



PARENT/TEACHER HANDBOOK

2024-2025

Our Mission:

Bethlehem Lutheran School provides a Christian education, preparing the whole child for life-long learning and service to the Lord.

"Yet those who wait for the Lord will gain new strength; they will mount up with wings like eagles. They will run and not get tired. They will walk and not become weary."

Isaiah 40:31



BETHLEHEM LUTHERAN SCHOOL

2505 W. 27th Ave.

Kennewick, WA 99337

Phone: 582-5624

Fax: 586-6702

E-Mail: bls-office@blcbls.org

Web Site: www.blcbls.org

Hours of operation

Office hours:	8:15am to 4:00pm
AM Preschool:	8:30 to 11:15am
PM Preschool:	12:15 to 3:00pm
AM Pre-Kindergarten:	8:30 to 11:15am
PM Pre-Kindergarten:	12:15 to 3:00pm
Kindergarten-5 th grade:	8:30am to 3:00pm
6 th -8 th grade:	8:30am to 3:10pm

Sharing Christ since 1910.

What's New (Changes from Previous Year Handbook)

- Updated Those Who Serve – p. 6
- Updated Honor Roll/Honorable Mention requirements – p. 10
- Added “Discounts and Referrals” – p. 12
- Updated “General Guidelines Regarding Absences” – pp. 15-16
- Updated Cell Phones/Smart Watches/Electronic Devices – pp. 17-18
- Updated Classroom Movies – p. 24
- Updated Sports Eligibility – p. 27
- Updated Standard of Dress – including adding “Spirit Wear” – pp. 29-30
- Updated Student Computer Use – “Acceptable Use Guidelines” with language about AI – p. 32
- Updated Tuition Payment – TADS fee for past due is now \$50 – p. 35
- Updated Chapel – Afternoon chapel time is 12:40pm – p. 38
- Updated Appendix A – Enrollment Agreement – p. 40
- Added Appendix B – Special Services – p. 41
- Updated Preschool/Pre-Kindergarten Handbook – Appendix C
 - Pick Up – p. 43
 - Snacks – p. 44
 - Worship – p. 44

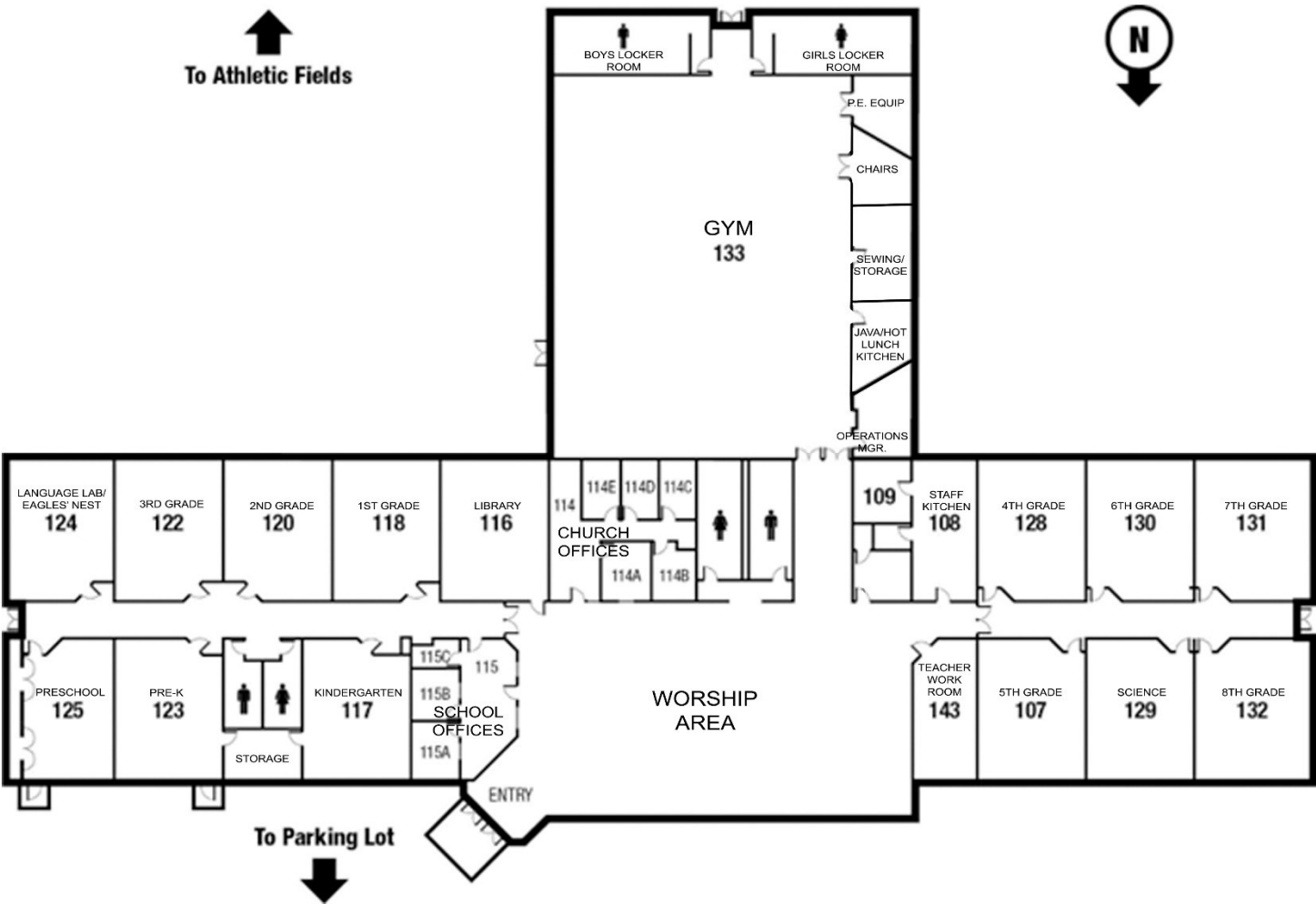
Table of Contents

TOPIC	PAGE
Academic	9
Conferences	9
Curriculum	9
Grading	9
Homework	10
Honor Roll	10
Late Work	10
Other Awards	11
Promotion/Retention	11
Report Cards	11
Testing	11
Admissions and Enrollment	12
Class Size	12
Discounts and Referrals	12
Enrollment	13
Continued Enrollment	14
Review Procedure for Continued Enrollment	14
Withdrawal from Enrollment	15
Attendance/Tardy Procedures	15
Absence Definitions	15
General Guidelines Regarding Absences	15
Tardy Procedures	16
Tardy Guidelines	16
Bad Weather	17
Campus Map	5
Cell Phone / Smart Watch Policy/Electronic Devices	17
Damage to Property	18
Discipline	18
Bullying	19
Eagles' Nest	19
Authorization to Pick up a Child	19
Before & After School Program	19
Hours & Payment	19
Immunizations	20
School Cancellations	20
Sign-in/Out	20
Snacks	20
Emergency Procedures	20
Extra-Curricular/Special Events	20
All-School Field Day	20
Athletics	20

Grand-friends Day	20
Indoor Olympics	21
L.E.S.T.	21
Middle School Track Meet	21
National Lutheran Schools Week	21
Field Trips	21
Gum	21
Health & Medications	22
Illness/Injury	22
Immunizations	22
Food Allergy Policy	22
Medications	22
Missing Recess & Physical Activity	23
Physicals	23
Severe Allergies	23
Screenings	23
Leaving Campus	23
Lost & Found	24
Lunch	24
Mission Statement	8
Philosophy	8
Purpose/Objectives	8
Lutheran Perspective	8
Parent Information	24
Arrival/Departure	24
Classroom Movies	24
Concerns	24
Confidentiality	24
Equipment/Facility Use	24
News Slice	25
Room Visitation	25
SCRIP Program	25
Pick-Up and Drop-Off	25
Safety First	25
After School Pick Up	25
Before School Drop Off	26
Pick-Up and Drop-Off Diagrams	26-27
School Information	7
History	7
Accreditation & Programs of Study	7
Sharing Christ	7
Sports Eligibility	27
Standard of Dress	28
Approved Colors	28
Clothing Sources	29
Daily Dress	29

Free Dress	29
P.E. Uniform (Middle School)	29
Restrictions	29
Spirit Wear	30
Boys	30
Girls	30
Student Computer Use	31
Acceptable Use Guidelines	31
Google Apps for Education	33
Netiquette	33
Penalties	33
School-Issued Computing Devices for Students	33
School Responsibilities	34
Student Expectations	34
Student Services	35
Computers	35
Insurance	35
Library	35
Yearbook	35
Those Who Serve	6
Tuition Payment	35
Returned Checks	36
Scholarships	36
Volunteer Opportunities	36
Volunteers	36
Volunteer Guidelines	36
Areas of Service	37
Weapons & Dangerous Instruments	37
What's New	1
Worship	38
Chapel	38
Chapel Offerings	38
Devotions	38
Worship Schedule	38
Chromebook Supplement	39
Appendix A – Enrollment Agreement	40
Appendix B – Special Services	41
Appendix C – Preschool/Pre-K Handbook	42

CAMPUS MAP



THOSE WHO SERVE

CHURCH STAFF

Josh Hileman
Sylvia Hansen
Grace Macduff

Senior Pastor
Administrative Assistant
Ministries Coordinator

Church phone: 582-5858

SCHOOL STAFF

Eric Haan
Michele Jameson
Alanna Lindblom
Jesse Youngstrom

Principal
Administrative Assistant
Admissions Director
Operations Manager/Custodian

School phone: 582-5624

Tammi White
Angela Reynolds
Olivia Anderson
Nicole Ebert
Arianna Arnold
Daycia Heck
Kim Closner
Rebekah Picker
Jon Blank
Laura Lanning

Preschool
Preschool
Pre-Kindergarten
Pre-Kindergarten
Kindergarten
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4

Kelly Bame
Lynsey Pelletier
Cheyenne Kane
Susannah Luttman
Michelle Youngstrom
Erika Hokanson
Karen Loderhose
Tiffany Woodrich

Grade 5
6th homeroom/Math
7th homeroom/ELA
8th homeroom /History
K-8 P.E./6-8 Science
K-8 Language Lab
Eagles' Nest
Eagles' Nest

SCHOOL BOARD

Hal Blanton (Chair)
Luke Flohr
Cindy Johnson
Vangi Ellwein

Jackie Davidson
Michael Garvin
Nicole Weynands

SCHOOL INFORMATION

A BRIEF HISTORY – Bethlehem Lutheran Church, a member congregation of the Lutheran Church – Missouri Synod, founded the elementary school in 1910 to provide a Christian education for the children of its members. The school has occupied 3 campuses over its existence. The school moved to the present campus in December of 2011. The gymnasium was completed and dedicated in May of 2013. A baseball field and soccer field were completed during the 2013-2014 school year. The school serves the entire Tri-Cities community by providing a high-quality Christ-centered education to students in preschool through the eighth grade.

ACCREDITATION AND PROGRAM OF STUDY – The school's academic program and facilities are approved annually by the office of the Washington State Superintendent of Schools. All teachers have earned a minimum of a Bachelor of Science or Arts degree in Education, and many have earned a Master of Education degree. All full-time teachers in kindergarten through eighth grade currently hold or are working toward Washington State certification. In addition, Bethlehem Lutheran School is accredited through NLSA (National Lutheran School Accreditation). This accreditation is reciprocal with Northwest Accreditation. As an accredited school, BLS will continue our culture of continuous improvement and adhere to the high standards of Lutheran schools across the nation.

In addition to an excellent basic education curriculum, students have opportunities to take educational field trips and experience presentations at school. Students receive instruction in basic computer and internet usage, as well as Google Classroom. We move into the future, teachers and students at BLS are utilizing technology throughout the curriculum. Students in grades 6-8 are issued a computing device to use as a powerful tool to enrich and broaden their educational experience. Kindergarten through 5th grade students benefit from computing devices in the classroom.

A high percentage of Bethlehem graduates have achieved great academic, athletic, and personal success in high school and beyond. Graduates report that their experiences at Bethlehem have prepared them well for life as a Christian.

SHARING CHRIST – Sharing the caring Christ is what Lutheran schools do best. Bethlehem Lutheran's care for children goes beyond simple or programmed techniques. Our caring stems from our commitment to model Jesus Christ. We teach joyfully by words and by modeling, about the most caring act of all time, the death and resurrection of God's Son and the forgiveness of sins for an entire world.

Central to every caring act of every day in Bethlehem Lutheran School is Christ's love and when children learn they are loved, by God and by others, they learn to love Him and each other. Lutheran schools are caring places. You will feel that the first time you step through our doors. Welcome to the Bethlehem family!

