



2011-2012 Parent/Student Handbook

Bethlehem Lutheran School

2100 N. Wadsworth Blvd.

Lakewood, CO 80214

Phone (303) 233-0401

Fax (303) 237-4011

www.bethluth.net

TABLE OF CONTENTS

MISSION STATEMENT	4
About this Handbook	5
About Bethlehem Lutheran School	5
History	6
Administration/Leadership	7
Faculty/Support Staff	7
Student Teachers	7
Accreditation	7
Lutheran High School	7
ADMISSION STANDARDS AND PROCEDURES	7
Admissions	7
Entrance Age	8
Enrollment	8
Re-enrollment	8
SCHOOL PROGRAMS	9
Curriculum	9
Curriculum – Junior High Specials	9
Music Policy	9
Graduation Requirements	9
Grading Scale	9
Grade Level Assignment	10
Promotion of Students	10
Conditional Promotion of Students	10
Grade Retention of Students	10
Class Placement Requests	11
Honor Roll	11
Homework	11
Limited Classroom Interruptions	11
Make-up Work	12
PROGRESS REPORTING	12
Online Grading/Reporting Systems	12
Report Cards	12
Mid-quarter Reports	12
Achievement Tests	13
Central Assessment Team (CAT)	13
Developmental Reading Assessment (DRA2)	13
FINANCIAL PROCEDURES	13
Registration Fee	13
Tuition	13
Termination of Enrollment	14
MISCELLANEOUS FEES	14
Late Fee	14
Dishonored Payments	14
Activity Fee	14
Band Fee	14
Return Check Fee	15
Technology Fee	15
Tuition Assistance Grant	15
Delinquent Accounts	15
CHRISTIAN CHARACTER TRAITS	16
DEFINITIONS OF TERMINOLOGY	17
Harassment	17
Bullying	18
Teasing vs. Taunting	18

Protection from Retaliation	18
Stewardship of Property	18
CHARACTER DEVELOPMENT	18
LOVE AND LOGIC CORE BELIEFS REGARDING DISCIPLINE	19
CONFLICT RESOLUTION	20
Conflict Resolution Flow Chart	20
Parent Concerns or Grievance Procedure	22
Personal Relationships	22
SCHOOL-WIDE CONSEQUENCES	23
Detention	23
Detention Periods	23
Suspension	23
Automatic Suspension	24
Expulsion of Students	24
Automatic Expulsion	24
MISCELLANEOUS	25
Arts in the Afternoon	25
Athletics	25
Attendance/Tardy	28
Awards	29
Bicycles and Skateboards	29
Bus Regulations	29
Chapel/Worship	30
Choirs	30
Communication	31
Church Attendance	32
Cold Weather Procedures	32
Crisis During the School Day	33
Dress Guidelines	33
Emergency School Closing/Inclement Weather	34
Endowment Fund	34
Film Use Policy	35
Field Day	36
Field Trips	36
Outdoor Education	36
Fire Drills	36
Fund Raising	36
Gift Donations	37
Kitchen/Cafeteria Guidelines	37
Library	37
Locker Use	37
Lost and Found	38
Lunch/Milk Program	38
Immunization Requirements	38
Illness	39
Medical Training for Staff	40
Accidents/Emergency	40
Insurance	40
Missing or Incomplete Assignments	40
Office Hours	41
Parent Teacher League	41
Party Invitations	41
Plagiarism	41
Safety and Learning	42
School Day	42
School Visitor/Volunteer Check-in and Check-out Procedures (Security)	42
School Visitation	43

Severe Weather – at School	43
Student Supplies	43
Technology Use Policy	43
Traffic Patterns for Arrival and Departure of Students	45
Transcript Requests	46
Family Educational Rights and Privacy Act (FERPA)	46

Mission Statement

Bethlehem Lutheran Church wants as many people as possible to experience the fullness of life in Christ! We do this through remarkable worship, intentional discipleship and significant relationships.

As a part of our Mission of Ministry, we believe our role is to provide quality Christian education for all ages. Bethlehem Lutheran School is dedicated to this mission.

The inscription on the statue in our courtyard 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 70 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 exists 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 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 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.

As a ministry of Bethlehem Lutheran, our school's mission statement:

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

The purpose of Bethlehem Beginnings Early Learning Center is to partner with parents in lighting the path to Christ one child at a time through grace-filled love, learning, and play.

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. If you have a child enrolled in the Early Learning Center or the Childwatch program, please review their handbook as it has additional information that will prove helpful and more specific to the programs.

