



Parent/Student Handbook
2022-23

I.	<u>Introduction</u>	5
II.	<u>Enrollment</u>	6
	A. Non-Discrimination	6
	B. Age of Eligibility	6
	C. Enrollment Process.....	6
	D. Preregistration and Registration	7
	E. Parents New to Bethlehem	7
III.	<u>Organization and Administration</u>	7
	A. Administration	7
	B. Voter’s Assembly	7
	C. SALSA	8
IV.	<u>Calendar and Schedule</u>	8
	A. School Hours/Visitation.....	8
	B. Noon Hour Recess Policy	8
	C. School Calendar	8
V.	<u>Curriculum and Instruction</u>	9
	A. Worship	9
	B. Religion	9
	C. Language Arts	9
	D. Foreign Language	10
	E. Mathematics	10
	F. Science	10
	G. Social Studies	10
	H. Visual Arts	11
	I. Music	11
	J. Computers	11
	K. Physical Education	12
	L. Study Skills	12
	M. Outdoor Education	12
	N. Field Trips	12
VI.	<u>Measuring Student Progress</u>	13
	A. Standardized Testing	13
	B. Grading	14

C.	Report Cards	14
D.	Honor Roll	14
E.	Parent-Teacher Conferences	15
F.	Progress Reports/Online Grading	15
G.	Promotion/Graduation	15
H.	8 th Grade Graduation	16
I.	8 th Grade Graduation Celebration	16
VII.	<u>Extracurricular and Co-Curricular Activities and Events</u>	16
A.	Athletics	16
B.	Other Extracurricular Programs.....	16
C.	Eligibility – Athletics	16
D.	Eligibility – Other Extracurricular Activities	17
E.	Choir	18
F.	School Picnic	18
VIII.	<u>Auxiliary Services</u>	19
A.	Library	19
B.	Milk and Lunch	19
C.	Lost and Found	19
D.	Telephone	20
E.	Extended Care	20
F.	Bus Transportation	20
G.	Lutheran High School	21
IX.	<u>Health and Safety</u>	21
A.	Illness	21
B.	Communicable Diseases	21
C.	Medication	23
D.	Physical Exams	23
E.	Immunizations	23
F.	Fire/Tornado/Safety Drills.....	23
G.	Child Abuse	24
X.	<u>School and Home Relationships</u>	24
A.	Expectations for Bethlehem Parents	24
B.	What Parents Can Expect From Bethlehem Lutheran School	24

	C. Cooperation and Communication	25
	D. Contacting Teachers	25
	E. Contacting Students	25
	F. Parties and Party Invitations	25
	G. Problems and Complaints	26
	H. Newsletter/Website	26
	I. Church Attendance	26
	J. Dress and Appearance	27
	K. Arrival at School	30
	L. Dismissal	30
	M. Leaving School During School Hours	31
	N. Emergency School Closing	31
	O. Absences and Tardiness	31
	P. Homework	32
	Q. Completing Assignments	33
	R. Supplies	33
	S. Parent Involvement	34
XI.	<u>Discipline</u>	35
	A. Conduct and Discipline	35
	B. Detention.....	42
	C. Suspension	42
	D. Expulsion and Removal of Students	42
	E. Treatment of School Property	43
	F. Behavior at School Events	43
	G. Nuisances and Hazardous Materials	43
	H. Cell Phones/Electronic Devices	43
	I. Out-of-Bounds Areas	44
	J. Weapons	44
	K. Drugs and Alcohol	44
	L. Harassment	45
XII.	<u>Financial</u>	46
	A. Contributions of Members	46
	B. Registration Fee	47

C. Tuition	47
D. Payments	47
E. Unpaid Bills	48
F. Financial Assistance	48
G. Refunds	49
H. Fundraisers	49
I. Scrip	49
<u>Wisconsin Parental School Choice Program</u>	50

I. INTRODUCTION

Parenthood is a sacred trust with which the Lord has blessed you. The duties and responsibilities of child-rearing are yours. Bethlehem Lutheran Church wishes to assist you in these obligations by providing the best possible education for your child -- a Christian education through its school, operating since 1890.

Bethlehem Lutheran School is part of a system of over 2,500 Lutheran schools throughout the United States educating over 290,000 children and having over 18,000 teachers. Lutheran schools have continued to thrive in America for over 150 years. As a member of The Lutheran Church--Missouri Synod, Bethlehem represents the largest Protestant parochial school system in the country.

It is our sincere desire that your child be taught a Christ-centered way of life in a Christian atmosphere by mature Christian teachers who are free to exercise their faith in action, thus supplementing the nurturing that you as parents have faithfully begun.

The main purpose of this booklet is to provide parents with a ready source of information on matters pertaining to the over-all program of Bethlehem Lutheran School. Parents having children enrolled in the school are urged to familiarize themselves with the contents of this handbook and to keep it available throughout the school year. Others may find this booklet useful when friends inquire about various matters pertaining to their child's school life. By being well informed, the home, school, and church will better provide the maximum benefits of Christian education for the Lord's most valuable resource, children.

PLEASE NOTE: Major changes in the 2022-23 Parent Handbook are indicated in ***bold italics***.

II. ENROLLMENT

A. Non-Discrimination

Bethlehem Lutheran School admits students of any race, color, national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national/ethnic origin in administration of its educational policies, admissions policies, athletics, and other school administered programs.

B. Age of Eligibility

By September 1, a child must be three years old to enter 3K, four years old to enter 4K Kindergarten, five years old to enter 5K kindergarten, and six years old to enter first grade. A birth or baptismal certificate must be presented as evidence of birth date.

C. Enrollment Process

Parents wishing to enroll students in Bethlehem for the first time are urged to make applications as early as possible. New students will be considered for enrollment only after the following conditions are met:

1. All enrollment forms are completed to the satisfaction of the principal;
2. The enrollment fee has been paid; and
3. Records from any previously attended school have been received.

Bethlehem is not staffed or equipped to deal with children who have severe learning and/or emotional problems. Each child is admitted on a conditional basis until the principal and classroom teacher have a chance to observe the child's academic achievement and behavior.

4. An applicant applying through the choice program may only be denied based on program eligibility—income and residency. After a student is accepted, the school may implement its policies on discipline, academics, etc. as it deems appropriate. The school must accept all choice applicants that meet income and residency requirements.

If your application is not accepted by Bethlehem Lutheran School, you may file a letter of appeal with the school Principal. This appeal must be filed within 14 calendar days of receipt of notice of denial. To be officially accepted, the appeal must be mailed to the school office. No faxed or emailed appeals will be accepted. All appeals received in the official manner and within the prescribed time will be reviewed by the Principal and his/her Advisory Council. You will be notified in writing on their final decision within 14 calendar days.

D. Preregistration and Registration

Each spring a preregistration form for the next school year is sent home for the parents of all eligible students. The completed preregistration form with the preregistration fee should be returned to the school office by the end of April. All parents must register their children before classes begin. Registration occurs in August. At this time, various items of paperwork need to be completed, and tuition payments are due.

E. Parents New to Bethlehem

Parents new to Bethlehem are asked to attend a special evening orientation and registration session in August. At this session, the school's programs are explained, and an opportunity is given to ask questions. Families are also able to meet other new families before the school year begins.

III. ORGANIZATION AND ADMINISTRATION

A. Administration

The affairs of the school are administered by the professional staff, under the Board of Christian Day School, operating by the authority of the Voters' Assembly of Bethlehem Lutheran Church.

The principal of Bethlehem Lutheran School is responsible to the Board of Christian Day School for the supervision of the school. It is his task to implement the policies of the Board of Christian Day School so that the school will function in an orderly manner. The members of the Board of Christian Day School are:

- | | |
|------------------------------------|--|
| Mrs. Judy Heinecke (920) 458-6678 | Mrs. Kirsten Lemus (Director)(920)254-4511 |
| Mr. Ryan Detlaff (920) 946-0196 | Mrs. Holly Leibham (920)254-4067 |
| Mr David Strohschoen(920) 452-6264 | Mr. Greg Richardson (920) 208-7875 |
| Mr Allen Holzheimer (920) 208-7507 | Mrs. Val Zimbal-Sarinana (920) 207-7275 |
| Mr. Josh Ursprung (414) 588-8697 | Mrs. Keeli Johnson (920) 458-0901 |
| Mrs. Sarah Wildman (920)980-2715 | |

B. Voters' Assembly

The Voters' Assembly of Bethlehem Lutheran Church makes decisions which affect the school. These decisions include setting a budget, approving teaching and other staff positions in the school, approving any building or major remodeling, and extending tenured Divine Calls to principal and teachers. Any member of Bethlehem Congregation who has reached his/her 18th birthday may become a voting member of the

congregation by signing the constitution of the congregation. New members of the Voters' Assembly may vote at the first meeting following the one in which they are accepted as voters.

C. SALSA

Bethlehem is one of six Lutheran elementary schools in Sheboygan County comprising the Sheboygan Area Lutheran School Association, Incorporated (SALSA). The other member schools are Immanuel, St. Paul's, and Trinity, all in Sheboygan; St. John's, Plymouth; and St. John's, Random Lake (Sherman Center), as well as Sheboygan Lutheran High School.

SALSA sponsors various programs and activities to benefit its students. These programs and activities include an outdoor education program, a music festival, a biennial science fair, Scholastic Olympics, a forensics program, a track meet, a spelling bee, a joint graduation service (for the three city schools), and the SALSA athletic league.

IV. CALENDAR AND SCHEDULE

A. School Hours/Visitation

The school day begins at 8:00 a.m. Dismissal is at 3:10 p.m. 3 Year-old Kindergarten meets Monday, Tuesday and Thursday mornings from 8:00 a.m. to 11:20 a.m. 4 Year-old Kindergarten meets Monday, Tuesday, Wednesday, and Thursday mornings from 8:00 a.m. to 11:20 a.m. 5 Year-old Kindergarten is an all-day program each day, although arrangements will be made who prefer that their children attend only in the mornings. All visitors to BLS during the day need to stop at the office to sign in and receive a visitor pass to wear.

B. Noon Recess Policy

Weather permitting; children will have supervised recess on the playground as part of the lunch period. No one is to leave the school grounds except by written permission from home. Parents are able to eat with their children. We encourage parents not to bring in "Fast Food" items for lunch for them or their children. This goes against our Nutrition and Wellness policy. If you want to take a child out for lunch please do so.

C. School Calendar

The official school calendar (determining the days on which school is held) is set by the Board of Christian Day School each winter for the following school year. During its meetings in June, the faculty determines the activities calendar for the following school year, setting dates for various school activities and events. The PTL Board sets dates for

its events also during late spring or the early part of the summer for the next school year. All events can be found on our website or on the Sycamore system.

V. CURRICULUM AND INSTRUCTION

A. Worship

In addition to the worship practices begun in the home by parents, the faculty of Bethlehem Lutheran School assists the worship of children by instructing them in the preparation and leadership of private, semiprivate, and public devotions. Available printed materials are first introduced and made familiar to the child; ultimately the child will be encouraged to write his own prayers and simple devotions to make his worship more personal and meaningful.

As an opportunity to use this form of acquired training, the school provides devotional leadership opportunities in the classroom on a regularly scheduled basis. Students also worship in chapel services each week during the school year. All parents and friends of Bethlehem School are invited to attend our midweek chapel services, normally held on Wednesdays at 8:15 a.m. in church.

B. Religion

All children receive daily formal religious instruction. They learn Bible stories and how to apply the Word of God in their personal lives. It is our goal that the children will hear the Word as the voice of a living God. Students also memorize key Bible passages (using the ESV English Standard Version) and parts of Luther's Small Catechism. All students participate in religion classes, devotions, and chapel services.

All students in seventh and eighth grades have religion classes taught by the church pastors. In addition, these students also receive confirmation instruction in preparation for being received into communicant membership in the congregation. Parents of seventh and eighth graders who are not members of Bethlehem Church have the option of their children taking the same confirmation class work as the member children or using this as study time. School Choice/Voucher students can opt out of religious instruction as well as chapel/church attendance.

C. Language Arts

In Kindergarten and grade one, reading, writing, and spelling are integrated into the language arts program. By grade two these skills have been defined and their teaching has been separated. The language period is used to help the child gain skill in oral and written expression, creative writing, and in gaining study skills. In handwriting,

manuscript is taught until the middle of the second grade. From grade four on, the children should use cursive writing for most work, but maintain their skill in manuscript.

A basic reading series that includes “leveled readers” is the core of our reading program. This series consists of textbooks employing a phonetic approach to reading. Other reading materials are used to supplement the basic materials. Interpretation, application, and appreciation for various forms of literature are emphasized at the middle school level.

D. Foreign Language

Spanish is taught in all grades starting with informal learning of simple words and phrases in 5 Year-old kindergarten, and moving on to formal instruction in grade 1. The aim of the Spanish program is to introduce students to the language, and learn simple conversational Spanish.

E. Mathematics

Teaching the concepts, theories, skills and practical application of math principles is emphasized. Students in grades five through eight are all taught math at the same time. This allows students who need extra help or extra challenges in math to be moved to a math class more appropriate for their abilities and progress. Eighth graders who qualify may take a high school level algebra class instead of the regular eighth grade math program.

F. Science

Science is a vital subject in our school because it develops an appreciation of the marvels of God's creation and helps to prepare children to live in our complicated society. Science is taught at all grade levels. In kindergarten through grade eight, the course is general science. Students often led to apply investigative approaches to learning the principles of science.

G. Social Studies

Social Studies includes; geography, history, sociology, and economics. In the lower grades the course is organized by units which cut across the fields. In grade three, regional studies begin, concentrating on the various regions of our world, and culminating in an intensive study of American history at the seventh and eighth grade level. Wisconsin history is taught in grade four. By appreciating God's direction in the history of His world, children learn to trust God to guide their lives also.

H. Visual Arts

Art covers many areas of development throughout the K-8 classroom setting.

I. Music

Music is taught through the various school choirs and through classroom music instruction.

Instrumental music lessons are also available starting in grade 5. There is a band fee that is collected each month. Band fees include lesson books, instrumental music lessons (either individual or small group during the school day), band rehearsals (evenings at Lutheran high School), and band concerts. Concert band practice will be held for all SALSA band students upon demonstration of appropriate proficiency.

As a prelude to instrumental lessons, the recorder is introduced to all students in grade 4 as part of our classroom music program.

J. Computers/Technology Use Policy

Students in grades four through eight take formal classes in computers to help them become knowledgeable about the capabilities and limitations of computers, including word processing, spread sheets and data bases. Computer classes are taught in grades 5 to 8. Students in all grades also have the opportunity to use Chromebooks, I-pads and interactive white boards.

Students are expected to use the computers and access the Internet in a responsible manner. Students who are unwilling to follow the school's policy on computers and Internet access may be denied their use. Parents with children in grades 4 and new students in grades 5 to 8 will need to agree to the technology use policy before a child is able to use technology in the building.

The use of technology is a privilege and must be treated as such by all individuals. Access entails responsibility. Technology resources include, but are not limited to computers, interactive white boards, printers, video equipment, copy machines, software and the Internet. The resources are to be used for educational purposes in accordance with the Christian standards of Bethlehem Lutheran School.

A separate form, (Photo release/Internet Use Form) allowing use of children's photos for marketing or any other use is sent home for parental approval each year. This form also allows for supervised use of the Internet.

K. Physical Education

Physical education is considered an integral part of a child's education, and therefore each class beginning with kindergarten is scheduled for several organized physical education classes each week.

