Bethany Lutheran School

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Bethany Lutheran School and Early Learning Center

Bethany Lutheran School
Providing a quality, Christ centered education since 1976.

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Dear Parents:

Your child is a very important individual. His/her experience in school will have a great deal to do with the shaping of his educational growth and attitude.

At Bethany Lutheran School, we look upon your child as an individual. We try to understand them and help them develop in healthful, happy ways.

The purpose of this handbook is to discuss the educational experiences we want to share with your child. It will give you a brief description of the theological foundation of Bethany Lutheran School, explain our philosophy of education, and provide information you will want to know about how this school operates on a daily basis. We are confident that, with mutual understanding and cooperation in the matters presented in this handbook, we will experience a special year together in pursuing a common cause; namely, that of bringing a child, whom you and we love, one year closer to maturity in a God-pleasing manner.

Since enrollment at Bethany Lutheran School indicates subscription to the policies stated in this handbook, please contact the Principal with any questions about our school's policies.

May the Lord bless your efforts at home and ours here at school, as together we strive to mold young lives with God's gift of the Gospel.

The Bethany Faculty, Staff, and Board of Education

FACULTY

All of our teachers here at Bethany hold a degree or certification in education. Early Learning Center Aides are trained and supervised by the Director at all times. All staff have had background checks/fingerprint ID reports conducted. If you need to reach your child's teacher, please contact our school office at (360) 876-1300.

Pastor	Rev. Anthony Pittenger
Principal, Grades 7 & 8; Language Arts, Social Studies	Mr. Shu-Ting Lai
Vice-Principal, Social Studies	Mr. Dennis Morrison
Athletic Director, Grades 5 & 6; Language Arts, Science	Mr. Isaac Sharrett
Grades 3 & 4; Art, Math	Mrs. Lisa Lai
Grades 1-2; Music	Mrs. Stepahanie Pasillas
Kindergarten	Mrs. Rebecca Bergemann
Early Learning Center Director	Mrs. Katie Denney
Early Learning Center Teacher	Mrs. Jennifer Tomko

Our substitute teachers directly represent the classroom teacher in their absence; therefore, they directly represent the beliefs of Bethany Lutheran Church and School. As a result, only Bethany members, or members of our sister congregations in the ELS/WELS, in good standing, may serve as substitutes.

BOARD OF EDUCATION

The Bethany Lutheran Board of Education, under the auspices of Bethany Lutheran Church, governs Bethany Lutheran School. The Board of Education is responsible for the welfare and operation of the school. Its duties, among others, are to set school policy and establish rules and regulations. The Board meets on a monthly basis under the direction of the Chairman. Both pastor and the congregation president are ex-officio members of the School Board. For a current list of School Board members, please contact the office.

MISSION STATEMENT

Bethany Lutheran Church established and supports Bethany Lutheran School to reach out with the Gospel and to nurture and educate believers in Christ for lives of service to Him.

PHILOSOPHY

BLS was founded in 1976 in an effort to provide Christ-centered Lutheran education and academic excellence for members of our church and the surrounding community. The intent of the school is to meet the needs of the whole child: spiritually, intellectually, emotionally, physically, and socially.

The *spiritual* education of the student is provided through the teaching of the Bible and the atmosphere, guidance and discipline, which permeates the entire day. All students are expected to participate in the religious education program, including weekly chapel services.

The *intellectual* education of the student is approached from the principle that the child must be taught, beginning at the level where he/she is, and progressing toward the development of his/her fullest potential. Goals and standards are set for the students, which will prove to be challenging, attainable, and realistic to their world. Their education is geared to living, providing them with the tools to meet the future expectations of life as responsible Christian citizens.

The *emotional, social* and *physical* education of the child revolves around the educational climate of the classroom. With the love of Christ and the example of a Christian educator, the child is surrounded with concern and understanding

We look to the parents to guide their children in developing Christian values and attitudes. A Christian family should conduct family devotions and attend worship services regularly. We urge all students in our school to attend church services, either at Bethany Lutheran or their own church, on a weekly basis. If you have no "church home", we invite you to worship with us.

CREDO

BLS exists because our Lord Jesus Christ has commanded His people to go forth and make disciples by baptizing and teaching. The Lutheran School is one of the arms Bethany Lutheran Church uses in carrying out the teaching portion of the Lord's command.

We believe, teach and confess that the Bible is the inspired Word of God and the only source and norm for Christian faith and life. Therein we learn that man is by nature sinful and that our Lord Jesus Christ, who suffered, died and rose again, is our Savior from sin. **We believe that all education is incomplete unless the pupil develops a positive relationship with God through faith in Jesus as Lord and Savior.** We wish our children to acquire academic knowledge in the light of Christ.

Bethany Lutheran Church, School, and Early Learning Center is a member of the Evangelical Lutheran Synod and adheres to all of its teachings.