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 aesthetic realms.
- We believe that an educational program of solid academic excellence best challenges, trains, and prepares students to be life-long learners (for a productive life/career) 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 their 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, study of the Bible, and example.
- 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, and the arts 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 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.
- 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 existing 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 Beginnings Early Learning Center.

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 principal, 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.

(Revised 4/07)

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 staff 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 quality education in a Christian environment.

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

Lutheran High School

Since Christian education is not completed after eighth grade, Bethlehem supports two Lutheran High School Associations, the Colorado Lutheran High School Association (CLHSA) and the Concordia Academy High School Association (CAHSA). The CLHSA operates Lutheran High School-Parker at 10461 S. Parker Rd., Parker, 303-841-5551. The CAHSA partners with Faith Christian Academy, providing Lutheran instruction in addition to the Faith Christian Academy curriculum. The vision of CAHSA is a stand-alone Lutheran High School serving the Northwest side of the Denver area.

Admission Standards and Procedures

Admissions

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

Bethlehem Lutheran School has limited facility and personnel resources to serve children having specialized educational and disciplinary needs. Children 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.

Admission requirements for Bethlehem Lutheran School's Early Learning Center through eighth grade include a completed enrollment application, all previous academic records, a birth certificate, immunization records, and an interview with the school staff. An entry assessment test may be administered such as a Wide Range Ability Test (WRAT), a Developmental Reading Assessment (DRA2), or a Kindergarten Readiness Test.

Entrance Age

Children who are three or four years old and can use the bathroom on their own are welcome to enroll in our Early Learning Center. An interview is conducted by our Preschool Administrator.

To enter kindergarten, a child must be five on or before October 1st, and be shown to be developmentally ready by the Kindergarten Readiness Test.

For 1st grade, a child must be six on or before October 1st.

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

Enrollment

The enrollment procedure includes receiving an enrollment packet which contains an application. Parent(s) must complete the application, provide copies of all previous academic records (i.e., report cards and standardized tests), a birth certificate, and assert the truthfulness and completeness of the application by signing it. When the school receives an application, the school (office, administration, appropriate teachers) will review the application and an interview with the family will be set. Shortly after review of the application, the family is notified of a child's acceptance or denial of enrollment. If an application is accepted, the family is asked to submit the registration fee and appropriate materials (i.e. immunization, health forms) which will hold the child's place at the appropriate grade level. Registration fees are non-refundable. Applicants are admitted on the basis of space availability and the child's ability to benefit from the educational and spiritual services the faculty and staff endeavor to provide.

Re-enrollment

Children are accepted for enrollment at Bethlehem for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year. Materials for re-enrollment are given to each school family 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. Registration fees are to be submitted with the re-enrollment form by the published deadline to reserve a place for the child(ren). Registration fees are non-refundable. When re-enrollment is complete, new applications can be reviewed and classrooms filled with preference given to Bethlehem Lutheran Ministry members.

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, Spanish, and computer. Confirmation instruction is given in the seventh and eighth grades. Residential outdoor education laboratory experience (off site) is provided in the sixth grade.

Curriculum – Junior High Specials

Students in junior high have some choice of special classes. Each student is required to have one year of a performance music class, one year of art, one year of Spanish, and two years of physical education. All special classes are year-long classes.

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 or on early release afternoons or staff development days.

Students in Grades 7 and 8 must choose choir, handbells or band for one year. None of these requirements may be fulfilled by taking piano or instrumental lessons. The requirement needs to be a performance group sponsored by the school, for which the student receives a grade.

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.

Grading Scale

The grading scale for 2nd – 8th 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 and 1st grade is as follows:

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

Grade Level Assignment

The principal is responsible for the level of assignment of each student within Bethlehem Lutheran School.

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 and only after the parents have signed the Consent to Refer and Test form. 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 his 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 construed as a withdrawal from Bethlehem Lutheran School. However, placement in a repeat grade level may be possible 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 principal 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.** spiritual, **4.** physical, **5.** intellectual, **6.** academic (less than 2.0 on a 4.0 scale).

A committee consisting of the child's parents, immediate and prior teacher(s), if available, and the principal will be convened. The committee to evaluate the child will commence on or before May 15 to consider what is best for the child. The committee will decide on the appropriate grade placement of the child by the end of the current school year. Parents are notified of the committee's decision through a written summary.

The parents of a child who has been retained may appeal the retention to the School Board within 15 days of the date of the official notification to retain. This formal appeal must be in writing and must include specific information.

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 prior to the end of the current school year. 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.

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.

