

BETHANY LUTHERAN SCHOOL

PARENT HANDBOOK



*Equipping hearts for service, leaders for tomorrow,
and lives for eternity.*

Updated February 2024

CORE VALUES

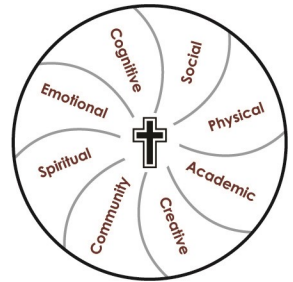
At Bethany Lutheran School we:

1. Share Christ's love through words and actions.
2. Are a school of academic excellence.
3. Provide a supportive, caring community.
4. Partner with parents to nurture each child's unique gifts.

At the heart of all that we do, our goal is to lead others to a saving relationship with Christ.

MISSION STATEMENT

Bethany Lutheran School, as an outreach of Bethany Lutheran Church, exists to equip its students to be servant leaders through a Christ-centered, wholistic education.



Communication Methods

- School website: www.bethanyschool.net
- Facebook page: www.facebook.com/bethanyeagles
- Instagram page: @bethany_eagles
- School app (available for Apple and Android): BLS Eagles
- School email groups:
 - Parent emails are added to an all-school email group which is used to disperse all sorts of important information and reminders.
 - Teachers will utilize email groups specific to their classroom grade. Parent emails are added to the appropriate group.

PRINCIPLES OF CHRISTIAN TEACHING AND LEARNING

Bethany Lutheran Church recognizes that the prime responsibility for bringing up children “in the nurture and admonition of the Lord” rests with the parents. The church has been commanded by Christ to “go and make disciples of all nations... teaching them to obey everything I have commanded you.” To help parents carry out their God-given duty and at the same time fulfill its own responsibility, Bethany Lutheran Church has agreed to maintain a Christian school by operating Bethany Lutheran School. Our school holds to the Biblical truths of our church congregation and our national church body, The Lutheran Church - Missouri Synod (LCMS).

We believe that, in keeping with the above, the home must provide the foundation for God-pleasing Christian education. Parents, therefore, are encouraged to be regular in worship and Bible study and diligently fulfill their responsibility of using Christian discipline in love.

The parents' role is not an easy one. It rightfully may call for assistance. This is the purpose of our school. The religion lessons, devotions, and worship experiences provide for fundamental spiritual needs through Christian education, proceeding from the confessional standards of the LCMS. However, it is the all-day Christian setting that gives us opportunity to practice this Christianity with the children. Bethany Lutheran School does not exist in opposition to the public school system, but rather to supply a fundamental need which the latter, by its very nature, cannot supply. Bethany's teachers and staff will teach and lead from a Biblical viewpoint consistent with the mission and beliefs of the LCMS.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life.

Students at Bethany are enrolled according to their genders at birth, and are expected to use the corresponding facilities (restrooms, locker rooms, etc) for that gender. Participation in activities limited to individuals of one sex is exclusively limited to individuals who are persons of that sex. Students must dress in conformance with one's biological sex at birth, and all communication (oral and written) must use pronouns that correspond to the student's gender at birth.

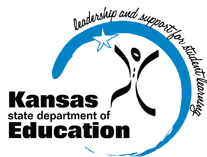
By enrolling in Bethany Lutheran School, parents/guardians and students agree to abide by the standards, beliefs, and policies maintained by this organization and its governing bodies. Students are expected to willingly participate in all classes and activities at school, including regular chapel services, worship opportunities, prayer, and Bible studies.

INTRODUCTION

Bethany Lutheran School of Overland Park opened in 2000 and is one of over 1,800 Lutheran Church-Missouri Synod schools in the country. Bethany's programs include Mother's Day Out, Preschool, and Kindergarten through 8th Grade.

ACCREDITATION

Bethany Lutheran School is accredited by the State of Kansas and at times, by National Lutheran School Accreditation (NLSA). The school submits annual reports to current accrediting agencies, and applies for reaccreditation every 5 years.



CURRICULUM

The curriculum of our school is aligned with the standards of the State of Kansas. A parent guide detailing the standards is available from the school office.

NONDISCRIMINATION

Bethany Lutheran School admits students of any race, color, national and ethnic origin. All the rights, privileges, programs, and activities generally accorded are made available to students at the school. Bethany Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

ENROLLMENT & ADMISSION

K-8 enrollment opens in January, with the exact date determined annually by the principal and PS/MDO director.

In order to apply for Kindergarten, the student must be 5 years old on or before August 31st of that school year. Kindergarten students may be required to undergo an evaluation procedure prior to acceptance. They must also provide a valid birth certificate (copies are acceptable) and a completed Kansas certificate of immunization.

Students to be enrolled in first grade who have not previously graduated from kindergarten must be 6 years old on or before August 31st of that school year. A copy of the child's birth certificate must be submitted to the school office for each first-grade student who has not completed Kindergarten.

Students who transfer from another school must complete the enrollment process, including a request for records to be submitted to the previous school. Testing for new students is required to determine that Bethany can best meet the student's needs. Bethany is not able to serve students with severe learning differences or behavior concerns.

Enrollment in Bethany Lutheran School indicates consent that the child will take the prescribed course of study, comply with all rules and regulations of the school, and participate in regular school activities and programs. Enrollment also indicates that parents/guardians commit to supporting the school, following all policies and guidelines, and conducting themselves in a way consistent with the Holy Scriptures and which contributes to a positive culture and learning environment within the school.