Participation in gym classes will be expected unless a written excuse is received from a parent or doctor. A written excuse from a parent is valid for no longer than one week; an excuse from a physician is valid for 1 week only unless stipulated otherwise on the physician's excuse. After that time, another excuse, if needed, must be sent to the teacher. If a student is unable to participate in physical education class, he/she may not participate in recess or in any athletic practice or game that day.

Students in grades 5K-8 are required to have gym shoes that do not mark the floor, and tie or close with Velcro; students without appropriate shoes may not be allowed to participate in PE classes. Bethlehem PE uniforms are available for purchase, and must worn for PE classes in grades 5 - 8. Gym clothes should be labeled with the student's name and taken home weekly to be washed.

L. Study Skills

We believe that an important part of a child's education is that they learn how to study. To that end, various study skills are taught throughout the grades, and students are expected to use them. An important part of study skills is organizational skill. To assist with this, students in grades four through eight are expected to maintain assignment notebooks provided to them.

M. Outdoor Education

Another important part of our curriculum is our Outdoor Education program. The seventh grade class, together with seventh graders from other SALSA schools, will have an opportunity to spend time together in the fall, working, learning, playing, and worshipping with one another at Camp Anokijig in Plymouth Wisconsin. More information on this program is provided to the parents of seventh graders during the first week of school. There is a fee for camp which needs to be paid before attending. All students are required to attend camp. If, for a documented medical reason, a student is unable to attend, the student must attend school.

N. Field Trips

Field trips are enjoyable extensions to the classroom learning experience. Teachers will send home permission slips with all the necessary information. Verbal permission over the phone will no longer be accepted, only a signed and dated permission slip will allow your child to leave school for a field trip.

Each year, parents in some classes will need to sign a “Walking Field Trip Permission Slip”. It will cover the entire school year and will grant permission for teachers to take their students on short walking trips for a variety of reasons.

Parents are often needed to provide the transportation. The school will require that volunteers transporting children in their cars have proof of proper insurance coverage and a valid driver’s license on file with the school office. All volunteers will be subjected to a background check to volunteering.

Students must wear seat belts and be respectful of the parent drivers and chaperones. Parents need to provide booster seats for those children whose age and weight still requires their use.

VI. MEASURING STUDENT PROGRESS

A. Standardized Testing(MAP Testing)

Standardized achievement tests are administered each Fall, Winter & Spring to students in grades 5K to 8 to help determine the strengths and weaknesses of individual students and the classes as a whole. The test battery measures mastery of the basic skills in listening, vocabulary, reading, spelling, language, study skills, math, & science. These tests give teachers and parents information on how well the pupil has mastered the basic skills. They also show how a pupil's mastery of these skills compares with that of thousands of other pupils across the nation who have taken these tests. The Wisconsin Forward exam will be given to grades 4th and 8th for only Choice/Voucher students. If a parent opts out of this testing the parent must send the school a letter explaining.

It is important that if at all possible students be in school the week of standardized testing (see the calendar in the back of this handbook for the dates). Daytime appointments with doctors, etc., should be avoided during testing.

Parents should remember that standardized tests are not absolute indicators of student achievement or ability, and are only one indicator among many that can be used to assess student progress.

Children's test results will be shared with parents after the tests have been scored.

B. Grading

The following grading scale is used in those classes which determine performance records by percentages:

A: 100 - 92%

B: 91 - 82%

C: 81 - 72%

D: 71 - 62%

F: 61% and below

Grades in any subject may be lowered because of incorrect mechanics (spelling, grammar, punctuation, etc.). Teachers will send home to parents specific standards used in grading.

C. Report Cards

A report of each child's progress is prepared at the end of each quarter. Parents can request a paper copy of the report from the office otherwise they are able to view the reports on their family's Sycamore Education account. Students receive grades for both achievement and effort.. Parents are urged to give all reports their careful attention.

D. Honor Roll

The school recognizes the academic accomplishments of those students who achieve high marks in grades 5, 6, 7, and 8. The awards are determined through averaging the grades that the students earn in all graded subjects and are matched to the level of award listed below. An Honor Roll Certificate is presented to deserving students from grades 5-8 at the close of each quarter. The following scale determines placement on the Honor Roll:

A Honor Roll	3.75 + grade point average
B Honor Roll	3.5-3.749 grade point average

In addition, at the end of the second, third, and fourth quarter, students in grades five through eight who have shown a significant increase in grade point average from the previous quarter are given the Principal's Achievement Award.

E. Parent-Teacher Conferences

After the end of the first quarter, parents of students in 5K-8 are asked to come to the school for Parent-Teacher Conferences to discuss their children's progress with each child's homeroom teacher. Parent-Teacher Conferences should:

- 1) promote understanding in the home-school relationship;
- 2) strengthen the mutual interest of the parent and the teacher in the child's welfare;
- 3) give the parent a true picture of the child's progress;
- 4) assist the parent and teacher in finding ways to work together for the good of the child.

Parents are notified in writing of the time of their scheduled conferences.

At the end of the second quarter, Parent-Teacher Conferences are held for students in 3K, 4K.

At the end of the 2nd quarter, Parent-Teacher Conferences are held for students in grades 5K-8 as requested by either parent or teacher.

Teachers may request a conference at other times to discuss specific concerns with parents. Parents are urged to request a conference or to contact the teacher by phone whenever they have a question about their child's progress.

F. Progress Reports/Online Grades

Bethlehem Lutheran has online grading. Each family has the ability to check their student's grades whenever it is convenient for them. Every family will receive an access code for our Sycamore system. Each Mid-Quarter a report is created for children in grades 1 to 8. Parents are encouraged to review these reports and contact their child's teacher if there are any questions about their child's progress. Most teachers update the online system every 1 to 2 weeks.

G. Promotion/Graduation

Decisions regarding promotion/graduation of students are made in consideration of the individual child's needs and include recommendations of teachers, parents, results of tests, pupil scores, and other professionals working with that child.

H. 8th Grade Graduation

Upon completing the requirements by the Board of Christian Day School, the eighth graders are promoted into the ninth grade. A graduation ceremony is held at Lutheran High School in combination with the other SALSA schools.

I. 8th Grade Graduation Celebration

Eighth graders are honored at a June celebration. Seventh grade families are asked to help prepare and run the function in the Bethlehem gym with guidance from the 7th & 8th grade homeroom teachers. The celebration follows the graduation ceremony that is held at Lutheran High.

VII. EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES AND EVENTS

A. Athletics

Physical health and development are important to the parent and child. Bethlehem Lutheran School conducts a program of intramural and extramural activities conducive to the development of athletic skills and Christian sportsmanship. Students in the grades 5 - 8 are eligible to compete on teams that represent Bethlehem. We have teams in cross country (boys and girls), volleyball (girls), basketball (boys and girls), and track (boys and girls). Bethlehem values the Christian attitudes displayed by our players, the student body, and their parents in such competition. There is an athletic fee for each sport that a student participates.

B. Other Extracurricular Programs

Students have the opportunity to participate in a variety of extracurricular activities besides athletics. These include a geography bee, spelling bee, musicals, forensics, a music festival, and Scholastic Olympics.

C. Eligibility -- Athletics

ACADEMIC ELIGIBILITY -- The following standards apply to those students who are playing on the any teams ("A" or "B"). To remain eligible for their sport/event a student must:

Work to the best of her/his ability;

Faithfully complete and hand in daily assignments; and

Receive passing grades in all subjects (measured at mid-quarter and the end of the quarter).

(Students may remain eligible if they have worked to the best of their ability even if they have not received passing grades in all subjects.)

PENALTIES -- If the student receives a failing grade on a mid-quarter or end-of-quarter report, the following penalties will be enforced:

FIRST VIOLATION OF A SEASON: The student may practice with the team but cannot play for the next two games.

SECOND VIOLATION: The student may not practice with the team and cannot play in the next four games (principal's discretion after consultation with the athletic director).

THIRD VIOLATION: The student may not practice with the team and cannot play in the next six games (principal's discretion after consultation with the athletic director).

FOURTH VIOLATION: Suspended from the sport for the remainder of the season.

BEHAVIOR ELIGIBILITY

1. 3 minor referrals in a three week period: the student-athlete is ineligible for 2 games. Student may practice with the team but cannot dress in their uniform or perform publicly for the next two games/matches.

2. 6 minor infractions in three weeks or 1 major referral: the student-athlete is ineligible for 3 games. The student may practice with the team but cannot dress in their uniform or perform publicly (principal's discretion after consultation with the athletic director).

3. 9 minor referrals or 3 major referrals at any point in the season: the student-athlete is ineligible for the remainder of the season. (principal's discretion after consultation with the athletic director).

The principal, after consultation with the athletic director and teacher involved, may modify consequences for ineligibility for exceptional circumstances.

Ineligibility notices themselves do not become a part of the student's permanent school file, although the actions leading to the ineligibility may be recorded in the student's file.

D. Eligibility -- Other Extracurricular Activities

ACADEMIC ELIGIBILITY -- The following standards apply to those students who are participating in extracurricular activities (other than athletics). To remain eligible to participate, a student must:

Work to the best of his/her abilities;

Faithfully complete and hand in daily assignments; and

Receive passing grades in all subjects (measured at mid-quarter and the end of the quarter).

Students may remain eligible if they have worked to the best of their ability even if they have not received passing grades in all subjects.

PENALTIES -- If the student receives a failing grade on a mid-quarter or end-of-quarter report, they will not be allowed to participate in the scheduled event until the grade has been raised to passing. They may however continue to practice for the event.

BEHAVIOR:

1. 6 minor infractions in three weeks or 1 major referral: the student-athlete is ineligible. The student may practice with the team but cannot perform/participate for the event (principal's discretion after consultation with the teacher/staff member).
2. The student needs to be in attendance in order to participate in the event.
3. Ineligibility notices themselves do not become a part of the student's permanent school file, although the actions leading to the ineligibility may be recorded in the student's file.

E. Choir

Bethlehem has several choirs. The Cherub Choir is made up of students in grades Kindergarten through three; the Jubilate Choir is made up of students in grades four through eighth. Choirs sing once a quarter during the school year at various services. Students also lead an Advent worship service during December as we prepare for the coming of our Savior Jesus Christ. If a child cannot be present in church, a written excuse is to be given to the choir director, in advance of the absence if possible.

F. School Picnic

At the end of the school year, the Parent-Teacher League sponsors a school picnic at a city park. Parents are encouraged to attend the picnic with their children. The school picnic is not an official day of school since the school year ends with the closing service. Responsibility for the children and transportation to and from the picnic rests with the parents.

VIII. AUXILIARY SERVICES

A. Library

Students are able to select books on a weekly basis from our school library. Each class visits the library once a week. Many of the books found in our school library are fiction. New books are brought in each school year to keep current with changing reading interest. In addition to the books for general circulation, we have a number of encyclopedias and other reference works and also a number of periodicals.

Students are permitted to check out two books at a time for a period of one week. Students must pay for damaged or lost books. (\$10 for lost or damaged materials) Parents may also check the Sycamore system to see what books their students have checked out.

The library also has a collection of videos. These may be checked out by students.

B. Milk and Hot Lunch

Students may bring a bag lunch or take hot lunch. There are no provisions for student use of refrigerator or microwave facilities.

Hot lunch and milk purchase is available in the school office. Funds should be dropped off in the office and will be credited to the student's account. Students may not receive lunches or milks if the account has a negative balance of \$40.00 or more. Balances can be found on your family Sycamore account.

If a child is going to be late to school, parents must order hot lunch by phone prior to 8:30 a.m. or send along a lunch.

Applications for free and reduced price hot lunches may be obtained in the school office at any time during the school year. Federal lunch program guidelines are followed to determine eligibility.

C. Lost and Found

Any items that are found lying around the school will be placed in the Lost and Found. Contact the school office to check lost and found for any of your child's belongings. All unclaimed items will periodically be donated to a charitable cause.

D. Telephone

Children are permitted to use the school phone under supervision, for necessary school business or for an emergency. Permission must be obtained from the homeroom teacher before using the phone; the children will not be allowed to call for forgotten school work, lunches, or gym clothes, or to make social calls or arrangements for overnight visits.

E. Extended Care

Before-school care is available through the Extended Care Program. Families using this care pay for the service provided. The Extended Care Program runs from 6:45 to 7:45 a.m. Students who arrive in the area of the school before 7:45 a.m. (unless directly involved in a school activity or under the direct supervision of a teacher) are expected to go to the Extended Care Program.

The Extended Care Program is also there for 3 and 4 year old students who need care after the class is finished at 11:20 and also on days that the class does not meet.

The Extended Care Program also offers after-school care. This service runs from dismissal until 5:30 p.m. Students who are still at school fifteen minutes after dismissal (unless directly involved in a school activity or under the direct supervision of a teacher) are expected to go to the Extended Care Program.

Students in the Extended Care Program who repeatedly are disruptive or who refuse to obey the Extended Care Supervisor may be suspended from the program, and will not be allowed on the premises before 7:45 a.m. or after 3:20 p.m.

F. Bus Transportation

Prigge Bus Company provides bus service for eligible students; this includes students living in that part of the Sheboygan Area School District designated as the Bethlehem attendance area (which is generally to the south of the school) and more than two miles from Bethlehem. Parents interested in receiving this service are encouraged to contact the school office.

A bus stop for Sheboygan Transit buses is at 12th and Georgia.

Parents living in the Sheboygan Falls school district are eligible to receive a contract from the Sheboygan Falls district. This entitles the parents to receive payments from the district. Parents should contact the Sheboygan Falls district for more information.

G. Lutheran High School

Sheboygan is privileged to have a Lutheran High School. Graduates of Bethlehem are strongly encouraged to continue their Christian education at LHS. Since Bethlehem Congregation is a member of the Sheboygan Lutheran High School Association, members of Bethlehem attending LHS receive a substantial discount on their tuition. The congregation also offers financial assistance to members attending LHS; this financial assistance is based on family financial need.

IX. HEALTH AND SAFETY

A. Illness

When a child is ill, he should stay home. A child who shows any of the following symptoms should not be in school

1. Acute cold
2. Sore throat or earache accompanied by fever of 99.6 degrees or higher
3. Swollen glands with fever of 99.6 degrees or higher
4. Excessively discharging nose
5. Temperature of 99.6 degrees or higher
6. Undiagnosed skin eruptions or rashes
7. General signs of listlessness, weakness, drowsiness, flushed skin, frequent severe headaches
8. Pink eye
9. Continuous disruptive coughing
10. Nausea

Children should not return to school until temperature has been normal for at least 24 hours.

ALL CASES OR SUSPECTED CASES OF CONTAGIOUS DISEASES MUST BE PROMPTLY REPORTED TO THE SCHOOL.

