



Bethel
LUTHERAN MINISTRIES

Grades
K - 12
Parent
Handbook



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SCHOOL POLICY MANUAL PREFACE

This School Policy Manual (“Manual”) 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 Manual contains much information about the policies of the School. However, this Manual is not intended to include each and every policy of the School and none of the policies or matters set forth in this Manual 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 Manual 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 Manual.

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 Manual unilaterally at any time and without notice.

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Bethel Lutheran School Policy Manual

Section 1.000 Introduction

PHILOSOPHY OF MINISTRY OF BETHEL LUTHERAN SCHOOL

Preamble, Mission, Vision & Policy on Relationship to the Church

1.100 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.

1.200 Mission Statement

At Bethel Lutheran School we help our students to know Jesus, to grow in Jesus and to show Jesus.

1. Through teaching and demonstrating the faith in a caring and nurturing environment;
2. Through excellence in Christian Education and helping to develop leadership skills;
3. Through opportunities for students to make a difference in Christ's name.

1.300 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.

1.400 Policy on Relationship to the 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 Ministries. Policies governing the school are established by the school board and are administered by the administration.

As a part of Bethel Lutheran Ministries, active members of Bethel Lutheran Church are not charged any tuition to send their children to Bethel Lutheran School. Church members will be informed of the approximate cost of educating students. This information is to assist those who would like to make contributions to the church to help

fund the school ministry. Church members are not required, or held accountable, to contribute any specific amount to the church as a result of their child attending Bethel Lutheran School.

Non-members are required to remit tuition payments. The balance of the cost to operate the school is provided by Bethel Lutheran Ministries.

Section 2.000 School Board

2.900 School Board - Handling Complaints

Those with complaints may address the concerns to any Board member. The following steps should then be taken by a Board member in succession according to ****Matthew 18**:

1. Direct the person with the complaint to the appropriate individual.
2. If still unresolved, bring to the School Principal(s).
3. If still unresolved, bring in a Board member to discuss the concern with the two individuals to come to a resolution.
4. If still unresolved, bring to the full Board if further discussion did not resolve the issue.

****Matthew 18** represents a foundational component of how we interact with fellow Christians when issues arise. In all cases parents should live these principles in any issues involving your children. The board and administration will ensure that we direct all issues to follow these sound Christian principles. You should expect the first question and expectation to be that you directly deal with the party you are having an issue.

The following steps may be necessary if the grievance is directed towards the school administrator:

1. Discuss the complaint with the individuals affected and a member of the Pastoral staff.
2. If still unresolved, bring to the Church Council
3. If necessary, the Church Council will bring to the congregation for final resolution

Section 4.000 Instruction

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.

Christian Education at Bethel Lutheran School

Bethel Lutheran Ministries places 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.

4.100 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

4.200 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 age appropriate computer skills
4. Work independently
5. Progress at their own ability level

4.300 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

4.400 Emotional Development

Bethel Lutheran School enables children to:

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

4.500 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

4.600 Aesthetic Experiences

Bethel Lutheran School enables children to:

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

4.700 Academic and Extracurricular Requirements

4.701 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 with 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.

4.702 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

4.703 Standardized Testing

Measures of Academic Progress (MAP) Testing is administered to students each Fall, Winter and Spring with the results discussed with parents at the Fall Parent Teacher Conferences. Winter and Spring Test results will be distributed to parents with conferences available upon request by the teacher and/or parents.

4.704 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.

4.705 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. *High 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 8th grade class. The Valedictorian 8th grader with the highest highest GPA based upon a 4 -point grading scale of the letter grades (A = 4, B=3, etc.) from the core subjects: Religion, Memory, Math, Science, Social Studies, Literature, English and Spelling/Vocabulary for the 7th - 8th 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 6th grade and continuing through 4th 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 7th and 8th 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.

4.706 Making a Difference Projects

In addition to the academic requirements set forth by Bethel Lutheran School and the state of Illinois, each student of the graduating 8th grade class shall complete a "Making a Difference Project" during his or her 8th grade year as outlined in the Program Documentation.

4.708 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.

4.709 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 Ministries church service(s). Attendance at these services is expected.

Parents are requested to provide a written excuse to their child's classroom teacher in advance of any absences at these services.

4.710 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.

4.711 Athletic Program and Other Extracurricular Activities

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. For a copy of the Athletic Handbook visit the Bethel Lutheran School website and click on the Athletic tab.

Extracurricular Eligibility Requirements

Academic Requirements:

Participation in extracurricular activities at BLS is a "privilege" each student enjoys, rather than a "right". In order for students to realize their full potential they must commit to a lifestyle that promotes a Christian attitude toward others, along with physical and mental fitness. Therefore, the following Eligibility policy has been established to guide students who represent BLS in extracurricular activities, including, but not limited to sports teams, clubs, and organizations. Students in grades –four – eight are subject to this policy.

Students participating in extracurricular activities must be passing all subjects (no "F" average in any subject) to be eligible. Students participating in extracurricular activities must also maintain a minimum, overall, cumulative GPA of 2.00 ("C" Average) at all times. A student's eligibility will be reviewed every two weeks.

If a student does not meet the eligibility requirements at the end of every two weeks, he/she will be placed on probation for the following two weeks. At the end of that time, the grades of each student on probation will be reviewed. If the student fails to meet eligibility requirements during those two weeks, the student is then placed on academic ineligibility for two weeks. At the end of this time, the academically ineligible student will either become eligible or the student may be dropped from

participation in that extracurricular activity and/or may not receive the participation award for that activity (i.e., letter, pin, trophy, flag, etc.).