The policies and procedures in this handbook serve as an outline for what parents and students of Bethlehem should expect. Bethlehem staff will work in a collaborative manner with students and families, but staff will make final decisions about school operations. These policies may be changed without notice.

MISSION STATEMENT

Bethlehem Lutheran School provides a Christian education, preparing the whole child for life-long learning and service to the Lord.

PHILOSOPHY – Bethlehem Lutheran Church and School:

- Recognizes the whole person as God’s foremost creation.
- Views people as sinful and mortal and in need of God’s love and forgiveness.
- Views each student as a redeemed child of God.
- Recognizes that people need repentance and nurture in the Gospel.
- Envisions people as responsible beings with an obligation toward their Lord and other people.
- Holds life to be precious and meaningful because it is a gift from God.

PURPOSE/OBJECTIVES – The purpose of Bethlehem Lutheran School is to provide a quality Christian education, whereby students may find identity, purpose and power for their lives in Christ by living in grace and in the knowledge of Him as their Savior.

Objectives for children who attend Bethlehem include:

- To know Jesus Christ as their personal Savior.
- To develop Christian attitudes, values, and virtues.
- To develop a working knowledge of Christian teachings.
- To relate the Scriptures and faith to contemporary life and to be a Christian witness.
- To develop academic, creative, physical, and spiritual gifts to their fullest potential.
- To appreciate individual differences, to recognize others as gifts from God and to build up the body of believers.

LUTHERAN PERSPECTIVE – Lutheran Schools are known for their academic quality and for their ability to aid in moral and character development using God’s Word as the foundation. Lutheran schools also include daily teaching of the Christian faith and integrate Biblical truths into everything they teach. As a Lutheran school we appreciate our Lutheran heritage, specifically the anchors of Faith alone, Grace alone, and Scripture alone.

As a Lutheran School, Bethlehem believes and holds dear the following truths:

- | | |
|---|-------------------|
| ● That the Bible is the source and basis for our beliefs. | 2 Timothy 3:15-17 |
| ● God’s Word is true, errorless, and unchanging. | John 17:17 |
| ● That all people and all faiths are to be shown respect. | Matthew 22:39 |
| ● That only through faith in Jesus can people be saved. | John 3:16 |

As a Lutheran School, Bethlehem believes and teaches that God is:

- | | |
|--|--------------------|
| ● The Almighty, loving Creator of everything and everyone. | Genesis 1:1 |
| ● One God, but three equal persons (Triune). | Mathew 28:19 |
| ● The Savior who died for our sins and rose from the dead. | 2 Timothy 1:10 |
| ● A Sanctifier who gives us faith through His Word and Sacraments. | 1 Corinthians 6:11 |

- The Author of the Bible who inspired men to write every word as He directed. 2 Timothy 3:16
- Love. He loves all people perfectly, in spite of how they may act. 1 John 4:8

As a Lutheran School, Bethlehem believes and teaches that people are:

- | | |
|---|-------------------|
| • Created in God's image, as male and female. | Genesis 1:27 |
| • Created individually and specially by God. | Psalms 139:13 |
| • Loved always and completely by God. | John 3:16 |
| • Required by God to obey His law perfectly. | Matthew 5:48 |
| • Unable to obey God perfectly (everyone sins). | Ecclesiastes 7:20 |
| • Given eternal life through Christ's sacrifice on the cross. | John 3:16 |
| • Unable to earn God's favor or forgiveness. | Ephesians 2:8-9 |
| • Condemned to eternal suffering if they do not have faith in Christ. | Romans 6:23 |
| • Motivated by God's love to love all people and to serve God. | John 14:23 |
| • Eager to share the good news of God's great love for all. | Acts 4:20 |

Bethlehem Lutheran School admits students of any race, sex, color, and 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 sex, color, race or national and ethnic origin in the administration of its educational policies, admission policies and scholarships, athletic or any other school administered programs. BLS is operated by Bethlehem Lutheran Church, a member of the Lutheran Church – Missouri Synod, and subscribes to its practices and beliefs. Our practices reflect the Biblical understanding of God's order of creation, especially with regard to gender, marriage, and sexuality. As such, students will be identified by their birth gender.

ACADEMIC

CONFERENCES – School-wide parent conferences are scheduled after the first trimester. In the spring, parents of preschool – 3rd grade will have conferences by appointment or request of the teacher, while 4th – 8th grade students participate in student-led conferences. Parents are encouraged to visit and talk with their child's teachers regularly. Special conference appointments may be made at any time during the school year. NOTE: Eagles' Nest is available for K-8 students during conferences until 6:00pm.

CURRICULUM – The curriculum is Christ-centered and is specifically intended to reflect the school's philosophy and objectives. Bethlehem Lutheran School selects texts and materials from a variety of publishers to meet its overall educational goals. Specific courses are offered in: Christian Studies, Reading, Literature, Writing, English, Spelling, Spanish, Science, Mathematics, Social Studies, Art, Computer Science, Music, and Physical Education.

GRADING – The purpose of grading is to offer teachers, students, and parents an evaluation of student progress in the acquisition of basic skills and the mastery of instructional objectives. The student body of our school includes learners of varied ages and learning experience. The grading policies vary by the general age groupings of: Preschool (Preschool and Pre-Kindergarten), Primary (Kindergarten to 2nd grade), Elementary (3rd – 5th grade), and Middle School (6th – 8th grade).

1. PRESCHOOL/PK - In the preschool levels, a checklist of skills and learning objectives is used to evaluate progress relative to a student's developmental level. These are reported in the fall and in the spring.

2. GRADES K-2 - In the primary grades, a checklist of skills and learning objectives is used to evaluate student performance. Academic performance is evaluated in meeting grade level standards or making progress toward that standard. Letter grades will be communicated in 1st and second grades. In addition, grade reports will indicate the level to which students master grade level standards on a 5-point scale.

3. GRADES 3-8 - In grades three to eight, a variety of methods are used to instruct students and evaluate their performance. Completed assignments are evaluated on a letter grade system. The final letter grade is determined by objective evaluation (accuracy on class assignments, homework, and tests) and by subjective evaluation, which takes into consideration, creativity, ability, attitude, work ethic, and general classroom participation. The following grade scale is used to report letter grades:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

HOMEWORK – Homework is an important and valuable extension of the classroom learning experience. At Bethlehem we define homework as:

1. School work that was not completed during regular classroom study time.
2. School-related tasks that require individual practice time or drill. Such tasks may include flashcard use, spelling list study, memory work practice, and test preparation.
3. Individual planning and effort on long-range assignments. These tasks may include research, reports, papers, projects, and experiments. Often these tasks take time, materials or supplies that are not available in the typical classroom setting.

All children work at different learning paces. Daily homework loads may vary by individual, but with proper time management should easily be completed in an evening.

HONOR ROLL – Students in grades 3 – 8 are honored for academic effort and excellence. The honor roll is based on achievement of a 3.75 to 4.00 grade point average. To qualify for the honor roll, a student must maintain a 3.75 or higher in the core subjects with no failing grades in any given subject. Core subjects include Christian Studies, Math, Reading/Literature, Grammar, Spanish, Spelling, Science, Social Studies, and Physical Education. In addition, they must have satisfactory grades in other subjects. Students who achieve a 3.25 to 3.74 are recognized with an honorable mention award.

LATE WORK – Assignments are due when specified by the teacher. Assignments completed on time will receive the full credit earned. The grade will be reduced for work that is turned in incomplete or late, at the discretion of the teacher.

At the discretion of the teacher, in grades 6-8, grades may be lowered 10% for work turned in one day late and 20% for work that is completed 2 days late. Work that is 3 days late may be given zero credit but must be completed. Students in grades 6-8 will receive one pass for a one-day grace period for regular classroom work per trimester.

If a child is absent from school, generally one day for each day of absence will be given to make up missed assignments and tests. In cases of prolonged illness or absence, special arrangements and consideration will be made regarding the work that was missed. It is the primary responsibility of the student and parent to find out which assignments can be completed after an absence. In grades 6-8, work must be turned in upon the student's return to school if it was given ahead of time for a planned absence. Teachers will notify parents in cases of repeated late or missing work. Parents of students in grades 3 – 8 are encouraged and expected to monitor Gradelink regularly as tool for communication.

OTHER AWARDS – Students in kindergarten through 8th grade receive **SOAR awards**. These awards are given to acknowledge progress or special effort by an individual, academic achievement, skill development, improvement, mastery of concepts, or social growth. Students in 2nd through 8th grade receive **Citizenship Awards** at the conclusion of the school year. Students in kindergarten through 8th grade receive **Memory Work Awards** at the conclusion of the school year.

PROMOTION – In order to ensure that students at Bethlehem Lutheran School are progressing appropriately towards graduation and securing the skills and knowledge necessary to be adults that are life-long learners ready to serve the Lord, we shall make every effort to assist the students in meeting state and federal standards and expectations.

- A. Students in Preschool and Pre-Kindergarten need to show progress in the checklist of skills and learning objectives used to evaluate progress relative to a student's developmental level.
- B. Students in Kindergarten through 2nd grade need to meet state standards or be making progress toward the standards in core content areas.
- C. Students in 3rd through 8th grade need to meet state standards in core content areas with passing grades for at least two trimesters in core content areas. GPAs lower than 2.0 may also factor into promotion decisions.

RETENTION – if a student is not progressing appropriately towards graduation and securing the skills and knowledge necessary to be adults that are life-long learners ready to serve the Lord, Bethlehem Lutheran School may recommend that a student repeat a grade or class.

- A. As listed in our Absence Policy, following 15 absences, promotion to the next grade level may be in question. Exceptions may be made when parents can provide justifiable cause for the excessive absences, and when the student makes every effort to catch up and make up missed work.

REPORT CARDS – Bethlehem uses a trimester grading system. Report cards are issued in November, March, and June. Progress reports are issued at mid-term each trimester for 2nd – 8th grade students. Parents of 3rd – 8th graders are encouraged to check Gradelink regularly for updated grades.

TESTING – Students in grades 3 - 8 participate in the Smarter Balanced Assessments (SBA) in the spring. Results of this testing are mailed to the parents in the fall of the following school year. Students in grades 1 - 8 participate in Measure of Academic Progress (MAP) testing in the fall and in the spring. Results of these assessments will be shared by teachers at report card time. These standardized tests are just one measure of how a student performs and are utilized to improve instruction and curriculum at Bethlehem. Test scores may be used by public schools to place students in particular classes or tracks.

ADMISSIONS AND ENROLLMENT

Children enrolling for kindergarten must be five years old by August 31. A student wishing to enter our school must have satisfactorily completed the grade in which he/she was previously enrolled and provide evidence of the ability to achieve acceptably at the grade level in which he/she applies for enrollment.

General admission procedures:

A. Application

1. Complete an Enrollment Application online at www.blcbls.org. See Appendix A at the back of the Handbook for a sample.
2. The Admissions Director will contact you once your application has been received to set up a tour and an interview.
3. Prior to the interview date: Provide a copy of the student's most recent report card, standardized testing scores, and any other pertinent information (i.e. any diagnosed or perceived learning differences, Individual Education Plans (IEPs), medications, allergies, or any other special needs information about the student) to the Principal or the Admissions Director.
4. Following the receipt of your application, the Principal and your child's prospective teacher will interview both parent and child. The teacher's interview will include a brief academic assessment.
5. The teacher and Principal will recommend admission.
6. Enrollment in Bethlehem Lutheran School is determined by many factors. Please review the "Enrollment" section below for a detailed description. Please note: All newly enrolled students enter Bethlehem Lutheran School on a probationary basis.

B. Registration

Once a student has been enrolled, the following must be completed or provided:

1. Current immunization records or a signed notice of exemptions (please see page 22).
2. Copy of child's birth certificate.
3. Request for Records for students in 1st – 8th grade.
4. Payment of non-refundable registration fee.

Registration for returning families is held in mid-February, followed by new student registration.

CLASS SIZES

Current class sizes are listed below. At the discretion of the Principal and teacher, the class limit may be exceeded on a case-by-case basis.

Preschool and Pre-K: 16 students

K – 5th grade: 24 students

6th – 8th grade: 26 students

DISCOUNTS AND REFERRALS

Bethlehem offers a 2% discount in total tuition for students whose parents or legal guardians are active, veteran, or retired military or first responders (to include active law enforcement, firefighters, emergency medical technicians, paramedics, and corrections officers).

For K-8 referrals only, if you refer another family and they successfully go through our enrollment process and enroll in Bethlehem Lutheran School for the following school year, a credit of \$500 per family referred (not to exceed your entire tuition amount) will be added to your tuition account. This credit will be applied in December or after four (4) months of continuous enrollment for the new family and will only be credited for the first year. Families who plan to refer another family will be required to fill out a form that will be available on the blcbls.org website.

