



Bethel Lutheran School  
325 E. Queenwood Road  
Morton, Illinois 61550  
(309) 266-6592

## PARENT HANDBOOK PREFACE

This Parent Handbook ("Handbook") is to assist you in your relationship with Bethel Lutheran School ("School"). If you believe that there are other matters that should be covered by School policy, please do not hesitate to present your ideas to the School Principal.

This Handbook contains much information about the policies of the School. However, this Handbook is not intended to include each and every policy of the School and none of the policies or matters set forth in this Handbook constitutes a contract, in whole or in part, nor do they create any guarantee of continued or future enrollment or attendance. None of the policies or matters contained in this Handbook are meant to impair any student's right, or the right of the School, to terminate the enrollment or attendance relationship. Oral statements by School Representatives cannot change this Handbook.

The School is part of a private Christian ministry and has limited funding. As such, the School is not able to meet the needs of every prospective student, attending student or their families. As such, the School Board reserves the right to decline or to terminate the enrollment or attendance of any prospective or attending student when, in the sole determination of the School Board, the School facilities, curriculum or staff are unable or unwilling to meet the needs of a student or the student's family.

The School Board reserves the right to amend, delete, or add to any terms or conditions included in this Handbook unilaterally at any time and without notice.

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## INTRODUCTION

### PHILOSOPHY OF MINISTRY OF BETHEL LUTHERAN SCHOOL

#### **Preamble**

It is the will of our Lord Jesus Christ that His disciples should carry out His Great Commission to make disciples of all people (Matthew 28:18-20). That Christ's Great Commission for His Church might be carried out according to His will, He has commanded that Christians baptize and teach (Mark 16:16), unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10) administer the Office of the Keys as His Church (John 20:21-23, Matthew 18:15-20), and maintain decency and order (1 Corinthians 14-40) in the church.

#### **Mission Statement**

To Glorify God, Nurture the Redeemed, and Reach the Lost through Christian Education.

#### **Vision Statement**

To make a God-pleasing difference in people's lives by boldly preaching, teaching and sharing the Good News and by establishing loving, caring and serving relationships through our maturing faith.

#### **Policy on Relationship to Bethel Lutheran Church**

Bethel Lutheran School is a ministry of Bethel Evangelical Lutheran Ministries and therefore shall act in accordance with the constitution, by-laws and policies of the church. Policies governing the school are established by the school board and are administered by the administration. Parents who are members of Bethel Lutheran Ministries are not charged tuition. They support the school through their contributions, which normally reflect the cost of educating their children. Non-members are required to remit tuition payments. The balance of the cost to operate the school is provided by Bethel Lutheran Ministries.

## Instruction

### Christian Education at Bethel Lutheran School

Bethel Lutheran Ministries place an extremely high value on full-time Christian education. A Christ-centered, Bible-based religion curriculum is combined with God-pleasing discipline to prepare students for citizenship on earth as well as in heaven. Our school counsels, teaches, and influences students. We consider Christian living here on earth as the beginning of an eternal life with Jesus.

Bethel Lutheran School strives to achieve the above standards in addition to educating young minds in the state-approved curriculum. All subjects, however, are taught from a Biblical perspective and its Christian application to life.

The school has a positive, loving atmosphere because we believe the school is an extension of the Christian home. Extra activities, assemblies, field trips, and worship experiences are planned for Christian growth and fellowship, as well as for educational benefits.

Bethel Lutheran School is dedicated to serving the whole life of each child and his/her family, for the sake of, and in the name of Jesus Christ.

#### **Spiritual Instruction**

Bethel Lutheran School enables children to:

1. Nurture their faith
2. Share their faith with others through witness and service
3. Know God and His forgiving love
4. Participate in Lutheran worship
5. Respect similarities and differences of other Christian denominations
6. Develop an understanding of the doctrines, history, and worship practices of the Lutheran Church
7. Grow in biblical knowledge
8. Apply Christian principles to moral dilemmas

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#### **Intellectual Instruction**

Bethel Lutheran School enables children to:

1. Master a curriculum of religion, language arts (reading, English, writing), mathematics, science, and social studies
2. Develop problem-solving skills
3. Learn basic computer skills
4. Work independently
5. Progress at their own ability level

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#### **Social Interaction**

Bethel Lutheran School enables children to:

1. Develop personal responsibility
2. Function in a group
3. Develop caring relationships
4. Respect the authority of home, school, and government
5. Resolve conflicts in a God-pleasing manner

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### Emotional Development

Bethel Lutheran School enables children to:

1. Develop positive self concepts
2. Handle stress in constructive ways
3. Share feelings freely

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### Physical Education

Bethel Lutheran School enables children to:

1. Practice physical fitness and safe recreational skills
2. Develop good overall motor coordination
3. Promote self-control and good sportsmanship
4. Maintain sound health habits

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### Aesthetic Experiences

Bethel Lutheran School enables children to:

1. Appreciate the beauty of God's creation.
2. Express themselves through fine arts.

## Academic and Extra-Curricular Requirements

### Homework

Each student may have varying amounts of work to complete outside of school hours. While parents should assist by seeing that the homework is done and by explaining work when necessary, the work must be done by the student, and the student must take responsibility for it. Parents can help their child in their homework by helping them establish good study habits. Difficulties with homework are to be brought to the attention of the teacher as soon as possible to avoid a growing problem.

### Grading and Testing

In subjects where letter grades are given (Grades 1-8), the following grading scale is used:

95-100	A	77-82	C
93-94	A-	75-76	C-
91-92	B+	73-74	D+
87-90	B	67-72	D
85-86	B-	65-66	D-
83-84	C+	Below 65	F

## **Standardized Testing**

Standardized Achievement Tests (Grades 1-8) and School Ability Tests (Grades 1,3,5,7) are administered to students each spring with the results discussed with parents at a spring conference.