The eligibility check will be on Fridays and will determine the student's eligibility for the following Monday (of the first week) through Sunday (of the second week). During shortened weeks, eligibility will be checked on the last day of student attendance of that week. When a student is ineligible, the student may not participate in a contest or performance, but may attend. Students who are ineligible may participate in practice with the approval of both the parent and coach.

On Fridays by 9:15 A.M., grade reports will be run for extracurricular students. A list of students in extracurricular activities who are on probation and/or are ineligible ("F" average in any subject or an overall GPA of less than 2.00) is provided to all faculty members to review the grades and confirm. A parent letter will be sent home to inform the parents of any student who is on probation or is ineligible.

At times a student may face challenges in the classroom, which are simply beyond his or her academic ability or face a difficult personal situation. The faculty and staff understand these individual situations. At Bethel, every effort is made to assist all students who are in these situations. The appropriate faculty members will consider those students who find themselves in this position. The Administration will have the final say in all eligibility determinations.

PROBATION = Student may fully participate in extracurricular activities. Probation is meant to be a warning that the student is struggling academically.

INELIGIBILITY = Student is to be given the opportunity to focus on academics. When a student is ineligible, the student may not participate in a contest or performance, but may be expected to attend. Students who are ineligible may participate in practice with the approval of both the parent and coach.

- Parents are strongly encouraged to frequently monitor student academic progress through the use of TADS.
- Parents are encouraged to contact your student's teacher at the BEGINNING of each eligibility period.
- Parents play a critical role in student success and are encouraged to be active participants in the eligibility process.

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.

A student may lose his or her eligibility privilege if negative behavior violates any of the school rules as listed in the Parent Handbook. It is important that student athletes understand that the rules of the school day apply during extracurricular functions. The school dress code remains in effect at athletic events. Please be informed of the discipline policy in the Parent Handbook. (From Athletic Handbook)

Health Requirements:

Students who wish to participate in extracurricular 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.

Section 5.000 Enrollment

5.100 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).
4. Review of transcripts and test scores, if available.

5.200 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 Ministries 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 1st.

Children entering Bethel Lutheran School with no prior school experience will be screened by teachers before registering for school.

5.300 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.

5.400 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

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.

5.500 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.

5.600 Tuition

Elementary tuition* may be paid in full prior to the start of the school year or collected through the TADS program for a small fee in ten (10) or twelve (12) equal installments.

- For ten (10) installments, elementary families begin making payments August 1, and continue through May 1.
- For twelve (12) installments, elementary families begin making payments July 1, and continue through June 1.

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.

*(See Appendix A for tuition rates.)

Preschool tuition* may be paid annually or monthly, in nine (9) equal installments. Preschool families begin making payments September 1 and continue through May 1. Preschool monthly tuition is to be paid in full by the agreement due date. If not paid, a TADS **late fee** will be charged in addition to the monthly tuition.

Tuition* Discounts :

Preschool Tuition* Discount - 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 multiple student discount*.

Elementary Tuition* Discount

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.

***(See Appendix A for a copy of the current year tuition rates.)**

5.502 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(s) 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. All other school-related fees should be paid promptly.

Section 6.000 Operations and Christian Conduct

6.100 Daily Schedule

7:00 am. Extended Care
8:15 am. Hall doors open
8:30 am. All classes begin
11:45 am. Morning Kindergarten dismissal
3:05 pm. Closing song & prayer
3:15 pm. Dismissal
6:00 pm. Extended Care ends

6.200 Tardy

Children are allowed into their classrooms at **8:15am** and classes begin promptly at 8:30am upon the announcement of the administration over the intercom. Students arriving after 8:30am 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 entire school year:

- 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.
- **After 3 tardies**, a letter will be sent home identifying dates the student was tardy along with a \$5 fine for each time over 3. These fines will be administered in accordance with policy.
- **After 6 tardies** the parents will be requested to meet with the administration to try and resolve.

6.300 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.

6.400 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 school teacher or the administration. 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 administration and returned to the student at the teacher's or administration's discretion. Students found to be in violation of this policy will be subject to disciplinary action.

6.501 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 administration immediately. If you believe a fellow student is being harassed in any way by a child's teacher, administration 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.

6.502 Bullying

Definition - Bethel Lutheran School defines bullying as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the likely potential to be repeated, over time. Both children who are bullied and who bully others may have serious, lasting problems.

Schools have the authority and responsibility to apply reasonable and educationally-based discipline, to bullying that: (a) Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities, creates a hostile environment for that pupil or others, or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

If sufficient evidence of bullying is provided, the Bethel administration may conduct an investigation into the accusation(s). In the case of cyberbullying, as part of this investigation, Bethel may require the student to share content of the interaction in question. Bethel may NOT request or require a student to provide a password or other related account information to gain access to a student's account or profile on a social networking website

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Children who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors often happen more than once or have the likely potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and/or excluding someone from a group on purpose.

Many situations that are perceived as bullying are often actually peer conflict. Following are the differences between **conflict** and **bullying** as recognized by Bethel Lutheran School:

Conflict is characterized by the fact that it generally happens in the heat of the moment. It is often a difference of opinion and most of the time both parties involved are equally upset. It is not something that happens all the time nor is it planned, it tends to be just every now and then and most of the time those involved want to see it sorted out and those involved equally have the power to change the situation.

