
Bethlehem Lutheran School Parent/Student Handbook

2018-2019 School Year



Real. Present. God.

*God is our refuge and strength, a very present help in trouble.
Psalm 46:1*

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Welcome

Welcome to our school and a year of education, growth and learning for your child. For many of you this means a new grade, new teacher and new assignments, while for others everything is new for the first time! Whatever the case, we are blessed to have you as part of our Bethlehem Lutheran School family.

We are dedicated to creating an atmosphere in which every student will feel valued, successful and motivated to learn in order to reach his/her God-given potential. We see that when parents, teachers and administrators work together in an atmosphere of caring, trust, cooperation and open communication, students benefit.

This handbook has been prepared to acquaint you with Bethlehem, its philosophy of Christian education and details of our life together. It is our hope that by sharing the purpose of Bethlehem, as well as our policies and procedures, you will gain an understanding of our total program.

Your child's total growth is best served by a close working relationship between home and school. An open line of communication is essential to the development of such a relationship. This handbook is one way to help enhance our relationship as partners in the Christian development of your child (ren).

Please take some time to read this handbook and retain it for reference throughout the school year. This handbook represents the spirit of the positive expectations of our school community. May God bless our efforts and lead us to an understanding that we are not alone. We pray that parents and teachers will work together as partners in the Christian growth and development of the children God has placed in our care.

Our Mission

Bethlehem believes the Bible is the inerrant Word of God and children are a precious gift from Him. We work in partnership with parents to foster Christ-like qualities in all academic and social pursuits providing excellence in the light of God's Word.

Our Purpose

Bethlehem Lutheran School is an integral part of the total ministry of Bethlehem Lutheran Church of Fairborn, which is a member congregation of the Lutheran Church-Missouri Synod. The purpose of this school is to assist and support Christian parents in their God-given vocation of raising children in the nurture and discipline of the Lord (Ephesians 6:4). Children are gifts from God. Christian parents desire that their children grow up knowing and believing in their Lord and Savior Jesus Christ and also that they learn to live as faithful, responsible, God-fearing citizens in the world in which God placed them. It is the goal of Bethlehem Lutheran School to do all it can in the fields of elementary education and Lutheran catechesis to assist parents in their God-given calling. Our school strives for excellence in basic elementary education: language arts,

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mathematics, social studies, science and the fine arts. We are committed to the Christian faith, as taught in the Word of God and confessed in the historic Confessions of the Lutheran Church. Parents who desire a strong partner in the vocation will find an important ally in Bethlehem Lutheran School and Church.

Our Philosophy

Bethlehem Lutheran School functions in obedience and response to:

- ❖ God's promise that we are to "train up a child in the way he should go, and when he is old he will not part from it." (Proverbs 22:6)
- ❖ God's command that the parents are to bring up their children "in the nurture and admonition of the Lord." (Ephesians 6:4)
- ❖ God's commission that the church makes disciples of all nations, including children, and teaches them to "observe all things commanded by the Lord." (Matthew 28:19-20)

We believe that God is our loving Father and that we are His children. All are sinful and in need of a Savior. God sent His only Son, Jesus, to die for our sins. Those who believe in Jesus' death and resurrection are His disciples. Jesus' disciples follow his commands. Our goal then is to lead students to be disciples of, as well as disciplers for, Jesus.

We believe that the family is a child's primary discipler. Our school is in partnership with parents in enhancing the development of the whole child. This partnership provides a solid base of communication, the purpose of which is the furthering the student's relationship with God and the enhancement of positive Christian family interaction. We believe children develop at their own individual pace. We believe a positive learning environment, which utilizes a variety of teaching styles to accommodate diverse learning styles, is essential. Our aim is to have students realize and achieve their own God-given potential and recognize failure as a valuable part of the learning process.

As a diverse, professional team, our staff is committed to the total development of our students. We are dedicated servants who carry out the mission of the church through our personal witness and involvement. We desire to be encouragers, who set high academic standards and behavioral boundaries.

Our educational plan is built with academics being the highest priority. Yet, in ministering to the whole child, we include co-curricular and student-support programs. We understand the importance of continually reviewing our programs to insure success.

We also believe that students in our school need to achieve and grow in areas outside the academic domain. The ability to accumulate, evaluate and apply information in order to develop problem-solving skills based on Scriptural guidelines is important. We

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want students to develop self-discipline, and demonstrate forgiveness and respect for others.

Our Statement of Belief

This congregation Bethlehem Lutheran Church and School are a part of The Lutheran Church-Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone: (Eph. 2:20). With the universal Christian Church, the Lutheran Church-Missouri Synod teaches and responds to the love the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writing contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church*.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to confirm all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly: on the LCMS (Bylaw 3.1.1) and its resolutions and statements

are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies on local circumstances and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregations (e.g., the Pastor, Parish Planning Council, Board of Elders, School Board) will have authority to act on behalf of the congregation in specific circumstances. The constitution and bylaws of Bethlehem Lutheran Church and School govern our decision-making and policies. A copy of available upon request.

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The marriage policy of Bethlehem Evangelical Lutheran Church, a member congregation of The Lutheran Church-Missouri Synod, is consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man as determined by birth and one woman as determined by birth (Genesis 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Ephesians: 5:32). The official position of The Lutheran Church-Missouri Synod, as set forth in 1998 Resolution 3-21, "To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions," is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22,24; 20:13; 1 Cor. 6:9-10; 1 Timothy 1:9-10). Our pastors will not officiate any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs.

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complimentary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18, 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

History

Bethlehem Lutheran School was founded in 1999. From this humble beginning of 22 Preschool students, Bethlehem has grown to over 125 students in Preschool through Eighth Grade.

The Lutheran School System

The elementary schools of The Lutheran Church - Missouri Synod date back to the decade between 1830 and 1840, when several Lutheran congregations were organized in mid-western states and established Christian schools for their children. The first of these schools is older than the public schools in most states.

Lutheran schools offer an alternative program of education. The Lutheran schools system is an integral part of the American educational scene.

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Bethlehem is one of nearly 2,500 Lutheran schools within the Lutheran Church - Missouri Synod. Approximately 250,000 children are enrolled in these schools, which are staffed by over 18,000 teachers and administrators.

Bethlehem is located within the Ohio District of the Lutheran Church - Missouri Synod. There are presently over 6,500 students in Lutheran schools in the Ohio District.

Admission

Bethlehem Lutheran School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and extracurricular activities. All new students to Bethlehem Lutheran School are screened at entry.

Students new to Bethlehem Lutheran School will be screened through the use of a Placement Test. This Placement Test will be administered by the classroom teacher. The test will include assessment areas of math, reading (fluency and comprehension), and writing component appropriate for the grade level. The Placement Test will last 20-60 minutes depending on the age and grade of placement testing.

Children entering Kindergarten must be 5 years old August 1st of the year of admittance. Screening will be done for all students entering Kindergarten before the first day of school.

Children entering First Grade must be 6 years old by August 1st of the year of admittance. Screening may be done for students entering First Grade before the first day of school.

Parents enrolling a student who is transferring to our school from another must sign a "Transfer of Records" form so that we receive any and all records of past performance. It is the responsibility of the parents to mail the form to the past school to ensure the retrieval of records. Transfer students may be tested for grade level readiness.

Fees & Tuition

Tuition can either be paid in full before the first day of school or arrangements can be made to pay on a monthly basis. Bethlehem uses a tuition collection company for those parent making monthly payments according to the rules, regulations and procedures established by the company. Monthly payment arrangements are made through the FACTS tuition management company. Detailed information regarding this process is given at the time of enrollment. Parents paying tuition on a yearly or semester basis make payments directly to the school office prior to published deadline.