PROBATIONARY PERIOD

All new students to Bethany Lutheran School will be admitted under a 45-day probationary period. During this time, the student's academic and behavioral progress will be monitored to be sure that Bethany is able to meet the needs of the student. If it is determined that Bethany is not able or equipped to best serve the student, future steps will be discussed at a meeting to be scheduled with the parents, teacher(s), and principal.

DUE PROCESS

As we work together for the good of our students, sometimes a difference in opinion may occur. If a concern does arise between two or more people, the issue is best handled as Jesus taught in Matthew 18:15 "If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you've made a friend." (The Message)

Without discussion with anyone else, speak to the person with whom the disagreement exists. If there is a problem concerning your child in the classroom, please speak to the classroom teacher first.

If agreement is not reached, then speak with the principal. If you need assistance with the initial meeting, please contact the principal who will help facilitate the discussion. If the concern persists, you may request for the issue to be discussed with the pastor at Bethany that oversees the school. That pastor can bring the issue to Bethany's Board of Directors if deemed appropriate.

TUITION & FEES PAYMENT POLICY

Bethany Lutheran School is operated and maintained by Bethany Lutheran Church for the education and spiritual development of children at considerable cost. This cost is covered by the ministry contribution of Bethany Lutheran Church, fundraising and generous donations by parents, members of Bethany, friends of the school, and tuition. Therefore it is essential that tuition payments are received in a timely manner.

- All families must be enrolled in the FACTS program.
- Tuition for the entire school year may be paid on or before June 1st.
- All families making monthly tuition payments will have monthly deductions made from the payee's bank account or credit card.
- Delinquent invoices result in contact from the school regarding the overdue payment.

- It is required that tuition be current according to the latest invoice by the 31st of December. If this is not achieved or arrangements have not been made, students will not be enrolled in Bethany Lutheran School after the Christmas break. At the end of the school year, all tuition and other money due needs to be paid in full by June 10th.
- Unpaid tuition and fees that occur during the year will prevent report cards or student records from being distributed until full payment has been made.
- Students with unpaid financial obligations will not be permitted to enroll at Bethany the following year.

Payment of fees other than tuition, if delinquent after 10 days, will prohibit the student from participating in those services (such as extended care, lunch, band, sports, etc.) until payment has been made in full. Parents will need to provide the services by other means until full payment has been received. Overdue fee payments do not prohibit the student from enrollment in the school, only the service provided.

TUITION ASSISTANCE

Distribution of money for tuition assistance is administered by the Bethany Lutheran Church Foundation. Applications are due by April 15th for the following school year. Information is submitted online through FACTS. The tuition assistance fund is entirely financed through donations and the amount available fluctuates from year to year. The amount of aid granted will be at the discretion of the Foundation and will be an amount not greater than 50% of the total tuition. Families will receive written notification of the Foundation's decision. The Foundation has the power to withdraw tuition assistance if the receiving family is not current on their portion of the tuition.

DAILY SCHEDULE

The school day begins at 8:30 AM and dismisses at 3:30 PM. Classrooms open at 8:15 AM and students should be picked up after school by 3:40 PM.

Full-day Kindergarten is held during the same school hours listed above. Half-day Kindergarten is offered, with students being picked up before or after lunch.

EXTENDED CARE

Students arriving before 8:15 AM or not picked up by 3:40 PM will attend extended care. Before school care is provided (at an additional charge) for students arriving between 7:15-8:15 AM and after school care is provided (at an additional charge) for students from 3:40-5:30 PM.

STUDENT DROP-OFF/PICK-UP

When dropping off and picking up students, vehicles should not be parked – AT ANY TIME – along any painted yellow curbs, the front center curb, or along the islands that are in the main driveway. Park in a designated parking space only. All children and parents need to cross at the main crosswalk.

If pulling up along the curb, this may ONLY be done at the far east end by the gym. Do not pull up along the curb in the center of the main sidewalk or in front of the playground. When pulling up along the east curb, vehicles may not remain there for any length of time, as this forces other cars to pull out around the line of cars. Drivers needing time in their car should pull into a designated parking space.

Students will only be dismissed to authorized adults listed on the enrollment form, which is completed/updated each school year and filed in the school office. Special situations may require students to be picked up by someone not listed on the form. This permission can be granted in writing or by phone on a case-by-case basis, and must be communicated to the school office and/or the student's teacher. The staff of Bethany reserves the right to not dismiss a child if we think the child's safety may be endangered. In this case, other authorized adults will be contacted.

Students may not leave the school premises without permission. Students that are allowed to walk or bike home should have that permission, granted by a parent/guardian, on file with the school office. Students are to enter and leave the building at the main south entry.

ATTENDANCE

Bethany Lutheran School stresses the importance of regular attendance. Please inform the school office when your child is absent or tardy. This can be done through an email or phone message. If your child is ill or gives the general indication of being ill, it is best to keep him/her home, rather than sending him/her to school. If in doubt about keeping him/her home, check with your physician. The school will send children who are ill home.

