



2016 - 2017

PARENT/STUDENT HANDBOOK

www.gobethany.com

School: 1011 Ulatis Drive, Vacaville, California 95687

School Phone: (707) 451-6683



Accredited by:

Accrediting Commission for Schools,
Western Association for Schools and Colleges
533 Airport Boulevard, Suite 200
Burlingame, CA 94010-2009



National Lutheran School Accreditation
LCMS School Ministry
1333 S. Kirkwood Rd.
St. Louis, MO 63122



Table of Contents

Part 1: Who We Are	pages 4-8
A. School's History	
B. Mission Statement and ESLRs	
C. What Does the Lutheran Church Believe?	
D. The Ministry of Teaching	
E. Faculty and Staff	
F. Administration	
G. Volunteers	
H. Our Commitment to Students and Parents	
Part 2: Academic Information	pages 8-16
A. Enrollment Age	
B. Enrollment Policies	
C. Enrollment Procedures	
D. Immunization Requirements	
E. Health and Safety	
F. Student Medication	
G. School Hours	
H. Arrival and Departure	
I. Extended Care	
J. Curriculum and Evaluative Reporting	
K. Grading Policy	
L. Grade Reports/ Grade Point Average	
M. Eligibility for Co-Curricular Activities	
N. Academic Probation	
O. Homework Guidelines	
P. Standardized Testing	
Q. Retention and Promotion	
Part 3: Standards for Christian Living	pages 16-20
A. Worship	
B. Behavior and Conduct	
C. Guiding Student Behavior	
D. Disciplinary Ineligibility	
E. Public Displays of Affection	
F. Dance/Events Attendance	
G. Smoking	
H. Suspensions/Expulsions	
I. Textbooks, Book Bags and Lockers	
J. Parental Behavior	
Part 4: Additional School Information and Definitions	pages 20-28
A. Attendance Philosophy	
B. Tardiness	
C. Absences	
D. Truancy	
E. Extended Absences	
F. Dress Code	

- G. Campus Boundaries
- H. Computer and Technology Usage
- I. Discrimination
- J. Harassment
- K. Plagiarism
- L. Records Maintenance
- M. Library Use Guidelines
- N. Meals and Snacks
- O. Social Activities
- P. School Programs
- Q. Emergency Preparedness Plan
- R. Sports and Other Competitions
- S. Toys and Sports Equipment

Part 5: Support Services

page 28-29

- A. Guidance and Counseling
- B. Parent Teacher Organization (PTO)
- C. Family Partnership Program
- D. Lost and Found
- E. Parent Orientation
- F. SCRIP Program

Part 6: Communications

pages 29-30

- A. Academic
- B. Parent Newsletter and Calendar
- C. Appeals to the Handbook
- D. Communication Procedure for Problem-Solving
- E. Elastic Clause

Part 1 - WHO WE ARE

A. SCHOOL'S HISTORY

Bethany Lutheran Church established an early childhood program in the Fall of 1974 to provide the children of the congregation and other children of the community a positive, nurturing, educational experience in a Christian environment. We have grown over the years with the addition of an elementary school, which is a fulfillment of a long-term goal; starting from Kindergarten through 8th grade. Throughout our growth, we have maintained our commitment to providing a quality education, evidenced by the dually accredited program; offering appropriate and effective class sizes; and maintaining a qualified and dedicated teaching staff. Within this environment, students are able to receive the personal attention that so greatly enhances academic life at every level.

B. MISSION STATEMENT AND EXPECTED SCHOOL-WIDE LEARNING RESULTS

Bethany Lutheran School is a family of
hope-filled Christian believers dedicated to
nurturing all children to love, honor and serve God.

Graduates of Bethany Lutheran School will be prepared to be:

Active Christians

They will look to the Bible for guidance and growth, upholding its teachings.
They will serve God, home and the community.
They will respect and maintain their bodies as the temple of the Holy Spirit.

Productive and socially responsible citizens

They will collaborate to accomplish tasks as members of a group.
They will learn about, experience, and appreciate the contributions of various cultures.
They will exemplify good citizenship and social skills.
They will recognize and respond to the needs within their community.

Effective and self-expressive communicators

They will receive, process, and respond to information in clear and appropriate ways.
They will utilize various technological resources.
They will experience and participate in a variety of art forms.
They will creatively express themselves through the arts.

Critical thinkers

They will collect, analyze, interpret and evaluate information.
They will formulate and implement plans of action addressing challenges and opportunities.

C. WHAT DOES THE LUTHERAN CHURCH, MISSOURI SYNOD BELIEVE?

God...

is one God in three persons: Father, Son, Holy Spirit—Creator, Redeemer, Sanctifier.

People...

were created by God in holiness but have become corrupted by the power of sin (rebellion).

The Bible...

is the Word of God and is completely reliable as a source for knowing God and His will for us.

God's Law...

demands perfection of heart, thought, word, and deed. All who fall short deserve His punishment now and forever.

God's Gospel...

The Bible also reveals God's Gospel (The Good News). Out of love for His fallen world, God has provided a Savior, Jesus the Christ.

The Savior...

is God's only Son. He died on a cross to save the world from sin. He rose again to give new life to all believers.

Salvation...

is ours, not by our own merit, but solely by God's grace, a gift.

Conversion...

is also a gift which is worked in our hearts by the Holy Spirit through the Gospel. The evidence of conversion is sorrow for our sin and a turning in trust to Jesus, our Savior.

Faith...

is the confessed sinner's acceptance of Jesus Christ as Savior and a trust in all of God's promises.

The Church...

is all people, in every place and in every age, who accept Jesus Christ as their Lord and Savior. Concrete expressions of the church are experienced whenever Christians gather around the Gospel proclamation and the Sacraments.

Sanctification,...

the holiness of life, follows conversion. Good works are the result of our salvation, not the cause.

Forgiveness...

will be the believer's daily need, for total holiness is possible only after entering eternal life.

Baptism...

is a Sacrament which establishes the new life in a person and brings forgiveness and the renewing power of the Holy Spirit.

The Lord's Supper...

is also a Sacrament which allows its participants to partake together, with their Lord, His Body (the bread) and Blood (the wine). This "holy communion" brings assurance of forgiveness and strengthens faith.

Prayer...

is also a communion with God and contains expressions of adoration, confession, thanksgiving, and supplication. It can be experienced privately and corporately.

Our mission,...

as long as we have life and breath, is to proclaim the Gospel of the salvation Christ brings!

Death...

does not sever a believer's relationship with God. God's gift to us in Christ is eternal life.

Why Bethany Lutheran Church, as an LCMS congregation, operates a school and preschool and how Lutheran schools and preschools are different from other schools and preschools:

- driven by a commitment to the Gospel.
- governed by a board members who clearly understand their roles.
- meet or exceed state and national academic standards.
- develop assets in children
- educators who model visionary leadership.
- Educators who model spiritual leadership.

D. THE MINISTRY OF TEACHING

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered His disciples and others around Him and taught with such conviction and truth that the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hands!’ ” (Mark 6:2, RSV). His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but also how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but also to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and helping them learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order.

The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but also to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul’s admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Philippians 4:8–9)

Teachers in a Lutheran Christian school must be ever mindful that they instruct not just through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school’s statement of faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood. “Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another.... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear” (Ephesians 4:25, 29).

Teachers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians: “Let all bitterness and wrath and anger and clamor and slander be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31–32).

Teachers also model the Christian life by being active in their own church community and by serving as intermediaries assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith where their friends and family are around them.

Even as we may see our society change in its beliefs, Bethany remains rooted in the Holy Gospel and our affirmations of the Biblical truths upon which Bethany is founded and operate do not. Our faith foundation on some, but not all, of those differences are defined below.

Marriage: the Holy Scriptures teach that God, in creating the world, gave marriage to be the life-long union of one man and one woman (Gen 2:24), a gift to be held in honor and kept pure (Heb 13:4; 1 TH 4:2-5). As a man and woman freely commit themselves to one another, God himself joins them as one. Marriage is far more than a social contract or a mere interpersonal bond. It is an act of God the Creator. So our Lord Jesus says in Matthew 19 (verses 4-6), “Haven’t you read that at the beginning the Creator made them male and female and said, ‘For this reason a man shall leave his father and his mother and be united to his wife and the two shall become one flesh’?”

Male/Female: Biological sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.