Partial year tuition for students who transfer out of Bethlehem Lutheran School is based on the daily tuition rate multiplied by the number of days the child is enrolled. Thirty day notice in writing of your intent to withdraw your child or 30 days tuition is required.

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Please note that those individuals on payment plans will not have met their tuition obligations if a child is withdrawn midyear.

Delinquent Funds Action: When a tuition payment is missed, a letter will be sent to the parents notifying them of the missed payment and the need to make the payment immediately.

After a third attempt to withdraw funds by the tuition collection company (for monthly payments), or 30 days (for annual/semester payments), a student withdrawal notice will be sent to the parents. Student records will not be forwarded to any other school if tuition debts are not paid.

In special cases (with School Board approval) arrangements may be made to re-pay back payments according to a written payment plan signed by both parents and Principal.

If tuition debts are not settled/repaid by any of the above actions, the Principal will notify the School Board of the debt and if there are any special or extraordinary circumstances associated with the situation. If there are not special /extraordinary circumstances to be considered, the School Board will authorize the Principal or Office Manager to proceed with debt collection through Small Claims Court.

(Revised June 2018)

Tuition Assistance

Tuition assistance is available through a discretionary fund consisting of donations designated for meeting tuition costs of families who cannot fully afford to send their children to Bethlehem Lutheran School. Guidelines and application forms are available in the school office.

Student Records

Student records shall contain the following information:

- ❖ Application for enrollment
- ❖ Student registration form
- ❖ Copy of child's birth certificate
- ❖ Copy of any legal custody documents in effect
- ❖ Immunization record
- ❖ Medical form
- ❖ Emergency medical authorization form
- ❖ Copies of report cards
- ❖ Copies of achievement test scores

Withdrawal

In the event of necessary withdrawal, thirty day notice in writing or one month's tuition is required. All fees and tuition payments must be up-to-date before transfer of records

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can be completed. Partial year tuition for students who transfer out of Bethlehem Lutheran School is based on the daily tuition rate multiplied by the number of days the child is enrolled. Please note that those individuals on payment plans will not have met their tuition obligations if a child is withdrawn midyear.

Calendar

The State of Ohio requires that the school year consist of a minimum of 910 hours for students in K-6 and 1001 hours for students in grades 7 & 8. Bethlehem creates a calendar that exceeds these minimum hours and covers the need for days or hours off for calamities. If calamity time exceeds what is in the calendar, Bethlehem can use Calamity Bags or online lessons. All additional hours required to meet the minimum must be added at the end of the school year.

Preschool begins and ends with the rest of the school.

Extended School Care

The Extended School Care program is available for enrolled Bethlehem students in kindergarten to – grade 8. The extended care staff provides care from 7:00 AM - 8:15 AM and 3:15 PM - 5:30 PM on school days. The cost of Extended Care is billed every two weeks from the school office.

Uniform Policy for Grades K-8

God has given organization to life by establishing the family structure. Parents have the responsibility of bringing their children up “in the nurture and admonition of the Lord.” Proper dress for school is a basic responsibility of the parents. Proper dress includes consideration of weather conditions, modesty, safety, and good taste.

We believe that the students of Bethlehem give public witness to their faith even through their clothing styles. We further believe that the manner in which we dress is a reflection of our character, values, and attitudes. We have created a uniform policy to serve such a purpose. Cooperation between home and school will lead to few problems. However, the school maintains the right to make the final approval of a student’s appearance and to request modification. This dress code is also in effect for all school-sponsored activities like Field Day, graduation, etc.

The following items may be mixed and matched on any given day:

- **Pants/Shorts/Capris**—Navy blue or tan uniform style pants. Plain with no colored stitching. No cargo pants. No knit pants. No jean type material. Not shorter than 3 inches above the knee.
- **Skorts/Skirts/Jumpers**—Girls may also wear uniform styled skirts and jumpers in tan or navy blue. Hemlines should not be shorter than 3 inches above the knee.
- **Shirts**—A general rule is that shirts should have a collar and sleeves. The only exception being no collars on certain styles of sweaters and sweatshirts. All shirt

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styles listed below should be in the approved uniform colors of white, navy, light blue, burgundy, red, and hunter green. Shirts are to have no stitching, adornments, logos, etc.

- For boys—Button down the front oxford dress shirts, long or short sleeved.
- For girls—Blouses, long or short sleeved. Girls should be conscious of their necklines as well as the thickness of the material.
- For both—Polo shirts, long or short sleeved. No adornments except for the school polo shirts which are adorned with the school emblem.
- For both—Turtlenecks
- For both—Sweatshirts with or without the school logo. These sweatshirts may be pullover or zip up the front in both the crew neck and hoodie styles. Sweatshirts must be plain; no stitching, adornments, logos, etc. and of the correct size for the student; no extreme sleeve or body length. Sweatshirts should be treated as clothing, not outerwear, and as such are expected to be clean and neat.
- For both— Crew, V-necked, or Cardigan styled sweaters.
- For both— Short and long sleeve undershirts including camisoles (for girls) may be worn under shirts. They must be solid and in the approved uniform colors.
- Students are encouraged to tuck in shirts.
- **Shoes**—Students may wear dress shoes or athletic shoes with no restriction on style or color. However, as with the rest of their appearance, shoes should be tasteful. Athletic shoes should be worn on gym days. The following shoe styles are not safe for school activities and are not to be worn: clogs, sandals, flip-flops, Crocs.
- **Socks, tights, and leggings**— All socks for both boys and girls must be solid and in the approved uniform colors of white, navy, light blue, burgundy, red, or hunter green. Girls may wear leggings or tights under skirts as long as they are plain and in these same approved school uniform colors. No stripes, plaids, or other patterns are allowed.
- **Hair**—Hair should be neat and tidy at all times with no unnatural hair coloring or styling. Girls or boys with long hair are required to have it pulled back on gym days.
- **Jewelry**—Moderate, tasteful jewelry may be worn. Girls only may wear small pierced earrings. No earrings which hang below the earlobe. No bangle or multiple bracelets.
- **Makeup**—No makeup other than flesh colored cover stick for blemishes. No fingernail polish. (Fingernail polish will be removed in the office with non-acetone polish remover).
- **Body Art**—No body piercing other than girls ears (one in each). No tattoos (fake or real).
- **Hats/Caps**—Students must remove head apparel while in the school building. This includes hoods on sweaters and sweatshirts.

Revised 5/17/13

Guidelines For Out of Dress Code Days

Dress code rules are relaxed on special days such as School Picture Day, Field Day, Lutheran Schools Week and School or PTO sponsored out of dress code days. Even when not in uniform, students should still represent our school with a neat and tidy appearance. The following are guidelines for out of dress code days:

Bottoms

- Nice looking jeans or pants without tears or holes. Pants should not be baggy to the point of hanging off the body.
- Shorts and skirts should be not be tight and must be no shorter than 3 inches above the knee.

Tops

- No midriff bearing shirts
- No sleeveless shirts of any kind.
- No camisole type shirts unless they are worn under another shirt. The outer shirt must be buttoned all the way.
- Shirts should not display any picture, emblem, or writing on them which could be deemed offensive, insulting, or against our Christian beliefs (ex: no Halloween characters).
- Girls should be conscious of their necklines as well as the thickness of the material.

Shoes

- Sandals and flip/flops may be worn as long as a pair of tennis shoes is brought for recess and/or P.E.