ENROLLMENT

Since 1910, Bethlehem Lutheran Church has maintained a school providing Christian education for its member children and the children of the Tri-Cities community. Our school's primary mission is to share the message of a loving Savior with children in our community and to partner with parents in educating their children. Enrollment for students at Bethlehem Lutheran School is determined by several factors. Please read this section carefully.

I. GENERAL GUIDELINES FOR ALL GRADES

Students will have priority for enrollment in this order:

1. Members of Bethlehem Lutheran Church
2. Siblings of K-8 students enrolled in Bethlehem Lutheran School
3. Other LCMS church members
4. Other factors (see section IV below)

Guidelines:

- A. Students that are currently enrolled will receive priority over new applicants. Regardless of where the applicant falls on the enrollment guidelines list, no currently enrolled student will be removed to enroll a new applicant. Students who enroll for the current year after the re-enrollment deadline are not guaranteed a seat in the class the following year. **Note:** Currently enrolled students will be re-enrolled automatically during the re-enrollment period. Families should notify the Admissions Director or Administrative Assistant if you do not plan to enroll for the following school year.
- B. If a Bethlehem church member application is received for an elementary grade that has a full class size, the member may petition the School Board to increase the class size for that grade.
- C. Applications for enrollment in the elementary grades may be received at any time during the school year. Enrollment will follow the guidelines detailed on this page on a space-available basis. If a class is at its determined capacity, students will be placed on a waiting list. A name on the waiting list is considered active and pending for two years. After two years the name will be removed from the list unless the application is renewed by the family.
- D. Non-member staff children are given member priority.
- E. Families on the waiting list who decline an opening but who wish to remain on the waiting list will be placed at the bottom of the list.
- F. Currently enrolled families who have past due tuition or other fees (ie. Eagles' Nest, sports) at the time of re-enrollment are not permitted to re-enroll. If tuition or fees become past due after the re-enrollment period begins, currently enrolled students will be placed on the waiting list and new applicants will fill the seats.

II. KINDERGARTEN

A child must be five years old prior to August 31 in order to be enrolled in Kindergarten, per WAC 180-39-010 in the Washington State Common School Manual. Kindergarten applications may be received up to

one year prior to the child's entrance into kindergarten. Our current kindergarten capacity is twenty-four (24) students. Because our current pre-kindergarten capacity is thirty-two (32) students, enrollment cannot be guaranteed to students who have attended BLS preschool. The Administrator will follow the **General Guidelines** and **Other Factors** in determining kindergarten enrollment. If the number of similarly qualified students exceeds the number of seats in the class, a lottery will be initiated to determine class placement.

III. OTHER FACTORS

Unusual situations, exceptions, and final enrollment decisions will be at the discretion of the Administrator and the School Board. The following factors are also considered during enrollment:

1. Level of commitment to the mission and philosophy of Bethlehem Lutheran School.
2. On-time tuition and fees payment/debt history at Bethlehem Lutheran School.
3. Children of alumni or siblings of alumni.
4. Date of application.

CONTINUED ENROLLMENT – To qualify for continued enrollment at Bethlehem Lutheran, families are expected to help each student:

- A. Demonstrate effort in line with abilities and talents in academic areas.
- B. Comply with school and classroom regulations, submitting himself/herself in obedience.
- C. Display attitudes and behaviors that support both the values taught and upheld by Scripture and the basic objectives of the school.
- D. Attend school regularly and assume the responsibility to complete work that was missed if absent.

Upon the recommendation of a teacher, any student may be reviewed for possible dismissal for the present or following school year. Enrollment may be terminated for any of the following reasons:

1. Lack of academic progress due to insufficient effort or interest.
2. Excessive unexcused absence (over 15 absences in an academic year), truancy or excessive tardiness (over 15 tardies in a trimester).
3. Consistent refusal or lack of concern to comply with school regulations.
4. Behavior which demonstrates a lack of concern for and insensitivity to the safety, rights, needs, and feelings of others.
5. Display of attitudes, speech and/or behavior that counters the objectives of Bethlehem Lutheran School.
6. Failure to meet tuition responsibilities (see Tuition Payment).

REVIEW PROCEDURE FOR CONTINUED ENROLLMENT

1. Teacher-student conference.
2. Teacher-student-parent conference.
3. Teacher-student-parent-Principal conference.
4. The Principal will consult with faculty members, evaluate the case, and make a written recommendation to the School Board.
5. The parents and child shall be apprised of the Principal's recommendation. Should the recommendation be termination of enrollment, the parents will have the right to appeal to the School Board.
6. The School Board shall receive the Principal's report and any appeal and make a final

determination of appropriate action.

7. In cases of suspended enrollment due to failure to meet tuition responsibilities, the School Board will follow the steps outlined in the section entitled “Tuition Payment.”
8. In cases that involve injury to students, staff, or other egregious offenses, some or all of these steps may be skipped, and the student may be removed immediately without the option for appeal.

WITHDRAWAL FROM ENROLLMENT – If a parent should choose to withdraw a child from enrollment at Bethlehem Lutheran School, the parent is asked to:

- A. Inform the Admissions Director or Administrative Assistant of the intention to withdraw.
- B. Inform the Teacher so student materials may be gathered.
- C. Contact the Administrative Assistant to finalize any transactions on your account.
- D. Withdraw the child at the end of a week or normal grading period if possible.
- E. Share concerns with the Admissions Director and/or Principal.

ATTENDANCE/TARDY PROCEDURES

Regular, consistent attendance at school is a key to student success. We anticipate that each family will make every effort to attend and gain the maximum benefit of instruction.

In accordance with Washington State, every child aged eight to eighteen years of age is required to attend school. Five, six, and seven-year-old children who are enrolled in school are also subject to compulsory attendance requirements. It is the responsibility of the parent(s) or guardian(s) to make sure the child attends school. Mandatory attendance expectations from Washington State law are extended to those attending an approved private school in RCW 28A.225.010 a.

ABSENCE DEFINITION

Absence: When a student is not physically present at the school or at a school-sanctioned event.

At times, absence from school is unavoidable. Bethlehem staff will work with families to help students have smooth transitions in and out of school. However, not all classwork students miss can be made up outside the classroom. Whole class experiences (discussions, debates, labs, etc.) cannot be duplicated for absent students. We encourage families to plan vacations for non-school days when possible.

GENERAL GUIDELINES REGARDING ABSENCES

- The parent or guardian is expected to email or call the school office by 8:45 a.m. on the morning of the absence and inform the Administrative Assistant of the absence. Notification must come from a parent or guardian, not a sibling or another student.
- Parents may request homework after school. Books and materials may be picked up after school unless prior arrangements are made with the teacher.
- For planned absences, it is at the teacher’s discretion whether they will provide assignments in advance. For unplanned absences, homework and books may be picked up when the student returns to school.
 - In middle school (grades 6-8), work will generally not be given ahead of time for a planned absence. Students should expect to ask for the work upon their return and complete it

within the timeframe specified.

- If a student is absent for five consecutive school days due to illness or injury, a note from the doctor is required along with the regular note of excuse. If necessary, this note should also outline any restriction or guidelines regarding the return to normal school activities.
- A student may be absent for pre-approved activities. In such cases approval should be sought from the teacher and the Principal. Homework and assignments may be arranged prior to the absence. An absence may not be approved if it causes an adverse effect on the student's educational progress.
- As a general rule, upon return to school following an absence, the student has an equal number of school days to make up missed assignments (i.e. 2 days absent = 2 days to complete missed assignments). Adjustments may be required if the absence is near the end of a grading period.
- Absence for any part of a day on the day of an extra-curricular event, other than for pre-authorized appointments, makes the student ineligible to participate in the extra-curricular event that day, at the Principal's discretion.
- Absences due to a chronic health condition or long-term illness will be managed on an individual basis, making necessary allowances for course requirements.
- Following fifteen (15) absences, promotion to the next grade level may be in question. Exceptions may be made when parents can provide a justifiable cause for the excessive absence.
- Students who are absent from school without the knowledge or consent of a parent or guardian are considered truant. The Washington attendance law known as the BECCA Bill requires all schools to report excessive trancies to the Juvenile Justice Center for legal action. Police and law enforcement agencies will be contacted following two consecutive days of truancy.
- If a student is absent for fifteen (15) consecutive school days without notification of the cause for the absence given to the school or any response given to the school inquiry regarding absence, the student will be considered withdrawn from the school. The same policy applies for preschool students.

TARDY PROCEDURES – The timely arrival of students allows them to benefit from instructional time and the building of community in the classroom. Students are expected to arrive at school on time and prepared for the school day.

Classroom teachers keep accurate records and report absences or tardiness to the office within 15 minutes of the start of the class day.

TARDY GUIDELINES

- **All tardy students must sign in and pick up a tardy slip at the office prior to going to class.**
- Any student arriving to the classroom after the designated start time (8:30am or 12:30pm for afternoon classes), unless directly involved in a sanctioned school/class activity is considered tardy.
- If a K-8 student arrives more than three hours late, the tardy will then be classified as a half day absence.
- Excused tardies will be given for: emergencies, medical or dental appointments, and weather-related delays. All other tardies will be marked “unexcused” at the teacher’s discretion.
- Excessive tardies (15 or more in a trimester) may result in the following consequences:
 - Students miss critical assignments or instruction and fall behind in their studies.
 - Principal contact with parents to determine causes and possible solutions.

- Restriction of privileges for students until they complete missed work, including but not limited to:
 - Assemblies & special events
 - Sports
 - Extra-curricular activities
- Suspension, retention in the same grade, or expulsion.

BAD WEATHER

Occasionally, school must be canceled or delayed due to inclement weather. The Principal will notify families by email, posting on school Facebook pages and on the school website, and Flash Alert. Anyone may subscribe to Flash Alert to get text updates about closures (<http://www.craigwalker.net/>). Directions to subscribe are printed annually in the News Slice. In general, BLS follows the Kennewick School District in delay and closure determinations.

The two-hour delay schedule for each class is:

AM Preschool/Pre-Kindergarten:	10:30 am to 12:30 pm
PM Preschool/Pre-Kindergarten:	1:00 pm to 3:00 pm
Kindergarten – 5 th grade:	10:30 am to 3:00 pm
6 th – 8 th grade:	10:30 am to 3:10 pm
Eagles' Nest:	8:30 am to 10:15am and 3:00pm to 6:00pm

CELL PHONES / SMART WATCHES / ELECTRONIC DEVICES

Smartphones and smart devices are powerful tools. These devices can give students access to the internet and a wide range of people, from friends to undesirable strangers. This can quickly create an unsafe environment for your student. For this reason, we restrict phone usage during the school day and during school events. We encourage families to carefully monitor their use.

For the benefit of your student's education:

- Students in preschool – 5th grade should not bring cell phones or smart devices to school. 5th graders may be allowed to have phones during sports seasons if they are athletes, or for special circumstances, at the discretion of the coach and staff.
- Cell phones, smart watches, and other electronic devices will be turned off and may not be used in the school building from the hours of 8:00am - 3:10pm (Students outside waiting for school to begin should not be on phones).
- Cell phones and smart devices should not be used in Eagles' Nest or during sports.
 - For student athletes, there will be a brief, supervised time to check phones between school and practice for parent communication only.
- Each morning students will put their cell phones and smart watches into a designated area in their homeroom (organized by the teacher) to be returned at the end of each day.
- If the student is found with a smart watch or a cell phone in their pocket, locker, or hand during an unapproved time their phone may be turned into the office to be picked up by a parent.

- Cell phones and smart watches may be used during BL field trips or extracurricular activities at the discretion of the teacher. We encourage parents' proactive involvement in the positive use of these devices at sporting events, LEST, etc.

General Consequences for misuse of cell phones/smart devices:

- In general, for phone/device violations:
 - Phone or device will be confiscated for the remainder of the day, for parent pickup (or given to the coach if the student is participating in a sport).
 - After more than one infraction, at the discretion of the teacher/principal, the student will not be allowed to bring a phone/device to school for a period of time specified by the school.
- Students who have phones and do not turn them in at the beginning of the day will receive a warning, followed by the general consequences.
- There is to be absolutely no use of phones in locker rooms or bathrooms. Students found to be using phones in these areas will have phone privileges revoked.

DAMAGE TO PROPERTY

Students are responsible for the proper care and use of textbooks, desks, chairs, and other materials assigned to them. Students are responsible for library books and athletic uniforms assigned to them in a sports season. In the event of loss, damage or misuse, students are liable for the full replacement costs of the items. For electronic specific damage, please see "Chromebook Supplement" appendix.