It is also important that students arrive to school on time and are in their classrooms ready to learn at the start of each day, and at the start of each class period. Tardies are addressed as follows:

Occurrence per quarter:	Action Taken
1	Note/email home
2	Note/email home with notice about possible conference
3	Parent conference with teacher
4	Student and parent conference with principal
5	Detention
6+	In School Suspension (Full Day)

Students who leave school during the day must be signed out by a parent/guardian at the front desk. Students must also be signed in when they return. The following will be used in recording attendance:

Tardy:	In seat at school after 8:30 AM but before 9:30 AM
1/4 Absent:	Arrival after 9:30 AM but before 10:30 AM Leaving school for 1—2 hours Leaving between 1:30 PM—2:30 PM
1/2 Day Absent:	Arrival between 10:30 AM—12:00 PM Leaving between 12:00 PM—1:30 PM Leaving school for 2—3.5 hours
3/4 Absent:	Arrival between 12:00 PM—1:30 PM Leaving between 10:30 AM—12:00 PM Leaving school for 3.5—5 hours
Whole Day Absent:	School attendance of less than 2 hours

EXCUSED/UNEXCUSED ABSENCES

In accordance with state laws, all students are held to regular and punctual attendance. An absence that falls under one of these approved reasons for absence will be classified as excused if the proper procedure is followed:

1. Personal illness – the school administration may, with due notice to the parent/guardian, require verification from a physician of absences due to health reasons.
2. Serious illness or death of a family member.
3. Obligatory religious observances of the student's own faith.
4. Participation in a school approved function or a school sponsored activity.
5. Emergency situation requiring immediate action.
6. An absence which has been requested in advance and approved by the principal. Activities of an educational nature or involving the student's family may fall in this category, including family vacations.

For all absences falling under #6, assignments are to be requested by the student/family before the absence occurs. Tests may be made up after the absence.

Kansas Statute 72-1113 states that if a child is unexcused from school for 3 consecutive school days, 5 school days in a semester or 7 school days in a year then they are considered truant. All cases of truancy are required by Kansas law to be reported to the appropriate authorities.

EXCESSIVE ABSENCES

The failure of a student to attend at least 85% of all days per quarter may result in a failing grade and/or retention in the student's current grade at year's end. Excessive absences, whether excused or unexcused, prevent the student from receiving beneficial instruction from the teacher. Due to our personnel structure, we are unable to provide home-bound tutoring, so make-up work must be completed and returned in a timely manner, according to our policy.

MAKE-UP WORK

Students absent one week or less are allowed two days for every day absent to complete missed work (for example, if absent for 3 days, all work should be completed in the 6 days following the return of the student). For absences longer than one week, the time allowed will be one week plus the number of days absent. Students are expected to fulfill long-term assignments as originally scheduled.

WINTER SCHOOL CANCELLATION

Bethany Lutheran School will be listed on the school closing list if classes are cancelled due to weather conditions. We will be listed on all four local TV networks: ABC, CBS, NBC and Fox 4. Notice will also be sent through our all-school email group, our school app, and will be posted on the school Facebook and Instagram pages. The school website will also be updated.

OUTDOOR RECESS POLICY

Students will be taken outside for recess whenever possible. If the following conditions exist, the students should not be taken out except to get a few minutes of fresh air:

- Precipitation
- It is 15° F or below
- The wind chill is 0° F or below

During the day, the southwest section of the parking lot will often be closed so that the students may use the area for recess and physical education activities.

CONTACTING TEACHERS

Teachers should not be asked to answer the phone during school hours. The best time to call a teacher is before or after school. If you need to get a message to a teacher within the day, please contact the administrative assistant at frontdesk@bethanyschool.net or 913.648.2228 ext. 122. Teachers do not always have time to check their email or phone messages during the school day.

PARENT VISITS

All visitors to Bethany Lutheran School are required to sign in at the front desk and receive a visitor sticker.

HALLWAYS:

When dropping off students for school, all students should enter their school hallway on their own, independent of parents. This practice builds independence and responsibility skills at all grade levels. Exceptions to this are allowed during the first week of school.

When needing to drop off an item for a student, parents may leave the item on the white shelf in the school entryway or check in with the school office.

CLASSROOM:

Parents may visit and/or observe in classrooms provided the permission of the principal has been obtained and the teacher has been notified the day before the visit.

No siblings will be permitted in the classroom during observation visits.

LUNCH:

Parents may eat lunch with their child provided permission of the teacher has been obtained in advance. Parents may take their child out of the school for lunch provided the teacher is notified prior to the start of the school day. The student needs to return to school before the start of the next class period.

ANIMALS & STUDENT SAFETY

Due to allergies as well as safety concerns, dogs, cats, and any other pets/animals may not be brought onto school grounds. This includes during student drop-off/pick-up and during all school hours and activities.

Exceptions to this policy include service animals or animals present for a pre-approved educational purpose.

HEALTH FORMS POLICY

Kansas Statute 72 Article 52

To comply with Kansas Statute 72 Article 52, all new school entrants (up to age 9) must have a Child Health Assessment on file with the school. The health assessment definition includes health history, physical exam, and other screening tests as medically indicated. The provider determines which lab and other screening tests will be done. Forms are available in the school office. These physicals should be completed prior to admission, or within 90 days after school entry provided the parent has submitted a written note specifying the date of the appointment with the licensed provider. If non-compliant, the student will be excluded from school until the state requirements are met.

Kansas Statute 72 Article 62

To comply with Kansas Statute 72 Article 62, all students enrolling for the first time shall present documentation that they have received such immunizations as are deemed necessary by the State Department of Health and Environment. Students who have not completed the required immunizations may remain enrolled while completing the required immunizations if a physician or local health department certifies that the student has received the most recent appropriate immunizations in all required series. Failure to timely complete all required series shall be deemed non-compliance. The only exemptions allowed are for documented religious or medical reasons. If non-compliant, the student may be subject to exclusion from school attendance until the state requirements are met.

HEALTH RULES

In order to prevent the spread of illness through our school, these rules will be followed.

