

Bethany Lutheran School

Parent Handbook

(Revised 2017)



INSPIRING LIFE-LONG LEARNING

THE SCHOOLS OF

BETHANY

LUTHERAN

CULTIVATING CHRISTIAN CHARACTER

Bethany Lutheran School
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Long Beach, CA 90808
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This handbook belongs to _____

Welcome to Bethany Lutheran Day School

We welcome you and your children to the Schools of Bethany Lutheran Church, and we pray that our Lord and Savior will bless our efforts as we work together for the spiritual and academic training of your children.

We thank you for selecting our school and we pledge to you our support and cooperation. We are aware of our great responsibility: we are dealing with the souls, minds, and bodies of children; people precious to you, to us, and especially to our Savior.

The purpose of this handbook is to familiarize you with our purposes, objectives, policies, and regulations. In addition to this handbook, we are regular in our communication with parents electronically and in print. We attempt to keep our online version of this handbook up-to-date. You may view this on our website: www.bethanylutheran.org/school. Please read all information carefully.

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Bethany Lutheran Board of Schools: 2017/2018

Mr. Kent Ryskamp (Chair)	Mr. Greg Goebel
Mrs. Carrie Evans (Vice-chair)	Mrs. Cindy Morlok (Secretary)
Mrs. Susan Swick	Mr. Kevin Kabicinski

Church and School Personnel

Senior Pastor
Minister of Family Life
School Principal
Director of Music
DCE/Care Ministry
Financial Administrator
Youth Minister

Pastor Kevin Kritzer
Pastor Seth Moorman
Dr. Mary Fink
Dr. Carol McDaniel
Mr. Karl Fink
Mrs. Maraley Shaeffer
Miss Kayleigh Belvery

The Teaching Staff

Mrs. Jeanette Dahlin
Mrs. Lori Lange
Miss Stefanie Hinrichs
Mrs. Chris Boerrigter
Miss Kim Imes
Mrs. Diana Orr
Mr. Andrew Morner
Miss Abby Einspahr
Mrs. Natasha Schuldheisz
Mrs. Sarah O'Conner
Mrs. Bonnie Neally
Mrs. Jill Moorman
Mrs. Connie Kritzer
Miss Cheryl Stejskal
Sra. Patty Siegman
Mrs. Leigh Sandlin
Mrs. Jeannette Barker

Instructional Aides

Mrs. Jennifer Petay
Mrs. Erika Alvarado
Mrs. Laura Crahan
Mrs. Camille Ayers

Support Staff

School Secretary
Admissions Director
Scrip Coordinator
Financial Administrator
Athletic Director
Extended Day Care Director

Ms. Lynne Charette
Ms. Kathy Tucker
Mrs. Carol Grudt
Mrs. Maraley Shaeffer
Mr. Karl Fink
Ms. Carlota Brown

The Mission Statement of Bethany Lutheran Day School

Inspiring life-long learners...cultivating Christ-like character.

The mission of Bethany Lutheran School is to prepare well-educated Christian servants and support families as they raise their children in the Lord.

School Policies

Admission Policy and Procedure

Bethany Lutheran School is maintained primarily for the members of Bethany Lutheran Church. Their children have priority enrollment status. These are followed by:

1. other families who already have children enrolled in the school;
2. new families with two or more children seeking admission;
3. families who are members of other Lutheran churches;
4. all other families.

Please note that once a student is accepted into our school, he/she is never asked to leave to make room for a new Bethany member child.

Bethany Lutheran School is not equipped to serve as a disciplinary school or a school for children having severe neurological, emotional, or academic problems. Such children need specialized care and instruction, and Bethany Lutheran School may not be equipped to meet their needs.

All enrollments are for one year only and must be renewed each year.

Children enrolling in our kindergarten must be 5 years of age by September 1 of the academic year for which they are seeking admission. All Kindergarten student applicants will be tested for developmental readiness before admission.

Children enrolling in First Grade must have completed an accredited kindergarten course and must have had a complete physical examination within the previous year.

Students who have already attended another school and wish to transfer to Bethany Lutheran School must present proof of completion of the previous grade as well as authorization for us to receive a transcript from the previous school. All new applicants for grades 1-8 will be pretested by our school to assess their academic level so that they can receive proper grade placement before they are accepted.

For their first 6 weeks in Bethany School, all students are on probationary status while we evaluate their needs, attitudes, and grade placement, after which some changes may need to be made.

Academic Recognition Policy

(revised by the Board of Schools September, 2009)

Bethany School places a great deal of importance on solid academic performance. However such areas as good citizenship, leadership, service, and Christian fellowship are not neglected. At the end of each Quarter for grades 5-8, we give two types of recognition for students who have excelled in their school work:

The **Honor Roll**: To be included in the Honor Roll the following criteria must be met:

- a **G.P.A. of between 3.300 and 3.699** for those academic subjects marked with an asterisk "*" in the Report Card
- an A, B, or C in all other graded subjects
- an E, or S in all non-graded subjects

The **Principal's List**: To be included in the Principal's List the following criteria must be met:

- a **G.P.A. of between 3.700 and 4.000** for those academic subjects marked with an asterisk "*" in the Report Card
- an A, B, or C in all other graded subjects
- an E, or S in all non-graded subjects

G.P.As are figured by converting final qualifying grades to the numerical values below, then dividing by the number of grades.

100-95%	A	4.000
94-90%	A-	3.667
89-87%	B+	3.333
86-83%	B	3.000
82-80%	B-	2.667
79-77%	C+	2.333
76-73%	C	2.000
72-70%	C-	1.667
69-68%	D+	1.333
67-66%	D	1.000
65%	D-	.6667
64-0%	F	0.000

Usually certificates for the Honor Roll and the Principal's List are presented to the students in the first chapel service after report cards are distributed. Parents and guests are always welcome at every chapel Service.

A.I.D.S. Policy

1. Any student found to be infected with the Human Immunodeficiency Virus (HIV) which leads to Acquired Immune Deficiency (AIDS) will be treated with respect and dignity.
2. Every precaution will be taken to protect the confidentiality of records, files, and other information about the HIV status of the student.
3. Decisions regarding the type of educational and care setting for a student infected with the AIDS virus should include the behavior, development, and physical condition of the student.
4. For most infected school-age students, the benefits of an unrestricted environment should be given priority in the decision making process.
5. Infected students who lack control of their bodily secretions or who display abnormal behavior, such as biting, and students who have uncoverable, oozing lesions, will either be restricted from attending Bethany school, or placed in a restricted environment at school, if one can be provided.
6. Any decision regarding the type of educational service to be provided to a student based on the presence of the AIDS virus must be made in consultation with the student's physician, parents, teacher, principal, the Board of Schools, and perhaps, a Public Health official may be required.

Anti-Bullying Policy

Bethany Lutheran School is committed to making our school a safe and caring place for all students based upon the principle of the "Golden Rule" that Jesus taught in Luke 6:31. Specifically, we will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Bethany Lutheran School defines *bullying* as follows: Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens or leaves someone out on purpose. Bullying can be accomplished in person or electronically through the use of social media, texting and/or phone messages.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing, damaging, or hiding another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play/interact with someone.

The Bethany Lutheran School staff will do the following to prevent bullying and help children feel safe:

- Pray for all students, that they would resist the temptation to bully others, or to tolerate bullying of others.
- Closely supervise students in all areas of the school and playground.

- Watch for signs of bullying and stop it when it happens.
- Teach the “Friendship Fixer” curriculum in Grades K-2 , “Steps to Respect” curriculum in Grades 3-5 and Common Sense Education anti-cyberbullying curriculum in Grades 6-8.
- Respond quickly and sensitively to bullying reports.
- Take seriously families’ concerns about bullying.
- Assign consequences for bullying.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following to prevent bullying:

- Pledge to abide by the Golden Rule.
- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

Attendance – Absence – Illness Policy

Bethany Lutheran School students should be present each school day unless circumstances such as illness, appointments or family commitments such as funerals make it impossible to be present. Completing missed assignments at home is not a substitute for school attendance.

If your child is not well prior to the beginning of the school day, you are requested to keep the child at home. When children become ill during the day it is essential that parents arrange to have the child taken home as soon as possible.

When students are absent, parents should notify both the school secretary (phone call) and the student’s teacher (email) by 9:30 AM, giving the reason the student is absent.

Please note:

- Students who have 5 or more consecutive absences for illness must provide a doctor’s note upon the student’s return to school.
- Students who miss 10% or more of any given quarter due to illness must provide doctor’s notes for any further absences that year.
- Students who miss 10% or more of any school year due to absences (excused or unexcused) may not be eligible for promotion and/or may be required to complete recovery units at the parents’ expense. Recovery units must be approved by the administration.

Pupils are not permitted to leave school premises at anytime during school hours without specific written or oral permission from a parent, or emergency permission from the school office. When pupils have a special appointment during the school day, the parent must come to the office to get the child. There is a “Parent Sign Out Sheet” in the school office. The parent should sign out their child and, if they return before the end of the day, sign them back in. In the case of a regularly-

scheduled appointment to which the child can walk, prior written notice must be given to the school.

Before 6:30 AM and after 6:00 PM Policy

For safety and insurance reasons, no student may arrive at school before 6:30 am and the school will accept no liability for students on the church or school campus before that time. If students arrive between 6:30 AM and 8:05 or 8:30 AM they must, regardless of age, sign into Extended Day Care. The family will be charged the regular EDC fee. (Younger students whose older siblings begin class at 8:05 may go to EDC at 8:05 and stay until 8:30 free of charge.)