Bullying is more of a deliberate act and there is the intention to hurt, insult or threaten the other person. In the case of bullying there is a definite power imbalance where the bully seeks to manipulate the situation so that the target has no power. This makes it very difficult for the student being bullied. They want to see the bullying stopped. However, often there is no willingness on the bully's side to change. Bullying is usually a repeated activity; however, it can also be an isolated incident. Life can often become worse for the target as the bullying continues.

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying may cross the line into unlawful or criminal behavior.

Sufficient evidence is anything that may have been seen, experienced, read, or is told that leads the administration to believe that an event may have happened. One complaint of experiencing or witnessing an event of a physical, verbal, written or digital nature, can trigger an investigation.

Reporting

Studies show that the sooner bullying is addressed the quicker a solution can be reached. Reporting should be done as quickly as possible.

1. All students, victims and/or witnesses, are encouraged to report bullying to the closest adult immediately.
2. Parents are instructed to contact the classroom teacher, supervisor, and/or coach first.
3. If a satisfactory resolution is not accomplished, parents should contact the principal.
4. If a satisfactory resolution is still not reached, parents may contact the school board.

Procedure for Suspected Bullying

The procedure that Bethel will follow when suspected bullying occurs is as follows:

- Get the Facts
 - Keep all the involved children separate.
 - Get the facts from all available sources, both adults and students.
 - It may be difficult to obtain all the facts, especially if multiple students are involved or the bullying involves social bullying or cyberbullying. However, every effort will be made to collect all available information.
- Determine if the actions and facts represent Bullying.
- Address the Bullying Behavior
 - Make sure the child (the “bully”) knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
 - Emphasize to the child (the “bully”) that bullying is taken very seriously, will not be tolerated, is quite hurtful, and may result in very serious disciplinary

consequences. Bethel staff should model respectful behavior when addressing the problem.

Consequences

Each incident of bullying is unique. Bethel will strive to determine consequences that fit each unique situation by using the following guidelines.

- **Use consequences to teach.** Consequences that involve learning or building empathy can help prevent future bullying. School staff should remember to follow the guidelines in their student code of conduct and other policies in developing consequences and assigning discipline.
- **When possible, involve the student who bullied in making amends or repairing the situation.** The goal is to help them see how their actions affect others.
- **Utilize strategies that don't work well or have very serious negative consequences as a last resort.**

Zero tolerance, suspension, expulsion, or “three strikes, you’re out” strategies have been shown to not work effectively to reduce bullying behavior. It has been shown that students and teachers may be less likely to report and address bullying if such serious and negative disciplinary means are the sole and/or first line consequences.

Every effort must be made first to resolve the situation at the lowest possible disciplinary level and reserve the serious school disciplinary and/or other consequences as outlined in our “No Harassment” policy (Policy 6.501) for those extremely serious situations which must be dealt with in such a manner (i.e., bodily harm, irreparable damages, and/or a violation of the law).

(Information used in developing this policy can be found at www.stopbullying.gov)

6.700 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.
5. Cell phones or other electronic items (including but not limited to audio devices such as smart watches, radios,, CD players, MP3 players, etc.) that are not authorized for school use may be confiscated by the teacher or the administration. 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 administration.
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 administration.
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.
 - a. The Bethel school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds.
 - b. The Bethel school administrator shall notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.
10. 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 at the discretion of the administration may include **suspension or expulsion**.
 - a. The Bethel school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian.
 - b. The Bethel school administrator shall notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.
11. Students are not permitted to attend school or any school-sponsored event impaired by abuse of illegal, legal, or designer drugs
12. A student must use the restroom, locker room, and changing facilities conforming with the student's biological sex
13. All other forms of improper student conduct - such as but not limited to lying, stealing, or cheating - that do not conform to Christian conduct as described by Bethel Lutheran Ministries in its governing documents are prohibited. Students found in violation of this policy will be subject to disciplinary action.

6.701 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.).

6.702 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. At the discretion of the administration others engaged in the fight may receive similar punishment.

6.703 Battery

Battery is intentionally or knowingly without legal justification and by any means, (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual. A student who intentionally causes or attempts to cause physical injury to a school employee shall be considered guilty of battery.

The Bethel school administrator shall immediately notify local law enforcement officials of written complaints (including email) from school personnel concerning instances of battery committed against school personnel. The Bethel administrator shall also notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS) in IWAS.

6.800 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.

6.801 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 before 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.

Failure to show up to a detention may lead up to other consequences. Detentions include sitting quietly or studying.

6.802 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.

Options:

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

6.803 Corporal Punishment

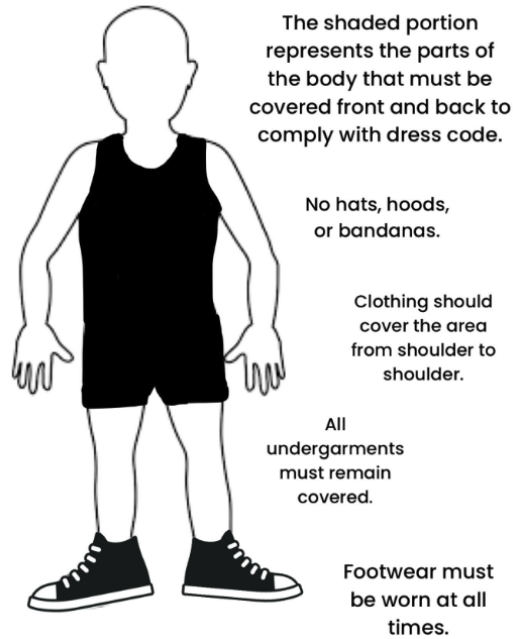
Bethel Lutheran Bethel Lutheran School does not use corporal punishment as part of its disciplinary system. Corporal punishment will not be administered at any time by either the principal or any teacher.