Not allowed

- No hats or bandanas
- No sweat pants or pajama pants
- No slippers
- No see through or mesh materials
- All rules regarding hair, jewelry, makeup, nail polish and body art still apply on out of dress code days.

Anyone dressed in a manner deemed inappropriate by the Administrator will be given a uniform and asked to change. If a uniform is not available, then the parents will be called and asked to bring appropriate clothing.

Repeated violations of the above guidelines may result in out of dress code days being cancelled for all students.

Revised 5/17/13

Lunch Room Policy

Bethlehem Lutheran School does not have food services. Students must bring a lunch from home, as well as napkins, plates, utensils and any condiments they may need to eat lunch. They will not be allowed to share food with other students. A microwave is available to reheat food for 1 minute. Place names on all containers to be heated. Please do not send frozen dinners, as they require too much time to heat.

Lunch should be a nutritious meal and contain items from the basic food groups. Milk may be purchased at a small expense. Students are to eat their dessert treats only after they have finished their meal. Students are not allowed to bring soda to school. The students are given 20-30 minutes to eat their lunch. They must sit at their seat and eat in an orderly fashion. Please send containers that your child can open.

An adult staff member and a volunteer will always be in attendance with the students during lunch time.

You are invited to have lunch with your child on their birthday or 'celebrated' birthday. Due to our growing population, we request that you limit lunch at school with your child to this one date. We will attempt to provide a separate lunch table for you and your child to have lunch. When the lunch period is over, your child will line up with his/her classmates and return to the classroom. Please call the office to let us know if you plan to have lunch with your child.

Lunch suggestions include:

Sandwich

Leftovers (send heat-up food in labeled container with heating directions)

Fruit, fruit cups, yogurt

Veggies

Starch item – pretzels

Napkin, heating plate and eating utensils (no knives)

Condiments (ketchup, Ranch dip, etc.) Drink

Lost & Found

Anything students bring to school including lunch box (and all contents), backpack, articles of clothing, etc., should bear the child's name. Lost and Found articles are kept for a period of time. Unless identified or claimed, the items are periodically donated to local charities.

Attendance

God has given parents a very big job - to raise His precious children. As parents, it is your responsibility to ensure that your child comes to school rested, fed and ready to learn. Parents are responsible for seeing that their children attend school with punctuality and regularity. By Ohio state law school must be a minimum of 910 hours for students in K-6 and 1001 hours for students in 7 & 8. Students missing more than 18 days of school during the year are in jeopardy of not progressing to the next grade.

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The educational program offered by this school is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Perfect Attendance Awards for the quarter or the full year are only given to students who have been in full attendance for each school day. By definition, perfect attendance means no tardies, no early dismissals, and/or no leaving school for any amount of time during the school day.

Absences

Parents are required by state law to notify the school office by 9:00 am to report any absence of their child from school.

A written note must also be presented to the student's teacher upon the child's return from the absence. If the parent does not provide a written note to the school within 3 school days of the absence, the absence will be recorded as an unexcused absence.

In accordance with statute, the Principal shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The School Board reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The school considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness (a written health care professional's note verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bona fide religious holiday
- G. Such good cause as may be acceptable to the School Board

Any classroom assignment missed due to the absence shall be completed by the student.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

At the discretion of the School Board or their designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The School Board may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district; or
- B. the student was excused from attendance in accordance with R.C 3321.04;

If a student is habitually truant and the student's parent has failed to cause the student's attendance, the Board authorizes the Principal to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the School Board authorizes the Principal to take any of the following intervention actions:

- A. Provide counseling to the student
- B. Request or require the student's parent to attend a parental involvement program
- C. Request or require a parent to attend a truancy prevention mediation program
- D. Notify the Registrar of Motor Vehicles of the student's absences
- E. Take appropriate legal action
- F. Revoke enrollment to Bethlehem Lutheran School.

The Principal is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent. The Board authorizes the

Superintendent to inform the student and his/her parents, guardian, or custodian of the record of excessive absence as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

Please understand that excused absences and unexcused absences are all recorded as absences on the student's record.

Students may be excused from school, at the prior written request of parents, to go on trips with the family or to attend church-sponsored outings. In all cases, students will be given the missed work on their return to school. One day to complete and turn in the work is given for each day the student is absent. However, it is to be assumed that both the parents and the student will complete any pre-absence work which the teacher has organized. It is the student's and parent's responsibility to request work missed and to make up the work promptly. The length of time to make up work will be no more than the number of days absent. Work not completed within this time period could result in no credit. If the student's absence is unexcused, they will be given make-up work in order to keep pace with classroom assignments. They will be expected to complete the work, but they will not be given credit for any assignments missed.

Unexcused absences include:

1. Birthdays or other celebrations
2. Car trouble/missing the bus
3. Oversleeping
4. Any absence deemed unexcused by the Administrator

Please understand that excused absences and unexcused absences are all recorded as absences on the student's record.

(Revised 6/2018)

Dismissal Procedures

Students riding the bus will be lined up inside the building and escorted by a staff member to the bus which will be picking up on the south side of the building. Likewise students attending extended care will be lined up and escorted to the extended care room by a staff member.

All other students will be dismissed at the main school entrance (east side) by the classroom teacher. Anyone picking up a student must park in one of the parking stalls. Under no circumstances will a student be allowed to walk out into the parking lot to get into a vehicle which has just pulled up alongside the sidewalk. If you park across the parking lot, then you must get out of your car and meet the student on the lawn before escorting him/her across the parking lot. Students will NOT be allowed to cross the parking lot by themselves.

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Inclement Weather

Weather related closings and delays are announced on local TV channels, websites and radio stations owned and operated by WHIO and WDTN.

Delayed opening plans are as follows:

- 1-hour delay – School and morning preschool students arrive at 9:30 a.m.;
Afternoon Preschool as usual
- 2-hour delay – School students arrive at 10:30 a.m.;
Afternoon Preschool as usual

Bethlehem will use the One Call Now system to alert parents via phone of delayed and/or no school days. We will use the phone number you give us on the registration form. An email is also be sent.

Tardiness/Release During School Hours

The school day at Bethlehem Lutheran School begins at 8:30 am. Students may arrive at 8:15 a.m. and are considered tardy at 8:30 a.m. It is the responsibility of the parents to make sure that their child arrives at school in a timely manner, ready to learn. Furthermore, parents are encouraged to schedule doctor/dental appointments before or after school hours. If an appointment must be scheduled during school hours, a note from the parents requesting early dismissal should be sent to the child's teacher the morning of the appointment. Any students missing more than two hours of instruction time will be considered absent 1/2 day.

If tardiness becomes a regular problem, the Administrator will set up a conference with the parents to discuss the situation.

Appointments

Parents should notify the teacher or school office in advance of a school day appointment that will necessitate an early dismissal from the classroom. Parents must sign out students at the school office before he/she can be excused from class. Upon returning to campus from an appointment, parents are required to sign students in at the school office before he/she can be admitted back to class.

Make-up Work

It is the student's and parent's responsibility to request work missed and to make up the work promptly. The length of time to make up work will be no more than the number of days absent. Work not completed within this time period could result in no credit. If the student's absence is unexcused, they will be given make-up work in order to keep pace with classroom assignments. They will be expected to complete the work, but they will not be given credit for any assignments missed.