After 3:30 pm students must either be checked into EDC, or be involved in a school-supervised activity (for sports or discipline reasons).

For safety and insurance reasons, no student may stay at school after 6:00 pm, unless they are involved in or attending a school or church-supervised activity. If they are involved in an activity, they must be where the activity is taking place and be under the supervision of the appropriate adult. The school will accept no liability for students who leave the activity area without permission, or who are on campus without staff or parental consent.

Parent Cooperation on this matter of supervision is mandatory

Child Abuse Reporting Obligation

In accordance with California law, school staff are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters.

The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in best interests of the affected child and do not, once a reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Child Custody Matters

(approved by the Board of Schools 12/04/01)

It is possible that there may be an issue of who has, or does not have, legal custody of your child(ren). **We must have on file any copies of legal documents which pertain to this matter.** We cannot prevent anyone with legal custody from taking children from school. Either, or both, legal custody parents may fill out an Emergency Card and list their designated agents. If anyone listed on a child's Emergency Card comes to school to pick up a child, we have no choice but compliance. If, for some reason, you want us to notify you immediately that we have received contact from a legal custody parent, or designated agent, we will try to do so, but you must give us

special written instructions. If you want us to ask the legal custody parent or designated agent to wait here until you can get here, supply written instructions to that effect, and we will try, but we cannot prevent them from leaving if they desire to do so.

Church Membership – Church Attendance Policy

(Approved by the Bethany Board of Elders and Board of Schools, August 2006)

Church membership or church attendance is not a requirement for being accepted into our school or for attending our school. However, since religious instruction and spiritual life form the central core of our school program, we encourage and expect our students to be regular in their attendance at weekly worship services. Parents who are not faithful in their own church attendance, or who permit their children's absence from worship services, are working against one of the important thrusts of our school program. The Bible clearly tells us that we Christians must worship together.

If you claim Bethany Church Membership, we rejoice in your partnership and your promise to worship faithfully, serve passionately and give proportionately. In expectation of your financial support of Bethany Lutheran Church, we offer you a reduction in your tuition.

Each Spring we ask all those who claim Bethany church membership to meet briefly with a Pastor and to sign a covenant letter, indicating acknowledgement that it is only by the members' financial support of the church that we are able to offer reduced tuition. At this time, church attendance may also be discussed. Those who have not attended Bethany church services may forfeit their tuition reduction.

Communicable Disease Policy

Bethany Lutheran School requires, in the case of confirmed or suspected infectious and/or communicable disease, that the students be excluded from school until it is determined that the student is no longer contagious to others.

Written documentation of the non-contagious status from the pupil's private physical or local public health department must be submitted to the school office before the student will be admitted to class.

If the diagnosis, written documentation, or examination, causes the principal concern regarding contagion to others, the parents will be informed of the student's inability to be admitted or re-admitted to school. The principal will notify the local health officer (California Administrative Code, title 17.2508) of the student's status. The principal will then consult with the Board of Schools regarding the admittance or re-admittance of the student, and perhaps the advisability of continued enrollment of the student in Bethany Lutheran School.

The admissibility of each student affected by this procedure will be on a case-by-case basis. A decision will be jointly made by the principal and the Board of Schools. If the student is cleared, he/she will then be admitted to class. All proceedings, medical records, and Board of Schools minutes will be handled in a confidential manner.

Corporal Punishment

Bethany Lutheran School does not use corporal punishment as part of its disciplinary system, nor will the principal or any teacher administer corporal punishment at the specific request of a parent.

Discipline – Procedure and Policy

Introduction... Learning cannot take place in an atmosphere of disorder and disrespect. Good behavior should be noticed and positively reinforced. Misbehavior should not be overlooked. It is to be treated as sin and calls for Christian guidance and correction. A Bethany Lutheran student is to be obedient to the teacher, the principal, all members of the school staff, and the pastors. A Bethany Lutheran student is to be respectful of all his fellow students. Parents who want their children to receive the best possible training from our Bethany Christian Day School program must set the example of respect for the teacher and our school.

Procedure... Problems in behavior are first of all the responsibility of the classroom teacher. In administering this policy, ordinarily the teacher will deal with the offending pupil to correct the problem. However, in the case of repeated offenses, it may be necessary to consult with the parents. Finally a meeting of the parents, teacher, and the principal may be needed to determine what disciplinary action will be taken.

The Policy...

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11

We have a uniform discipline policy to be in operation throughout the grades K-8 in our school. However, when dealing with children ranging in age from 5-14, a certain amount of flexibility is necessary. Thus, we must rely on the wise discretion of our staff and the understanding of our parents. Our goal is, as always, to use our God-given wisdom to better educate and train children in the way they should go. Our main desire is the reinforcement of the positive behavior we observe, and each member of the staff is continually watching for and commenting on such behavior. But, we must deal with negative behavior as well; thus this policy.

This policy is based on the accumulation of check marks.

1. In general, three check marks for item in the “Reasons for check marks” list below will result in a detention. (see section on “Detention” , Page 14, for definition). Depending on age, this may be 3 check marks per day, or per week. Occasionally a detention will be given without prior check marks – see list of “Reasons for automatic detention” below.
2. In general, the 5th detention in a semester will result in a suspension. (see section on “Suspension”, Page 15, for definition). This may either be an in-school suspension or an out-of-school suspension.

3. Enrollment at Bethany Lutheran School is a privilege and repeated suspensions may result in an expulsion. (see section on “Expulsion”, Page 16, for definition).

General Statements:

- A. At the discretion of the teacher, lessons taught or homework assigned while a student is serving a suspension may be required. Credit given for such work is also at the discretion of the teacher.
- B. Any teacher or other staff member may enforce this policy for the infractions listed in this section, or any other conduct they feel is unsatisfactory or improper. Other staff members or trained parent volunteers may give “check mark slips” which are put in the teacher’s mailbox. The teacher keeps the tally and assigns the appropriate consequence.

Reasons for Check Marks

1. Child being out of seat without permission.
2. Being tardy from a break or recess.
3. Talking without permission.
4. Having improper gym attire.
5. Saying or writing hurtful statements to or about someone.
6. Leaning back in chairs or sitting on desks or tables.
7. Messy desk or work area.
8. Failure to be on task.
9. Passing, writing, or receiving notes.
10. Disrupting or upsetting the class.
11. Not keeping hands, feet, and objects to yourself.
12. Not having the required supplies.
13. Running on campus other than on the playground.
14. Improper lunch table behavior – proper behavior is:
 - eat and talk quietly
 - get permission to leave the tables
15. Improper use of the stairways – proper behavior is:
 - always walk to the right, except in emergencies
 - always hold the handrailing
 - take one step at a time
 - anything different will be considered improper use
16. Improper conduct in chapel services – proper behavior is:
 - walk quietly to and from chapel
 - quiet behavior in chapel
 - using hymnals and worship handouts correctly
 - anything different will be considered as misconduct
17. Sidewalk and hallway behavior shall be:
 - keep hands to yourself and no pushing
 - walk quietly and do not disturb others
 - do not cut through other class lines
 - open all doors carefully
 - keep sidewalks and hallways neat and clean

Reasons for Automatic Detentions

1. Chewing gum at any time on the school grounds
2. Repeated failure to do homework
3. Throwing or misusing food
4. Throwing items in the classroom
5. Girls in the boys restroom and vice versa
6. Minor vandalism of property such as erasable writing
7. Eating anytime other than authorized by a teacher
8. Being in prohibited areas, including the pay phone, without written permission
9. Lying and cheating
10. Having unnecessary physical contact with others, including play fighting, hitting; also hand holding or other public displays of affection
11. Borrowing items from other students without their permission
12. Being in a classroom without authorization
13. Uncovered textbooks, after one warning
14. Loud or rude behavior in the hallways near classrooms
15. Vulgar or profane language or name calling

Playground Rules and Procedures

All students are to obey the playground supervisors and speak to them respectfully.

1. On the play equipment – slide:
 - a. Tag is never permitted on the equipment.
 - b. Running is not permitted in this area.
 - c. Pushing is not allowed on the equipment.
 - d. Always use both hands on bars and poles.
 - e. No walking or climbing up the slide.
 - f. Sit forward only on the slide.
 - g. Only one person on the slide at a time.
 - h. No 7th or 8th graders allowed on play equipment.
2. No climbing on the fences.
3. No throwing of objects such as rubber nuggets, stones, berries.
4. Fighting, hitting, pushing, and the like are not permitted.
5. No leaving the fenced playground area without permission, especially to retrieve balls and the like, or to go to the restrooms. Always ask first.
6. No returning to the classrooms without teacher permission.
7. No baseballs, softballs, or bats are permitted on the playground. Grades 3-8 will be able to use wiffle ball sets.
8. No bouncing of balls against building walls.
9. Only soccer or “kick” balls or rubber balls will be kicked.
10. No lifting or carrying of other students is allowed.
11. Students are to line up immediately in designated areas when the bell rings.

Detention

Detention may be given by any teacher for any of the above disciplinary infractions in the classroom or on the playground. Detentions may be before or after school. The detention will not be more than 60 minutes, and the day of the detention will be at the discretion of the teacher. The parents

will be notified of the detention day and time with a slip which they must sign and return to the teacher the next day. However, reasonable communication with the teacher may result in adjustments of the detention day. Failure to return the signed slip the next day, or failure to report for the detention, will result in the detention being doubled. A second failure will result in a suspension. Parents are responsible for the student's transportation.