B. Communicable Diseases

The Wisconsin Department of Health states: For the following diseases, the child shall be excluded from school, all public places, and contact with other children according to the following regulation:

1. Chicken Pox -- Keep child home until 5 days after first eruption. All open areas must be scabbed over -- scabs are not infectious, but the wound drainage is infectious.
2. Head Lice -- Keep child home until treatment with a pediculicide has begun and child is **FREE OF LICE AND NITS**. Outbreaks of head lice are common among school children. Head lice are spread by direct contact with an infested person and indirectly by contact with their personal belongings, especially headgear, clothing, hair brushes, and combs. The louse can also survive for a few days at room temperature in the crevices or overstuffed furniture and carpets. **A CHILD MAY RETURN TO SCHOOL ONLY AFTER THE TREATMENT AND REMOVAL OF ALL THE NITS.** Persons may be reinfested with head lice if the nits and lice have not been destroyed in the household. The school will assist as much as possible but it is the parent's responsibility to take care of this problem in the home. We request that you watch your children and deal swiftly and thoroughly if this problem afflicts your household.
3. Hepatitis A -- Keep child home until 7 days after onset of jaundice.
4. Impetigo -- Keep child home until under medical treatment by a physician.
5. Measles -- Keep child home until 4 days after rash appears.
6. Mononucleosis -- Keep child home throughout duration of fever.
7. Mumps -- Keep child home for 9 days from onset of illness or until swelling is gone, whichever is longer.
8. Pinkeye -- Keep child home until there is no discharge from the eye.
9. Ringworm of the skin and scalp -- Keep child home until under active treatment by a physician.
10. Rubella (German measles) -- Keep child home for 7 days after onset of rash.
11. Scabies -- Keep child home until diagnosed by a physician and adequately treated with prescribed medication.
12. Strep Throat -- Keep child home until 24 hours after appropriate antibiotic therapy has begun or for 10 days if antibiotics are not administered.
13. Trench Mouth -- Keep child home until appropriate antibiotic therapy has begun under physician's care.

If you have any questions or concerns regarding the health of your child, please feel free to call the school office. For further information regarding the above diseases, please contact your family physician or call the Sheboygan County Health and Human Services Division of Public Health at 459-4382.

C. Medication

Children needing to take medication will be allowed to do so as needed as long as it does not disrupt the educational program. Children should have their medication kept and administered by the teacher or secretary. Medication sent from home must have:

- the name of the child,
- the name of the medication,
- the dosage,
- the time to be administered,
- the original packaging.

If the medication is prescription, it must also include (in addition to the above information):

- the name and phone number of the pharmacy
- the name and signature of the prescribing physician,
- original packaging and pharmacy label.

A form is available from the school office for parent information on a student's medication. School personnel (paid or volunteer) are not allowed to furnish children with aspirin or other pain medication, cough drops, or anything else that contains any medical ingredients. Medication will be locked in the school office. Student will need to come to the office to take them.

D. Physical Exams

It is recommended by the State of Wisconsin that all children entering a Wisconsin school for the first time have a physical exam before starting school. Physical examinations are strongly encouraged every year for students participating in our extracurricular athletic program.

E. Immunizations

Students of Bethlehem must have on file at the school an accurate and satisfactorily completed Wisconsin Student Immunization Record indicating that he/her has received the minimum immunizations required by Wisconsin law. The state immunization record form is available from the school office.

F. Fire/Tornado/Safety Drills

In accordance with state law and for the safety of the entire Bethlehem family, our school holds fire drills regularly during the school year. During periods of cold weather, students are allowed to wear coats during fire drills.

Several times during tornado season, tornado drills are also held. During both types of drills, students are expected to walk to their assigned areas of safety without talking.

Our school also practices safety drills with our staff and students randomly during the school year in accordance to our safety plan.

G. Child Abuse

Wisconsin law and Board of Christian Day School policy require that any school staff member who suspects that a child has been abused or neglected must report the suspected abuse or neglect to the appropriate civil authorities.

X. SCHOOL AND HOME RELATIONSHIPS

A. Expectations for Bethlehem School Parents

- * Be certain that your child is regular and punctual in attendance.
- * Actively participate in school and congregational activities.
- * Be aware of school rules and follow them.
- * Respect the teacher as a professional.
- * Respect the teacher's personal family time.
- * Be a good, Christian role-model for your children.
- * Read all school correspondence carefully.
- * Make your child's school work a priority.
- * Prepare a quiet study area in your home for your child.
- * Accentuate the positive about all things involving our school.

B. What Parents can expect from Bethlehem Lutheran School

- * Teaching of basic, Biblical truths.
- * Provide a safe, productive, caring environment for the children.
- * Administer discipline based on Christian love.
- * Maintain high educational standards for the students.
- * Maintain open lines of communication between staff and parents.
- * Serve as a positive role-model, exhibiting high standards of Christian values.
- * Schedule regular parent conferences and distribute progress reports that reflect honest, accurate evaluation, recommendations and suggestions.
- * Active involvement of teachers in the life of the school and congregation.

C. Cooperation and Communication

Active cooperation of parents, principal, and teacher is necessary for the proper development of the child. Parents are therefore welcome to visit the school for conferences about their children's progress. Whenever parents are requested by the principal or a teacher to meet because of a behavior difficulty or some other condition interfering with a child's progress, it is highly important that they do so.

If a child is tested for any type of learning problem or any other problem that could affect school performance, parents are expected to sign a release allowing appropriate school personnel to receive information directly from the individual or agency doing the testing. This is necessary for the school to be able to plan the appropriate learning program for the child.

D. Contacting Teachers

From 8:00 a.m. until 3:10 p.m., the teachers' primary responsibility is teaching and supervising children. All teachers may be reached after school between 3:10 and 3:30 p.m. If an emergency forces a parent to contact a teacher during the school day, a message may be left with the office or on the teacher's voicemail; the teacher will return the call when he/she has an opportunity to do so.

Teachers may also be reached at home. All teachers are happy to schedule a personal conference for matters requiring more attention than can adequately be given over the phone. All teachers also have email accounts. Each faculty member also has an email account for school use.

E. Contacting Students

We will give messages from home to students, but children will not be called to the phone except in emergencies. If there is an urgent need to see a child personally, please stop at the office first. All visitors to Bethlehem Lutheran School will need to sign-in in the school office. While we express our willingness to be of service, we also ask that interruptions be kept to a minimum.

F. Parties and Party Invitations

When everyone but one or two students (or one or two students of the same gender) receives an invitation to a party, the student who is left out usually suffers from feelings of being unwanted or unloved. To foster our Christian concern for the students in the class, we strongly encourage parents to send invitations for parties, sleepovers, etc., to all students in the class or at least all students in the class of the

same gender. Invitations should not be sent to school to be distributed unless this principle is followed.

Since we do not have room or facilities to store such items, we also discourage the bringing of sleeping bags, gifts, etc., for social occasions after school.

G. Problems and Complaints

Frequently, parents may have questions or concerns about a teacher's procedures, a child's homework or grades, etc. In such instances, parents are welcome to contact the teacher for answers to their questions or concerns. This is in keeping with Matthew 18 where Christ tells us how to handle disputes. If the parent is not satisfied with the teacher's response, the principal should be consulted. He may handle the problem himself or request that the parent contact someone else. If after a reasonable length of time the parent is still dissatisfied, the principal should again be notified and the Chairman of the Board of Christian Day School should be consulted. Questions or concerns about general school policies or procedure should be addressed to the principal.

H. Newsletter/Website

The STAR newsletter is sent home to parents on Fridays with the students. This informational piece can be sent home in print or by email. If you would like to help us save paper, please consider viewing it weekly on the school website. The newsletter gives announcements of coming events, information on the school programs, and requests to parents. A monthly calendar listing school and student activities is also sent home to parents. The website can be found at ourbethlehem.com for more school information. Bethlehem also has a Facebook and Twitter account to be used to give informational updates. Information can also be found on the Sycamore Education System. Teachers also have their own websites for classroom information and assignments.

I. Church Attendance

God commands us in the Third Commandment to worship Him regularly and with sincerity. In keeping with the Third Commandment and the aims of instruction in our religious program, it is expected that school families will regularly attend the church and Sunday School of their choice.

Children learn far more by observation than by instruction -- literally they learn more from what parents do than from what they say. Active worship participation is an essential part of Christian living as commanded by our Lord. Bethlehem Lutheran School feels strongly that all families are to be encouraged in Christian living. To assist families in monitoring worship attendance, the report cards include a report on the child's church attendance. Where worship attendance is lacking, the family will be counseled by the spiritual leaders of the parish.

Church attendance is taken each week and reported on the student report card as a reminder of the importance that cooperate worship is to a Christian. A "Faithful Church Attendance" certificate is given to students each quarter that have attended worship.

The example parents set, is the most important motivation to their children. In many cases it will be copied by them. If you have no church home, you are cordially invited to attend the services and Bible instruction at Bethlehem each Sunday. Bethlehem has worship services at 6:00 p.m. on Wednesdays, 5:30 p.m. on Saturdays, and at 8:00 a.m. and 10:30 a.m. on Sundays, as well as special services (Thanksgiving, Advent, Christmas, New Year's Eve, Lent, Maundy Thursday, Good Friday, and Ascension) during the year.

J. Dress and Appearance

At Bethlehem Lutheran School our concerns for our children involve all aspects of Christian living. The Bible tells us "man looks at the outward appearance, but the Lord looks at the heart" (1 Samuel 16:7). As Christians our role as ambassadors for Christ should be to reflect the values and teachings of Christ to the community. We are in the world, but not of the world. We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. It is our experience that there is a correlation between student dress and student behavior and learning. Consequently, our Board of Christian Day School and our faculty insist that each student be dressed in a way that will not hinder the educational process, that will promote a positive image among our students, and which will provide a positive Christian witness to the community.

Our faculty reserves the right to make judgments concerning what we consider to be proper dress for school based on the guidelines below. If it becomes necessary to do so, we will inform individual students and their parents of dress corrections that must be made.

We appreciate your understanding of and cooperation with our school dress policy. We urge parents to help their children adhere to our dress guidelines throughout the year, rather than placing their children in the position of having to be confronted by teachers or the principal with the need to make dress corrections.

Clothing should be neat, clean, and modest. Examples of clothing that does NOT fall into this category (and therefore are not acceptable) are:

- any clothing allowing or leaving a bare midriff or bare back while sitting or standing (if hands are raised midriffs and backs must remain covered by the shirt);
- halter tops, tube tops, or camis
- Ripped/torn clothing
- clothing that allows underwear to be seen;
- clothing/jewelry
 - having unchristian or immoral sayings or pictures, skulls
 - that suggests or encourages disobedience or unchristian or immoral ideas,
 - that has designs, pictures, words, or symbols with sexual connotations or suggestions or that is associated with gangs, or
 - bearing the pictures, names, or logos of, or references to, any
 - alcohol
 - tobacco
 - illegal substance

Clothing must be worn in the way it was designed. For example, clothing may not be worn inside-out or backwards; bib overalls must have the straps over the shoulders.

Footwear with backs must be worn. Flip-flops are not allowed for safety reasons.

A child must have gym shoes at school for physical education classes; gym shoes should have non-marking soles. We want our students to be able to run, skip and jump in supportive and safe shoes.

Earrings are acceptable for girls only. No jewelry or other decoration may be worn in other pierced body parts.

Makeup is discouraged. No makeup may be of an unnatural color.

No headwear is to be worn inside.

Students are encouraged to show respect for worship by dressing up on Wednesdays or other days we attend chapel or other worship services.

Students in 3K to 2nd Grade

For all grades, clothing should be appropriate for the weather forecast for the day. Headgear and mittens/gloves should be worn to school on days when the temperature is below freezing. Removable boots should be worn or a change of shoes should be available on days when the playground is likely to have puddles or be snow-covered.

Students in 3rd Grade to 8th Grade

Students cannot wear "leggings" alone as pants. Leggings may be worn under appropriate length shorts, skirts and shirts where the buttocks are sufficiently covered.

All shorts, skirts and dresses should be at fingertip length, or below.

All shorts, pants, sweats, or jeans should be in good condition, with no holes, and have slack to them.

All shirts should cover torso from collar to below waist; no skin should be seen when sitting, stretching, or bending.

All clothing should be God pleasing with no inappropriate logos, advertising, or musical groups.

All shoes should be well fitted for school activities throughout the day. No flip-flops or slides.

No hats, caps, or hoods are to be worn inside the building.

Other items of dress or appearance may be banned by the principal if he deems that they are not **neat, clean, or modest**, or that they disrupt the school's educational program. Questions about proper dress or appearance should be addressed to the principal.

Consequences of improper dress:

1. For minor first-time infractions of the dress and appearance standards, students and their parents will receive written or verbal notification from the school reminding them that the school's dress code must be adhered to.
2. For repeated or obvious infractions, the student will be asked to change into appropriate clothing; this may involve a phone call to parents asking them to bring more appropriate clothing to school.

3. The child may be removed from class until the clothing and appearance meet the school's standards.
4. The child may be suspended from school if the behavior does not improve
5. If necessary, the parents of the student will be asked to appear before the Board of Christian Day School to discuss the noncompliance with the dress code. Further Board actions may be necessary.

K. Arrival at School

Children are not to enter school before the **7:50 a.m.** bell. Students who arrive before the 7:55 a.m. bell are to report to the Extended Care Program. (Parents are billed for this service.) Students arriving after **7:40 a.m.** but before **7:50 a.m.** are to line up on the playground near the south school entrance until the entry bell rings at **7:50 a.m.** On days when it is raining or the wind chill is below 0 degrees F., students arriving between **7:40 a.m.** and **7:50 a.m.** will be allowed to wait inside the cafeteria. Students are to enter the school through the south (playground) doors.

L. Dismissal

Parents are expected to provide transportation for their children when school is dismissed. Dismissal is at 3:10 PM.

Parents picking up their children at dismissal are asked to wait outside the building or in the entry ways until the dismissal bell rings. This helps prevent unnecessary disruption of the classes at the end of the school day.

After dismissal, children are to leave directly for home unless they are under the direct supervision of a teacher. Unsupervised children still remaining at school fifteen minutes after dismissal will be sent to the Extended Care Program. Playing on the playground after school is not permitted.

Students who are scheduled for a late practice or activity should either report to the Extended Care Program or leave the grounds until it is time to report for the practice or activity.

Families are reminded to not park in the St. Peter Claver parking lot directly to the South of the school. Also, please do not park in the bus zone which is South of the main gate on S. 12th St.

M. Leaving School During School Hours

No child will be permitted to leave the school grounds while under the responsibility of the school without the consent of the child's parents or the principal. Trips to stores or restaurants without a parent are not allowed. Parents wishing to have their child come home for lunch should indicate that in writing to the child's teacher and the school office; if this is to be a regular occurrence, a single note for the school year will be satisfactory.

If your child has a doctor's or dentist's appointment, it will be your responsibility to send the teacher a note, and pick up your child from the school office; children are not allowed to wait outside or otherwise unsupervised. Except in an emergency, messages are usually delivered to the classroom at noon or at the end of the school day. All homework due for the time period of a medical absence is to be given to the teacher prior to leaving for the appointment. The child and parent are responsible to see that assignments and classroom information given during the appointment time are noted following a medical appointment.

N. Emergency School Closing

If inclement weather or other circumstances forces the closing of school, an announcement to that effect will be made over radio station WHBL and television channels 4, 6, 12. This will usually be on the air by 7 a.m. It will also appear on the school website and the school Facebook page. **If the Sheboygan Public Schools close for weather-related reasons, Bethlehem will also close.** Students and parents are asked NOT to call the school office, the principal, or any of the teachers to find out if school is closed. In the event of a snow storm or ice storm during the day, classes will normally continue until normal dismissal time. However, parents may pick up their children if they feel that the roads are becoming hazardous. The school website will also have an announcement with the details. Parents are also able to receive text notifications from the office by signing up through their Sycamore Education account.

O. Absences and Tardiness

Regular attendance is important to the progress of the child; almost always class discussion or work cannot be duplicated outside the classroom. Absence from school prevents the child from benefiting from this discussion or project, and therefore interferes with his/her child's academic progress. Unexcused absences may also lead to irresponsibility. Sickness of the child, family tragedy or illness,

severe weather, or employer-dictated family vacation are the only valid reasons for a child's absence from school. Any other absences are unexcused, and the student is also truant.