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 be followed according the Field Trip Policy adopted in

November, 2007.

- Practice and rehearsals for programs will be accomplished with a 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 or in the afternoon of early release days or on staff development days.

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 is due by the end 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 make-up 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.

Example: Student A received work on Friday [the 5th] for dates (Wednesday [10th], Thursday [11th], and Friday [12th]) that will be missed the following week. The student has Monday [8th], Tuesday [9th] and the next Monday [15th] to complete the work. All work is due by the morning of Tuesday [16th].

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 7 days of an assignment being collected.

Report Cards

Report cards are issued at the end of each quarter. At the end of the first 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.

Mid-quarter Reports

Reports are ready for grades 1-8 near the middle of each quarter. These reports help parents keep track of the progress their student is making. Mid-quarter reports are sent home only in the event that a family has no internet access.

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 2-8, Iowa Test of Basic Skills (ITBS) achievement tests are given each spring. The results are shared with parents by the teacher.

Central Assessment Team (CAT)

The CAT is available to test any child who resides in Jefferson County who is experiencing educational problems. This team consists of a social worker, a speech therapist, a psychologist, and an educational specialist. Testing can be recommended by a teacher or a parent. This service or a similar service is provided by the county in which the family resides and may differ outside of Jefferson County.

Developmental Reading Assessment (DRA2)

The DRA2, which was written in 2005, is used to assess reading levels for students in kindergarten thru fourth 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.

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.

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

Registration Fee

Registration fees are due with re-enrollment materials, or in the case of new applicants at the time of acceptance for enrollment. **No student is allowed to re-enroll unless all tuition and/or outstanding fees are current.** All outstanding year-end fees must also be paid by the designated date for re-enrollment to be complete. Subsequent delinquent fees in between the time of re-enrollment and the first day of the next school year will be netted from any Registration Fee(s) paid and an invoice will be provided with the student's Back-to-School Night packet. Any outstanding fees must be paid before student(s) will be allowed to attend class. These fees may include but are not limited to the following: book fines, damaged property fines, library fines, or replacement costs of such materials. Registration fees are announced each year in the Financial Bulletin of Bethlehem Lutheran School. The Registration Fee is a non-refundable fee.

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:

- **Pre-Payment of Annual Tuition** - Tuition may be paid in full by **August 1st**. A discount of 1.5% is applied for full tuition paid by **June 30th**. Amount and discount amount is listed in the Financial Bulletin of Bethlehem Lutheran School.

- **Monthly payment Option A** – Automatic payments from a bank account (ACH) for ten months, August – May. These payments will be deducted on the 15th of the month or the first business day thereafter. The School may debit an account at a future date if the regularly scheduled payment(s) is/are dishonored. Written Notification must be received at least 10 calendar days prior to the next scheduled payment for ACH cancellation to take effect.
- **Monthly payment Option B** – Check, Money Order, or cash for ten months, August – May. A \$5.00 processing fee for each payment will be assessed to cover the additional administration expense of collection, bank deposit, and recording. This payment plan must be approved by the school administrator and financial assistant.
- **Credit Card (Visa, MasterCard, Discover)** – This is an option for payments, but includes a 2% processing fee of the amount charged.

All payments are due the 15th of the month and are considered late if not in the finance office on the 15th.

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 10th 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 \$25.00 will be assessed to all accounts if the monthly payment is not received in the financial office by the 15th.

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. Payments received in the financial office after the 15th of the month are also subject to any Late Fees.

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 "Back-to-School Night" prior to the beginning of the school year. 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.

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.

Technology Fee

This annual fee, charged to each student in grades kindergarten through eighth grade, provides ongoing funding for much-needed technology hardware and software improvements. This Technology Fee is paid at “Back to School Night” prior to the beginning of the school year. This fee is non-refundable.

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.”

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 on the 16th of every month.**
- **10 Days Past Due – Tuition Reminder:** All accounts that are late more than 10 days will receive a phone call or email from the church finance department to set up a payment plan within seven days. The School VIT, administrator, and pastoral staff 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 by the church finance department to make contact to set up a payment plan. The School VIT, administrator, and pastoral staff will be notified of delinquent accounts.
- **40 Days Past Due – Contact from the Principal:** All accounts that are past due more than 40 days will receive a call from the administrator to receive payment or make the necessary arrangements for disenrollment.
- **Stipulation on Payment Plan:** Those families signing a Payment Plan must abide by all terms and provisions outlined. Failure to keep the terms exactly will lead to a late fee of \$25 being assessed to the account per payment plan date. The church finance office will make two attempts via phone or email to contact the family for a payment plan revision. Ten days after a missed payment if no contact has been made, the school administrator will begin disenrollment procedures.
- **Termination of Enrollment:** On the 50th day, the administrator will contact parents to make the necessary arrangements for their child(ren) to take all personal belongings from the school.