Facilities use: Notwithstanding any other board policy, student and other restrooms, locker/shower rooms, etc., that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

Christlike: The biblical and philosophical goal of Bethany is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at Bethany Lutheran School, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Bethany retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

E. FACULTY AND STAFF

The faculty and staff of Bethany Lutheran School provide an atmosphere in which opportunities for individual attention are the accepted standard. Our teachers are more than instructors; their concern for the total growth of the students is prompted by the desire to serve our Lord in one of the most important ways possible - that of providing a solid foundation toward lifelong learning by the sharing of faith, knowledge, and skills. Each staff member is qualified for their position and engages in continued education opportunities.

F. ADMINISTRATION

Bethany Lutheran School is a ministerial and mission outreach of Bethany Lutheran Church. It is under the ultimate control and supervision of the congregation. The Principal is responsible for the day-to-day operation of the school and is directly responsible to the Senior Pastor. The School Advisory Team (SAT) is comprised of church members and school families to help the principal in accomplishing tasks for the school, as co-determined by the Senior Pastor.

G. VOLUNTEERS

Volunteers are asked to understand and promote the values and ethical standards of Bethany Lutheran School and are directed to show concern for the total growth of the students in the Lord. Those cleared to volunteer are done so through the best existing practices for protecting the safety of the students and the integrity of the ministry.

H. OUR COMMITMENT TO STUDENTS AND PARENTS

Bethany Lutheran School is a Lutheran Christian school, which is an educational ministry of Bethany Lutheran Church. It is dedicated to the task of helping young people grow in the knowledge of the Christian faith and, as a result, in living that faith in service to others. To accomplish that goal, our school will involve students in a thorough study of God's Word, various academic settings, opportunities for involvement in co-curricular activities, and service to the community.

It is our desire to make Bethany Lutheran School a positive, memorable experience. May God give us the wisdom and the ability to live up to this commitment!

As members of the faculty and staff of Bethany Lutheran School, we commit and seek to:

1. love and care for each of our students
2. communicate with both the student and parents regarding a student's academic progress
3. hold each student accountable for her/his actions
4. give our best efforts on behalf of each student, recognizing and respecting their individuality
5. challenge each student to reach her/his potential according to their God-given capacities
6. encourage each student to use the individual gifts and talents given them by God
7. be responsive to student concerns and activities
8. minister to each family, especially in difficult times
9. do the best we can to be models of Christian living to all in our community
10. demonstrate interest in the spiritual, social, emotional, and physical development of our students
11. pray for our students and each other
12. follow the processes outlined in Matthew 18:15-16 and Galatians 6:1-5 when conflict arises
13. take responsibility for one's own actions and decisions.
14. seek and grant forgiveness as Christ commands us to. (Colossians 3:13,14)
15. Minister to all parties (students, families, staff, church and community) in the unity of Christian love.

Part 2 - ACADEMIC INFORMATION

A. ENROLLMENT AGE (KINDERGARTEN AND GRADE 1)

A child entering kindergarten is to be 5 years old on or before September 1 of his/her fall enrollment. A birth certificate is required. A child entering first grade should be 6 years old on or before September 1 of his/her enrollment. Exceptions may apply and must be sought from administration.

B. ENROLLMENT POLICIES

Bethany Lutheran School welcomes students of any race, color, sex, nationality or ethnic origin to all rights, privileges, programs, and activities of the school. It does not unlawfully discriminate in the administration of educational policies, admissions policies, scholarships, financial aid, or any other school sponsored programs.

Bethany Lutheran School may not be able to provide a successful academic experience for all students who have need for an Individualized Education Plan, which we do not recognize as a private school that is not supported by public funding. A limited number of students with learning differences may be admitted, if such differences can be reasonably accommodated without undue hardship to the school, provided parents understand the limitations of the school program. While we sincerely care about each of our students and will do whatever we can to help them be successful both inside and outside the classroom, we are not trained or prepared to solve every social, emotional, physical or learning problem they may encounter but will do our best to help families find the resources to help their children.

Particular consideration is given to applicants as follows:

1. Active members of Bethany Lutheran Church
2. Currently enrolled students and siblings in good standing
3. Current, active members of sister LCMS congregations
4. Currently enrolled students in schools of sister LCMS congregations
5. Others who support and desire a quality education for their child

Enrolled students in good standing have priority over any new applicants for each grade.

Any student may be dropped from enrollment for persistence of a non-compliant attitude and behavior or for persistent or severe disciplinary problems. Additionally, parental support of our program of Christian education and maintaining a current status in tuition payments are required to maintain a child's enrollment. Delinquent tuition payments will make a student ineligible for continuance and/or future elementary school registration including, but not limited to, Extended Care and Summer School.

Normal Class Placement is based on factors including gender, age, maturity, educational/academic development and developmental needs of the child and professional input from the school's staff.

C. ENROLLMENT PROCEDURES

An ongoing enrollment policy enables a family to apply throughout the year. Occasionally as the need arises, students may be accepted provisionally. At the conclusion of this period, a new student's progress is evaluated by staff. Withdrawal may be required of any new student during the probation period.

The following procedure is followed when making application for enrollment:

A. NEW Students

1. Student Registration
2. Family Information and Financial Agreement Forms
3. Testing and Registration Fees
4. Copy of birth certificate. [Note: A child entering kindergarten should be 5 years old by September 1st of his/her fall enrollment. A child entering first grade should be 6 years old by September 1st of his/her fall enrollment.]
5. Immunizations/Report of Health Examination to be submitted at the time of enrollment.
6. Legal Custodial Documents/Agreements (if applicable)
7. Parent Authorization for Release of School Records
8. ACH Enrollment and Authorization Form
9. Referral form(s) from previous school

B. RETURNING Students

1. Registration for Re-enrollment
2. Registration Fee
3. Updated immunization record (if applicable)

C. ALL students are required to complete and return to the school office the following documents in order to complete the enrollment process:

1. Student Emergency Information & Student Health History
2. Computer and Technology Usage
3. Consent for Medical Treatment
4. Request for Email Address and Class List/Directory Information Release
5. Parent/Student Handbook Agreement

Please return the Registration Packet completed with the Registration Fee to the office. Post-dated checks will not be accepted. Please contact the office with questions.

Families are to submit proof that the student has met state requirements for immunizations. (See checklist on following page.) Children that have not received the required number of doses are legally required to be excluded from school until they have started to receive the vaccine needed.

All students entering Kindergarten and Grade 1 are required to have a health and dental check-up within eighteen months of entering school. A signed statement from the child’s physician must be presented to the School Office before the child can be permitted to enter school. Forms are available from the School Office or from the doctor.

D. IMMUNIZATION REQUIREMENTS

PARENTS’ GUIDE TO IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY

Entry Requirements by Age and Grade:

Vaccine	4-6 Years Old Elementary School at Transitional-Kindergarten/ Kindergarten and Above	7-17 Years Old Elementary or Secondary School	7th Grade*
Polio (OPV or IPV)	4 doses (3 doses OK if one was given on or after 4th birthday)	4 doses (3 doses OK if one was given on or after 2nd birthday)	
Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, or Tdap)	5 doses of DTaP, DTP, or DT (4 doses OK if one was given on or after 4th birthday)	4 doses of DTaP, DTP, DT, Tdap, or Td (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DTaP/ DTP given on or after 7th birthday for all 7th-12th graders.)	1 dose of Tdap (Or DTP/DTaP given on or after the 7th birthday.)
Measles, Mumps, and Rubella (MMR or MMR-V)	2 doses (Both doses given on or after 1st birthday. Only one dose of mumps and rubella vaccines are required if given separately.)	1 dose (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately.)	2 doses of MMR or any measles-containing vaccine (Both doses given on or after 1st birthday.)
Hepatitis B (Hep B or HBV)	3 doses		
Varicella (chickenpox, VAR, MMR-V or VZV)	1 dose	1 dose for ages 7-12 years. 2 doses for ages 13-17 years.	

*New admissions to 7th grade should also meet the requirements for ages 7-17 years.

WHY YOUR CHILD NEEDS SHOTS:

The California School Immunization Law requires that children be up to date on their immunizations (shots) to attend school. Diseases like measles spread quickly, so children need to be protected before they enter. California schools are required to check immunization records for all new student admissions at Kindergarten or Transitional Kindergarten through 12th grade and all students advancing to 7th grade before entry.