For the protection and safety of the children, parents are asked to call the school office before 8:20 a.m. each morning that a child is absent; messages (including hot lunch and homework information) may be left on the answering machine before 8:00 a.m. Parents must report any absence and give the reason for the absence or the absence is unexcused and the child is considered to be truant. A doctor's written excuse may be required for all extended absences of more than five days, or for repeated absences due to illness or family illness, or the absences will not be excused.

If a student is absent, parents are to make arrangements with the teacher regarding school work. Families who are aware in advance of the need for an extended excused absence are to notify the teacher at the earliest possible date to make arrangements for completing school work. Assignments for pending extended excused absences will not be ready for at least 72 hours after the request is made by the parents. Parents are strongly encouraged to refrain from scheduling any appointment that would cause a child to be late or absent during the week that standardized tests are administered.

Students are expected to be in their classrooms by the 8:00 AM bell. Students who are not are considered tardy.

Records will be kept by the classroom teacher and excessive absences or tardiness shall be dealt with on an individual basis. Wisconsin law states that a child with more than five unexcused absences in a semester is considered to be habitually truant, and requires that a child with unexcused absences be reported to appropriate authorities for violating the state's mandatory school attendance laws.

P. Homework

Often, children are asked to complete assignments which are made to help them practice a skill or understand a concept. In the lower grades (up through grade 3), children usually have enough time in class to complete their work in school. Beginning with grade 3, students probably will need to bring some work home and complete it there, and are therefore expected to keep an assignment book.

Generally, math homework is to be done without the aid of a calculator.

If a child appears to have an excessive amount of homework, the parents are strongly encouraged to consult with the teacher to determine the cause of the problem and arrive at a possible solution.

Parents are encouraged to help their children with homework. However, the parent who does a student's homework for him is doing much more harm than good; this contributes about as much to the youngster's intellectual growth as eating his dinner for him would add to his physical growth. When a parent does most of the assignment, the teacher will be evaluating the parent's work rather than the student's, and will have difficulty determining the student's strengths and weaknesses. The parent must remember that when the child takes either classroom or standardized tests, the parent will not be there to help.

Here are some ways parents can give assistance:

- Provide a table or desk in a quiet area away from television and other distractions.
- Help your child find books and other research material.
- Listen to and monitor oral reading.
- Read aloud words to be spelled.
- Double-check your child's learning of vocabulary words.
- Ask your child what he remembers from a history or science chapter or other reading assignment; this helps him to clarify his thinking and to keep the most important points in his mind.
- Another way to help young children is to read to them. Ask the child how he/she thinks the story will end. Ask the child what a Christian might say to the characters in the story, or whether a Christian should act the same as the characters in the story.

Q. Completing Assignments

Students are expected to complete assigned work in a satisfactory manner by the time it is due. Students who are absent for valid reasons (see "Absences and Tardiness" above) will be given one day of extra time to complete the work for each day that the child has been absent with a valid excuse.

For unexcused late work:

The student will lose percentage points per day that the assignment is late. Each day the assignment is not in the student will lose 10 percent on that assignment. **After 4 days the assignment becomes a zero in the grade-book.** No longer can it be turned in or accepted by the teacher.

For repeated instances of incomplete assignments, a conference with the parent will be requested.

R. Supplies

The registration fee covers the cost of textbooks and other materials, and some supplies. Books not covered by the registration fees are Bibles and Catechisms. These books should be part of every child's personal property. Supplies not provided by the school include calculators, notebook paper, pencils, pens, and notebooks. A list of supplies needed by students is available from the classroom teacher or the school office.

S. Parent Involvement

There are many ways a parent can be involved at Bethlehem. Each year a sheet is sent home in the registration packet asking for help in different areas of the school: Tutoring, Library Assistant, Lunch Helpers, Accreditation Committee, Reading Partners, Picture Day helper, Forensics Coach, Scholastic Olympics helper, and many others. We hope you can find the time to help and make your school a better place. We couldn't do it without parent help. Families are not required to help volunteer or contribute monies to fundraising as a condition of enrollment. We highly encourage you and your family to be involved at BLS. All volunteers are also subject to background checks.

Parents can also help plan classroom parties, attend class field trips as needed, and arrange for help with classroom activities. Seventh grade parents are expected to help coordinate the eighth grade graduation reception.

PTL

Parent Teacher League is another way to help out. ALL PARENTS are members of PTL. The objective of PTL is to provide an opportunity for the parents and teachers to work together for the general welfare of the students. Events sponsored by the PTL are :

Back to School Welcome - Aug

Teacher Appreciation - all year

Forensics Night - November

Boys & Girls Basketball Tournaments - Feb

Bowling events - Winter

Valentines Project - Feb

School Picnic - June
Christmas Bags - Dec

Fun Fair - Spring
Ice Skating/Game Nights - Winter

XI. DISCIPLINE

A. Conduct and Discipline

The teacher is to be regarded as a God-appointed guardian while the child is in his or her care. This implies that the pupil is to obey and respect his teacher the same as he would or should his own parents. In the absence of such attitudes, reasonable punishments may be given to the child. In cases where the teacher is unable to obtain discipline from a pupil, the teacher will contact the principal and/or the parents for assistance in gaining the desired results. In extreme cases, the child may be referred to the Board of Christian Day School. Any pupil who proves to be a detriment to the welfare of the school will be expelled. We are not equipped to serve abnormal behavior.

"If you love Me, keep My commandments." In a Christian school, the Lord Jesus must be preeminent in the mind of both pupil and teacher. Both must conduct themselves as redeemed, loving children of God, so that whenever corrective measures become necessary, they will be designed to develop favorable temporal attitudes, and nurture spiritual growth. Then God's glory will also be heightened both through the action of the teacher and the behavioral change brought about in the child.

A school-wide discipline plan has been adopted by the Board of Christian Day School that unified discipline procedures on the playground, in the hallways, and in the lunchroom. It may also be used by teachers as part of their classroom discipline plan. Any program of school discipline requires the cooperation of home and school to be effective and is designed for only one purpose - the benefit of all children and the creation of the best learning environment.

Core components of preventions are:

1. Setting clear behavioral expectations (school wide matrix, classroom matrix,) Students learn appropriate behavior the same way a child who doesn't know how to read learns to read – through instruction, practice, feedback, and encouragement. Once you have developed school-wide expectations, it is not enough to just post the words on the walls...you much teach them!
2. Teaching appropriate behavioral expectations.
 - Kick off – PBIS Pump-Up assemblies to teach expected behaviors to staff and students.

- Behavioral Lessons in the classroom that define, teach, model, and practice desirable behaviors.
- An acknowledgment system – immediate, unpredictable, and long term way of acknowledging desired behavior. (Badger Bucks – Grades 5K to 4) (Tickets - 5 to 8)

System for Addressing Misbehavior

1. Re-teach student the appropriate behavior. Immediate re-teaching requires a staff member to interrupt the undesirable behavior, define, and model the replacement behavior and have the student practice it.
2. Office Discipline Referral (ODR) process – Minor behaviors are teacher managed. Teacher intervenes by finding a place to talk with student(s) involved, help students problem solve, determine appropriate consequence, and complete referral form. Make copy and send home – keep original.

Major problems are office managed. Teacher fills out top of form and sends child to office.

MINOR BEHAVIORS:

Be Safe

- throwing food or other objects in eating areas
- physical contact of another person
- property misuse

Be Respectful

- petty stealing (this includes pencils, pens, paper, and other small inexpensive items; value of two dollars or less) -- restitution required
- possessing an instrument of irritation (water pistols, snowballs, electronic games, laser pointers, cell phones, etc.)
- dress code violations

Be Responsible

- creating minor disturbances
- petty cheating
- failure to respond to school notices; failure to return notices requiring a parent signature
- name calling or verbal abuse
- leaving a mess in the lunchroom
- littering

- disorder in halls (running, taking the steps two or more at a time, boisterousness, etc.)
- bicycle violations (riding on playground, lawn of church or school, or on the sidewalk when people are present)
- any violations of the RULES FOR STUDENT BEHAVIOR as found in the current Parent Handbook
- not otherwise listed as a minor or major misbehavior
- encouraging other students to engage in minor misbehaviors

CONSEQUENCES FOR MINOR OFFENSES:

A verbal reprimand is given to a student committing an offense when observed by a teacher or staff member and a referral form will be completed detailing the offense, and is given directly to the student's homeroom teacher by the observer. Disciplinary action will be determined by the teacher. The form is to be sent home with the student and is to be signed by a parent and returned to the child's homeroom teacher the following day. Three minor behavior offenses in the same area will be counted as one major behavior offense.

MAJOR BEHAVIORS:

Be Safe

- fighting
- threatening to use force or to injure another student or staff member
- acts that are seriously disruptive or create a safety hazard
- deliberately throwing anything out of the playground
- misuse of property belonging to the school, church, or other persons (restitution required)
- possessing a weapon or using a weapon or other object to threaten or cause bodily harm (knives, firecrackers, etc.)
- bomb threats
- possessing or using or any drug paraphernalia on school property or at any school-related function
- possessing or using or any controlled substance on school property or at any school-related function, unless obtained by a valid prescription on doctor's orders
- possessing, using, or being under the influence of alcohol on school property or at any school related function
- setting fires (when, by means of fire or explosives, the student knowingly damages any school property or personal property)

- deliberately causing physical injury to another student, school employee, or anyone who is lawfully on school property
- smoking and/or other tobacco use (includes possession with or without intent to smoke or use, anywhere on school property or at any school function away from premises)
- aiming or pointing a laser pointer at another person

Be Respectful

- blatant cheating
- forging notes or excuses
- stealing (other than petty)
- possessing or selling stolen property

Be Responsible

- disrespect or insubordination (open or persistent defiance of authority of teachers, other supervisors, and/or school rules and regulations, including verbal abuse or derogatory gestures)
- profanity, obscenity, racial slurs, and other derogatory statements or gestures
- leaving the premises before dismissal without permission
- continually repeated minor behaviors
- deliberate running or making noise while going to safety during a fire or severe weather drill
- encouraging other students to engage in major behaviors
- setting false alarms
- committing any act involving a civil wrong or crime

CONSEQUENCES FOR MAJOR BEHAVIORS:

The teacher will issue a Referral form and administrative action is always taken. The student will be removed at least temporarily, from the classroom or group. Parent contact will be made by the teacher or administration. Parents will need to sign the referral and return to school. (Parental signing does not indicate agreement, only being informed.) Disciplinary action will be determined by the teacher and administration. Detention, suspension or expulsion from school may result from a major behavior. Referrals to law enforcement agencies will be made for major behaviors when warranted.



Badger Behavior Matrix

Expectations	Classrooms	Hallways	Playground	Lunch	Bathroom	Church
Be Safe	<ul style="list-style-type: none"> -chair legs on all four -keep hands, feet, and objects to yourself -use materials appropriately -work at all times 	<ul style="list-style-type: none"> -work at all times -keep hands and feet to self -work single file as a class, staying to the right -face forward -on stairs, use handrail and one step at a time 	<ul style="list-style-type: none"> -use playground equipment correctly -stay within recess area 	<ul style="list-style-type: none"> -walk single file into the cafeteria -keep hand and feet to self 	<ul style="list-style-type: none"> -use toilets, sinks, (keep water in the sink) and towels correctly -keep lights on 	<ul style="list-style-type: none"> -sit flat and in your own space -keep hands and feet to self -walk at all times
Be Respectful	<ul style="list-style-type: none"> -follow teachers directions -raise your hand -listen -be polite 	<ul style="list-style-type: none"> -travel with a silent voice and quiet feet -silent greetings -enjoy artwork with eyes only 	<ul style="list-style-type: none"> -follow adult directions -take turns and share equipment -include others in your game 	<ul style="list-style-type: none"> -follow adult directions -say please and thank you -quiet right away when signaled -respectful prayers 	<ul style="list-style-type: none"> -give privacy to others -use inside voices -flush, wash, and throw away trash 	<ul style="list-style-type: none"> -look and listen to Pastor / Leader -show appreciation -silent greetings
Be Responsible	<ul style="list-style-type: none"> -complete classroom work and homework -be ready to learn with all necessary materials. -be on time -clean up after yourself 	<ul style="list-style-type: none"> -clean coat area -keep hands, feet, and belongings to yourself -remember your purpose 	<ul style="list-style-type: none"> -report problems to adult on duty -line up right away when signals given -bring appropriate clothing for weather -return all equipment to proper spot 	<ul style="list-style-type: none"> -eat your own lunch -clean up your own space -sit correctly 	<ul style="list-style-type: none"> -keep hands, feet, and objects to yourself -report messes and needs 	<ul style="list-style-type: none"> -follow adult directions
Be a Disciple	<p>Love. Forgive. Follow God's Word.</p>					

Bethlehem Lutheran School Office Referral Form

Name: _____

Location : _____ Date: _____ Time: _____

Teacher: _____

Grade: _____ Referring Staff: _____



Minor Problem Behavior	Major Problem Behavior	Possible Motivation
Be Safe <input type="checkbox"/> Property Misuse <input type="checkbox"/> Physical Contact Be Respectful <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Disrespect/Non-compliance <input type="checkbox"/> Disruption Be Responsible <input type="checkbox"/> Tardiness <input type="checkbox"/> Dress Code	Be Safe <input type="checkbox"/> Property Damage/ Vandalism <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Weapons Be Respectful <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Disrespect / Non-compliance <input type="checkbox"/> Disruption (Continued) <input type="checkbox"/> Harassment/Bullying Be Responsible <input type="checkbox"/> Tardiness (Multiple) <input type="checkbox"/> Dress Code <input type="checkbox"/> Lying / Cheating <input type="checkbox"/> Theft/Forgery	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain Items/activities <input type="checkbox"/> Avoid tasks / activities <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____ <input type="checkbox"/> Others involved <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Other <input type="checkbox"/> Unknown
Teacher Response		Administration Response
<input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Time out / Detention <input type="checkbox"/> Conference with students <input type="checkbox"/> Parent Contact		<input type="checkbox"/> Time in Office <input type="checkbox"/> In-school suspension (____ hours/days) <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Parent Contact <input type="checkbox"/> Athletic/ Extra Curricular Consequence

3 copies - Office

TeacherHome

Other Comments:

All minors are filed with classroom teacher. Three minors are allowed in one specific behavior area with a fourth equaling a major. All majors require administrator consequences, parent contact, and signature on follow up agreement.

Think Sheet

Name: _____

Date: _____

I chose to...

How do you feel about the choices you made?



happy



sad



embarrassed



scared/worried



angry

How do others feel?



happy



sad



embarrassed



scared/worried



angry

Next time I will...

Be Responsible...	Be Respectful...	Be Safe...	Be a Disciple...
-------------------	------------------	------------	------------------

How will you fix the problem?

B. Detention

If a child needs to be kept after school, the parents should be notified at least two hours before dismissal. This allows parents to make alternate transportation arrangements for the child, and also relieves parental anxiety over a child not arriving at home at the expected time.

C. Suspension

Suspension of students will usually take place only for severe misbehavior or after other methods of correction have failed. Suspension may be either "in-school" or "out-of-school." In-school suspensions result in the student being suspended from classes and isolated from other students in the building. A student who has received an "out-of-school" suspension, together with his/her parents, is expected to meet with the principal before the student is allowed to return to classes.