Suspension

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense is committed. When a student is suspended, the parents will be notified immediately of the suspension and the reason for it. The following quotations from the California Education Code will be the criteria used at Bethany School for suspension or expulsion:

E.C. 48903

- continued willful disobedience
- habitual profanity or vulgarity
- open defiance of authority of school personnel
- assault and battery upon a student
- threat of force or violence against school personnel
- smoking or having tobacco
- bringing weapons, including pocket knives, to school (added 10/2003)

E.C. 48904

- Using, possessing, or selling narcotics

E.C. 48907

- When other means of correction have failed

E.C. 48909

- Cutting, defacing, injuring school or personal property

Procedure:

The principal issues the suspension, either based on his own observations or upon the recommendation of other school personnel. The suspension may assume various forms. It may be on campus or off campus. It may be for the remainder of that day, the next full day, or the next 2 or more full days. It may contain the privilege of doing make-up work and tests, or not, and either for credit or not for credit. The form used is based on the nature of the offense, the history of the offender, and perhaps, input from the parents.

The specific procedures are:

1. The student shall be given oral notice of the charges and an opportunity to present his/her side of the story.
2. Oral notice will be given to the parents by telephone as quickly as possible. This will be followed by written notice signed by the principal.
3. A conference with the parents, student, principal, and appropriate staff will be arranged.
4. A written form of suspension will be signed by the parents and student stating the length and reason for the suspension.
5. The principal will maintain dated documentation of the facts.
6. Since grounds for suspension and grounds for expulsion ordinarily differ only in degree, the possibility of expulsion must be clearly stated to the student and parents.
7. The length of the suspension, up to ten (10) days, is left to the discretion of the principal.
8. Suspensions beyond 10 days require approval of the Board of Schools.

9. Depending on the circumstances, the suspended student may have the right to make up homework and tests missed while suspended.

Expulsion

The Specific Guidelines are:

1. The grounds for expulsion are listed on the previous Page in the quotations from the California Education Code.
2. Students will be given oral notice of the charges against them with the opportunity to present their side of the story.
3. Oral notification of the charges against the student will be given to the parents, either by phone or in person, as quickly as possible.
4. The student will be suspended until a meeting can be arranged between the parents and the principal.
5. The principal will maintain dated documentation of the facts.
6. The final decision to expel a student rests with the Board of Schools of Bethany Lutheran Church.
7. Full credit shall be given for all work accomplished by the student prior to the time of the expulsion.

Eligibility Policy

(for after-school sports/activities, approved by the Board of Schools, 9/7/05)

7th/8th Grade:

Eligibility for all after school sports, cheerleading, and similar activities will be based on the following criteria:

- The student must have a 2.0 grade point average in all subjects.
- The student may not have a failing grade (F) in any subject.

The Athletic Director will monitor this at 8 times during the course of the school year. These include the end of each quarter when report cards are issued as well as the school-wide mid-quarter progress reports.

Eligibility is lost immediately for one week for any detention issued, including not completing homework or behavior issues (i.e. fighting). 7th/8th grade teachers are responsible for reporting detentions and eligibility issues to the Athletic Director.

5th/6th Grade:

Eligibility for all after school sports, cheerleading, and similar activities will be based on the following criteria:

- The student must have a 2.0 grade point average in all subjects.
- The student may not have a failing grade (F) in any subject.

If the Teacher, Athletic Director, Principal and/or Parents believe that athletics is preventing the student from achieving their academic potential, eligibility will be rescinded until the athlete's grades reach agreed-upon levels.

Eligibility is lost immediately for one week for any detention issued, including not completing homework or behavior issues (i.e. fighting).

Eligibility to attend Summer Day Camp Policy

(Adopted by Board of Schools 6/17/98)

- Families who have outstanding Summer Day Camp fees from the previous summer will not be allowed to register for the new Summer Day Camp.
- Families who have outstanding Extended Day Care fees from the school term will not be allowed to register for the new Summer Day Camp.
- In general, families who have unpaid tuition to the Day-School, or the Pre-School, will not be allowed to register for Summer Day Camp. However, there may be extenuating circumstances that the family has previously made known to the Board of Schools that will allow them to use Summer Day Camp in spite of unpaid tuition. This is handled on a case-by-case basis.

Eligibility To Attend Outdoor Education Programs

(Adopted by the Board of Schools 10/08/03)

Only full-time, currently enrolled students in Bethany Lutheran School may attend the Outdoor Education Programs. Students may not be “temporarily” enrolled in the school just for the purpose of attending Outdoor Education. Siblings of eligible students may not attend.

Extended Day Care Late Fees Policy

(Adopted by the Board of Schools 3/20/2001)

If a student is not picked up by 6:00 PM, a late fee of \$10.00 for the first 10 minutes, or any portion thereof, will be charged. An additional fee of \$10.00 per minute will be added for each minute after the first 10 minutes. Late fees for arriving after 6:00 PM must be paid, either as the student is being picked up that day, or the next day when the student is dropped off for Extended Day Care. The student will not be permitted to attend Extended Day Care until this late fee is paid.

FISH Program

(Adopted by the Bethany Board of Schools, August 2006)

Bethany Lutheran School recognizes the value of having school parents involved in their children’s education through volunteer service.

Policy:

Each Bethany Lutheran School family unit will give five hours of service to Bethany Lutheran Church and/or School each school year.

Procedure:

1. This program will be called the FISH (Families Involved in Service Hours) Program.

2. The FISH Program will under the direction of the FISH Coordinator, who will be paid using tuition credits.
3. The FISH Coordinator will be appointed by and answer to the Principal.
4. Parents/guardians, grandparents, aunts/uncles or high school graduate siblings of the students in our school may give service hours.
5. Family members who serve hours will submit FISH Hour Sign-Off forms to the school office to verify service hours.
6. Families may choose to give \$100 instead of giving hours. These funds will be used to offset expenses of the FISH Program.
7. Families who have not completed their five hours of service by June 1 will be billed at the rate of \$20 per hour.
8. Hours served after June 1 will be counted for the next school year.

Fundraising Policy

(Revised by the Bethany Board of Schools, August 2006)

Policy:

Fundraising activities conducted by Bethany Lutheran School may not detract from the mission and ministry of Bethany Lutheran Church.

Procedures

1. Fundraisers may be conducted for activities costing more than \$500 per student, for charitable causes or for the PTL, Cheerleader, Booster Club and Student Council budgets.
2. Fundraisers must be approved by the Board of Schools.
3. If the Bethany Lutheran congregation will be participating, fundraisers must also be approved by the Church Council.
4. No more than one on-campus fundraiser per semester per organization/class.
5. No more than four off-campus fundraisers per school year per organization/class.
6. Members of the organization/class will do the fundraising.
7. Funds will be handled by the school office and the Principal.

Graduation Policy *(approved by the Board of Schools, September 2012)*

Students must have 4th Quarter and 2nd Semester grades that are 65% or higher in all subjects in order to participate in 8th Grade graduation and its related activities.

Harassment (Sexual) – Student to Student

Policy Statement:

It is the policy of Bethany Lutheran School to provide an educational environment in which all students treat each other with respect and dignity. Bethany Lutheran School prohibits any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any student to harass another student, in a sexual manner as defined below.

Confidentiality:

Every effort shall be made to protect the privacy of the parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

Retaliation:

Bethany Lutheran School forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

Definition of Sexual Harassment:

For purposes of this policy, sexual harassment is defined as conduct that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks and other verbal, visual, or physical conduct of a sexual nature directed toward a student. This conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive learning environment.

This policy prohibits student to student sexual harassment whenever it is related to a school activity, and occurs at any time including, but not limited to, any of the following:

- While on school grounds
- While going to, or coming from school
- During, or while going to, or coming from, a school sponsored activity

Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, detention, suspension, and expulsion.

A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definition of sexual harassment. Such determination will be made, if necessary, by a "reasonable person" of the same gender as the victim.

It is not a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

Examples of Sexual Harassment:

1. Verbal: sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, or names.
2. Written: suggestive or obscene letters, notes, pictures, cartoon, or invitations.
3. Physical: sexual assault, touching, grabbing, impeding or blocking movement, gestures, or leering.
4. Continuing to express sexual interest after being informed that the interest is unwelcome.
5. Making reprisals, or threats of reprisal, following a negative response to sexual advances, or following a sexual harassment complaint.

Grievance Procedure:

Bethany Lutheran School has adopted the following administrative procedure for dealing with sexual harassment complaints:

1. In general, at the informal level, students should make their complaint to their teacher. If they make the complaint to other personnel, that person will ask the student to speak to their teacher. The teacher will determine the severity of the incident and how it will be handled. If the offense takes place during Extended Day Care, the matter will be handled by either the Director or the Assistant Director.
2. In general, for a first time or “minor” offense, the teacher will speak to the offender about their behavior and give either a check mark (see Discipline Policy) under the “hurtful statements” line #5; or an automatic detention under either the “unnecessary physical contact” line #10, or the “profane or vulgar language” line #15. The person dealing with the offense will also file an Incident Report with the Principal.
3. If this is a repeated or “severe” offense, it will be handled by the Principal. The parents of the offender will be contacted immediately. Depending on the circumstances and nature of the offense, the Principal may either assign a detention, or a Suspension or an Expulsion. The guidelines for Suspension and Expulsion are explained in detail under “Discipline Policy”.