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Curriculum

The curriculum and course of study at Bethlehem was produced with an understanding of the developmental level of students and in accordance with the mission and purpose. It reflects the Ohio State Standards, National Standards, and Lutheran School guidelines. All areas of the curriculum are taught from a biblical worldview and teachers ma/will infuse our faith into any subject. Religion, memory, chapel and prayer are a regular part of the school day are required by all students. Revised

The subject areas at each grade level include:

- * Religion: Bible study, Bible teachings, memory work, worship, missions
- * Language Arts: reading, phonics, grammar, spelling, handwriting, creative writing, literature
- * Mathematics: basic instruction in arithmetic, geometry, algebra, metrics and related areas
- * Science: concepts in biological and physical sciences, health and safety
- * Social Studies: geography, history, citizenship and current events
- * Music: singing, music appreciation, music notation, choirs and band
- * Art: work in a variety of media and art appreciation
- * Physical Education: basic skills, exercises and movements, physical fitness, group games, rhythm and recreation
- * Foreign Language: Spanish (conversational and culture)
- * Computer: computer literacy and word processing

Grading Scale

The grading system should establish high standards for the academically gifted students, encourage optimum achievement for the average student, and permit the less academically gifted student to experience a sense of self-respect and Christian dignity. To that end, the grading system used at Bethlehem Lutheran Schools is as follows:

K - 2nd	3 rd – 8 th	
O = Outstanding	A 90 - 100	4.0
S = Satisfactory	B 80 - 89	3.0
N = Needs Improvement	C 70 - 79	2.0
	D 60 - 69	1.0
	F Below 60	0

Homework

While frequent opportunities for completing assignments are available during the school day, some home study may be necessary. A small amount of homework may be expected in the lower grades while a proportionately greater amount may be given in the upper grades. A general rule of thumb is 10 minutes for each grade (i.e. 50 minutes for 5th grade). In cases where a student seems to bring home a disproportionately large amount of homework, parents should arrange to discuss the matter with the teacher. It

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is important that students complete their assignments. Parents should be aware of their child's homework and should encourage them however and whenever necessary.

Teacher/Parent Communication

Good communication is necessary to build a strong partnership between the home and school. E-mail, telephone calls, written notes, and face-to-face meetings will help to ensure that the parent and teacher work together for the good of the child. Teachers are not available to meet with parents in person from 8:15 am to 3:30 pm while they have responsibilities to supervise students. Please make arrangements to visit with your child's teacher outside of these times.

Assessments

All new students to Bethlehem Lutheran School are screened at entry. This screening is normally done by the classroom teacher of their anticipated enrollment.

Students are monitored for progress during the year with materials that are built into the curriculum programs we use. This involves worksheets, end of unit assessments, and teacher observations.

Students reading skills in kindergarten through 3rd grade will be assessed during the year using DIBELS.

Students also complete a standardized test, which enables us to compare our program with other schools nationally. Testing will be in the spring. The Kindergarten, First, and Second Grade students may be given the Iowa Basic Skills Test. The Third, Fourth, Sixth and Seventh Grade students may take the Stanford 10 Assessment test. Beginning in the third grade, all students with EdChoice Scholarships will be given the Ohio state achievement test in the spring along with all Fifth and Eighth Grade students. Subject areas tested will be those outlined by the State of Ohio Department of Education for each school year and will be announced during the school year.

Parents are notified of their child's progress through online gradebook, mid-quarter progress reports, and quarter report cards. These records of earned grades are available to the parent through FastDirect. Parent/Teacher conferences are held at least two times per year to keep parents up-to-date on the progress of their child.

Retention

In some cases it may be determined after careful study that a child would benefit from an additional year at the current grade level. All areas of child development are taken into consideration including social and emotional growth, academic achievement level and physical development before a decision is made. The parents will be informed and have the opportunity to discuss the matter of additional time in the present grade with the classroom teacher and with the Administrator. The best interest of the child should

always be center stage. The Administrator will make the final decision after the School Board has been advised.

Special Needs

Our small class sizes allow for some amount of one-to-one time with the teacher. We also have retired teachers and other volunteers available who help with tutoring and additional help. If a student requires special services and his/her needs can be met, he/she will be admitted to school on an individual case-by-case basis. Parents, teachers and the administrator will work together to write an individual service plan, which will be tailored to meet the student's individual needs. This plan may include any extra help a student might need such as mentoring or tutoring. Additional services are available through our local public school system, Fairborn Public Schools.

Field Trips

Field trips are taken by Bethlehem Lutheran School classes to provide educational experiences and learning activities for students outside the structured classroom. Notification will be sent home to parents prior to any field trips.

Field trip permission forms will be sent home to be signed by the parent. A student may not participate in a field trip until the permission form is signed by the parent and returned. Verbal permission does not substitute for a signed permission form.

Additional help is often needed to transport and/or supervise students on these trips. We welcome parent participation in class field trips as chaperones, although not all parents can attend all field trips. Siblings may not attend a field trip if the parent is attending as a chaperone.

Parents that participate as drivers for a field trip will need to have a "Field Trip Volunteer Driver Statement", copy of driver's license and copy of auto insurance on file in the school office and car seats available for each child they transport.

ALL students are expected to participate in field trips. Field trips are considered part of our curriculum and a regular activity of the school day. Students might be excluded from a field trip if they have demonstrated poor conduct during classes.

All students will be bussed to Field Day on Fairborn City School busses.

Servant Activities

Bethlehem Lutheran School believes that young people need to receive stimulation and training in servant education in order to:

- A. Gain a world view of missions. (Matthew 28:19-20).
- B. Share their God given talents with others without thought of personal gain. (Matthew 6:1-2)

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C. Understand what it means to look outside of themselves, become less egocentric, and more Christ-like in their dealings with others. (Colossians 3:17, 23-24; Romans 12:6-8; Luke 6:38).

D. Become personally involved in their school, church and community. (II Corinthians 9:7)

The Bethlehem Lutheran School Board has, therefore, adopted a servant activity policy. The goal is for the student to experience the joy of serving; thus the fulfillment of this requirement, as it is outlined below, is made purposely flexible.

Students

Bethlehem students in all grades will be strongly encouraged to perform service hours at Bethlehem Lutheran Church and School, at their own churches, and/or in their community.

Students in grades K-2 may volunteer to serve in an activity which is appropriate for their age and abilities.

Students in grades 3-8 must perform at least 10 hours of servant time each school year. Servant opportunities available at Bethlehem include, but are not limited to, assisting with VBS, helping with Easter breakfast, helping with the pizza supper, cleaning the nursery toys, visiting shut-ins, gardening on the church grounds, folding church bulletins, sorting Market Day, etc.

There are also many opportunities available within each child's own church and in the communities in which they live. We want to stress that the servant time can be, but does not have to be, spent at Bethlehem.

Verification sheets of servant activity hours for students in grades 3-8 need to be turned in to the school office prior to the end of the school year. Sheets are located on the bulletin board by the school office.

Parents

Parents are strongly encouraged to set a good example for their children by performing at least 10 total hours of servant time for each school year. Servant opportunities at Bethlehem include helping in the classroom, helping in the lunch room, school special events, field trips, library, Market Day and the like. Again, we want to stress that the servant time can be, but does not have to be, spent at Bethlehem.

General Rules and Regulations

1. NO running in the hallways, in the classrooms, on the stairs, or on the sidewalk.
2. NO pushing or shoving anywhere.
3. Students will remain quiet during movement from one classroom to another area.
4. Students will move quickly and quietly during fire drills, and tornado drills.
5. NO rowdiness in the restrooms.
6. Students will dispose of trash in the trashcan.