A CHILD MUST NOT COME TO SCHOOL IF:

- He/she has a fever or has had a fever within the last 24 hours. Fever is defined as a temperature of 100° F or above. If a child is documented as having a fever at school, he/she will be sent home and will not be admitted the next day.
- He/she is vomiting or has vomited in the last 12 hours.
- He/she has an unexplained rash (other than allergic).
- He/she has reddened, running, or swollen eyes (excluding allergic conditions). This may include pinkeye.
- He/she has an infection requiring antibiotics and has not yet been on the medication FOR A FULL 24 HOURS. Taking antibiotics for 24 hours reduces communicability. TIME IS THE ISSUE, NOT THE NUMBER OF DOSES.
- He/she has diarrhea.
- Influenza: Students with physician diagnosed cases of influenza should not attend school for 5 days following the onset of illness. After 5 days, must be fever free for 24 hours in order to return to school.

LICE: Any child identified as having lice or nits will be removed from class, immediately isolated and must be picked up by a parent/guardian as soon as possible. The child must be treated with a suitable product such as Rid or Nix and the nits must be combed out. Local treatment centers also provide services to treat cases of lice. All family members, clothing, bedding, carpets, upholstered furniture, car seats, stuffed animals and mattresses must also be treated.

The child must be nit free to return to school. He/she must be checked by a school staff member before being re-admitted to school.

MEDICATION AT SCHOOL

Any medication (prescription or over-the-counter) brought to school must be checked in with the principal or administrative assistant and kept in the school office. All medications must be sent in the original container. All medications will be administered by school personnel.

No prescription medication will be given without a physician's written instruction. A signed note from the physician (or we can provide a form to be completed and signed), including timing and dosage information, must accompany any prescription medication. The prescription label on the bottle does not take the place of the signed note. The medication must be in a pharmacy labeled or manufacturer's container with the child's name clearly visible on the container. Expired medication will not be administered.

Inhalers will be stored at the school office and administered by school personnel. A signed physician note with dosage and timing, as stated in the above paragraph, applies to all inhalers. Inhalers for students in grades 6-8 may be kept in the student's possession if the signed physician's note states the student has been properly trained to self-administer their inhaler and has permission to do so without the assistance of school personnel.

A new physician's note is needed each year for prescription medications.

Parents can give permission for the following over-the-counter medications to be administered with a yearly signature at registration: ibuprofen, acetaminophen, antihistamine, first aid antibiotic ointment, anti-itch cream, antacids, or non-medicated eye drops. The school office keeps all of these in stock to be used as needed. Any other over-the-counter medication that needs to be administered should be brought to the school office in the original container with a note that states the time and dosage, and signed by a parent. Parents/guardians will be contacted when ibuprofen, acetaminophen, or antihistamines are administered.

Medicated cough drops are not provided by the school and will need to be sent from home and given to the student's classroom teacher.

The school is unable to administer suppositories, injections or other such medications, unless administered in an emergency. These must be administered by a parent/guardian.

STUDENT CONDUCT

We expect each student to treat teachers, staff members, and other children with respect and courtesy. Our guide for relationships with one another is the example set by Christ. Love and forgiveness are essential ingredients in the lifestyle of a Christian student. Students of Bethany are expected to conduct themselves in a manner that reflects our Christian beliefs and values. Accountability for one's actions is at the heart of our discipline policy, along with forgiveness that is ours through Christ Jesus.

Ephesians 4:32 reminds us to “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Said even more simply, God commands us in John 15:12 to “Love each other as I have loved you.” As a Christ-centered school, it is our intent to help all of our students to conform to God’s expectations of them.

These rules and standards are in effect for students while on school property, when attending school events, when traveling to or from a school-sponsored event or trip, and anytime actions result in issues or disruptions at school.

All teachers have behavior management procedures in their classrooms. Students in Kindergarten-2nd grade will be accountable to those standards and, at the teacher’s discretion, parents will be notified when procedures are not followed. The principal will assist in this process, as needed.

Students in Grades 3-8 will be held accountable to the following Code of Conduct:

<u>Level One Violations</u>	<u>Possible Consequences</u>
<ul style="list-style-type: none">- Chewing gum, food problems, etc- Lunch room misbehavior- Class Disruptions- Pestering/Teasing- Profanity/Vulgarity/Swearing- Improper use of school materials	<ul style="list-style-type: none">- Teacher/Student Conference- Parent Contacted- Classroom Consequence- Isolation/Removal from Classroom
<u>Level Two Violations</u>	<u>Possible Consequences</u>
<ul style="list-style-type: none">- Physical endangerment of others- Pestering/Teasing- Misbehavior in restrooms- Cheating- Profanity/Vulgarity/Swearing- Vandalism- Stealing- Improper use of technology- Disrespect/Defiance of authority	<ul style="list-style-type: none">- Teacher/Student Conference- Parent Contacted- Principal/Student Conference- Loss of privileges/use of item- Student Call Parent- Behavior Contract issued- Detention- Repair Damages
<u>Level Three Violations</u>	<u>Possible Consequences</u>
<ul style="list-style-type: none">- Stealing- Physical endangerment of others- Smoking/Possession/Use/Sale of Weapons/Drugs/Alcohol- Vandalism- False Fire Alarm- Repeated offenses of levels 1 and 2	<ul style="list-style-type: none">- All of the above- Involve law enforcement- Involve pastoral staff- In school suspension- Out of school suspension- Expulsion

Teachers and administrative staff reserve the option of accelerating any discipline steps in case of severe infractions.