## **Release of Report Cards**

Report cards will be given to parents at the parent-teacher conferences following the first quarter and at the closing service following the fourth quarter. Report cards will be sent home with the students following the second and third quarters of the school year. Report cards will **not** be sent home should a student have outstanding fines, unpaid tuition or registration fees unless the parents have made arrangements with the principal. Notification of outstanding fees or fines will be made two weeks prior to the dates that report cards will be sent out.

## **Student Recognition Program**

At the end of each quarter of the school year, students in grades four through eight will be recognized for academic excellence. *Honor Roll* certificates will be awarded to students with all A's on their report cards. *Honor Roll* certificates will be awarded to students with all A's and B's. A letter grade of C in any subject will render a student ineligible for the Honor Roll.

Each year, Bethel Lutheran School will select 1 Valedictorian and 1 Salutatorian from the graduating 8<sup>th</sup> grade class.

The Valedictorian 8<sup>th</sup> grader with the highest and second highest GPA based upon a 4 - point grading scale of the letter grades (A = 4, B=3, etc.) from the core subjects: Religion, Math, Science, Social Studies, Literature, English and Spelling/Vocabulary for the 7<sup>th</sup> - 8<sup>th</sup> grade years.

When there is a tie for the position of Valedictorian, the grading scale used will be converted to a 12-point scale (A+ = 12, A=11, A-=10, etc.).

If a tie still exists, GPA's from each previous grade level starting with 6<sup>th</sup> grade and continuing through 4<sup>th</sup> will be used until the tie is broken.

If a tie still exists, the students will serve as Co-Valedictorians, in which case there will be no Salutatorian.

Only students who have been full-time students of Bethel Lutheran School for both 7<sup>th</sup> and 8<sup>th</sup> grade years will be considered for the positions of Valedictorian and Salutatorian.

Only students with complete record histories will be considered for the positions of Valedictorian and Salutatorian.

A student with the second highest GPA (same criteria as above) will be selected to serve as Salutatorian.

### **National Junior Honor Society**

Bethel Lutheran School is a member of the National Junior Honor Society and students in the 7<sup>th</sup> and 8<sup>th</sup> grades are eligible to be members if they meet the strict academic standards of the society.

### **Incomplete Assignments**

Teachers will keep a record of incomplete assignments and students may not receive recess or free time until incomplete assignments are completed. Parents should make it a daily practice to take note of assignments given and listed in the assignment book. Work turned in late may receive a ten percent deduction per day. Additional guidelines may be implemented by the individual classroom teachers if approved by the administration.

### **Music Program**

Bethel Lutheran School offers music classes to students in all grades. Bethel Lutheran School has elements of music in its program, which may occasionally include attendance at Bethel Lutheran Church. Attendance at these services is expected. Parents are requested to excuse in advance all absences from this participation using a written note to the classroom teacher.

### **Physical Education**

Physical Education classes are scheduled for all children at Bethel. Full participation is required by law. Students must bring a written excuse from home on days when they can't participate in P.E. classes.

Students in grades 1-8 participate in the Presidential Physical Fitness program in the fall and/or spring. Physical fitness patches will be awarded to those students reaching national percentile ranking.

### **Athletic Program**

Interscholastic sports provide involvement with a variety of Lutheran and private schools within Central Illinois. Athletic programs will be administered in accordance with the School Athletic Handbook.

### **Extra-Curricular Eligibility Requirements**

#### **Academic Requirements**

A satisfactory grade average (C or better) is to be maintained, with no grade of F in any subject. On certain occasions, effort will be taken into consideration in determining eligibility. Staff evaluation will continuously occur to assure each participating student is doing satisfactory work.

## Conduct Requirements

Students are expected to abide by the rules of the school. A student who chronically or overtly violates standards of good conduct will jeopardize his or her eligibility.

## Health Requirements

Students who wish to participate in extra curricular sports must receive a physical examination by a qualified physician prior to the beginning of the season.

## Attendance Requirements:

Student athletes must be present at school for at least the second half of the day to participate that same evening.

# ENROLLMENT

## Admission Policy

Parents wishing to enroll their child(ren) in Bethel Lutheran School must register and pay all fees prior to the child beginning classes. Admission to Bethel Lutheran School will be based on the following criteria:

1. Registration papers have been filled out completely.
2. Registration fee has been paid in full.
3. Review of application to determine if we are willing and able to meet the needs of the student(s).

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## Registration

All parents who have children enrolled at Bethel Lutheran School are assessed an annual registration fee. These fees are due at the time of registration and are non-refundable and non-transferable.

1. The annual registration period will be based on the following priorities:
  - a. Children or siblings of children currently enrolled in Bethel Lutheran School will register the first two weeks of registration. Families with students in the elementary school will be given priority over families with only preschool students.
  - b. Children whose families are members of Bethel Lutheran Church may begin to register the third week of the registration period.
  - c. Others on a first come, first served basis will be allowed to register after the third week of registration. This is our Open Enrollment.
2. Children who enroll in kindergarten must be five (5) years of age on or before **September 1<sup>st</sup>**.

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Children transferring to Bethel Lutheran School will be screened by teachers before registering for school according to the following policy:

- A. Principal will set appointment to meet with the new family.
- B. Tour will be given of the school.
- C. If new family is still interested in attending after interview, WRAT test will be administered by principal
- D. Test results will be reviewed with teacher of incoming student
- E. If the decision is made to accept student, a meeting will be set up between the new family and teacher. Academic issues discovered through testing will be addressed at this meeting

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### Probationary Period

Bethel Lutheran School reserves the right to reconsider the application of any student during his/her first sixty days (60) attendance. If it becomes clear during this probationary period that we at Bethel Lutheran School are not able to meet the needs of the new student for whatever reason, a meeting will be scheduled with the parents, the teacher, the principal, and a school board representative. Should another placement be recommended, the principal will work with the family to seek proper placement and all unused tuition will be refunded.