Harassment (Sexual and Otherwise) Bethany Employee to Student

Policy Statement:

It is the policy of Bethany Lutheran School to provide an educational environment in which all students are treated with respect and dignity. Bethany Lutheran School prohibits any form of sexual harassment of students whether verbal, physical, or environmental; either on school property or at school-sponsored events. It is a violation of this policy for any employee or agent of Bethany Lutheran School to harass a student in a sexual manner as defined below. Sexual harassment of a student by a Bethany employee is also prohibited by federal and state law.

Any employee or agent of Bethany Lutheran School who participates in the sexual harassment of a student is subject to disciplinary action including, but not limited to, verbal warnings, letters of reprimand, suspension without pay, and dismissal.

Confidentiality: (same as “student to student”, see previous section)

Retaliation: (same as “student to student”, see previous section)

Definition:

For purposes of this policy, sexual harassment is defined as conduct that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks and other verbal, visual, or physical conduct of a sexual nature directed toward a student under any of the following conditions:

1. Submission to or toleration of sexual harassment as an explicit or implicit term or condition for any services, benefits, or programs sponsored by Bethany Lutheran School.
2. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting the student.
3. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive learning environment.

A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definition of sexual harassment. Such determination may be made, if necessary, by a "reasonable person" of the same gender as the victim.

It is not a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

Examples of Sexual Harassment: (same as "Student to Student", previous section)

Grievance Procedure:

Bethany Lutheran School has adopted the following administrative procedure for dealing with employee-to-student sexual harassment complaints:

1. In general, at the informal level, students and/or their parents should make their complaints, in either verbal or written form, to the Principal. If they make their complaint to other personnel, that person will ask them to speak to the Principal. The Principal will determine the severity of the incident and the action to be taken. The principal will write out an Incident Report.
2. The type of corrective action taken will depend on the Principal's evaluation of the severity of the incident. (see Corrective Action, item #22 in the Personnel Policies handbook)
3. If the student and/or parents feel that further action is necessary, they may file a written complaint with the Chairperson of the Board of Schools.
4. In a timely fashion the Chairperson will call a meeting of the Board, involving the remainder of the Board, the student, the parents, and the accused.
5. The type of corrective action taken will depend on the Board's evaluation of the severity of the incident. (see Corrective Action, item # 22 in the Personnel Policies Handbook)

Homework Policy

(Adopted by the Board of Schools 9/3/2013)

Homework at Bethany Lutheran School

We believe homework is important for student success, therefore all Bethany students will have homework assignments during the school year. We hope the following guidelines will be helpful:

Daily Homework:

- Provides opportunity to practice concepts learned at school.
- Prepares students for future studies.
- Gives students opportunity to develop good study habits.
- Gives students opportunity to demonstrate responsibility.
- Should, for the most part, be done independently, especially as students mature.

Homework should not:

- Take longer, on average, than 10 minutes per grade level of sustained focus/work, including time to study for tests, complete projects, etc. (e.g. 2nd x 10 min.=20 minutes)
- Be assigned on Wednesday evenings with the expected due date of Thursday. (Some assignments given earlier in the week may have a Thursday due date, however, and tests may be given on Thursday with advanced notice earlier in the week.)

Parents play an important role when it comes to homework. It is helpful when parents:

- Show interest in courses of study.
- Monitor student progress on assignments and check to see that homework is completed.
- Assist with directions, but expect students to complete the work independently.
- Assist students with short-term and long-term planning for assignments.
- Communicate with teachers about any homework concerns.

FAQs regarding homework:

What if my child's homework takes longer than 10 minutes per grade level?

- If your child is consistently working longer than expected, please alert your child's teacher.

What if my child has hardly any homework?

- Many teachers give students opportunity to start on homework assignments in the classroom. Some students work quickly and can complete assignments at school, lessening their homework load. Others choose to do the bulk of their assignments at home, increasing their homework load. If you have concerns about the level of homework, either too much or too little, please speak with your child's teacher.

What if my child doesn't understand a homework concept?

- If your child truly does not understand a concept (as opposed to directions for doing the assignment) it is very important that the teacher know this. Please have your child stop working, then alert the teacher so he/she can re-teach the concept.

Should I help my child with his/her homework?

- Some homework/projects, such as a science fair project, will require parent guidance and supervision, others will not. If you have questions about your level of involvement, please speak with your child's teacher.

Should I make sure the homework is correct before my child turns it in?

- It is important that students complete homework independently so teachers can determine what students do and do not understand. If parents notice a pattern in student mistakes, it is helpful if they alert the teacher so he/she can re-teach.

Maximum Enrollment Policy

Bethany Lutheran School prefers a maximum enrollment of 20 children in Kindergarten with an aide and 26 children in Grades 1-8. Under special circumstances, additional students may be enrolled and classroom aide hours increased as needed.

Non-Discrimination Policy

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

Participation in After-School Sports Policy

(Adopted by the Board of Schools 8/6/2001)

Each year we offer a program of after-school team sports for our older students. We have teams of 7th and 8th grade boys and 7th and 8th grade girls for a variety of sports throughout the year. The sports we offer may vary from year to year depending on our League's decisions. If we have enough coaching staff, we may also offer after-school team sports for our 5th-6th graders. If a student comes out for a team, then that student is on the team. We do not deny participation based on ability or maximum number of participants. That student will remain on the team as long as the eligibility requirements (see Eligibility Policy, pg 16) and any other regulations set by the coaching staff are complied with.

Any parent who gives permission for their child to participate also agrees to volunteer to help in any capacity that they can for such tasks as driving to games and the like.

Permission to Leave Campus After School Policy (revised Sept. 2001)

It is understood that any student who has been dropped off at school by a parent or authorized agent of the parent, or any student that walks, rides public transportation, or rides a bicycle or similar conveyance to school, will be on the campus at all times unless under the specific supervision of school personnel or under the supervision of responsible persons authorized by the school or the parents. **Students are never to leave the campus during the school day without the written permission of their parents or guardians.** This written permission must be placed in the hands of authorized school personnel and kept in the student's files in the school office. Parents

must send written permission from home, or the school office has a form for parents to use to grant this written permission. Students will not be allowed to use the school phone to make “last minute” calls to secure verbal consent. If the school day is still in session when the reason for being off campus is completed, the student may return to school to finish the day. (An example of this would be a student excused to walk to an orthodontist appointment.)

Parents must inform the school office if it is their intention that, at the close of the school day, their student(s) walk home, ride public transportation, or bike or similar conveyance. Parents only need do this one time each school year, unless their plans change.

Students, who at the close of the school day, normally walk home, ride public transportation, or ride a bike or similar conveyance, should leave school promptly after being dismissed, and under normal circumstances, may not return to school later that day. Students who walk home are to go directly home – not stopping or loitering in Pan Am Park or similar locations. If they are seen doing this, the parents will be called.

On minimum days, when school is dismissed at 12:00 noon, these same rules apply. Students may not walk to a local fast food place, the mall etc. and then walk back to school. If parents want this to happen, they must grant written permission in the school office, and make arrangements to pick up the student at the off-campus location.

Students who violate this policy will be punished according to procedures outlined in the Discipline Policy (see Discipline Policy)

It is understood, that for safety and insurance reasons, Bethany Lutheran Church and School accepts no liability (which occurs beyond the areas covered by the school accident insurance policy) for the safety of students, or their behavior towards others or property, when the student is acting outside the procedures outlined in this policy.

Personal Appearance/Body Piercing

(Adopted by Board of Schools 10/2/2001)

Visible body piercings (including the tongue) with the exception of ears, will not be allowed on students or staff of Bethany Lutheran School during the regular school hours (6:30 AM – 6:00 PM).

Refunds Policy

(Modified by Board of School 2/4/13)

- Pretesting and registration fees are non-refundable.
- Disaster Fees will be refunded 100% up to, and including, the day school starts, for both those who inform us and “no-shows”. If a student withdraws after the school term begins these fees are forfeited.
- Tuition, either pre-paid for the year or for the month, will be refunded 100% of the remainder, beginning from the day the school has been informed the student will no longer be attending.
- SCRIP rebates are for school fees only.

Risk Management Policy

(Adopted by the Board of Schools 8/2/2007)

Bethany Lutheran School will engage in risk management strategies in the selection of church workers, both paid and volunteer, who work with students.

Procedures for said policy:

Paid Employees

- All paid employees of Bethany Lutheran School will complete an employment application form.
- All paid employees of Bethany Lutheran School will sign an Authorization/Waiver/Indemnity Form, releasing the church and the references used from liability.
- References will be checked for each paid employee of Bethany Lutheran School.
- All paid employees of Bethany Lutheran School will be fingerprinted and submit to background checks through the FBI and the California Department of Justice.
- All paid employees of Bethany Lutheran School will receive risk management training.

Volunteers

- All volunteers for Bethany Lutheran School will complete a Volunteer Application Form. This form will be submitted one time and permanently kept in a locked file in the Principal's office.
- References may be checked and Criminal Background checks may be conducted for Bethany Lutheran School volunteers. Information obtained from these sources will be accessible only to the Principal.
- All volunteers will be checked via the Megan's Law website.
- Any prospective paid or volunteer worker who has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they would have contact with Bethany Lutheran School students.

Student Employment Policy

(Adopted by the Board of Schools, 12/4/07)

Student absences for employment purposes shall not interfere with the student's education at Bethany Lutheran School.

Procedures

1. Students may be absent for employment purposes five times during the school year. Each absence may be up to five days in length.
2. Students who will be absent for employment purposes will notify their teachers as soon as possible.
3. Teachers will provide students with information about what textbook Pages will be covered during the student's absence, as well as the dates of any upcoming tests. Tests will be administered by Bethany Lutheran School.