The following will be considered just cause for suspension from school (either in-school or out-of-school): fighting; repeated misbehavior; refusal to obey a teacher; malicious vandalism; obscene and/or immoral language and/or actions; flagrant or blatant disrespect for God, His Word, a teacher, other staff member, adult volunteer, or visitor; blatant, flagrant, or repeated cheating; any Level III behavior; or any other behavior which seriously disrupts the school program.

Suspensions become a part of the student's permanent record.

D. Expulsion and Removal of Students

A student may be expelled from the school by the Board of Christian Day School for severe or repeated instances of disciplinary problems, repeated instances of refusal to complete assigned activities, or repeated instances of refusal to follow school policies. These may include single or multiple level III behaviors. Before the Board acts on any recommendation for expulsion, the student's parents are sent a letter informing them of the proposed action.

A child may also be removed from the school for failure on the parents' part to honestly answer questions on the enrollment form concerning the child's past educational history, or if the child has severe learning disabilities or emotional problems, or if the parent or guardian disrupts the school's program or harasses a teacher or staff member.

E. Treatment of School Property

Bethlehem School expects that textbooks, desks, and other school equipment used by pupils will receive normal wear. Any pupil who willfully or carelessly destroys or damages school property will be required to pay for the damage and may face other consequences.

F. Behavior at School Events

When children attend school events outside of normal school hours, they remain under the supervision of the school if they are participants. However, if they are present as spectators, the supervision rests with the parents. Students who misbehave will be asked to stay with their parents or leave the school premises.

G. Nuisances and Hazardous Materials

Matches, lighters, firearms and ammunition, knives and other weapons, gum, water or cap pistols, fireworks and other explosives, tobacco, alcoholic beverages, unauthorized drugs (including marijuana), laser pointers, beepers, and other items tending to disrupt the educational program (e.g electronic games, I-pods etc.) are forbidden in the school and on the school premises and should not be brought to school. Although not forbidden, parents and students should realize that toys, trading cards, and other items brought to school are brought at the student's own risk; the school does not assume any liability should they be broken or damaged or disappear.

Possession and/or use of firearms, knives and other weapons, explosives, and controlled substances (illicit drugs) on the school premises or at school events will result in a referral to the police department and an expulsion hearing.

H. Cell Phones/Electronic Devices

We ask that students have their devices put away and turned off during the school day. ***In grades 5 to 8, devices will be collected at the start of the day by the homeroom teacher and stored until the end of the day. Students are also able to turn in all electronic devices to the office upon arrival to school to keep them secure as well.*** Students who are found using personal electronic devices will have them confiscated.

1st offense – student will need to come to the principal's office to pick up device. Parent will be notified.

2nd offense - A parent will then need to come in to the office to pick up the student's item(s).

3rd + Offense – A \$5 fee will be charged when the parent picks up the device.

If necessary, the parents of the student will be asked to appear before the Board of Christian Day School to discuss the noncompliance. Further Board actions may be necessary.

We ask parents to contact the school office if they need to communicate with their child.

I. Out-of-Bounds Areas

Certain areas of the school and church are "out-of-bounds" for students. These include the elevators (unless express permission has been given by a teacher), the janitors' closets, the boiler room, the "tunnel" (except during tornado drills), and any area posted as being out-of-bounds to students.

J. Weapons

No student, staff member, or visitor shall bring any dangerous weapon onto the school premises without the authorization of the principal. Any student who brings any unauthorized dangerous weapon onto the school premises may be referred to the Board of Christian Day School for possible expulsion and may also be referred to the Sheboygan Police Department for violation of state law. Any visitor who brings any unauthorized dangerous weapon onto the school premises may be referred to the Sheboygan Police Department for violation of state law. Dangerous weapon includes any weapon defined in state statute, including any firearm whether loaded or unloaded, any electric weapon or stun gun, brass knuckles, and various weapons associated with martial arts. Dangerous weapon also includes any BB gun, pellet gun, or air gun, any knife, any switch blade, any crossbow, any bow with hunting arrows, and any item which gives the appearance of being a dangerous weapon.

K. Drugs, Tabaco, Vaping & Alcohol

Do you know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you are bought at a price. Therefore honor God with your body. (I Corinthians 6:19 & 20)

The above passage from I Corinthians makes it very clear to us as Christians that we should value our bodies as sacred places where God dwells. We must also realize that by the Holy Spirit's presence and power within us, we are able to fight against those sins that harm our bodies.

At times during their lives, students are tempted to participate in activities that can be harmful to their bodies. The use of alcohol, tobacco, vaping products or illegal drugs is an example of such activity. Because of this, Bethlehem School has the following policy:

Any student using or distributing tobacco, alcohol, vaping products or illegal drugs on school grounds or at school-sponsored activities at other locations will receive an immediate suspension from school. Prior to the student being allowed back in school, the parent (or guardian) and the student will meet with the principal. In addition, law enforcement agencies may be notified. Such offenses may also result in permanent expulsion from school.

L. Harassment

Bethlehem Lutheran School will not tolerate harassment by or of staff members, volunteers working for school activities, students involved in any school activities, and/or anyone authorized to be on church or school premises. Students who believe they have been subjected to harassment or parents/guardians who believe that a student has been subjected to harassment should report the incident(s) to the teacher or principal (or, if the harassment involves the principal, to the chairman of the Board of Christian Day School). Any individual who retaliates in any way against any person who reports alleged harassment or who participates in an investigation relating to a harassment complaint will be disciplined. Any individual who intentionally makes a false complaint or statement concerning an allegation of harassment will also be disciplined.

Definition of Harassment:

Verbal harassment: Any offensive, demeaning, intimidating, threatening, inflammatory, indecent, teasing, obscene, or inappropriate written or oral communication

Physical harassment: Unwanted physical touching, contact, assault, property damage, deliberate impeding or blocking movements or any intimidating interference with normal movement.

Visual harassment: Any derogatory, demeaning, offensive, obscene, or inappropriate gesture, poster, cartoon, drawings, photograph, web page or written words.

Sexual harassment: Any unwelcome sexual advance, any unwelcome physical contact of a sexual nature, any request for sexual favor, or any other verbal, nonverbal, or physical conduct of a sexual nature. Any such behavior by an adult towards a student is always considered to be unwelcome. Sexual harassment includes the following:

- Graphic or suggestive comments or gestures of a sexual nature about an individual's dress or body.
- Deliberate unwelcome touching, stroking, patting, or brushing against a person in an inappropriate or offensive manner.
- Sexually oriented verbal abuse or "kidding", which is defined as commenting about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless sexually-oriented comments, innuendoes, gestures, or actions that offend others.
- Creating sexually-oriented graffiti, particularly when directed toward an identified individual.
- Unwelcome hugging or kissing.
- Snapping or pulling on elasticized bands on any item of clothing.
- A deliberate, repeated display of offensive sexually graphic materials.
- Repeated demands or requests for dates or sexual favors after the individual has said "no".

XII. FINANCIAL

A. Contributions of Members

Bethlehem School is maintained by the members of Bethlehem Lutheran Church. The combined costs of teachers' salaries, utilities, janitorial services and supplies, books, and equipment represent a large outlay of money, both totally and on a per

capita basis. (It costs Bethlehem over \$8,200 to educate one student in 2019.) All members of Bethlehem congregation, whether they have children enrolled in the school or not, lend financial support to the school. All parents of the school who are members of Bethlehem are asked to give liberally and sacrificially to the Lord's treasury in support of the total ministry of the congregation, including the school.

B. Registration Fee

A nonrefundable registration fee is payable for each child enrolled in the school. This fee covers the cost of materials used in the school, including textbooks, art and science materials, tests, visual aids, etc. The registration fee is the same for all students in grades 1 - 8; there is a reduced registration fee for students in junior kindergarten or half-day senior kindergarten. There is also a reduced registration fee for the third and fourth children from a family. The registration fee is payable at the time of preregistration in spring. The registration fee does not apply to students accepted into the choice program or that any registration fee paid by a student who subsequently receives a voucher will be refunded.

Parents can avoid two \$50 per student penalties by meeting registration deadlines. The first is for parents who do not complete the preregistration by April 30. The second is for parents who do not complete the registration process in August by the designated dates. Parents are encouraged to contact the school office if they have any questions on the penalties.

C. Tuition

Two classifications of tuition are charged for students: Bethlehem Church member and Community member. Bethlehem member families are also expected to participate financially in the total support of the parish program. Nonmember families also pay higher tuition rates for 3K - 8 since nonmember families do not usually participate in the parish stewardship effort. Families with more than one child enrolled in the school get a discount on the second, third, etc., child in the school.

D. Payments

Parents have the option of making monthly payments for ten months, paying the tuition in full at the time of registration. For parents paying in ten monthly installments, the first tuition payment is due in August. Parents who prefer a different payment plan are asked to discuss this possibility with the principal.

Parents may elect to participate in the “Joyful Response” program sponsored by LCEF. This program allows parents to have their tuition payments automatically transferred from their savings or checking account. There is no fee to use this service. Forms to enroll in the program are available from the school office. If a payment (for tuition, hot lunch or milk, Extended Care, etc.) is made by check and there are not sufficient funds in the account to cover the check or the account is closed, a service charge will be assessed, and parents may be requested to make subsequent payments in cash, or by money order, certified check, or cashier's check. The service charge for redeposited checks and returned checks are given at the back of this handbook. To avoid any inconvenience and embarrassment and also to avoid this service charge, please be sure that you have sufficient funds in your account to cover any checks you write to the school.

E. Unpaid Bills

Parents or guardians who fail to pay any tuition or other fee within two weeks of when it is due may be assessed a \$25.00 service charge. This service charge may be added to the payment due at that time.

Students of parents who are two months or more delinquent in the payment of their tuition and other fees may be excluded from the school. Such students shall be readmitted to the school only when the parent or guardian has paid any back payments plus the next month's regular payment. The principal may continue to keep a delinquent parent's child in the school if the delinquent fees are no more than four months overdue and the parent has made arrangements to pay the back tuition and fees. Parents with fees that are more than four months delinquent may keep their children in the school only with the approval of the Board of Christian Day School. Parents will be given timely written notice of overdue payments, and will be notified in writing at least two weeks prior to a student being excluded for nonpayment of fees.

All bills must be paid or suitable arrangements made with the school office before report cards and/or diplomas and/or records are issued (including tuition and registration, hot lunch, Extended Care, library fines, damaged book fines, etc.).

State law prohibits a choice school from expelling or otherwise disciplining a WPCP student for failure of the student or student's parent to pay a required fee.

F. Financial Assistance

The school maintains a financial assistance program designed to aid member and nonmember families who might need short-term or long-term financial aid for tuition and fees. After a family has assessed their own financial needs, they may file an application for assistance. Such applications are available at the school office. The amount of financial assistance is based on family need and church membership status, including whether they are active or inactive members of Bethlehem Congregation.

Applications for financial assistance should be submitted by April 30. Applications received after April 30 will receive consideration only if funds are still available.

Parents may also lessen the amount they need to pay for tuition by using the "Scrip" program. Parents receiving actual financial assistance from the church are expected to help themselves by using the Scrip program. See section J below for more information.

G. Refunds

Families whose children attend Bethlehem for only part of the school year are responsible for the tuition for any month in which the students are enrolled. Parents who have paid tuition in advance, will, upon application, receive a refund for any tuition. Registration fees are not refundable.

H. Fund Raisers

Most of the cost of operating all of the school's programs comes from the congregation's treasury, which depends primarily on sacrificial offerings and, to a lesser extent, tuition and registration fees. However, many worthwhile items and projects that benefit children cannot be funded by the congregation because of lack of money. There is one school-wide fundraiser in the fall of the year that we hope all families will participate in this event.

I. **Scrip**

We are also involved in an ongoing fundraising program. The "Scrip" program allows parents and others interested in the school to purchase certificates that can be used just like cash. The school benefits because we are able to purchase these certificates for less than their face value. Ninety percent of the profits from a family's Scrip purchases may be used to help pay their tuition bill. Certificates are for use in a variety of stores located in Sheboygan, including Pick 'n Save, Piggly Wiggly, Pizza Hut, Kohl's, Menards, Meijer, various restaurants, several gas stations, and others. Certificates may be purchased after weekend worship services, and at several other times during the week. More information on this program is available from the school office.

Wisconsin Parental School Choice Program (Voucher Program)

- I. BLS may give preference in accepting applications to any of the following
 - a. People who attended BLS under this section during the school year prior to the school year for which the application is being made.
 - b. Siblings of pupil who attended BLS during the school year prior to the school year for which the application is being made and to siblings of pupils who have been accepted to BLS for the school year for which the application is being made.
 - c. Pupils who attended another private school under this section or during the school year prior to the school year for which the application is being made.
- II. For a pupil who resides in a school district, other than the eligible school district or a 1st class city school district, the private school shall give preference to a pupil who satisfies any of the following:
 - a. The pupil was enrolled in a public school in the school district in the previous year and is applying to attend a participating private school in grades K through 8.
 - b. The pupil was not enrolled in school in the previous school year.

Appeals must be presented between the time students are selected to receive a voucher and the count date on the third Friday in September. Appeals should be issued in writing to the School Choice Administrator or a designee.

Notification of Board of Christian Day School Meetings

School Choice parents are afforded the opportunity to meet twice during the school year with the BCDS. Notification of BCDS meetings will be given 30 days prior to the meeting (September/January note sent home). Dates for these two meetings will be submitted to the DPI by October 15, 2019.

Academic Standards

BLS maintains high expectations of their students through the teaching of curricula that meet the Wisconsin Model Academic Standards set forth by the State of Wisconsin. These standards are as follows:

Science: http://standards.dpi.wi.gov/stn_sciintro

Math: <http://math.dpi.gov/>

Reading (English/Language Arts) http://standards.dpi.wi.gov/stn_ela-tchingandlrng

Writing (English/Language Arts) http://standards.dpi.wi.gov/stn_ela-tchingandlrng

Geography (Social Studies): http://standards.dpi.wi.gov/stn_ssintr

History (Social Studies): http://standards.dpi.wi.gov/stn_ssintr

Admissions Policies and Enrollment Priorities School Choice

A choice student's application for admittance to the school through the choice program is evaluated on the basis of the student's eligibility for the choice program – age, residency and income. After the student is admitted, BLS may conduct placement tests to identify appropriate grade/math course placement. Grade placement will be determined via the testing process, evaluation of student records and grade reports (where students have earned passing grades in a majority of core courses), recommendations from previous teachers, and consultation with incoming teacher/s and other teaching/special education/medical/social work professionals where applicable.

All students applying to the choice program, regardless of their affiliation with the church or school, are given an equal chance of being admitted through the choice program. If more students apply to the choice program than can be admitted due to space, students are selected randomly.

Application Appeals Process

If BLS and/or the Department of Public Instruction (DPI) rejects a voucher applicant, it is because the applicant does not meet program requirements. Within 60 days after receiving the application, BLS shall include the reason.

BLS may reject an applicant only if it has reached its maximum general capacity or seating capacity. The state superintendent shall ensure that the private school determines which pupils to accept on a random basis, except that:

1. BLS may give preference to accepting applications to any of the following
 - a. People who attended BLS under this section during the school year prior to the school year for which the application is being made.
 - b. Siblings of pupils who attended BLS during the school year prior to the school year for which the application is being made and to siblings of pupils who have been accepted to BLS for the school year for which the application is being made.
 - c. Pupils who attended another private school under this section or during the school year prior to the school year for which the application is being made.
2. For a pupil who resides in a school district, other than the eligible school district or a 1st class city school district, the private school shall give preference to a pupil who satisfies any of the following:
 - a. The pupil was enrolled in a public school in the school district in the previous year and is applying to attend a participating private school in grades K through 8.
 - b. The pupil was not enrolled in school in the previous school year.