DISCIPLINE

The root word for discipline is disciple; one who is learning under the direction of a teacher. At Bethlehem Lutheran School, discipline is an organized plan in which students and teachers learn, grow, and maintain an environment that will both enhance and support a quality, God-pleasing education. Bethlehem students are expected to be kind and respectful, controlling their behavior in a manner appropriate to their age and level of development.

Our goals in creating a disciplined environment are:

1. To communicate an understanding of Christ's command to love the Lord with all our heart and to love our neighbors as ourselves.
2. To provide an atmosphere and learning environment that will provide the most opportunities for success for every child.

As we strive to meet our goals, we expect that students, parents, and teachers will show respect:

1. **For God.** Being attentive and reverent in worship and using God's name in worship and praise.
2. **For authority.** Obeying those who are in positions of leadership and assuming the responsibility and consequences of his or her actions.
3. **For others.** Accepting others as God's creations; being courteous, kind, and accepting and using appropriate language.
4. **For self.** Using their God-given gifts to the best of their ability.
5. **For property.** Using equipment properly and treating the facilities with pride and care.

BULLYING – The U.S. Department of Education defines bullying as:

“Intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, emotional or sexual in nature. Bullying also occurs in other situations such as hazing, teasing, intimidation or humiliation. Same-gender and cross-gender sexual harassment in many cases also qualifies as bullying.”

In cases of violations that involve bullying, fighting, willful disobedience, injury, destruction of property, improper use of technology resources, profane, vulgar or obscene language/gestures, or breaking civil codes, parents or guardians will be notified.

Students are encouraged to take these steps if they are being bullied or see someone else being bullied:

1. Say “Stop!” and tell the person how you feel.
2. If you can’t resolve it, remove yourself and tell a trusted adult.

General consequence steps for bullying (parents will be notified for every bullying incident):

1. Removal from social times – sit by self, separate transition times, lunch in office, etc.
2. Suspension – either in-school or out-of-school.
3. If bullying pattern continues, expulsion from school.

Other actions that may be taken include verbal reprimand, detention, restitution, or referral to law enforcement agencies.

Off-campus bullying that interferes with students’ safety and/or academic performance at school may cause students to be subject to Bethlehem Lutheran School’s discipline procedures.

EAGLES’ NEST (K-8)

AUTHORIZATION TO PICK UP A CHILD – Children will be released only to parents, appointed guardians, or others noted on the emergency form. If a person not listed will be picking up your child, please notify the office and Eagles’ Nest staff.

BEFORE & AFTER SCHOOL PROGRAM – This extended day program has been established for the purpose of providing childcare in a before school/after school setting. This program is available to kindergarten through 8th grade children enrolled at Bethlehem Lutheran School. Eagles’ Nest provides care which incorporates supervised homework, physical activity, craft projects, and outdoor play.

HOURS & PAYMENT – Eagles’ Nest is open from 6:30 to 8:15am and 3:00 to 6:00pm Monday through Friday, during the school year. All Eagles’ Nest accounting is handled through the school office. Payment for Eagles’ Nest use should be made in the office or at TADS, our tuition management company. Hours are billed in 15-minute blocks. Eagles’ Nest may be open on certain teacher in-service days and conference days. Detailed schedules may be found in the News Slice.

Eagles' Nest rates:

First student:	\$9.00/hour
Second student:	\$7.00/hour
Third student:	\$6.00/hour

IMMUNIZATIONS – Students who use Eagles' Nest must have current immunization records on file in the school office at the time of enrollment in Eagles' Nest.

SCHOOL DELAYS/CANCELLATIONS – If Bethlehem Lutheran School is on a two-hour delay, Eagles' Nest will open at 8:30am unless otherwise noted in school communications. If the school is closed due to inclement weather, Eagles' Nest will also be closed.

SIGN-IN/OUT – All parents are required to wait for children to be let inside when dropping off for Eagles' Nest and to come to the building when picking up children.

SNACKS – Parents are asked to provide snacks for children who will be at Eagles' Nest before and after school. Nutritious snacks are encouraged; please do not send pop or candy.

EMERGENCY PROCEDURES

Safety for all is of the greatest importance at Bethlehem Lutheran School. Policies for emergency situations are reviewed annually by the School Board and Faculty. Students are trained by participating in drills periodically throughout the year. A School Emergency Operations Plan is in place for various types of emergencies. In the event of an evacuation, students will be relocated to Horse Heaven Middle School or the fire station on 27th and parents will be notified. The complete School Emergency Operations Plan is available in the school office.

EXTRA CURRICULAR / SPECIAL EVENTS

ALL-SCHOOL FIELD DAY – The All-School Field Day, scheduled near the last day of school, is held on our school campus. Families are invited to come watch the games.

ATHLETICS – Students in grades 6 - 8 may participate in Bethlehem Lutheran School's athletic program. Girls may participate in volleyball or co-ed soccer in the fall, basketball in winter, and softball in the spring. Boys may participate in co-ed soccer in the fall, basketball in winter, and baseball in the spring. Bethlehem is a member of the Washington Interscholastic Activities Association (WIAA) and the Mid-Columbia League. 5th graders may be allowed to participate in athletics. See the "Sports Eligibility" section for details. Students wishing to stay at school and watch home games must be supervised by an adult.

GRAND-FRIENDS DAY – Grandparents and special friends of Bethlehem students are invited to join their grandchildren/friends at school to participate in classes and special projects. Students without local grandparents may request a volunteer grandparent or adult friend to join them.

INDOOR OLYMPICS – Indoor Olympics has been a traditional Bethlehem event since 1985. The event is held in January. Students are divided into teams with representatives from each grade, Kindergarten through 8. Each team chooses colors and a team name. On the day of Indoor Olympics, students may dress in their team colors and decorate themselves. Students spend the morning competing in fun events run by volunteers. Preschool and Pre-K students participate in a special version of Indoor Olympics.

L.E.S.T. – The Lutheran Elementary School Tournament (L.E.S.T.) is an annual event on the Thursday-Saturday of President’s Day weekend. Students in grades five through eight compete with other students from Lutheran schools in Washington, Oregon, California, Montana, and Nevada. Supervised competition is provided in art, math, music, basketball, swimming, chess, knowledge bowl, essay, spelling, drama, robotics, dance, Rubik’s cubing, LEGO building, bowling, and science. This is an opportunity to build community, create and strengthen friendships, and show school spirit. Information on specific events, practices, and costs is provided in a special L.E.S.T. information document given to families prior to L.E.S.T. Parent permission is required for students to sign up for L.E.S.T. events. Athletic eligibility policies apply to L.E.S.T. events (see Athletic Eligibility – p. 27).

MIDDLE SCHOOL TRACK MEET – Students in grades 5 – 8 participate in a track meet with local Christian schools in May. Students choose events and practice at school during P.E. class. Parents and relatives are encouraged to attend and cheer on the Eagles.

NATIONAL LUTHERAN SCHOOLS WEEK (NLSW) – NLSW is a time of recognizing and celebrating education in Lutheran Schools throughout the nation. Bethlehem students observe this week by serving the community, learning about how Lutheran schools are unique, dressing up for fun theme days, and inviting family and friends to an open house.

FIELD TRIPS

Bethlehem Lutheran School utilizes parents to assist with student transportation for special events. In order to drive for events, proof of vehicle insurance and a volunteer packet/background check must be on file in the school office. The number of student passengers carried by parent drivers is limited to the number of seatbelts available. Use of seatbelts, careful driving practices, and common sense concern for safety is expected. All volunteer drivers must be at least 21 years of age.

For reasons of safety, liability, and age-appropriateness, **siblings are not allowed to accompany students on field trips**. Parent drivers should make other arrangements for siblings if necessary. In some cases, exceptions may be made and teachers will inform parents. Check with your child’s teacher.

GUM

Students should not bring gum to school or chew gum at school.

HEALTH AND MEDICATIONS

ILLNESS/INJURY – Because of the high potential for the spread of infectious diseases in the classroom and the possibility of further injury, please observe the following guidelines:

1. Parents are to keep their children home when they are suffering from illness. Do not bring children to school until they have had a normal temperature (100 degrees or less) and have no other symptoms (i.e. vomiting, rash, persistent cough, etc.) without the use of medication for 24 hours. This means if a student is exhibiting vomiting or other symptoms in the evening, the student should not go to school the following day, even if the student is feeling better in the morning.
2. Certain communicable diseases (ie. pinkeye, impetigo) require medication for 24 hours before a student is considered no longer contagious. Parents should be careful to wait 24 hours after medication is started before bringing their affected students to school and potentially exposing other students. This means if a student begins medication after 8:00am, they should not return to school the following day.
3. If a student becomes nauseous, begins to run a fever, or is seriously injured, parents will be contacted. If they cannot be reached, the school will follow the information given on the emergency form.
4. If a student is unable to participate in a given class such as physical education or recess, parental notification must be given indicating the cause and the duration of the release. A doctor's release may be required.
5. Please send any doctor-prescribed medication to the office with appropriate documents. Teachers are not allowed to distribute medication to students.

IMMUNIZATIONS – The State of Washington requires a current immunization record or a signed exemption form to be on file before attendance can be initiated. Per WAC 180-38-045, effective July 28, 2019, each student is required to have a completed vaccination form on file before starting school. If you have claimed an exemption in the past for your child receiving immunizations based on your personal philosophical reasons, that exemption will no longer be accepted for the MMR immunization. That exemption can still be used for other types of immunizations, like DTaP. Medical or religious exemptions for MMR immunizations are still available.

FOOD ALLERGY POLICY - A safe classroom environment is critical to the continuous growth and development of a student's educational experience. This is particularly important for the food-allergic student, who may face life-threatening allergens in the classroom. Protecting a student from exposure to life-threatening allergens is the most important way to prevent life-threatening anaphylaxis. School administration, teachers, parents, and school board will work together to develop an annual allergy management plan per classroom as necessary that might include prohibiting the use or consumption of allergen-containing foods in the classroom.

A letter regarding the allergy management plan will be sent to parents/guardians of classmates of the food-allergic student (without identifying the student), particularly in lower grades, explaining any prohibitions on food in the classroom. All classroom volunteers and substitutes will be informed of students with food allergies and any accompanying instructions, such as training and procedures.

MEDICATIONS – Washington State law states that "no school personnel may give over-the-counter

(non-prescription) drugs to any student in the school" without permission from the guardian/parent. When parents complete EnrollMe at registration time, there is a section for you to give permission for your student to receive Tylenol/Ibuprofen at school. You may also decline permission. If the parent/guardian has declined permission, they will be notified before any medication is given when a student requests it.

A doctor-signed Medication Request Form must be filled out and on file in the school office if a child needs any prescription medications during the school day. Prescription medications must be brought to school with the doctor-signed form and in the original bottle it came in. The medication will be kept in a secure medication cabinet until the time of dispensing. The administrative assistant, admissions director, or Principal (office staff) must administer the dosage and record it in a medication log. No medication will be administered by injection except under pre-determined, life-threatening circumstances (please see Severe Allergies below). When the duration of a medication is complete or out of date, or at the end of the school year, the parent/guardian must pick up any unused portions of the medication. Unclaimed medications will be destroyed.

MISSING RECESS & PHYSICAL ACTIVITY – Students who must miss more than one day of recess, P.E., or other physical activity must provide a doctor's note. Productive work may be assigned to students who are required to miss an extensive amount of physical activity.

PHYSICALS – Parents are encouraged to schedule annual physical examinations for their children. Bethlehem Lutheran School requires a physical exam for any student wishing to participate in school athletics. Your family physician can provide a sports physical.

SEVERE ALLERGIES – No medication will be administered by injection except an Epi-pen when a student is susceptible to a predetermined, life-endangering situation (this includes injectable medications for Diabetes). As per the Food Allergy Policy above, if a child has known allergy reactions and will require specific treatment or considerations in the classroom, please provide a doctor's note/instructions to the school office as such conditions must be noted on student records and a special medication alert list held in the office. Those students prone to severe allergy reactions (insect bites, food, drugs, etc.) should outline specific treatment details with the classroom teacher and the office personnel. If such an individual treatment plan includes an Epi-pen for emergency epinephrine auto injection or for Diabetes, it should be provided by the parents/guardians and a doctor-signed Medication Request Form completed and on file in the school office.

SCREENINGS – A general screening of vision is provided annually for grades K-8 (preschool and pre-kindergarten students may be tested dependent on the vision test provider).

LEAVING CAMPUS

Parents are asked to notify both teacher and the office when a student must leave campus during the school day for a doctor appointment, etc. A parent (or an older child) must sign in and out in the office when tardy, leaving or returning for doctor appointments, etc. Unauthorized student departure is not permitted. Any parent taking their child(ren) and any other children off campus for non-school sponsored activities assumes full responsibility for the safety of those children.