6.900 Student Dress Code

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. 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.

1. Acceptable dress and grooming guidelines reflect Christian modesty.
2. School clothing is to appear neat, clean, in good repair, properly sized (loose enough so as not to expose the outline of undergarments), 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. No undergarment exposure. This applies to underwear exposed or visible with upper and lower garments. If leggings are worn, the shirt must be long enough to come to the top of the thigh.

- Upper garments must cover shoulder to shoulder with no rips, tears or see-through material that exposes undergarments. Shirts must cover the mid-section long enough to clearly cover the beltline. No spaghetti straps. Upper garments must cover one-third of the shoulder, measured from the base of the neck to the edge of the shoulder.



- Lower garments must entirely cover undergarments and the buttocks. Length of lower garment should cover the top third of the leg between the knee and hip. No rips/tears that expose undergarments.
- Bike shorts or boxer shorts may be worn only under other articles of clothing.
- 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. Students are encouraged to wear tennis shoes on gym days for the possibility of outdoor P.E. classes.
- No sunglasses.
- No Smartwatches
- A student must dress in conformance with his or her biological sex.
- The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

6.901 Parent Conduct Expectations

The conduct of our school parents makes an important impact on our school environment. They are significant and powerful role models to all of our students. Accordingly, we ask parents to follow these guidelines in interacting with teachers, students, and other parents.

- Act in a manner that reflects the Christian values of Bethel Lutheran School and Bethel Lutheran Ministries.
- Treat all staff and students with respect, even as you desire to be respected.
- In expressing questions, concerns, and suggestions, speak calmly and listen with an open mind to responses. Stay focused on our shared desire to meet the Christian educational needs of all students.
- If you wish for a teacher's full attention and a well-thought, comprehensive response, make an appointment to meet. **Do not expect to receive the teacher's best focus or response if you approach them before school, in the midst of a crowd of students or people, or during other school activities.**
- Our teachers and administrators are highly committed, and put in incredible hours, but there is only so much they can do at a time. Your understanding is appreciated when, for example, it takes longer than you'd prefer to receive a return phone call or when they share that they are not able to make a requested adjustment due to other factors they have to account for.
- Remember that everyone makes mistakes. Kind understanding of staff errors will always be appreciated, and you can expect the same treatment in return.
- Never directly confront or challenge a child (other than your own) while the child is under school supervision, unless as a volunteer you have been so empowered (such as chaperoning a field trip). If you observe or hear about behavior that you believe should be addressed, inform the proper school authority (such as the child's classroom teacher), and then trust the staff member to take action, as he or she believes appropriate to the situation.
- Please keep to the same standards of decent language to which the students are held.
- Please avoid foul and/or obscene language.
- The school is a drug-free zone. No smoking or drinking on campus. This carries over to all school student activities as well, such as while driving for a field trip or attending an athletic event.
- Many families enroll their children at BLS appreciating our dress code, sheltering

them from promiscuous influences of peer groups elsewhere. Please give attention to your own attire when involved with school functions, so that it might not make others significantly uncomfortable.

- If a parent at anytime has, in the opinion of a member of the Bethel Administration, been in violation of the above expectations or failed to be a positive representative of Bethel Lutheran School, consequences may ensue, up to and including removal from the school.

Matthew 18 represents a foundational component of how we interact with fellow Christians when issues arise. In all cases, parents should live out these principles in any issues involving your children. The board and administration will ensure that we direct all issues to follow these sound Christian principles. You should expect the first question and expectation to be that you directly deal with the party with whom you are having an issue.

Your cooperation and support will help us maintain the Christian environment we all so value here at Bethel Lutheran School.

Section 7.000 Health and Medical Policies

7.400 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. Students are to be excluded by October 15 of current school year if health exams and immunization records are not provided.

7.500 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 the school. Health exams and updated immunizations are required for students in Kindergarten, 6th grade and 9th grade.

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.**

7.600 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 cannot meet.

7.700 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. Specific requirements are in place for asthma, Epinephrine Injectors, Diabetes and Medical Cannabis.

Asthma

- A. Bethel must have on file the following for each student with asthma medication:
 - a. signed parent permission notification; and,
 - b. the prescription label, which must contain the following:
 - i. the name of the asthma medication;
 - ii. the prescribed dosage; and,
 - iii. the time or circumstances in which the medicine is to be administered.
- B. Bethel will request annually an asthma action plan from the parents or Guardians

Epinephrine Injectors

- A. Bethel must have on file the following for each student with an epinephrine injector:
 - a. a written authorization from the student's physician (assistant) or advanced practice nurse; and,
 - b. a written statement from the student's physician (assistant) or advanced practice nurse containing the following information:
 - i. the name and purpose of the injector;
 - ii. the prescribed dosage; and,
 - iii. the time or circumstances in which the injector is to be administered.

Diabetes

- A. Bethel must have on file the following for each student with diabetes medication:
 - a. a signed parent permission notification; and,
 - b. a signed physician diabetes care plan that also carries a parent signature.