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

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

Christian Character Traits

Students at Bethlehem Lutheran School 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, self-reliance, 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, staff, and guests at Bethlehem Lutheran School 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, 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 can lead 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 Harassment: Sexual 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 sending cruel or threatening messages through the use of e-mails, instant messaging, web pages, web blogs, chat rooms, 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. You do not have to get others, whether your peers or school officials, to agree with you. 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 someone's clothes off; pulling your own clothes 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 student-to-student 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.

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 actions such as verbal taunts, name-calling and putdowns, including ethnically-based or gender-based verbal putdowns, extortion of money or possessions, and exclusion from peer groups within school.

- *Bullying can lead to suspension and/or expulsion.*

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, 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 can lead to suspension and/or expulsion.*

Protection from Retaliation

It is against Bethlehem Lutheran School policy to retaliate against any student, staff member, or parent who has reported to school officials any incidents related to the misconduct or bullying behavior by another student.

- *Retaliation can lead 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, desks, and other school equipment in good condition.

Children who choose to destroy or damage property will make restitution. 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....

- That a student is responsible for his/her actions.

- That 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 to lead 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 School VIT that if you can't trust school personnel to discipline your children, then we cannot properly educate your child.

Consequences:

Thus we have determined the following consequences for bullying and inappropriate behavior:

1. First Incident-A Love and Respect Behavior Contract signed by student, parent(s), teacher(s), and administrator
2. Second Incident-A Love and Respect Behavior Contract as well as community service to be determined by the administrator
3. Third Incident-Suspension
4. Fourth Incident-Expulsion

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 me and others.
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, be they good or bad.
4. Misbehavior will be handled with natural or logical consequences.

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 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.
 - b. No classroom work may be taken to the recovery area. The student's job is to get him/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:

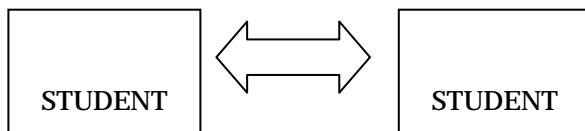
"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses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

When conflict occurs:

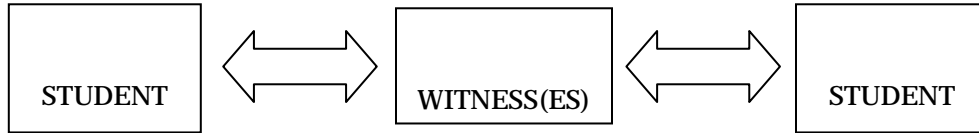
- Any supervising adult will stop unacceptable behavior that is seen or reported.
- Because the homeroom teacher has primary responsibility for the students in his/her classroom, the teacher will be informed of the problem by other teachers or the supervising adult(s).

Conflict Resolution Flow Chart

At times, sinful behavior is not witnessed by a supervising adult. The flow chart which follows is a representation of how we equip students to resolve their conflicts:



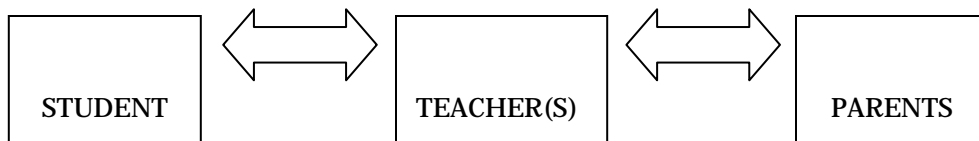
- When sin causes a conflict, the two involved parties will be given time to speak together first to resolve the issue, when appropriate.



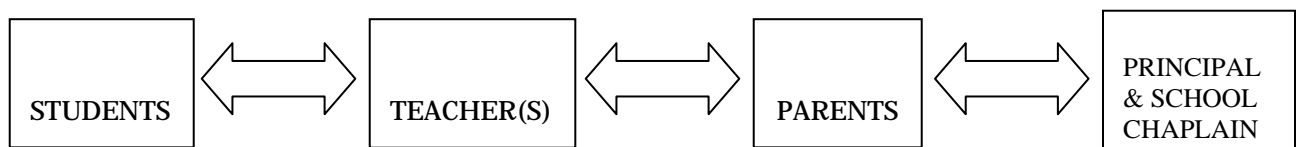
- Should the students not be able to come to a resolution, the concerned student will bring first-hand, actual witness(es) to the incident in an attempt to end the dispute. (If there are no witnesses to the incident, students will proceed with the following steps in the flowchart.)