4. Any assignments given by the student's on-set tutors will be accepted by Bethany Lutheran School and students will receive credit for said assignments.
5. Teachers may, at their discretion, give students copies of classwork they will miss and hold students responsible for said classwork.

Tardy Policy

(Revised and approved by the Board of Schools, July 2008)

It is a matter of parental responsibility to see to it that 3rd-8th students arrive before the 8:15 bell and K-2nd students before the 8:45 bell.

1. Children arriving at school after their starting bell has completed ringing must be accompanied by their parent to the School Office.
2. The secretary will give each student either an "Excused Tardy" slip or an "Unexcused Tardy" slip.
3. The student must have a valid and written excuse to receive an "Excused Tardy" slip. Valid excuses include medical and dental appointments, emergencies or special circumstances. If there is a question about the validity of the excuse, the principal will decide.
4. The teacher will keep a record and after 3 "Unexcused Tardy" slips have been received, an appropriate consequence (usually a detention) will be assigned. Students begin the quarter with a "clean slate."
5. Persistent tardiness can, at the discretion of the principal, result in further disciplinary action.

Technology Use Policy

PREAMBLE:

The use of technology during Bethany's school day is an integral part of a student's education. However, its use is also a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and, potentially, other disciplinary action. Students will be held responsible for their actions and activity while using technology at Bethany.

SCHOOL GUIDELINES:

1. Technology should be used in a way that will treat other people in a God-pleasing manner. Therefore, the sending of harassing or degrading messages, using files and e-mail to bear false witness or spread rumors about someone, or posting anonymous messages or personal communications without the original author's consent is prohibited. Any use of the technology that demeans another person, whether they be other students, teachers, staff, or parents, in a manner that is contrary to God's Word, will not be tolerated.
2. Do not interfere with the work of another student or a teacher. Students may not degrade or disrupt the normal function of technology so that the performance of these items is damaged. Neither may students use technology in such a way that it is disruptive or harmful to the teacher,

students, and classroom environment. Similarly, any student who uses technology in a manner that is outside the parameters established by the teacher is subject to disciplinary action.

3. The privacy of other people, whether fellow students or teachers, is to be respected. Any invasion of the privacy of another person is a violation of the school technology use policy. Students may not intentionally access the messages, files, or work of another student or teacher, nor alter any of these in any way.

4. Students using technology are expected to uphold the 7th commandment. It is illegal to violate copyright laws. Copying of program files (as opposed to personal word processing files, or other student work) is prohibited except with the approval of the homeroom teacher and their personal supervision.

5. Students are to use technology only as instructed by their teacher. Students may not attempt to gain any unauthorized access to resources, programs, or on-line sites. Similarly, students are expected to maintain individual technology settings. These settings (such as the background, icons, screen savers, etc.) may not be altered without permission of the instructor.

6. Students may not use technology at Bethany for their own financial or commercial gain.

7. Students are expected to adhere to all of the following guidelines concerning Internet use:

Personal information of any kind about themselves or another person (students, teachers, parents, etc...) may not be transmitted. This includes home telephone numbers and addresses as well as information regarding the location of any student at any given time.

Students may not use cellphones, computers, iPads or Chromebooks without the direct personal supervision of the classroom teacher, teacher's aide, or authorized parent volunteer. Direct personal supervision means that the teacher (or other qualified individual) is present in the classroom or computer lab and is actively monitoring the work of the student.

Students are expected to maintain a Christ-like demeanor at all times. Therefore, no text, image, movie, or sound that contains obscene material or language that offends or degrades others will be allowed.

Possible consequences for violations of the school technology use policy include:

- a. withholding privileges
- b. detention
- c. suspension
- d. expulsion

Technology is a gift from God to his people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. Bethany Lutheran School acknowledges the blessings the Lord has bestowed on his church through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance our students' educational experience through technology.

Tuition Policy

(Revised by the Board of Schools September 2012)

1. No child may begin school in September unless their accounts are current. This includes Registration Fee, E.D.C. fees, Summer Day Camp fees, Music Academy, FISH fees , Technology fees and/or Pre-School fees.
2. All families are allowed to apply for Financial Aid at anytime. Financial aid applications are completed online. A Subcommittee of the Board of Schools acts on these requests and generally their decisions are not retroactive.
3. Annual tuitions paid in full by August 1 receive a 5% reduction. Families receiving financial aid and staff members receiving a staff discount are not eligible for this 5% reduction.
4. For those families choosing the 10 equal payment plan, the first payment is due in August and the final payment is due in May.
5. Unless other arrangements have been made with the bookkeeper, late payments are assessed a \$30.00 late fee.
6. Should tuition become 20 days delinquent, the student may be suspended from class. The principal may take the student from class on that day, call the parent, and either payment must be made, or some arrangement made, before the student will be readmitted to class.
7. At the time of registration for the new year, families with delinquent accounts may lose their preferred position on the school roll to make space for those on waiting lists.
8. Where a family transfers to another school with a balance owing, it is understood as a matter of contract that families, by their attendance at Bethany Lutheran School, are waiving all rights to the forwarding of transcripts which may be granted by the Family Education Rights and Privacy Act and the California Education Code and any/or all other legislative codifications bearing on the transfer of such records upon request of the school to whom the student transfers.
9. No eighth grader will be allowed to participate in graduation activities or ceremonies if any tuition or fees are still owing by May 10. This includes the awarding of a diploma.
10. School yearbooks will be held until all accounts are current. This includes Registration Fee, E.D.C. fees, Summer Day Camp fees, Music Academy, FISH fees, Technology fees and/or Pre-School fees.
11. Exceptions to the above policy may be made by the Board of School in consultation with the family.

Uniform Dress Code-

(Approved by the Board of Schools-Spring 2016)

Bethany's uniform dress code:

- Encourages a sense of unity and belonging.
- Defines and provides guidance for modest and non-distracting student appearance.
- Reduces clothing-related conflict and stress within students' homes, at school and among peers.
- Promotes a positive image to our congregation, community and potential new students/families.

- Teaches students that people dress differently in different settings, i.e. adults dress differently for work than for lounging at home.
- Promotes a school climate conducive to the educational process.

Uniform Dress-Girls

Bottoms:

- Solid khaki, black or navy skirts, capris, skorts, shorts, jumpers or pants.
(Please note: leggings are not pants.)
- Plaid jumpers or skirts in Bethany's designated plaid from the Vicki Marsha company only.
- Please note:
 - The hem of all shorts, skirts or jumpers, etc. must be at least fingertip length.
 - Solid color tights, leggings or "bike shorts" (red, white, black or navy blue) may be worn under skirts, jumpers, etc.
 - No sweatpants, warm-ups, jeans/denim of any color, skinny pants, cargo pants or pants with pockets on the leg are permitted.

Tops:

- BLS logo shirt (One will be provided to new students with registration. Additional shirts available from Vicki Marsha.)
- Solid colored, long or short-sleeved polos or polo dresses (red, white, or navy blue) or white oxford/peter-pan collared shirts (long- or short-sleeved)
- Solid-colored (red, white, or navy blue) cardigans or sweatshirts, or sweatshirts with BLS logo/spirit/camp wear may be worn over uniform clothing inside the classroom.
- Please note:
 - No sleeveless shirts.
 - Midriff may not show when arms are raised.
 - No logos, stripes or designs with the exception of BLS logos/spirit wear.

Uniform Dress-Boys

Bottoms:

- Solid khaki, black or navy shorts or pants.
- Please note:
 - No sweatpants, warm-ups, jeans/denim of any color, cargo pants or pants with pockets on the leg are permitted.

Tops:

- BLS logo shirt (One will be provided to new students with registration. Additional shirts available from Vicki Marsha.)
- Solid colored, long or short-sleeved polos or solid colored oxford/dress shirts in red, white, or navy blue. Solid colored (red, white, or navy blue) cardigans, v-neck sweaters or sweatshirts, or sweatshirts with BLS logo/spirit/camp wear may be worn over uniform clothing inside the classroom.
- Please note:
 - No sleeveless shirts.
 - No logos, stripes or designs with the exception of BLS logos.

Additional Guidelines:

- Hair must be neat, clean and well-groomed. Extremes in style are to be avoided. Hair coloring, dyeing, or bleaching is not permitted.
- Bare feet, flip-flops, clogs, sandals without back straps, plastic shoes, or roller shoes are not permitted. Socks must be worn and shoes must be tied at all times. Knee socks must be solid-color red, white, black, or navy blue.
- All shorts and skirts must be worn at the waist.
- Holes, rips or tears in clothing are not permitted.
- Undergarments may not be visible.
- Earrings may not exceed the diameter of a quarter.
- Excessive make-up is not permitted.
- Hats may not be worn in any building.
- Tattoos and piercings (other than ears) are not permitted.
- Please note:
 - All students will wear their BLS logo shirt or sweaters/vests on Wednesdays/chapel days. (One logo shirt will be provided with registration.)
 - Occasional “free dress” days may be scheduled by the administration. The additional guidelines listed above still apply.
 - School administration and teachers reserve the right to make judgments regarding dress code compliance.
 - Students who choose to violate the school’s uniform dress policy may be asked to change into approved “loaner” clothing at school or parents may be called to bring appropriate clothing to school.

Valedictorian Policy

(Approved by the Bethany Board of Schools, July 2006)

The Valedictorian(s) of Bethany Lutheran School shall characterize superior academic achievement in Junior High, Grades 7-8.