THE LAW:

Health and Safety Code, Division 105, Part 2, Chapter 1, Sections 120325-120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075

WHAT YOU WILL NEED FOR ADMISSION:

To attend school, your child’s Immunization Record must show the date for each required shot above. If you do not have an Immunization Record, or your child has not received all required shots, call your doctor now for an appointment.

If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a **medical exemption** for the missing shot(s), including the duration of the medical exemption.

A personal beliefs exemption is no longer an option for entry into school; however, a valid personal beliefs exemption filed with a school before January 1, 2016 is valid until entry into the next grade span (7th through 12th grade). Valid personal beliefs exemptions may be transferred between schools in California. For complete details, visit ShotsforSchool.org.

You must also submit an immunization record for all required shots not exempted.

Questions? Visit ShotsForSchool.org or contact your local health department (bit.do/immunization).

A personal beliefs exemptions filed with BLS before January 1, 2016, is valid only until entry into the next grade span (7th grade). Bethany LS will maintain and up-to-date list of pupils with a medical exemption of valid personal belief exemptions, so they can be excluded quickly if an outbreak occurs.

**ALLERGIES:
TEACHERS AND OFFICE STAFF SHOULD BE IMMEDIATELY
INFORMED OF ANY DIETARY RESTRICTIONS OR ALLERGIES.**

E. HEALTH AND SAFETY

As soon as it is evident that a child has a communicable disease, that information is to be reported to the School Office. Certain communicable diseases may require a doctor's release before the student may return to school. If the child is too ill to participate in P.E. or outdoor time, then that student should be kept home. Additionally, a child should not come to school if signs/symptoms of fever, diarrhea, or upset stomach have occurred within the preceding 24 hours. If a child is on antibiotics, that child must be on the antibiotics for 24 hours before returning to school.

The student may return to school after his/her temperature has returned to normal for 24 hours *without medication (i.e., Tylenol, Motrin, etc.)*. If a child has any of the following communicable diseases or conditions, the listed exclusions apply:

1. Measles - excluded until 5 days after rash appears
2. Chicken Pox - excluded until all eruptions are scabbed over.
3. Mumps - excluded for 9 days from onset of illness or until swelling is gone
4. Rubella - (German measles) excluded until appropriate antibiotic therapy has begun under physician's care
5. Pinkeye - excluded until there is no discharge from the eye
6. Trench Mouth - excluded until appropriate antibiotic treatment has begun under physician's care
7. Strep Throat - excluded until 24 hours **after antibiotic treatment has begun**
8. Pertussis (Whooping Cough) – excluded until appropriate antibiotic treatment has begun under a physician's care
9. Coxsackie Virus (Hand, Foot and Mouth Disease) – excluded until fever is gone and student no longer feels sick. Red blisters should be dry and crusted over.
10. Head Lice - excluded until treatment with a pediculicide has begun and child is **FREE OF LICE AND NITS** (nits are the eggs laid by the lice on the hair follicles); **A CHILD MAY RETURN TO SCHOOL ONLY AFTER TREATMENT AND REMOVAL OF ALL THE NITS.** Re-infestation *will* take place if the lice and nits have not been fully destroyed.

Bethany staff does not perform random annual or semi-annual lice checks on students. We ask that parents perform these checks regularly at home, especially once notified of a possible exposure.

A doctor's note will be required to return to school for students who have been diagnosed with any contagious disease.

A child who becomes ill while at school will be isolated from the group until he/she can be taken home. In case of illness or injury at school, the parents will be notified to pick up that student as the

school does not have a nurse or trained medical staff. If the parents cannot be reached, the emergency contact person/number will be called.

F. STUDENT MEDICATION

School personnel are not allowed to give medication of any kind without written authorization from the doctor and parent. Physician-prescribed medications **MUST** be held in the school's office by school personnel for the student accompanied by a doctor's instruction sheet (student's name, dosage, frequency, time). Please make the office aware of special medications, possible reactions, or unique medical situations. Medicine Consent and Release Forms can be picked up in the school office. Forms **must** be completed and on file **before** any medication can be administered.

FOR THE SAFETY OF ALL THE CHILDREN, **NO** MEDICATION (Prescription or non-prescription) **MAY BE CARRIED AT SCHOOL BY THE STUDENT.**

The school will also not dispense any form of non-prescription medication (i.e. Aspirin, Tylenol, Benadryl) without a written note from a parent. (NOTE: This includes cough drops.)

G. SCHOOL HOURS

Classes are held Monday through Friday, at the following times:

Kindergarten:	8:15 a.m. to 3:00 p.m.
1 st Grade through 8 th Grade:	8:15 a.m. to 3:10 p.m.
Minimum Day:	8:15 a.m. to Noon

Classroom doors will be closed at 8:15 a.m. so the instructional time can begin.

H. ARRIVAL AND DEPARTURE

For parents choosing to drop students off prior to 8:00 a.m., A Bethany staff member will be outside in the courtyard area (or Fellowship Hall in inclement weather) to receive students beginning at 7:45 a.m. Prior to 7:45 am students must be dropped off in Extended Care and any drop-in E/C charges will apply.

Building doors will be opened at 8:00 a.m. Students in Kindergarten are to be walked to their classroom. All students using Extended Care are to be signed-in by a parent/guardian in the Extended Care room.

Any student arriving after 8:20 a.m. **must** be signed in at the school office **before** he/she proceeds to the classroom.

- Drop-off Locations:**
- All are welcome to walk as a family to the child's classroom.
 - Extended Care – Kindergarten area – 6:30-7:45 a.m.
 - Drop Off Areas – beginning at 7:45 a.m. (Staff are present to supervise.)

- Pick-up Locations:**
- *Students in grades 1 - 8 are to be picked up at the designated area(s).*
 - *Kindergartners may be picked up in their classroom or the Extended Care room, whichever is applicable.*

Staff members will be waiting with their students for 20 minutes after the day's end, after which any student not yet picked up will be directed to Extended Care until you arrive, and **a \$8.00 per hour fee will apply (in 1 hour increments.)** The Emergency Card and/or Pick Up Authorization form indicates

the designated persons permitted to pick up a child from school; a child will not be permitted to leave with anyone else unless appropriate persons have given written or verbal permission. Additionally, we will ask for identification if we do not know the person. **Parents are expected to update aforementioned forms as applicable.**

Meeting Times with Teacher

For the health and safety of all of our students, we ask the parents not engage teachers in extended conversation prior to the beginning of the instructional day or at the end of the day during pick-up time.

If you would like to meet with your student's teacher to discuss your student, please contact the teacher directly to arrange an appropriate time for a meeting.

I. EXTENDED CARE

Before and after school care is available for students from 6:30 – 7:45 a.m. and from 3:15 - 6:00 p.m. Please contact the school's office for Extended Care rates.

Extended Care is offered only for students that are already enrolled in our school programs. Extended Care is non-refundable, even if one chooses not to take full advantage of the days or hours offered by the program. Parents are expected to contact the Extended Care staff on duty to advise of a late pick up. Extended Care can be reached directly by selecting Ext. 21 from the main menu of the school's direct line. Fees for late pick-up of children will be as follows: \$15.00 late fee for the first fifteen minutes and \$15.00 for each additional fifteen minutes thereafter. Chronic parent tardiness at pickup time (after 6:00 PM) may result in the student(s) being removed from the Extended Care program.

Generally speaking, Extended Care is not offered on days when school is not in session.

Extended Care Program Payment Options:

These programs include regular school days only, and discounts do not apply to Extended Care. The total amount of the annual Extended Care can be paid in full by June 30. We also offer a ten-month payment plan for Extended Care. If a family selects to have Extended Care, a regular monthly payment must be set up with Vanco Services. The first payment is due August 1.

J. CURRICULUM AND EVALUATIVE REPORTING

Appropriate, grade-level curriculum requirements include courses in language arts (i.e. reading, spelling, grammar, and writing), mathematics, science, social studies, religious studies, the arts, and physical education. The curriculum is drawn from various sources and seeks to support a student's attainment of state, national and Lutheran Church Missouri Synod standards.

Grades Kindergarten – 8 will follow the quarter grading system with four report card periods. Scheduled parent-teacher conferences for grades K -8 will also occur. Additionally, a conference may be held before or after school at any time a parent or teacher requests.