Appeals must be presented between the time students are selected to receive a voucher and the count date on the third Friday in September. Appeals should be issued in writing to the School Choice Administrator or a designee.

Standardized Testing

Standardized achievement tests are administered each Fall and Spring to students in grades 5K to 8 to help determine the strengths and weaknesses of individual students and the classes as a whole. The test battery measures mastery of the basic skills in listening, vocabulary, reading, spelling, language, study skills, math, science, and social studies. These tests give teachers and parents information on how well the pupil has mastered the basic skills. They also show how a pupil's mastery of these skills compares with that of thousands of other pupils across the nation who have taken these tests. The Wisconsin Forward Exam will be given to grades 4th and 8th

for only Choice/Voucher students. If a parent opts out of this testing the parent must send the school a letter explaining.

It is important that if at all possible students be in school the week of standardized testing (see the calendar in the back of this handbook for the dates). Daytime appointments with doctors, etc., should be avoided during testing.

Parents should remember that standardized tests are not absolute indicators of student achievement or ability, and are only one indicator among many that can be used to assess student progress.

Attendance Requirements For School Choice Students

The goal of Bethlehem to be reached by the end of the year to qualify for continuing as a school choice school is to have a school average attendance of choice student rate of 90%.

Financial Information

Bethlehem cannot charge any registration, tuition or required school fees to any WPCP student. School fees include required field trips, gym uniforms & office fees. Families that wish to participate in athletics or band are required to pay for those activities because they are not required of all BLS students.

Written Policy On Expenses

Bethlehem uses PeachTree, which is a double entry accounting system that will enable preparation of the annual Financial Information Report. It will identify all funding sources, including revenue for pupils participating in the choice program, revenue for parent or other private-paid tuition pupils, revenue from payments made to or due the private school from the school district for instruction provided pupils enrolled in the private school, revenue made from payments made to or due the private school for transportation of the private school's pupils, and revenue from federal, state, and local governments for instructional programs, food service, and facility acquisitions. Invoices from vendors will be paid within 90 days of receipt of invoice or as per written agreement. Employees, volunteers, or parents who are requesting reimbursement of expense incurred on behalf of Bethlehem have 30 days to submit such a request with original receipt. Receipts will be retained by Bethlehem to support this reimbursement.



Parent/Student Handbook
2022-23

I.	<u>Introduction</u>	5
II.	<u>Enrollment</u>	6
	A. Non-Discrimination	6
	B. Age of Eligibility	6
	C. Enrollment Process.....	6
	D. Preregistration and Registration	7
	E. Parents New to Bethlehem	7
III.	<u>Organization and Administration</u>	7
	A. Administration	7
	B. Voter’s Assembly	7
	C. SALSA	8
IV.	<u>Calendar and Schedule</u>	8
	A. School Hours/Visitation.....	8
	B. Noon Hour Recess Policy	8
	C. School Calendar	8
V.	<u>Curriculum and Instruction</u>	9
	A. Worship	9
	B. Religion	9
	C. Language Arts	9
	D. Foreign Language	10
	E. Mathematics	10
	F. Science	10
	G. Social Studies	10
	H. Visual Arts	11
	I. Music	11
	J. Computers	11
	K. Physical Education	12
	L. Study Skills	12
	M. Outdoor Education	12
	N. Field Trips	12
VI.	<u>Measuring Student Progress</u>	13
	A. Standardized Testing	13
	B. Grading	14

C.	Report Cards	14
D.	Honor Roll	14
E.	Parent-Teacher Conferences	15
F.	Progress Reports/Online Grading	15
G.	Promotion/Graduation	15
H.	8 th Grade Graduation	16
I.	8 th Grade Graduation Celebration	16
VII.	<u>Extracurricular and Co-Curricular Activities and Events</u>	16
A.	Athletics	16
B.	Other Extracurricular Programs.....	16
C.	Eligibility – Athletics	16
D.	Eligibility – Other Extracurricular Activities	17
E.	Choir	18
F.	School Picnic	18
VIII.	<u>Auxiliary Services</u>	19
A.	Library	19
B.	Milk and Lunch	19
C.	Lost and Found	19
D.	Telephone	20
E.	Extended Care	20
F.	Bus Transportation	20
G.	Lutheran High School	21
IX.	<u>Health and Safety</u>	21
A.	Illness	21
B.	Communicable Diseases	21
C.	Medication	23
D.	Physical Exams	23
E.	Immunizations	23
F.	Fire/Tornado/Safety Drills.....	23
G.	Child Abuse	24
X.	<u>School and Home Relationships</u>	24
A.	Expectations for Bethlehem Parents	24
B.	What Parents Can Expect From Bethlehem Lutheran School	24

	C. Cooperation and Communication	25
	D. Contacting Teachers	25
	E. Contacting Students	25
	F. Parties and Party Invitations	25
	G. Problems and Complaints	26
	H. Newsletter/Website	26
	I. Church Attendance	26
	J. Dress and Appearance	27
	K. Arrival at School	30
	L. Dismissal	30
	M. Leaving School During School Hours	31
	N. Emergency School Closing	31
	O. Absences and Tardiness	31
	P. Homework	32
	Q. Completing Assignments	33
	R. Supplies	33
	S. Parent Involvement	34
XI.	<u>Discipline</u>	35
	A. Conduct and Discipline	35
	B. Detention.....	42
	C. Suspension	42
	D. Expulsion and Removal of Students	42
	E. Treatment of School Property	43
	F. Behavior at School Events	43
	G. Nuisances and Hazardous Materials	43
	H. Cell Phones/Electronic Devices	43
	I. Out-of-Bounds Areas	44
	J. Weapons	44
	K. Drugs and Alcohol	44
	L. Harassment	45
XII.	<u>Financial</u>	46
	A. Contributions of Members	46
	B. Registration Fee	47

C. Tuition	47
D. Payments	47
E. Unpaid Bills	48
F. Financial Assistance	48
G. Refunds	49
H. Fundraisers	49
I. Scrip	49
<u>Wisconsin Parental School Choice Program</u>	50

I. INTRODUCTION

Parenthood is a sacred trust with which the Lord has blessed you. The duties and responsibilities of child-rearing are yours. Bethlehem Lutheran Church wishes to assist you in these obligations by providing the best possible education for your child -- a Christian education through its school, operating since 1890.

Bethlehem Lutheran School is part of a system of over 2,500 Lutheran schools throughout the United States educating over 290,000 children and having over 18,000 teachers. Lutheran schools have continued to thrive in America for over 150 years. As a member of The Lutheran Church--Missouri Synod, Bethlehem represents the largest Protestant parochial school system in the country.

It is our sincere desire that your child be taught a Christ-centered way of life in a Christian atmosphere by mature Christian teachers who are free to exercise their faith in action, thus supplementing the nurturing that you as parents have faithfully begun.

The main purpose of this booklet is to provide parents with a ready source of information on matters pertaining to the over-all program of Bethlehem Lutheran School. Parents having children enrolled in the school are urged to familiarize themselves with the contents of this handbook and to keep it available throughout the school year. Others may find this booklet useful when friends inquire about various matters pertaining to their child's school life. By being well informed, the home, school, and church will better provide the maximum benefits of Christian education for the Lord's most valuable resource, children.

PLEASE NOTE: Major changes in the 2022-23 Parent Handbook are indicated in *bold italics*.

II. ENROLLMENT

A. Non-Discrimination

Bethlehem Lutheran School admits students of any race, color, national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national/ethnic origin in administration of its educational policies, admissions policies, athletics, and other school administered programs.

B. Age of Eligibility

By September 1, a child must be three years old to enter 3K, four years old to enter 4K Kindergarten, five years old to enter 5K kindergarten, and six years old to enter first grade. A birth or baptismal certificate must be presented as evidence of birth date.

C. Enrollment Process

Parents wishing to enroll students in Bethlehem for the first time are urged to make applications as early as possible. New students will be considered for enrollment only after the following conditions are met:

1. All enrollment forms are completed to the satisfaction of the principal;
2. The enrollment fee has been paid; and
3. Records from any previously attended school have been received.

Bethlehem is not staffed or equipped to deal with children who have severe learning and/or emotional problems. Each child is admitted on a conditional basis until the principal and classroom teacher have a chance to observe the child's academic achievement and behavior.

4. An applicant applying through the choice program may only be denied based on program eligibility—income and residency. After a student is accepted, the school may implement its policies on discipline, academics, etc. as it deems appropriate. The school must accept all choice applicants that meet income and residency requirements.

If your application is not accepted by Bethlehem Lutheran School, you may file a letter of appeal with the school Principal. This appeal must be filed within 14 calendar days of receipt of notice of denial. To be officially accepted, the appeal must be mailed to the school office. No faxed or emailed appeals will be accepted. All appeals received in the official manner and within the prescribed time will be reviewed by the Principal and his/her Advisory Council. You will be notified in writing on their final decision within 14 calendar days.

D. Preregistration and Registration

Each spring a preregistration form for the next school year is sent home for the parents of all eligible students. The completed preregistration form with the preregistration fee should be returned to the school office by the end of April. All parents must register their children before classes begin. Registration occurs in August. At this time, various items of paperwork need to be completed, and tuition payments are due.

E. Parents New to Bethlehem

Parents new to Bethlehem are asked to attend a special evening orientation and registration session in August. At this session, the school's programs are explained, and an opportunity is given to ask questions. Families are also able to meet other new families before the school year begins.

III. ORGANIZATION AND ADMINISTRATION

A. Administration

The affairs of the school are administered by the professional staff, under the Board of Christian Day School, operating by the authority of the Voters' Assembly of Bethlehem Lutheran Church.

The principal of Bethlehem Lutheran School is responsible to the Board of Christian Day School for the supervision of the school. It is his task to implement the policies of the Board of Christian Day School so that the school will function in an orderly manner. The members of the Board of Christian Day School are:

- | | |
|------------------------------------|--|
| Mrs. Judy Heinecke (920) 458-6678 | Mrs. Kirsten Lemus (Director)(920)254-4511 |
| Mr. Ryan Detlaff (920) 946-0196 | Mrs. Holly Leibham (920)254-4067 |
| Mr David Strohschoen(920) 452-6264 | Mr. Greg Richardson (920) 208-7875 |
| Mr Allen Holzheimer (920) 208-7507 | Mrs. Val Zimbal-Sarinana (920) 207-7275 |
| Mr. Josh Ursprung (414) 588-8697 | Mrs. Keeli Johnson (920) 458-0901 |
| Mrs. Sarah Wildman (920)980-2715 | |

B. Voters' Assembly

The Voters' Assembly of Bethlehem Lutheran Church makes decisions which affect the school. These decisions include setting a budget, approving teaching and other staff positions in the school, approving any building or major remodeling, and extending tenured Divine Calls to principal and teachers. Any member of Bethlehem Congregation who has reached his/her 18th birthday may become a voting member of the

congregation by signing the constitution of the congregation. New members of the Voters' Assembly may vote at the first meeting following the one in which they are accepted as voters.

C. SALSA

Bethlehem is one of six Lutheran elementary schools in Sheboygan County comprising the Sheboygan Area Lutheran School Association, Incorporated (SALSA). The other member schools are Immanuel, St. Paul's, and Trinity, all in Sheboygan; St. John's, Plymouth; and St. John's, Random Lake (Sherman Center), as well as Sheboygan Lutheran High School.

SALSA sponsors various programs and activities to benefit its students. These programs and activities include an outdoor education program, a music festival, a biennial science fair, Scholastic Olympics, a forensics program, a track meet, a spelling bee, a joint graduation service (for the three city schools), and the SALSA athletic league.

IV. CALENDAR AND SCHEDULE

A. School Hours/Visitation

The school day begins at 8:00 a.m. Dismissal is at 3:10 p.m. 3 Year-old Kindergarten meets Monday, Tuesday and Thursday mornings from 8:00 a.m. to 11:20 a.m. 4 Year-old Kindergarten meets Monday, Tuesday, Wednesday, and Thursday mornings from 8:00 a.m. to 11:20 a.m. 5 Year-old Kindergarten is an all-day program each day, although arrangements will be made who prefer that their children attend only in the mornings. All visitors to BLS during the day need to stop at the office to sign in and receive a visitor pass to wear.

B. Noon Recess Policy

Weather permitting; children will have supervised recess on the playground as part of the lunch period. No one is to leave the school grounds except by written permission from home. Parents are able to eat with their children. We encourage parents not to bring in "Fast Food" items for lunch for them or their children. This goes against our Nutrition and Wellness policy. If you want to take a child out for lunch please do so.

C. School Calendar

The official school calendar (determining the days on which school is held) is set by the Board of Christian Day School each winter for the following school year. During its meetings in June, the faculty determines the activities calendar for the following school year, setting dates for various school activities and events. The PTL Board sets dates for

its events also during late spring or the early part of the summer for the next school year. All events can be found on our website or on the Sycamore system.

V. CURRICULUM AND INSTRUCTION

A. Worship

In addition to the worship practices begun in the home by parents, the faculty of Bethlehem Lutheran School assists the worship of children by instructing them in the preparation and leadership of private, semiprivate, and public devotions. Available printed materials are first introduced and made familiar to the child; ultimately the child will be encouraged to write his own prayers and simple devotions to make his worship more personal and meaningful.

As an opportunity to use this form of acquired training, the school provides devotional leadership opportunities in the classroom on a regularly scheduled basis. Students also worship in chapel services each week during the school year. All parents and friends of Bethlehem School are invited to attend our midweek chapel services, normally held on Wednesdays at 8:15 a.m. in church.

B. Religion

All children receive daily formal religious instruction. They learn Bible stories and how to apply the Word of God in their personal lives. It is our goal that the children will hear the Word as the voice of a living God. Students also memorize key Bible passages (using the ESV English Standard Version) and parts of Luther's Small Catechism. All students participate in religion classes, devotions, and chapel services.

All students in seventh and eighth grades have religion classes taught by the church pastors. In addition, these students also receive confirmation instruction in preparation for being received into communicant membership in the congregation. Parents of seventh and eighth graders who are not members of Bethlehem Church have the option of their children taking the same confirmation class work as the member children or using this as study time. School Choice/Voucher students can opt out of religious instruction as well as chapel/church attendance.

C. Language Arts

In Kindergarten and grade one, reading, writing, and spelling are integrated into the language arts program. By grade two these skills have been defined and their teaching has been separated. The language period is used to help the child gain skill in oral and written expression, creative writing, and in gaining study skills. In handwriting,

manuscript is taught until the middle of the second grade. From grade four on, the children should use cursive writing for most work, but maintain their skill in manuscript.

A basic reading series that includes “leveled readers” is the core of our reading program. This series consists of textbooks employing a phonetic approach to reading. Other reading materials are used to supplement the basic materials. Interpretation, application, and appreciation for various forms of literature are emphasized at the middle school level.

D. Foreign Language

Spanish is taught in all grades starting with informal learning of simple words and phrases in 5 Year-old kindergarten, and moving on to formal instruction in grade 1. The aim of the Spanish program is to introduce students to the language, and learn simple conversational Spanish.

E. Mathematics

Teaching the concepts, theories, skills and practical application of math principles is emphasized. Students in grades five through eight are all taught math at the same time. This allows students who need extra help or extra challenges in math to be moved to a math class more appropriate for their abilities and progress. Eighth graders who qualify may take a high school level algebra class instead of the regular eighth grade math program.