### Class Size Policy

The Bethel Lutheran School board will determine class sizes.

Once class sizes reach the following number of students:

- A. Preschool – 10
- B. Kindergarten – 16
- C. Grades 1-8 – 25

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The principal would need to seek the approval of the Bethel Lutheran School board prior to adding additional students up to 28 students in a classroom. When the class sizes in grades Preschool through Grade 3 exceed these numbers, the Bethel Lutheran School board will make an aide available upon the request of the teacher.

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### Statement of Non-Discrimination

Bethel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to 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 or loan programs, and athletic and other school administered programs.

### Tuition

Elementary tuition may be paid in full prior to the start of the school year or collected through the F.A.C.T.S. program for a small fee in ten (10) or twelve (12) equal installments. For ten installments, elementary families begin making payments August 1, and continue through May 1. For twelve installments, elementary families begin making payments July 1, and continue through June 1.

Preschool fees may be paid annually or monthly, in nine (9) equal installments. Preschool families begin making payments September 1 and continue through May 1. Preschool families are encouraged to use the Simply Giving program to make electronic payments. Preschool fees are to be paid in full by the tenth of each month. If not paid by the tenth, a late fee of \$10.00 will be charged in addition to the monthly tuition.

All registration fees are non-refundable.

### **Preschool Tuition:**

Families with one child in Bethel Lutheran Preschool pay full price for chosen sessions. Families with more than one child at Bethel Lutheran School or Preschool are given a discount of \$10.00 monthly off the cost of additional children attending Bethel Lutheran Preschool.

### **Elementary Tuition**

Non-member families with one child in Bethel Lutheran School pay full price unless the following discounts apply:

1. Children of ordained ministers currently practicing in a Christian congregation are given a 50% discount on tuition pending School board approval.
2. Families with more than one child in Bethel Lutheran School (K-8) are given a discount according to a sliding scale set by the School board.

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Member families are expected to remit tuition to Bethel Lutheran Ministries in their monthly offering envelopes marking Christian Education Fund on the envelope.

### **Fees:**

Bethel Lutheran School will collect fees in the following areas: registration, lunch, milk, athletics, library fines, clubs, and any other areas determined appropriate by the Bethel Lutheran School board.

Fees are expected to be paid in a timely manner:

1. Registration fee must be paid in full to insure enrollment and is non-refundable and non-transferable. (A parent who pays the registration fee for Kindergarten and subsequently decides to leave the child in the preschool program may arrange for fee adjustments.)
2. Athletic fees must be paid prior to participation in athletics.
3. Lunch and milk fees are to be paid when the monthly menu is returned.
4. Club fees must be paid prior to participation in the club.
5. Extended Care fees must be paid to continue individual use of the program. Fees not paid by the due date will incur a late charge.
6. All other school-related fees should be paid promptly.

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## OPERATIONS

### Daily Schedule

7:00am.....Extended Care begins

8:15 am.....Hall doors open  
8:30am.....All classes begin  
11:45am.....Morning Kindergarten dismissal  
3:10pm..... Closing song & prayer in gym  
3:15 pm.....Dismissal  
6:00 pm.....Extended Care ends

### **Tardy**

Children are allowed into their classrooms at **8:15am** and classes begin promptly at 8:30am upon the announcement of the principal over the intercom. Students arriving after 8:30 am disrupt the class activities which have already begun. Parents are encouraged to make every effort to have their children at school prior to 8:30am. The following policies apply to each school quarter. **After 3 tardies**, a letter will be sent home identifying dates the student was tardy. **After 5 tardies**, the principal contacts the home informing parents of a continuing problem. **After 6 tardies**, the parents will be requested to meet with the principal to try and resolve the problem. **After 7 or more tardies**, the student will serve an in-school suspension for one day. **Additional tardies** will result in additional suspensions.

If a student arrives between 8:30am and 9:30am, they are considered tardy. If a student arrives between 9:31am and 12:00pm, they are considered unexcused for the morning. An example of an acceptable tardy would be a medical appointment. **While we do need a phone call by 8:30am explaining why the student is not at school, a phone call does not excuse a student from being tardy.** Some examples of unexcused tardies would be oversleeping, working on homework, car trouble, etc.

### **Damages**

School furniture and equipment must not be willfully defaced, marred, or damaged by students. Violators of this rule will be charged for such damage, or asked to make repairs to restore damaged articles to original condition. Children will be required to pay for textbooks willfully or carelessly damaged.

### **Public Display of Affection**

To assist students in maintaining personal purity in speech and actions, public displays of affection between students such as holding hands, embracing, and kissing is considered inappropriate at all times on school grounds and during school sponsored activities (i.e. dances, class trips, sporting events, etc.).

### **Search and Seizure Policy**

Students should not have an expectation of privacy for their book bags, purses, lockers, etc. All items brought onto school premises or to school-related events are subject to being searched, with or without cause, by school personnel. This includes book bags, purses, lockers, etc. Similarly, students will be required to empty their pockets at the

request of any schoolteacher or the principal. The school also retains the right to conduct random locker or book bag searches. Items found to be in violation may be confiscated by the teacher or the principal and returned to the student at the teacher's or principal's discretion. Students found to be in violation of this policy will be subject to disciplinary action.

### No Harassment Policy

Bethel Lutheran School does not and will not tolerate any type of harassment of or by our students, parents, or employees. We ask all parents or guardians to explain to their children the types of things that could be constituted as "harassment." As adults we understand that "harassment" includes, but is not limited to bullying, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, or disability. "Harassment" also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, physical conduct, or electronic communications (e-mail) of a sexual nature.