OBJECTIVES OF BLS

1. Diligently teach God's Word and all other subject matter in the light of that Word.
2. Instruct the students in the fundamentals of Christian thought and action.
3. Guide the children to develop a Christian attitude and outlook on life.
4. Develop high ideals of citizenship grounded in obedience to God's Word and concern for the welfare of our fellow man.
5. Provide Christian fellowship as one of the most powerful factors in building character and training in Christian living.
6. Strive for high academic standards.
7. Provide an environment in which the child functions securely, developing these areas of his/her education as a daily experience.

These philosophical objectives are attainable only through the help and guidance of God, combined with the parents and school forming a joint venture in education. The harmonious relationship of the child – teacher - parent and God provides the setting and environment for optimum education; BLS endeavors to reach this optimum daily.

What does God say about Christian education?

The responsibility for the training of God's children rests upon the parents of the child and the Christian congregation. Bethany Lutheran Church has established and maintains a Lutheran elementary school to carry out this God-given responsibility and to assist Christian parents in carrying out their obligation for the Christian training of their children.

One thing is needful. *Luke 10*

While many of the subjects offered in the schools of our day are desirable, only the study of God's Word is absolutely necessary. Without it we cannot know the way to eternal life.

Seek first the kingdom of God and his righteousness... *Matthew 6:33*

We are confident that as we make the study of God's Word the most important part of our curriculum, God's blessings will surely rest on all that we teach.

So faith comes from hearing, and hearing through the word of Christ. *Romans 10:17*

The child has opportunity to hear God's saving Word at BLS every day.

If we live by the Spirit, let us also keep in step with the Spirit. *Galatians 5:25*

Once we come to know Jesus as our Savior, God wants us to tune our lives to His will. This takes training; Christian training is an important goal of BLS.

You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between yours eyes. You shall write them on the doorposts of your house and on your gates. *Deuteronomy 6:5-9*

Train up a child in the way he should go; even when he is old he will not depart from it. *Proverbs 22:6*

Feed my lambs. *John 21:15*

ENTRANCE REQUIREMENTS

1. All Families must fill out application forms in TADS.
2. Evidence of satisfactory scholastic ability and health.
3. Kindergarten: must be at least five years of age on or before August 31st.
4. First Grade: must have successfully completed Kindergarten, or be at least six years of age on or before August 31st.
5. Second Grade and up: must have successfully completed the previous grade.

ENROLLMENT PROCEDURES

Enrollment procedures include:

- Completion of enrollment forms in TADS.
- Completion of medical emergency consent and health form in TADS.
- Completion of tuition agreement and receipt of first tuition payment
- Receipt of records from previous school
- Receipt of immunization records; all immunizations up-to-date or state-approved exemptions
- Placement Testing
- Approval by the School Administration

The Board of Education may, for any reason, determine that a student's enrollment is not in the best interest of the school. In such cases the student's application will be declined.

TUITION POLICY/PAYMENT INFORMATION

Tuition is handled though TADS. Payments may be made by electronic bank transfer or credit card.

1. **Annual tuition is divided into 10 or 11 equal payments**, beginning July 1 or August 1. Final payment is due May 1.
2. **All payments are due on the first of the month unless otherwise arranged in TADS.** Invoices will be sent if payment is not received by due date. Payments not received by due date incur late fees as indicated in TADS.
3. **Accounts 45 days** past due may terminate enrollment.
4. **Withdrawal/Tuition refund:** All fees are based on the full tuition. Students who withdraw from school mid-term will be charged tuition to the end of the quarter in which they withdraw. In the event of withdrawal, tuition payments made in advance will be refunded only for the quarters following the quarter in which the student withdraws (no partial quarter refunds). *Example: If parents choose to withdraw their student after 6 weeks of school and have paid two payments on the 10-payment plan, they will be billed for the balance due for the first quarter*.

WHAT DOES BLS EXPECT OF PARENTS?

As a Christian parent who is interested in their child's spiritual, mental, emotional, physical, aesthetic, moral and social welfare, every parent will want to:

1. Attend Church and Sunday School faithfully, thereby setting the Christian example for your child. God tells us in Hebrews 10:25, "Let us not give up meeting together . . . but let us encourage one another." Our Lord expects parents to bring their children to worship on a regular basis.
2. Attend our Bible Information Class, as arranged with the pastor. This class is strongly encouraged for all K-8 parents who are not members of Bethany Lutheran Church.
3. Regularly attend the parent meetings and activities offered by the school so you can become better informed as to what your child is being taught, and how you can further assist in your child's education.
4. Offer all concerns and suggestions for improvement first to your child's teacher, then to the principal and finally to the Bethany Board of Education in order that any controversial situation may be resolved.
5. Support your child's teacher at home, recognizing the teacher as being God's representative.
6. Realize that your child will be taught Christian doctrine from a Lutheran perspective. We do not permit exceptions to religious instruction and exercises required by our students.

7. Support Bethany Lutheran School in every way possible.
8. Support the Christian attitudes and conduct being taught at school.
9. Volunteer your services to the school. There are many opportunities available.
10. See that your child is regular and prompt in attendance.
11. See that your child gets sufficient rest and sleep.
12. Encourage and assist your child in completing his/her homework.

WHAT DOES BLS EXPECT OF ITS STUDENTS?

1. Be polite and courteous.
2. Leave the building after school unless detained by a teacher, or in extended care.
3. Remain on campus during the school day unless given official permission and accompanied by teacher, parent or authorized adult.
4. Show reverence for the house of God when entering and leaving church.
5. Do not chew gum in school or on the school grounds.
6. Internet-connected devices (cell phones, smart watches, smart glasses, etc.) are to remain turned off and put away according to the direction of the classroom teacher. These devices may only be used on rare occasions during the school day with the teacher's permission for the primary purpose of communicating with parents. Internet usage will be limited to the school computers.
7. Strive to do your best academically.
8. Complete homework by the required time.
9. Make profitable use of all classroom time, including study periods and time before school starts.

HOME AND SCHOOL COOPERATION

Parents and faculty will want to work closely together in the interest of our children. This loving concern will lead us all to want to work closely together as a team. However, Satan has a way of twisting things so that the close bond of Christian love can sometimes be strained. If you find yourself disagreeing with our school policies, or with a decision that has been made; if you feel discontent, slighted, or hurt because of something somebody said, or because of something that happened at school; or if you have been wronged by one of the students, another parent, a teacher or staff member; please deal with it according to our Lord's directive in Matt 18:15-18 and in keeping with the Eighth Commandment:

A. Speak directly and privately to the person involved.

B. If the matter is not settled, go to the principal or the pastor.

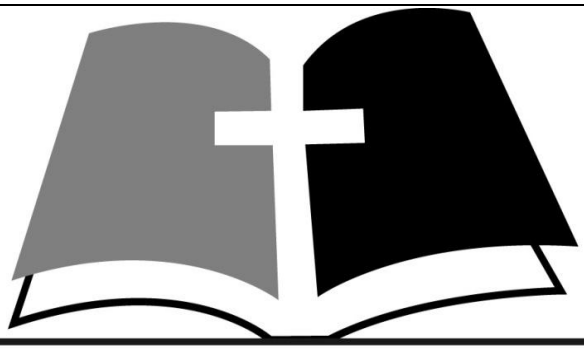
C. If the matter is still unresolved, take it to the Board of Education.

P.A.T.T. (PARENTS AND TEACHERS TOGETHER)

This is our Parent-Teacher organization. P.A.T.T. supports the school in a variety of ways: concessions and refreshments for school events, sponsoring school activities, and coordinating fundraising for school projects. All parents are welcomed and encouraged to participate in enriching the school experience of our children. The president and treasurer are faculty members appointed by the principal. The vice-president and secretary are school parents appointed by the principal.

VOLUNTEERS

Bethany Lutheran School thrives because of the constant work of parent and congregational volunteers. Volunteers serve as lunchroom help, classroom moms, library helpers, coaches, drivers, etc. Others help to fix up our facilities, correct papers, do clerical work, etc. All volunteers who work directly with children are required to complete & sign a form on which they certify that they have not been involved in any incidents of child molestation, child abuse, sexual misconduct, exploitation, or harassment, and submit to a State Patrol background check. Lunchroom servers are also required to obtain a current food handlers permit ($10). Please contact our school office for ways to serve our Lord and His children on a voluntary basis.



THE EVERGREEN LUTHERAN SCHOOL SYSTEM

Bethany Lutheran School is part of The Evergreen Lutheran School System (TELSS), which includes:

- 11 Lutheran schools affiliated with the Wisconsin Evangelical Lutheran Synod (WELS), the Evangelical Lutheran Synod (ELS), and Evergreen Lutheran High School (ELHS), Tacoma, WA.

- Part of the 4th largest private school system in the United States, composed of:
  ~375 Lutheran elementary schools serving almost 30,000 students in 27 states and four foreign countries,
  ~25 Lutheran high schools, three colleges, and two seminaries.

Our students participate in a number of academic, athletic, musical, and other extra-curricular activities with students from other TELSS schools throughout the school year.

NONDISCRIMINATION POLICY

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

STUDENT DISMISSAL

The board of education may at any point determine that a student's enrollment is no longer in the best interest of the school. In such cases the student will be dismissed.

ACADEMIC PROGRAMS

EARLY CHILDHOOD:

Bethany operates a Christ-centered Early Learning Center, offering full-day and half-day care to children age 3 and older. The Center is open Monday-Friday from 6:30am-6pm year-round, except holidays/scheduled closures or weather emergencies. For more information, please contact our director.

KINDERGARTEN – GRADE 8:

Kindergarten – Grade 8 classes are offered Monday through Friday from 8:15 AM to 3:15 PM.

The education of the child in the elementary grades is based on the need for a firm foundation of basic knowledge to insure the tools necessary to function successfully in the broadening scope of education.

All subjects are presented using means that make education creative and meaningful. Because eternal life in heaven and faith are directly connected to God's Word, we do attach a high value to the religious instruction here at Bethany. For this reason, all of our subjects throughout the day are approached from a distinctly Christian point of view. While the average week's instruction may spend more time in some areas of our curriculum than others, we see all areas of the curriculum as important and having equal value. We believe that all areas of our curriculum make our school children well-rounded students. Therefore, absenting a student from any one part of our instruction will be reflected in the student's attendance record and GPA. Our curriculum includes a full range of academic subjects. More information is available in our Curriculum Guide.

SCHOOLWORK

The faculty and administration of BLS believe that assignments are a part of the academic program of the school and a valuable learning experience. Students are expected to follow the homework guidelines established by the principal and teachers.

The diligent child will be able to complete much of this work at school. We recommend that all pupils have a set place and time for doing homework. It is our goal that our students become self-disciplined in the area of schoolwork, a training that will be helpful throughout life. To that end, we expect the parents to assist their children in their academic studies.

GRADING SCALE

Percent Score	Letter grade	Grade Point
100%	A+	4.0
95 - 99%	A	4.0
93 - 94%	A-	3.7
91 - 92%	B+	3.3
87 - 90%	B	3.0
85 - 86%	B-	2.7
83 - 84%	C+	2.3
79 - 82%	C	2.0
77 - 78%	C-	1.7
75 - 76%	D+	1.3
72 - 74%	D	1.0
70 - 71%	D-	0.7
Below 70%	F	0.0

Teachers may decide whether they want to grade areas such as music, art, P.E., computers, etc. with letter grades, or with another system, e.g.

E – excellent S – satisfactory N - needs improvement I - incomplete U – unsatisfactory

REPORTING STUDENT PROGRESS

Grades are recorded online for students in grade are able to access those grades at any time. No permanent record is kept of mid-term progress er the end of each quarter, report cards will be mailed to the students' homes (providing tuitio nt). The final report card of the school year is kept in the student's cumulative file.

PARENT-TEACHER CONFERENCES

At the conclusion of the first quarter, parent-teacher consultations shall be held. Please take this opportunity to discuss your child's progress with his/her teacher, as well as address any questions or concerns you may have. If either the parent or teacher feel additional consultation is necessary, arrangements will be made to conduct a conference after school hours. Parents are always welcome and are encouraged to visit the classrooms of the school. Please make arrangements with our school office ahead of time to make your visit more profitable.

HONOR ROLL

Bethany Lutheran School will announce after each quarter those students in grades 5-8 who have earned honor roll status. To qualify for the honor roll, a student must have a grade point average (GPA) of 3.3 or better. To qualify for high honors, a student must have a GPA of 3.7 or better. Any grade below C- will disqualify a student from the honor roll. Any grade below B- will disqualify a student from the high honor roll.

TESTING PROGRAM

Bethany Lutheran School participates in a national testing service through the WELS Testing Program. Tests are given to students in grades 3-8. Parents are welcome to review the results of these tests as soon as they become available. Bethany Lutheran School is not required to nor does it administer the *Washington Assessment of Student Learning* (WASL).

RETENTION / PROMOTION

Students normally advance to the next grade level at the end of the school year after satisfactorily completing the course of study required. Students who do not demonstrate competence in their grade level may be retained in their present grade for another year. This decision will be made by the principal in consultation with the classroom teacher and the student's parents.

EXTRA-CURRICULAR ACTIVITIES

Bethany Lutheran School and The Evergreen Lutheran School System work to provide a host of extra-curricular activities for our students. Among these activities are:

Athletics – soccer, cross-country, basketball, track and field, and softball.

Academic Events – geography bowl, math bowl, science/social studies fair, spelling bee, forensics festival, environmental camp

Fine Arts – choir, choral-festival, art fair, drama, piano lessons, band

BLS students may be required to participate in some extra-curricular activities.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Currently soccer, cross-country, and basketball are operating under the following guidelines:

A minimum of a **C- AVERAGE** must be maintained in each subject area to remain eligible to play organized athletics. (Note: In special cases, this may be waived in cooperation with the parents, teacher, principal, and athletic director.) An ineligible child may not participate in games until the minimum average is achieved in each subject area. An ineligible child may participate in practices with the consent of the teacher, parent, principal, and coach. In cases of ineligibility, grades will be checked on a weekly basis.

FIELD TRIPS

Field Trips provide an opportunity for students to further their educational experience outside the classroom and away from the BLS campus. Our teachers select a variety of field trips to expand the students' regular classroom material of gain better insight into a specific area of study. Classroom discussion and follow-up activities can further enhance these activities.

Bethany Lutheran School is responsible and accountable for all phases of a field trip including scheduling, determining which students are involved, making arrangements, organizing transportation, informing parents, establishing costs, etc. However, volunteers often help with these arrangements. Volunteer driver/chaperones are also a vital part of a successful field trip. The majority of costs for anticipated field trips are included in the Annual Activities Fees. Transportation costs will be added for each field trip.

All children and drivers must comply with Washington state law regarding safety restraints. Parents must provide a proper child restraint seat for all children 7 years of age or younger. (see "Transportation" on p. 14).

ANNUAL ACTIVITY FEES

Each family pays an annual activity fee for each student (based on their grade level) at the beginning of the school year, to cover all anticipated activities for that child for the year. Payments cover field trips, classroom parties, lab & special class fees, magazine subscriptions, meet/competition entry fees, sports, etc. This fee does NOT cover milk, lunch, merchandise such as Bibles or T-shirts, or music lessons. Occasionally BLS may still need to assess a fee for a special event.

COMPUTER TECHNOLOGY AND INTERNET USE

Computer and Internet are available to the students and their teachers at BLS.
Since technological access offers the availability of material not considered appropriate or beneficial for Christian education, an industrious user may access or discover controversial information.
Each student will be held accountable for the search criteria he/she uses with the Internet and for the material accessed. A discerning Christian choice about the type of material accessed is expected and encouraged.

BOOKS & SUPPLIES

Certain religious *books* are required for the appropriate grade. These generally include: Bible (ESV), Hymnary, Luther's Small Catechism, and Classroom Memory Workbooks. Whenever possible, we will arrange for these to be purchased through the school at reasonable cost.

DISCIPLINE

Learning cannot take place in an atmosphere of disorder and disrespect. Disrespect is sin and calls for Christian guidance and correction. Students owe respect and obedience to their teachers under the Fourth Commandment. Teachers will make every effort to treat all children fairly in accordance with God's Word. Classroom rules should be fair, workable, consistent, and respectful of the rights of students and staff. Students are expected to follow the discipline guidelines developed by the principal and teachers.

Discipline Objectives: To provide an environment where

A. Students are taught to live their faith through God-pleasing behavior.
B. Teaching and learning can take place.
C. Students will feel physically or emotionally safe and secure.
D. Students feel loved and valued.
E. Positive behavior is encouraged, praised, and rewarded.

At times it becomes our duty to point out, admonish, correct, and even punish sin with Christian love and concern for the individual. **"He who spares the rod hates his son, but he who loves him is careful to discipline him!"** (Proverbs 13:24) In most cases where a child misbehaves at school, an incident report will completed and sent home with the child to be signed by the parent and returned to school the next day. Additional consequences may be added by the teacher at school or by the parents at home. When the child understands that his/her behavior was wrong, it is most important that he/she then be assured that God loves them and has already forgiven them for Christ's sake.

If a persistent disciplinary problem develops, upon notifying the parents the teacher and/or principal may implement other disciplinary action, which may include the following:

Detention: A detention is a designated stay after school during which time the student will complete his schoolwork or a special project. Detention period may be given to students who have late assignments, have been repeatedly tardy, or have been poorly behaved. Detention periods will be served from 3:30 to 4:30 PM. Parents will be notified before a student is required to serve an after-school detention. A $20 fee may be charged for each detention.

Suspension: A suspension is a term of one or more days when a student is not allowed to participate in school or school activities in keeping with the seriousness of the offense. A suspension may be issued for defiant behavior, fighting, cheating, or destruction of property. A suspension may be issued at any time (including the first offense) if the offense so warrants. Parents will be notified and informed of the situation as soon as possible if and when a suspension is given.

- ✓ **In-school suspension:** An in-school suspension is one or more days of school when a student is required to spend his time in school away from his regular classroom.
- ✓ **At-home suspension:** An at-home suspension is one or more days of school when a student is required to spend his time at home away from his regular classroom.

Probation: A probation period is time during the school year dedicated to special positive attention for students who need help achieving the academic or behavioral standards expected at BLS. The probation process is a team effort, led by a teacher and supported by students and parents. Other than "New Student Probation", other forms of probation may include academic probation and behavioral probation.

- ✓ **New student probation** is the first grading period of enrollment. During this time the student is monitored and evaluated by the faculty to help them understand and achieve the academic and behavioral standards required. Meetings among student, parents and teachers may be held as needed to encourage progress. Based on the teacher's recommendation, the Bethany School Board needs to decide on the student's status and continued enrollment.

Expulsion: In extreme cases a student is asked not to return to Bethany Lutheran School because of defiant, abusive, or threatening behavior. We pray that this never happens. The final decision will be made by the Board of Education.

Corporal Punishment such as spanking will not be used at Bethany Lutheran School.

Parental Support is necessary to send a unified message to the student that improper behavior will not be tolerated. Bethany expects the parents to support the staff in their disciplinary decisions and actions whenever possible. In the event that the parents disagree with disciplinary decisions and actions, please follow the following **Disciplinary Appeals Procedures:**

1. An appointment may be made with the teacher involved at the end of the school day. (Because all of our teachers must be in the classroom with the students, BLS will not allow them to take classroom time to discuss disciplinary matters.)
2. If the parents still question or dispute the action taken, they should make an appointment to speak with the principal. Note that the principal's time falls under the same restrictions as other faculty. BLS will not allow the principal to take classroom time to discuss disciplinary matters.
3. If, after the principal has considered the matter, the parents still question or dispute the action taken, they are to:

   a. Write out their case, clearly documenting the issue they contest,

   b. Contact the Board of Education Chairman that he may place them on the agenda for the next Board of Education Meeting,

   c. At that time they will present their issues to the entire Board of Education.

   Because the Board of Education meets at irregular times, it will be the responsibility of the Chairman to inform the appealing parents of the next date and time.

Bullying Policy: Bethany Lutheran School believes that all students have a right to a safe and healthy school environment. Our school staff is dedicated to model, cultivate, and direct students toward gospel-centered relationships with peers and teachers. Jesus, our Savior, tells us "Love one another: just as I have loved you, you are also to love one another" (John 13:34).

Still, Bethany Lutheran School is not immune to sin and its effects. Bullying can be defined as the use of force, threat or coercion to abuse, intimidate, or aggressively impose domination over others. This type of behavior is characterized as habitual. Bullying can be physical, verbal, emotional, or cyber.

Teachers will help students understand the root cause of bullying (sin) and the remedy for bulling (forgiveness through Jesus). Bethany Lutheran School expects students and parents to report bullying to those in authority so that the matter can be investigated. Students who bully are in violation of this policy and are subject to disciplinary action according to the school's discipline policy.

CHAPEL SERVICES

Every Wednesday during the school session, the school day begins with a worship service held in the church at 8:25 AM (time/day subject to change). All parents and friends are invited to attend these services, which are conducted by the pastors or teachers.

An offering is taken at each weekly chapel service. A special mission field outside the school is selected each year and these offerings are sent to assist in the spreading of the Gospel. Students are encouraged to develop the habit of good stewardship in sharing with others the blessings God has given them.

TRANSPORTATION

Carpooling: We are not able to offer transportation services to our students. Parents have often been able to work out car pools to their satisfaction. To facilitate the forming of car pools, please contact the school office for an enrollment list of possible names, addresses and phone numbers.

Parking/Drop-off/Pick-up: Drivers are reminded to follow the counter-clockwise pattern when entering and leaving our parking lot. Please refrain from stopping and dropping or picking up your child at the flagpole.

Washington State has two occupant protection laws...a seat belt law…and a child restraint law. Bethany students will be required to follow these laws when riding with a volunteer driver or a member of the faculty or staff.

Buckling one seat belt around two people or placing the seat belt under the arm or behind the back is dangerous, can cause death or serious injury, and is a violation of the law.

Washington's Child Restraint Law requires:

- Children under 13 years old be transported in the back seat where it is practical to do so.
- Children up to 4'9" tall must ride in a child booster seat.
- Effective January 2020, a child can move out of a booster seat when over 4'9" and when a lap and shoulder belt fits properly. *(A child's age is no longer a determining factor for use of a booster seat).*
- The restraint system must be used correctly according to the car seat AND vehicle manufacturer's instructions.
- Vehicles equipped with lap-only seat belts are exempt from the requirement to use a booster seat.
    - Children at least 4'9" who wear a seat belt MUST use it correctly (never under the arm or behind the back) or continue to use a booster.

DRESS CODE

While Bethany Lutheran School does not have a school uniform, each child will be required to have Bethany logo wear to be worn for field trips and other instances when the class will be away from our school campus.

The clothing a person wears and personal grooming reflect attitudes and often affect conduct. The community – even the Christian community, tends to evaluate a school on the appearance of its students and its staff. Christian students will want their appearance to show that they are a people belonging to God. *"But you are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellencies of him who called you out of darkness into his marvelous light." 1 Peter 2:9*

We expect our students to reflect the Christian nature of the school by dress that is neat, clean, non-tattered (no skin showing through the clothing), appropriate and modest. Student dress should not distract teachers or other students from their work. Specific dress code requirements follow:

- ✓ Shorts may not be worn from November 1st through the end of February unless otherwise announced by the administrator.
- ✓ Shorts must be at modest length and cutoffs will NOT be permitted.
- ✓ Undergarments may not be visible.
- ✓ All pants and shorts are to be worn at the natural waist. Pants must not sag and underwear must never show.
- ✓ Extreme hairstyles will NOT be permitted.
- ✓ Caps or hats are NOT permitted in the classroom or sanctuary during the school day.
- ✓ Shirts must have sleeves or a minimum of 2 fingers worth of width over the shoulders. Necklines must be no lower than an imaginary line that crosses the chest from upper armpit to upper armpit. Shirts must be long enough to cover the midriff.
- ✓ Clothing displaying ads for tobacco, alcohol, drugs, or themes contrary to our Christian values are NOT permitted.
- ✓ Footwear is required at all times, unless otherwise indicated by the classroom teacher.

GENERAL REGULATIONS

The following general regulations apply to all students in Kindergarten through 8th grade.

USE OF STUDENT PICTURES: Bethany Lutheran School uses student's photos/video for school advertising. This is includes, but is not limited to newspaper submissions, Facebook, school & church websites, and correspondence. We will generally not include a student's name or other personal information with their photo. Parents who enroll their children at Bethany do so with an understanding that photos and video may be used for this purpose.

SCHOOL HOURS: School doors open at 8:00 AM. Classes start promptly at 8:15 AM, and school closes at 3:15 PM. Students who enter the building before 8:00 AM without prior arrangement with the staff will be placed in our before school extended-care program. Students who cannot be picked up before 3:30 PM will be placed in our after school extended-care program. No child is allowed to leave the school grounds during school unless the teacher or principal grants special permission and they are accompanied by an adult.

ATTENDANCE: Studies and experience show that there is a strong correlation between regular prompt attendance and success in school. While we recognize that sick children should stay at home, we also require children who are not sick to be at school (see **"ABSENCES"** below).

TARDINESS: School doors will be locked at 8:15 AM. Students who arrive at school after 8:15 AM should report to the office where they will receive a class admittance slip before they proceed to their classrooms. Students who are tardy for ten days in a quarter will receive a detention. In the event that the detention does not remedy the tardiness, the parents may be required to meet with the principal.

ABSENCES: Students who are ill should stay home from school. Illnesses include, but are not limited to, the following: diarrhea, vomiting (two or more occasions), rash, sore throat, open sores, fever (100 degrees or higher), lice, ringworm, scabies, whooping cough, and chicken pox. Students may return to school when they have been symptom free for 24 hours without the help of medication unless prescribed by a doctor. Students who are absent due to illness will be given adequate time to make up missed schoolwork.

We also recognize that it may be difficult to schedule doctor, dental, or orthodontics appointments outside of school hours. Occasionally, some other reason for being absent other than illness may be valid, provided the student and parents make the necessary arrangements with the teacher and\or principal prior to the anticipated absence. Students needing to be excused from school earlier than the regular dismissal time will be dismissed from the school office. Parents must come into the office to sign out their child. If your child will be picked up early for an appointment or any other reason, it will be noted and recorded on the quarterly report card. Bethany Lutheran School makes no distinction between excused and unexcused absences.

If and when a student is absent for ten (10) days in a quarter the parent may be asked to meet with the principal. The Bethany School Board will be informed of any student who has been absent for fifteen (15) days during a quarter. After twenty (20) days of absence during a quarter, the student will be placed on academic probation. The student and parents will have to meet with the principal to determine what actions will be taken.

COMMUNICATIONS: Bethany Lutheran School requests that parents contact the school office by phone, email, or letter if a child will be absent or tardy. Parents will be called from our school office if students do not arrive at school and prior notification is not received.

CHILD ABUSE: Children under the age of 18 are protected by state law under the provisions of the "Revised Code of Washington" (RCW) chapter 26.44. Among other things, this means that the teacher is obligated to report to Child Protective Services any incidences of child abuse or neglect. Abuse is defined as "harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse or maltreatment, by a parent, a legal guardian or any other person responsible for the child's health or welfare." Child neglect is defined as "harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care." Failure to report abuse or neglect is a crime that can result in legal penalties. Child Protective Services is available 24 hours a day, 7 days a week.

SNACK: Each classroom will have a snack prior to lunch each day. All children are responsible for bringing their snack from home.

LUNCHES: We offer hot lunch and/or milk provided by the South Kitsap School District. Students may also bring their own lunches. Lunch pails or bags are to have the pupil's name on them. Students may bring microwaveable items. No food is allowed on the playground or in the student's desk.

VISITORS: All parents and friends are welcome to visit the school and/or classroom at any time. Please make arrangements for these visits through the school office. All visitors should check in with the school office upon arrival.

CLASSROOM PARTIES: Each classroom may celebrate holidays or birthdays with special activities and/or treats and/or refreshments. Parents may be asked to assist with these events.

NO SKATEBOARDS, ROLLER-SKATING, or BIKE RIDING: These as well as shoes that roll or have rolling mechanisms are prohibited on the school grounds at any time during the school day.

MEDICATION AT SCHOOL: Washington State law requires that we have an *Authorization for Administration of Oral Medication at School* signed by the child's doctor or dentist and parent or guardian before such medicines may be given here at school. Without this form, we will not be able to give any medication at school. All medications are to be brought to the office where our school secretary will administer them. Exceptions may be made for students who regularly attend extended care, or need to have an inhaler, Epi-Pen, etc. with them at all times.

EMERGENCY NOTIFICATION CARDS: On occasion we may need to contact a student's parent or guardian in response to an emergency. An updated card must be on file in our school office for all students.

PLAYGROUND BEFORE AND AFTER SCHOOL: Because of safety concerns, students will not be allowed to play on the playground equipment or field before school or immediately after school without parental supervision. The playground is closed to everyone when in use by our Early Learning Center.