K. GRADING POLICY

Grades represent a judgment by the instructor. Although they may not always represent a perfect judgment, they are devices for measuring and reporting progress and achievement. They aid students in determining their individual strengths and weaknesses and may also be incentives to greater academic growth. Academic grades are not directly dependent upon behavior and are to never be lowered solely for disciplinary reasons. Letter grades are not given for conduct. A comment code is used to indicate a student's status or progress as it pertains to attendance, attitude, and general conduct.

Evaluation of student accomplishment may be based on daily work, quizzes, tests, reports, research projects, and examinations. Classroom participation, homework, punctuality, attentiveness, behavior and its consistency, neatness, completeness, and organization of daily work may also be considered in the evaluation process. Parents and students should consult with the classroom teacher to know the method of determination of grades. Gradelink is a web-based link for students and parents to access grades. Parents will be provided with log-in information and a password at the beginning of the school year. It is the parent's responsibility to check Gradelink on a regular basis.

Students or parents who have a question regarding a grade should first attempt to address the question with the teacher concerned. We strongly encourage parents to contact the teacher to schedule a time outside of classroom instructional time. The request for a formal grade review must be made within one month of the grade being issued. If the matter is not resolved, the teacher and/or student/parent may appeal to the principal for further clarification or review. The decision of the principal is final.

Traditional letter grades begin being issued in grade four. Parents are encouraged to monitor the work of their students by contacting the teachers.

CONDUCT GRADES

“O” (Outstanding) reflects one or more of the following:

- student follows classroom rules and also promotes similar behavior among classmates
- student is highly respectful of teachers and peers in this class
- student is always on time and completely prepared for class
- student enthusiastically supports the learning process, showing high interest

“S” (Satisfactory) reflects one or more of the following:

- student follows classroom rules
- student is respectful of teachers and peers in this class
- student is generally on time for class and brings required materials to class
- student has a good attitude toward learning and the course material

“N” (Needs improvement) reflects one or more of the following:

- the need of an individual to improve their behavior
- an occasional lack of courtesy or respect toward peers or teachers
- inattentiveness in class
- occasional tardiness or lack of all required materials

“U” (Unacceptable) reflects one or more of the following:

- malicious intent in student's actions or behavior
- outwardly hostile, defensive, or otherwise disruptive actions
- disrespect to peers or teacher
- chronic tardiness to class or frequently without class materials
- bad attitude toward learning and/or the course material

L. GRADE REPORTS AND GRADE POINT AVERAGE (G.P.A.)

Report cards are made available to parents at the end of each grading period. The calculation of grade points is a cumulative process each grading period for grades 4-8 and is determined from the core academic areas of language arts, mathematics, science and social studies. Letter grades are used to determine honor roll status, academic probation status, eligibility for participation in co-curricular

activities, transcript notation, and class rank determination. Students in grades 5-8 engaged in an accelerated mathematics class receive a “bump” when G.P.A. is determined.

M. ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Co-curricular activities are defined as those activities that are not part of an academic class or those not occurring on a regularly scheduled, on-going basis and include athletics, Student Council, etc. Practices, competitions, and the like are mostly held outside of school times and require involvement of parents as drivers to-and-from and in other areas of support. School spirit, Christian sportsmanship, and fellowship are emphasized. All who are engaged in and in support of those actively engaged in a co-curricular activity are expected to conduct themselves in a manner befitting a Christian school at all times.

Co-curricular activities are important in developing each student as a “whole” person. For that reason, evidence of academic and behavioral success is a co-requisite for participation in co-curricular activities. In order to remain eligible, students must have a “C” average (2.00 GPA, see above.) with no failing grade (F) in any class/subject area to be eligible, unless otherwise specified. Report cards and/or Gradelink will serve as checkpoints for eligibility throughout the school year. Any student not achieving the above standard of academic performance will not be permitted to represent BLS in any activity until the following grading period

N. ACADEMIC PROBATION

When a student experiences academic difficulties, he/she may be placed on Academic Probation. During the probationary period, the student will be expected to improve her/his performance to conform to acceptable standards.

The student will be placed on Academic Probation after any grading period when he/she is below a C- (2.00) overall average or is failing two or more subjects. The principal will announce the probation period to the student and parent(s). The period of probation will generally consist of one grading period. The purpose of probation is to emphasize the seriousness of the situation to the student and parent(s).

To be removed from Academic Probation at the conclusion of the following grading period, the student must:

- establish an overall C (2.00) average,
- have no failing grades,
- have passing grades or marked improvement in most subjects.

If a student remains on Academic Probation for repeated grading periods, he/she will come under automatic review with the following considerations:

- eliminating participation in co-curricular activities,
- requiring mandatory tutoring, and/or
- other options which are deemed appropriate, including removal from Bethany LS.

O. HOMEWORK GUIDELINES

It is important that students learn to study at home. Homework assignments are a training ground for good study habits and provide the opportunity to review concepts learned in the classroom.

A student’s schedule outside of the classroom should be conducive to allow students the proper amount of time for homework. Parents are encouraged to check student’s homework on a daily basis to insure that students are spending the recommended amount of time to complete all assignments properly.

Daily homework expectations are as follows:

Kindergarten:	reading with family	Fourth Grade:	35 to 50 minutes
First Grade:	10 to 20 minutes	Fifth Grade:	40 to 60 minutes
Second Grade:	15 to 30 minutes	Sixth-Eighth Grade:	50 to 90 minutes
Third Grade:	25 to 45 minutes		

NOTE: Time spent on daily homework expectations does not include daily required reading and special assigned projects/reports.

Parents can make homework a positive and successful experience by:

- providing a place for study that is quiet, well lit, and adequately stocked with supplies
- keeping distractions to a minimum
- setting a definite time for homework and sticking to the schedule as closely as possible
- taking an active interest in what your child is doing and giving encouragement, while not doing the work for them
- seeing that your child completes all required assignments on time
- checking your child's work for accuracy and neatness on a daily basis
- asking your child's teacher for specific tips with a subject matter that may be difficult

NOTE: If time spent on homework consistently exceeds the aforementioned expectations, please contact the teacher(s).

P. STANDARDIZED TESTING

The Iowa Test of Basic Skills (ITBS) will be administered to students in grades each school year. Please check the school calendar for these dates. The results of these tests are received and evaluated by the teachers and principal to address the results and key areas for growth for each student and whole class. They will also then be made available to parents for discussion and explanation. While similar to standardized tests in the public school system, the purpose of the ITBS is to assess students within the Lutheran school system and provides diagnostic data that is used for student support and curricular decisions.

Q. RETENTION AND PROMOTION

Academically, students must maintain satisfactory progress in order to be promoted to the next grade/class level. The best interests of the child within the academic setting of Bethany LS shall be the main consideration in retention/promotion. Truancy can also affect a student's promotion to the next grade/class level, which is detailed in Part 4, Section D of this handbook.

The principal will work in consultation with the classroom teacher(s) to make determinations concerning retention/promotion. The decision made by the principal in this process is final. A decision may include options for promotion after work is completed over the summer; agreements for retention after certain measures are taken by the student and family, and the like.

Part 3 - STANDARDS FOR CHRISTIAN LIVING

A. WORSHIP

Worship is at the core of Christian life and family members are always welcome to attend chapel. The school staff, local pastors, invited guests, and student groups will lead these opportunities for worship via a weekly chapel service. Students and guests are expected to participate in these worship opportunities by exercising reverent behavior that is appropriate for such occasions and appropriately participating.

An offering is taken during chapel to teach the children about Christian giving for the church, mission work and other charities. The Student Council is responsible for choosing the area(s) of designation.

There is nothing more important that we can give our children than a strong, Christian upbringing centered on Jesus Christ in the home, church, and school. We pray that all children and families enrolled in our school will want to experience growth in their Christian faith by regular church attendance. If the child has membership in another church, he/she may fulfill his/her church attendance privilege in that church. Families who don't have a church home are cordially invited to worship at Bethany Lutheran Church. Worship times are Sundays at 8:30 a.m. and 11:15 a.m. at the South Orchard campus. Sunday School is also desirable, and we encourage you to take your child to Sunday School regularly. Adult Bible-study also takes place and is open to all.

B. BEHAVIOR AND CONDUCT

Bethany Lutheran School is a family centered on God and His redemptive action through His Son, Jesus Christ. We are called into a personal relationship with Him, which, in turn, is to be lived out in our relationships with each other. Students are strongly encouraged to make commitments to God, prayer, worship, spiritual growth, grace and forgiveness, and a lifestyle that is reflective of a holy, loving God.