TECHNOLOGY

At Bethany, we value technology and always seek to use the many resources available to us to advance the learning and experiences of our students. A technology fee is charged annually to help maintain the quality of these resources. A technology code of conduct will need to be signed before students may use computers, tablets, laptops, and other technology available at school. Technology resources are to be used according to school guidelines, following rules included on the signed technology code of conduct and during class only when allowed by the teacher.

With prior permission, students are allowed to bring their own technology devices to school. All rules that apply to school devices apply to those brought from home. The device is the complete responsibility of the student, and the school is not responsible for any loss or damage to the device. If requested, the school will provide a locked storage area for personal devices.

To help with the online safety of the students, to prevent distractions in the classroom, and to eliminate a tempting source of cheating on certain assignments and tests, the following rules will be enforced regarding personal technology devices at school:

- Student cell phones must be kept off or silent and stored in the student's locker, backpack or can be stored by a staff member, if requested.
- Cell phones may not be used during the school day without permission from a teacher or staff member.
- Cell phones should not be used during school activities outside of school hours, such as sports practices or Drama Team rehearsals, without permission from the supervising adult.
- Internet/smart watches and other devices fall into the same category as cell phones, and should not be in the classroom during the day or used during other school activities.

Violations of this policy will result in the student losing the privilege of bringing any personal technology devices to school or being required to check those devices in with the school office upon entering the building.

BULLYING & CYBERBULLYING POLICY

In a Christ-centered school, it is our intent that all students treat others in the way Jesus has modeled for us. Our school strives to maintain a safe, positive learning environment and therefore bullying in any form will not be tolerated.

Bullying means any repeated, intentional gesture, written, verbal, electronic or physical act or threat that creates an intimidating, threatening or abusive environment for a student or staff member. For example:

- Harming or causing fear of harm for a student or staff member, whether physically or mental
- Damaging or causing fear of damage to a student or staff member's property
- Any other form of repeated intimidation or harassment

Cyberbullying means bullying by use of any electronic communication device such as, but not limited to: email, instant messaging, text messages, blogs, cell phones, social media and websites.

Any conversations through electronic communications (such as text, Snapchat, email, Facebook, Instagram, etc) that cause issues/disruptions at school will be disciplined as if they occurred at school.

This bullying/cyberbullying policy is in effect for all students while on school property or at any school-sponsored activity or event, while utilizing school property, or while in a vehicle to or from a school-sponsored event.

Anyone who engages in bullying or cyberbullying in violation of this policy will be subject to appropriate disciplinary action according to Bethany Lutheran School's Code of Conduct. Students who have been bullied or cyberbullied should promptly report the incident to a staff member.

STUDENT UNIFORM AND DRESS CODE

At Bethany Lutheran School we desire to have students dress in a way that is modest and respectful, showing pride in their appearance. In order to accomplish these goals, Bethany has adopted a student uniform policy.

All clothing and accessories should reflect our Christian school values, and may not portray any offensive, political, or divisive messages. Students should wear clean clothing, in good condition, and appropriately sized. All clothing must be hemmed, not frayed, and without holes.

All shirts, blouses, and turtlenecks must be tucked in (this is encouraged in grades K-2 and enforced in grades 3-8).

Pants/shorts/skirts must be worn at the waist. If not, a belt is required. Belts must have buckles and be a solid color. No ropes, chains, hooks, suspenders, or items hanging from the student are permitted.

The following ARE NOT permitted as part of the school uniform:

- * Sweatshirts, sweatpants, and warm-ups.
- * Outdoor clothing (sunglasses, jackets, hats, etc.)
- * Visible tattoos or markings on the skin. May be covered, if needed.
- * Excessive make-up.
- * Extreme haircuts or hair color.
- * Body piercing (except earrings).
- * Extremes in personal grooming or dress.

Standard hair accessories and modest jewelry may be worn. Any personal decorations that become a distraction in the classroom will be removed to the student's backpack or locker.

Non-compliance with the student uniform policy will not be permitted.

During each quarter of school, uniform violations will be handled as follows:

1st violation—Note and/or email sent home.

2nd violation—Note and/or email sent home. Student loses the privilege of the next free dress day.

3rd violation and beyond—Parents will be contacted. Student will remain in the office until proper attire is worn (either brought from home or from the uniform exchange).

UNIFORM SPECIFICATIONS

SHIRTS

- Long sleeve or short sleeve Oxford button-down dress shirts. Solid colors only.
- Peter Pan style collar is acceptable for girls Oxford shirts.
- Long sleeve or short sleeve polo-style shirt. Solid colors only.
- A solid-color long sleeve shirt may be worn under a short sleeve polo shirt.
- Long sleeve turtlenecks. Solid colors only.
- No sleeveless shirts or blouses. Undergarments should not be visible through any shirts.
- Shirts may not have any logos, lettering, trim or colored edging.
*Exception: polo shirts with the Bethany logo may be worn at any time.

SWEATERS

- Must be one solid color. No collars or hoods.
- Sweaters may be crew neck, v-neck, pullover, or cardigan.
- Sweater vests are permitted.
- Sweaters may only be worn over a uniform shirt (polo, blouse, oxford shirt, or turtleneck).
- Sweaters may not have any logos, lettering, trim or colored edging.

PANTS

- Solid navy, black, gray or khaki uniform pants.
- No colored trim, lettering or cargo pockets are permitted.
- Fabric/material should be twill, chino, or other type of standard cotton blend. No corduroy, denim, knit, leggings/jeggings, etc.

WALKING SHORTS

- Solid navy, black, gray or khaki uniform shorts.
- Shorts may be worn anytime during the year.
- Shorts must be appropriate uniform length – at fingertips or longer.
- No colored trim, lettering or cargo pockets are permitted.
- Fabric/material should be twill, chino, or other type of standard cotton blend. No corduroy, denim, knit, etc.