Medical Cannabis

- A. Bethel must have on file the following for each student with prescribed medical cannabis:
 - a. written authorization from the parent or guardian specifying the time or circumstances in which the product must be administered;
 - b. a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver).
 - c. a copy of items a) and b) on file in the school's office.
 - d. if applicable, the yearly reauthorization from a parent or guardian for a student to self-administer.
 - e. the medical cannabis is stored at all times in a manner consistent with storage of other student medications and may be accessible only by the school caregiver or school administrator.

All school employees receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency. For other items listed above, applicable training for authorized caregivers will be administered as required.

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

7.800 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 the affected area with soap and water.
5. Disinfect with an approved disinfectant.
6. Place all soiled material in a plastic bag.
7. Remove gloves, turning them 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.
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.

7.900 Absence and Illness of Students

Absence and Truancy Policy

Illinois Truancy Code Section 3 – Attendance and Truancy

The Illinois School Code requires compulsory school-age attendance (105 ILCS 5/26-I.-15). Valid cause for student absence shall be illness, observance of religious holiday, death in immediate family and family emergency, and shall include such other situations beyond the control of the student as determined by administration. Illinois law, requires those who have custody or control of any child between the ages of 5 and 17 to cause such child to attend school the entire time it is in session during the regular school term.

Excused & Unexcused Absences

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).

In the event of any absence, a student's **parent/guardian is required to notify** the school office (309 266-6592) prior to 8:30 a.m. to excuse any child who is absent from school.

- Please provide the student's full name, grade, teacher's name, and the reason for the absence.
- When a student is absent, if the school office has not been notified by 9:15 A.M. on the day of the absence, school personnel will call a parent/guardian to inquire as to why the student is not in attendance.
- If the school is unable to reach a student's parent/guardian, the absence will be recorded as "unexcused" until such time as the student's parent/guardian provides the reason for the absence.
- If a student is not present for 3 ½ hours, they will be considered absent from school for a ½ day. We do need a parent phone call by 8:30 a.m. explaining the reason for the absence. If a student misses more than 3 ½ hours, he/she will be considered absent all day.
- Administration may request that an absence due to illness that lasts for more than two consecutive days be verified by a note from a physician or other professional care provider. If a note from a physician or other professional care provider is requested by administration, failure to provide such documentation in a timely manner will result in the absence being classified as unexcused.
- Students with a diagnosed medical condition that necessitates routine or lengthy absence from school should send a medical report detailing the condition along with a letter from the doctor verifying the need for frequent or extended removal from school.

Students are limited to nine (9) days of unexcused absence per year.

Any absences beyond the allotted amount will be considered an unexcused absence unless a medical statement by a physician is submitted to the school in a timely manner, or arrangements are made with the teacher and administration in special cases.

After nine (9) unexcused absences, Bethel administration will contact the parents to schedule a meeting to create an action plan to address the circumstances. Cumulative absences of 20 days or more (excused, limited excused or unexcused) will be considered excessive and may be cause for a student to be retained in the current grade for another year.

The parents of students who are in violation of Bethel's attendance policies may be referred to a social worker (DCFS) or the Tazewell County Truancy Officer.

Excused Absences

An excused absence can be defined as, but is not limited to:

1. Medical appointment, verified by a medical note upon request of administration
2. Testing and assessment
3. Illness
4. Observance of a religious holiday
5. Court appearance demanded by official summons or subpoena
6. Funeral
7. Extenuating circumstances that have been approved by administration.

Limited Excused Absences

A limited excused absence can be defined as, but is not limited to:

1. Vacation days taken with family
2. Failure to attend because of transportation problems
3. Non-school sponsored sports activities or events.

Unexcused Absences

An unexcused absence (no opportunity to complete work for a grade) can be defined as, but is not limited to:

1. Truancy (absence from school without verification from the parent/guardian)
2. Failure to provide a note in a timely manner from a physician or other professional care provider upon request of administration
3. Personal reasons or business.

Student's grades may be affected by unexcused absences. Teachers will extend deadlines for missed work due to an excused absence, per make-up work policy. Please remember there is a positive relationship between attendance and success in school.

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 are expected and required to make up all work that is missed during absences unless an exception is granted by the administration.

Missing Students

If a student at Bethel Lutheran School is determined to be a missing child, that student's record will be "flagged". If a records request is made by a different school district for this student, it is the responsibility of the principal or chief administrative officer of Bethel school to immediately notify the Department of State Police by email at isp.missing@illinois.gov, and the law enforcement agency having jurisdiction in the area where the missing child resides or attends school.

7.901 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 into the school office to pick up the student. If the student is to arrive back at school during the day, he/she must sign back in in the school office.

7.902 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.**

Should a student report to the office and have a temperature between 98.7 and 100.4, 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. When the student's temperature is above 100.4, the student must be picked up from school.

Sections 8.000 & 9.000 Administrative Procedures

8.100 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, an instructor or coach, 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.

8.200 Fundraising

To help offset the costs of each student's education and to provide supplemental materials not included in the school's budget, Bethel Lutheran School will hold various events throughout the year. Families are encouraged to participate in these fundraisers.

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

8.201 Fundraiser 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.

8.300 Parent-Teacher League (P.T.L)

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

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

8.400 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 during the school year. Office hours during the summer will be posted and communicated. 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.

8.500 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. Adults other than parents or court declared guardian must present identification and/or authorization.

8.600 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 must be signed out in the office.

8.700 Classroom Visits

In order to promote better teacher-student relationships, and to improve communication with the family, Bethel Lutheran School teachers arrange classroom visits for students and parents prior to the opening of school. Appointments are scheduled with parents at convenient times.