Discipline guidelines follow procedures developed to ensure all students have equal access to a well-rounded education. Students are held accountable for behavior on the way to and from school, during the class day, and at school-sponsored activities.

C. GUIDING STUDENT BEHAVIOR

The Discipline Philosophy and Procedures

The purpose of Christian discipline should be a loving one that is Christ-centered, relational, and provides a structure to preserve and advance the educational quality of all teaching/learning pursuits. Inherent in this process should be petitions to God that the power of the Holy Spirit might enable faith development in all involved parties to occur whenever disciplinary action is necessary. Staff will handle discipline within the presented situation before involving parents and/or administration.

There is an established a set of fundamental, school "standards" that are as follows:

1. Respect people.
2. Respect policy of Bethany Lutheran Schools.
3. Respect property.
4. Respect the teaching/learning process.
5. Respect the purpose of Bethany Lutheran Schools.

As we struggle against our own sinful nature, we recognize the need for guidelines to help control and guide the tendencies within us to do what is wrong. Rebuke, discussion, correction, forgiveness, and guidance based on scripture (2 Timothy 3:16) is to be carried out for love of all involved in order for the discipline to be most effective.

Effective discipline is attained and maintained in a classroom or school when parents and students work cooperatively and with the school principal and teachers toward the attainment of class and school objectives. Normal disciplinary situations are handled by the classroom teacher with referral

to the principal only when deemed necessary by the teacher. Teachers in K-3 grade use a clip system to manage classroom behavior. Students referred to the principal will receive a *Referral* slip to be taken home and signed by parents with the behavior and consequences listed. Referrals will usually result in recess detention, and three referrals in a semester may result in suspension. Teachers in the upper grades (5 – 8) utilize a shared classroom management system using the ADOPT acronym, which is explained to parents and students in a form sent home with students at the beginning of the year to be signed and returned. A *Citation Slip* with recess detention may be issued for an excessive amount of ADOPT letters or behaviors necessitating a more punitive consequence.

Following is a non-exhaustive list of specific, behavioral guidelines that are both helpful and necessary:

1. Students are expected to respect themselves and others in the BLS community by not engaging in malicious teasing or fighting or bullying.
2. Food, beverages, and snacks are allowed in the classrooms at the discretion of the teacher.
3. Weapons of any kind are not allowed on school grounds, within sight of school, or at school-sponsored activities. Any student in possession of such devices can be expelled.
4. Cell phones are not to be used during school hours for texting and/or phone calls. Cell phones should be turned off and kept in the student's locker or backpack. Students may be allowed to use the phone in the school office should the need arise. If cell phones are detected, they are to be respectfully surrendered to the BLS staff member who will give it to the principal. A parent will be required to retrieve the student's phone.
5. Other portable, non-life assisting, electronic devices (laptops, radios, video and digital cameras, pagers, etc.) are not to be used during the school day or in the realm of school-sponsored events. If such devices are detected, they are to be respectfully surrendered to the BLS staff member who will give it/them to the classroom teacher.
6. Students are expected to treat their bodies as the temple of the Holy Spirit. As such is the expectation, possession or use of any illegal substance (alcohol, drugs, etc.), including paraphernalia, will not be tolerated on school grounds, within sight of school, or at any school-sponsored activities. As they are illegal substances to our students, they are strictly forbidden at ALL times for ALL students. Any student using, possessing, under the influence of, or exchanging illegal or prescribed/non-prescribed, legal drugs can be immediately expelled.
7. Chewing of gum is not permitted on school grounds.
8. Students must use the facilities of BLS only under the supervision of a teacher or staff member and are expected to stay within the boundaries of the BLS campus upon arrival to the school until released to the care of their parent(s).
9. Bicycles, skateboards, in-line skates, and similar forms of transportation are not allowed to be used during school hours on school grounds. Students using such forms of transportation to arrive to school may do so, provided they lock up their transportation form in the designated area and are not used within the 15 minutes before and after the scheduled school day.
10. Students may leave campus for appointments only when their own parent/guardian signs them out using proper sign-out procedures. Families are expected to follow procedures of signing in and out. The school assumes no liability when such occurrences arise.
11. The school office is a place of school business, so please be considerate of these tasks when visiting the office.
12. Items deemed contradictory to the school's purpose are not allowed.
13. BLS reserves the right to govern/dictate all student behaviors within sight of the school and school-sponsored activities, as well as at the activities themselves.

BLS reserves the right to implement and edit/add to its discipline policy as necessary.

Disciplinary action varies and may, typically, not involve parents (although they will be notified of disciplinary action at school); however, there are times when a parent will be invited to be involved to work cooperatively to address the behavior of concern. Respecting confidentiality and privacy issues is necessary in such cases when other students are involved.

D. DISCIPLINARY INELIGIBILITY

A student who commits chronic violations of school disciplinary policies or fails to meet specific behavior requirements may be placed on Disciplinary Ineligibility. When placed on this status, a student may not participate in or attend any school-sponsored activity.

E. PUBLIC DISPLAYS OF AFFECTION

Public Displays of Affection are unnecessary and distracting in an academic environment. It is expected that students will respond in a positive manner when counseled about unacceptable public displays of affection. This policy applies to BLS students who are engaged in such activities with either BLS or non-BLS students before, during and/or after school, as well as at all school events.

F. EVENT ATTENDANCE

Periodically, school-sponsored groups may host an event for strengthening of the community. All school rules are in effect and apply to all participants with respect to expected behavior.

G. SMOKING

Smoking is not tolerated at Bethany Lutheran School. Adults on campus should also recognize their part and similarly refrain from smoking at all times. If a student chooses to engage in smoking on school grounds, within sight of school, on the way to or from school, or at any school-sponsored activities, disciplinary actions, which may include dismissal, will be levied.

H. SUSPENSIONS AND EXPULSION

Suspension or expulsion from school is not a standard consequence. It will be used when other corrective measures have failed or a serious offense or violation of school policy is committed on or off campus. A suspension is defined as any time a student is not allowed to attend classes due to disciplinary action. A student on suspension may be made to forfeit the right to gain credit from, or make up, any quizzes, tests or assignments due and the right to participate in school-sponsored activities during the suspension. The final decision to expel a student rests solely with the principal after consultation with the senior pastor. No procedural rights are conferred upon the student or parents in an expulsion situation. In some cases and at the discretion of Bethany Lutheran School, an expulsion may take place immediately and without a notice period.

I. TEXTBOOKS, BOOK BAGS, AND LOCKERS

A student is responsible to care for those items put in her/his responsibility. Textbooks are to be protected from excessive wear. If materials are not returned, cost to replace them is to be reimbursed to the school from the student/family. Returned materials considered to be excessive in use will also lead to a fine to the student/family. Sticky-type and/or stretchy book covers are not acceptable.

Students are encouraged to use their book bags to bring their books/materials to and from school; however, all book bags should be left neatly and organized in a student's assigned area. The searching and/or removal of any particular parcels and/or property on the grounds of BLS is permissible when deemed necessary by the principal.

The use of lockers for students in grades 5-8 is a privilege; therefore, it is expected that the user of the locker exercise responsible stewardship of them. Students to whom a locker is issued will be required to sign a Use Agreement before usage is allowed.

J. PARENTAL BEHAVIOR

Normally, a child is not to be deprived of an education or otherwise penalized for the action of the parent(s)/guardian(s). However, the principal may recommend removal of a student when the parent(s) or guardian(s) has failed to meet the obligations to the school which they accepted upon enrolling their child; have been persistently uncooperative with the school staff, policies, regulations, or programs; unwilling to follow Christian principles set forth by the church and school to minister to *all* stakeholders; or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children, all of which may include the use of various forms of social and print media.

Part 4 - ADDITIONAL SCHOOL INFORMATION AND DEFINITIONS

A. ATTENDANCE PHILOSOPHY

There is a direct relationship between academic success and regular school attendance. Attendance is the responsibility of the student and parent. Students should remain out of school only when it is absolutely necessary, as much of the classroom activity can never be replicated. The benefits of lectures, discussion, classroom participation, and collaborative group work are lost forever to the student who is absent.

The school requests that parents call the office by 8:30 a.m. each day a student is absent. Otherwise, the school office staff will make reasonable attempts, through phone calls, to inform parents of absenteeism. Failure to contact the school office to report an absence will result in an unexcused absence.