LOST AND FOUND

Lost or misplaced items will be collected (in a large bin between east wing bathrooms or in the office) and displayed on a regular basis. Items not claimed before the end of the school year are donated to Goodwill, Community Thrift, or another charitable organization.

LUNCH

Students should bring lunch to school in a sealed lunchbox or bag. Please do not send any glass containers in your child's lunch. Please include silverware/plasticware if it is needed. Parent volunteers have organized a pre-order hot lunch that is available once a week. Participation in this program is optional. Student use of microwaves is not permitted, nor may a teacher use a microwave to prepare food for a student.

PARENT INFORMATION

ARRIVAL/DEPARTURE – Students who arrive before 8:00 a.m. must go to Eagles' Nest. Students not involved in a sanctioned activity and who are not picked up by 3:15 p.m. will be sent to Eagles' Nest. In all cases (before and after school and at after-school functions), unsupervised play is not allowed. Students must be supervised by an adult at all home games. Please see the pick-up and drop-off procedure in the "Pick-Up and Drop-Off" section for information on navigating the parking lot during pick-up and drop-off times.

CLASSROOM MOVIES – From time to time, teachers may elect to show a movie or a clip from a movie to extend a lesson or unit, or as a classroom reward. Parents of students in grades PS – 5 will be notified if a movie with a rating above "G" will be shown and may be asked to give permission for their student(s) to view the movie. Parents of students in grades 6-8 will be notified if a movie with a rating above "PG" is shown, with the same options. A student's grade will not be adversely affected by not viewing a movie.

CONCERNS – When a parent has a concern about something happening at school, they are encouraged to speak directly to the teacher or person with whom the concern rests. If the parent and teacher are not able to come to an understanding or solve the problem, the parent may request to meet with the teacher and others that may be able to assist in problem solving (i.e. Counselors), as well as the Principal. Our goal is always to solve problems in the best interest of the student, using Matthew 18 as a guide.

CONFIDENTIALITY – When issues arise, teachers and staff will problem-solve with an effort to maintain confidentiality as appropriate. A parent is not entitled to know what consequences will befall a student who is not their child. Parents volunteering at school or in the classroom may learn confidential information and are expected to do their best to maintain that confidentiality.

EQUIPMENT/FACILITY USE – As a general rule, due to liability and repair costs, Bethlehem Lutheran School equipment is not available for public use. The use of equipment and/or facilities must be approved by the Operations Manager or Principal and may be subject to a user's fee.

NEWS SLICE – This parent information bulletin contains information about upcoming events, classroom activities, and special requests. The News Slice is published every Thursday throughout the school year on the school website. It is also emailed to parents. Please update the office with your current email address(es) so you will receive this important communication.

ROOM VISITATION – Bethlehem Lutheran School staff is open to parents coming to observe a class or presentation. Please pre-arrange such visits with the teacher at least 48 hours in advance. Visitors are required to sign in at the office and pick up a visitor/volunteer badge.

SCRIP PROGRAM – Bethlehem Lutheran School participates in an ongoing fund-raising program called Scrip. Families can purchase gift cards from the school for a variety of vendors and use them the same as cash when shopping. Each vendor returns a percentage of the profits to the school. The school shares half of your profit to be used toward registration fees. Inquire at the office for more detail. Scrip orders are generally placed once a week or as needed. We also keep an inventory of local Scrip in the school office that is available for purchase every school day from 8:30am until 4:00 pm and during the summer Monday through Thursday from 8:00am until 11:00am.

PICK-UP AND DROP-OFF

SAFETY FIRST

- **All** parents and visitors should enter the building through the main doors and **check in** at the school office. The Eagles' Nest east wing door will be used before school hours and after school hours only. This door has its own doorbell.
- A buzzer to gain entrance to the building is located by the front doors; one for school and one for church. Please press the appropriate button and wait for the office personnel to buzz open the door for you (far right door as you face the building).
- The pick-up and drop-off procedures are designed for student and family safety – please follow the guidelines. At pick-up time, please only pick up students in the coned areas. Drive slowly in the parking lot and refrain from using cell phones or anything else that may distract your attention.

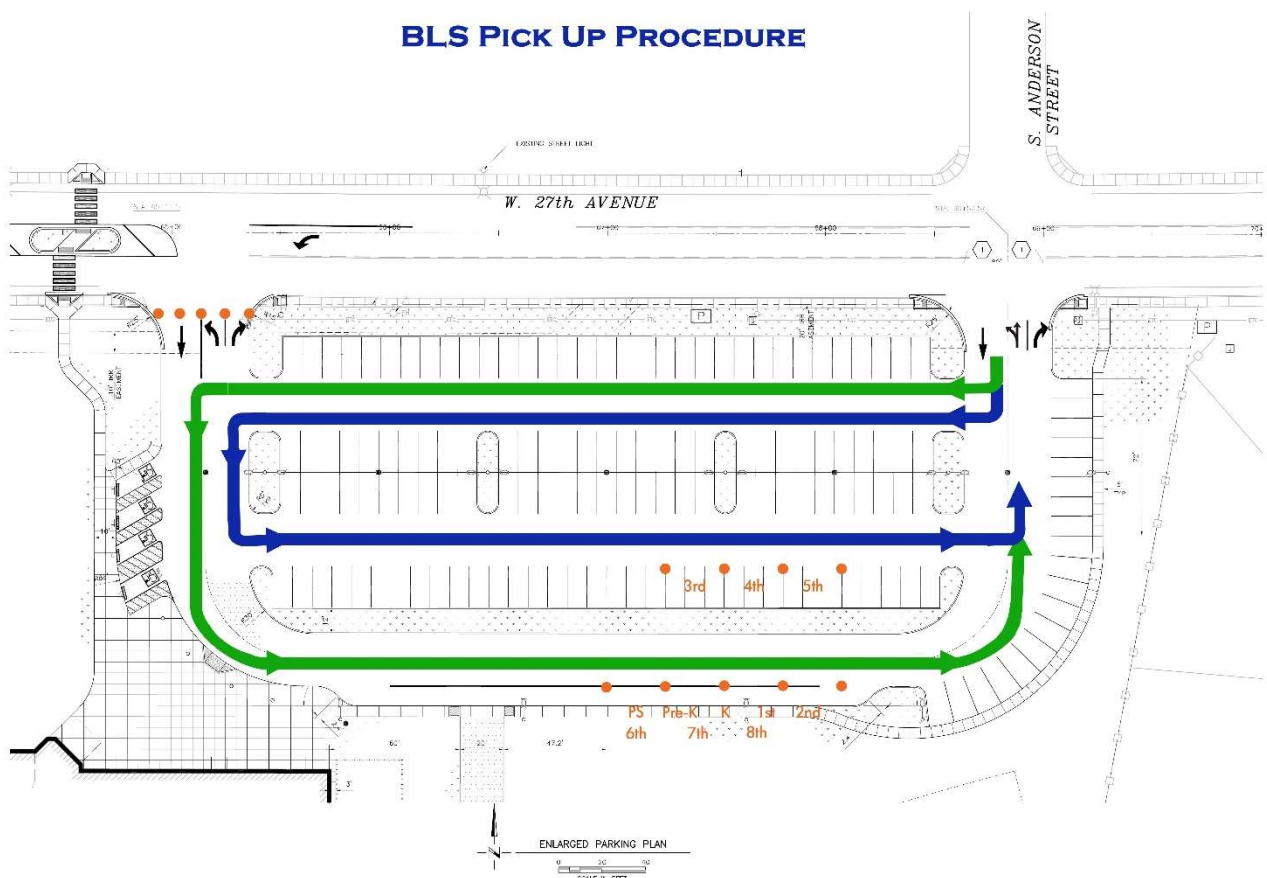
AFTER SCHOOL PICK-UP

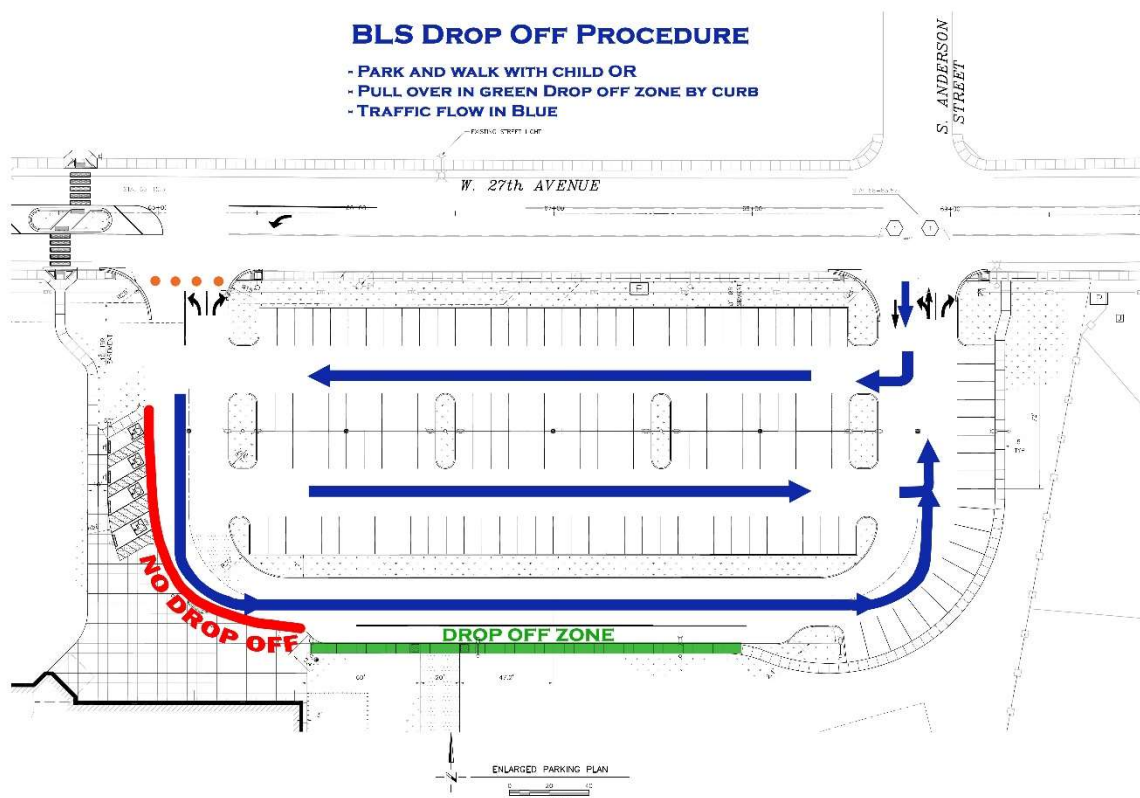
- Do not park at the curb in front of the school building or in front of the handicap spaces. This causes a back-up and impedes the vision of other drivers and students leaving school.
- The west parking lot entrance/exit will be closed during pick-up and drop-off times.
- No student should walk across the parking lot without an adult or teacher supervision.
- Students will walk to their assigned place with their teacher – to be picked up at that place.
- Parents who need to pick up early or wish to come in should park in a parking spot and walk to the door their child will use for exit.
- People who don't regularly pick up your child may want to park and walk in (or give them clear instructions on pick up line).
- Younger siblings will wait with older siblings.
- Please make sure your student is aware of after school plans (pick up, Eagles' Nest, etc.)

- If your student is not in their assigned pick-up location, you will be asked to park or drive around the loop again.
- Middle school parents should not be in front of the line as middle school dismisses at 3:10.
- Safety first: **No cell phones when students are present.** Stay in line, do not cut around. In the event of severe weather, students will be assembled in the worship area and released as parents arrive.
- Please inform the office if someone other than a parent will pick up. If a person is not designated in a student's emergency record in Gradelink, the parent will be required to verify the person before a student is released to that person. When teachers are not sure, they will accompany the student and the pick-up person to the office for this verification.

BEFORE SCHOOL DROP-OFF

- Do not park at the curb in front of the school building or in front of or in the handicap spaces. This creates a traffic back-up and impedes the vision of other drivers and students coming into school.
- Parents are welcome to park in a parking spot and walk in with their students utilizing one of the available crosswalks from the parking lot.
- Children who will walk in alone should be dropped off at the curb in the **green** drop-off zone next to the field, not in front of the building. They should not be dropped off where they will have to cross the parking lot.
- Traffic flow should be the same as pick-up time (row closest to 27th is west-bound, other rows are east bound).





SPORTS ELIGIBILITY

A student must be officially enrolled in Bethlehem Lutheran School and attend classes on at least a half-time basis to participate in athletic programs offered by Bethlehem Lutheran School.

A student in 6th, 7th, or 8th grade may participate in inter-scholastic sports at Bethlehem Lutheran School. Students in 5th grade may be allowed to participate in sports if total enrollment in 7th and 8th grades is not over 40 students and if 5th grade participation is needed to meet minimum number requirements for a team. 5th grade participation will be determined by the Principal, Athletic Director, and coach(es).