8.800 Extended Care (Before and After School Care)

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

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

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

Any student left unattended on school grounds before 8:10 am or after 3:30 pm 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.

8.900 Dismissal from School

Students assemble in the classroom by 3:05 p.m. for an all-school video assembly for school announcements, a closing song, and prayer. Students are released beginning at 3:10 p.m. and parents may pick up their children indoors or outdoors as described in Section 9.0, Student Drop-Off and Pick-up Procedures.

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

9.000 Student Drop-Off and Pick-Up Procedures

A. Parking

Parents may utilize both north and south parking lots to enter school to drop off or pick up their children. Only designated parking spots may be utilized and **NO PARKING** will be allowed along sidewalks.

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 (Appendix B) which shows the traffic flow pattern and drop-off area.

C. Student Pickup Name Placards

Name placards are given to families for use when picking up students after school from the drive-up line. A name placard must be displayed in the vehicle for the teacher to release a child to the driver.

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.

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.

E. Student Pick-Up (indoor)

Dismissal forms are used for families that want to have their children called down to them in the Commons after school. The forms are collected each day from 2:45 - 3:00 p.m. At 3:00 the forms are delivered to Principal Jacob for use during his closing presentation with the classes which begins promptly at 3:05 p.m.

Right after closing, students are dismissed in the following order:

Group 1 - Bikers & Walkers

Group 2 - Students with an authorized pick-up person in the Commons that has turned in a dismissal form*.

Group 3 - Students going to aftercare

Group 4 - All classes going to outside dismissal

Blank dismissal forms are available in the Commons. Complete the form and hand it to the attendant at the school office window so we can put faces with the names of those picking up students.

*To accommodate a prompt dismissal after closing, forms are not accepted after 3:00.

F. Extenuating Circumstances Pickup

If a child is to go home with someone who is not on their authorized pick-up 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 the school office to inform the Secretary who will then notify the child's teacher.

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

9.100 School Closings

Bethel will make every effort to follow our adopted and published school calendar and daily schedule. However, there are emergency situations that will not allow normal operations. These emergencies include, but are not limited to, weather (i.e., snow, ice, etc.) and other general emergencies (i.e., power outages, interruption of water service, etc.).

Bethel generally, but not always, follows the public schools, Morton School District 709, for school closings. However, there can be exceptions. Some emergencies, such as a power outage, may impact the public schools, but not our school. Another example would be weather-related transportation issues, such as icing of the bus fleet. The public schools, District 709, rely upon bus transportation. In contrast, Bethel students are transported to school exclusively by parents and other private vehicles.

Parents are encouraged to listen to area radio and/or television stations from 6:30 a.m. until 8:30 a.m. for public service announcements regarding school closing information. Parents and guardians will also be notified by the TADS, automated contact program.

9.200 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.

9.300 Library Procedures

Schedule:

1. Each class will come to the library on “Library Day” at a prearranged time.
2. In the event that the scheduled library time has to be changed for any reason, items will become due on the next available day.

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 unless otherwise specified by the classroom teacher.
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 in the drop box in the morning before school begins between 8:15 & 8:30 a.m.
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.

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.
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. The librarian must be notified of the child’s absence by the classroom teacher.
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.

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.

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.
3. If the item is later found and returned, a fine will be calculated and a partial refund may be possible.

9.400 Use of School Facilities

Bethel Lutheran School's gymnasium and other rooms may be used without charge for meetings of students, teacher groups, parent organizations, and Bethel Lutheran Ministries organizations. Arrangements for such meetings must be made with the business administrator at Bethel Lutheran Ministries.

Custodial services are available to any group using the facilities for a \$10.00 per hour fee. Should the business administrator deem the facility in need of cleaning following a building use, charges will be deducted from the deposit (see deposit charges section of FACILITIES RENTAL CONTRACT).

It is the intent of the business administrator that the use of school facilities by organizations not affiliated with the school be on a temporary basis in order to minimize any conflict with its primary intended use and plans of church and school affiliated groups. For this reason, organizations that wish to use the school accommodations on a regular basis must submit their applications in writing to the business administrator. The application must state:

1. The intended use of the facilities.
2. The maximum period of time they would expect to use the facilities, if known.
3. The name of the organization and the name of the responsible individual representing the organization.

Permission for such use will not be granted without prior approval of the business administrator. The business administrator will review each case to determine whether the facilities are being used in line with the original intent and whether such use shall be allowed to continue. In the event the business administrator votes to disallow further use, the business administrator will notify the group involved in writing.

Rules for the use of the gymnasium

- A. Any group wishing to use the gymnasium must fill out a Facilities Rental Contract and must have received the written approval of the Business Administrator.
- B. All such groups must have properly authorized adult supervision.
- C. All groups must show Christian sportsmanship, language, behavior, and manners at all times.
- D. The Commons, sound system, corridors, or classrooms may not be used unless the president of the School Board grants special permission.
- E. Dressing rooms and restrooms must be left in an orderly condition.
- F. No shoes or balls used on outdoor surfaces, including concrete, are allowed on the wood gym floor.
- G. If the gym is used for sporting events or practices, the floor must be dust-mopped before and after use.
- H. No children are allowed in the gym without adult supervision.
- I. Bleachers are not to be sat upon when they are folded up.
- J. No tape is to be applied to the gym floor.
- K. No wheels that have been rolled on outdoor surfaces, including concrete, are allowed on the gym floor. This includes strollers, band equipment, carts, or dollies.
- L. No equipment, tables, or chairs are allowed on the uncovered wood floor in the gym.
- M. No tables or chairs without good rubber or plastic caps on the legs are allowed on the gym floor covering.
- N. No alcohol is allowed in the building. This includes champagne toasts.
- O. Players must change into gym shoes. Tennis shoes that are worn outside will not be permitted on the playing floor, unless they have been thoroughly cleaned.
- P. Bethel Lutheran Ministries and School is not responsible for any articles left in the gymnasium or dressing rooms. Articles that are found on the premises following an event will be placed in the lost and found container or kept in the school office.
- Q. Leave the gymnasium in an orderly condition
 - 1. Put all chairs away.
 - 2. Dust mop the floor
 - 3. Place sweepings in proper containers (garbage cans, dust mop, broom, and dust pan are kept in the maintenance closet.
 - 4. Turn off all lights
 - 5. Check all doors to be certain they are locked.