These words are not always meaningful to younger children. Therefore, in explaining these concepts you should stress that the school needs to know whether anyone at Bethel Lutheran School makes your child feel uncomfortable. In that regard, you should remind your child that it is inappropriate and unacceptable to call other students mean, unkind names or to tease them in ways that are hurtful. It is also inappropriate and unacceptable to grab or touch another child in ways that are hurtful or embarrassing. You should explain to your child to not engage in any of these behaviors when your child talks, writes, draws or plays with other children.

VIOLATION OF THIS POLICY WILL SUBJECT THE HARASSER TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE REMOVAL FROM SCHOOL, SUSPENSION, OR EXPULSION FROM SCHOOL.

Parents, if you feel that your child is being harassed in any way by a teacher, administrator, or fellow student; you should notify your child's teacher or the school principal immediately. If you believe a fellow student is being harassed in any way by a child's teacher, principal or fellow student; you should notify your child's teacher or the school administrator immediately. These matters will be thoroughly investigated and, where appropriate, disciplinary action will be taken. Please do not assume that the school is aware of your problem. Bring your complaints and concerns to our attention so that we can resolve them.

### School Rules

1. Foul and abusive language and fighting in any form is unacceptable.
2. Running is permitted only in school play areas.
3. Chewing gum is not permitted, unless approved by the classroom teacher.
4. Students are expected to be punctual for all classes.

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5. Cell phones or other electronic items (including but not limited to audio devices such as radios, tape players, CD players, MP3 players, etc.) that are not appropriate for school are not permitted for use at school and may be confiscated by the teacher or the principal. These will be sent home at the end of the school day and the parent or guardian of the student will be contacted by the principal.
6. Students are not allowed to leave the school grounds during the day without written permission from parents and consent of the classroom teacher.
7. Students are expected to come to class with books, materials for class work, and homework.
8. Unnecessary items (toys, games, etc.) are not to be brought to class. Items that disrupt the class may be confiscated by the teacher and returned at the end of the school day and the parent or guardian will be contacted by the principal.
9. The use or possession of tobacco, weapons, alcohol, or drugs is prohibited and will not be tolerated. Students are prohibited from using or possessing illegal drugs and alcohol while they are at school or school-related events. Students found in violation of this policy will be subject to disciplinary action.

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Weapons are defined as any item that can be used to inflict bodily harm on another person including, but not limited to pocket knives, box cutters, guns, etc. Any of these may subject the student to immediate disciplinary action, which may include **suspension or expulsion**.

Students are not permitted to attend school or any school-sponsored event impaired by abuse of illegal, legal, or designer drugs

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### **Classroom Discipline**

Since children are sent to school to learn, an orderly classroom is necessary for all students to have an equal opportunity. Teachers will determine their own discipline plan in accordance with the mission of the school and upon approval of the administration. These plans are available upon request in the office.

### **Detention Periods**

Bethel Lutheran School regards proper conduct, manners, courtesy, and thoughtfulness as essential elements of Christian living and not as a restriction of freedom in individual expression. Each student, therefore, receives careful guidance in all areas of behavior from the entire faculty and staff. Ultimately, however, the individual student must achieve the kind of self-discipline that will enable him/her to practice Christian ethic regardless of other influences around him/her.

In order to systematically handle some of the behavior and attitude, Bethel Lutheran School makes use of a detention period. Students found to be in violation of the

Christian community standards may be assigned to a detention period. Detention will be received for:

1. Chronic misbehavior
2. Disrespectful conduct
3. Gross misconduct

Detention periods will vary depending upon the age of the student and the discretion of the teacher. Detention periods can be up to forty-five minutes after or after school. Students will not be required to serve an after-school detention on the same day it is assigned, but rather during the next regularly scheduled detention period, or one specifically arranged by the teacher.

Any student assigned to a detention period who doesn't report will receive a double detention. Detentions include sitting quietly or studying.

### **Fighting**

Bethel Lutheran School will not tolerate physical fights.

The student who physically initiates the fight will receive an immediate suspension for the remainder of the day and one additional day. Should the attacked student continue the fight beyond defending himself or herself, both students will receive suspensions.

### **Discipline Steps Toward Suspension or Expulsion**

A student receiving three detentions in a quarter for behavior, academic, and/or attendance problems may result in the following steps being taken. Severe discipline problems will result in one or more of the following steps being taken immediately.

- Option 1. Parents are notified of child's actions and are instructed to pick up their child.
- Option 2. Length of suspension increases up to a maximum of 3 days, discipline history communicated to school board.
- Option 3. Student is sent home and expulsion hearing before the school board.
- Option 4. Student is expelled. Parents notified to take their child home.

### **Corporal Punishment**

Bethel Lutheran School does not use corporal punishment as part of its disciplinary system. Corporal punishment will not be administered at any time by either the principal or any teacher.

### **Student Dress Code**

Bethel Lutheran School wishes to develop within its students a feeling for proper grooming and dress. If we look to Holy Scripture for a dress guideline that would be appropriate, we would look in vain. What would be considered

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appropriate in one culture may be lacking in another. Yet we look to scripture for guidelines for Christian living and find that moderation is an appropriate guideline. Student dress and grooming should be God-pleasing and not be distracting to the educational atmosphere of the school. The following guidelines are for students in Kindergarten through Grade Eight. The principal makes all final decisions on appropriate attire.

1. Acceptable dress and grooming guidelines should reflect Christian modesty
2. School clothing is to appear neat, clean, in good repair, properly sized and should not represent offensive products or groups. The wearing of "Attitude Clothing" is to be discouraged. Messages deemed as double entendre, or inconsistent with the philosophy of Bethel Lutheran School will not be allowed.
3. Undershirts, spaghetti strap tank tops, and midriff shirts are not acceptable.
4. Skirts, dresses, and shorts worn to school must follow the fingertips rule which states that if a child hangs his/her arms down, the clothing must meet or be longer than the spot where the fingertips are on the leg. Spandex, bike shorts, (unless participating in sporting events) or boxer shorts may be worn only under other articles of clothing.
5. Shoes should fit snugly enough to permit normal school activities. Shoes with ties or straps must fasten properly. Only non-marking gym shoes should be worn during P.E. classes.
6. Hats are not to be worn in the building except on special occasions.
7. Heely's or other types of shoes with wheels in or on them are not to be worn.