Proposed procedures for said policy:

- Grade Point Averages (GPA’s) will be determined by averaging the grades in Literature, English, History, Math and Science.
- Students in 8th Grade Advanced Algebra will receive a .33 weight for their 8th Grade Math grade. Thus, if a student has a grade of 3.4 for Advanced Algebra, their weighted grade for figuring the total GPA will be 3.73.
- A total GPA from all four quarters of Grade 7 and the first three quarters of Grade 8 will be determined.
- The student with the highest GPA from Grade 7 through the first three quarters of Grade 8 will be the Valedictorian.
- If two students have an exact tie in their GPA’s, there will be Co-Valedictorians.
- If two or more students have GPA’s within two one-hundredths points of the Valedictorian, the student(s) with the lower GPA(s) will be designated Salutatorian(s).

The responsibility and final determination of the Valedictorian/Salutatorian shall lie with the Principal of Bethany Lutheran School.

Procedures and General Information

Address – Phone Numbers

It is absolutely necessary that parents notify the school office when there is a change in family addresses, e-mail addresses or phone numbers, either at work or at home. It is extremely important so that we can keep our emergency file system up to date. Addresses or phone numbers of your child's classmates are not usually given out by the school office.

Bicycles – Skateboards – In-line Skates

Bicycles are to be walked (skateboards or skates are to be carried) once a student enters any campus gate. Walking means both feet on the same side of the bicycle. Students who choose to ride on the campus during school hours will have their bicycle, skateboard, or skates immediately confiscated for a 24 hour period. The second time it happens they will lose their riding privilege for five (5) school days. It is required that each student's bike have a lock. Skateboards or skates may be stored in the classroom closets. The school accepts no liability for bicycle, skateboard, or skate damage or theft.

Cars – Before and After School Drop Off and Pick Up

Parents delivering their children before school have two areas they may use; Arbor Road street parking or a section of our playground/parking lot off the Clark Ave. entrance. Our neighbor, and good friend, St. Cyprian Roman Catholic Church and School, has requested that our families do not use their parking lot.

Between 6:30 – 8:30...while delivering children for E.D.C.

Two gates are open –

1. Arbor Road pedestrian gate for foot traffic only. Parents can park along Arbor Rd. (except in the loading/unloading zone) and walk in to check their children in E.D.C.
2. Clark Avenue auto gate. Parents can drive in and park in a roped off section of our playground and walk over to check their children into E.D.C.

This can be a little congested at times.

Be Patient!! Be Courteous!! Drive Slowly!!

Between 8:30 – 8:45...while delivering children for school

Parents have two choices:

1. The drive through, one way, traffic system – Cars enter the playground through the Clark Avenue gate, drive onto the playground, stop and let their children out, and exit through the Arbor Road gate. Parents who need to park and conduct business on campus should not park in the middle of the playground – this will impede traffic flow. They should park along the edges of the playground. All cars need to be off the playground by 9:00 A.M.

2. The Arbor Road loading/unloading zone is a good place to pause and let your 1st-8th grade children out of the car. However it is rare to find a parking place along Arbor Road at this time. Kindergarten families must park and deliver their children to the classroom door. Their best chances of finding a parking place are around the edges of the playground or on the north end of Pan Am Park next door to our school.

No double parking or jay walking should ever be done. This is very dangerous to your children and against the law!

Between 3:10 – 3:30...while picking up children from school

Parents have two choices:

1. The drive through, one way, traffic system – Enter through the Clark Avenue Gate – follow the directions of the supervisors in lining up your car – stay in or near your car – watch for you children – load them up – leave immediately through the Arbor Road gate. If you need to make a classroom visit or other on campus errand, please park your car in a designated area – not in the line of traffic. During these 20 minutes, Teachers/Supervisors patrol this area.
2. Park on a city street and walk onto campus to pick up your children. If parents choose to park on the street, they must come on campus and escort their children to their autos. During these 20 minutes teachers supervise the Arbor Road gates and will not permit children to leave the campus to meet their pick-up ride from street side.

Between 3:30 – 6:00...while picking up children from E.D.C.

Two gates are open –

1. Arbor Road pedestrian gate for foot traffic only...parents can park and walk on campus to check their children out of E.D.C.
2. Clark Avenue auto gate...parents can drive in and park in a roped section of our playground and walk over to check their children out of E.D.C. and exit through the same gate.

Chapel Services

The pastors and staff members conduct weekly worship services on Wednesdays. The teachers lead the children quietly to the church where each class has an assigned area. These worship services are designed to be especially meaningful to children. The students also have the opportunity to learn proper church decorum and respect for God's House. Offerings are taken at these services and are given to selected missions and charities. Parents and friends are always welcome and encouraged to attend these services.

Cheerleading

Pupils in grades 5-8 may try out for cheerleading. Any parent who gives permission for their child to participate must also agree to volunteer to help in any capacity that they can for such tasks as helping to supervise practices and driving to games and the like.

The cheerleaders are not allowed to practice, or perform at games, unless a faculty or parent supervisor is present.

Academic eligibility standards (see “Policy” section) must be maintained to participate.

Adopted September, 2009

Cheerleaders may participate in stunting under the following conditions:

- They have received the proper training, preferably at cheer camp.
- Their parents have signed a stunting permission form, acknowledging the inherent risk in participating in stunting.
- They follow proper safety procedures, including warming up before stunting.
- They perform stunts only under the supervision of a cheer coach who has experience coaching stunts.
- The cheer coach is certified or pursuing certification in cheer safety.

Curriculum

Bethany Lutheran School offers instruction in those subjects commonly taught at the kindergarten, elementary, and junior high levels, and in compliance with the California Education Code. All subjects are taught “in the light of God’s Word” and from a Lutheran viewpoint. The study of the Bible and its teachings occupies the central position in our curriculum. One period of each day is devoted to religious instruction.

The kindergarten program offers a readiness program in all the basic school subjects and helps the child to develop emotionally, physically, intellectually and spiritually. In all the grades there is a concentrated and systematic study program covering all the academic disciplines. Approved methods and modern textbooks and teaching aids are employed in all subjects. Our curriculum is under constant study and is upgraded and revised on a 6 year review cycle.

Instrumental and choral music instruction are offered in grades 3 through 8.

Physical education is taught in all grades.

Technology education begins in Kindergarten. There is a printed curriculum showing the scope and sequence of this program from grade K through grade 8, available in the computer lab for parents to see. All grades use our fully equipped computer lab where they learn grade-level appropriate applications, typing skills, word processing, and advanced computer techniques. In addition, each student is equipped with an iPad for school use.

Extended Day Care... Summer Day Camp

Our E.D.C. program is available to all children enrolled in Bethany School. It begins at 6:30 AM and closes at 6:00 PM and operates all day to accommodate our AM and PM Kindergarten students. It may be used on a regular or part time basis. The first time the E.D.C. is used the parents register with the Director and will receive a Handbook that speaks specifically to this program. Extended Day Care is ordered by the month. See appendix for copy of a sample order form.

We also offer a Summer Day Camp under the direction of our E.D.C. staff. This usually covers all but the last week of summer and is purchased by the families on a weekly basis. The plans and program for the Summer Day Camp are published early each spring so that families can make their summer arrangements early.

Field Trips

In order to acquaint our students with the community around them and to enrich the classroom instruction with practical experiences, classes are occasionally taken on field trips. Teachers usually select those trips which coincide with a unit of instruction. Before taking the children on a field trip, the teacher must make all the necessary arrangements. The teachers take every reasonable precaution to insure the safety and welfare of your children. Parents sign a permission slip for each child for each trip. We do not use a general permission form for all trips for all year. On this form, which the parent must sign before the child will be permitted to participate, is this statement:

“With this signed agreement we (I) absolve the teacher, Bethany Lutheran School, and any and all members of its governing boards of any responsibility for the safety, welfare, health, and well being of the child named above, beyond such matters as may be called reasonable care for the children in the custody of a teacher and subject to the teacher’s clear instructions, and assumes personally and exclusively all responsibility and liability for accident, injury etc., which occurs beyond those areas covered by the school Student Accident Insurance Policy, which may occur to the above named child during the time of the specific activity as set forth at the beginning of this form.”

Field trips are possible only if there is sufficient parent volunteer help to serve as group leaders, helpers, and if need be, drivers.

Transportation for these trips is either by a licensed and certified school bus operating company, or individual volunteer parent drivers. If parent drivers are used, each child will have a seat belt, and each driver must submit a copy of a valid drivers license, a certificate of insurance, and a description of the auto they will use.

Homework (also see Homework Policy, Page 21)

A certain amount of homework, especially memory work, and in academic subjects, is necessary. In nearly every class the teacher will schedule time for the students to begin the assignment and ask any questions they may have, so that whatever is taken home should be thoroughly understood by the student. The teachers, especially in the upper grades, attempt to space their tests and coordinate with other teachers to prevent a number of tests or major projects from being scheduled for the same day.

Homework is not given as a punishment. Teachers may, with a warning to the parents, keep a child after school in order to catch up on homework or finish it for the next day. It may be necessary to reduce a report grade or give an incomplete – “I” – for lack of certain homework.

If an “I” is given, the student and parents will be clearly informed of the time span available to complete the work.

Supervised homework time is available after school as part of our Extended Day Program. The parents pay the regular E.D.C. fees for this. Teachers will not assign children to this time, but if parents request that their children be placed there, we will see to it that they are taken there at the end of the school day.