There is **NO SMOKING** on Bethel Lutheran Ministries or School property.

9.500 School Newsletter

The newsletter, *The Flame*, is published weekly on the school website. A weekly notification of its availability will be sent via the e-mail address(es) you provided in the school information system (TADS). We encourage you to read it to stay current on important messages from the principal, current events, etc. Paper copies are available upon request in the school office.

9.600 Chapel Services

Weekly chapel services are conducted in the Church Sanctuary at 8:35 a.m. On the last chapel of the month, it may be held at 9:00 am to hold a joint chapel service with the preschool. Exceptions may be made to the time of chapels, but parents will be notified as to changes. On a weekly 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 Chapel 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.

9.700 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.

9.800 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.
2. Please make sure that the children you are guiding follow all the directions and rules given for the trip.
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.)
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!
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.
6. Guide by example in relation to politeness, courtesy, and Christian love.
7. Field trips will be only to the location listed on the permission slip. No other stops are allowed.

9.801 Field Trips 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.

9.802 Jr. High Field Trips

Our Jr. High (Grades 7 & 8) take part in overnight field trips – 7th-Chicago, 8th-Washington DC. To help offset the cost of these field trips, fundraising opportunities may be offered. Any funds raised through these opportunities are to be solely used toward the cost of the field trip. Should a student raise funds through the school for his/her field trip then elect to not participate in the field trip, those funds

will then be dispersed to the members of the class who are going.

9.900 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.

Sections 10, 11, & 12 - Pets in School, Drills, Alerts & Threats

10.100 Pets in School

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

11.100 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.

12.100 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.

Appendices & Acknowledgment Forms

Appendix A - Tuition¹ and Fees

**BETHEL LUTHERAN SCHOOL
ELEMENTARY AND PRESCHOOL FEES 2023-2024**



All fees are for the school year.

Preschool fees may be paid annually or monthly, in nine (9) equal installments.

Preschool families begin making payments September 1, 2023 & continue through May 1, 2024.

Elementary & High School fees may be paid annually or monthly, in ten (10) or twelve (12) equal installments.

For 10 installments, elementary families begin making payments August 1, 2023 & continue through May 1, 2024.

For 12 installments, elementary families begin making payments July 1, 2023 & continue through June 1, 2024.

All registration fees are non-refundable.

FULL-DAY KINDERGARTEN & ELEMENTARY GRADES

Registration & Technology Fees:	Registration	Technology	Total
Paid on or before March 31, 2023	\$280	\$50	\$330
Paid after March 31, 2023 (includes \$50 late payment fee)	\$330	\$50	\$380
Tuition:	10-Month	12-Month	Year
Families with one child in Bethel Elementary School	\$564	\$470	\$5,644
Families with two children in Bethel Elementary School	\$1,081	\$901	\$10,808
Families with three or more children in Bethel Elementary School	\$1,608	\$1,340	\$16,082

HALF-DAY KINDERGARTEN

Registration & Technology Fees:	Registration	Technology	Total
Paid on or before March 31, 2023	\$280	\$50	\$330
Paid after March 31, 2023 (includes \$50 late payment fee)	\$330	\$50	\$380
Tuition for Half Day Kindergarten:	10-Month	12-Month	Year
	\$398	\$332	\$3,981

PRESCHOOL

Registration Fee:	\$60	
Tuition: Families with 1 child in Bethel Lutheran Preschool*	9-Month	Year*
Two sessions per week	\$169	\$1,521
Three sessions per week	\$223	\$2,007
Four sessions per week	\$285	\$2,565
Five sessions per week	\$350	\$3,150
<i>*Families with a child in Bethel Lutheran Preschool & a child in Bethel Elementary School receive a \$90/year discount.</i>		
Preschool add-ons for 4 and 5 year olds:	Per Semester	
**Lunch Bunch	\$110/ # days per week chosen	
**Afternoon Enrichment	\$160/class	
**For Availability & Pricing Examples Go To https://www.bethellutheranschool.org/lunch-bunch--enrichment.html		