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Students found to be in violation of this dress code will be given the option of wearing school provided clothing or phoning parent to bring in a change of clothes.

## Health and Medical Policies

### **State Law for Immunizing School Children**

All children upon being admitted into kindergarten or first grade, or prior to admission to any public, private, or parochial school in the Illinois school system, or upon first entrance into the Illinois school system by way of transfer from another system shall present evidence of immunity according to Illinois State vaccination requirements.

### **Health Examination Requirements**

In keeping with Illinois State Law, Bethel Lutheran School requires a health examination from each student at the time of their enrollment into school. A second health record is to be submitted by each child entering grade six (6). Update per the schedule sent in the school packet

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Parents are required to keep an up-to-date emergency card on file in the school office. In case of an emergency, medical help cannot be procured without parent consent. **The school office must therefore be able to reach parents, guardians, or a member of the family during school hours.**

### Medical Problem Information

Medical conditions of a chronic nature are to be reported to our school office. Examples are epilepsy, diabetes, asthma, heart conditions, hyperactivity, etc. You can help us care for your child by keeping your child's teacher, our principal, and school secretary informed. We reserve the right to decline an educational opportunity to students whose medical needs we are unable or unwilling to meet.

### Medicine in School

All medications that are to be taken in school will be dispensed in the school office, with the exception of doctor prescribed Asthma inhalers that must remain with the student. Written instructions and the Authorization for Medication form must accompany the medication. Any prescription medications must be sent to school in a properly labeled pharmaceutical container. The principal is to be informed of any prolonged or continuing medication.

The Authorization for Medication form must also be filled out in order for the school to dispense aspirin, Tylenol and ibuprofen.

### Blood/Body Fluid Clean Up

All blood/body fluid clean ups should be reported to the office immediately. No one is to initiate clean up until authorized by the office. Under no circumstances should a student be asked to clean up blood or body fluids. Authorized adults should follow the procedure listed below:

1. Wear disposable gloves when handling blood/body fluids.
2. If necessary, provide first aid treatment
3. Soak up spilled blood/body fluid with disposable towel or absorbent material.
4. Vigorously clean affected area with soap and water.
5. Disinfect with approved disinfectant.
6. Place all soiled material in a plastic bag.
7. Remove gloves, turning inside out during removal, and place in the plastic bag of soiled materials. Avoid touching skin with soiled gloves. Seal and dispose of plastic bag properly.
8. Wash hands thoroughly with soap and water.

In the event that blood or body fluids should be spilled on a person, follow the procedures listed below:

1. When skin contacted is intact, have the person wash his/her own skin using a disposable soap or alcohol towelette under running water. Towels should be discarded in a sealable plastic bag. The person is to wash hands when finished.
2. If open lesions or wounds have been in contact with blood/body fluids from another person, wash the skin by scrubbing with disposable soap and running water. A skin disinfectant (i.e., 70% alcohol, Betadine, etc.) should be applied after washing.

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3. In the event of exposure of blood/body fluids in the eyes, flood exposed area with room temperature running water for 2-3 minutes. Use eye wash station if available.
4. If in mouth, rinse mouth for 2-3 minutes.

#### Absence and Illness of Students

Absences will be excused on the basis of the Illinois School Code only (i.e. illness, death in the immediate family, family emergency, or circumstances that cause reasonable concern to the parent for the safety or health of the student).

Parents must telephone the school office (266-6592) prior to **8:30am** to excuse any child who is to be absent from school.

If a student is not present for 3 ½ hours, they will be considered absent from school a ½ day. We do need a parent phone call by 8:30am explaining the reason for the absence. If a student misses more than 3 ½ hours, he/she will be considered absent all day.

Planned and extended absences may sometimes be necessary, but always disrupt the education of the student. We discourage discretionary planned and extended absences. If a planned or extended absence is necessary, we would ask, if at all possible, a full week notice be given to the teachers and that the notice be given in writing.

If an extended absence is arranged, teachers and parents should work together to accommodate that absence for the overall good of the student. Discretion will be left to the individual teacher as to what specific handouts or assignments are given ahead of the planned absence. Handouts not given out prior to the absence, quizzes, and tests will be made up following the student's return. The work will be made up at a time and place requested by the teacher. Students will be given one school day for each school day missed to complete the work.

#### Appointments

If a student has a medical appointment during the school day, a note from the parent is requested. The student must give the note to his/her teacher. When it is time to leave for the appointment, the student must sign out in the school office and the parent/guardian must come in to the school to pick up the student. If the student is to arrive back at school during the day, he/she must sign back in at the school office. Medical appointments will be considered as excused absences.

#### Contagious Disease

Bethel Lutheran School requires, in the case of confirmed or suspected, infectious and/or communicable disease, that the student be excluded from the school until it is determined that the student is no longer contagious to others. **The student must be fever free for 24 hours before returning to school. An exception to this would be that a student could return to school in less than 24 hours if he/she brings a note from his/her doctor stating that he/she is no longer contagious or on antibiotics for 24 hours.**

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Should a student report to the office and have a temperature less than 101 between 98.7 and 99.6, the student's parent will be called to inform them of the temperature. Barring any other symptoms, the student will remain at school or be picked up by the parent at the parent's discretion. Should the student's temperature be above 99.6 101, the student must be picked up from school.

## Parental Concerns and Appeals

The Bethel Lutheran School board acknowledges the right of a parent or student to be heard should they feel they have been aggrieved by the administrator, a teacher, or an instructor, without fear of reprisal.