F. Science

Science is a vital subject in our school because it develops an appreciation of the marvels of God's creation and helps to prepare children to live in our complicated society. Science is taught at all grade levels. In kindergarten through grade eight, the course is general science. Students often led to apply investigative approaches to learning the principles of science.

G. Social Studies

Social Studies includes; geography, history, sociology, and economics. In the lower grades the course is organized by units which cut across the fields. In grade three, regional studies begin, concentrating on the various regions of our world, and culminating in an intensive study of American history at the seventh and eighth grade level. Wisconsin history is taught in grade four. By appreciating God's direction in the history of His world, children learn to trust God to guide their lives also.

H. Visual Arts

Art covers many areas of development throughout the K-8 classroom setting.

I. Music

Music is taught through the various school choirs and through classroom music instruction.

Instrumental music lessons are also available starting in grade 5. There is a band fee that is collected each month. Band fees include lesson books, instrumental music lessons (either individual or small group during the school day), band rehearsals (evenings at Lutheran high School), and band concerts. Concert band practice will be held for all SALSA band students upon demonstration of appropriate proficiency.

As a prelude to instrumental lessons, the recorder is introduced to all students in grade 4 as part of our classroom music program.

J. Computers/Technology Use Policy

Students in grades four through eight take formal classes in computers to help them become knowledgeable about the capabilities and limitations of computers, including word processing, spread sheets and data bases. Computer classes are taught in grades 5 to 8. Students in all grades also have the opportunity to use Chromebooks, I-pads and interactive white boards.

Students are expected to use the computers and access the Internet in a responsible manner. Students who are unwilling to follow the school's policy on computers and Internet access may be denied their use. Parents with children in grades 4 and new students in grades 5 to 8 will need to agree to the technology use policy before a child is able to use technology in the building.

The use of technology is a privilege and must be treated as such by all individuals. Access entails responsibility. Technology resources include, but are not limited to computers, interactive white boards, printers, video equipment, copy machines, software and the Internet. The resources are to be used for educational purposes in accordance with the Christian standards of Bethlehem Lutheran School.

A separate form, (Photo release/Internet Use Form) allowing use of children's photos for marketing or any other use is sent home for parental approval each year. This form also allows for supervised use of the Internet.

K. Physical Education

Physical education is considered an integral part of a child's education, and therefore each class beginning with kindergarten is scheduled for several organized physical education classes each week.

Participation in gym classes will be expected unless a written excuse is received from a parent or doctor. A written excuse from a parent is valid for no longer than one week; an excuse from a physician is valid for 1 week only unless stipulated otherwise on the physician's excuse. After that time, another excuse, if needed, must be sent to the teacher. If a student is unable to participate in physical education class, he/she may not participate in recess or in any athletic practice or game that day.

Students in grades 5K-8 are required to have gym shoes that do not mark the floor, and tie or close with Velcro; students without appropriate shoes may not be allowed to participate in PE classes. Bethlehem PE uniforms are available for purchase, and must worn for PE classes in grades 5 - 8. Gym clothes should be labeled with the student's name and taken home weekly to be washed.

L. Study Skills

We believe that an important part of a child's education is that they learn how to study. To that end, various study skills are taught throughout the grades, and students are expected to use them. An important part of study skills is organizational skill. To assist with this, students in grades four through eight are expected to maintain assignment notebooks provided to them.

M. Outdoor Education

Another important part of our curriculum is our Outdoor Education program. The seventh grade class, together with seventh graders from other SALSA schools, will have an opportunity to spend time together in the fall, working, learning, playing, and worshipping with one another at Camp Anokijig in Plymouth Wisconsin. More information on this program is provided to the parents of seventh graders during the first week of school. There is a fee for camp which needs to be paid before attending. All students are required to attend camp. If, for a documented medical reason, a student is unable to attend, the student must attend school.

N. Field Trips

Field trips are enjoyable extensions to the classroom learning experience. Teachers will send home permission slips with all the necessary information. Verbal permission over the phone will no longer be accepted, only a signed and dated permission slip will allow your child to leave school for a field trip.

Each year, parents in some classes will need to sign a “Walking Field Trip Permission Slip”. It will cover the entire school year and will grant permission for teachers to take their students on short walking trips for a variety of reasons.

Parents are often needed to provide the transportation. The school will require that volunteers transporting children in their cars have proof of proper insurance coverage and a valid driver’s license on file with the school office. All volunteers will be subjected to a background check to volunteering.

Students must wear seat belts and be respectful of the parent drivers and chaperones. Parents need to provide booster seats for those children whose age and weight still requires their use.

VI. MEASURING STUDENT PROGRESS

A. Standardized Testing(MAP Testing)

Standardized achievement tests are administered each Fall, Winter & Spring to students in grades 5K to 8 to help determine the strengths and weaknesses of individual students and the classes as a whole. The test battery measures mastery of the basic skills in listening, vocabulary, reading, spelling, language, study skills, math, & science. These tests give teachers and parents information on how well the pupil has mastered the basic skills. They also show how a pupil's mastery of these skills compares with that of thousands of other pupils across the nation who have taken these tests. The Wisconsin Forward exam will be given to grades 4th and 8th for only Choice/Voucher students. If a parent opts out of this testing the parent must send the school a letter explaining.

It is important that if at all possible students be in school the week of standardized testing (see the calendar in the back of this handbook for the dates). Daytime appointments with doctors, etc., should be avoided during testing.

Parents should remember that standardized tests are not absolute indicators of student achievement or ability, and are only one indicator among many that can be used to assess student progress.

Children's test results will be shared with parents after the tests have been scored.

B. Grading

The following grading scale is used in those classes which determine performance records by percentages:

A: 100 - 92%

B: 91 - 82%

C: 81 - 72%

D: 71 - 62%

F: 61% and below

Grades in any subject may be lowered because of incorrect mechanics (spelling, grammar, punctuation, etc.). Teachers will send home to parents specific standards used in grading.

C. Report Cards

A report of each child's progress is prepared at the end of each quarter. Parents can request a paper copy of the report from the office otherwise they are able to view the reports on their family's Sycamore Education account. Students receive grades for both achievement and effort.. Parents are urged to give all reports their careful attention.

D. Honor Roll

The school recognizes the academic accomplishments of those students who achieve high marks in grades 5, 6, 7, and 8. The awards are determined through averaging the grades that the students earn in all graded subjects and are matched to the level of award listed below. An Honor Roll Certificate is presented to deserving students from grades 5-8 at the close of each quarter. The following scale determines placement on the Honor Roll:

A Honor Roll	3.75 + grade point average
B Honor Roll	3.5-3.749 grade point average

In addition, at the end of the second, third, and fourth quarter, students in grades five through eight who have shown a significant increase in grade point average from the previous quarter are given the Principal's Achievement Award.

E. Parent-Teacher Conferences

After the end of the first quarter, parents of students in 5K-8 are asked to come to the school for Parent-Teacher Conferences to discuss their children's progress with each child's homeroom teacher. Parent-Teacher Conferences should:

- 1) promote understanding in the home-school relationship;
- 2) strengthen the mutual interest of the parent and the teacher in the child's welfare;
- 3) give the parent a true picture of the child's progress;
- 4) assist the parent and teacher in finding ways to work together for the good of the child.

Parents are notified in writing of the time of their scheduled conferences.

At the end of the second quarter, Parent-Teacher Conferences are held for students in 3K, 4K.

At the end of the 2nd quarter, Parent-Teacher Conferences are held for students in grades 5K-8 as requested by either parent or teacher.

Teachers may request a conference at other times to discuss specific concerns with parents. Parents are urged to request a conference or to contact the teacher by phone whenever they have a question about their child's progress.

F. Progress Reports/Online Grades

Bethlehem Lutheran has online grading. Each family has the ability to check their student's grades whenever it is convenient for them. Every family will receive an access code for our Sycamore system. Each Mid-Quarter a report is created for children in grades 1 to 8. Parents are encouraged to review these reports and contact their child's teacher if there are any questions about their child's progress. Most teachers update the online system every 1 to 2 weeks.

G. Promotion/Graduation

Decisions regarding promotion/graduation of students are made in consideration of the individual child's needs and include recommendations of teachers, parents, results of tests, pupil scores, and other professionals working with that child.

H. 8th Grade Graduation

Upon completing the requirements by the Board of Christian Day School, the eighth graders are promoted into the ninth grade. A graduation ceremony is held at Lutheran High School in combination with the other SALSA schools.

I. 8th Grade Graduation Celebration

Eighth graders are honored at a June celebration. Seventh grade families are asked to help prepare and run the function in the Bethlehem gym with guidance from the 7th & 8th grade homeroom teachers. The celebration follows the graduation ceremony that is held at Lutheran High.

VII. EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES AND EVENTS

A. Athletics

Physical health and development are important to the parent and child. Bethlehem Lutheran School conducts a program of intramural and extramural activities conducive to the development of athletic skills and Christian sportsmanship. Students in the grades 5 - 8 are eligible to compete on teams that represent Bethlehem. We have teams in cross country (boys and girls), volleyball (girls), basketball (boys and girls), and track (boys and girls). Bethlehem values the Christian attitudes displayed by our players, the student body, and their parents in such competition. There is an athletic fee for each sport that a student participates.

B. Other Extracurricular Programs

Students have the opportunity to participate in a variety of extracurricular activities besides athletics. These include a geography bee, spelling bee, musicals, forensics, a music festival, and Scholastic Olympics.

C. Eligibility -- Athletics

ACADEMIC ELIGIBILITY -- The following standards apply to those students who are playing on the any teams ("A" or "B"). To remain eligible for their sport/event a student must:

Work to the best of her/his ability;

Faithfully complete and hand in daily assignments; and

Receive passing grades in all subjects (measured at mid-quarter and the end of the quarter).

(Students may remain eligible if they have worked to the best of their ability even if they have not received passing grades in all subjects.)

PENALTIES -- If the student receives a failing grade on a mid-quarter or end-of-quarter report, the following penalties will be enforced:

FIRST VIOLATION OF A SEASON: The student may practice with the team but cannot play for the next two games.

SECOND VIOLATION: The student may not practice with the team and cannot play in the next four games (principal's discretion after consultation with the athletic director).

THIRD VIOLATION: The student may not practice with the team and cannot play in the next six games (principal's discretion after consultation with the athletic director).

FOURTH VIOLATION: Suspended from the sport for the remainder of the season.

BEHAVIOR ELIGIBILITY

1. 3 minor referrals in a three week period: the student-athlete is ineligible for 2 games. Student may practice with the team but cannot dress in their uniform or perform publicly for the next two games/matches.
2. 6 minor infractions in three weeks or 1 major referral: the student-athlete is ineligible for 3 games. The student may practice with the team but cannot dress in their uniform or perform publicly (principal's discretion after consultation with the athletic director).
3. 9 minor referrals or 3 major referrals at any point in the season: the student-athlete is ineligible for the remainder of the season. (principal's discretion after consultation with the athletic director).

The principal, after consultation with the athletic director and teacher involved, may modify consequences for ineligibility for exceptional circumstances.

Ineligibility notices themselves do not become a part of the student's permanent school file, although the actions leading to the ineligibility may be recorded in the student's file.

D. Eligibility -- Other Extracurricular Activities

ACADEMIC ELIGIBILITY -- The following standards apply to those students who are participating in extracurricular activities (other than athletics). To remain eligible to participate, a student must:

Work to the best of his/her abilities;

Faithfully complete and hand in daily assignments; and

Receive passing grades in all subjects (measured at mid-quarter and the end of the quarter).

Students may remain eligible if they have worked to the best of their ability even if they have not received passing grades in all subjects.

PENALTIES -- If the student receives a failing grade on a mid-quarter or end-of-quarter report, they will not be allowed to participate in the scheduled event until the grade has been raised to passing. They may however continue to practice for the event.

BEHAVIOR:

1. 6 minor infractions in three weeks or 1 major referral: the student-athlete is ineligible. The student may practice with the team but cannot perform/participate for the event (principal's discretion after consultation with the teacher/staff member).
2. The student needs to be in attendance in order to participate in the event.
3. Ineligibility notices themselves do not become a part of the student's permanent school file, although the actions leading to the ineligibility may be recorded in the student's file.

E. Choir

Bethlehem has several choirs. The Cherub Choir is made up of students in grades Kindergarten through three; the Jubilate Choir is made up of students in grades four through eighth. Choirs sing once a quarter during the school year at various services. Students also lead an Advent worship service during December as we prepare for the coming of our Savior Jesus Christ. If a child cannot be present in church, a written excuse is to be given to the choir director, in advance of the absence if possible.

F. School Picnic

At the end of the school year, the Parent-Teacher League sponsors a school picnic at a city park. Parents are encouraged to attend the picnic with their children. The school picnic is not an official day of school since the school year ends with the closing service. Responsibility for the children and transportation to and from the picnic rests with the parents.

VIII. AUXILIARY SERVICES

A. Library

Students are able to select books on a weekly basis from our school library. Each class visits the library once a week. Many of the books found in our school library are fiction. New books are brought in each school year to keep current with changing reading interest. In addition to the books for general circulation, we have a number of encyclopedias and other reference works and also a number of periodicals.

Students are permitted to check out two books at a time for a period of one week. Students must pay for damaged or lost books. (\$10 for lost or damaged materials) Parents may also check the Sycamore system to see what books their students have checked out.

The library also has a collection of videos. These may be checked out by students.

B. Milk and Hot Lunch

Students may bring a bag lunch or take hot lunch. There are no provisions for student use of refrigerator or microwave facilities.

Hot lunch and milk purchase is available in the school office. Funds should be dropped off in the office and will be credited to the student's account. Students may not receive lunches or milks if the account has a negative balance of \$40.00 or more. Balances can be found on your family Sycamore account.

If a child is going to be late to school, parents must order hot lunch by phone prior to 8:30 a.m. or send along a lunch.

Applications for free and reduced price hot lunches may be obtained in the school office at any time during the school year. Federal lunch program guidelines are followed to determine eligibility.

C. Lost and Found

Any items that are found lying around the school will be placed in the Lost and Found. Contact the school office to check lost and found for any of your child's belongings. All unclaimed items will periodically be donated to a charitable cause.

D. Telephone

Children are permitted to use the school phone under supervision, for necessary school business or for an emergency. Permission must be obtained from the homeroom teacher before using the phone; the children will not be allowed to call for forgotten school work, lunches, or gym clothes, or to make social calls or arrangements for overnight visits.

E. Extended Care

Before-school care is available through the Extended Care Program. Families using this care pay for the service provided. The Extended Care Program runs from 6:45 to 7:45 a.m. Students who arrive in the area of the school before 7:45 a.m. (unless directly involved in a school activity or under the direct supervision of a teacher) are expected to go to the Extended Care Program.

The Extended Care Program is also there for 3 and 4 year old students who need care after the class is finished at 11:20 and also on days that the class does not meet.

The Extended Care Program also offers after-school care. This service runs from dismissal until 5:30 p.m. Students who are still at school fifteen minutes after dismissal (unless directly involved in a school activity or under the direct supervision of a teacher) are expected to go to the Extended Care Program.

Students in the Extended Care Program who repeatedly are disruptive or who refuse to obey the Extended Care Supervisor may be suspended from the program, and will not be allowed on the premises before 7:45 a.m. or after 3:20 p.m.