SKIRTS/SKORTS/JUMPERS/POLO DRESSES (GIRLS ONLY)

- Skirts/skorts/jumpers must be solid navy, black, gray or khaki. Plaid patterns must be Land's End Burgundy/Gray Plaid or Land's End Hunter/Classic Navy Plaid.
- Fabric/material should be twill, chino, or other type of standard cotton blend. No corduroy, denim, etc.
- Hems should be appropriate uniform length – at fingertips or longer.
- Polo-style dress may be any solid color. No logos, lettering, trim or colored edging.

JACKETS/SWEATSHIRTS IN THE CLASSROOM

- Fleece jackets, quarter-zip pullovers, full-zip hoodie jackets, and pullover hoodies sold by the school with the embroidered school logo on them, may be worn in the classroom as part of the school uniform. These jackets are to be worn over a uniform shirt.

SHOES

- Students should wear appropriate footwear. Boots, booties, flip flops, Croc and Birkenstock-style shoes are not allowed as part of the school uniform.
- Shoes must stay securely on feet with heels not exceeding 2" in height.
- Shoes must have heels and toes enclosed.
- Socks must be worn.
- If dress shoes are worn, athletic shoes are needed for recess and PE
- When needed, snow boots may be worn to school if other shoes are changed into for use during the school day.

TIGHTS AND LEGGINGS

- Solid colors only.
- May not be worn as uniform pants.
- May only be worn under shorts/skirts/polo dresses.

TIES/BOWTIES

- Ties/bowties may be worn as part of the school uniform. Solid colors only, and worn only with Oxford button-down shirts.

SCOUT UNIFORMS

- Scout (Class A) uniforms may be worn on scout meeting days.
- Scout t-shirts, sweatshirts and sweatpants are not permitted.

GAME DAY ATTIRE

- Students participating in Bethany's sports program may dress up for school on game days (game that evening or the following morning).

GAME DAY ATTIRE (cont.)

The following guidelines should be followed:

- Girls:
 - A dress, skirt or nice pants are appropriate. No shorts. No denim jeans.
 - Skirts/dresses must be at least fingertip length (when standing with arms at sides)
 - No spaghetti straps – or can be covered with a sweater/top
 - No flip flops, Croc or Birkenstock-style shoes
- Boys:
 - A dress shirt and dress pants are appropriate. A tie is encouraged with the dress shirt.
 - Sweaters and other nice shirts are fine, as well. No shorts. No denim jeans.
- Anyone wearing boots or dress shoes for game-day dress up should bring tennis shoes/socks to use for recess/PE.

PE CLOTHING

- Students in grades 5 and up wear a PE uniform purchased through the school.

FIELD TRIP ATTIRE

- Students on field trips should wear their regular school uniform or Bethany Lutheran School Spirit Wear.
 - Spirit Wear is any T-shirt, sweatshirt or polo with Bethany's name/logo/design on it. Spirit Wear is sold annually by the school.
- Teachers designate the clothing appropriate for each field trip.

UNIFORM EXCHANGE

- A school uniform exchange is available and is coordinated by the Parent Teacher League. Parents can donate out-grown uniforms in good condition for others to have. No fees are charged.

FREE DRESS DAY

The following guidelines apply to Free Dress Days:

- All clothing and accessories should reflect our Christian school values, and may not portray any offensive, political, or divisive messages.
- Shorts and skirts must be appropriate length for school. Students should be able to comfortably walk up and down the stairs, and sit in all chairs and desks and remain adequately covered.
- No cosplay attire (costumes, accessories, wigs, props, hats, etc.)
- If leggings are worn, they must be of an appropriately thick material, 100% opaque (not see-through), and worn with a top that extends decently past the waistline.

- Socks must be worn with shoes. No flip flops, Crocs or Birkenstock-style shoes.
- Boots/booties may be worn on free dress days. Athletic shoes for recess/PE must be brought for use during those times.
- Pants must be worn at the waist. No pajama pants.
- Undergarments must not be visible. No spaghetti-strap tops.
- Outdoor gear (coats, hats, sunglasses, etc.) should not be worn in the classroom.

All attire will be subject to the approval of the principal.

HOMEWORK

Assignments given in school might not be completed during the school day and therefore need to be finished at home. In addition, teachers may see a need to assign work to be done at home which will be beneficial to the education of the students. Teachers should check in with parents periodically to be sure homework amounts are beneficial for their students, and parents should communicate with teachers about any questions concerning homework levels or content.

TUTORING

Teachers and other staff members are willing to provide tutoring for students when needed. Tutoring will be held outside of school hours, and a fee will be charged for this service. The fee is to cover the expense of paying the instructor and materials needed for the program.

LATE WORK POLICY

If a student's assignment is not complete at the time it is due, it will be considered late. The work still must be completed and turned in. Adjustments to the final grade will be made based on each teacher's policy regarding late work.

If late and/or incomplete work or missing assignments continues to be a problem, a parent conference will be scheduled. This conference will result in an improvement plan in regard to these issues, which will be monitored closely to be sure positive results are seen. Continued late work, incomplete work and/or missing assignments can result in a non-passing grade in a class or subject.

STUDENT PROGRESS

Grade cards are issued quarterly. Required parent-teacher conferences are held after the first quarter and during the middle of the third quarter of school. Conferences are held on an "as needed" basis at any other time of the year.

