

BETHANY LUTHERAN SCHOOL PARENT HANDBOOK



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Parent Handbook - Bethany Lutheran School

Our Mission

Bethany Lutheran School strives to partner with all families in creating and training lifelong disciples for Christ while providing excellent education.

Welcome

The information in this handbook is intended to assist both parents and students. If at any time you have a question, please feel free to contact the school office.

If you would like to be involved in any of the activities and sporting events or volunteer to help at school, we would welcome the opportunity to work together. The assistance of our parents is vital in keeping our school healthy and active.

The school office is open Monday-Friday from 7:30 - 3:30 P.M. during the school year. If we are not able to take your call, please leave a message or e-mail through the school website or teacher pages.

Our Philosophy

The educational philosophy of Bethany Evangelical Lutheran School is based solely on the Bible. Holy Scripture reveals to us that all children are born sinful and can by their own deeds only achieve eternal damnation. Because of this sinful nature, it is necessary to make children aware of their sin in the light of God's Law and their need for a Savior.

The Good News is, however, that all students are redeemed children of God, bought with Christ's blood. We will show them the wonderful blessings of love and forgiveness, which is theirs through faith in Christ Jesus. The philosophy of sin and grace is clearly expressed in the Bible.

The Bible contains no errors and is in all parts the infallible truth. It is the focal point from which we view all secular subjects and is the norm by which we judge all earthly knowledge.

Our purpose at Bethany Evangelical Lutheran School is to partner with parents in

creating and training lifelong disciples for Christ while providing an exceptional education. The children will learn to know God the Father who created them, God the Son who redeemed them, and God the Holy Spirit who made them to be his own. All subjects are taught in the light of God's Word and all teaching, learning, and living are directed by His Word. School Ministry is an extension of Church Ministry.

God's Directions

Proverbs 22:6 Train a child in the way he should go, and when he is old he will not turn from it.

Matthew 19:14 Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

2 Timothy 3:14-15 But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, and how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus.

We believe that Christian Education is the responsibility of the parents, a responsibility that begins when the child is born. The purpose of this education is to lead the children to know God's will and God as their Creator, Savior, and Sanctifier. Since parents have the prime responsibility, the role of the church is to aid and assist parents in the instructional role.

Bethany Lutheran Church and School Statement of Beliefs

Thank you for enrolling your son/daughter at Bethany Lutheran School! We could not be more pleased and privileged to serve your family. We are passionate about our mission and thrilled to share the love of Jesus, who won eternal life for us, with our students.

Bethany's mission is very spiritual in nature. In addition to offering elementary education, we want every one of our students to learn more about Jesus Christ from God's Word. At Bethany, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read the following basic outline of what we believe and teach. It is important to us that you have a clear understanding of how we will minister to your son/daughter with the truths of God's Word. Sign the form to verify that you have read the Statement of Beliefs and turn it in to the office by **August 15**.

We believe, teach, and confess...

The Bible is the true Word of God. It clearly teaches all we need to know in order to obtain our eternal life.

(2 Peter 1:21, 1 Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39)

There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called “Triune.” These three persons in one God are all God. They are equal in power, glory, and every quality. To deny or ignore one person is to deny all of them. It is God who created, saves us, and empowers us to live godly lives.

(Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, 1 John 2:2, Romans 15:13)

At the beginning of time, God created heaven and earth and all creatures. He spoke his almighty Word to create all things in six twenty-four hour days. He made everything out of nothing. Man and woman are God's special creation.

(Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

The first man and woman, Adam and Eve, lost the sinless image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on themselves the judgment of God. **Since that time all people are conceived and born in sin, desire to do what is evil, and are spiritually dead by nature.** Therefore, we are unable to please God by our own efforts and deeds.

(Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, 1 John 3:4, Romans 8: 7-8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the perfection that is found in Jesus alone. God offers and gives eternal life and salvation to all those who believe the gospel promises.

(John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the virgin Mary. He became man to save

all people from sin and death. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay the price sufficient for everyone's salvation. After rising from the dead, Jesus ascended into heaven. On the Last Day he will return to judge the living and the dead.

(1 John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but by trusting Jesus. A person is declared innocent by God when he or she believes in Christ and his redemptive work. It is a gift of God.

(Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

God the Holy Spirit works through the Word on people's hearts and souls. God declares that no one can trust Jesus except by the power of the Holy Spirit. The Holy Spirit works through his Word and sacraments to bring people to faith and to keep them in one true faith. **The Word of God is a Means of Grace by which the Holy Spirit offers us the forgiveness of sins, life, and eternal salvation.** Therefore in our classroom devotions, chapel services, and religion classes, the Holy Spirit is working on the children's hearts and minds, strengthening them in their faith or condemning them in their unbelief.

(Romans 10:17, 1 Peter 1:23, 2 Peter 1:21, Philippians 1:6, 1 Thessalonians 2:13)

Baptism is a holy act and Means of Grace instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth given through baptism.

(Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

Holy Communion is a holy act and Means of Grace instituted by Christ. Together with the bread and wine, we receive Jesus' true body and blood. In this special meal, Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe.

(Matthew 26: 26-28, 1 Corinthians 10:16, 1 Corinthians 11:27 & 28, 1 Corinthians 10:17)

The Holy Spirit makes us holy in the true faith, that is, by faith he works a renewal of our whole life in spirit, will, attitude, and desires so that we strive to overcome sin and do good works out of thanks and appreciation for all that Christ has done for us.

(Psalm 51:10, Romans 8:9, 2 Corinthians 5:17, Galatians 5:22-23)

God's Spirit in Christians struggles with our sinful flesh which is corrupt by nature and we inherit because of Adam's fall into sin. With the Spirit's help, we teach our students to live for Christ. Yet, because of their Old Adam, they will sin and need correction from God's Word. God's holy law, made especially clear in the Ten Commandments, leads children to confess their sin, and God's gospel gives them absolution, forgiveness of that sin.

(Romans 7:21-25, Romans 6:26, Psalm 103:12, 2 Corinthians 5:17, Ephesians 4:24)

God wonderfully and unchangeably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God in which God created them.

(Genesis 1:26-27)

Marriage can only mean one thing: the uniting of one man and one woman in a single, exclusive union, as taught in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

(Genesis 2:18-25, 1 Corinthians 6:18 & 7:2-5, Hebrews 13:4)

Any form of sexual immorality (including adultery, sexual abuse, homosexual behavior, bisexual conduct, incest, and use of pornography) is sinful and offensive to God.

(Matthew 15:18-20, 1 Corinthians 6:9-10)

God offers redemption and restoration to all who confess and forsake their sin, seeking his mercy and forgiveness through Jesus Christ.

(Acts 3:19-21, Romans 10:9-10, 1 Corinthians 6:9-11)

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.

(Psalms 139)

Final Authority for Matters of Belief and Conduct

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. If you would like more information regarding what we believe, teach, and confess, please refer to the website of the **Wisconsin Evangelical Lutheran Synod at www.wels.net** and click on the link to **WhatAboutJesus.com** to find out more about our specific faith.

Form for Verification of Reading the Statement of Beliefs

Please sign the form which verifies that you have read Bethany Lutheran Church and School's Statement of Beliefs. Any parent who decides that their child will not participate in our religion classes must submit this in writing to the Principal by **August 15th**. Alternative class work will be given to the child which will require them to do some reading and writing. This work will be done in the school office.

Before We Start

Statement of Non-Discrimination

Bethany Lutheran School is a Lutheran elementary school operating to fulfill the mission statement of Bethany Lutheran Church and should not be considered a private school. Bethany Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational and admissions policies, athletic programs, scholarships, or any other school administered programs.

Enrollment Policy

Bethany Lutheran School is open to all of the members of Bethany Evangelical Lutheran Congregation.

Bethany Lutheran School is also open, with space permitting, to children in congregations that are in fellowship with Bethany Evangelical Lutheran Church (a

Wisconsin Evangelical Lutheran Synod congregation). Parents who do not have a church home or have membership in a church that is not a WELS church may also enroll their children with space permitting and will also be asked to attend the pastor's Adult Information Class to learn what will be taught to their children.

A student must be five years old by September 1st to enroll in Kindergarten. Those enrolling in the first grade must be six years old by September 1st. Any exception to this rule must be approved by the Board of Education.

Enrollment Procedure

1. The parents are to meet with the Principal to discuss any questions or concerns.
2. An application form and record transfer form should be completed as necessary.
3. The application will be brought to the Board of Education, which is responsible for making the final decision regarding the enrollment.
4. The parents will be informed promptly concerning the decision of the Board of Education.

Registration

Each student must register for enrollment at Bethany Lutheran School. A Registration Day will be held in August prior to the beginning of the school year. At this time several forms will be updated and checked for completeness and accuracy. Important information and opportunities to sign up for activities will also be available.

Curriculum Academic Standards

Bethany Lutheran School has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998. New Model Standards came out in 2018. Each year we undertake a curriculum study of one area of our curriculum. During the study we review our philosophy, review literature concerning the subject studied, and update our objectives for each grade comparing them to the 1998 and 2018 standards as well as national standards. The curriculum guides are available for you to view. Also, if you would like to give comment for the area of the curriculum being studied during a particular school year, please speak privately with the principal

Student Records and Transfer of Credit

Access to Student Records Bethany staff members who have a current and legitimate educational interest in the student records shall have access as needed for professional purposes to both the student's permanent, temporary, and past records.

School officials will release student records without parent permission pursuant to a valid court order or subpoena presented by local, state, or federal officials. However, the school officials shall notify the parents in writing regarding the judicial order and the information so provided.

Student records may be made available to researchers for statistical purposes, provided that permission has been received from the Superintendent of the Department of Public Instruction and no student or parent shall be personally identified from the information released.

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Student Records Inspection and Release Bethany will release a copy of student progress records or allow inspection upon verbal or written request of the parent or guardian within five business days of the request and will maintain a record of the request. Requested copies will be made available to the parent and/or guardian of the minor child for pick-up at the school office or via postal service as requested.

A parent shall have the right to challenge the accuracy, relevance, or propriety of any entry in the student records of his/her child, exclusive of grades. A request to challenge the contents of a student record shall be made in writing to the school by the parent and shall state in specific terms what entries in their child's record are being challenged. The principal shall conduct a conference with the parents within fifteen school days of the receipt of the written challenge. If the parent desires, a formal hearing with the board will be scheduled. If the record is not amended as requested, the parent or guardian has the right to place a statement with the record setting forth his or her view about the contested information.

Transfer of Credits Policy Bethany Lutheran School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Bethany Lutheran School academic standards as adopted under 118.30(1g)(a)3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

Working Together

School Hours

Classes begin promptly at 8:00 A.M. and all students are expected to be in their classroom and ready to begin at that time. Students are dismissed at 3:15 P.M. All children who arrive before 7:45 A.M. will be expected to sign-in to the Before School Care at the expense of the parents. Students not picked up before 3:30 P.M. will be placed into After School Care and parents will be charged accordingly.

Tardiness

In order to minimize disruptions in the classroom and get the school day started on a positive note, students are expected to be in the classroom and ready for class at 8:00. Students not ready for class at 8:00 will be marked tardy.

Please contact the school office prior to a late arrival if possible. If not, the student should be brought to the school office or have a written excuse for the tardiness. An after school detention will be given for every 5 tardies per quarter. After 20 tardies in a year, a recommendation for termination of enrollment will be forwarded to the Board of Education.

Absences

Regular attendance is expected of all children attending school. Repeated absences and tardiness have an adverse effect on the academic progress of a child. Faithful attendance ought to be a priority. If a student misses 25 days in a school year, they will be considered for retention.

If your child is sick please call the school office by 8:00 A.M. A written or oral excuse from the parents is required when the child is absent. Written excuses for the child may be brought to the school office when the child returns to school. If a child is sick for 3 or more consecutive days.

Make Up Work

Assignments from any missed school day can be picked up at the end of the school day or upon the student's return. All assignments are to be completed within one more day than the number of days of the absence. Some assignments may be arranged with the teachers prior to a planned absence.

Bus Transportation

Busing is provided for students who meet the following criteria:

- Live more than 2 miles from school via the shortest route.
- Live within the Kenosha Unified School District.
- Live within Bethany's transportation district which is:
 - South of a line beginning at Lake Michigan on 75th Street, west to 45th Avenue, north to 67th Street and west to I-94.

If your child is eligible for busing, registration forms are in the school office for service.

Bus riders are to meet in the south entryway of the school promptly following dismissal from their classroom. Those riding the bus are expected to act and speak in a way that brings glory to God. Bus service is a privilege that can be denied to individuals who misbehave.

Student Transportation for Activities

It is the responsibility of the parent to arrange transportation for athletic events. We will take buses on field trips when feasible. Parents may be asked to volunteer as drivers for field trips.

Walk Through Wednesdays

We are invite anyone interested in learning more about our school to stop in for a Walk Through Wednesday by visiting school from 8-11 A.M. We would appreciate a call ahead so that we have materials prepared for them. The parents of prospective students will

be given a tour and have an opportunity to meet with the principal. We would like nothing more than to share our Christian education with others. Please invite friends or relatives to take advantage of this opportunity.

Emergency School Closing

School closings because of inclement weather or other unscheduled reason will be announced on local radio (WRJN-AM 98.1 FM; WLIP 1050 AM) and TV stations as early as possible. The information will appear on the TV and on their websites. Please watch WTMJ4 or check <https://www.tmj4.com/closings>, Fox6 or <http://fox6now.com/weather/closings/>, WISN-TV12 or <http://www.wisn.com/weather/closings>, or WMLW CBS-58 or <http://www.cbs58.com/school-closings> to see the announcement for our school closing. In addition, AM 620, AM 920, FM 94.5, FM 95.7, FM 97.3, FM 106.1 radio stations will also announce school closings. Bethany will not always follow KUSD or Shoreland. Bethany's status will be noted separately. If Bethany school is closed, the Before and After School Care is also closed.

Electronic Devices

We understand that students may need to carry a cell phone. These should be turned off and kept in the students' backpacks during school hours. All other electronic devices will be kept in the backpacks during school hours.

Telephone Usage

The students may use the telephone only with a teacher's permission. Necessary situations would include practice being cancelled, an illness or lack of transportation. Students need to make arrangements for friends coming home with them, etc. prior to the school day and will not be allowed to use the phone to make these arrangements. Teacher discretion will determine telephone usage. Parents calling to talk to children may be asked to leave a message with the school secretary.

Computer Usage

Technology is a blessing God has given humankind. We believe it is valuable to instruct our children in the proper use of technology. Our goal is to enrich them and to equip them with the necessary skills to use technology wisely. Students will not be permitted to

use the internet without a signed computer usage form and teacher approval. Students in grades 5-8 are provided school owned Chromebooks and must have completed the agreement form prior to being issued a computer.

Care of School Property

The children are expected to care for school property. This includes books, desks and the building itself. A charge will be made for lost books or for any damage in excess of normal use.

Lockers

A locker is provided for every student in grades 3-8. Locks are never to be used by students. No stickers, tape, or posters are to be attached to the locker. Magnets may be used inside the locker. Each student's locker may be checked at any time by school personnel.

Hot Lunch

The hot lunch program varies from year to year depending on volunteer participation. Menus and order forms are sent home. Orders and payments must be turned in to the school office by 8:00 A.M. on the due date printed on the order form.

Milk can also be purchased for lunch. Milk can also be purchased for kindergarten students to drink with their morning snack.

If children bring food from home, parents and their children are responsible for proper care of that food.

Worship Attendance

The Christian life springs from God calling us to be His children. Centered in this Christian life is our formal public worship. Here we find the soul sustaining Word, the assurance of the forgiveness of sins, and the opportunity to encourage others in their faith. We encourage you and your child to rejoice like David (Psalm 122:1) when coming to the Lord's house. We encourage you and your child to be blessed as Jesus says (Luke 11:28) by hearing the Word of God. Out of loving concern, each teacher will keep a record of every child's worship attendance.

Periodically the students from Bethany Lutheran School will sing as a group at worship services held at Bethany. Parents will be given advance notice of these times. We ask for your cooperation in bringing your child to these special worship opportunities.

Chapel

Bethany students have the opportunity to worship together each week in a special chapel service. Parents are invited to join them and participate in the service also. An offering is taken with each chapel service thereby giving the students an opportunity to support selected mission projects.

Bethany Broadcaster

The Broadcaster, Bethany's weekly newsletter, is published every Tuesday and emailed out to families. An update of each week's activities and a schedule of upcoming events will be included in the Broadcaster as well as any important announcements or reminders. Printed copies are available upon request.

Before and After School Care

A service to provide care for your child before and after school is available to parents for an additional fee. Times that these services are available are determined by the availability of the caregiver. Payments are to be made on a monthly basis in the school office. Past due payments must never exceed 30 days otherwise usage of the program may be temporarily suspended until the balance is brought current.

Recess

Each classroom has two scheduled recess periods per day. It is a time for the students to use the restroom, have free time on the playground, or participate in organized games and activities. Inclement weather may move it to an indoor area.

Appropriate winter clothing is required, such as a hat, mittens/gloves, and boots. When students will be playing in the snow during recess, boots are necessary for recess, and shoes are needed for the classroom.

Dress Code

We expect our students to display modesty and neatness in their dress as a reflection of a God pleasing respect for their bodies. Parents are asked to help their children always show their love for God in the choices they make. If necessary, the school reserves the right to censor a student's clothing or appearance.

Specific dress code areas to note include:

- Shorts may be worn during August, September, October, May and June (or at the discretion of the principal).
- Shirts without sleeves and tank tops are not to be worn. If a student wears a cold shoulder top, they must have a sweater to cover the shoulder.
- Shirts with logos/slogans promoting items inappropriate for Christian youth or crass in meaning are not to be worn.
- Pants, shorts, or shirts should be clean and free of holes or tatters and are not to be worn in a manner that reveals underwear or midsections.
- Students may not wear anything classified as "loungewear" including pajama pants, sweat pants, or related clothing items. Nylon athletic pants are acceptable.
- Pants with logos or writing on the backside of the pants may not be worn.
- Spandex, stretch clothing, or tight fitting clothing are not to be worn as outer garments. However, they are permitted to be worn under skirts and dresses.
- No rompers allowed.
- Headwear is not to be worn inside school.
- Shoes need to have an enclosed heel or heel strap for the sake of safety. No wheels will be permitted.
- The use of makeup for students below 7th grade is prohibited. Excessive and inappropriate use of makeup is also not permitted.

The dress code is subjective in nature. We do not wish it to be a burden, but rather an opportunity for parents to establish a God pleasing habit with their children. If any questions arise regarding a student's clothing or appearance, the decision of the principal should be sought for a final determination.

Expectations of Students

God has given to children, even young ones, certain responsibilities. As their parents and teachers instruct them in the truths of Scripture, each student, motivated by the Gospel will:

- Uphold all of the school and classroom rules for the sake of decency and order.
- Show love and respect to their pastors, principals, teachers, and any adults placed in a position of authority in the school, and obey them.
- Show love and respect to their classmates, therefore, they are considerate, courteous, and Christ-like with other students and all people.
- Show respect for Church and School property and property belonging to others.
- Show respect for their own bodies and recognize them to be temples of the Holy Spirit, and thus, will wear appropriate clothing and maintain a neat and clean appearance according to dress code guidelines.
- Students work to their fullest God given ability in all that they do.
- Students complete all homework assignments thoroughly.
- Students seek out and find solutions without resorting to excuses.
- Students are ready to begin learning everyday by 8:00 a.m.
- Students attend church regularly for spiritual nourishment.

Biblically Based Discipline

Together as parents and teachers, we strive to nurture children so that they are equipped through the Word to lead lives of service in society on earth and will be assured of the hope of eternal life. As we strive to achieve that mission for our children, discipline is necessary because our children are sinful. All of the discipline that we carry out at Bethany is governed by the following principles from God's Word:

- Every one of us, including our children, is sinful as stated in **Romans 3:22-24**.
- God tells us in **Matthew 5:48** that he expects all Christians, including children, to strive to obey His Commandments.
- Only the Gospel changes a child's attitude and behavior as we read in **John 15:5**.
- We are reminded in **Deuteronomy 6:6** that God has given parents the primary responsibility for nurturing their children.
- With Jesus' Great Commission, **Matthew 28:19-20**, God gives Bethany Church and

School the responsibility for assisting parents with nurturing children as disciples of Christ.

- Christian love, God tells us in **Mark 12:31**, is to permeate all we do, including the discipline of children.

Disciplining children is teaching them what God expects of them and nurturing an attitude needed to follow these commands. The heart of discipline at Bethany is the use of Law and Gospel. It is important to show our children their sin using Law, and vitally important to assure them through the Gospel that Jesus has done everything necessary to pay for their sin and that they have forgiveness.

Cooperation and support between home and school is necessary for the success of all discipline. This communication, cooperation, and consistency will most certainly be a blessing and a benefit to every child.

Student Discipline

1. The school staff will use the following procedure when discipline is necessary. The classroom teacher will handle most misbehavior in the classroom. A “Discipline Referral” form may be sent home with the student for repeated or flagrant misbehavior. The purpose of this report is to inform parents of a disciplinary incident. Parents are urged to discuss the incident at home, return the signed report, and cooperate with the corrective action. The number of referrals is cumulative throughout the school year. For every two referrals that a student receives, a detention will be given.
2. Should a student develop a pattern of misbehavior, the teacher will discuss this with the parents. Together, the teacher and parents will agree on a plan to help the child. The teacher will alert the principal to the situation. Documentation regarding the misbehavior and action taken at school will be kept on file.
3. If the misbehavior continues the teacher, parent and principal will meet to discuss the situation and develop additional plans to solve the student’s problem. Documentation regarding the misbehavior and action taken at school will be kept on file. A plan for future discipline if necessary will also be documented following this discussion.
4. If the problem continues a pastor will become involved as an additional resource to help address the situation. Documentation regarding the misbehavior and action taken at school will be kept on file. A plan for future discipline if necessary will also be documented following this discussion.

5. If problems continue and the student continues to disrupt the learning environment of the class, all appropriate documentation and a written request for expulsion will be forwarded to the Board of Education for action.

Detentions

A detention is a period of time a student is detained after school. For every two “Discipline Referrals” that a student receives, a detention will be added. Detentions will affect eligibility for participation in athletic events and other school sponsored activities.

A detention is a serious disciplinary action and should not be viewed lightly by student, parents, or school personnel.

1. Guidelines for Detentions

Following receipt of the 1st detention the student will receive a one hour after school detention. The teacher, principal, and parent will meet to discuss the reasons for the detention and plan appropriate action so the student does not repeat the offense.

2. Following receipt of the 2nd detention in one school year the student will receive three one hour after school detentions. The teacher, parents, and principal will meet to seek ways to change the child’s behavior.

3. Following the receipt of the 3rd detention in one school year the student will receive a one-day out of school suspension. Before the student returns to the classroom, the teacher, parents, and principal will meet to seek ways to change the child’s behavior. All assignments given during the suspension will be completed and given to the classroom teacher upon the student’s return to the classroom.

4. Following receipt of the 4th detention in one school year the student will receive a two-day out of school suspension. The teacher, parents, pastor, and principal will meet to seek ways to change the child’s behavior. All assignments given during the suspension will be completed and given to the classroom teacher upon the student’s return to the classroom. Following the student’s return to the classroom, the principal will contact the family and the teacher to determine if the student is complying with the prescribed course of action.

5. Following receipt of the 5th detention in one school year and if all attempts to effect a positive change in the student’s behavior have been unsuccessful, the student will be expelled for the remainder of the school year.

Detention Procedures and Policies

1. Students receiving a detention will take a “Discipline Referral” form home for the parents to sign. The parent will sign the form and return it the student’s teacher.
2. The signed form must be returned the next day the student is in class.
3. Detentions must be served on the school day following the detention being given. A delay will be granted if parents inform the school that the detention is in conflict with church activities, medical appointments, funeral, or other significant commitments. These significant commitments do not include the student’s involvement in an athletic or such type event. Postponed detentions will be served on the following school day.
4. Students serving detentions will report to their teacher at the close of the school day. Siblings of students serving detentions will not be allowed to stay after school.
5. Students failing to report for detention as scheduled will receive another referral. Parents will be contacted to address the situation.
6. The school will keep a record of all detentions given and served.

In the event of a severe disobedience of school or classroom rules, the faculty and principal, consulting together, reserve the right to bypass one or more of the detention steps so that the child may know the seriousness of the matter and effect a God-pleasing change in a timely manner.

Immediate Suspension may occur for the following behaviors, but are not limited to the following, while at school or school related functions:

- Bringing a dangerous weapon, such as a knife, gun, or explosive to school.
- Possessing or using alcohol, tobacco, or illegal drugs.
- Inappropriate sexual behavior.

If a student receives an immediate suspension from school, the parents are responsible for getting the child from school as soon as possible or making arrangements that the child be picked up from school. If the child is not picked up within an hour, the school will make arrangements to supervise the child until the parents can get the child. In such a case the parents will be responsible for reimbursing the supervising adult \$10 for any part of an hour and for every complete hour.

Student Safety

The safety and well-being of all our students is a primary concern of our school. In any case where that safety is threatened, the following will be our practice:

1. Any student threatening the use of items to inflict bodily injury on a student or teacher will immediately be suspended by the principal until the guardians of the student and the principal can arrange a meeting and discuss the situation.
2. If a second incident occurs, the student will immediately be suspended until a meeting is held with the guardians of the student, the principal, and the Board of Education. The Board will then decide on further consequences or immediate expulsion from Bethany.
3. If any student uses a device in a potentially injurious way against another student, teacher, or any other personnel, that student will immediately be suspended until a meeting is held with the guardians of the student, the principal, and the Board of Education. The Board will then decide on further consequences or immediate expulsion from Bethany.

In accordance with state and federal law, Bethany's teachers, principal, and pastors are mandatory abuse reporters. When it is deemed necessary, local law enforcement or another public agency will be contacted.

Harassment

In keeping with the Scriptural principle that one's love for God is shown through love to his fellow man (1 John 3-4), Bethany will not tolerate students harassing other students. Harassment is defined as aggressive pressure or intimidation that may be demonstrated by unwanted behavior, including verbal abuse, physical abuse, sexual innuendo, willful defacing or destroying the property of others, and inciting or encouraging others to harass a student. Consequences may include conduct referrals, suspension, or a recommendation to the Board of Education for expulsion. All harassment should be reported to the Principal.

Bullying

Bethany Lutheran School defines bullying as the following:

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

There are 4 main types of bullying/harassment:

1. **Physical** – Harmful actions against a person’s body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately. It also involves interfering with another person’s property and stealing. Any type of intentional touching of intimate body parts of a person.
2. **Verbal** – Speaking to a person or about a person in a way that is unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs.
3. **Non-Verbal** – Behaviors that upset, exclude or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, or using technology to spread rumors.
4. **Intimidation** – Behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting.

The **following steps will be taken as appropriate** when dealing with incidents that involve harassment or bullying to any degree:

Harassment or bullying claims should be reported to administrators, teachers, office personnel, aides, custodians, and other staff.

A clear account of the incident will be recorded and given to the principal. The principal will interview all concerned and record the incident. Parents will be informed through a phone call and letter.

Punitive measures will be used as appropriate and in consultation with teachers and parents but not limited to:

- Official warning
- Detention out of classroom

- Exclusion from certain activities, e.g. recess
- Short-term in-school suspension
- Expulsion

All adults in the school, including administrators, custodians, teachers, office personnel, aides, and other staff, need to help in the prevention of harassment and bullying.

Sexual Harassment

Bethany reaffirms its position to adhere to God's ordinances that sexual harassment or exploitation is not condoned in Scripture and therefore will not be condoned at Bethany. Bethany will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or exploitation and to take appropriate action dealing with any student, teacher, principal, or other school personnel who is found to have violated God's will in this area.

Sexual harassment may include but not be limited to:

- unwelcome verbal harassment abuse
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students to avoid physical harm to persons or property
- unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
- unwelcome sexual behavior or offensive words, name calling, offensive jokes directed at an individual which makes them feel uncomfortable, embarrassed, demeaned, or fearful.

All employees, volunteers and students should report incidents of sexual or other unlawful harassment to the principal or a faculty member. All persons must report incidents of sexual or other unlawful harassment whether or not he/she is the victim of such conduct. A report form is available from the school office when reporting an incident. No one shall attempt to restrain, interfere, retaliate or take adverse action against anyone making the report or those who participate in an investigation or the resolution of a complaint. Bethany will make an effort to maintain strict confidentiality of the information reported to the extent possible depending on the circumstances of the alleged behavior.

In accordance with state and federal law, Bethany's teachers, principal, and pastors are mandatory abuse reporters. When it is deemed necessary, local law enforcement or another public agency will be contacted.

Academic Discipline

All students are expected to have assignments turned in on time as directed by the teacher. Failure to turn in an assignment will result in a notification being sent home. An accumulation of "Missing Work" slips will require students to serve a 30 minute (3:30-4:00) study time under the direction of a teacher. This work-time will take place the following day with the exception of previously scheduled medical appointments, church services, or funerals. Athletic practices or contests will be forfeited if they occur during this time.

Students who accumulate 15 "Missing Work" slips in a quarter will face additional consequences. The parents must present their plan for correcting this study habit issue to the Board of Education. If an unsatisfactory solution is not agreed upon or the situation repeats, the student's enrollment will be terminated.

Parent Grievance Procedure

While we pray that problems do not happen, we realize that because of our sinful flesh conflicts do arise. When an issue arises, you should first speak privately with the teacher (individual) involved. Then, if the matter still is not settled, go to the Principal. If the matter still is not settled, you should contact the chairman of the Board of Education to arrange a meeting with the Board. We believe that this is in keeping with the spirit of Matthew 18:15-17.

It is not wise to display feelings of discontent or disagreement in front of your child. Talking to others about the matter before first going to the teacher not only does not help resolve the matter, but it is also a violation of God's Eighth Commandment.

Student Health

Immunizations

Grades K-12 are required by the State of Wisconsin to have the following immunizations:

- 4 or 5 DTP/DT/TD (Diphtheria, Tetanus, Pertussis)
- Tdap Booster for children entering grades 6,9, and 12
- 4 or 5 Polio
- 2 MMR (Measles, Mumps, Rubella)
- Hepatitis B
- 2 Varicella (Chicken Pox)
- Second dose required for children entering K, 6 and 12

Proof of immunization is required 30 days after school begins or 30 days after a new student registers. Failure to do so may result in court action, fines, or exclusion from school.

Physicals

A general physical conducted by a doctor or public health nurse is required of all Kindergarten students, fourth grade students, and students new to the Kenosha Unified School District. The completed physical form is required 30 days after school begins or 30 days after a new student registers.

Vision and Hearing Screenings

At times the Kenosha County Public nurse conducts vision and hearing testing at our school. These screenings are conducted in grades K, 1, 3, 5, 7. It is also recommended that you contact your physician or health professional if you suspect your child is having a vision or hearing problem.

Medications

In keeping with Wisconsin state law, prescription and nonprescription medications will not be dispensed without a parent's written permission using the Medication

Authorization Form. Any prescription medication that must be taken during the school day must be contained in the current prescription bottle. Nonprescription drugs must come to school in the original manufacturer's packaging with the ingredients and recommended dose. These drugs must be supplied by guardians in the original container with the student's name affixed. All medications must be supplied by the guardians. If a child is to take non-medicated cough drops during the school day, these must be brought to the teacher with instructions written by a parent or physician.

Contagious Diseases

If a student has a fever, upset stomach, pink eye, or flu like symptoms, do not bring them to school. Contagious diseases are easily spread throughout a classroom. Please consider the health of the other children.

Students with head lice will be removed from contact with other students until that child's parents can be notified and pick him up from school. Any occurrence of head lice will be communicated to all parents.

Academics

Honor Roll

Special recognition will be given to students based on their academic status. Every quarter a grade point average (GPA) will be calculated for each student in grades 3-8. This GPA will be based on grades from the following classes as applicable: Bible Study, Catechism, Memory Work, Mathematics, Language, Spelling, Reading, Science and Social Studies. Students with a GPA between 3.5-4.0 will be awarded High Honor status. Those with GPA's between 3.0-3.49 will receive Honor status.

Grading System

Report cards for Kindergarten students will use a letter designating Excellent, Satisfactory, Needs Improvement or Unsatisfactory to indicate their progress.

Grades 1-8 will use the traditional letter grades for the majority of core curriculum

classes. Test grades may count for two grades. The following percentages are used to determine the letter grades:

100-99%	A+	4.00	82-79	C	2.00
98 - 95	A	4.00	78-77	C-	1.67
94 - 93	A-	3.67	76-75	D+	1.33
92 - 91	B+	3.33	74-72	D	1.00
90 - 87	B	3.00	71-70	D-	0.67
86 - 85	B-	2.67	69-0	F	0.00
84 - 83	C+	2.33			

A letter grade indicating Excellent, Satisfactory, Needs Improvement, Unsatisfactory, or Incomplete will be used to assess effort or participation.

Consultations

Parent-Teacher consultations are held near the close of the 1st quarter. Parents will be contacted to schedule a meeting time. It is expected that all parents participate. Time is set aside for formal conferences as an option in late January to early February. Parents wishing to meet with their child's teacher during other times of the school year may want to make appointments that fits both schedules.

Parent-Teacher Society

The Parent-Teacher Society (PTS) assists the staff and parents by providing a variety of programs and activities throughout the school year. Parents are strongly encouraged to attend PTS meetings. Announcements will be made in the Broadcaster regarding the scheduling of these meetings.

Visitors of School

Parental Access to the Classroom

Parents are welcome and encouraged to participate in daily activities at the school. Parents may also observe their children's classes provided that the observation is

scheduled in advance or the parent has received permission from an administrator to observe the class. Visits by children, such as friends or relatives of students, may be permitted under special circumstances but must be discussed in advance with the principal and teacher to make certain that the visit will not disrupt the class. Visits by other adults can also be arranged with prior approval of the principal and teacher. The decision of the principal is final. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure. Parents must also sign in at the front office, receive and wear a guest pass.

Parents may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. This has only happened on a very occasional basis. When parents are denied the opportunity to observe a class they may appeal to the Board President.

Visitors Notification

If the student has a guest, his/her guest is required to register with the school office and notify the principal at least one day before the guest's visit to the school. All adult visitors must sign in at the front office, receive and wear a guest pass.

Testing

Children in grades 3-8 will participate in the MAP testing program. The test results will be given to parents at the end of the first, third, and fourth quarters. The school uses the test results to evaluate curriculum and instruction.

Library

Volunteer help supervises the school library on selected days of each week. Each class will have an opportunity to check out books for two weeks. The book may be renewed for two more weeks. If the book is late, the librarian will notify the teacher and parent. Fines will be charged at a rate of \$.10 per day. If a book is lost, the parent will pay for the replacement.

Volunteers

At the time of home visits or on registration day, parents are asked to sign up as volunteers to be room helpers. From the group of volunteers, the classroom teacher can select one or two to serve as room volunteer for his/her classroom. The teacher calls the volunteer to make arrangements. These volunteers will assist the teacher in planning parties or supervising certain activities. The teacher determines the extent of help needed. All volunteers who have regular contact with children will need to have a background check.

Activities

Band

Band instruction is available for students in grades 5-8. Lessons will be given once a week during the school day. SLHS will handle the financial arrangements. It is the student's responsibility to purchase or rent an instrument. Students are responsible for any class work missed during the lesson time, rehearsals, or performances.

Piano

Weekly lessons are available at Bethany to students in grades 1-8. Each piano teacher will handle the financial arrangements. Lessons will be given once a week during the school day or after school. Students are responsible for any class work missed during the lesson time, rehearsals, or performances.

Strings

String instruction is available for students in grades 4-8. Lessons will be given once a week during the school day. The instructor will handle the financial arrangements. It is the student's responsibility to purchase or rent an instrument. Students are responsible for any class work missed during the lesson time, rehearsals, or performances.

Other Activities

Other activities are available to Bethany students throughout the school year. Each student is encouraged to participate in as many as possible. Activities may include:

- Drama Nights
- Forensic Night
- Battle of the Books
- Spelling Bee
- Music Serenade and Showcase
- Science Fair
- Social Studies Fair
- Art Show
- Music competitions and concerts at SLHS
- Academic Fair, and Forensics at SLHS

Athletics

Since God has given us many gifts in this life, many extra-curricular activities are offered to students at Bethany Lutheran School. Students in grades 5-8 are eligible to participate in these activities offered through our school.

In order to keep academic standards a priority over extra-curricular activities, students must maintain an acceptable academic level to participate.

Eligibility will be determined on the quarter grades. A minimum GPA of 1.85 and all passing grades must be maintained by the student. A student's ineligibility may be reviewed 15 days into a quarter upon request. No further reviews will be conducted until the next quarter.

Bethany Lutheran and Friedens Lutheran have combined their sports programs and are known as Kenosha Lutheran Athletics (KLA). We field both A and B teams where the A-team is made up of 7th and 8th graders, and the B-team is composed of 5th and 6th graders. The KLA teams compete as members of the Lake Lutheran Athletic Conference (LLAC). This conference is composed of area Wisconsin Evangelical Lutheran Synod elementary schools. The purpose of this conference is to develop the athletic talents and abilities that God has given our children, encourage the growth of Christian sportsmanship and fellowship, and develop a competitive spirit within our students. A complete Athletic Handbook and website are available for students and families.

<u>Activity</u>	<u>Offered</u>	<u>Season</u>
Soccer	boys	fall
Volleyball	girls	fall
Cross Country	boys & girls	fall
Basketball	boys & girls	winter
Cheerleading	girls	winter
Soccer	girls	spring
Track	boys & girls	spring
Softball	boys & girls	spring

Athletic Accident Insurance

Bethany Lutheran School does not provide insurance for students involved in scheduled athletic events. Parents or guardians must therefore sign a statement indicating that their personal insurance or insurance provided by their employer would cover their child while participating in athletic events. Any child not covered by insurance will be excluded from participating in scheduled athletic events.

Sportsmanship

We encourage parents, students, and friends to attend the many games and activities. Players, coaches, and spectators should keep the following guidelines in mind:

- The Bible teaches us to respect those in authority, which includes sports officials. The officials do their job to the best of their ability. We have an excellent opportunity to teach our children and others a lesson in Godly obedience -- to obey because we love God, not because we agree with the judgement and ultimate decision of the officials.
- Show respect for the opponent at all times. The opponent is to be treated as a guest.
- Know, understand, and appreciate the rules of the contest.
- Maintain self-control at all times.
- Recognize and appreciate the effort, skills, and performance of players on both teams.