Immunizations – Medical Records

Students entering our school for the first time must bring a record showing the following immunizations:

Ages 5-6:

Polio – 4 doses (or 3 doses if last dose was given on/after 4th birthday)
Diphtheria, Tetanus, Pertussis – 5 doses (or 4 doses if last dose was given on/after 4th birthday)
Measles, Mumps, Rubella – 2 doses (both given on or after 1st birthday)
Varicella (Chickenpox)-1 dose
Hepatitis B – 3 doses

Ages 7 and following:

Polio – 4 doses (or 3 doses if last dose was given on/after 2nd birthday)
Diphtheria, Tetanus, Pertussis – 4 doses (or 3 doses if last dose was given on/after 2nd birthday)
Measles, Mumps, Rubella – 1 dose (2 doses at 7th Grade)
Varicella (Chickenpox)-1 dose (ages 7-12) 2 doses (ages 13-17)
Hepatitis B – 3 doses for Grade 7 entrants.

The month and year immunizations were received must be recorded on the record. Also every student entering our school for the first time must have proof of a TB test.

State regulations demand that each kindergarten student, and any new student, have a California immunization Record on file. First graders must have a Report of Diagnostic Examination and School Certificate on file. Forms for both of these records are available in the school office. Parents need to remember to update these file records as their children receive new immunizations.

Failure to provide the requested verification of immunization within the requested time frame will, in accordance with state law, result in suspension from school until the records are complete.

Medications

(Adopted November 2008)

Students are not to keep any medications, aspirin, cough drops, etc. at their desks, or in the classrooms. These medications are to be brought to the school office along with written directions from the parent. The secretary will then dispense them according to the parent's directions. With written parental permission, asthma inhalers may be kept in student backpacks for use during the school day.

Natural Disaster - Earthquake

Bethany School has a plan for on-site preparedness which each family receives early in the year. We will follow the direction of the Long Beach School District as to the opening or closing of school. See Page 42.

Parent-School Communication - Family/Classroom Visits

A friendly, "open line" of communication between home and school is one of the most important qualities of our school. To initiate this process all of our teachers arrange for a special Family/Classroom Visit in August before school begins to meet the teacher, see the classroom, receive a brief introduction to the curriculum, and have an opportunity to meet some of the other families. We feel these meetings are very important and strongly encourage each family to attend one of them.

Parents are urged not to let questions or misunderstandings accumulate. Please speak with the teacher before the matter becomes a source of irritation. A personal conversation or a phone call will usually clear up any misunderstanding. Feel free to leave "call back" messages with the school secretary. Questions not resolved after speaking with the teacher should be taken to the principal. The principal will ask if the teacher has been talked to first. If not, usually a 3 party meeting will be set up including the parent(s), teacher and principal. If further consideration is desired, it should be placed in writing and directed to the Board of Schools.

Parents who wish to attend a Board of Schools meeting are very welcome to do so. Board meetings are held the 1st Tuesday of each month. Requests to attend a Board meeting, or for agenda time, should be submitted in writing to the school office before the previous Friday. To summarize this process:

1. Arrange a time to speak to the teacher about any issue as quickly as possible.
2. If the issue remains unresolved after speaking to the teacher, speak to the principal.
3. If the issue still remains unresolved, the parent may want to take the matter to the Board of Schools.

Parties and Treats

Parties are not normally held at school or in any classrooms during school hours. Only after consultation with the teacher shall parents send any edibles to be distributed during school hours by any of the students as a birthday treat. However, the school usually conducts a harvest festival room party in the fall, a party at Christmas and a Valentine exchange and small party, organized and supplied by the room parents and parent volunteers. All party supplies and treats are donated. Home party invitations should be sent through the mail, not distributed at school unless the entire class is invited. Home addresses are not given out by the school office.

Personal Property/Student Property/Cell Phones

(Revised by the Board of Schools, July 2008.)

Toys, radios, CD players, electronic games, calculators, and other such items are not to be brought to school without the teacher's permission. If they are brought to school without permission, they will be confiscated and kept for a time set by the staff person. They will be returned. The school accepts no liability for damage or theft to such items, unless they were at school at the specific request of the teacher.

The possession of **cellular phones** and all other electronic communications devices on the campus is a privilege, and at no time may their use disrupt the learning environment at Bethany Lutheran School.

Procedures:

The use of cellular phones, digital music devices and all other electronic communication devices is permitted only under specific guidelines:

1. Turned off and stored out-of-sight before and after school and during Extended Daycare. The only exception is when specific permission and direct supervision are granted by a faculty or staff member.
2. While on campus NO games, photography, text messaging, music, etc will be allowed at any time.
3. During school hours, cell phones will be collected by classroom teachers and stored in a locked location for the school day. Students may collect their cell phones at the end of the school day. It is the student's responsibility to retrieve their cell phone from the classroom teacher before leaving the classroom for the day.
4. As with all other personal property, Bethany Lutheran School assumes no liability with respect to loss, damage, theft, etc.

The use of digital music devices is permitted only under specific guidelines:

1. Brought to school ONLY with teacher and parent permission.
2. Turned off and stored out of sight when not in use.
3. Students may ONLY handle and listen to their own devices.
4. The volume on the device may not exceed the halfway point, and staff members have discretion to confiscate the device if they feel the volume is too loud.
5. Digital music device content may not be explicit It is expected that parents will monitor content on devices. Staff members have the discretion to confiscated devices if content is deemed objectionable.

Enforcement:

Failure to obey the policy will result in:

1. Confiscation of the device, which will then be held in the office and released only to a parent, guardians etc.
2. On the first offense all privileges will be immediately revoked for five (5) school days
3. On the second offense privileges will be revoked for thirty (30) school days
4. For the third offense privileges will be revoked for the balance of the school year.

This policy is applied to the student who brought the device, and the student using the device if he or she is other than the one who brought it to school.

Parent-Teacher League - Meetings

PTL Meetings are held monthly on the fourth Tuesday of the month in the school library. All parents are encouraged to attend these meetings. The agenda includes a short business meeting, a topic of specific interest to parents, or an entertainment program and refreshments.

Some of our P.T.L. sponsored activities, all done with parent volunteers, are:

1. Two major fund raisers per year
2. Organize the School Room Parents program
3. Recreational family activities such as our Pumpkin Patch Carnival and “Fun Day”
4. Teacher Appreciation Week
5. Other student and staff support activities

Report Cards and Progress Reports

At the end of each grading period (every 9 weeks), report cards will be distributed. At the end of the 1st and 3rd quarter the parent(s) must come to school for a formal parent-teacher conference to receive the report card.

Grades 4-8 have access to student grades via the teacher’s online gradebook and have the option to check grades at will.

Progress Reports will go home at the mid-point of each quarter. It is the teacher’s option as to whether to send a Progress Report with every student or just those students who have a C- or below or have dropped a full grade since the previous report card. The Progress Report must be signed and returned to the classroom within 2 school days. It is the responsibility of the student and parent to inquire at that time as to the steps which may be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card, but rather an indication of the progress to date in a specific area.

Respect for School and Other's Property

The property of others is to be respected. This includes anything belonging to the school, another pupil, to the teacher, or to anyone else. As stewards of God's gifts, all students are instructed to take good care of such items as desks, books, and other equipment and property.

All school books must be covered at all times. Parents will be assessed for damage, loss, or disfigurement beyond normal wear caused by any student.

Vandalism will be dealt with most harshly. (see "Discipline Policy" for specifics).

School Accident Insurance

The school carries a school-time insurance policy for all children enrolled. Accidental injuries suffered on the playground, during supervised activities, or while traveling to or from school are covered by this policy. Eye glasses are not covered. Injuries requiring medical care are to be reported to the school office. A claim form is then filled out by the school, the parents, and the attending physician. Reimbursement is then made by the insurance carrier to either the parent or the physician. The benefits payable under this policy are payable only to the extent that they exceed or are not covered by any other insurance the family may have.

School Calendar

In general, we attempt to plan our school calendar so that it parallels that of the Long Beach Unified School District. The largest single segment of our school population resides in this district. In setting up our calendar our goal is to have 176-180 actual teaching days in the school year. The new school calendar is usually set in January or February of the preceding term so that it can be published in our annual School Brochure. Any concerns regarding the calendar should be brought to the attention of the principal or the Board of Schools at that time.

School Operating Hours

The hours of the school day will be as follows:

6:30 am	Extended Day Care (E.D.C.) begins
*8:05	Bell – classroom doors for grades 3-8 are opened
8:15	Bell – classes begin for grades 3-8
8:30	Bell – classroom doors for grades K-2 are opened
8:45	Bell – classes begin for grades K-2
3:10 pm	Bell – classes dismissed.
3:30	Bell – All children either leave campus, report to E.D.C., or go to a supervised activity area
6:00	E.D.C. ends

*Wednesday is a late start day for upper grades. All classroom doors open at 8:30.

School Library

Bethany School has a central library for use by the children in all grades. Our librarian is Mrs. Georgia Price.

The hours that it is open vary from year to year. Books may be checked out, one at a time, for a period of one (1) week and a fine of 5 cents per school day will be charged for overdue books. In addition, all children should have a local public library card and make use of these libraries on a regular basis.

Donations of books or other materials to our school library are always much appreciated.

Schools Reaction to “Breaking News” of Disaster or Crimes

Modern news media make it possible to view disasters, violence, and mayhem while they are actually taking place. Some of these events may have a long term psychological effect on persons (children or adults) who witness them or learn about them at a later time. Our school has felt the need to create an action plan for such events.