Grades are posted online (<http://bethanylutheran.eduk12.net>) for students in grades 3-8, and can be accessed by parents at any time, with a user ID and password obtained from the school office. Grades are updated by Wednesday

morning for the previous week. Students in grades K-5 receive a combination of letter grades and +/- evaluation marks. Middle school students (grades 6-8) receive letter grades in all subjects.

Achievement Grades			Additional Marks	
A	Excellent	92-100%	+	Exemplary
B	Good	82-91%	/+	Exceeds Expectations
C	Average	72-81%	/	Meets Grade Level
D	Poor	62-71%	/-	Progressing
F	Failure	0-61%	-	Needs Improvement

HONOR ROLL

Students in grades 5-8 are eligible to be on the school’s honor roll. Honor roll is determined quarterly. Students with all A’s and B’s for that particular quarter are on the honor roll. High Honor Roll is awarded to students with all A’s for that quarter. Subjects that are graded on the +/- scale are not included in the calculating of honor roll.

ACCELERATED READER PROGRAM

Accelerated Reader (AR) is a computer-based program that tests independent reading comprehension. Students read a book, take a quiz over the book and earn points for all quizzes that are passed. This program is available to all grades, and is used by teachers as part of their instruction.

Students may only take AR quizzes at school. The book must be completely read before a student takes a quiz over the book. Books cannot be used for reference when taking a quiz. At the beginning of each school year, students may test over 2 books that they have read over the summer. This should be communicated with your child’s teacher.

Goal-setting and incentives/rewards are part of this program. Meeting reading goals/point totals are part of a student’s reading/literature grade at some grade levels. More information can be found about the AR policy from the school office.

TESTING

Testing is an essential part of an overall learning environment. At Bethany, we administer the NWEA MAP (Measures of Academic Progress) test 2-3 times a year. Kansas State Assessments are administered in grades 3-8 each spring. Parents are provided with results from these assessments, and teachers use the data to adjust instruction, address students at all levels, and to improve the educational program as a whole. DIBELS and other testing is completed as designated by the classroom teacher. By enrolling at Bethany, consent is given for participation in all testing procedures.

If a student displays academic, behavioral, sensory, or speech difficulties, beyond the services available at Bethany Lutheran School, further evaluation can be requested from the local public school system.

SCHOOL & CLASSROOM LIBRARIES

Each classroom has its own library consisting primarily of leveled hardback and softcover books, as well as some resource material. The Bethany Lutheran School library has been established to provide a ready educational resource for Bethany students and staff. Library usage rules have been formulated to maintain the integrity of the library collection.

No book is to leave any library without first being properly checked out by the librarian or a teacher/staff member.

Students may check out two books at a time. Students who fail to return a book are ineligible for further checkouts until the book is returned. Missing book notices will be sent home with students and/or communicated to the parents. Students who do not return a book (or return it in a damaged condition) will be expected to pay the book's replacement cost in full.

WORSHIP

Weekly chapel services are held for all students, staff and any parents/guests wanting to attend. Offering will be collected during chapel and given to pre-determined organizations. During the church seasons of Advent and Lent, the school children and staff join Bethany's noon church service in place of a weekly chapel service. Students are expected to willingly participate in all regular chapel services and worship opportunities.

FOOD & DRINKS

Breakfast

Breakfast is not provided at Bethany. Students attending before school care may bring breakfast with them to eat/drink before dismissing to their classroom at 8:15 AM. Students finishing any breakfast food or drinks as they arrive to school must finish consuming their items in the school entryway before heading to class.

Lunch

Students have the option of bringing their own lunch or buying a lunch at school. Lunch served at school is catered in, and is served by volunteer servers. Menus are published in advance and orders/payments are due prior to the start of each month. Milk and/or other drinks offered by the school may also be purchased.

When sending a drink with your student's lunch, water or other healthy drinks are best. Pop or other high-sugar drinks and highly-caffeinated or energy drinks should not be sent.

Students do not have access to a fridge or a microwave for their lunch. Insulated lunch bags work great, as do insulated containers and thermoses for hot or cold items.

Parents who wish to have lunch with their student should refer to the guidelines found in the “Parent Visits” section of this handbook.

Water Bottles

Students are encouraged to have a water bottle with them each day at school. Water bottles must have a lid that closes securely, and may only contain plain/unflavored water.

FIELD TRIPS

All classes take field trips. Each child's participation is approved by the parent's signing of a notarized permission slip which covers all trips for the duration of the student's enrollment at Bethany. The children are transported by private vehicles and/or rented buses/shuttles. All children must wear seat belts in private vehicles, and state laws regarding booster seats and front seat riders must be followed.

The cost of most field trips is covered by the field trip fee collected at registration at the beginning of the school year. Larger trips (Blue Springs School of Economics, Wildwood, etc.) require an extra payment and sometimes extra permission forms.

8TH GRADE CLASS TRIP

This occurs during the 8th grade year for class members and adult chaperones only. The length of the trip shall be a maximum of five days. Out of pocket costs are not expected to exceed \$900.00 per student. This amount includes funding of the chaperones' expenses.

The trip is funded through the parents and/or through fundraising. It is recommended that at the end of the 7th grade year, a committee composed of volunteer parents, in consultation with the middle school teachers and the principal, begin fundraising plans to help offset the cost of the trip.

Money generated by fundraisers will be credited to the participating students' accounts. Money generated this way will remain in the fund regardless of whether the student leaves the school or chooses not to participate in the trip. Money remaining in the class fund after the trip will be applied first to the class legacy gift or second to the school tuition assistance fund.