- In cases when students cannot work out the conflict among themselves, or it would be inappropriate due to the nature of the problem, a staff member chosen by the student will facilitate to allow both students to share their side of the conflict. If a student feels that their problem was not resolved, they may seek out another staff member for help.



- If the conflict has not been resolved to this point, the teacher will involve the parents of both students to work toward resolution.



- At this point, the principal and school chaplain would be brought in to help with unresolved conflict.



- When all other avenues have been exhausted, the conflict will be brought before the School VIT.

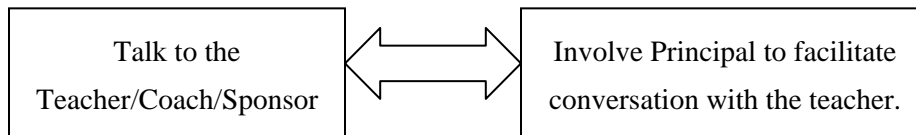
Note: This model is intended to equip students to proactively make an attempt to solve

conflicts that arise. While there may be extenuating circumstances which mitigate skipping levels of this flowchart, *teachers, staff, and parents are expected to work with students to follow these steps.*

Parent Concerns or Grievance Procedure

We realize that you may have questions, concerns, or grievances about activities or procedures from time to time. We ask that you employ the following procedures, once again based on Matthew 18: 15-17a:

1. When in doubt about something, please ask! Misunderstandings are corrected more easily when discussed right away. We encourage you to speak to the teacher at the first sign of a potential problem.
2. Speak directly to the teacher/coach/person involved; they are in the best position to help you resolve this issue.
3. Involve the principal as a neutral person if the concern cannot be resolved between you and the party involved.
4. If you continue to feel that the concern was not resolved even with the principal's help, you may elect to involve the School VIT Chairperson or their designee.



As we have your child's best interests at heart, our aim is to come to peaceful resolution. Gossip and hidden anger disrupt our ability to come to peaceful resolution.

The aforementioned procedure is based on God's Word and instruction for Christian conduct. Parents/Guardians are ultimately responsible and accountable for reinforcing these principles of conduct in the home and their children's conduct at the school and school related activities. The school staff and administration will always attempt to resolve issues with Godly peaceful solutions; however, the school reserves the right, in its sole and absolute discretion, to intervene when Parent/Guardian conduct is detrimental to the spiritual and/or academic progress of the Bethlehem ministry. Such actions will be determined on a case-by-case basis and could ultimately lead to disenrollment of families from the school.

Personal Relationships

The staff, students, and families of Bethlehem Lutheran School 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.
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.

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, 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

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.

Detention

A detention is the basic form of discipline used to correct behavior which requires more than a simple admonition. These detentions take two forms, yellow and red. Detentions are given at the discretion of the teacher/principal. Red detentions are signed by the principal/designee.

- **Yellow Detentions:** A yellow detention will be issued for inappropriate behavior which a teacher considers to be more serious, repeated, chronic, flagrant, or needing special attention.
- **Red Detentions:** A red detention will be issued for more serious behaviors which are not required or expected to have been preceded by a warning (i.e., bodily harm, use of a laser pen against another student or staff, etc.)

Detention Periods

The detention period will be operated according to the following guidelines:

- The detention period supersedes an extra curricular activity.
- The detention period is held after school for students to whom detentions have been issued, on Tuesday and Thursday from 3:25 pm to 4:25 pm.
- Students serving a detention are required to complete a behavior modification form to help them take responsibility for their actions and to generate a plan for improving their behavior. *A parent must sign this form.*
- Parents must pick their child up from outside the Childwatch door promptly at 4:25 pm. Please use the parking lot on 22nd Street by the Childwatch door. Any child remaining after 4:25 pm is signed into Childwatch and all normal Childwatch fees are assessed.
- A student wishing to attend sports practices, games or other school activities following the conclusion of the detention period is allowed to do so only with signed parental permission on the detention slip form. If the detention notice is not signed, the student will be escorted to Childwatch and all normal Childwatch fees will be assessed.

Suspension

A suspension means that a student is not permitted to be at the school or to rely on a teacher for help in learning. 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 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. These include sports, music, academic and other activities.