WEATHER RELATED SCHOOL CLOSINGS: Bethany Lutheran School will be guided by the decision of the South Kitsap School District when it comes to weather-related school closings. This means that if the South Kitsap School District is closed due to weather, we are too. However, our late start times may **NOT** coincide with the public school district. Closure and delays will be communicated to parents through email and Remind.

- ✓ DELAYED START (One hour, Two hour, 10:00am, etc.): No AM Extended-care; Half-day Early Learning Center. A late start may change to a full closure if conditions deteriorate, so keep listening if the weather seems to be worsening.
- ✓ SCHOOL CLOSED: No Early Learning Center; Extended-care; After-school activities (sports practices/games; music lessons; field trips; etc.).
- ✓ EARLY DISMISSAL: No PM Extended-care; After-school activities. If the school and/or Early Learning Center must dismiss early, we will call all parents to pick up their students. We will stay until all students have safely departed. Please be sure we and your students know of a relative, neighbor or friend who can pick them up if we cannot reach you. (Now is a good time for your family to develop a plan or your children to follow if weather causes school changes and you are not able to get home.)
- ✓ HOT LUNCH: Unless SKSD is closed, hot lunch is usually available on late start days. They generally send enough to cover our highest average counts. They may have to make menu substitutions.
- ✓ REMEMBER… even if we have school, if the conditions in YOUR area are unsafe, PLEASE don't endanger yourselves trying to get your students to school – just call the office and let us know that you will be staying home. The safety of our families is our top priority.

EXTENDED CARE (BEFORE- & AFTER-SCHOOL CHILD CARE)

ELIGIBILITY/ENROLLMENT: Students enrolled K-8 at BLS are eligible for before- and after-school extended care. We track attendance and payment through the Brightwheel app. You can sign up at any time and follow the instructions through the automated welcome email.

HOURS: Extended care is available Monday – Friday from 6:30-8:00 a.m., and from 3:15-6:00 p.m. On days when school dismisses at 11:30 a.m., afternoon care is available from 11:30 a.m.-6:00p.m. Extended care is automatically provided on a 'drop-in' basis to students arriving at school before 8:00 AM and students remaining at school past 3:30 p.m. *(7:50-8:00 a.m. and 3:15–3:30 p.m. are grace periods in which no fee will be charged.)* No children are allowed unattended in vehicles, the parking areas, or the playground. Students who are not picked up by 6:00 p.m. will be charged $1.00 per minute. If a child is not picked up by 7:00 p.m. a call may be placed to the appropriate state officials. **EXTENDED CARE WILL BE CLOSED WHEN THERE IS NO SCHOOL.**

COST: The cost is $6.40 per hour for the first child, and $3.20 an hour for each subsequent child in the family; charges are calculated to the nearest 15-minute mark. The minimum charge is $1.60 for the first child and $0.80 for each subsequent child.

PAYMENT: Monthly invoices will be sent to parents/guardians around the 1st of the month for extended care charges from the previous month through Brightwheel. Payment is due on the 15th of the month and outstanding balances that are 45 days late may terminate enrollment from the school. Payments are encouraged to be made through Brightwheel, however cash and checks will be accepted during the office hours.

DROP OFF/ARRIVAL: Students may be brought to school during the program hours stated above. Please buzz for admittance to the building through the single video-monitored door in the church narthex (south end of the building nearest Tremont).

PICK-UP/DEPARTURE: Students in grades K-4 must be picked up in the designated extended-care room. Please buzz for admittance to the building through the single video-monitored door in the church narthex (south end of the building nearest Tremont). Students in grades 5-8 may be picked up in the room or may be released by the extended care teacher. Pick-up is to be by the parent, or legal guardian. The parent MUST call to notify the provider if another escort is authorized to pick up the child that day. Picture I.D. is required before a non-parent/guardian picks up a child for the first time.

MEALS/SNACKS: Breakfast and an afternoon snack are not provided. Should your child require either of these, please be sure to provide it from home.

TOYS/GAMES/INTERNET-CONNECT DEVICES: Toys and games are provided by the extended care program, so student SHOULD NOT bring personal toys to school. Internet-connected devices (cell phones, smart watches, etc.) may be used in extended care at times permitted by the teacher. Cell phones should not be taken outside unless specifically allowed by the teacher. Cell phones or other devices MAY NOT be used for recording video, taking pictures, or posting to social media.

BEHAVIOR MANAGEMENT: **See Discipline p. 12**

IN CONCLUSION

School is a place for your child to learn and grow. As parents, you can help your child to have a positive and enjoyable school experience, and to get a head start on learning by keeping the following suggestions in mind:

1. Make your children feel secure and wanted at all times.
2. Attend church and Sunday school regularly; teaching your children to pray by praying with them.
3. Ask them about things. Children learn by thinking.
4. Show an interest in what they do. Do not make fun of them or their efforts, or compare them with other children in the family, school, or neighborhood.
5. Teach them to take care of themselves and their belongings.
6. Provide them with a good breakfast before sending them off to school.
7. Prevent them from bringing inappropriate items or objects with them to school.
8. Support the mission and policies of the Bethany Lutheran School.