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7. NO gum chewing or candy.
8. Respect the rights of others.
9. Respect school and church property.
10. NO abusive, vulgar, or profane language.
11. NO throwing rocks on the school playground.
12. Do not harass other students or school staff.
13. Follow the directions given by any member of the school staff the first time given.
14. Do not bring toys to school, except on permitted days for show and tell.
15. Electronic devices may be needed for classes in the upper grades. This includes but is not limited to cameras, video recording devices, MP3 players, iPods, Kindles, E-Readers, and cell phones. If a student needs to bring an electronic device to school for educational reasons, the device must be used for educational purposes. If they are being used for other purposes, any staff member discovering such a device in a student's possession will confiscate it and turn it into the school office, at which time a phone call and/or conference with the parents will be scheduled to discuss the matter. Bethlehem Lutheran School is not responsible for any electronic devices brought from home.

Student Code of Conduct

The State of Ohio requires that all Ohio schools develop a set of conduct rules and steps for enforcing those rules as well as consequences for non-compliance under which students may be removed, suspended or expelled from school. These rules, when developed, must be made known to all students and their parents or guardians.

Part I - Student Rights and Responsibilities

All students have rights as bestowed by Ohio Law, the Constitution of the United States, the School Board and their parents/guardians. In the exercise of these rights, students have basic responsibilities. Every right has a corresponding degree of responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their basic right or violates the school rules established herein.

Part II - Administration of Rules of Conduct

The Administrator or designee shall administer the student rules of conduct contained herein, and shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

Part III - Due Process

The school administration will keep a disciplinary record on every student who violates a school rule listed herein. Procedural requirements of Ohio State Law will be implemented in conjunction with a suspension, expulsion or emergency removal (over 24 hours) from school. Procedural requirements shall include:

1. The Administrator will hold an informal meeting with the student to discuss his/her violation of the rule and to permit the student to explain his/her action.

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2. The Administrator will give and review a written “intent to suspend notice” to the student which states the reason(s) for suspension.
3. The school will notify the parent in writing within 24 hours of the intended suspension or expulsion from school.
4. The school will attempt to notify the parent by phone of the intended suspension, expulsion, or emergency removal prior to sending the letter. A conference may be arranged within 72 hours to discuss the seriousness of the misbehavior and the action taken.
5. The parent has the right to request an informal hearing with the Administrator. He/she then has the right to request an additional hearing with the School Board designee.

Part IV - School Sponsored Activities

The rules of conduct listed herein apply to all school-sponsored activities. A student who is suspended or expelled from school shall not be permitted to participate in or attend a school-sponsored activity.

Part V - Discipline

Whatever disciplinary action the school uses shall be done considerately and courteously. In all cases, the Administrator will use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

Under the laws of the State of Ohio, Administrators and teachers are given the authority of parents in discipline and control of students.

Physical restraint may be used against a student, when circumstances dictate that immediate action is necessary for self-defense, for the preservation of student order to instruction to proceed, or the protection of other persons or property of the school.

Part VI - Methods of Discipline

Discipline shall include but not be limited to the following methods:

1. Time-out. Students may be separated from an activity in the classroom, either to a chair in the classroom or to the administrator’s classroom. Students may lose recess time or time at a special event or activity.
2. Detention. Detention may be served before or after school, as assigned by the teacher or Administrator. A student will begin his/her detention after the notification of the parents. The school is not responsible for transportation home. (See Detention)
3. Removal. Parents may be called to come and remove the child from the school premises when the student’s presence poses a continuing danger to persons or property or a threat of disrupting the learning process in the classroom.
4. Suspension. The removal of a student from the school premises and all related school activities for a period of one school day and up to ten school days for each occurrence.
5. Expulsion. The exclusion of a student from all school attendance and related activities for a period of 10 school days but not to exceed 80 school days.

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6. Corporal Punishment. Bethlehem Lutheran School does not practice corporal punishment at the school. We believe this falls under parental authority.
7. Notification of Legal Authorities. Notification may be made to juvenile court or other legal authorities for extreme unruly behavior.

VII - Rules of Conduct

The following acts by students shall constitute sufficient cause for discipline. The Administrator will consider past behavioral performance and age of the child when considering the appropriate form of discipline.

- * Arson, possession and/or use of fireworks and/or explosives
- * Assault or attempted assault, fighting
- * Possession and/or concealment of a dangerous weapon
- * False alarms and/or threats
- * Verbal abuse of staff or students, disrespect and/or defiance of authority
- * Stealing, extortion, forgery, destruction of or defacing school or private property
- * Lying or cheating
- * Bullying or harassment of another student
- * Vulgarity, profanity or obscenities or other disruptive or unacceptable behavior
- * Use, possession, distribution and/or sale of drugs, drug substances, drug-like substances, drug paraphernalia, alcohol, tobacco, and/or tobacco products

Computer & Internet Usage

The foremost purpose of Bethlehem Lutheran School (BLS) is to share the Gospel message that Jesus Christ's death and resurrection give us eternal life and free us for a life of witness, love, and service now and into eternity. Bethlehem exists to provide a participatory ministry with parents and children in fulfilling these divine directions.

Computer technology is a gift from God to His people. We know the importance of teaching students how to use this gift wisely to glorify God and advance His Kingdom. BLS 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.

Internet access is available to students and teachers at BLS. The Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Internet is a tool for life learning.

The use of computers is 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 BLS.

Families should be aware that some material accessible via the Internet might contain some items that are illegal, defamatory, inaccurate, or potentially harmful. In addition, it is possible to purchase certain goods or services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. We as Christians need to guard against improper use and instead be witnesses and to share our faith by proper use of these resources.

We (BLS) believe that it is imperative to teach our students about making Christian choices about the usage of computers. It is our (BLS) belief that by training our young people how to deal with objectionable material now, they will be better suited to make the same type of value judgments as adults.

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. The faculty will deem what is inappropriate use and their decision is final. Also, the system administrator may close an account at any time as required. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not get abusive in your messages to others.
- b. Do not reveal your full name, personal address or phone numbers of yourself or others.
- c. Note that electronic mail (e-mail) is not private. Network administrators have access to all mail.
- d. Do not use the network in such a way that you would disrupt the use of the network by other users.
- e. All communications and information accessible via the network should be assumed to be private property.

The network and its resources, including access to the Internet, are available to the staff and students of Bethlehem Lutheran Church and School.

The use of the computer must be in support of education and research and consistent with the educational objectives of BLS. BLS makes no warranties of any kind, whether expressed or implied, for the service it is providing. BLS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or software. The student and his/her parent or legal guardian must sign the Internet Acceptable Use Agreement prior to using the Internet resources in the school. This document will be kept on file at Bethlehem Lutheran School. By signing you acknowledge that you:

Understand the rules and regulations of the BLS Acceptable Use Policy.
Realize that, if the rules are violated, your BLS account will be canceled.

A responsible user may:

- a. Use the Internet to research assigned classroom projects.

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- b. Use the Internet to explore other computer systems.

A responsible user:

- a. May NOT use the Internet, 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.
- b. May NOT use the Internet for any illegal purpose.
- c. May NOT use impolite or abusive language.
- d. May NOT violate the rules of common sense or etiquette.
- e. May NOT change computer files that do not belong to the user.
- f. May NOT send or receive copyrighted material without permission.

Code of Conduct

“Let your light so shine before men, that they may see your good works and glorify your Father who is in heaven.” Matthew 5:16

Bethlehem Lutheran School, administration, faculty, parents and staff have high expectations for ourselves and all students because the God whom we serve has high expectations for His people. God says in Leviticus 19:2, “You shall be holy, for I the LORD your God am holy.” Therefore, students make a commitment to special expectations and rules that affect us within the school and within the community so that others may see our good works and give glory, thanks and praise to God.