First, contact the individual staff member involved. If satisfaction cannot be achieved, the student or parent may contact the principal. If after meeting with the principal, the matter is not resolved or the parent or student would like to appeal the decision of the principal, the matter may be taken to the Bethel Lutheran School board. The Bethel Lutheran School board chairperson should be contacted to schedule an appropriate meeting time.

## Fundraising

To help offset the cost of each student's education and to provide supplemental materials included in the school's budget, Bethel Lutheran School will hold various events throughout the year. Families are encouraged to participate in these fundraisers. Typically the all school fundraisers consist of the following:

Scrip program,  
Thanks and Praise,  
Noah's Ark Night,  
Sally Foster,  
Pancake breakfast, and  
Mr. Z's.

Also, individual classes may conduct fundraisers to support their particular objectives or fieldtrips.

## Fund Raiser Requests from Parents

Bethel School often receives requests from school parents or church members to offer products or services from their personal business to Bethel School families. In reply to these requests, the School board has come up with the following guidelines:

1. Bethel Lutheran School or School board will not specifically endorse any product or service.
2. Families or businesses may not use the Bethel name when marketing or promoting their business without specific approval of the School board.
3. Soliciting on School grounds outside of these specified events will be prohibited without prior School board consent.

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### **Parent-Teacher League**

All parents of students attending Bethel Lutheran School are automatically members of the Parent-Teacher League. This group meets on selected evenings throughout the school year.

The P.T.L. aids Bethel Lutheran School in fund-raising projects to help supply various needs.

### **School Office**

To assist in the administration of school business, the school secretary is in the school office each day from **8:00am to 4:00pm**. Questions regarding registration, enrollment, or tuition account status should be directed to the office during those hours. The principal is available before and after school, and is available during the school day by appointment.

### **Office Check-In Policy**

Parents or visitors needing to communicate with students during the school day or picking up students for appointments **MUST** report to the school office. **If access is needed to classroom hallways, visitors must display a Visitor's Badge presented to them by the school office.** Adults other than parents or court declared guardian must present identification and/or authorization.

### **Leaving the School Grounds**

No student is permitted to leave the school during the day without permission from the teacher and the parent or guardian. If he/she needs to leave the school for any reason during the school day, except it be because of illness or an accident occurring while at school, we request that he/she bring a written note from his/her parent or guardian. Before a child can leave campus, he/she must be signed out in the office.

### **In-Home Visits**

**In grades Kindergarten – fifth**, in order to promote better teacher-student relationships, and to improve communication with the family, Bethel Lutheran School teachers make home visits prior to the opening of school. Appointments are scheduled with parents at convenient times.

**Due to the departmentalized schedule of Bethel's Junior High, the 6<sup>th</sup> – 8<sup>th</sup> graders will have an orientation night in lieu of a home visits. Parents of 6<sup>th</sup> - 8<sup>th</sup> graders may still request a home visit from their homeroom teacher.**

Extended Care (Before and After School Care)

The Extended Care program is provided by Tazewell County Health Department.

**Before School Care** begins at 7:00am and ends at 8:15am.

**After School Care** begins at 3:30pm and ends at 6:00pm.

**Any student left unattended on school grounds before 8:10am or after 3:30pm will be signed into the TCHD Extended Care Program. Students and parents will be subject to all rules set forth by TCHD including payment requirements.**

#### Dismissal from School

Students assemble in the gymnasium by 3:10 p.m. for any announcements, a closing song, and prayer. Parents shall behave appropriately during closing and dismissal from school. During good weather, students are then dismissed to their parents or to the front of the Preschool for pickup. When the weather is bad, students remain seated in the gym and are dismissed to their parents or called out by name when their parents arrive at the north entrance to the gym.

The parent on our Pick Up Authorization Form must identify adults, other than parents or court-appointed guardians, who are designated to transport students.

## Traffic Flow and Parking Policy

### Student Drop Off and Pick-Up Procedures

#### A. Parking

The angle parking toward the soccer field will be used for overflow staff parking; parent volunteer parking and overflow drop-off parking.

The rectangular parking lot directly South of the school will be used for parking for parents entering the school to pick up or drop off their children. Please utilize walkways and crosswalks, instead of walking down the middle of the parking lot. There will be **NO PARKING** in unmarked locations.

#### B. Student Drop-Off

We will be using a “stacking” method for the unloading of students. The first car will be required to pull all the way forward to the end of the sidewalk at the front of the building. The following cars will pull up behind the car in front of them until the sidewalk is full up to the crosswalk. When all cars have unloaded, they will leave only after the vehicle in front of them has departed. Pulling away from the curb around the vehicles in front of you will not be allowed for safety reasons. The next series of cars will then pull forward and repeat the process. Please have your students ready to go when you arrive at the school in order to minimize delays. Please refer to the map in the handbook which shows the traffic flow pattern and drop-off area.

#### C. Name Placards

Each child will receive (2) name placards in their summer packet. If more placards are needed, they may be requested at the school office. For Drive-through pickup, the name placard must be displayed in the vehicle in order for the teacher to release child to the driver.

For indoor pickup, the adult picking up must line up at the door with the name placard. Student(s) will then be released to adult who can then proceed across the gym and exit through the opening in the wall.

#### D. Student Pick-Up (Outdoor)

We will be using a “stacking” method for the loading of students. The first car will be required to pull all the way forward to the end of the sidewalk to the stop sign. At 3:15, the car at the stop sign will drive along the driveway to pull up in front of the preschool doors to load students. The following cars will pull up behind the car in front of them until the sidewalk is full up to the traffic monitor. When all cars have loaded, they will be permitted by the traffic monitor to leave in unison. Pulling away from the curb around the vehicles in front of you will not be allowed for safety reasons. The next series of cars will then pull forward and repeat the process. Please have your name cards (provided by the school) visible to help identify vehicles as soon as possible. In case of inclement weather, variations may be allowed by the monitors.