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 their designee issues an immediate two (2) day suspension upon the occurrence of any of the following:

- Severe, overt disrespect for school rules;
- Severe overt disrespect, 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.
- A third yellow detention within 5 consecutive school days.
- A second red detention within any given school year.

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 issues an immediate expulsion upon the occurrence of any of the following:

- Illegal drugs or controlled substances are 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 substances;
- 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;
- Receipt by a student of 3 red detentions in one school year;

- Receipt of a red detention by a student who has been previously suspended twice.

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 red detention forms, including any behavior modification forms completed by the student;
- All yellow detention forms;
- Behavior logs from teachers;
- A written teacher recommendation for expulsion or retention.

Following review of these materials, one or more members of the School VIT 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 makes 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 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.

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, recognition (or lack of it), about right and wrong, 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 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.
7. Parents 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. The Athletic Director tries 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 participates in the Denver Area Lutheran Schools League in the following sports: girls'-volleyball, basketball, and track; and boys'-soccer, basketball, and track.
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 no available coach.

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, coaches, 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. Girls may participate in volleyball, basketball, and track. Boys may participate in soccer, basketball, and track. 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 in interscholastic athletics.

Cheerleading

Bethlehem has one cheerleading squad comprised of 7th and 8th grade girls. Tryouts are in the spring of the year for the following year's squad. 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 by:

- If a student has as “F” in any subject.
- If a student has an overall grade point average below 2.0.
- 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 speed them on their way in high spirits.

Our school colors are red and white. Our mascot is the BOBCAT. 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 **8:10 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), that 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, day school administrator, 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 10:15 am, they will be considered absent for either $\frac{1}{4}$ or $\frac{1}{2}$ 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:

- Presidential Physical Fitness
- Presidential Academic
- Honor Roll
- Perfect all year and quarterly: Church, School, Sunday School
- Certificate of Excellence
- Valedictorian and Salutatorian
- Christian Character 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.
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.
 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 School 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-6 are involved in choir. There is a select choir for grades 7-8 for those students who wish to join.

All choir students are required to attend the Christmas Service for their choir and Arts in the Afternoon.

All students who are in Celebration Singers, CrossFire, and Jubilation Ringers are required to attend at Bethlehem for the scheduled worship service.

The policy statement shown below is to be used as a guideline for attendance at worship service presentations for the school choirs.

1. Children of Bethlehem Church members are expected to be present at all choir presentations:

Cherub Choir
Joyful Voices

Kindergarten, 1st & 2nd Grade
3rd & 4th Grade

Celebration Singers 5th & 6th Grade
CrossFire 7th & 8th Grade

2. Children of families who are not members of Bethlehem are encouraged to be present at all choir performances except in extenuating circumstances.
3. Children from both categories who are unable to attend due to travel or sickness will be excused upon receipt of a note from the parent.
4. Members of the fifth through eighth grade choir (Celebration Singers, Jubilation Ringers, or CrossFire) may have some presentations offsite.

The Jubilation Ringers is a select handbell choir. All members of Jubilation Ringers have the opportunity to participate in church worship services and other presentations and expected to attend.

Communication

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

BLS News

The BLS News is published five times a year. It normally comes out in September, November, January, March and May of each school year. The BLS News is distributed to congregational members through the Sunday Bethlehem News.

Classroom News

Teachers may create a classroom newsletter. They may send it home with the child or make it available on the internet.

Electronic

Bethlehem is working to go paperless. Parents are encouraged to sign up for delivery of the Paw Prints and classroom teacher notes via email.

Parent/Teacher 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. 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.

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.bethlehemschool.org

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 303-233-0401.

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 on the report card as a reminder of this important part of the Christian life. The school keeps records of church attendance and Sunday school as reported by the student and will award certificates to those who maintain perfect attendance.

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 on line at (www.bethlehemschool.org)

Families with no church home, or with little or no prior worship attendance, are asked to attend the pastor’s Christian information class 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 done at home. When families do not worship regularly, the nurturing of a child’s faith is severely hampered. 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. We encourage families to complete the worship cards collected during each service. In the event you are on vacation and worshipping elsewhere, please send a note to the classroom teacher informing us where the family worshipped.

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 zero, 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 as teachers often have recess duty or other duties that they must attend to away from the classroom during recess time and children will not be left in the classroom unattended.

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.

Dress Guidelines

God has given organization to life by establishing the family structure. 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.