With the help of God, Bethlehem Lutheran School strives to shine with honesty, respect, mercy, patience, forgiveness, kindness, chastity, truthfulness, and love. Examples of behaviors subject to discipline, detention, suspension, or possible expulsion include but are not limited to:

- Disrespect to adults or other students in words or actions
- Use of inappropriate language words (written, spoken, social media or the like)
- Dishonesty
- Vandalism
- Fighting or other acts of violence
- Verbal, written, or visual threats
- Harassment
- Bullying (physical or verbal aggression, social alienation, intimidation, cyber and the like)

Students are subject to supervision and discipline at school and at all school activities as set forth in these expectations. Students will also be held accountable for their behavior outside of school as we are all God's children at all times and in all places.

Consequences are warranted when students repeatedly and/or willfully disregard school guidelines or otherwise bring discredit to their Lord, their school, or themselves.

Bethlehem Lutheran School firmly believes that no one is sinless except Jesus. At the same time, God calls His people to be holy. Therefore, the administration will deal with those who break this Code of Conduct with the goal of recognition and repentance of

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wrongdoing followed by forgiveness and encouragement. When the administration becomes aware of an individual's behavior that is in contradiction with the Biblical values promoted by Bethlehem, the administration shall meet with the individual, appropriate parent/guardian, and the Pastor. If the individual recognizes and repents of the misconduct, Bethlehem will make every effort to provide uninterrupted education to the student as well as forgiveness, assistance, and support. In situations of continued rebellion against God, the individual's status as a student or employee, or parent at Bethlehem will be re-evaluated. The school will deal with each situation on a case-by-case basis and will consider what is best for all concerned. Bethlehem seeks to continue to minister to all students and families involved in such situation in a spirit of Christian love.

The Code of Conduct is in effect for all students, teachers, staff, volunteers, and parents of Bethlehem students. Employment or continued student enrollment could be in jeopardy for living outside of this Code of Conduct.

Discipline

Students at Bethlehem Lutheran School are expected to behave in a Christ-like manner at school and at home. They must show respect for parents, teachers and other students. This means obedience to parents and teachers, respect of other students' right to learn, and kindness to their fellow students. Development of self-control is a sign of maturity and growth.

Our policy for behavior is one of love and forgiveness as taught to us by our Lord and Savior, Jesus Christ. Unacceptable behavior will be pointed out and the consequences of that behavior will be dealt with depending upon the seriousness of the behavior. The following are likely to be the only steps necessary in dealing with unacceptable behavior however please read the section entitled Student Code of Conduct for a more detailed description of the official Bethlehem Lutheran School discipline policy as well as the rights of the student as mandated by State Law:

1. Discuss proper behavior with student.
2. Separate the child from the situation by having her/him work in a different area.
3. Discuss the problem with the parents or guardians so that they will work together to solve the problem.

While the discipline of the child is the parents' responsibility, home and school both must work together in the correction of the child. The school will discipline the child with love and firmness. Discipline is not punishment, but punishment may be used to instill discipline.

The ultimate goal of our discipline policy is:

1. To provide a loving and forgiving environment.

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2. To help the child see the consequences of her/his actions and to accept responsibility for them.
3. To administer discipline with loving concern. A child will never be left alone or unsupervised; never be subjected to physical, cruel, harsh or unusual punishment; no discipline technique will be delegated to any other child; no child will be humiliated or subjected to verbal abuse; and no child will be shamed or frightened.
4. To provide a safe environment that displays respect for both children and staff.

Parents are strongly encouraged to make an appointment to discuss problems or questions with the teachers and to alert the teachers of any changes at home that may affect the child's behavior. All information will be kept confidential.

Conduct that impedes the learning process of other children is not acceptable. The school strives to give the most complete education to all students, but the individual behavior of one child can sometimes become so disruptive as to obstruct the ability of other children to learn. Our school has neither the facilities, nor the staff to permit the specialized type of constant one-on-one supervision required for a child who continues to demonstrate this type of behavior. If a student's behavior continues to impede the learning process of other children, or puts that child or others in danger, permission to attend the school may be withdrawn by the School Board.

No act of verbal or physical abuse between students will be tolerated. Any verbal or physical act of abuse between students that is witnessed by an adult will be reported to the Principal immediately. After investigating the Principal may suspend the offending student for two days. The Principal will then schedule a conference with the parents and determine what further action is required. A record of the initial event and conference will be placed in the student's permanent file. If this offense necessitates removal of the offending student from the school (expulsion), the Principal will make that recommendation to the School board for their action.

Our school must maintain order since it is a vital prerequisite to learning. Each teacher may have slightly different rules in her/his classroom, but it is understood that each teacher must be allowed to teach and each student be allowed to learn, without interruption. Each teacher will have the Classroom Rules posted and there should be no question as to what is expected of the students. Even though the ultimate aim is self-discipline, the fact must be accepted that authority of the teachers and Administrator is necessary as children are led slowly and gradually to the point where they can participate in the disciplining of themselves. It is our intent to give children freedom, but it is possible only where children have demonstrated that they can accept freedom by using it wisely.

Detention

The intent of these procedures is to work with parents, students and the school in a positive manner to resolve the issue and to encourage accountability on the part of the student toward his/her behavior and school work responsibilities.

The following procedure regarding students in grades 3-8 will be used by each classroom teacher to ensure student accountability for personal behavior and school work.

Step 1—The teacher will discuss the problem with the student and emphasize the importance of appropriate Christ-like behavior and/or completion of assignments on time.

Step 2—A phone call will be made to the parents with the student present.

Step 3—A student in grade 3-5 will serve 20 minutes of detention after school on the next school day after the detention is assigned. A student in grade 6-8 will serve a detention of not less than 20 minutes on the next school day after the detention is assigned. The length of the detention for a student in grade 6-8 will be at the discretion of the Administrator and based on the number of previous violations.

Step 4—If the student persists in failing to demonstrate appropriate behavior and responsibility for school work even after serving detention, then a conference will be scheduled between the teacher, Administrator, student, and parents to discuss how to help the student understand the importance of being accountable for his/her behavior and/or school work.

For all students in grades 3-8

Failure to follow the rules at any time and/or behavior deemed inappropriate by the Administrator may also result in detention. In such cases, the parents will be notified and the reasons for the detention will be addressed by the Administrator.

There are also individual classroom repercussions for failure to turn in homework (i.e. percentage points off the late assignment). These are determined by the individual classroom teacher and are part of the classroom rules.

Inspection

It is the right of Bethlehem school faculty and staff to inspect and conduct a search of a student, his or her locker, backpack, book bag, or any other possessions or property on the school premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine, random basis, or as deemed necessary. Further, the school has the right to seize and permanently retain any property disclosed by an inspection or search.

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Conflict Resolution

If a conflict should arise, the student, the teacher, and the parents are encouraged to follow the guidelines of Matthew 18:15-18 in order to resolve the conflict in a Christian manner.

“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

Information regarding conflict should not be shared with uninvolved persons. Doing so tends to create an atmosphere of distrust and is not conducive to solving the problem.

Conflicts should first be addressed with the person directly involved. Only if there is an impasse should the administration become involved.

Parental Expectations

The expectations of parents enrolling their child (ren) in Bethlehem Lutheran School should coincide with the principles of Bethlehem Lutheran School. When home and school form a team, the child receives the best possible education.

Parental behaviors that support the educational objectives of Bethlehem Lutheran School include:

- * Regular attendance at worship services and Bible classes at your church
- * Offering prayer for the school and its educational ministries
- * Supporting the efforts of the school’s teaching staff by encouraging trust and respect for the authority of the teacher.
- * Involvement in the Parent Teacher Organization (PTO).
- * Supporting school-sponsored activities and programs.
- * Encouraging their children to take responsibility for their actions and efforts.
- * Fulfilling their financial commitment to the school.

Parent’s Responsibilities

Get Involved

1. Talk to your child every day about what happened in school that day – successes and worries.
2. Read the Parents Handbook and ALL letters/newsletters that teachers and administrators send home.
3. Meet your child’s teacher and attend parent-teacher conferences.
4. Consult the administration and teacher with your concerns.
5. Attend open houses, school events, school programs and PTO meetings.
6. Review homework assignments every day and help your child organize study time and playtime.

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7. Provide learning experiences – we have many museums and historical locations in the Dayton area. Have books and other learning materials available not just computer programs.
8. Participate in PTO activities. Volunteers are needed in the classrooms, in the library, on field trips, for the Celebration of Learning, Christmas programs, at fundraisers and for many other activities throughout the year.

Parenting Skills

1. Be a good role model. Your child follows your example.
2. Respect your child's feelings, thoughts, and suggestions.
3. Make your child feel loved with words of praise and lots of hugs and kisses
4. Keep your word. If you must break it, apologize and explain the circumstances.
5. Encourage your child to be creative. Stimulate his/her curiosity and imagination.
6. Build your child's self-esteem by showing your appreciation for all genuine efforts.
7. Know your child's friends.
8. Discipline your child fairly, firmly, and with a great deal of love. Focus on the behavior.
9. Establish a routine and expectations.
10. Think positively. Help your child solve problems and achieve goals.

Parental Involvement

Parents are welcome to visit and observe anytime, and we encourage all parents to attend school sometime during the year. We do, however, prefer that parents check with the teacher in advance so there are not several visitors at the same time. We also prefer that you wait until the second month of school to give the children a chance to adjust to the class situation without interruption.

Parents and all other visitors must sign in at the School Office and wear the Visitor's badge provided.

Parents are welcome to celebrate each child's birthday. Because of health regulations, the treats must be bought rather than homemade. For children with summer birthdays, we can schedule a half-year birthday or choose a special day.

Parents are welcome to telephone the school with any questions they may have and are also welcome to request a special meeting if necessary. We always encourage open communication between parents and teachers. If there is a problem, we will try to help parent and child any way we can.

The school will prepare a roster of the names and telephone numbers of parents or guardians of the children enrolled in the school. Permission must be granted to be included in this roster and it is up to the discretion of the parents.

Parents are asked to help drive and supervise field trips. Parents are invited to the Christmas Program, spring musical, Geography Bee, end of Year Program, and other classroom special events. They may be asked to provide treats for these events.

Parents are invited to attend the Bethlehem School Board monthly meetings, announced in the Church Bulletin and also on the Church and School Calendars. Parents are informed in this way of upcoming school events, church events, and of any information pertaining to future plans of the school.

Parents/teacher conferences are held twice each year, in the fall and in the spring. Additional conferences are available as needed. Parents are kept informed of their child's progress through report cards and mid-term reports. We know that for a child to excel at school there must be a partnership between parents and the school to help keep the student on target for his academic goals.

Parents are encouraged to attend Bethlehem Lutheran Church's Adult Information Class. This class covers basic Lutheran doctrine. Parents should attend so that they know what their children are being taught with respect to the Lutheran Faith.

Chapel & Worship

Since we believe that all parents have the responsibility to bring their children up in the "nurture and admonition of the Lord," we encourage that they regularly attend church services and Sunday school. Families that do not have a church home are invited to attend services at Bethlehem Lutheran Church. Worship services are held at 8:00 AM and 10:45 AM. Sunday School and adult Bible classes are held at 9:30 AM.

Worship is part of life at Bethlehem Lutheran School. Every day begins and ends with classroom devotions/prayers. Prayers are spoken at mealtime and at other times during the school day. On Wednesday mornings, all students gather for a chapel in the church. These worship services are usually led by the Pastor. Parents are encouraged and invited to attend.

Parent-Teacher Organization (PTO)

Parents of Bethlehem Lutheran School students are automatically PTO members. The PTO officers are elected by the membership. Meetings and activities are planned throughout the school year for the purpose of strengthening school and family unity.

Volunteers

Volunteers are involved in many aspects of our school program. We encourage involvement with the school whenever possible.

Volunteers must register at the school office. A Visitor's badge will be issued to all volunteers.

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Classroom Visitation

Many times during the year, the teacher may inform parents of special activities to which they are invited. No reservation needs to be made in most of these cases.

If a parent would like to visit the classroom at other times throughout the school year, please contact the teacher to arrange an appropriate time. Parents who wish to visit with each other after classes begin or before classes are dismissed are asked to do so outside the school building, so as not to distract or disturb students.

Birthday Celebrations

If you would like to provide a special birthday snack to share with the class, contact the homeroom teacher to make arrangements in advance. Due to the number of students with allergies, we request that birthday treats be store bought foods with ingredient lists attached. We encourage parents to come and have lunch with the child on their birthday or 'celebrated' birthday.

If you choose to have a home birthday party, please help us avoid hurt feelings by mailing all party invitations. Do not send them to school for distribution unless each student in the class of the same gender is invited.

Medical and Dental Emergency Policy

All students must have a current Emergency Medical Authorization Form on file. These are distributed at the time of registration and should be turned in to the school office no later than the first day of school. Parents must sign either the "to grant consent" part of the form or the "refusal to consent" part of the form. Parents should notify the school of any phone number changes during the year. The office should also be notified in writing of caregiver plans if the parents are out of town.

Staff members are trained in CPR, First Aid, Communicable Disease Detection and Child Abuse Recognition and are in the building at all times as required by the Department of Human Services. A first aid kit is located in each classroom. Whenever the preschool is in session, we have at least one staff member who is current in prevention, recognition, and management of communicable disease available at all times.

The Ohio Department of Health dental first aid chart is located in the school office. Staff members are required to know and follow the instructions as listed on the dental first aid chart.

In case of an injury or illness, the student will be taken to the school office where he/she may lie down on a cot while the parents are notified.

In case of an emergency, the parents are telephoned and the ambulance called at 911. The child is taken to the hospital or released to the parents, depending on the situation. Other emergency numbers that are posted by each telephone are:

Fire Department	754-3100
Police	754-3000
Poison Control Center	222-2227
Children's Medical Center	226-8320
Children's Services	426-8334

If the parents cannot be located, the emergency numbers are called. A file will be kept in the school office containing two emergency numbers for each child, as well as the child's home telephone number and parents' work numbers.

If the parents or emergency contact people cannot be reached, and it is determined that urgent care is required, a staff member will accompany the child to the Emergency Room at the hospital chosen by the paramedics. The staff member will take the child's school registration form, medical information form(s), and emergency transportation authorization form and remain with the child until the child's parent or guardian assumes responsibility. These forms are on file in the school office. The incident is then recorded on the form provided and filed.

During emergency situations, the administrator will attend to the child in crisis and the teacher will remain with the class.

Medical Information

In accordance with the laws of the State of Ohio, all students, Preschool through 12th grade, must have on file prior to the 15th day of school, evidence of one of the following:

1. The specific date (month/day/year) that each dose of the following required immunizations were given:

Preschool - 4 DPT; 3 polio; 1 MMR; TB/Tine; HIB - 15 mos., 4 yrs.