1. Not knowing what images may actually be transmitted by the media, the classroom teachers will not turn on their classroom television sets to follow “breaking news” stories.
2. Should there be an event in which children at any age level are the focus of violence or mayhem, the teachers will meet together as quickly as possible to plan our school’s reaction.
3. If necessary, to avoid morbid or frightening rumor and speculation, we may share basic details of the event with the children, before they can meet with their parents.
4. We will provide the parents with our school’s plan of reaction.
5. For grades 4-8 we may choose to gather together in the church for a time of group prayer and discussion about the event, either immediately or in the days to follow.
6. In grades K-3 we feel that these matters are best handled by the parents in the home.

Sex Education

As a Christian/Lutheran School, a major goal of our total school program is to teach proper morals and values. God, in His Word, the Bible, has given us very specific guidelines to live by in connection with gender, marriage and the family. Even though we believe that this education is primarily a task of the parents, we also realize that many children do not receive proper Christian instruction in this area. Each year, at each grade level, we use the Sex Education Material prepared by the Lutheran Church Missouri Synod. These materials are Christ centered and teach positive attitudes about gender, physical development, marriage, and the family. These materials have been in use for many years, and by many Christian organizations besides the Lutheran Church. Generally this is taught in the fourth quarter, within the context of Religion lessons, but we are not bound by this guideline. The materials we use are in our school office for parents to examine at their leisure. Before we actually teach the class, each child must have a release slip signed by the parents.

Standardized Testing

Standardized Achievement Tests are given every year in grades 3-8. Student Ability Tests are given in grades 3,5, and 7. These tests, together with other data and personal observation, can form the basis upon which a student may be evaluated and counseled. These tests also serve as a valuable tool for the staff in self evaluation and revision of our curriculum. The test scores are available for parent viewing with an appointment with the principal or the teacher. They are not sent home with the students.

Student Accreditation and Advancement

Upon completion of their studies here, our students are generally readily accepted in any of the local public or Christian high schools. Traditionally our students score well above the norms on our annual Iowa Test of Basic Skills. Our school does not exist in opposition to the public school program, but rather, compliments it. We are able to offer religious training, together with a sound academic program, which the public schools, by law, are not able to do.

Student Lunches - Milk - Soda Vending Machine- Nutrition

Lunch service is available five days per week through our vendor: ChoiceLunch. Otherwise, the pupils bring their own lunches or any other food they may require during the day. Families may order our Dairy Service, which is ½ pint of white 2% milk.

We also have cold drink and snack vending machines on campus. During the school day (8:30-3:30) the children in grades Kindergarten – Grade 2 **may not** use this machine. The students in grades 3 – 8 may use the machines during the school day at the discretion of their classroom teacher.

Each morning there is time set aside for a “nutrition” snack which is something nutritious sent from home such as fruit or cheese.

We discourage the bringing of “fast food” (McDonalds, etc.) items for lunch.

Study Halls

We offer teacher supervised, after school study halls for those students whose parents order them and pay an extra fee for them. The study halls are from 3:30-4:15 each Monday, Tuesday and Thursday afternoon for Grades 3-8. They are preordered by the month and cost the same as an hour of Extended Day Care.

Teacher Qualifications

The teachers of Bethany Lutheran School are men and women of good Christian character. They are firm in their faith and have dedicated their lives to the service of their Lord and Savior. Our teachers are graduates, either of one of our Synod’s colleges and are accredited by the Lutheran Church, Missouri Synod, or they have a State Teacher’s Credential. We encourage our staff to do graduate work and/or take courses. In addition to this, our teachers keep their teaching skills current with in-service training programs.

Telephone/Voice Mail System

All incoming calls during school hours will be handled by the school secretary. Children will not be brought to the phone unless it is an emergency. All the teachers have voice mail. They supply the parents their mail box number and parents can leave messages for them at any time. The teachers will respond to their messages at their first convenient time. For emergencies, dial the school office number and the school secretary will handle the matter personally. The students will be permitted to make phone calls from the pay phone. Each child should have the proper coins available.

Tuition and Fees

Registration Fee – This fee changes from year to year and is published in the school newsletter. The registration fee is payable by the last day of the previous school year, or upon enrollment, and is non-refundable. This fee includes a playground insurance premium, a library use fee, a school yearbook, a package of individual school photos, a textbook rental fee, some field trip admissions, and other miscellaneous fees. With this fee, the school will furnish a complete set of books for each pupil on a rental basis. This does not include some religious books or the books required for the “Outside Reading” program in grades 4-8 which each student is required to own.

Technology Fee-This \$250 annual fee supports Bethany’s 1:1 iPad/Chromebook program, as well as the other forms of technology on campus such as projection systems, document cameras, etc.. This fee may be paid in full, split in half (February and June), paid monthly or paid by Scrip rebate.

Disaster Fee – This is a one time fee of \$10.00 for each student enrolling in our school and is nonrefundable after the first day of school. This fee is used totally for the acquisition of consumable supplies for our Earthquake Preparedness Shed.

Tuition – The yearly tuition is published in the school newsletter. Tuition is paid using the FACTS tuition program and is normally paid either in full on or before Aug. 1 or over 10 months. Other payment plans are to be arranged with our bookkeeper. The balance of prepaid tuition fees are refunded, should the child need to be withdrawn from the school.

Visiting School

Parents are urged to visit their children’s classroom at least once each year. This will afford the parents the opportunity to view classroom activities as they are conducted on a daily basis, and thus become more familiar with our school program. It will also show your child that you are really interested in his educational development. Please notify the teacher before visiting. Also we ask that visitors knock before entering any classroom. If you wish to visit a primary grade, please try to do so during the morning hours. Other grades may arrange a visit at any time.

Bethany Church/School Disaster Preparedness Plan

Disaster Drill

Duck – Cover – Hold

1. At the sound of the disaster drill warning – air horn sound – students and staff drop to the floor under the nearest table or desk, on knees, crouched with hands holding onto the nearest table or desk leg. If there is nothing to hold onto, hands should be over the back of the neck.
2. Duck, cover, and hold for two (2) minutes – teachers then give a signal or command for evacuation.

Evacuation

1. Before leaving the classroom the teacher very quickly scans the route for any possible hazard. Immobile – wounded children are left behind. The teacher takes the Disaster Clipboard and escorts the class to the 3rd base line near the gate to the grassy field where the Traffic Coordinator directs traffic flow through the gate and onto the field. Do not form one long line while awaiting directions to go through the gate – each class line leader leads the class up to the 3rd base line.
2. The teacher immediately fills out the brief Disaster Report Form on the clipboard and leaves the clipboard at the Emergency Center.
3. The teacher escorts the class to the designated area (see attached site plan) on the grassy field, and sees to it that they are under the control of an assigned person. As soon as each class is settled in their assigned locations, the staff member then proceeds to their Disaster Assignment Site.
4. A start and stop air horn sound tells that the drill is complete.

If it was a real disaster...then

1. Communications Team members immediately lock all gates that give access to our campus.
2. As soon as all children are in assigned locations, and the immediate team assignments have been completed, the Traffic Coordinator will assign staff, 2 at a time, to drive their cars onto the playground with headlights along the 1st and 2nd, and 2nd and 3rd base lines. This will create our First Aid Center and provide us with night-time emergency light. Also this will free up our parking lot for the parent pick up.
3. No parent vehicles will be allowed into the inner campus. Each of the 2 rolling gates will have 24 hour watch by Team 5 members. Parents will check their children out at gate #1 by the gym. If parents come to gate #2, off Arbor Road, they will be told to go to gate #1. Emergency vehicles will be permitted through either gate.
4. Parents – Please do not phone the school for the first 3-4 hours in the case of a major disaster. We will have to have our phones for the out-going emergency calls.

Lockdown Procedure

Hard Lockdown (in cases of immediate threat):

When alarm (*sustained recess bell*) is sounded:

- Clear students from walkways and playground immediately and take them to their classrooms.
 1. If students are in other rooms (music, multipurpose, computer lab) they should remain there. The supervising teacher should call the school office to report alternate location. Students in the gym should return to their classrooms or the nearest safe room, depending on the circumstances (youth room, locker room, Parish Lounge, kitchen)
- Assist those needing special assistance.
- Close and lock all windows and doors. No one should leave for any reason.
- Stay away from all doors and windows.
 1. Classrooms with a wall of windows: students should be against the wall under the windows. Students should not be visible from windows.
 2. Classrooms with a door window only should block window with a piece of paper or cardboard.
 3. Room 218 should move students to Room 217 and lock all doors.
 4. Keep students away from door windows.
- Shut off all lights in classrooms.
- Be silent and wait for further instructions.
- Teachers should monitor their e-mail and cell phone for reports from school office via SchoolReach, rather than calling school office.
- Teachers should not turn on or share media reports, nor should they post their status on social media.
- “All Clear” signal will be *an airhorn blast*.

Soft Lockdown (in cases where there is no immediate threat):

- Classrooms/Teachers will be alerted by phone, instant message or in person.
- Clear students from walkways and playground immediately and take them to their classrooms.
- If students are in other rooms (music, multipurpose, computer lab, gym) they may remain there with supervising teacher.
- Close and lock all windows and doors.
- Student movement to restrooms, other classrooms, etc. should be under adult supervision only. Teachers may also instant message the school office to have a student escorted to the restroom if the need arises.
- Lights may remain on and instruction may proceed as usual.
- Teachers should monitor e-mail for reports from school office.
- If the soft lockdown is still in place at dismissal, school parents will be notified to pick up their students from the classroom. Teachers should obtain a parental signature on the student roster before releasing a student.
- “All clear” signal will be *an airhorn blast*.