We believe students are aware of current fashion trends. Current 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 lead to few 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.
- 3a. **GRADES 5-8:** All shirts and tops must have sleeves. Therefore, tank tops, muscles shirts, sleeveless blouses, and clothing with spaghetti straps are not to be worn at school. Printed messages on clothing are NOT acceptable for school wear.
- 3b. **GRADES K-4:** 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 are acceptable during August, September, October, April, May and June. 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, or too large. Pants worn to school should fit the student's waist in order not to sag.
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.
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.

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 are cumulative throughout the year. Consequences are:

- 1st 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.
- 2nd 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, the student will serve a detention.
- 3rd 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.
- 4th 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.

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



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 interest-bearing 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.

Film Use Policy

It is understood that the appropriate use of film resources (recognized herein as 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.

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 above), 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.

<u>RATING</u>	<u>VIEWING CRITERIA</u>
G	May be viewed in their entirety by all ages/grade levels
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
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	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
PG-13	May not be viewed by students below 5 th grade
R and NC-17	May not be viewed by students of any age/grade level

The limit to showing non-instructional selections is set at 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.

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 two 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 Wednesday 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 on file in the school office. Parents are strongly discouraged from taking siblings out of class to attend another classroom’s field trip.

Outdoor Education

Bethlehem Lutheran School has a four day off-site experience in Outdoor Education for sixth graders at Id-Ra-Ha-Je near Bailey, CO in mid-October. This is a part of the sixth grade curriculum and all students attend. Students can participate in a fund raiser to defer some of the cost.

Parents are needed as counselors. Any parent that goes to Outdoor Education as a counselor must have a background check prior to attending. The background check requires name, date of birth, driver’s license number and social security number. The cost of the background check is paid by the parent. Parent counselors may be asked to pay for all or part of the cost for themselves.

Fire Drills

Fire drills are practices to prepare our children 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 the fire department.

Fund Raising

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 profits is determined each year. A \$25.00 check 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 designed projects.

Gift 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, as the professional personnel deem appropriate. 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.

Kitchen/Cafeteria 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 must take the main component, fruit or vegetable, and milk.
4. Students in grades 7th and 8th may have seconds.
5. Students are to police their eating area before dismissal to recess.
6. Students are to walk from cafeteria to dish washing window and from there to recess.
7. Students are to put trays inside dishwashing window and crisscross trays when stacking.
8. Students with cold/sack lunches are not to use the microwave. Students with special needs may use microwave on a case by case basis. Students may use hot water dispenser for meal use.
9. 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 9:30 am to the kitchen staff, ext 119.
10. Early Learning Center Students will eat in their classrooms.

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

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 teacher oversees the library and uses parent volunteers to assist students. The Accelerated Reader program is available to students in second through eighth grades 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.

Student and parent 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/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 Early Learning Center and 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 bar code is scanned 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 8:30am.

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 prohibited from discriminating on the basis of race, color, national origin, gender, religion, sex, age, disability, political beliefs, sexual orientation, and married or family status.

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.

Immunization Requirements

State Law requires that Bethlehem Lutheran School have an immunization record on file for every student attending. Records must be presented at the time of registration if you are 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.

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 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. We have letters that we will send home to classmates in these cases. These letters 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 requested.

Authorization and Release for School Personnel to Administer Prescription Medication

All medication for students will be kept in a locked case in the school office. Only authorized personnel will administer medication to students. Medication will only be given to students with a doctor's authorization and parental permission, this 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.

Medical Training for Staff

The teachers and staff of Bethlehem Lutheran School are trained in CPR and Basic First Aid through the American Red Cross or similar organization.

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.

Insurance

Bethlehem Lutheran Ministry carries appropriate insurance as an organization. Bethlehem does not individually cover each child at school. An optional insurance policy for students is available through the school. Families may purchase this insurance on their own if no other family coverage exists. A brochure is available in the school office.

No child may attend Outdoor Education without proof of insurance coverage.

Missing or Incomplete Assignments

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

- Blue slips will be issued for missing or incomplete assignments.
- Blue slips must be signed by the parent and returned the next school day, along with the completed work (if required). For Grades 1 and 2, a recess may be lost.

The specific requirements for completion and grading of missing or incomplete assignments vary by grade level. These requirements are shown on the blue slip.

The goal of this process is to assist our students to learn 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 some 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 to become more responsible for their learning.

A child who is absent due to illness has one day for each day missed to complete the late or missing assignments. (See Make-up Work page 12)

Office Hours

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

Summer hours will be posted by the office door, published in the Paw Print, and listed on the phone answering system.

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.