Chaperones for the 8th grade class trip will consist of at least 2 adults, one of which must be a staff person. Additional chaperones will attend if needed, based on the size of the 8th grade class. Assigned chaperone's expenses should be covered by class funding. Parents of the 8th grade students should not be chaperones for this trip.

CLASSROOM PARTIES

Classroom parties are held for the enjoyment and growth of the children. When possible, parties include a benevolent activity in or for the community as determined by the school staff. School parties are held for Reformation Day, Christmas, and Valentine's Day.

BIRTHDAY PARTIES/BIRTHDAY TREATS

Invitations to birthday parties or other social events should not be handed out at school unless inviting everyone in the class, or all the boys/girls in the class. Parents can do a good thing for their child and for the school environment by planning parties that don't leave some students out. Encouraged ideas are: just one-two friends, all the girls in the class, all the boys in the class, the whole class, or the whole team. Please consider how your child feels when left out. Contact your child's teacher ahead of time with details when sending in treats for your child's birthday. Teachers often serve birthday treats at lunch.

Guidelines to follow:

- Must be store-bought and in packaging that identifies all ingredients so those with food allergies can stay safe.
- Items should be ready to serve, easily handed out by the teacher.
- Does not need to be individually packaged, so a box of donuts, for example, is fine, but ready to serve (easily handed out by the teacher) is important.

MUSIC

The students have various annual presentations of programs and musicals. Each class (through group choirs) meets regularly for music/choir and participates in Sunday worship on a periodic basis.

Fourth graders are introduced to band instruments throughout the year. Band is offered to students in grades 5-8. Beginning band instruments include trumpet/cornet, trombone, flute, saxophone, clarinet and percussion. As students progress in 5th-8th grade, they join advanced band and have the option to move onto other instruments, if desired. Band instruction takes place during the school day, with time before or after school used according to the instructor's schedule and availability.

EXTRACURRICULAR PROGRAMS

When possible, Bethany will offer additional educational opportunities beyond the standard curriculum. Examples include, but are not limited to: Chess Club, Lego Robotics, Computer Coding, Drama Team, Destination Imagination, and Quiz Bowl. When possible, these classes will be held outside of school hours, and a fee will be charged for participation. The fee is to cover the expense of paying the instructor(s) and materials needed for the program.

ATHLETICS

Bethany Lutheran School participates in the Kansas City Lutheran Athletic League (KCLAL). All students must adhere to Bethany's sports academic eligibility policy in order to play on any team. An annual physical form, parent agreement form and a per-sport athletic fee must be completed before participating in Bethany's sports program. Further information about the sports program can be found in the KCLAL Handbook.

PARENT-TEACHER LEAGUE (PTL)

The purpose of the Bethany Lutheran School Parent-Teacher League shall be:

- To enhance and support the educational experience at Bethany Lutheran School
- To develop a closer relationship between the home and school
- To improve the environment at Bethany Lutheran School through volunteer and financial support

Membership in the PTL is open to all parents/guardians of Bethany Lutheran School students, plus all staff members of the school. All members are entitled to participate in all activities of the PTL and have the right to vote.

Further details about the structure, policies, and activities of Bethany's PTL are available from the school office.

VOLUNTEERS

We are thankful for everyone who is willing to give of their time to help with different activities throughout the school year. We need volunteers for many different things including driving on field trips, serving lunch, helping with school events, plus much more. All volunteers working directly with children, supervising students, or driving on a field trip will need to submit their information for a background check. Background checks remain current for 2 years. All applications and results of screenings are kept secure online through our provider account.

When volunteering in any capacity at Bethany, all volunteers must agree to the following requirements.

Volunteers must:

- Be trained by the leader of the respective area before beginning any duties.
- Treat students with respect and model Christ-like behavior with the students, at all times.
- Keep confidential any sensitive information concerning a student and/or his or her family. When necessary, the volunteer should share confidential information with the teacher or supervisor when in the best interest of the student.
- Contact a staff member for assistance when needing to administer any medication to student.
- Refer discipline issues to the teacher or supervisor of the classroom or activity.
- Make themselves familiar with fire and emergency exit routes posted in all school classrooms and other areas.
- Report all injuries to appropriate staff members. The majority of staff members are trained in First Aid/CPR and the use of an AED. An

accident report form should be completed, with assistance from a staff member, for any injuries that might result in a visit to a doctor or urgent care.

- Wear appropriate clothing that does not portray any offensive, political, or divisive message.
- Avoid situations that are uncomfortable for either the volunteer or the child, especially in regard to touching, lap sitting, and restroom assistance.
- Only offer the minimum amount of assistance needed when accompanying students to the restroom. Students should go into stalls alone and assistance with clothing should only be done in the presence of another adult or staff member.
- Be in an open area or a room with the door open when working with students one-on-one.
- Refrain from using tobacco of any kind while on the premises of Bethany and/or during school events, and may not possess, dispense or use any controlled substances. The use of alcohol or being under the influence of alcohol while supervising youth is prohibited.

Field Trip Drivers

Driving information must be submitted annually for anyone operating a vehicle and transporting students to, from and/or during a school event. When volunteering to transport the students, volunteers must agree to the following requirements.

- Driver must have current liability insurance on their vehicle.
- Driver may not text or participate in any non-emergency phone calls while transporting Bethany students.
- Driver will ensure that all passengers wear their seatbelt.
- When needed, driver will follow all child safety seat laws, i.e. who must use a booster seat and who may ride in the front seat.
- Driver will follow all traffic safety laws while transporting Bethany students.
- Driver will drive to and from the intended destination only, with no other stops or side trips.



YOU MADE IT TO THE END!

makeameme.org