F. Bus Transportation

Prigge Bus Company provides bus service for eligible students; this includes students living in that part of the Sheboygan Area School District designated as the Bethlehem attendance area (which is generally to the south of the school) and more than two miles from Bethlehem. Parents interested in receiving this service are encouraged to contact the school office.

A bus stop for Sheboygan Transit buses is at 12th and Georgia.

Parents living in the Sheboygan Falls school district are eligible to receive a contract from the Sheboygan Falls district. This entitles the parents to receive payments from the district. Parents should contact the Sheboygan Falls district for more information.

G. Lutheran High School

Sheboygan is privileged to have a Lutheran High School. Graduates of Bethlehem are strongly encouraged to continue their Christian education at LHS. Since Bethlehem Congregation is a member of the Sheboygan Lutheran High School Association, members of Bethlehem attending LHS receive a substantial discount on their tuition. The congregation also offers financial assistance to members attending LHS; this financial assistance is based on family financial need.

IX. HEALTH AND SAFETY

A. Illness

When a child is ill, he should stay home. A child who shows any of the following symptoms should not be in school

1. Acute cold
2. Sore throat or earache accompanied by fever of 99.6 degrees or higher
3. Swollen glands with fever of 99.6 degrees or higher
4. Excessively discharging nose
5. Temperature of 99.6 degrees or higher
6. Undiagnosed skin eruptions or rashes
7. General signs of listlessness, weakness, drowsiness, flushed skin, frequent severe headaches
8. Pink eye
9. Continuous disruptive coughing
10. Nausea

Children should not return to school until temperature has been normal for at least 24 hours.

ALL CASES OR SUSPECTED CASES OF CONTAGIOUS DISEASES MUST BE PROMPTLY REPORTED TO THE SCHOOL.

B. Communicable Diseases

The Wisconsin Department of Health states: For the following diseases, the child shall be excluded from school, all public places, and contact with other children according to the following regulation:

1. Chicken Pox -- Keep child home until 5 days after first eruption. All open areas must be scabbed over -- scabs are not infectious, but the wound drainage is infectious.
2. Head Lice -- Keep child home until treatment with a pediculicide has begun and child is **FREE OF LICE AND NITS**. Outbreaks of head lice are common among school children. Head lice are spread by direct contact with an infested person and indirectly by contact with their personal belongings, especially headgear, clothing, hair brushes, and combs. The louse can also survive for a few days at room temperature in the crevices or overstuffed furniture and carpets. **A CHILD MAY RETURN TO SCHOOL ONLY AFTER THE TREATMENT AND REMOVAL OF ALL THE NITS.** Persons may be reinfested with head lice if the nits and lice have not been destroyed in the household. The school will assist as much as possible but it is the parent's responsibility to take care of this problem in the home. We request that you watch your children and deal swiftly and thoroughly if this problem afflicts your household.
3. Hepatitis A -- Keep child home until 7 days after onset of jaundice.
4. Impetigo -- Keep child home until under medical treatment by a physician.
5. Measles -- Keep child home until 4 days after rash appears.
6. Mononucleosis -- Keep child home throughout duration of fever.
7. Mumps -- Keep child home for 9 days from onset of illness or until swelling is gone, whichever is longer.
8. Pinkeye -- Keep child home until there is no discharge from the eye.
9. Ringworm of the skin and scalp -- Keep child home until under active treatment by a physician.
10. Rubella (German measles) -- Keep child home for 7 days after onset of rash.
11. Scabies -- Keep child home until diagnosed by a physician and adequately treated with prescribed medication.
12. Strep Throat -- Keep child home until 24 hours after appropriate antibiotic therapy has begun or for 10 days if antibiotics are not administered.
13. Trench Mouth -- Keep child home until appropriate antibiotic therapy has begun under physician's care.

If you have any questions or concerns regarding the health of your child, please feel free to call the school office. For further information regarding the above diseases, please contact your family physician or call the Sheboygan County Health and Human Services Division of Public Health at 459-4382.

C. Medication

Children needing to take medication will be allowed to do so as needed as long as it does not disrupt the educational program. Children should have their medication kept and administered by the teacher or secretary. Medication sent from home must have:

- the name of the child,
- the name of the medication,
- the dosage,
- the time to be administered,
- the original packaging.

If the medication is prescription, it must also include (in addition to the above information):

- the name and phone number of the pharmacy
- the name and signature of the prescribing physician,
- original packaging and pharmacy label.

A form is available from the school office for parent information on a student's medication. School personnel (paid or volunteer) are not allowed to furnish children with aspirin or other pain medication, cough drops, or anything else that contains any medical ingredients. Medication will be locked in the school office. Student will need to come to the office to take them.

D. Physical Exams

It is recommended by the State of Wisconsin that all children entering a Wisconsin school for the first time have a physical exam before starting school. Physical examinations are strongly encouraged every year for students participating in our extracurricular athletic program.

E. Immunizations

Students of Bethlehem must have on file at the school an accurate and satisfactorily completed Wisconsin Student Immunization Record indicating that he/her has received the minimum immunizations required by Wisconsin law. The state immunization record form is available from the school office.

F. Fire/Tornado/Safety Drills

In accordance with state law and for the safety of the entire Bethlehem family, our school holds fire drills regularly during the school year. During periods of cold weather, students are allowed to wear coats during fire drills.

Several times during tornado season, tornado drills are also held. During both types of drills, students are expected to walk to their assigned areas of safety without talking.

Our school also practices safety drills with our staff and students randomly during the school year in accordance to our safety plan.

G. Child Abuse

Wisconsin law and Board of Christian Day School policy require that any school staff member who suspects that a child has been abused or neglected must report the suspected abuse or neglect to the appropriate civil authorities.

X. SCHOOL AND HOME RELATIONSHIPS

A. Expectations for Bethlehem School Parents

- * Be certain that your child is regular and punctual in attendance.
- * Actively participate in school and congregational activities.
- * Be aware of school rules and follow them.
- * Respect the teacher as a professional.
- * Respect the teacher's personal family time.
- * Be a good, Christian role-model for your children.
- * Read all school correspondence carefully.
- * Make your child's school work a priority.
- * Prepare a quiet study area in your home for your child.
- * Accentuate the positive about all things involving our school.

B. What Parents can expect from Bethlehem Lutheran School

- * Teaching of basic, Biblical truths.
- * Provide a safe, productive, caring environment for the children.
- * Administer discipline based on Christian love.
- * Maintain high educational standards for the students.
- * Maintain open lines of communication between staff and parents.
- * Serve as a positive role-model, exhibiting high standards of Christian values.
- * Schedule regular parent conferences and distribute progress reports that reflect honest, accurate evaluation, recommendations and suggestions.
- * Active involvement of teachers in the life of the school and congregation.

C. Cooperation and Communication

Active cooperation of parents, principal, and teacher is necessary for the proper development of the child. Parents are therefore welcome to visit the school for conferences about their children's progress. Whenever parents are requested by the principal or a teacher to meet because of a behavior difficulty or some other condition interfering with a child's progress, it is highly important that they do so.

If a child is tested for any type of learning problem or any other problem that could affect school performance, parents are expected to sign a release allowing appropriate school personnel to receive information directly from the individual or agency doing the testing. This is necessary for the school to be able to plan the appropriate learning program for the child.

D. Contacting Teachers

From 8:00 a.m. until 3:10 p.m., the teachers' primary responsibility is teaching and supervising children. All teachers may be reached after school between 3:10 and 3:30 p.m. If an emergency forces a parent to contact a teacher during the school day, a message may be left with the office or on the teacher's voicemail; the teacher will return the call when he/she has an opportunity to do so.

Teachers may also be reached at home. All teachers are happy to schedule a personal conference for matters requiring more attention than can adequately be given over the phone. All teachers also have email accounts. Each faculty member also has an email account for school use.

E. Contacting Students

We will give messages from home to students, but children will not be called to the phone except in emergencies. If there is an urgent need to see a child personally, please stop at the office first. All visitors to Bethlehem Lutheran School will need to sign-in in the school office. While we express our willingness to be of service, we also ask that interruptions be kept to a minimum.

F. Parties and Party Invitations

When everyone but one or two students (or one or two students of the same gender) receives an invitation to a party, the student who is left out usually suffers from feelings of being unwanted or unloved. To foster our Christian concern for the students in the class, we strongly encourage parents to send invitations for parties, sleepovers, etc., to all students in the class or at least all students in the class of the

same gender. Invitations should not be sent to school to be distributed unless this principle is followed.

Since we do not have room or facilities to store such items, we also discourage the bringing of sleeping bags, gifts, etc., for social occasions after school.

G. Problems and Complaints

Frequently, parents may have questions or concerns about a teacher's procedures, a child's homework or grades, etc. In such instances, parents are welcome to contact the teacher for answers to their questions or concerns. This is in keeping with Matthew 18 where Christ tells us how to handle disputes. If the parent is not satisfied with the teacher's response, the principal should be consulted. He may handle the problem himself or request that the parent contact someone else. If after a reasonable length of time the parent is still dissatisfied, the principal should again be notified and the Chairman of the Board of Christian Day School should be consulted. Questions or concerns about general school policies or procedure should be addressed to the principal.

H. Newsletter/Website

The STAR newsletter is sent home to parents on Fridays with the students. This informational piece can be sent home in print or by email. If you would like to help us save paper, please consider viewing it weekly on the school website. The newsletter gives announcements of coming events, information on the school programs, and requests to parents. A monthly calendar listing school and student activities is also sent home to parents. The website can be found at ourbethlehem.com for more school information. Bethlehem also has a Facebook and Twitter account to be used to give informational updates. Information can also be found on the Sycamore Education System. Teachers also have their own websites for classroom information and assignments.

I. Church Attendance

God commands us in the Third Commandment to worship Him regularly and with sincerity. In keeping with the Third Commandment and the aims of instruction in our religious program, it is expected that school families will regularly attend the church and Sunday School of their choice.

Children learn far more by observation than by instruction -- literally they learn more from what parents do than from what they say. Active worship participation is an essential part of Christian living as commanded by our Lord. Bethlehem Lutheran School feels strongly that all families are to be encouraged in Christian living. To assist families in monitoring worship attendance, the report cards include a report on the child's church attendance. Where worship attendance is lacking, the family will be counseled by the spiritual leaders of the parish.

Church attendance is taken each week and reported on the student report card as a reminder of the importance that cooperate worship is to a Christian. A "Faithful Church Attendance" certificate is given to students each quarter that have attended worship.

The example parents set, is the most important motivation to their children. In many cases it will be copied by them. If you have no church home, you are cordially invited to attend the services and Bible instruction at Bethlehem each Sunday. Bethlehem has worship services at 6:00 p.m. on Wednesdays, 5:30 p.m. on Saturdays, and at 8:00 a.m. and 10:30 a.m. on Sundays, as well as special services (Thanksgiving, Advent, Christmas, New Year's Eve, Lent, Maundy Thursday, Good Friday, and Ascension) during the year.

J. Dress and Appearance

At Bethlehem Lutheran School our concerns for our children involve all aspects of Christian living. The Bible tells us "man looks at the outward appearance, but the Lord looks at the heart" (1 Samuel 16:7). As Christians our role as ambassadors for Christ should be to reflect the values and teachings of Christ to the community. We are in the world, but not of the world. We trust that parents share our desire to foster high standards in every area of our school program, including dress and personal appearance. It is our experience that there is a correlation between student dress and student behavior and learning. Consequently, our Board of Christian Day School and our faculty insist that each student be dressed in a way that will not hinder the educational process, that will promote a positive image among our students, and which will provide a positive Christian witness to the community.

Our faculty reserves the right to make judgments concerning what we consider to be proper dress for school based on the guidelines below. If it becomes necessary to do so, we will inform individual students and their parents of dress corrections that must be made.

We appreciate your understanding of and cooperation with our school dress policy. We urge parents to help their children adhere to our dress guidelines throughout the year, rather than placing their children in the position of having to be confronted by teachers or the principal with the need to make dress corrections.

Clothing should be neat, clean, and modest. Examples of clothing that does NOT fall into this category (and therefore are not acceptable) are:

- any clothing allowing or leaving a bare midriff or bare back while sitting or standing (if hands are raised midriffs and backs must remain covered by the shirt);
- halter tops, tube tops, or camis
- Ripped/torn clothing
- clothing that allows underwear to be seen;
- clothing/jewelry
 - having unchristian or immoral sayings or pictures, skulls
 - that suggests or encourages disobedience or unchristian or immoral ideas,
 - that has designs, pictures, words, or symbols with sexual connotations or suggestions or that is associated with gangs, or
 - bearing the pictures, names, or logos of, or references to, any
 - alcohol
 - tobacco
 - illegal substance

Clothing must be worn in the way it was designed. For example, clothing may not be worn inside-out or backwards; bib overalls must have the straps over the shoulders.

Footwear with backs must be worn. Flip-flops are not allowed for safety reasons.

A child must have gym shoes at school for physical education classes; gym shoes should have non-marking soles. We want our students to be able to run, skip and jump in supportive and safe shoes.

Earrings are acceptable for girls only. No jewelry or other decoration may be worn in other pierced body parts.

Makeup is discouraged. No makeup may be of an unnatural color.

No headwear is to be worn inside.

Students are encouraged to show respect for worship by dressing up on Wednesdays or other days we attend chapel or other worship services.

Students in 3K to 2nd Grade

For all grades, clothing should be appropriate for the weather forecast for the day. Headgear and mittens/gloves should be worn to school on days when the temperature is below freezing. Removable boots should be worn or a change of shoes should be available on days when the playground is likely to have puddles or be snow-covered.

Students in 3rd Grade to 8th Grade

Students cannot wear "leggings" alone as pants. Leggings may be worn under appropriate length shorts, skirts and shirts where the buttocks are sufficiently covered.

All shorts, skirts and dresses should be at fingertip length, or below.

All shorts, pants, sweats, or jeans should be in good condition, with no holes, and have slack to them.

All shirts should cover torso from collar to below waist; no skin should be seen when sitting, stretching, or bending.

All clothing should be God pleasing with no inappropriate logos, advertising, or musical groups.

All shoes should be well fitted for school activities throughout the day. No flip-flops or slides.

No hats, caps, or hoods are to be worn inside the building.

Other items of dress or appearance may be banned by the principal if he deems that they are not **neat, clean, or modest**, or that they disrupt the school's educational program. Questions about proper dress or appearance should be addressed to the principal.

Consequences of improper dress:

1. For minor first-time infractions of the dress and appearance standards, students and their parents will receive written or verbal notification from the school reminding them that the school's dress code must be adhered to.
2. For repeated or obvious infractions, the student will be asked to change into appropriate clothing; this may involve a phone call to parents asking them to bring more appropriate clothing to school.

3. The child may be removed from class until the clothing and appearance meet the school's standards.
4. The child may be suspended from school if the behavior does not improve
5. If necessary, the parents of the student will be asked to appear before the Board of Christian Day School to discuss the noncompliance with the dress code. Further Board actions may be necessary.

K. Arrival at School

Children are not to enter school before the **7:50 a.m.** bell. Students who arrive before the 7:55 a.m. bell are to report to the Extended Care Program. (Parents are billed for this service.) Students arriving after **7:40 a.m.** but before **7:50 a.m.** are to line up on the playground near the south school entrance until the entry bell rings at **7:50 a.m.** On days when it is raining or the wind chill is below 0 degrees F., students arriving between **7:40 a.m.** and **7:50 a.m.** will be allowed to wait inside the cafeteria. Students are to enter the school through the south (playground) doors.

L. Dismissal

Parents are expected to provide transportation for their children when school is dismissed. