Behavior Modification Plan.

- The Behavior Modification Plan will include parent responsibility, student responsibility, and school responsibility.
- This plan will outline expected behavior of the student and consequences if the plan is violated.
- Consequences may include, but are not limited to the following: one-day home suspension, two-day home suspension, board intervention, or possible expulsion.
- Other consequences will be age appropriate deemed by the group, such as community service, written paper by the student on the behavior topic with supporting Bible verses, meeting with one of the pastors, and counseling for the student/parents.
- This Behavior Modification Plan will be on file in the school office with copies given to the parents and teacher. A timeline and follow-up meeting will be determined.

If a student violates this plan, additional consequences will occur, including a meeting with the School VIT designee and the people who signed the Behavior Modification Plan. At that time, all

written records will be presented to the School VIT designee in order for the Board to make a determination of action.

### **Merit/Demerit Disciplinary Plan – Grades 6 – 8**

The goal of any disciplinary action plan is to bring about self-discipline. Proverbs 22:6 says, “*Train up a child in the way he should go; even when he is old he will not depart from it.*”

Discipline comes from the Latin word ‘*discipulus*’ – meaning “a learner” or “a follower”. Jesus’ followers (Matthew, Peter, John, etc.) were called disciples, as they were following Jesus and learning His Truth.

We are called to be disciples of Jesus. And we need training in the ways to be the people God intended us to be. We receive training from our parents, grandparents and other family members, teachers, pastors, and from Scripture. We are taught to respect others, the rights of others, and those in authority. We are taught to obey men’s laws, and above all, God’s Law.

Being disciplined means you are learning to take your place in a Christian community and in the classroom above your personal desires. You are learning to obey promptly and cheerfully, observe established rules, follow God’s Law, and conduct yourself properly even when you are not being observed by those in authority.

It is the aim of this system to assist the students:

- To attain good discipline
- To encourage them to do good deeds
- To follow school rules
- To be responsible for their actions
- To adhere to Bethlehem’s five (5) Christian Character Traits (*Reverence, Compassion, Integrity, Respect, and Responsibility*)
- To contribute to the school
- To encourage desirable behavior
- To discourage undesirable behavior
- To show the consequences of irresponsible actions

Students start out each year with zero (0) merits/demerits. Points (merits or demerits) will be awarded by the teacher. The teacher will keep a running total throughout the year. Merits/demerits earned will be noted on the TeacherEase Behavioral Log with an automatic email sent to the parents. Demerits are not a punishment. They are a record of a student’s conduct and used as a communication tool.

The Merit/demerit system works in conjunction with the Discipline policy as found in this handbook. This policy will also work with each teacher’s classroom methods and procedures.

The Merit/Demerit Discipline Plan lists examples of positive and negative behaviors and points awarded respectively. This list is not all inclusive and is used for illustration. The teacher may use other criteria for positive and negative behaviors for the awarding or deducting of points.

Please note: There are some situations, circumstances, or behaviors that may occur in kindergarten thru eighth grade where the student would be sent to the Principal immediately.

These would be handled at the discretion of the Principal and teacher. Due to the severity or extenuating circumstances, an automatic suspension or expulsion may apply. Please see Suspensions and Expulsion information.

The School VIT will be informed of any students that are put on a Behavior Modification Plan within two days of the completed document.

### **Athletics**

- Athletic Director will train all coaches prior to the beginning of the season beginning on Bethlehem Behavior Expectations & Consequences.
- If a coach has trouble with a student, the coach must notify the Athletic Director within 24 hours and confirm the Athletic Director has received the notification. The Athletic Director will handle the situation.
- Administration is brought into process if behavior is repetitive or if the situation is deemed by Athletic Director to require administrative action.

### **Suspension**

A suspension means that a student is not permitted to be in the classroom or to rely on a teacher for help in learning. The student is not permitted to be at the school. These opportunities are forfeited as a consequence of the student's misbehavior and lack of cooperation in the school environment. This consequence helps the student see the value of better cooperation and appreciate more fully the privilege of learning with the class and teacher. Our intention and prayer is to always assist and encourage a child to be more Christ-like. A suspension is intended to serve this goal.

The principal has the authority to issue a suspension period for one (1) or two (2) days. During this time, and for the calendar week following the student's return to school, the student is excluded from any extra-curricular activities, including sports, music, academic, and other activities.

The School VIT will be informed of any students who have accumulated more than fifty (50) demerits at its next regular business meeting and of any suspensions within two days.

The Principal determines the date that the student is allowed to return to school. The student is welcomed back to Bethlehem provided that:

- There has been a parent conference with the Principal and homeroom teacher regarding the suspension;
- The student has completed a behavior modification plan;
- The student is able to demonstrate a more willing and cooperative spirit toward school; • Work/assignments during the suspension are completed and returned at the conference.

### **Automatic Suspension**

The Principal or principal designee issues an immediate one (1) or two (2) day suspension upon the occurrence of any of the following:

- Severe, overt disrespect for school rules;
- Severe, overt disrespect or harassment of any person;
- Setting off a false fire alarm;
- Serious and willful destruction of property;
- Retaliation for reported misconduct or bullying behavior;

- Correspondence or communication between students with violent or threatening language.
- Student who earned 75 demerits (one day suspension).
- Student who earned 100 demerits (two day suspension).

## Expulsion of Students

Attending Bethlehem Lutheran School is a privilege. The School VIT may deny that privilege to a student who continues to resist correction and whose attitude and behavior is detrimental to the spiritual and academic progress of other students. Bethlehem Lutheran School reserves the right to remove or expel students from the school. There are times when an offense is serious enough in nature wherein the Principal and Vice Principal believes the safety of other students and/or staff is in jeopardy and immediate expulsion is warranted. In such a case the Principal will contact the School VIT to schedule an expulsion hearing at the earliest possible time. The student is suspended until the hearing, and the School VIT will determine if expulsion is warranted.

## Automatic Expulsion

The Principal may issue an immediate expulsion upon the occurrence of any of the following:

- Illegal drugs or controlled substances are in possession, used, bought, or sold on school property or at any school sanctioned or sponsored event;
- Possession or use of any form of tobacco, alcohol, pornography, or controlled substance;
- Weapons (firearms, fixed blade knife, pocketknife, slingshot, etc.) or any dangerous materials are brought to or used on school property or at any school sanctioned or sponsored event;
- Two (2) suspensions in one school year;
- A fourth incident of deliberate or intentional plagiarism. (See Plagiarism Policy)
- Multiple incidents of setting off a false fire alarm or pulling a fire alarm station.

An expulsion may be appealed. The School VIT of Bethlehem Lutheran School makes the final decision when the expulsion of a student is appealed. If a student is expelled, the School VIT will receive the following documentation.

- All suspension forms, including any behavior modification forms completed by the student;
- Behavior logs from TeacherEase;
- All *Stop and Think Sheets* and Behavior Sheets
- A written teacher recommendation for expulsion or retention.

Following review of these materials, one or more members of the School VIT will meet with the Principal, teacher(s), parent(s), and student. With prayer and careful consideration, and in order to help the student set a God-pleasing profitable direction in life, the School VIT will make a final determination. This may be either a permanent expulsion or a conditional retention. Under a conditional retention, a permanent expulsion becomes automatically effective if the conditions of the retention are not met.

We recognize and expect Christian behavior. We find occasions to thank each other for helpful actions on an individual and group basis. We thank God for blessing us with His Spirit, so that we can truly love and care for one another.

To this end Bethlehem has adopted five *Christian Character Traits* as a guide for our lives.

## Miscellaneous

### Arts in the Afternoon

Each classroom teacher provides time for appreciation of art and instruction in the fundamentals of art. In May, each child has a selection of his/her art displayed for viewing in conjunction with a musical concert for Arts in the Afternoon. Student participation is expected for all students in musical groups.

## Athletics

### Athletic Program Philosophy

Bethlehem's athletic program is an important part of our curriculum. It offers opportunities to develop the whole child. Success in athletics requires teamwork, speed, ability, coordination, body control, as well as growth in intelligence, emotional control, social skills and spiritual life. The philosophy of Bethlehem's athletic program coincides with the philosophy of Bethlehem Lutheran School.

The emphasis of Bethlehem's athletic program is to help children learn about God, themselves, and others. They also learn about their strengths and weaknesses, about work and play, about winning and losing, about determination, practice, about rules of the game, techniques and skills, teamwork, cooperation, sacrifice, humility, generosity, and all God-pleasing attributes.

### General Athletic Guidelines

General guidelines that govern the operation of the athletic department are detailed below.

1. Bethlehem provides athletic programs for students in grades five through eight. If additional students are needed to complete a team, fourth graders may be asked to join at the junior varsity level.
2. Well before the season starts, students shall indicate their interest in participating in a particular sport. Student interest will determine the number of teams the school will sponsor as well as the number of coaches needed.
3. Each coach informs students and parents of specific equipment, practice times, schedules, etc. in the form of a letter prior to the beginning of the season.
4. Students are responsible for purchasing equipment such as shoes, kneepads, socks, etc.
5. Bethlehem Lutheran School provides uniforms for games in all areas of athletics.
6. Coaches request from the school office a copy of the Medical and Emergency Care Form and the Information and Consent Form to be completed and signed by a parent, thus allowing a student to participate in a particular sport. The forms will be in the school office or online.
7. Parents will contact the coach by telephone or written note any time their child will not be at practice or a game.
8. Parents need to be prompt in picking up their child(ren) after practices or a game.
9. Coaches inform parents, teachers, and the school office of location of games and approximate times of departure.
10. Coaches work to schedule a variety of challenging games and those not so challenging, in an effort to give each member of the team an opportunity for game situations suited for their ability.
11. Coaches will use sound teaching principles during practices and contests.
12. All students must be covered by a health insurance policy of the parents' choice.
13. Participation in games in relation to missing practice shall be dealt with on an individual basis according to each coach of the particular sport. Each coach deals with the individual situation and arrives at a justifiable solution.

14. A student must be in school a minimum of 3 hours in order to participate in after school athletics that day.
15. Bethlehem can participate in the Denver Area Lutheran Schools League in the following sports: volleyball, basketball, track, soccer, and cross country.
16. Limitations on team size occur in volleyball and basketball (12-14 per team) due to interest level of students and available coaches. If there are enough students to offer two teams on the J.V. or varsity level, the school will offer two teams.
17. Grades five and six are designated as Junior Varsity and the attempt is for participation and skill development.
18. Grades seven and eight are designated Varsity and those teams operate on a more competitive basis, play in competitive leagues, and are viewed as more competitive programs, but still place the emphasis on skill development and participation.
19. Every attempt is made to have every student participate in every game. However, at the varsity level, some students will play more than others, especially in competitive tournaments. Each student is given adequate time in game situations that correspond with their ability and experience level.
20. Bethlehem's athletic program is not an intramural program, but a program for those students seeking an interschool athletic experience.
21. There may be times when Bethlehem does not field a team due to lack of participation, lack of interest or if no coach is available.
22. When you have a complaint or concern with a coach's decisions, please go to that coach directly, but after waiting twenty-four (24) hours. Do not confront the coach at the end of a game, in front of players or parents, and not via text or email. Conduct the conversation with a manner of respect.

## **Coaches**

Our coaches are teachers and role models. They embrace, demonstrate, and seek to instill all these qualities mentioned and to teach athletes to reach their potential, even as we are encouraged by Scripture to "fight the good fight of faith" (I Timothy 6:12).

*"...Let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith... Hebrews 12:1b & 2.*

## **Athletic Participation**

Bethlehem Lutheran School offers a variety of sports for boys and girls. Sports are normally available for students in grades 5-8. Other students may be included if space allows.

Before a student can compete on a sports team at Bethlehem Lutheran, the sport fee must be paid and a Parent Permission for Athletic Participation must be completed and submitted.

For participation in sports, all participants, parents, athletic directors, and Principal must sign the *Bethlehem Lutheran School Athletic Code of Conduct Agreement*.

A physician's signature verifying a student's health to play is required. The physician's signature is valid for 365 days.

## **Athletic Teams**

Generally, boys and girls in grades 5-8 participate in inter school athletics. Students may participate in volleyball, basketball, track, soccer, and cross country. In volleyball and basketball, when there are sufficient students so that the school has more than one junior varsity or varsity team, the athletic director, the Principal and coaches will decide the combination of players which



serves the students in the best way. Parents pay a per sport fee for participation of interschool athletics.

### **Cheerleading**

Bethlehem has one cheerleading squad comprised of 7<sup>th</sup> and 8<sup>th</sup> grade girls. Tryouts are in the fall of the year. The cheerleaders promote and encourage school spirit for the athletic teams throughout the school year.

### **Athletic Eligibility**

Each student participating in any athletic/cheerleading activity must be considered a student first and an athlete second. Therefore, students must maintain high quality in their classroom work as well as exhibit behavior that is characteristic of a model Bethlehem student.

A student may be declared ineligible for participation in all sports during the following week for any of the following reasons:

- If a student has as “F” in any subject.
- If a student has an overall grade point average below 2.0 for a quarter.
- A student may also be declared ineligible by a classroom teacher, coach, or the Principal and thus be unable to represent Bethlehem Lutheran School due to an instance of serious inappropriate behavior/attitude.

On Monday morning, academic eligibility/ineligibility will be determined by checking grades with teachers or online.

Ineligibility continues for no less than one week. Following the week of ineligibility, the student may be reinstated as a member of the team after he/she has corrected the problem. Ineligible students may generally practice but not participate in games or contests upon the recommendation of the athletic director and/or principal.

### **Pep Rallies**

All-school assemblies are conducted in the gym prior to major athletic events to rally around our teams, give them support and encouragement, and send them on their way in high spirits.

Our school colors are red and white. Our mascot is the BOBCAT. Our preschoolers are the little BOBCATS. Our school song is as follows:

*We're gonna fight, fight, fight for Bethlehem, We're  
gonna boost her colors to the sky.  
To help the red and white team win today,  
We're gonna stand right up behind them all the way,  
We're gonna keep them fighting all the time  
And sing their praises as they fall in line,  
So use your voice and lungs with all your might, All  
your might, Fight, Fight!  
Fight, you cats, fight!"*

### **Attendance/Tardy**

We feel attendance is very important and we encourage all parents to establish prompt and regular habits of attendance for their child when health permits. If a student is going to be absent, notify the school or leave a message on the attendance line before 9:00 am. It is the practice of our office to verify the absence of each student for safety reasons. Please note that the attendance line is a 24-hour line, so that you may access it at any time. We discourage parents

from taking their child(ren) out of school except when absolutely necessary. If parents know of an absence in advance, their child's teacher should be informed so make-up work can be arranged. Excessive absenteeism from school has a tendency to cause problems with proper instruction and learning; therefore, any student with multiple absences, and his or her family will need to meet with the Day School Administrator.

Doors are open for students at **8:00 am**. Tardiness is very disruptive, inconsiderate to the teacher and the rest of the class, and generally impolite. Students are to be in their classrooms by **8:05 am** and are counted tardy at **8:15 am**. Every tardy will be recorded, even if it is excused by a parent. Allowances will be made on inclement weather days.

Excused Tardy - If a student is tardy because of a medical and/or dental appointment(s), the tardy must be supported with a note from the healthcare professional. Parents are encouraged to schedule healthcare appointments after school hours or during vacations.

Attendance will be tracked by one of the following ways:

Full Day Attendance: Students who attend school from 8:15 am-3:15 pm.

Full Day Absence: Students who miss the entire school day.

½ Day Absence: Students who miss more than two hours of school.

¼ Day Absence: Students who miss less than two hours of school.

Tardy: Students who arrive at school after the 8:15 am bell, but arrive prior to 8:45 am.

Early Release: Students who leave between 2:45 pm and 3:15 pm.

Students are counted "absent" or "tardy" even though they may have an excuse. Excuses do not change the marking. This includes special event days when a child is not at Bethlehem Lutheran School.

Students are not permitted to leave the school premises during school hours without the knowledge and permission of the teacher, Principal, and the parent. Disciplinary action will take place in the event this situation occurs.

A student athlete and their siblings who leave school early to participate in a Bethlehem Lutheran School sponsored sporting event will not be counted absent.

A student will be considered tardy if they arrive at their classroom or school after the 8:15 am bell, but prior to 8:45 am. If a student arrives at school after 8:45 am, they will be considered absent for either ¼ or ½ of the day, depending on the time of arrival. On the third excused or unexcused tardy in a quarter, students and their parents must meet with the administrator. Should the student(s) be late two more times, the family will need to again meet with the administrator. If the situation is not resolved after two meetings with the administrator, and another tardy occurs, the family account will be charged an additional \$10.00 which will be applied to the monthly tuition invoice.

When a student has been tardy or has an early release in combination of **three or more times** in a quarter, that will keep a student from receiving perfect attendance honors in that quarter.

## Awards

The following awards are recognized each school year in the appropriate grade levels:

- Bobcat Fitness Award – Gold & Silver Level
- Presidential Academic Achievement Award (5<sup>th</sup> & 8<sup>th</sup> Grade)
- Honor Roll (5<sup>th</sup> – 8<sup>th</sup> Grade)
- Perfect Attendance: School, Worship (church and/or Sunday School)

- Certificate of Excellence
- Valedictorian and Salutatorian (8<sup>th</sup> Grade)
- Christian Character Award (8<sup>th</sup> Grade)
- Accelerated Reading Award
- Accelerated Math Award

Other awards are celebrated as students participate in other contests through the classroom teacher.

## **Bicycles and Skateboards**

Bicycles may be ridden to school as transportation. During the school day, they must remain parked and locked. Skateboards used as transportation to and from school may not be ridden on school property before, during, or after the school day for safety reasons.

For student safety, play is on designated playground areas (blacktop, the field, playground equipment areas). The church sidewalks and lawns as well as the areas between the sidewalks and the buildings are NOT playground areas.

## **Bus Regulations**

The school bus is an environment in which behavior directly affects the safety of the student and other passengers on the bus. It is imperative that the following rules be observed whenever the busses are used (i.e. field trips, sporting events, etc.).

When riding the school bus:

1. Students are to go to their seats promptly upon boarding the bus.
2. Shoving or scuffling is not allowed.
3. Students are to take the seat assigned to them by the bus driver or teacher.
4. Students shall not leave their seats to speak to the driver, unless given specific permission.
5. The aisle of the bus must be kept clear of books, backpacks, lunches, feet, etc.
6. Eating or drinking is not permitted on the school bus except as designated by teachers/coaches on special trips.
7. Windows or emergency doors are not to be opened or closed unless specifically instructed to do so by the driver or authorized personnel.
8. Head, shoulders, arms, and legs are to be kept inside the bus at all times.
9. Paper, debris, or other objects are not to be thrown about or dropped on the floor of the bus.
10. Nothing is to be thrown from the bus.
11. Students are not to shout, whistle, or make offensive remarks and/or gestures to pedestrians or motorists.
12. Students are not to put feet or knees on seats or sit on books, lunch boxes, etc., piled on the seat.
13. Students are to report promptly to the bus driver any damage to the seat, or any part of the bus near where they are seated, in order that they may not be unduly charged with responsibility for such damage.
14. Students are to face forward when leaving the bus and have one hand free with which to grasp the handrail.
15. After leaving the bus, all students who must cross the roadway will cross in front of the bus while it is stopped, crossing as quickly and as safely as possible.

The bus driver has complete authority to enforce the above rules and regulations. These rules are for the students' protection and the preservation of expensive equipment. Your cooperation is expected and will be sincerely appreciated.

## Chapel/Worship

Bethlehem Lutheran Day School and [Early Learning Center](#) worship services are held each Wednesday at 8:30 am and serve as a source of spiritual growth. Worship may be led by a pastor, principal, classroom teacher, classes, or special guests. Parents and others are encouraged to attend.

Every month chapel offerings are designated to a specific local or worldwide group in need of our support. These projects are designed to help students share their faith and learn good stewardship habits. God permits us to serve Him when we help others.

## Choirs

One of the goals of the choral music program at Bethlehem is to provide opportunity for our choirs to sing in worship services. All children in grades K-5 are involved in choir. There is a select choir for grades 6-8 for those students who wish to join.

All students who are in choir or handbells are required to attend scheduled performances.

- If a student is unable to attend a scheduled performance due to illness, the student will be excused upon receipt of a note from a parent/guardian. Every attempt, however, must be made to notify the instructor ahead of the performance. A makeup assignment will be given by the instructor.
- If a student is unable to attend a scheduled performance due to conflicting personal obligations, the instructor must be notified at least 48 hours prior to the event. The student will be given an alternate assignment by the instructor.
- In cases where the music instructor must assign a performance makeup assignment, the nature and scope of the project are at the discretion of the instructor, but will be subject and age/grade appropriate.

Members of the sixth through eighth grade choirs or handbells may have some performances offsite.

Early Learning Center students sing in church at least one time a year and participate in multiple musical performances throughout the year including holiday programs and the Early Learning Center Graduation.

## Communication

Bethlehem Lutheran School attempts to communicate with parents in a variety of forms and ways.

### Classroom News

Teachers will create a classroom form of communication. They may send it home with the child or make it available on the internet or in Digital Lockers on TeacherEase.

[Bethlehem Early Learning Center emails a \*Daily Report\* from the classroom to the parents.](#)

### Electronic

Bethlehem is working to go paperless. Parents are encouraged to update their email address for delivery of the Paw Prints and classroom teacher notes.

Digital Display Boards are utilized to scroll current events and volunteer opportunities for the school and [Early Learning Center](#). One of the display boards is by the school office with the other one located in the trophy case area. Check them out for the latest announcements.

### **Parent/Teacher/Coach Communication**

During a school year, if you wish to communicate a concern about a particular topic or event, please contact the classroom teacher and/or coach directly. If after that conference your understanding is not complete, you may wish to arrange a meeting with the classroom teacher/coach and the principal. Please see the Conflict/Resolution Flowchart. After these steps have been explored, you may want to contact the School VIT. The School VIT is open to suggestions and ideas concerning policy and better communication at any time.

Matthew 18 is the model that will be used: *“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church...”*

### **Paw Prints**

Each Thursday a newsletter of information is posted on the web and the “Digital Lockers” of TeacherEase or sent home with the youngest child in the family that does not have internet access, if requested. This informative newsletter assists you in awareness of activities planned for the following week. In case of a short week, the “Paw Prints” is published on the last day of the week. The Paw Prints is also located on the website at [www.BethlehemDenver.com](http://www.BethlehemDenver.com). Please take time to read this important communication newsletter!

### **Telephone**

Each classroom is equipped with a telephone. The school telephone lines are reserved for normal school business and are to be used by students in EMERGENCY SITUATIONS ONLY or as directed by the teacher. A child may use the telephone only with the teacher’s permission.

Students are not to have cell phones turned on during the school day. Parents who need to contact a student during the regular school day are asked to use the school line at 303-2330401.

Teachers may adopt stricter cell phone policies as approved by the Principal.

Teachers will confiscate any cell phone that is seen or heard during the regular school day.

### **Church Attendance**

Worship is important in the life of the Christian. Each family is expected to attend worship services in a Christian congregation on a regular basis. While our mission is not to make “Lutherans” of people, we do invite you to worship with us. Through regular church attendance, Christian attitude and practice, found in God’s Word, can be taught at home and reinforced by the school. Attendance is taken weekly and recorded as a reminder of this important part of the Christian life. [The Early Learning Center does not record church and Sunday School attendance for its students, but attendance is highly encouraged.](#)

Bethlehem has many groups that meet regularly: youth, seniors, care ministry, choir, prayer chain, woman’s service and missions, young adults, and home Bible studies. You may see a current Bethlehem worship schedule for church services online at [www.BethlehemDenver.com](http://www.BethlehemDenver.com).

Families with no church home, or with little or no prior worship attendance, are invited to attend the pastor's information class of Lutheran teachings so that they may be better equipped to lead their family in the practices of principles being taught in God's Word.

The central purpose for maintaining Bethlehem Lutheran School is to support Bethlehem members in the Christian nurturing of their children. The school can only strengthen what is practiced at home. When families worship regularly, the nurturing of a child's faith is strengthened. Therefore, Bethlehem Lutheran Church shall initiate the following policy:

The Word of God says, "Remember the Sabbath Day to keep it holy." God desires that His children would develop and maintain the desire to gather weekly with other Christians for fellowship and the praise of His name. Thus, we at Bethlehem feel that in order to encourage this desire in our students and to further the Christian nurturing as promoted in our school, our member families should maintain weekly worship participation.

## **Cold Weather Procedures**

It is our goal that all children have opportunity for recess outside during the school day. Fresh air and unstructured exercise are useful to refresh a student's body and mind. It is important that you send your child with proper outdoor wear each day. Proper wear includes boots, hats, mittens and a winter coat.

In the case of extremely cold weather (extreme wind chill factors, temperatures below twenty, frost bite warning, etc.), normal recess times and/or procedures may be changed. Possible adjustments for the weather include but are not limited to: shortened time outside; recess held inside (if possible); or recess in the classroom.

In the case of children with cold induced asthma or other respiratory problems that are irritated by the cold, a note from their physician or parent will keep them inside. Students not able to have outside recess during severe cold weather may have to sit in the school office. Teachers often have recess duty or other duties that they must attend to away from the classroom. During recess time, children will not be left in the classroom unattended.

[These procedures apply to the Early Learning Center. The temperature factor determination for the Early Learning Center is 20 degrees with no extreme wind-chill factors, frostbite warnings, etc.](#)

## **Crisis During the School Day**

Our first goal is to prevent a crisis. The majority of rules and procedures at Bethlehem Lutheran School are designed to ensure safety for students and adults on site. Yet, moments of crisis can happen. There are four basic types of events that can lead to a crisis situation during a normal school day. These are Natural Disasters, Environmental and Building Disasters, Endangerment of Human Life, and Death. The Crisis Management Plan adopted by the School VIT address each of these disasters and lays out a course of action to be followed in each event in order to maintain the safety of the Bethlehem family. The Management Plan does not cover every conceivable disaster, but will serve as a guide to the professional staff as they address a crisis. If and when a crisis occurs, teachers and staff will use the procedures from the plan to address the initial crisis and facilitate healing after the crisis.

[This applies to the Early Learning Center.](#)

## Donations

Gifts of money and items may be made to Bethlehem Lutheran School. All gifts are accepted through the school office. All donated material becomes permanent property of Bethlehem Lutheran School to be utilized. Bethlehem Lutheran School reserves the right to decline a gift.

A letter noting receipt or declining of a gift is sent to the donor and a copy is kept by the school Principal. In the letter the school acknowledges how and when the gift will be utilized.

## Dress Guidelines

Parents have the responsibility of bringing their child up "in the nurture and admonition of the Lord." Proper dress for school is a basic responsibility of the parents. The parents should regulate the dress of their children, who might on their own succumb to peer pressure.

The School VIT, Principal, and teachers believe that children should learn and use good Christian judgment when selecting school attire. The personal appearance of all students should be in keeping with the nature of Christian education. The School VIT, Principal, and teachers ask that parents supervise the clothing that students wear to school. We believe that students conduct themselves in direct relation to how they are dressed. Students' dress also affects their attention to academic learning in the school setting.

Current fashion trends need strict attention and evaluation based on Christian principles. Students of Bethlehem give public witness to their faith even through their clothing styles. Good judgment includes consideration of weather conditions, modesty, safety, and good taste.

Cooperation between home and school will prevent most problems. However, the school maintains the right to make the final approval of a student's appearance and to request modification. Your child will not be allowed in the classroom with any mode of dress or hair style which is extreme and not acceptable. This dress code is in effect for all school-sponsored activities like Field Day, Arts in the Afternoon, Graduation, the last day of school, and the like.

Bethlehem dress standards to achieve modesty are as follows:

1. All clothing must be clean and neat with no holes or un-hemmed edges.
2. Chapel is a special time in the school week and deserves special clothing consideration.
3. All shirts and tops must have sleeves. Therefore, tank tops, muscle shirts, sleeveless blouses, and clothing with spaghetti straps are not to be worn at school. Printed messages on clothing may not have any wording with profanity (inherent or implied), messages, or pictures that may be interpreted as disrespectful to self, others, or God. The school reserves the right to make the final decision regarding printed messages.
4. Clothing with Bethlehem Lutheran School logos/messages, Christian messages, college, university, or professional team logos, city, state, or country logos, and acceptable clothing manufacturers, labels and logos may be worn if the garment does not violate any of the other guidelines.
5. Clothing must conceal all undergarments and the midriff area while seated, standing, or moving. Low necklines are not acceptable (i.e. No cleavage may be seen.)
6. Shorts/skirts should fall at least to mid-thigh in length. Excessively short or tight shorts/skirts may not be worn including spandex shorts as outerwear.
7. Clothing needs to fit being neither too small, too tight, nor too large. Pants worn to school should fit the student's waist in order not to sag. Sweatpants may be worn if there is no wording across the derriere. Pajama pants may not be worn except on designated "spirit days."
8. No hats or bandanas are to be worn in the building.

9. Appropriate footwear is to be worn at all times for the school day activities. High platform and backless shoes are not safe for school activities. Flip-flops and beach wear are not allowed. Slippers are not acceptable footwear and should not be worn except for designated "spirit days."
10. Body piercing, tattoos, and boys wearing earrings are not acceptable.
11. Dress code is in effect for physical education classes and all after-school activities.
12. Modification to the dress code has been made to accommodate the swimming and outdoor activities during summer camp.
13. Boys cannot wear fingernail polish.
14. Leggings are not considered pants and therefore, must be covered by a shirt, shorts, skirt, or dress of sufficient length as required within other sections of this policy.
15. Students shall ensure that hair and/or hairstyle is kept in an orderly manner while in attendance in school and at school sanctioned functions. Hair shall never be allowed to cover the eyes or faces of students so that Administrators and teachers can make eye contact with them.

The following suggestions for acceptable school dress are designed to avoid dress code violations by students:

Tops and Shirts: Polo shirts, sweatshirts, T-shirts, cap sleeves, shirts and blouses (with collar, button down front, or crew neck), sweaters, shirts and blouses that could be tucked in. No underwear is to be showing.

Pants: Capri pants, jeans, slacks, khakis and shorts

Consequences may accumulate throughout the year. Consequences are:

- 1<sup>st</sup> offense: Student is sent to the school office; parents are notified of the violation and may need to bring appropriate clothing, student may return to class when the clothing issue is resolved.
- 2<sup>nd</sup> offense: Student is sent to the office; parents are contacted to take the child home. The student and parents will meet with the principal before the student can return to school. The student will receive a consequence.
- 3<sup>rd</sup> offense: Student is sent to the office; parents are contacted to take the child home. The student and parents will meet with the School VIT to determine if enrollment should continue.

The Early Learning Center asks your help in seeing that your child is dressed appropriately every day for the activities that are planned for the day. Dress your child in comfortable, washable clothes that allow freedom of movement and some messy activities. We don't want you and your child to worry about ruining dressy clothes.

Also, dress your child appropriately for the weather. Remember also to send mittens and boots in the winter. When you send boots always send an extra pair of shoes. We try to go outside if the weather is above 20 degrees and it is not actually snowing or raining.

Tennis shoes and socks or closed-toe shoes with a back are required for all children. Sandals and crocs are not safe for the gravel play area, and flip flops are prohibited. Students should wear modest, clean and mended clothing.

(ELC)

## Emergency Drills

Fire drills are practices to prepare our children in our Day School, Early Learning Center, and Childwatch for safe and rapid evacuation of our buildings should there ever be a real emergency. Exits and traffic patterns have been mapped out for each area of the school, and regulations are followed as required by West Metro Fire Department.



## Emergency School Closing/Inclement Weather

If it is necessary to close school because of bad weather, the information will be announced or scrolled on the following stations:

KOSI Radio FM 101.1      TV News Channels 2, 4, 7, 9, 31      KOA Radio AM 850

Parents will also be informed via email blast through TeacherEase.

When possible, the decision to close school will be made the evening before, so that families may make appropriate arrangements.

Bethlehem Early Learning Center has school closures announced over the radio and television stations listed above. Parents will also be informed via email blast through TeacherEase. In the event school closes early during the school day, a staff person will remain in the room until all children have been properly signed out.

When closures for Bethlehem Early Learning Center or **Childwatch** need to happen on nonschool days, the Administrator in charge will determine closure.

## Endowment Fund

Bethlehem Lutheran School has an endowment fund. This fund has been established to assist the financial needs of the school. Monetary gifts and donations are collected in an interestbearing or money market account. Information on this fund can be obtained from the Endowment Fund Committee. All contributions to the Endowment Fund are tax-deductible.

## Field Day

Bethlehem Lutheran School participates in the annual Lutheran Schools' Field Day. Field Day is held at Lutheran High School, Parker. Field Day is held the second Friday of May. All children in grades 1 through 8 are assigned to at least three events. No classes, including Early Learning Center and Kindergarten are held at Bethlehem on that day. All children are expected to attend Field Day at Lutheran High. Attendance will be taken at field day or the following school day, as it is counted as a day of school. Parental transportation and supervision of children must be planned for, since teachers are all assigned to an event and/or have other responsibilities during the day. The school dress code is in effect for this day.

The Early Learning Center and kindergarten classes have their own mini-Field Day at Bethlehem on a different day. It is normally the Thursday prior to Field Day for the older children.

## Field Trips

Field trips are designed to be valuable learning experiences that enhance the classroom curriculum of that grade level. Parents will be notified in advance of field trips. Written consent is needed for a child to attend a field trip. When parental consent is given, it is with the understanding that there are inherent risks involved. Parent helpers are often asked to accompany the class and teacher. Parents who drive on a field trip will have a completed Qualified Driver form and have a Volunteer Packet on file in the school office. Parents are strongly discouraged from taking siblings out of class to attend another classroom's field trip.

- Field trips will be no further than sixty miles from school. If a field trip is more than sixty miles from the school, VIT approval must be given.
- Teachers will provide alternate assignment if parent chooses not to allow the student to go on the field trip.

- No repeat field trips are to be scheduled

Children in the Early Learning Center do not participate in field trips during the school year or during Summer Camp.

## **Fund Raising**

Bethlehem Lutheran School with the Parent Teacher League (PTL) conducts fund raising sales projects during the year. All students are encouraged to participate in these sales, but no student is required to participate. Parents who do not want their child to participate are asked to send a note to the school office.

The profits are used to benefit the students of Bethlehem Lutheran School. In this way the families have an opportunity to support the school. The use of these funds is determined each year by administration and or School VIT. A fee for any returned checks is assessed during fund raising events.

Occasionally a special fundraiser may be conducted by the school to raise funds for designated projects.

## **Library**

The school library is available to students at specified times during the school day to assist student research. Students may also check out books for personal reading at home. A parent volunteer oversees the library and assists students. Accelerated Reader and Accelerated Math programs are available to students on the library computers.

## **Locker Use**

The lockers in the junior high area of Bethlehem Lutheran School are for the exclusive use of students in the junior high area. They are loaned just like books to students for the year. Students are responsible for their own locker. Students will be fined for any damages that occur. Cost of damage will be based on the replacement cost for the broken parts.

Students may use: magnets to hang pictures, calendars, etc.; plastic and plastic coated lockers shelving is appropriate.

Students may not use: tape or sticky tak to hang objects. Stickers may not be put up or anything with an adhesive backing.

Students and parents are required to sign a locker agreement at the beginning of the year.

## **Lost and Found**

All outer clothing, lunch boxes and possessions in general should be labeled with the student name, or marked for easy identification. If personal items are lost, your child is asked to assume responsibility for checking the LOST AND FOUND area. When you become aware of a missing item, please check for yourself and have your child look for it immediately. All items will be displayed in the LOST AND FOUND area. Any unclaimed articles will be removed from school and given to a charitable organization on a monthly basis.

## **Lunch Room/Kitchen Guidelines**

1. Students are to enter the kitchen quietly so special needs or requests can be heard.
2. Students are to raise hand for special requests as instructed by sign board.
3. Students are offered a balanced meal as regulated by the USDA. Students can refuse up to two items on their tray. However, they cannot refuse both fruit and vegetable.

4. Students are to clean their eating area before dismissal to recess.
5. Students are to walk from cafeteria to dish washing window and from there to recess.
6. Students are to put trays inside dishwashing window and crisscross trays when stacking.
7. Students in 3<sup>rd</sup> – 8<sup>th</sup> grade with cold/sack lunches are allowed to use the microwave. Students may use hot water dispenser for meal use.
8. Parents and other guests are to purchase meals through the kitchen staff. Parents may not use their student's account to purchase a lunch. Lunch reservations are to be made by 9:00 am to the kitchen staff, ext. 119.
9. [Early Learning Center students may eat in their classrooms or the cafeteria.](#)

The kitchen staff needs to be aware of any students with particular food allergies and/or medical problems.

### **Lunch/Milk Program**

Bethlehem Lutheran School operates a USDA certified kitchen hot lunch program. Meals are cooked and served by staff hired by Bethlehem Lutheran Ministry. All USDA guidelines are followed in the making and distribution of lunches.

The lunch schedule is operated in four shifts to facilitate the size of the lunchroom and grade levels. Nutritious meals are planned and served by qualified staff and assistants. Children in Kindergarten enjoy a milk break at some point during the day.

The school lunch program does not use tickets. Parents “bank” money in the student's lunch account. As the student goes through the lunch line, the student's account is billed and the lunch or milk purchase is deducted from the student's account.

Parents may pay for lunches by using a voucher with payment to the lunch personnel before school or in the school office after 8:30 am. Another option is to pay by credit card through TeacherEase. There is a convenience fee of \$1.00 per transaction.

Bethlehem participates in the USDA Lunch Program for students to receive free or reduced price meals. An application may be picked up in the school office at any time throughout the school year. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is an equal opportunity provider and employer.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (866) 632-9992 (voice) or (800) 845-8339 (TTY). USDA is an equal opportunity provider and employer.

### **Media Use Policy**

It is understood that the appropriate use of film resources (recognized herein as videos, youtube and web videos, filmstrips, DVDs, slides, and the like) can complement existing curricula. This policy has been developed to clarify what is and is not allowable and acceptable for classroom use, as well as to provide an understanding between teachers and parents about the use of such media in the classroom. Live TV can be viewed if it is an age appropriate news-worthy event.

The following verse from the Bible should guide a teacher's decision-making process when selecting a film resource to use in his/her classroom:

*Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things. Philippians 4:8*

When using film resources, teachers shall prepare to use professional discretion by responding to the following questions:

1. Does this selection glorify God (refer to Philippians 4:8), and in so doing provide edification for my students' Christian walk of faith?
2. What instructional goals do I have in having my students view this selection? Will the students' viewing of this selection support and enrich the attainment of curricular objectives, giving consideration to the varied interest, abilities, and intellectual and maturity levels of my students?
3. Have I personally viewed the selection I have chosen, prior to showing it to my students?
4. What is the rating of this selection? (See criteria)
5. Does the selection contain any violence, language, nudity, or content which may be inappropriate or offensive to students, their parents, or God?
6. Does showing this selection exceed the allowable number of non-instructional selections viewed by my students this quarter? (See criteria)

For all film resources that have been rated, the criteria listed must be met, when used in conjunction with the questions above for determining teacher discretion.

**RATING**

**VIEWING CRITERIA**

NR (not rated)	May be viewed by any age/grade, provided the selection is deemed appropriate by the teacher's discretion in answering the questions set forth above
G	May be viewed in their entirety by all ages/grade levels
PG	Excerpts or edited versions may be viewed by students in all grades, provided that the excerpts or edited versions are appropriate for the age and developmental maturity level of the student
PG-13	May not be viewed by students below 5 <sup>th</sup> grade
PG-13	Excerpts or edited versions may be viewed by students in grades 5-8, provided that the excerpts or edited versions are appropriate for the age and developmental maturity level of the student
R and NC-17	May not be viewed by students of any age/grade level

Non-instructional selections shall be limited to four (4) per school year, recommended as one (1) per quarter. (Note: This limit is intended to include any selection viewed during "Class Fun Day" at the end of the school year, as well as a possible class incentive reward for each of the first three quarters.

Children in the Early Learning Center will have limited access to television and computer times. The use of "G" rated videos is for learning purpose to enhance the classroom experience. On occasion when the weather is bad, a video may be shown instead of going outside.

## Immunization Requirements

State Law requires that Bethlehem Lutheran School, [Early Learning Center](#), and Childwatch have an immunization record on file for every student attending. Records must be presented at the time of registration for a new or transferring student. Records will be checked to insure that they are current on immunizations. Parents will be notified, if any additional immunizations are required as requirements change as the student progresses to the next class level. Students who are required for their class level to have the Hepatitis B Series immunizations must have completed the first shot of the series by August 30; the second shot must be completed by September 30, and the third shot must be completed by August 30 of the following school year. Failure to comply with the deadlines will result in the parent being required to sign a Colorado Immunization Notification and Plan which requires a plan of doctor appointments for scheduled shots.

A copy of immunizations required by grade level may be obtained from the school office. Persons requiring exemption from immunizations may sign appropriate papers also obtained in the office. Exempted students will be subjected to exclusion from school and quarantined in the event of an outbreak. In the event of long exclusions from school, Bethlehem will not be liable or responsible for providing home tutoring for excluded students.

[Early Learning Center students may not start school until an immunization record or exemption notice is on file.](#)

## Illness

If a child is running a temperature, or is too ill to participate in all school activities, including physical education and recess, then he/she is too ill to be at school. A child must be “fever-free” (**without fever reducing medicines**) for a period of 24 hours before being re-admitted to class.

## Sick Child

Colds, flu, strep, and other germs are out there waiting for our children. We would like to minimize the effects of whatever germs might be headed our way. We ask all parents to use the following guidelines to determine when to keep a child home:

1. Fever: Your child must be fever-free for 24 hours, (**without fever reducing medicines**), before returning to school. Little bodies need the rest and it will ensure the fever is truly gone.
2. Flu: Your child should be free of symptoms of upset stomach, fever and lethargy before returning to school. A relapse is often worse than the original flu.
3. Sniffles: It is especially important that young children stay home when they have a runny nose or cough. Germs spread easily through coughing and mucus.
4. Contagious diseases: We ask that you let the school office know when your child has been diagnosed with something that is highly contagious. These information sheets will alert other parents to the symptoms of the specific germ that is in the classroom. Contagious diseases are those like: strep, measles, whooping cough, chicken pox, conjunctivitis, pink eye, and the like.

The child shall be excluded from school and contact with other children according to the following regulations.

1. Measles – excluded until 5 days after rash appears.
2. Chicken Pox – excluded until 7 days after first eruption. Scabs are not infectious.
3. Mumps – excluded for 9 days from onset of illness or until swelling is gone, whichever is longer.
4. Rubella – (German measles) excluded until 5 days after appearance of rash.

5. Conjunctivitis & Pinkeye – excluded until on medication for 24 hours and there is no discharge from the eye.
6. Trench Mouth – excluded until appropriate antibiotic therapy has begun under physician's care.
7. Strep Throat – excluded until 24 hours antibiotic treatment has elapsed.
8. Scabies – excluded until adequately healed.
9. Impetigo – excluded until after medical treatment by a physician.
10. Head Lice – excluded until treatment with a pediculicide has begun and child is free of lice and nits (the eggs laid by the lice on the hair follicles).
11. Whooping cough, diphtheria, tuberculosis, meningitis, typhoid fever, or any unusual disease. - A written release must be obtained from the State Health Department or from a private physician before returning to school. A child may be excluded for an additional period of time if the Principal or another designated school official feels it is necessary for the child's protection or for the protection of others.
12. MRSA (an antibiotic resistant staph infection) excluded until 24 hours on antibiotic. The site of infection must be covered at all times until fully healed. Information note from the doctor is required.

### **Authorization and Release for School Personnel to Administer Prescription Medication**

All medication for kindergarten thru eighth grade students will be kept in a locked case in the school office. Medications for Early Learning Students will be kept in the student's classroom under the guidelines of the State Health Department. Only authorized personnel will administer medication to students. Medication will only be given to students with a doctor's authorization and parental permission, which includes Tylenol and all over-the-counter medication. All medicine given to students is recorded on student medical sheets in the office.

If a child has a medical condition that requires carrying an inhaler or other medication at all times, a special permission form for the doctor and parent to sign is in the school office. In the case of self-administered inhalers or other drugs, students must report the time and amount of medication they self-administered. Teachers will only administer medication if they are on a field trip or if the office personnel are not immediately available and the student is in crisis.

[It is a parents/guardians responsibility to see that non-expired prescription or non-prescription medication is available for the child to use as outlined on the Medication Agreement Form.](#)

[In the event of a medical episode in which there is no Health Care Plan or Medication Agreement Form that or in which it is not properly completed, 911 will be called.](#)

### **Medical Training for Staff**

The teachers and staff of Bethlehem Lutheran School and [Early Learning Center](#) are trained in CPR, Universal Precautions, and Basic First Aid through qualified professionals.

### **Accidents/Emergency**

The school office will keep on file an emergency form for each child. The form, completed by the parent, lists emergency contact people including doctors or dentists who may be called in the event of a sudden illness or accident when the parent cannot be reached. If the doctors cannot be reached in time, the school may call 911 or a licensed physician who is available. It is understood that the parent will pay the ambulance/physician's fee.



Teachers verbally report to parents and send home an accident report when a child is injured in the Early Learning Center. Parents will be notified as soon as possible in the event of medical emergencies of any type.

## **Insurance**

Bethlehem Lutheran Ministry carries appropriate insurance as an organization. Bethlehem does not individually cover each child at school.

No child may attend Outdoor Education or the Junior High Retreat without proof of insurance coverage.

## **Office Hours**

Regular school office hours are from 8:00 am – 4:00 pm Monday through Friday during normal school days. The school office may be closed on school holidays.

## **Parent Involvement**

Beginning August, 2015, we added an important element to the school. Parent participation in school activities is an essential ingredient in the development of our community as well as your child's academic achievement and well-being. One of the most valuable gifts you can give to your child(ren) is to recognize the gifts you have and be willing to share them. *1 Peter 4:10 "As each has received a gift, use it to serve one another, as good stewards of God's varied grace."*

BLS requires parental involvement and expects each family to help out in some way to total twenty (20) hours of service per year. Hours can be served by immediate family members if time constraints and obligations prevent the parents or guardians from serving.

All adults participating in this program will be asked to complete a Volunteer Packet, which includes a background check, confidentiality form, and a child protection form. Some adults will need training on *Youth in Sports Heads Up Concussion* if participating in sports, recess duty, or conducting gym classes. If driving for a field trip or sports event, the driver needs to have completed a *Qualified Drivers* form on file. Adults will be equipped with guidelines and instructions to complete service hours.

## **Parent Teacher League**

Parents and teachers have an opportunity to get together to learn and to share. Interesting experiences are presented which provide valuable growth opportunities. Parental help and involvement is needed to do our best. All activities are listed in the Thursday Paw Prints.

## **Party Invitations**

If your child is having a party and inviting the entire class, you are welcome to send the invitation to the classroom to be distributed.

If your child is inviting only a portion of the class, we ask that you mail the invitations to the child's home. We know that not every child can be invited every time, but we hope to avoid hurt feelings for those not invited when possible.

## **Pet Policy**

The following policy has been established to provide for the health and safety of Bethlehem Lutheran School students, faculty, staff, and visitors; for the protection, efficient use, and enjoyment of the schools property; and for the responsible management and operation of the school.

Beyond the obvious concerns for personal welfare and property maintenance, it is hoped that this policy will foster an atmosphere where all can enjoy the campus in a comfortable and relaxed setting.

- Pets/animals are only allowed on the campus for school authorized purposes such as classroom sharing or a teacher planned learning experience.
- In all cases authorization by the school administration will be obtained by the teacher in advance.
- While on school property the pet/animal must be on a leash, in a cage and/or under the owner's control at all times.
- The owner must also have a means to clean up after the pet, specifically; the owner shall possess the means of removal of any fecal matter left by the pet. Cleanup should be thorough enough so as to generate no additional work for the maintenance staff or inconvenience for members of the school's community or visitors.
- Pets/animals are not permitted at pick-up and drop off area.
- Pets/animals are not permitted on the playground.

This policy does not apply to registered service animals.

## Plagiarism

Plagiarism is cheating. It is academic stealing and lying. Plagiarism is when an individual uses someone else's words or ideas and fails to give proper, if any, credit to the original source claiming it as their own. Any instance of plagiarism will result in the student receiving some form of consequence. In addition, teachers will notify parents and the administrator as soon as possible and disciplinary action may ensue.

### Consequences:

1. The first time a student unintentionally plagiarizes, the teacher will notify the day school administrator. The student must meet with the teacher to learn proper citation.
2. A second incident of unintentional plagiarism will be treated as deliberate plagiarism.
3. The first incident of deliberate plagiarism will be a zero on the assignment.
4. The second incident of plagiarism will be a zero on the assignment and a meeting with the student, parents, and day school administrator.
5. The third plagiarism will be a zero on the assignment and a suspension.
6. A fourth incident of plagiarism will result in an automatic expulsion.

Bethlehem Lutheran School understands the serious nature of plagiarism and wishes to convey that seriousness to the students who attend.

## Safety and Learning

Bethlehem Lutheran School is an educational institution. Items brought to school must meet the needs of education. We ask that any electronic games, CD players, laser pens, iPods, trading cards, and sports equipment such as roller skates/blades, and 'Heelies', or personal items, etc. be left at home, so they do not hinder or interfere with the learning atmosphere.

Cell phones, if brought to school, will be on the "off" position and kept in the student's locker, backpack, or a special designated place in the classroom throughout the school day. Cell phones may be used after school. Teachers will confiscate any cell phone that is seen or heard during the regular school day. The school will not be responsible for lost or stolen cell phones.

The school has the right to search items brought from home, in desks, and/or in lockers. Items that interfere with learning will be confiscated.



Parents will be asked to come to school to retrieve such items from the Principal.

This policy does not apply to Bethlehem Early Learning Center, though expensive items should not be brought for show & tell.

## School Day

School doors open at 8:00 am and are locked again at 8:15 am except for the central entry by the receptionist. If children are here prior to our opening or after our closing, they are required to report to Childwatch for their care and safety. When on campus, children should be with their parents or under the supervision of our staff. Please do not leave your student unattended. School hours are from 8:15 am to 3:15 pm. Students are not to arrive prior to 8:00 am or remain on school grounds past 3:30 pm, unless they participate in a school program (i.e. Childwatch, sports programs, clubs, scouting programs, etc).

Grades Kindergarten to Grade 8	8:15 am - 3:15 pm
Childwatch	
Before School Care	7:00 am - 8:00 am
After School Care	3:30 pm - 6:00 pm
Early Learning Center	various sign up times

Students staying after school for any reason other than staff-directed activities must be under the direct supervision and within eye contact of the **responsible adult** selected by the student's parent. If students are staying after school for an athletic event, they still must be under the direct supervision of an adult. Childwatch is available after school until 6:00 pm.

## Security Camera

A security feature has been added to the church and school. Numerous video cameras have been installed in strategic spots throughout the campus. These cameras will be recording 24 hours a day. However, the cameras will only archive for a week or two, then record over. With the additional camera locations, the school office is able to monitor the campus throughout the day. It is an important addition to enhance the security of the facility.

## School Parent/Visitor/Volunteer Check-in and Check-out Procedures (Security)

We welcome all visitors to our school. For the security of our students and staff, all parents, visitors and volunteers are required to check in/out by the following procedures each time they visit the school:

- All visitors enter through the main doors from the south parking lot.
- Please sign in/out at the School Office.
- Please wear an identification badge while on the premises.
- The school office personnel will grant access thru the secure school doors.

Beginning and Ending of School: The doors to the school will be open on school days from 8:00–8:15 am and 3:15–3:30 pm. If you come in during these times, please sign the sheet at the check-in desk and put on a visitor's sticker or wear your volunteer badge. Parents of our Early Learning Center and Childwatch must show their fobs for identification.

All doors are locked during the school day except for the main reception door. Please do not knock on doors for admittance by teachers or students. Staff members carry keys or fobs for reentering the building.

Thank you for your attention to these procedures as we create a safe environment for our students and staff.

## **School Visitation**

Parents are encouraged to visit classrooms or other instructional areas. Please schedule an appointment with the school office at least one day ahead of a planned visit. Teachers appreciate this courtesy.

## **Severe Weather – at School**

Severe weather can affect the school day at any time. Students will be asked to follow the directions of their teacher or other staff member until the danger has passed or parents have collected their child(ren).

- a) Thunderstorms, strong winds, or tornado: Students will go to the area designated for their grade as practiced during the school year. Students will practice drills at least once in the fall and once in the spring. Students will not be returned to their normal classroom and normal activities until the severe weather threat has passed.
- b) Snowstorm or Blizzards: Parents will be notified if school will close early due to inclement weather. Students will be kept inside the school building until parents can make arrangements for them to be picked up.

Severe Weather Drills allow students to practice moving to locations within the building that provide safety in the event of severe weather. Each classroom has a designated location along load bearing walls. Children will be kept at school until the danger from severe weather passes.

[Severe Weather – at School applies for Bethlehem Early Learning Center.](#)

## **Student Supplies**

A student supply list has been adopted to assist your preparations for school. This list is reviewed yearly and may be modified or changed from year to year.

[All ELC supplies needed for an active, fun and educational classroom are provided through your tuition.](#)

## **Technology Use Policy**

Bethlehem Lutheran School provides computers, tablets, and network as one way of enhancing its goal to teach the skills, knowledge and behaviors students will need as successful and responsible adults in the community as a whole. The school's computers, tablets, and network connections provide opportunities to explore and use a varied and exciting set of resources including computer programs, CDs, and the Internet.

Bethlehem Lutheran School provides these technology tools under the supervision of school personnel to support and enhance the curriculum. In order to make these resources and tools available to everyone, the school requires that students who use the school's computers, tablets and networks do so in a way that is consistent with its educational and spiritual mission. Students

will use these tools for educationally appropriate activities that are directly related to the curriculum of Bethlehem Lutheran School. Students will be held responsible for their actions and activity while using technology at Bethlehem Lutheran School.

- Technology will be used in ways consistent with our school philosophy and the Christian faith.
- Technology will be used to support and enhance the curriculum.
- Technology resources may be used only with teacher's permission and under the supervision of school personnel.
- Students will follow the directions of the adult in charge of the classroom space where computers, tablets, and network are in use.
- Technology may not be used to harm others.  
Examples: Creating harassing or degrading messages  
Bearing false witness or spreading rumors  
Using obscene or inappropriate file names □  
Students may not interfere with others' computer work.  
Examples: Degrading or disrupting equipment software or system performance  
Vandalizing the files of others  
Changing system settings
- Students will store files only as directed and approved by the adult in charge. □  
Students may not invade the privacy of others.  
Examples: Accessing someone else's email  
Accessing someone else's files without their knowledge and consent  
Technology may not be used to steal.  
Examples: Violating copyright laws or other contract  
Using work of others and calling it their own
- Students may not load software or files onto the school computers or tablets.
- Students and their families are responsible for any financial expenses resulting from improper use of technology equipment. This includes payments to staff members for their time to correct problems due to abuse; equipment repairs or replacement, and/or the hiring of repair technicians.
- Files on Bethlehem Lutheran School's servers, computers, tablets are considered the property of Bethlehem Lutheran School. The staff of Bethlehem Lutheran School reserves the right to review file content at any time and without prior notice.

Permission to use the school's computers, tablets, and network is dependent upon the signature of the student and his/her parent or guardian. Signing the agreement form shows that the student understands and will follow the school's computer/tablet use rules. Failure to sign the agreement form or failure to follow the rules will result in the student being denied the opportunity to use the school's computers and network. Violation of this policy will lead to loss of technology privileges, detention and/or suspension. A Technology Use Policy Agreement is signed by the student and parent(s) and kept in the school office for the current school year and for the following summer care/camp.

[Children in the Early Learning Center will have limited access to computer times.](#)

### **Internet Filtering**

Bethlehem Lutheran School uses a technology protection measure that blocks or filters Internet access to some Internet sites that are not in accordance with the technology policy of Bethlehem.

The technology protection measure that blocks or filters Internet access may be disabled by a Bethlehem Information Technology staff member for bona fide research purposes by an adult.

A Bethlehem Information Technology staff member may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked.

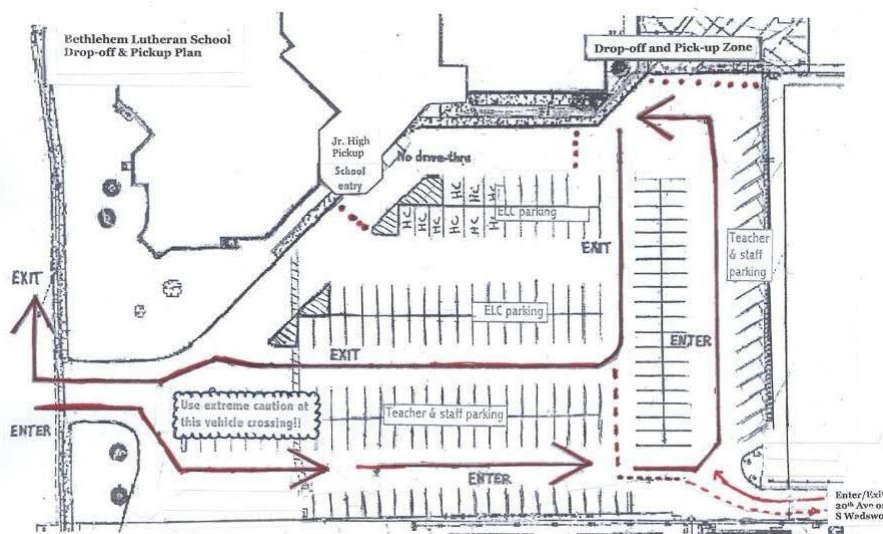
Bethlehem Lutheran School staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

## Traffic Patterns for Arrival and Departure of Students

Our goal is to provide a safe and efficient traffic pattern for student arrival and departure. We ask for your cooperation. Thanks!

### Car Loading and Unloading

- All students in the Early Learning Center through grade 8 will enter and exit the school through the south exit. In the mornings, all ELC parents will park and walk their student(s) into the school through this entrance and proceed to the school office area for check in. All elementary age students can be dropped off at the sidewalk at the Drop-off and Pick-up Zone on the map and may walk up the sidewalk to enter the school. If parents are going to walk their student(s) in, please park in designated spots.
- For departure, all ELC students must be checked out and picked up by their parent and walked to the vehicle.
- For Elementary departure, students in grades K-6 will be picked up at Drop-off and Pickup Zone on the map. Parents are to drive along the soccer field, stop in the U shaped pick up zone, and proceed out of the parking lot through the medical center or past the bell tower. Parents may park in the designated spots and walk up to get their student(s). Please walk along the sidewalk by the gym and not through the U pick up zone. Teachers need to focus on the safety of the children and help with loading students so this is not a good time for a parent/teacher conference.
- For Elementary departure, students in grades 7 & 8 will be picked up at the south entrance of the church and school. Parents may park anywhere in the parking lot and these students are allowed to walk out to the vehicle on their own. Students in grades 7 & 8 may go to the K-6 loading zone, get a younger sibling, and help them walk to their vehicle in the parking lot.



Please drive slowly through the parking lot and be aware of children and adults around you as you drive. Please do not be on your cell phone as you drive through the parking lot. Speed limit is five (5) mph through the parking lot. Please only park in marked spots and not along any yellow

or red curbs. Cones will be set up to prevent anyone driving through the playground area before, during, or after the school day while students are present.

**Note:** 22<sup>nd</sup> Avenue and the parking lot on the north side of the school are reserved for pick-up and delivery of students from Childwatch only. Please note there is no parking on the north/residential side of 22<sup>nd</sup> Avenue as a courtesy to our neighbors.

### **Public Transportation or Walking**

Parents are required to send a written note to the school office to inform us if your child will be using public transportation, walking home from school, or riding a bike home.

A parental note is required for students to leave campus prior to or after a sports event.

### **Transcript Requests**

Parents must request in writing a transcript of a student's educational record. Educational records include: immunization and health data, scholastic and pupil progress data, attendance, standardized test data, special education data, and other information as determined by school and parents.

Transcripts will not be transferred to another school if there are any outstanding debts.

### **Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law that protects the privacy of student education records. The law gives parents certain rights with respect to their children's education records.

- Parents have the right to inspect and review the student's education records maintained by the school.
- Parents have the right to request that a school correct records which they believe to be inaccurate or misleading.
- Generally, schools must have written permission from a parent in order to release any information from a student's educational record. Exceptions are noted in the law.
- Schools may disclose directory information. However, schools must tell parents about directory information and allow parents a reasonable time to request that schools not disclose such information.
- Schools must notify parents annually of their rights under FERPA.