B. TARDINESS

Punctuality is very important at BLS, as tardiness is not only affects that student, but it also disrupts the other students and teaching staff. Tardiness to school is recorded on the child's record and report card. A student is tardy if he/she is not ready to begin the day at 8:20 a.m. Students who are tardy must be signed in at the school office before proceeding to the classroom. A student in grades 5 – 8 may also be counted tardy during the day with the switching of classrooms. Continued tardiness will result in a citation and detention to be served during recess the following day.

Tardiness will be marked excused for doctor's appointments, traffic accidents, car trouble or unavoidable circumstances such as major traffic problems in route to school. A note from the parent is required. Unexcused tardiness includes sleeping in late, child not able to find shoes, parent's running behind, etc.

C. ABSENCES

Absences are defined as

- a. personal illness
- b. appointments with a medical professional which cannot be scheduled to occur after school
- c. serious family illness or a death in the family
- d. suspension from school (See Part 3, Standards for Christian Living, K. Suspensions)
- e. other causes for which written notification was given by the parent prior to the absence, and/or truancy (See Truancy, Part D)

The School Office is to be notified by 8:30 a.m. if a child will be absent. A written note of excuse for all absences should be sent to the child's teacher upon return to school. Students with excused absences will be given make-up work to complete, and families may request that day's school work through the school office. Requests must be made in the morning when notifying the office of the absence and expected work may be picked up at 3:00 p.m. on the day of request.

Excused absences include illness, appointment for medical issues, accident, or attendance at a funeral of a family member. A child who misses more than three (3) days of school due to illness must provide a doctor's excuse upon their return. An unexcused absence may be given to a student who has been suspended, is truant, and/or has not met the excused absence criteria.

California law requires compulsory school attendance by all children between the ages of six and sixteen (California Education Code, Section 48200). Frequent and/or unexcused absences can be reason for retention and/or dismissal.

D. TRUANCY

Truancy is defined as class missed without authorization by parent and school. During the time of truancy and ensuing suspension, a student may forfeit the right to make up any quizzes, tests or assignments due, as well as forfeit the right to participate in school-sponsored activities on the day(s) of the truancy. Other disciplinary actions may also be levied.

Truancy is defined by California law as the following:

A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district (California Education Code, 48260).

Habitual truancy from school will be referred to the local school district truancy department or the county district attorney for review. Chronic absences/truancy can also affect a student's retention/promotion to the next grade level. California law requires students to complete the following amount of instructional minutes per school year:

Grade	Minutes
Kindergarten	35,000
Grades 1 through 3	49,000
Grades 4 through 8	52,500
Grades 9 through 12	63,000

While we understand students will miss school for various reasons, it is the parent's responsibility to communicate with the school regarding absences and extended times missed from school. School work should be picked up for extended absences as described in the next section. Excessive unexcused absences will result in truancy proceedings.

E. EXTENDED ABSENCES

In an effort to promote Christian service, many local churches organize mission trips in the springtime. Likewise, some families may choose to temporarily remove their student from their academic environment for family reasons. Please note the following guidelines:

1. Accommodations for an independent study-type of contract must be developed with the student's teacher for absences in excess of 2 days. Parents are responsible for initiating contact with the teacher in a timely manner (at least three days before the planned absence) and seeing that the contract is completed. A copy of the Independent Study Contract will be kept in the student's file.
2. Independent Study Work is expected to be completed upon the return to school. Any incomplete work, upon the teacher's discretion, can be marked down and not accepted late.
3. The principal reserves the right to deny permission to categorize the absences as excused, specifically for academic and/or spiritual concerns.

F. DRESS CODE

Paramount to the dress code at BLS are the principles of cleanliness, neatness, modesty, and avoidance of extremes. To be modest means "to have or show humility; be not vain; be decorous and decent; and to not be extreme or pretentious (showy)." It is expected that students will respond positively when staff members point out their failure to dress within the law and/or spirit of these guidelines. Established guidelines are in place for all BLS sponsored events (games, dances, classes, etc.).

Students are to arrive and depart from school wearing the BLS uniform of the day. No changing of clothing will be allowed in the restroom prior to the start of the school day or after school is dismissed. The exception will be made for those students who are going directly to a sports related activity or with prior communication from the student's parent/guardian.

The consequence for the first violation will be a dress code reminder sent home to be signed by a parent and returned; the consequence for the second violation will be a citation to be signed by a parent and returned the next day; and a third violation will result in the loss of Themed Dress for the month. The fourth violation may result in suspension (see Suspension/Expulsion on page 15.). Students who habitually violate the dress code may jeopardize their placement at BLS. **Staff will do its best to enforce the dress code and is greatly aided by family-wide support, compliance and patience.**

Bethany students are required to wear school uniforms, as made available by the following companies:

School Uniforms

Dennis Uniform Company, 590 10th Street, San Francisco, CA 94103 (415) 864-3401

School Code: W0EBET

P.E. Uniforms

Ad Special T's, 202 Bella Vista Road, Vacaville, CA 94587 (707) 452-7272

Official chapel uniforms must be worn on days of chapel and some field trips. The official chapel uniform may be purchased from Dennis Uniform Company or our used uniform closet and consists of the following as described and shown:

Girls – Plaid Jumper or Skirt*

- White, collared blouse
- Navy blue sweater with school crest
- Chapel shoes- closed toes; solid color black, blue or brown
- Red, blue or white leggings or tights

Boys - Navy blue long pants*

- White oxford shirt
- Navy blue sweater with school crest
- Chapel shoes- modest oxford, loafer style or closed toe shoes, solid color black, blue or brown
- Neckties are optional



**An exception to proper chapel attire may be given with advanced notice from the principal (i.e., navy blue long pants for girls when cold or windy or navy blue shorts for boys when hot). Notification will be sent out prior to chapel day via email.*

The daily uniform consists of the following options as described and shown:

- Girls - Jumpers, skirts, long pants, walking shorts, or skorts in khaki or navy blue
- Navy blue, hunter green, white, or red polo shirts

- Boys- Navy blue or khaki, long or short pants (no cargo pants)
- Navy blue, hunter green, red, or white polo shirt

Turtle necks may be worn under polo shirts in the same colors as described above.



P.E. uniform shall consist of the following options as described and shown :

Girls and Boys

- Navy blue short or sweat pants with BLS logo *only*
- Grey BLS spirit or P.E. Shirt (any year)
- Athletic type shoes and socks

Grades K-4 may wear their P.E. clothing to school on designated P.E. days. Grades 5-8 will dress out on designated P.E. days.



Uniform options may be purchased through Dennis Uniform Company or local stores that carry school uniforms in code colors and styles. Daily uniform options may be worn on any day but Chapel Day. P.E. clothes to be purchased from Ad Special T's.

Other requirements:

- No “short” shorts are allowed. Girls skirt and short length shall be no higher than mid-thigh. This also applies to all regular uniform days as well as themed and/or free dress days.
- Belts (if worn) are to be solid black or brown in color and must be worn with all pants and shorts (optional for K and grade 1) that are equipped for them. Belts with metal studs or other non-buckling, metal objects are not allowed.
- Shirts/blouses must be tucked in. The Dennis Uniform over blouses for girls are excluded.
- Socks are required and must be solid-colored white, navy blue, hunter green, tan, or red and visible above the shoe top.
- Girls may wear shorts, leggings or tights that are black, white, red or navy in solid colors only (one piece combination of leggings and socks) under dresses or skirts. Shorts may not extend beyond the length of the skirt.
- No open-toed shoes are allowed. Shoes must have a firm sole that does not scuff, a heel and stay on feet while running or playing. Modest oxford, loafer style or tennis shoes are to have laces that are predominantly solid in color. No lights, Croc-style®, jellies, flowered or character shoes, wheels, water shoes, or boots etc. are allowed. All shoes must be worn properly and be a matching pair.
- It is required that jewelry not be worn with the following exceptions: plain watches, modest necklace, and up to one pair of post or small hoop earrings to be worn in the lobe are appropriate for school for girls. For the safety of the student, dangling earrings are not allowed. BLS is not responsible for breakage or loss.
- No make-up may be worn. Nail polish must be neutral in color. Artificial nails are not allowed.
- Exposed body art, including writing on one's self, is not acceptable at BLS.
- Only official Bethany and solid-colored navy blue or grey sweatshirts may be worn in the classroom. Non-BLS sweatshirts must be school appropriate and are not to be worn inside the classrooms.
- **ALL** clothing worn to school should be labeled with student's name.
- Both boys and girls must have reasonable hairstyles. Dying, bleaching and tinting of hair to an unnatural hair color is not allowed. Hair should be a natural color, well-maintained and in avoidance of extremes. Hairstyles should not cover a student's eyes, and boys wearing longer hair should keep it groomed and neat. Feathers or excessive hair accessories are also not allowed.
- Hats are not to be worn inside buildings, and must be school appropriate. Only girls may wear headbands which are to be solid navy, hunter green, brown, tan or red in color or purchased via Dennis Uniform.
- No chains of any kind (including “dog collars”) are permissible.
- Principles of cleanliness, neatness, modesty, and the avoidance of extremes always apply.
- All clothing must be without damage, clean, hemmed and without frayed edges.
- All acceptable clothing must be worn correctly and as intended.
- Sunglasses are not to be worn inside buildings.
- Clothing may be one size bigger than normal fit to allow for growth.
- Clothing should not be too tight or form fitting (i.e. “skinny” jeans, yoga or stretch pants, etc.).
- Modesty must prevail at all time and is determined by school staff