Kindergarten - 12th Grade - 4 DPT (or 5): Kindergarten students will need 5 doses if their primary 4 doses were before their 4th birthday.

3 polio (or 4): Kindergarten students will need 4 doses if their first 4 doses were before their 4th birthday.

2 MMR: 1 must be given on or after the first birthday. The second dose must be administered at least 28 days after dose 1.

3 Hepatitis B: all children entering Kindergarten

Varicella (chickenpox): 1 dose of varicella vaccine must be administered on or after the first birthday

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2. A written statement from the physician stating that immunizations were withheld due to medical reasons.

OR

3. A written statement from the parents or guardians stating that immunizations were withheld due to philosophical/religious beliefs.

Report of Immunization records will be provided to the Greene County Health Department as required each fall.

Preschool and Kindergarten Students

In addition to immunization records, a physical by a Doctor is required by the State of Ohio. This form must be turned into the school office by the first day of school.

Medication Policy

Usually children needing medication can better be cared for at home. The law permits schools to allow administration of medication only under strict guidelines. If a doctor determines it is necessary for a student to take oral medication, the parent should try to arrange the dosage so that the medication may be given at times other than during school hours. In such cases where the dispensing of medication at school is necessary, the following procedures must be adhered to:

1. A Medication Form signed by a parent or legal guardian with the child's name, the dosage, and the dates the dispensation begins, must accompany all medicine. In the cases of children who suffer headaches, a bottle marked with the required information, may be sent to the school office with a blanket permission slip for the year.
2. Both Medication form and medicine must be placed together in a bag with the student's name on it and brought to the office.
3. Medications to be taken at school will be stored, out of view, in the school office. (Refrigeration will be provided when necessary).
4. Children are not allowed to self-medicate. A school staff member must dispense all medication taken at school. In the event the doctor and parents approve students to self-administrate an inhaler, we request that the student report any use of this medicine to the office.
5. Injections will not be given at school.
6. Prescription medication must be in the original container.
7. While epipens and inhalers are legally self-carry items, we encourage them to be held in the school office for the safety of all children.

Bethlehem Lutheran School will not administer medicine unless all of the above conditions are met. If there is an unusual circumstance or you have any questions, please call the office.

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Allergies

Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings and life threatening food allergies. In the case of bee sting allergies, the parents are responsible for providing the school with bee sting medication and a doctor's statement about how the medication is to be administered.

Communicable Disease Policy

Children should not come to school if they exhibit any of the following conditions:

- Skin Rash
- Diarrhea and/or vomiting within last 24 hours
- Difficult or rapid breathing
- Yellowish skin or eyes
- Evidence of lice infestation
- Conjunctivitis (pink-eye)
- Untreated infected skin patches
- Unusually dark urine, and/or gray or white stool
- Stiff neck
- Inflamed and swollen tonsils, severe cough, or continual nasal discharge
- Fever in the last 24 hours

In the case of strep, conjunctivitis, or lice we will communicate with parents via email.

Parents are asked to call the school if their child will not be attending school due to illness.

In cases of illness occurring at school, the student will be sent to the office. A parent will be contacted to come and pick up the student from school if he/she has:

- A fever over 100 degrees
- A sore throat with a temperature over 99.5 degrees
- Abdominal pain
- Nausea, vomiting, or diarrhea
- A rash of undetermined origin
- Signs or symptoms of communicable disease
- Has been injured and it is determined that medical attention is needed.

The following diseases must be reported immediately to the Ohio Department of Health and will also be reported to parents: botulism, cholera, diphtheria, plague, rabies (human), smallpox, yellow fever, pertussis (Whooping Cough) and disease outbreaks of any public health concern. Parents will be notified via email in these cases.

Safety & Security

Beyond providing a happy and stimulating program for our students, it is important that the environment be safe. The following safety guidelines will be observed:

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1. No child is ever left alone or unsupervised.
2. Parents are responsible for their child (and any children in the car pool) until the children enter the school building. Preschoolers must always be accompanied to their classroom by parents. Students in the elementary may enter the building unaccompanied and go straight to their room. If you walk your elementary age child to the school door, you should then send your child to his/her own classroom on their own. This enables the teachers to begin the day on time and builds the child's self-confidence.
3. Messages should be written and given to an Administrator or the student should give it to the teacher.
4. The doors are locked at all times. Parents wishing to enter the school should ring the school buzzer and wait for a staff member to open the door. At no time should you ask a student to open a locked door for you (even your own child). The children are taught never to open the school doors, even for someone they know. Parents and all visitors are required to complete and wear a Visitor's tag while in the building. Parents should sign out when they are ready to leave the building.
5. At pickup time, students will be dismissed at the back door of the school by their teacher (please see the section entitled, Dismissal Procedures, for important and detailed information on pickup). Preschool students are to be picked up at their room door.
6. It is the policy of the school to release a student to the custodial parent or guardian or to others specifically designated by the custodial parent or guardian. Parents must make us aware of any carpool plans and inform us in writing of any changes.
7. Bethlehem Lutheran School does not assume responsibility for the transportation of its students to or from school. The parents must make these arrangements. The school should receive written notice of any changes. In case of an emergency, a telephone call should be made to the school.
8. Fire drill and severe weather warning alert plans and information are posted in all classrooms. Teachers are aware of actions to be taken in either case.
9. First aid kits are available in the school office and in each classroom. A staff member trained in first aid is at the school at all times. During field trips the first aid kit accompanies the class and each child will wear a name-tag with the name, address, and telephone number of the school. Each student's emergency medical authorization form and all necessary medications will be available on each field trip.
10. Teachers are alert at all times to any activity which could cause accidents, and will encourage children to walk rather than run in the classrooms and halls. Climbing on chairs, tables, and play furniture is not permitted. Electrical outlets are covered. All equipment and games are continually monitored for cleanliness and safety with broken items removed immediately for proper repair. Spray aerosols are never used when school is in session.
11. The Administrators and teachers are required by the State of Ohio to report any suspicions of child abuse or neglect to Children's Services.

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12. Annual inspections by the local fire department are made to ensure building safety.
13. Annual inspections by the Greene County Health Department are made to ensure building safety.
14. Should an accident or injury occur or if any other incidents necessitate the administration of Syrup of Ipecac in accordance with Rule 5101:2-12-51, OAC, or the emergency transportation of a child in accordance with Rule 5101:2-12-49, OAC, the teacher will complete a report in accordance with Rule 5101:2-12-39, OAC. This report will be given to the parent or guardian on the day of the incident and a copy will be on file at the school.
15. The State of Ohio requires all schools to work in cooperation with state and local officials to develop a Crisis Management Plan. Bethlehem Lutheran School does have such a plan in place and on file with Secretary of State. A copy of this plan is located in the school office and is available for parents to view upon request.

Suspicious of Child Abuse

Laws in the State of Ohio require that school staff report any suspicion of child abuse.

This includes physical, sexual, emotional/psychological abuse, and neglect.

Even when the climate of the Lutheran school is loving, caring, warm and comfortable a child may suffer abuse, which prevents the child from fully benefiting from that environment. Because school is a caring place, teachers are concerned about what happens to their students both in school and away from it. No one, except for parents, spends more time or is more closely in contact with children than teachers.

The consequences of not reporting child abuse and neglect are staggering. In many cases, the children are physically or emotionally impaired for life. Some children suffer neurological damage that results in mental retardation or severe learning disabilities. There are established links between abuse or neglect and social maladjustments, juvenile delinquency, and adult criminal behavior. Perhaps the most frustrating statistic is that many abused children grow up to be abusive parents.