Plagiarism

Plagiarism is cheating. It is academic stealing and lying. 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 an F on the assignment.
4. The second incident of plagiarism will be an F on the assignment and a meeting with the student, parents, and day school administrator.
5. The third plagiarism will be an F on the assignment and a suspension.
6. A fourth incident of plagiarism will result in an 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 skateboards, roller skates/blades, and 'Heelies', 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 or backpack 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.

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 child 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 Childwatch	8:15 am - 3:15 pm
Before School Care	6:30 am - 8:15 am
After School Care	3:15 pm - 6:00 pm
Early Learning Center is open from 6:30 am until 6:00 pm.	

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.

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

We welcome all visitors to our school. For the security of our students and staff, we ask that all visitors and volunteers follow the following procedures each time they visit the school:

- All visitors enter through the main reception doors, behind the statue of Jesus.
- Please sign in at the Reception Desk.
- Visitors will receive a visitor's sticker and then may proceed to the school office.
- Regular volunteers will receive identification lanyards.

Beginning and Ending of School: The front doors of the school will be open on school days from 8:00 – 8:15 and from 3:05 – 3:15. If you come in during these times, please sign the sheet at the check-in table 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.

Parents and all visitors during the school day are required to check in at the Reception Desk to obtain and wear a name tag while on the school premises. All parents and visitors are required to check in at the school office before visiting a classroom. These procedures are in effect to help ensure the safety of all children, staff, and faculty.

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.

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

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. The list is sent home with the last Paw Print of the school year. Lists are also available on line or at the Open House events prior to the new school year.

Technology Use Policy

Bethlehem Lutheran School provides computers 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 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 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 computer lab or other classroom space where computers 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 without the teacher's permission.
- 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 and computers 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 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 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.

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.

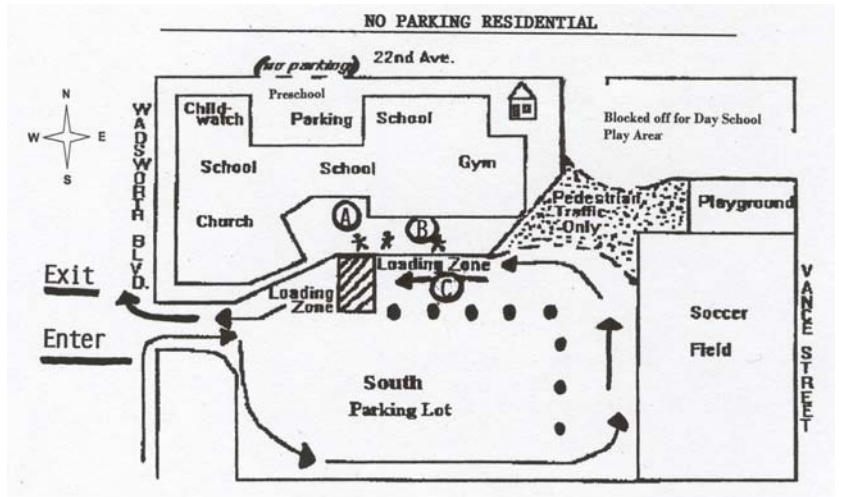
Bethlehem Lutheran School staff will monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy.

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 (Exit A). In the morning, cars are to pull up to the Car Loading Zone (point C) to drop students off. After school, students will proceed directly to the Car Loading Zone. They must remain on the sidewalk (point B) until their vehicle drives into position to pick them up (point C). Students will load into the vehicle on the passenger side. Only Middle School students (7/8) will be allowed in the parking lot without adult accompaniment, and only if they are moving directly to the car which will transport them.
- Parents are asked to enter the parking lot via the west entrance off of Wadsworth Avenue. They will proceed to the right along a circular path that will take them into the Loading Zone (point C). Parents will then pick up their child(ren) and proceed out of the Loading Zone and back on to Wadsworth Avenue. Parents must turn right on Wadsworth Avenue and head north as the sign indicates.



Parents will have the option of parking their car and walking to deliver or pick up their child(ren). However, parents who park must do so in a marked parking space, and not in the Loading Zone or along the yellow fire lane curb. Parents must then accompany their child(ren) to and from their vehicle. If the driver requests them to do so, students in the Middle School may accompany younger children to vehicles.

Note: 22nd 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 22nd Avenue as a courtesy to our neighbors.

The Early Learning Center/kindergarten playground and big playground are closed from 3:15-3:30 pm. With several hundred children coming out of school at the same time, the teachers on car duty must focus on cars and children for the safety of parents and children.

Early Learning Center students must be picked up from the classroom and then taken to the appropriate loading area by the parent.

Public Transportation or Walking

Parents are asked 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; discipline records, 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.