#### E. Student Pick-Up (indoor)

For indoor pickup, students will be picked up from inside the gym. The person picking up with a name placard will enter into the gym through the doors on the south end. They will then pick up their child(ren) and proceed along the moveable wall and exit through the opening in the wall on the north end. Students will not be permitted to leave unless they are walking or biking home or an adult comes into the gym to pick them up. If an adult other than the child’s parent has no name placard, the child will not be released until the child’s parent is contacted.

#### F. Extenuating Circumstances Pick-Up

If a child is to go home with someone who is not on their list:

1. **CHILD’S PARENT** is to send a note to the teacher informing the teacher of special pickup.
2. If a note is not sent, **CHILD’S PARENT** is to call school office to have pickup form filled out by Secretary who is then to deliver it to the child’s teacher.

The School board and the Administration will continually monitor this process and make improvements as they are identified.

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## Snow Closings

Bethel follows Morton School District 709 for closing school. If District 709 schools close then Bethel will also close. Listen to an area radio or television station from 6:30am to 8:30am for information regarding Morton School District 709 snow closing. You will also be notified by the School Reach automated contact program. There may be instances when Bethel chooses to close since all students are transported by private means, and Morton School District 709 doesn't close.

## Cold Weather

At the discretion of the teacher, students may go outside for recess unless the temperature or wind chill falls to or below zero. Parents are to ensure that their children are dressed accordingly.

## Library Procedures

### Schedule:

1. Each class will come to the library on "Library Day" at a prearranged time.
2. With the permission of the teacher, a student may work in the library on a special project.
3. In the event that the scheduled library time has to be changed for any reason, items will become due on the next available day.

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### Check In/Check Out:

1. Only those individuals who are students or teachers at Bethel Lutheran School may check out items from the school library.
2. Students may check out three (3) items at a time for a period of one week.
3. Students are expected to take proper care of items that are borrowed from the library. Please report all damage so that the items may be properly repaired.
4. Students should return items when they are finished with them. These items should be placed on the librarian's desk. Do not waste scheduled library time to return an item.
5. Do not return books to the shelves.
6. Do not exchange books with other students. Students are responsible for the item until it is returned.
7. Only teachers may remove reference books from the library.

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### Renewals:

1. Students may renew a book three times. Each renewal is for a one-week period.
2. Students do not need to have the book with them to renew it.

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3. Special arrangements may be made with the librarian prior to the due date of the item.
4. Items that become due during a foreseeable absence are overdue and the fine will accrue over the time of the absence.

**In the event of an excused illness:**

1. If the student misses the due date for an item, it is due the day the student returns to school.
2. No fine will be assessed for the period that the student was absent due to illness.
3. Fines will be assessed for each day the item is not returned following the student's return to school.

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**Overdue items:**

1. The fine for an overdue book is ten cents per day. The fine will begin the day the item is due.
2. Fines are paid at the librarian's desk. To insure that the fine is credited for the correct student, attach a note with the student's name and the amount that is being paid.
3. Fine notices will be printed once a week and will be distributed by the classroom teacher.
4. Overdue books must be returned and all fines paid each quarter in order for a student to receive a report card.

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**Lost items:**

1. If an item is lost or cannot be located, contact the librarian immediately.
2. The maximum charge for a lost item is the replacement cost of the item.

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**School Newsletter**

Information will be sent home to parents as needed. The newsletter, *The Flame*, will be sent home each week via e-mail and posted on the school website. Please **make sure you read it!** Paper copies are available upon request in the school office.

**Chapel Services**

Weekly chapel services are conducted in the Commons on Wednesdays at 8:35 a.m. One chapel a month is a festive music chapel that is led by area Christian musicians. On a regular basis, students from different classes play an important role in the creation of and leading of worship.

Chapel offers the students the opportunity to join in public worship, to learn proper church behavior, and develop a sense of Christian stewardship. Students must behave appropriately during chapel.

## Why Give Chapel Offerings?

As part of our goal to share the Gospel and teach concern for others, a mission project of local, national, or international scope is sponsored each month. Every Wednesday morning students have the opportunity to bring an offering with them to chapel. Chapel offerings are given because God provides us with all things. Chapel offerings are given because everything is to be used for God's will. God tells us in **Matthew 28: 19-20** that His will is that we share the good news of Jesus with all people everywhere.

**Chapel offerings are then given so that even more people might hear the good news of Jesus. That's precisely what Bethel Lutheran School does with offerings received. Please help us to share the message of Jesus with others by sending along a chapel offering with your child every week.**

## Classroom Parties

In order that all the classroom parties are handled in an orderly and balanced manner in all the elementary classrooms, the teaching staff has written the following guidelines for the parents in charge, as they go about their planning of school approved parties.

1. Please do not make the parties too extravagant.
2. All treats should be ones that will be consumed at the party. The Public Health Department recommends that all treats be store-bought and/or contained in individual packages. This is to cut down on contamination and illness.
3. If you are unclear as to games for the class, please consult the teacher for games appropriate to the grade level.
4. If a grade would like to use another room for its party and games, the room must be reserved through the school secretary.
5. If there is more than one room parent who has signed up to handle the classroom activities, it is our suggestion that a different parent be in charge of each of the various parties throughout the year (i.e. one parent in charge of Thanksgiving, another in charge of Easter, etc.). All room parents are in charge of the end of the year party. The room parents should agree upon any changes in this format as they meet at the beginning of the year.

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## Field Trips

Classroom field trips are a part of the total educational program of Bethel Lutheran School. The primary functions of the trips are to provide for increased educational and expanded cultural experiences.

Field trips are designed with the educational level of the students in mind and the subject areas they are studying at the time.

Students must present a field trip form that is signed by their parent or guardian in order to participate in the field trip.

Parents are encouraged to accompany their child's field trips and act as chaperones and helpers for these experiences. It is important to note, however, that field trips are an extension of the classroom, and as such, the teacher is in control. Parents in attendance may be asked to assist the teacher with supervision of students, or to help in whatever capacity the teacher deems necessary. In addition, we ask that each parent attending the field trip also observe the following rules.

1. Please be aware of any special instructions from the teacher before leaving for the trip. **Formatted:** Numbered + Level: 1 +  
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2. Please make sure that the children you are guiding follow all the directions and rules given for the trip. **Formatted:** Numbered + Level: 1 +  
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3. If you are a driver for the trip, please note that all speed limits and traffic laws must be followed closely. (This includes having all passengers in appropriate seat restraints.) **Formatted:** Numbered + Level: 1 +  
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4. Please help make each trip a positive experience for the students by giving your concentration to them in making sure they are getting the most out of the trip. This is also an opportunity for you to learn! **Formatted:** Numbered + Level: 1 +  
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5. Because we would like the students to have your attention during their field trip, we ask that no younger siblings be brought on the trip. This will allow you to guide and lead the students well, and make it easier for you. **Formatted:** Numbered + Level: 1 +  
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6. Guide by example in relation to politeness, courtesy, and Christian love. **Formatted:** Numbered + Level: 1 +  
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7. Field trips will be only to the location listed on the permission slip. No other stops are allowed. **Formatted:** Numbered + Level: 1 +  
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### Field Trip that are More than Two (2) Hours Driving Distance

All field trips that are more than two (2) hours driving distance will require the use of commercial transportation. Commercial-style vehicles such as planes, trains, and charter buses will be used for safety and convenience.

Overnight field trips will always have both a male and a female chaperone.

### **Lost and Found**

Students and parents should check the lost and found receptacle in the entryway for any lost article. Unclaimed articles will be thrown away or given to a local charity quarterly. Students will be given the opportunity to look over all items before they are donated.

### **Pets in School**

No pets are allowed into Bethel Lutheran School without prior approval of the principal.

### **Fire Drills and Tornado Warning Alerts**

Bethel Lutheran School holds regular practice fire drills. These are done to have the students practice moving out of the building safely in the event of such an occurrence. Fire drill plans are posted in each room of the school.

Bethel also holds regular practice tornado alerts. In the event of an actual alert, children will be kept in the building. If such an alert continues into after school hours, dismissal will be at the discretion of the principal and/or Civil Defense office. Parents who wish to pick up their children during such an alert may do so. Children will be dismissed only to their parents or legal guardians, or when the “all clear” is given.

### **Threats**

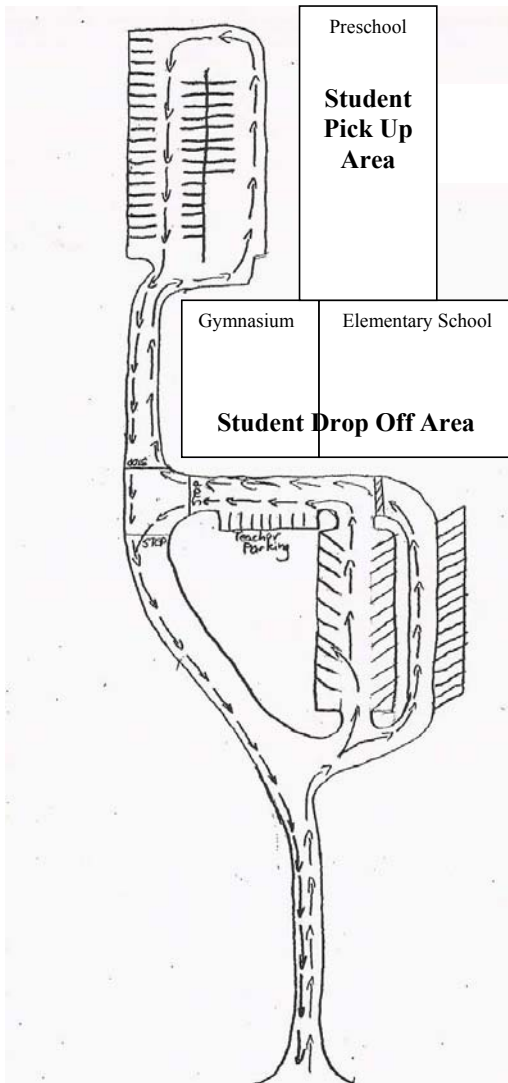
In the case of a threatening phone call or written message, the secretary will notify the principal.

The principal will evaluate the threat, and in case he feels action is warranted, will notify the police and follow their directions regarding the students. He will also notify the Bethel Lutheran Church office.

### **Intruder Alert**

In the case of an intruder, armed or not, Bethel Lutheran School will respond in accordance with the School Crisis Plan. The School Crisis Plan is available upon request from the school office.

Traffic Flow Diagram for Dropping off and Picking Up Students



## Bethel Lutheran School Internet Use Policy

We now have the ability to enhance your child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual users. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world.
- Information from government sources, research institutions, and other sources.
- Discussion groups.
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

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With this educational opportunity also comes responsibility. The use of inappropriate material or language, and/or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

Bethel Lutheran School takes precautions to prevent access to material that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material. Ultimately, parents/guardians are responsible for setting and conveying the standards the child should follow. To that end, the school support and respect each family's right to decide whether or not to authorize Internet access.

If you agree to allow your child to have Internet access, your signature on the page will indicate approval. If you do not wish to authorize access, please send a letter the principal stating those intentions.

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(Signature of Parent)

(Date)

**Agreement to Terms and Conditions**

I have read and fully understand all the terms and conditions contained in the 2009 – 2010 Bethel Lutheran Parent Handbook and I hereby agree to abide by all terms and conditions contained therein.

I agree to the terms written above:

Date: \_\_\_\_\_

Parent/ Guardian Name: \_\_\_\_\_ Please Print

Signature: \_\_\_\_\_