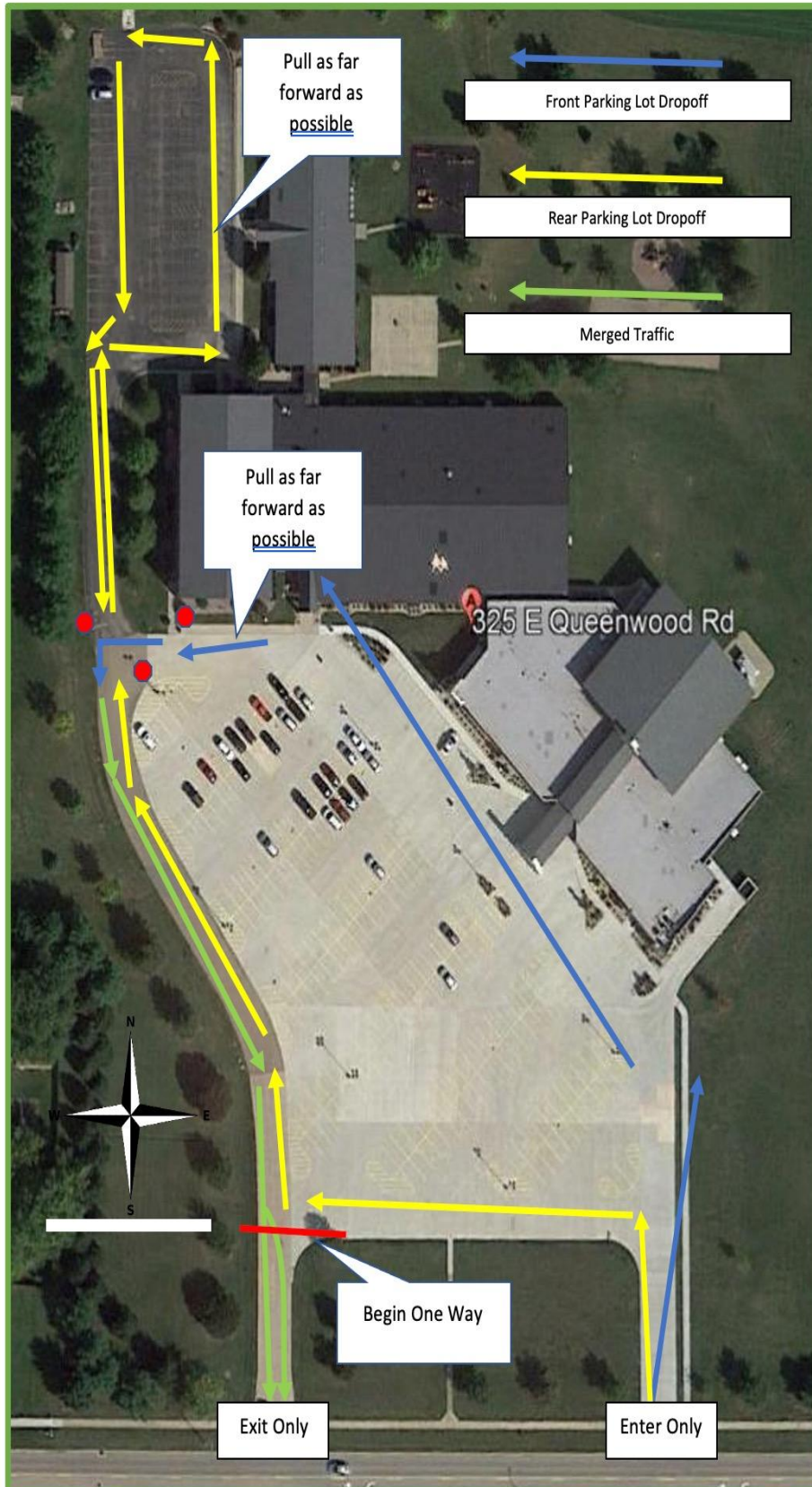
BETHEL HIGH SCHOOL

Registration & Technology Fees:	Registration	Technology	Total
Paid on or before March 31, 2023	\$280	\$50	\$330
Paid after March 31, 2023 (includes \$50 late payment fee)	\$330	\$50	\$380
***Tuition:	10-Month	12-Month	Year
***Tuition per student	\$680	\$567	\$6,800
***Note: High School tuition will be prorated based on classes taken at Bethel			

¹Parents 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.

Appendix B - Student Drop-Off Map

N



Morning Dropoff

People dropping off in front follow blue arrow traffic pattern

- Pull as far forward as possible
- Remain in place until car in front of you pulls forward
- Stop at 3-way before turning left onto West drive toward exit
- Proceed forward using only right-hand lane
- Where indicated by red line on map divide into lanes (left lane to make left turn out of parking lot, right lane to make right turn out of parking lot)
- If you need to exit vehicle to assist your child or wish to walk your child in, please park in spaces in front parking lot

People dropping off in back follow yellow arrow traffic pattern

- Turn to left immediately upon entering parking lot
- Proceed to West Drive and turn right onto drive
- Proceed on West Drive, stopping at 3-way stop
- Continue forward to rear parking lot
- Pull as far forward as possible along sidewalk
- Remain in place until car in front of you pulls forward
- Proceed counterclockwise around parking lot, stopping at 3-way stop
- Proceed forward using only right-hand lane
- Where indicated by red line on map divide into lanes (left lane to make left turn out of parking lot, right lane to make right turn out of parking lot)
- If you need to exit vehicle to assist your child or wish to walk your child in, please park in spaces in front parking lot
- Please exit rear parking lot by 8:30 to make room for preschool traffic

Acknowledgement of Bethel Lutheran School Internet Use Policy

We 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).

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 this page will indicate approval. If you do not wish to authorize access, please send a letter the principal stating those intentions.

(Signature of Parent)

(Date)

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Acknowledgement of Policies and Procedures

On behalf of my family, by my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of Bethel Lutheran School as defined in the Bethel Lutheran School 2023 – 2024 Parent Handbook.

Parent Name (Printed)

Parent Signature

Date