Students must maintain a 2.00 grade point average and have passing grades in core subjects. Core subjects are: Christian Studies, Math, Literature, Science, Social Studies, Physical Education, Writing/Grammar, and Spanish. Grades will be checked weekly (usually on Monday) during a sports season.

Students must be eligible at the beginning of the season to begin practice. Students may become ineligible during a sporting season if grades fall below 2.00 grade point average or if they incur a failing grade in a core subject at any point in the grading period. In this case, the student will be suspended from participation for the remainder of that week and until the student shows satisfactory progress his/her grades have improved to an acceptable level. In addition, a student may be deemed ineligible by the principal or the athletic director if behaviors are in direct opposition to the philosophy of Bethlehem Lutheran School.

Absence for any part of a day, on the day of an extra-curricular event, other than for pre-authorized

appointments, makes the athlete ineligible to participate in the extra-curricular event that day, at the discretion of the Athletic Director and the Principal.

Students must pay sports fees prior to the first practice for each sport they participate in. Students must return uniforms before they are allowed to participate in another sport.

Students must pass a physical examination by a doctor and provide confirmation of the examination prior to beginning practice. Students must submit a physician-signed physical form and parental permission forms prior to beginning sports practice or participation (one sports packet for the whole school year). Sports physicals are valid for two years.

Students must participate in the required number of practices as specified by the WIAA to be eligible to participate in games or athletic contests.

Any student may become ineligible to participate in sports as a result of disciplinary measures for major behavior infractions. Students may become ineligible to participate in sports due to prolonged illness or injury.

STANDARD OF DRESS

God has created each of our students with special and individual gifts. Bethlehem Lutheran School students are encouraged to discover and respect themselves and others in ways that go beyond outward dress and appearance. We expect students to maintain an appearance which is not distracting to teachers or other students and does not draw undue attention or disrupt the instructional program of the school. Cleanliness, neatness, and appropriate attire are expected of students at all times. The appearance of a student is the responsibility of the student and the parents.

Bethlehem staff reserves the right to decide what is appropriate dress and hairstyle for our students.

When a student is in violation of the standard of dress, the student will be informed discreetly by his/her teacher. If appropriate, the student may be asked to change clothing. Parents will be notified. If a student continues to come in non-standard of dress clothing, parents will be notified, and the student may be sent home.

APPROVED COLORS

For polo shirts, blouses, oxfords, turtlenecks, and undershirts (crew-neck t-shirts or tank tops):

- | | |
|--------------|--------------|
| · Navy | · Light Pink |
| · Light Blue | · Red |
| · White | · Dark Green |
| · Purple | · Black |

For pants, shorts, skirts, and jumpers:

- Black
- Navy
- Khaki/Tan

CLOTHING SOURCES – Many local retailers stock clothing that meets Bethlehem Lutheran’s Standard of Dress. Bethlehem also maintains a clothing exchange for standard of dress clothing called “Eagles’ Closet.” These clothes are displayed at the west end of the Sanctuary and may be accessed when school is in session. Parents may drop off/donate lightly used, outgrown Standard of Dress clothing during school hours in the cabinet outside the school office. We can only accept Standard of Dress clothing as donations.

DAILY DRESS

- Hair is to be neat, clean, and well-trimmed. Hair should not cover the eyes or face. Boys’ hair should be modest length. Boys must be clean shaven.
- Students may wear earrings. No other body piercings are allowed.
- Hats/caps/visors/bandanas should be removed upon entering any school building.
- BLS Logo wear must meet the Standard of Dress (clean, properly fitting, free from tears, holes, etc.)
- Appropriate sweatshirts and jackets may be worn outside or before/after school.
- Socks, stockings, and tights must be clean, intact, and not distracting to the learning environment.
- Clothing must be clean and intact (no holes, tears, or rips).
- Teachers will discuss dress code concerns with individual students and expect correction.
- Should a problem continue the parent/guardian will be contacted.

FREE DRESS – Students may be given scheduled “free dress” days. These guidelines should be followed:

- Clean, positive logos/writing
- Intact clothing
- Shirts/tops covering midriff (stomach)
- No halter tops, spaghetti-straps or tank tops
- BL athletes may wear their laundered jerseys on game days with Standard of Dress bottoms.
- Hems no shorter than four (4) inches above the knee for shorts, skirts, and dresses.
- P.E. Uniforms may not be worn on free dress or spirit wear days.
- Denim and sweatpants are allowed for Free Dress and Spirit Wear days.

P.E. UNIFORM (5TH – 8TH GRADE) – Students in 5th – 8th grade will change into a school-approved P.E. uniform for physical education classes. Students who do not wear the P.E. uniform will be subject to disciplinary action, including a lowered participation grade for that class.

RESTRICTIONS (NOT ALLOWED)

- Tattoos (permanent or temporary) or any other marking or drawing on the skin.
- Bare midriffs (stomachs).
- Denim (jeans) of any color
- Sweatpants, joggers, or other bottoms made of similar materials.
- Leggings worn without skirts (Leggings may be worn under skirts – the skirt must still meet the length requirement).
- Clothes that do not fit appropriately (too small or too large, restrict normal movement, or revealing).
- Logos other than BLS larger than a quarter.
- Shorts, skirts, or dresses shorter than four (4) inches above the knee.
- Non-BLS sweatshirts (Non-BLS sweatshirts may be worn outside for recess).

- Shoes with heels over 1 inch, platform shoes, flip flops, and shoes with wheels.
- Undershirts in non-approved colors.
- Tops and/or bottoms designed to be worn as pajamas.

SPIRIT WEAR – Students may earn Spirit Wear during the course of Fall Fest fundraising. Once earned, these days will take place on Friday or the last school day of the week after it is earned. On Spirit Wear days, students may wear BLS logo wear and free dress bottoms. The general Standard of Dress and Free Dress guidelines must be followed. Denim and sweatpants are allowed for Free Dress and Spirit Wear days.

BOYS

Pants & Shorts – The following styles can be worn in approved colors:

- “Dockers” style pants and shorts
- Fabric: twill, chino, cotton/cotton blend, corduroy
- Hems: neatly and securely stitched
- Waistbands: fitted and worn at the waist (above hipbone)
- All hems will be no shorter than 4 inches above the knee.

Shirts – The following shirt styles can be worn in approved colors.

- Collared polo-style, long or short sleeve
- Oxford, long or short sleeve
- Turtlenecks
- Crew neck t-shirts or tank tops are allowed under collared shirt in approved colors only.

Sweaters/Sweatshirts

- V-Neck, Cardigan, Vest, Crewneck Sweaters or Fleece Vests (Must be worn over a collared uniform shirt) in approved colors
- Sweatshirts - BLS logo Crew Neck or BLS logo Hooded Style only (Must be worn over a collared uniform shirt)
- Quarter zip sweatshirts

Shoes – Sneakers, loafers, dress shoes, and sandals are allowed. All shoes must have a back strap.

- Shoe must be tied/buckled. No slipping/flopping of the heel.

GIRLS

Pants & Shorts – The following styles can be worn in approved colors:

- “Dockers” style pants and shorts
- Fabric: twill, chino, cotton/cotton blend, corduroy
- Hems: neatly and securely stitched
- Waistbands: fitted and worn at the waist (above hipbone)
- All hems will be no shorter than four (4) inches above the knee.

Skirts/Dresses/Jumpers – The following may be worn in approved colors:

- Skirts, skorts, or jumpers.
- All hems will be no shorter than four (4) inches above the knee.
- Polo-shirt dresses

Shirts – The following shirt styles can be worn in approved colors.

- Collared polo-style, long or short sleeve
- Oxford, long or short sleeve
- Turtlenecks
- Crew neck t-shirts or tank tops are allowed under collared shirt in approved colors only.

Sweaters/Sweatshirts

- V-Neck, Cardigan (black only), Vest, Crewneck Sweaters or Fleece Vests (Must be worn over a collared uniform shirt) in approved colors
- Sweatshirts - BLS logo Crew Neck or BLS logo Hooded Style only (Must be worn over a collared uniform shirt)
- Quarter zip sweatshirt

Shoes – Sneakers, loafers, dress shoes and sandals are allowed. All shoes must have a back strap.

- Shoe must be tied/buckled. No slipping/ flopping of the heel.
- Heel height no greater than 1 inch.

STUDENT COMPUTER USE

Bethlehem Lutheran School maintains a computer system with Internet capability throughout the school. This allows opportunities for students, staff, and others to communicate, learn, access, and publish information. The Internet presents vast resources for education as well as dangerous, inappropriate material. Bethlehem Lutheran School contracts for system maintenance and protection that will minimize improper use of computers, devices, and the Internet. However, the nature of the technology prevents a guarantee against improper use. Access to the Internet, for instance, may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Filtering, monitoring, and controlling all such material is impossible. The school makes diligent and responsible effort to discourage and reduce the possibility of the appearance of such material. However, making the many resources of the Internet available for the benefit of our students comes with the risk of exposure to inappropriate and undesired content.

Computer use is intended only to provide a resource for educational purposes. Access to the system is granted for the educational activities authorized under the following guidelines.

Students will receive training that encourages the widest possible access to computer technology while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

ACCEPTABLE USE GUIDELINES

1. All use of the system must be in support of education and research and be consistent with the mission of Bethlehem Lutheran School. Bethlehem Lutheran School reserves the right to prioritize the use and access to the system.
2. Any use of the system must be in conformity with state and federal law, licenses, and Bethlehem Lutheran School policy. Use of the system for commercial solicitation is prohibited.
3. No use of the system shall serve to disrupt the operation of the system by others; system

components including hardware or software shall not be destroyed, modified, or abused in any way.

4. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system, and/or damage the components of a computer or computing system is prohibited.
5. Users are responsible for the suitability and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited.
6. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
7. Use of Artificial Intelligence (AI) outside of instructed or intended purpose to complete assignments or represent original thought is prohibited. Unauthorized or improper use of AI will be considered cheating, and students will be subject to regular disciplinary procedures concerning cheating.
8. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
9. Communications may not be encrypted so as to avoid security review.
10. Users should change passwords regularly and avoid easily guessed passwords.
11. Personal information such as full name, addresses, and telephone numbers should remain confidential when communicating on the system.
12. Students should never make appointments to meet people in person that they have contacted on the system without Bethlehem Lutheran School and parental permission.
13. Students should notify their teacher or any other adult when they come across information or messages that are inappropriate, dangerous or make them feel uncomfortable.
14. The unauthorized installation, use, storage or distribution of copyrighted software or materials on Bethlehem Lutheran School computers is prohibited.
15. A signed Computer User Agreement and Parental Permission Form must be on file with Bethlehem Lutheran School prior to student use of the school computers.
16. Diligent effort must be made to conserve system resources. All students' files should be stored on an alternative storage device. Any files saved on computer hard drives without special teacher permission may be purged at any time by school personnel.
17. News groups and/or Chat lines are expressly prohibited. The use of mainstream news, such as CNN ON-LINE and the like are allowable.
18. Nothing in these regulations is intended to preclude the supervised use of the system consistent with the policies, procedures and regulations stated above, and in the student/parent handbook. Under prescribed circumstances non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of Bethlehem Lutheran School.
19. Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payment to staff members for their time to correct problems due to abuse. Violations of this policy will also lead to loss of technology privileges, detention, or suspension (which could lead to expulsion). Additionally, included are financial liabilities for purchases, bids, wagers, bets, etc. resulting from improper and forbidden Internet use.

GOOGLE APPS FOR EDUCATION

Bethlehem Lutheran School utilizes Google Apps for Education for some aspects of its educational program. This requires the creation of student accounts. These accounts, which will be accessible by students both at school and elsewhere, are intended for school usage only. Personal information concerning students given to Google by the school for account creation is protected by federal privacy laws and will not be used for other purposes. The minimum of required information will be submitted in the creation of these accounts.

NETIQUETTE (Guidelines for appropriate use of the school network and the Internet)

1. Be polite.
2. Abstain from vulgar or obscene language.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
4. All communications and information accessible via the Internet belong to someone and should be assumed to be private property usable only by permission.
5. Do not intentionally disrupt the network or other users.
6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Do not provide or reveal your full name, address, or phone number (or those of others) without specific teacher or parent approval.
8. Email is not private. Email should always be written with the understanding it may be reviewed by a staff member.
9. Apply Christian ethics and values to all actions related to use of the Internet and the school network.

PENALTIES

Any user violating any aspect of this Acceptable Use Policy is subject to loss of Internet privileges as well as other school disciplinary action. Dependent upon the grade level and/or activity, loss of Internet privileges may also have a negative impact upon a student's academic subject grades, as Internet access will often be necessary to properly complete school activities.

In situations that lack clarity and require a judgment call, the school Administrator will make the final determination as to what constitutes acceptable use. The Administrator's decision is final.

SCHOOL-ISSUED COMPUTING DEVICES FOR STUDENTS

1. Upon receipt of a school computing device (e.g. Chromebook) for Bethlehem Lutheran educational use, the student accepts responsibility for careful and appropriate use of the device. Damage caused beyond expected wear and tear through appropriate use may result in repair or replacement costs assessed to the parents/guardians of the child of a damaged unit, at the discretion of the school. The devices are warranted for malfunction and/or defect that may occur despite careful and appropriate use.
2. Keep food and liquids away from the device at all times.

3. All accounts and software added to the device are to be done only by school staff members. A student is not to attempt to create or add additional accounts to the device.
 - a. Students are not allowed to modify or clear their web search history. This will be done by BL staff or authorized persons.
 - b. Students may not access or use Social Networking sites on their school-issued device. This includes Facebook, Instagram, Twitter, Pinterest, Tumblr, Flickr, Google+, or any other app/site specifically designed for social networking. If used in error, students should immediately notify a teacher.
4. Students may add additional Wi-Fi access information to the Network settings, allowing Internet access when using outside of school (such as at home). This is encouraged to allow greater student productivity.
5. Should a student's device become lost, stolen, or non-functional the family will be charged for its replacement.

SCHOOL RESPONSIBILITIES

1. Occasionally, the school will make determinations on whether specific uses of the Internet are consistent with the Acceptable Use Policy.
2. The school will maintain appropriate filtering hardware and/or software to protect students from inappropriate Internet content.
3. The school will log Internet use and periodically monitor sites that students access and attempt to access.
4. The school reserves the right to bar access to the Internet in order to prevent unauthorized activity.
5. The school will not be responsible for any damages a user may suffer, including loss of data.
6. The school is not responsible for the accuracy or quality of information obtained through the Internet.

Bethlehem Lutheran School will determine whether specific uses of the system are consistent with the regulations, policies and procedures stated above, and in the student/parent handbook. The school reserves the right to remove a user from the computer to prevent further unauthorized activity.

VIOLATION OF ANY OF THE CONDITIONS OF USE MAY BE CAUSE FOR LOSS OF ACCESS, FINANCIAL LIABILITY, DISCIPLINARY ACTION, AND/OR LEGAL ACTION.

STUDENT EXPECTATIONS

Students of Bethlehem are expected to:

1. Give God glory in all that they do each day.
2. Show respect for authority, others, and themselves.
3. Assume responsibility for assignments and schoolwork.
4. Bring only appropriate school supplies to school.
5. Practice good sportsmanship and fair play when representing our school in athletic competitions and at recess.

STUDENT SERVICES

COMPUTERS – The students of Bethlehem participate in computer education and computer assisted instruction. Weekly computer experience is scheduled and may include Internet research. See “Student Computer Use” section and the “Chromebook Supplement” appendix for more information.

INSURANCE – Each student is automatically covered in an umbrella medical liability insurance plan while on school grounds or participating in school-sanctioned events. The program is designed to complement a family's existing health plan.

LIBRARY – Our school library offers the students an assortment of material including references, fiction, non-fiction and bibliographies as well as a variety of magazines. We utilize parent volunteers to assist our program. Parent volunteers read to students, process books, and serve as "class librarian." Donations are always appreciated.

YEARBOOK – The school yearbook is a "photographic essay" of the school year's activities. It is distributed in the spring of each year. Each Bethlehem student receives one free yearbook. Additional copies may be ordered in advance for a fee.

TUITION PAYMENT

Bethlehem Lutheran Church is a caring family of Christians that proclaims the good news of a loving Savior in all that we do. We have specifically chosen to support and uphold a program of Christian education as a major emphasis of our ministry. This program relies on an underlying fiscal commitment by the congregation and the responsible, timely payment of tuition and fees by those who are enrolled in the school.

Please direct any questions regarding tuition payment policies to the school board via the chairperson or Principal.

The basic policy of tuition payments and its provisions are listed below:

1. If tuition payments are not current during a registration period, re-enrollment will not be permitted until the account is brought current.
2. Tuition is the responsibility of the parent(s) or guardian(s) and, if not paid, is treated as a debt for service.
3. Bethlehem Lutheran School has contracted with TADS for the collection of our tuition and other fees. Each family is required to register with TADS prior to the school year commencing. Families that do not submit a registration form with their payment choice will be automatically signed up for monthly billing invoices via U.S. Mail.
4. Tuition accounts that are 30 days past due will have a \$50 fee added by TADS to their tuition statement.
5. If a tuition payment becomes past due a notification letter will be sent by a school representative to the responsible parent(s) or guardian(s) requesting the delinquency be corrected. If a tuition

payment becomes 30 days past due a second notification letter will be sent requesting the responsible parent(s) or guardian(s) contact BLS to agree on a method to bring the account current.

6. If the Principal receives no response, cannot agree on how the past due payments will be made, or if the tuition account becomes 90 days past due, the Principal will consider the following:
 - A. Removing the child(ren) from enrollment at Bethlehem Lutheran School; and
 - B. Releasing the debt to an outside agency for collection.
7. If tuition becomes past due and there are less than 90 days remaining in the school year, the Principal will consider suspending enrollment of the student(s) until the account is made current.
8. Families with past due tuition during registration/re-enrollment period will lose the privileges of continuing students and must re-apply as new students.

RETURNED CHECKS – A \$50 fee will be added to the TADS tuition account for returned checks or ACH payments.

SCHOLARSHIPS – Bethlehem Lutheran Scholarship Endowment Fund (BLSEF) provides scholarships for kindergarten – 8th grade students based on need and available funds. Financial aid is not available for preschool and pre-kindergarten students. Applications are available in the school office and are processed confidentially. The deadline for applications for returning families is published in the News Slice. Personal inquiries should be directed to the Principal or admissions director. If you would like to know more about how you can contribute to the scholarship program, please contact the school office.

VOLUNTEER OPPORTUNITIES

VOLUNTEERS – Volunteers are a large part of the success of our school. There are many ways to serve at Bethlehem Lutheran School. Volunteers must successfully complete a Washington State Patrol background check, review and sign volunteer training materials, and complete and pass an online Sexual Abuse Awareness Training course. These materials are available in the school office or via email.

GUIDELINES – The staff appreciates your willingness to be a part of the educational team and have some guidelines while you are serving here at Bethlehem.

1. Each visit, sign in at the office, visibly wear a volunteer badge at all times, and sign out at the end of each visit.
2. Volunteers always work under the direct supervision of the staff and/or teacher who have requested their service.
3. As you work with staff and students, information of a confidential matter may be shared with you. The problems, abilities, relationships, and confidences of students, their parents, and the staff should never be discussed with anyone who does not have a professional right or need to know. Occasionally a student might confide in you about family matters or personal problems. If it is vital for the school to have the information in order to help the student, please only discuss the conversation with the teacher or Principal.

4. Students may occasionally have a behavior problem while working with a volunteer. Please report any discipline issues to the teacher or Principal. Please take time to familiarize yourself with classroom and school rules as well.
5. If you are not feeling well, please call or email the teacher or staff to let them know that you will not be coming in at your scheduled time. You will be able to accomplish more in the long run if you allow yourself time to recuperate and will keep our students and staff healthy.

AREAS OF SERVICE

CLASSROOMS – Check with your child’s teacher for opportunities to help in the classroom. Common classroom volunteer service includes: being a Parent At Lunch, reading with individuals or small groups, driving for field trips, and helping with classroom parties.

FACILITIES AND MAINTENANCE – School projects, maintenance and/or repair work as needed. Special skills (carpentry, sign painting, landscaping, etc.).

SPORTS – Record-keeping, scorekeeping, driving for games, referee, coaching or assistant coaching.

MUSIC – Programs and concert planning, scenery construction and decoration, equipment operators, set-up and clean up, accompaniment music.

LIBRARY – Story time reader, help at Book Fair, help librarian with book inventory, help with library time for classes.

SPECIAL SKILLS AND INTERESTS – Skill in arts, crafts, foreign languages, photography, cooking, sewing, drama, puppetry, carpentry or specialized professions are needed to enhance school curriculum.

MISCELLANEOUS – Help with class pictures, yearbook, coordinating car-pools, Eagles’ Closet.

WEAPONS and DANGEROUS INSTRUMENTS

It is unlawful for **any person** to carry onto public or private elementary or secondary school premises, school provided transportation, or areas/facilities while being used exclusively by public or private schools any firearm or dangerous weapon as defined by law. Standard exclusions to this mandate include: law enforcement, showing or demonstration or lecture, firearms safety course, or otherwise authorized school activity.

Students at Bethlehem Lutheran School are expected to comply with the school's no-tolerance policy toward weapon use, transmission, or possession on school property. A weapon is defined as any object used with the intent of threatening, intimidating, harming or injuring another person.

Weapons may include but are not limited to:

1. Firearms (manufactured or homemade) where gunpowder is used to drive a projectile i.e. pistols, rifles, shotguns.
2. Guns which are designed to propel a BB, pellet, or other projectile by the discharge of compressed springs, compressed air, carbon dioxide, or other gas.

3. Knives of any kind, swords, daggers, razor blades, or similar instruments with sharp cutting edges, nun-chu-ka sticks, throwing stars, long or crossbows, blowguns, darts, sling shots or wrist rockets.
4. Aerosols: pepper spray, mace or similar products.
5. Dangerous items: matches and lighters, ammunition, fireworks, gunpowder, chemicals or electrical weapons such as prods and stun guns.
6. Nuisance items: look-a-like toys, squirt guns, cap guns, starter's pistols, counterfeit replicas, paint ball guns, laser pointers.
7. Adaptation: Any item that has been altered from its original design to become a dangerous item.

Any item used with the intent to threaten, harm or intimidate another person will be considered a weapon. Blunt or heavy objects used or displayed during a fight will be considered to be weapons.

Weapon use, transmission, or possession will result in emergency expulsion. Such expulsion will be in effect until appropriate investigation has been made by the school and law enforcement authorities. Violations involving firearms will result in expulsion for a minimum of one year.

The Principal always considers the health, safety, and welfare of the students. He or she will evaluate the intent of the child and the perception of the action. The Principal will use discretion and may select alternative disciplinary measures when investigating incidents involving small pocket knives or dangerous instruments that were not used as weapons.

In cases involving firearms or dangerous weapons, law enforcement agencies will be contacted. In cases involving nuisance items or violations where dangerous items are not used as weapons, the items will be confiscated.

The school will promptly notify the student's parent or guardian regarding any allegation or violation of the Weapons and Dangerous Instruments policy. Violations documented become part of the student's permanent record.

WORSHIP

CHAPEL – Weekly chapel services are scheduled for the school community throughout the year. Chapel begins at 8:40 a.m. on Wednesdays, except for afternoon chapels when they are scheduled. These begin at 12:40pm. Families and friends are invited to attend chapel services as local pastors, teachers, and students lead the worship.

CHAPEL OFFERINGS – In connection with the weekly chapel worship, an offering is collected. These gifts are sent to missions selected by the students and faculty.

DEVOTIONS – Each classroom incorporates worship in its daily schedule. These worship experiences give special meaning to each day and offer opportunities for students to lead worship and witness their faith to their classmates and friends.

WORSHIP SCHEDULE – If you do not have a church home or would like to worship at Bethlehem Lutheran Church we invite you to worship with us. The weekly worship schedule is:

8:00 a.m. - Worship service
9:30 a.m. - Educational classes
11:00 a.m. - Worship service
11:00 a.m. – Online worship service (Facebook and YouTube)

If you need to talk with a pastor or have questions about Bethlehem Lutheran Church, please contact a member of the church staff. The church telephone number is 582-5858.

CHROMEBOOK SUPPLEMENT

This is a supplement to the general Computer Use Policy, which can be found in the Parent-Teacher Handbook. All the Acceptable Use Guidelines, Google Apps, and Netiquette policies apply to all students, but even more specifically to students in 6th – 8th grades, who are entrusted with the responsibility to properly use and care for these valuable (and expensive) tools that will be used for their education.