The last Friday of each month is typically designated as Themed Dress Friday. Families are notified of the theme as selected by Student Council. Clothing must be appropriate to Christian school attendance. Shirts must have sleeves, and pants may not sag or reveal midriff. Spaghetti strap shirts or tank tops are not permitted. Appropriate undergarments are meant to be worn and not seen.

G. CAMPUS BOUNDARIES

At times it may become necessary to further control where a student is allowed to be while on campus. We are considered a closed campus. (i.e. Once a student has arrived at school, he/she may not leave campus without parental permission and BLS consent.) Leaving campus for lunch is not encouraged.

Parents giving permission for their student(s) to walk/ride their bike home, go to the library or other location after school, must provide the school office with written permission prior to specified date. Parents may give this permission for the entire year so it can be placed in the student's records and teachers/staff made aware.

H. COMPUTER AND TECHNOLOGY USAGE

Use of technology is classroom instruction, research, and to learn appropriate, safe and effective use of the computers and internet. It is not intended to be a "gaming time" and/or used for social networking. Misuse of school property carries consequences. Each student and family is required to sign an understanding of appropriate computer and technology usage as part of the registration process.

All BLS students must be aware of the following expectations of those who choose to publish or post to a web log or websites, newsgroups, email lists and other forms of online communication:

1. If you choose to identify yourself as a Bethany student, you may not represent yourself to the community in any manner that negatively represents the whole ministry.
2. You may not publish or post BLS information including: use of logos, logo wear, team/club photos or images/references to staff. Further, you may not post comments/photos of a fellow student without her/his knowledge and permission of that student and his/her family.
3. You are legally responsible for the content you post.
4. In all instances BLS expects that students use good judgment when blogging, chatting, posting online, or engaging in any form of online communication.

I. DISCRIMINATION

Bethany Lutheran School welcomes students of any race, color, sex, nationality or ethnic origin to all rights, privileges, programs, and activities of the school. It does not unlawfully discriminate in the administration of educational policies, admissions policies, scholarships, financial aid, or any other school sponsored programs. As a Lutheran School, the school follows church doctrine and practice in accordance with the LCMS (Lutheran Church, Missouri Synod).

Bethany Lutheran School may not be able to provide a successful academic experience for all students who have need for a special Individualized Education Plan. A limited number of students with learning differences may be admitted if such differences can be reasonably accommodated without undue hardship to the school, provided parents understand the limitations of the school program.

Particular consideration is given first to applicants who are active members of Bethany Lutheran Church and then to all others. All applications are welcomed and given due consideration. (See Part 2, Academic Information, B. Enrollment Policies)

J. HARASSMENT and BULLYING

Bethany Lutheran School is committed to providing a learning environment that is free from unlawful harassment. The term “harassment” includes, but is not limited to, slurs, jokes (even if well-intentioned or meant as a “practical joke”), and other verbal, graphic, or physical conduct relating to an individual’s race, ethnicity, color, age, disability or the like. Unlawful harassment of any student or employee by any other student, employees, vendor or others on school grounds, or during school activities is prohibited. Substantiated acts of unlawful harassment will result in disciplinary action, up to and including dismissal for students, termination of employment for employees, and termination of relationship with other harassers. The school will treat allegations of unlawful harassment seriously and will review and investigate such allegations in a prompt, confidential (to the extent practicable), and thorough manner.

A charge of bullying (as defined in Bethany Lutheran School’s Bullying Policy) or harassment shall not, in and of itself, create the presumption of wrongdoing. Bullying accusations will be dealt with according to Bethany’s Bullying Policy, which can be made available to families upon request. Students found to have demonstrated a pattern of behavior that is consistent with bullying will be subject to the process of our Bullying Policy. Those found to have made false or frivolous charges will also be subject to disciplinary action,

K. PLAGIARISM

Lying, cheating, and stealing are disciplinary offenses subject to disciplinary action by the school. Plagiarism is an example of all three such offenses and is a serious, moral and academic offense; it impedes the learning process for the student. Aside from direct copying of text that is the intellectual property of someone else, this also includes cutting and pasting from internet sources and claiming it as your own. When plagiarism has occurred, the instructor will discuss the infraction with the student. Parents will be informed, and the instructor will mete out the academic consequence, keeping the principal informed. If the principal discovers repeated behavior in the same student, subsequent disciplinary action will be taken.

L. RECORDS MAINTENANCE

Bethany Lutheran School maintains student records containing information on student achievement and health during a student’s tenure at BLS in regards to academic performance, discipline, honors attained, cumulative academic records, and the like. Parents/Guardians are afforded the right to view those records with the consent of the principal after a request has been made to the office in a sufficient amount of time for accommodations to be made.

Original cumulative academic records are sent to other academic institutions only upon receipt of a formal request, and are forwarded directly to the academic institution. Copies of report cards and student test scores will only be released to families whose accounts are paid in full and current. All other records are held by BLS for a period of seven years after a student’s exit from the school, at which time they are destroyed to protect privacy. Requests to secure those records by the family must be made before that amount of time, after which only permanent transcripts and records of dates of attendance will be accessible through the school office.

M. LIBRARY USE GUIDELINES

Students will visit the public library with their class. Students are required to have a current Solano County Library card. Students may check out books home from the library following normal Solano County Library check-out and acceptable use procedures. Any book that is lost or damaged must be replaced by the student at the list price of the book plus any applicable shipping and handling charges according to Solano County Library regulations.

N. LUNCHEES AND SNACKS

Lunch: Children are asked to bring a nutritious lunch each day that includes a beverage (i.e. juice, milk and a water bottle). It is expected that they bring no candy or soda and that the family remove such from prepackaged lunches. Thermal containers should be utilized to keep lunches warm as a microwave oven is not available to re-heat student lunches.

If a student's family chooses, there exists the option of using the school's hot lunch provider that serves the whole school through pre-ordered meals. More information is available in the school's office. Please be mindful of student's food choices. If a student does not like the lunch ordered or brought from home, replacements are not available.

A parent desiring to visit and/or have lunch with their student may occasionally do so. If a lunch is brought in, the lunch should not be "fast food" in nature (i.e. no McDonalds, Taco Bell, etc.), and parent has signed in as a visitor in the school office.

If a student forgets or doesn't have a lunch, they will be asked to contact a parent as extra lunches and/or food are not available.

Snack: Children are asked to bring a daily, nutritious snack. Please keep the snack simple, as the snack time is short. It is important for students to have time for play and exercise as well as for a snack.

**ALLERGIES:
TEACHERS AND OFFICE STAFF SHOULD BE IMMEDIATELY
INFORMED OF ANY DIETARY RESTRICTIONS OR FOOD ALLERGIES.**

O. SOCIAL ACTIVITIES

It is asked that party invitations not be distributed at school. A school directory will be provided for families to mail individual invitations, if they wish, out of respect for those children who may not be invited. Each child's birthday will be recognized at school by the teacher in her/his own way. Additionally, parents may send in a special treat to be shared with the class, once discussion and approval have been granted by the teacher. Please understand that some students in the class may have allergies to certain foods. Prior notice to the teacher is necessary so that their dietary needs are respected and accommodated made for those students.

P. SCHOOL PROGRAMS

Children will participate in special programs, and the entire Bethany community will be invited to attend. Students are also required to attend our annual Christmas production in December, typically on a school evening, as all students will be part of the cast. These opportunities allow students to share their talents and learn to appear before an audience. Additionally, BLS students may be invited to sing on occasion in worship services at Bethany Lutheran Church. When the students participate in the Sunday services, they are expected to be in their chapel uniform.

Q. EMERGENCY PREPAREDNESS PLAN

Bethany Lutheran School has an emergency plan for different situations and keeps details of the plans confidential for the safety of the children and staff. Part of the plan includes parent notification. It is expected that parents will comply when made aware of situations that may arise. Doing otherwise may jeopardize the safety and well-being of students, staff, volunteers, and others who may be required to be present to effectively address the situation.

In the event of a serious emergency, **do not telephone the school**, as the phone lines are needed for emergency, and **do not come to the school**. Tune your radio to KUIC (95.3 FM). If requested, report to the administration at the school. For more details, see www.iloveguys.org.

R. SPORTS AND OTHER COMPETITIONS

An opportunity for Christian fellowship with students from other Lutheran and non-Lutheran schools is provided through inter-scholastic competition. Students must meet and maintain the minimum academic requirements, as stated in Part 2, Section M on page 16 of this handbook. Participants will also sign and return and the co-curricular philosophy statement.

S. TOYS AND SPORTS EQUIPMENT

Due to the potential interruption to the learning environment and the danger of them being broken, lost or stolen, toys and gaming devices are not to be brought to school. This includes (but is not limited to) kendamas, bouncing balls, flying objects, stuffed animals, hand-held electronic devices, etc. Sports equipment such as footballs, basketballs, gloves, etc. may be brought to school if:

1. A name is clearly written on the equipment.
2. It is a permissible piece of sports equipment for PE or recess (NO baseballs or softballs).
3. It is stored away at all times other than PE and/or recess.
4. BLS assumes no responsibility for any such items brought to school.

Part 5 - SUPPORT SERVICES

A. GUIDANCE AND COUNSELING

As a Christian community, BLS offers guidance and counseling that reflect its Christian identity. In a general sense, all faculty members are involved as counselors. If the services of a clinical psychologist or other professionals are deemed necessary or desired, the school may be able to make recommendations. Pastoral counseling is also available for those who seek it.

B. PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) is a parent support group for the school open to all parents of enrolled Bethany LS students. PTO membership meets once a month to carry out fund-raisers, special activities and events, and publicity for these events, as planned with the principal, to whom the PTO is responsible. Activities sponsored by the PTO may be eligible for fulfilling the Family Partnership Program requirement.

C. FAMILY PARTNERSHIP PROGRAM

Tuition alone does not cover all the aspects and responsibilities of a quality Christian education. Partnership opportunities allow our parents to become involved while keeping tuition affordable by reducing labor expenditures through service and fundraising contributions. Each Bethany Lutheran School family is required to complete 30 partnership hours annually for one student toward the support of the school programs, of which five (5) hours are to be dedicated toward fundraising events, and two (2) hours attending PTO meetings. The maximum partnership hours for families with multiple students are 50 hours with 10 hours toward fundraising.

Parent partnership in education offers a huge resource and support base for the the whole school community while showing students the importance of participating in the larger community. It also allows time to fellowship with other families. Not only does our school reap the benefits of your involvement — you will, too. By interacting with teachers, administrators, and other parents on a regular basis, you'll gain a firsthand understanding of your child's daily activities.

A charge for your family's Partnership Hours will be reflected on your tuition statement. This charge will show due and payable at the end of the school year. Partnership Hours will be credited throughout the school year as Partnership Hour forms are submitted. Any amount remaining will be charged to the family. Once Partnership Hours are billed, it will be up to the discretion of Student Billing whether credit will be issued.

Partnership Hours form are available on the school website and in the school office to record completed partnership. Partnership Hours are credited for various activities as indicated on the Partnership Hour form. **Beginning this year, in order to receive credit for completed Partnership Hours, a BLS staff member or the designated event coordinator must initial that hours have been completed at the time of completion.**

The school's principal makes the final decision as to which projects are credited for partnership hours. The partnership hour requirement must be met for the current year by June 15, after which a monetary assessment will be made in July based on **\$10.00** per hour for any remaining balance. Families may also elect to pay the amount in lieu of completed partnership hours. *(Your family participating in person is desired greater than simply writing a check.)*

D. LOST AND FOUND

Student possessions left unclaimed will be placed in the lost and found. If items are not claimed within a reasonable period of time, typically every two weeks, they will be donated to a local charity. Please insure that ALL clothing items worn to school are clearly marked.

Part 6 - COMMUNICATIONS

We believe that communication is one of the most important things between our school, parents and students and we do our very best to keep our Bethany families up-to-date with information and notices sent via email (usually sent in the form of BLS E-News), through our weekly newsletter, *The Eagle*, and weekly classroom newsletter. A yearly calendar that reflects all minimum and holidays is also available on our school's website. We ask each parent to be an active participant in the communications that are provided to you by BLS.

A. ACADEMIC

Students will receive different types of academic reports during and at the end of each grading period. Parents should feel welcome to contact any of their student's teachers to arrange a time to meet at an appropriate time. Progress for a student can also be seen online at <http://www.gradelink.com>. The first line of communication for a parent about academic/disciplinary concerns in a particular classroom is the teacher. The principal should be contacted if a question/concern cannot be resolved between the teacher, student, and parents.

B. SCHOOL NEWSLETTERS AND CALENDAR

Families will receive a newsletter on a weekly basis from the school highlighting upcoming events, news, and other pertinent information. In addition, teachers prepare a weekly classroom newsletter. To streamline the distribution of information to our families, 99% of all information on school activities and events, in addition to communication from your child's teacher(s), classroom and school office, will be sent to you via email and be accessible via the school's website. Please refer to the newsletter and other electronic communication **before** calling or contacting the office for information, as most questions can be answered through this format.

C. APPEALS TO THE HANDBOOK

If a student/parent desires an exception to handbook policy, the procedure is as follows:

1. Go to the principal with the written appeal.
2. The principal may discuss the matter with appropriate personnel.
3. The principal will make the final decision on the appeal, giving due consideration to input.

D. COMMUNICATION PROCEDURE FOR PROBLEM-SOLVING

Bethany Lutheran School desires to handle all concerns in a Biblical manner, per Matthew 18:15-20 and Galatians 6:1-5. Your cooperation is vital to handle concerns effectively and in a Christian manner by following the same Scriptural guidelines, practicing love and forgiveness as modeled through Christ's ministry. Parent cooperation with these communication procedures is mandatory to a child's placement in our school.

The goal of Christian conciliation is for the parties to the students' education (parent/guardian, school, student) to follow Christian principles, and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other personally (1Corinthians 6:1-8; Matthew 5:23-24; and Matthew 18:15-20). These principles allow resolution to take place through God's love and grace through the Holy Spirit in corporate unity and peace.

If a specific concern or suggestion exists, tell it to the appropriate person. Concerns about school policy or operations should be expressed directly to the person in charge of the department in which there is a concern. Here is the step-by-step procedure to follow:

- Step 1** All concerns involving classroom, playground, etc. situations should go to the teaching staff first. This should take place at a time that does not interfere with instruction or normal school operations. Prior contact by e-mail or phone correspondence is recommended.
- Step 2** If the situation cannot be resolved after further clarification with the staff member, a meeting will be arranged with both the principal and the teacher. The goal of this communication process is to have concerns and complaints resolved at the department level. This is a binding resolution.
- Step 3** When applicable, the Senior Pastor will actively participate in matters of church doctrine and reconciliation concerning church members, as well as pastoral guidance to those needing Biblical counseling and/or education on Christian principles.

E. ELASTIC CLAUSE

Recognizing that situations may develop over the course of the school year which might necessitate adding, deleting or changing the policies contained in this handbook, the school administration reserves the right to do so. Such alterations will be communicated via the school's monthly and/or weekly newsletter, e-mail communication, PTO (Parent Teacher Organization) meetings for parents, Student Council, or class/student body meetings for members of the student body. We also recognize that not every school or classroom rule, procedure or practice is detailed in this handbook, but are communicated in various ways and are to be adhered to as school policy. Similarly, the school administration maintains the right to dispense with some or all of the policies in this handbook and reserves the right to take any action deemed appropriate to ensure the school's policies and mission.

Handbook Revision Date: August, 2016