SCHOOL-ISSUED CHROMEBOOKS FOR STUDENTS

1. Upon receipt of a school Chromebook for Bethlehem Lutheran educational use, the student accepts responsibility for careful and appropriate use of the Chromebook. Under normal usage, these machines should last over 3 years without fault. Damage to the Chromebook may result in repair or replacement costs assessed to the parents/guardians of the child of a damaged unit, at the discretion of the school. The Chromebook units are warranted for malfunction and/or defect that may occur despite careful and appropriate use.
2. All use should be in line with school activities. Students should not use Chromebook cameras to record unless directed by a teacher.
3. Keep food and liquids away from the Chromebook.
4. All accounts and software added to the Chromebook are to be done only by school staff members. A student is not to attempt to create or add additional accounts to the Chromebook.
 - a. Students are not allowed to modify or clear their web search history. This will be done by BL staff or authorized persons.
 - b. Students may not access or use Social Networking sites on their school-issued Chromebook. This includes Facebook, Snapchat, Instagram, Tik Tok, Twitter, Pinterest, Tumblr, Flickr, Google+, or any other app/site specifically designed for social networking. If used in error, students should immediately notify a teacher.
5. Students may add additional Wi-Fi access information to the Network settings, allowing Internet access when using outside of school (such as at home). This is encouraged to allow greater student productivity.
6. Should a student's Chromebook become lost, stolen, or non-functional, the family will be charged for its replacement.
7. Chromebooks should be considered school property until the point at which they are gifted to the student upon graduation from Bethlehem Lutheran School. Students who transfer or are asked to leave before this time will return their Chromebook to Bethlehem Lutheran School. Extenuating circumstances may call for exceptions to this policy; these will be decided at the discretion of the Principal.
8. Chromebooks will be turned in at the end of each school year, to remain at school during the summer break. Chromebooks may be turned in for other school holidays, at the discretion of the school staff. However, students will use the same Chromebook each year until they graduate.
9. Bethlehem Lutheran School will provide each 6th, 7th, and 8th grader a Chromebook (version and model to be specified each year).

APPENDIX A – This is a reproduction of the agreement you signed upon enrolling your child in Bethlehem Lutheran School. This is for your information; there is no need to sign and return it. By re-enrolling each year, you reaffirm that you understand and will follow the current policies.



Enrollment Agreement

- ☐ I understand that it is my responsibility to submit any changes in parental status, mailing address, phone and email address, or emergency contact information to the school office. If applicable, proper court documents must be given to the school office.
- ☐ I will adhere to the Standard of Dress guidelines as stated in the Parent/Teacher Handbook.
- ☐ I understand that all fees are non-refundable.
- ☐ I understand that tuition payments are made through TADS, and I will adhere to the payment plan I select. I am aware of all fees and tuition costs.
- ☐ If I choose to withdraw my child, I will submit a 30-day written notice of withdrawal to the school office.
- ☐ When differences between the beliefs of the church and families exist, families acknowledge that the church will not compromise our Biblically-based teachings, whether the subject is religion, science, ethics, sex education, or any other topic.
- ☐ Families agree to not promote behavioral or doctrinal positions contrary to the confession of Bethlehem Lutheran Church and School at any school function or at any event on school or church property.
- ☐ Families who have strong differences with doctrinal and moral issues agree to communicate their concerns in personal dialog with our pastor(s) and principal as opposed to involving themselves in conversations with other school families in ways that could lead to division and disruption in our school community.

I agree to fulfill all financial obligations and agree to adhere to the policies and regulations required by Bethlehem Lutheran Church and School as stated in the Parent/Teacher Handbook. I understand that enrollment is contingent on being current with registration paperwork, tuition, and fees. The school reserves the right to deny enrollment to any student if there is a conflict with stated principles and rules of the school. It also reserves the right to deny enrollment to any student whose needs cannot be met by the available staff.

Student Name(s): _____

Parent Name(s): _____

Parent Signature: _____ Date: _____

Appendix B – Special Services

Overview: Bethlehem has always worked with families to determine “what is best for students” down to the individual, whole child level. At times, it becomes apparent that a student is not learning from the standard class or the classroom management system in place does not result in the desired behavior. At these times, teachers work together with parents to identify and examine these differences and come up with different learning plans or behavior plans that will help the student learn or grow. This type of plan may be only between Bethlehem and the student’s family, or it may expand to include professionals in the medical field or in the public education system.

Types of plans (lowest level to highest level of service):

- **Behavior plan/student plan** – the lowest level, any accommodations or adjustments to learning or behavior systems is agreed upon between school and parent. This plan is internal and would be reviewed as decided and with each new teacher.
- **504 Plan** – From Section 504 of the Rehabilitation Act of 1973. This act requires public schools to provide education for students with “a physical or mental impairment that substantially limits one or more major life activities.” At Bethlehem, such a plan would be made after a diagnosis is found, between Bethlehem and the family; any services/accommodations would be provided by Bethlehem and agreed upon beforehand with the family. The plan would not necessarily follow a student to a public school.
- **ISP – Individual Service Plan.** This is a plan made for a student who, upon referral by the student’s parents, is assessed by the public school district and who qualifies for special services in the public school district, but parents have elected to place the student in private school. The plan is made between representatives from the public school district, Bethlehem, and the student’s parents. With an ISP, a student may have time out of class with a tutor provided by the Kennewick School District for math, reading, or writing. The plan follows the student if they transfer to another school. It is limited in that the student usually does not receive the extent of services they would in a public school.
- **IEP – Individual Education Plan.** This is a plan for a student who qualifies for special services, similar to an ISP, but usually students who qualify for this level of services will need to be in a public school setting to receive them. Some diagnoses require attendance at public school to receive the services (i.e. social group, speech). If parents elect to have students with IEPs at Bethlehem, they understand that their student will receive fewer or no free services, depending on the student’s diagnosis and the school’s capability/capacity. Students may be dual enrolled at Bethlehem and the public school.

When do we explore these plans?

At Bethlehem, we always begin with partnership. The first thing that happens should be a discussion between parents and teachers about what is being observed during the day. From there, parents may elect to seek testing either from their medical doctor or the public school district. Parents must be the ones to initiate such testing, although school staff can certainly help them navigate this. Depending on what is discovered through this process, and observed by the teacher, we work with parents to decide what course is best for the student, considering our abilities over the years. This is an ongoing process, with at least one meeting per school year.

Appendix C – Preschool & Pre-Kindergarten Handbook

This appendix contains information specific to preschool and pre-kindergarten. We encourage parents of these students to become familiar with the entire handbook, as other policies apply to preschool and pre-kindergarten students.

PHILOSOPHY

Preschool & Pre-Kindergarten: At Bethlehem Lutheran Preschool and Pre-Kindergarten, we are committed to giving each child the opportunity to develop a love of God, an attitude of forgiveness, and creative thinking and problem-solving skills in a Christ-centered atmosphere. We encourage children’s development through Bible stories, group activities and cooperative play led by faithful Christian teachers committed to excellence. We are committed to helping children grow and enriching families for the future.

GOALS

It is our prayer that each child at Bethlehem Lutheran Preschool/Pre-Kindergarten will learn to know Jesus Christ as their Savior and Friend. We also strive to provide opportunity for each child to grow in the following areas:

- Exploring the senses (hearing, seeing, touching, tasting and smelling)
- Participating in creative experiences
- Development of a healthy self-concept (acceptance of self and his/her God-given talents, coping with a wide range of feelings)
- Development of relationships with others (recognizing and respecting the rights of others, participation in small and large group activities)
- Development of interests and experiences which broaden the child’s aptitude for future school work.

ATTENDANCE

It is important that preschool and pre-kindergarten students attend school regularly so they can settle into the classroom routines and so their learning is not interrupted. While there is not a state-mandated attendance for preschool, students who miss more than nine (9) days of school in a trimester may not be promoted to the next level.

BAD WEATHER

Occasionally, school must be canceled or delayed due to inclement weather. The Principal will notify families by email, posting on school Facebook pages and on the school website, and Flash Alert. Anyone may subscribe to Flash Alert to get text updates about closures (<http://www.craigwalker.net/>). Directions to subscribe are printed annually in the News Slice. In general, BLS mirrors the Kennewick School District in delay and closure determinations.

The two-hour delay schedule for each class is:

AM Preschool/Pre-Kindergarten:	10:30 am to 12:30 pm
PM Preschool/Pre-Kindergarten:	1:00 pm to 3:00 pm
Kindergarten – 5 th grade:	10:30 am to 3:00 pm
6 th – 8 th grade:	10:30 am to 3:10 pm

CELL PHONES AND SMART DEVICES

Students in preschool – 5th grade should not bring cell phones or smart devices to school. This includes tracking devices.

DROP-OFF & PICK-UP

All preschool and pre-kindergarten students must be walked into their classroom by a parent or authorized adult. This is important for safety and for information sharing from the teachers. Preschool and Pre-Kindergarten students will be brought out to a designated area for pick-up at the end of their school day. Please see the pick-up diagram on p. 25.

Please inform the office if someone other than a parent will pick up. If a person is not designated in a student's emergency record in Gradelink, the parent will be required to verify the person before a student is released to that person. When teachers are not sure, they will accompany the student and the pick-up person to the office for this verification.

GRADING

In the preschool levels, a checklist of skills and learning objectives is used to evaluate progress relative to a student's developmental level. These are reported in the fall and in the spring.

ENROLLMENT

Children who enroll for Preschool must be three years old, fully potty-trained, and self-sufficient in the bathroom by August 31. Children who enroll for Pre-Kindergarten must be four years old and fully potty-trained, and self-sufficient in the bathroom by August 31. A child who needs to wear a pull-up or needs help cleaning themselves is considered NOT potty-trained.

All new preschool and pre-kindergarten students are enrolled on a trial basis. If, for any reason, the student is not able to adapt to the classroom setting within a period of three weeks, the student will be removed from enrollment until such time as they are ready.

Due to classroom size, it may be necessary to limit enrollment. In such a case, eligibility for enrollment will be based upon the date of application and follow the **General Guidelines** (p. 13). Children repeating BLS preschool have priority over new applicants. Siblings of children enrolled in our preschool do not have a guarantee of enrollment in grades kindergarten through 8th grade. Late or missing tuition payments will impact enrollment in the next level.

ILLNESS/INJURY – Because of the high potential for the spread of infectious diseases in the classroom and possibility of further injury, please observe the following guidelines:

1. Parents are to keep their children home when they are suffering from illness. Do not bring children to school until they have had a normal temperature (100 degrees or less) and have no other symptoms (i.e. vomiting, rash, persistent cough, etc.) without the use of medication for 24 hours. This means if a student is exhibiting vomiting or other symptoms in the evening, the student should not go to school the following day, even if the student is feeling better in the morning.
2. Certain communicable diseases (ie. pinkeye, impetigo) require medication for 24 hours before a student is considered no longer contagious. Parents should be careful to wait 24 hours after medication is started before bringing their affected students to school and potentially exposing

other students. This means if a student begins medication after 8:00am, they should not return to school the following day.

3. If a student becomes nauseous, begins to run a fever, or is seriously injured, parents will be contacted. If they cannot be reached, the school will follow the information given on the emergency form.
4. If a student is unable to participate in a given class such as physical education or recess, parental notification must be given indicating the cause and the duration of the release. A doctor's release may be required.
5. Please send any doctor-prescribed medication to the office with appropriate documents. Teachers are not allowed to distribute medication to students.

SNACKS

The preschool and pre-kindergarten teachers will provide a snack calendar at various times during the year. Parents are asked to provide a store-bought snack that is healthy and easy to serve. Please do not bring homemade snacks. An ingredient list or product label must be included for the purpose of identifying allergens.

TARDY PROCEDURES – The timely arrival of students allows them to benefit from instructional time and the building of community in the classroom. Students are expected to arrive at school on time and prepared for the school day.

Classroom teachers keep accurate records and report absences or tardiness to the office within 15 minutes of the start of the class day.

TARDY GUIDELINES

- **All tardy students must sign in and pick up a tardy slip at the office prior to going to class.**
- Any student arriving to the classroom after the designated start time (8:30am or 12:30pm for afternoon classes), unless directly involved in a sanctioned school/class activity is considered tardy.
- Excused tardies will be given for: emergencies, medical or dental appointments, and weather-related delays. All other tardies will be marked “unexcused” at the teacher’s discretion.
- Excessive tardies (15 or more in a trimester) may result in the following consequences:
 - Students miss critical assignments or instruction and fall behind in their studies.
 - Principal contact with parents to determine causes and possible solutions.
 - Restriction of privileges for students until they complete missed work, including but not limited to:
 - Assemblies & special events
 - Extra-curricular activities
 - Suspension, retention in the same grade, or expulsion.

WORSHIP

Weekly chapel services are scheduled throughout the year. Chapel begins at 8:40 a.m. on Wednesdays, except for three whole school afternoon chapels, which occur at 12:40, at the end of each trimester. Other afternoon chapel times (called “tiny chapel” for preschool and pre-kindergarten only) typically begin at 1:30pm. Families and friends are invited to attend chapel services as local pastors, teachers, and students lead the worship. Afternoon preschool and pre-kindergarten classes will have “Tiny Chapel” with

their classes and teachers, Pastor, and Principal each week.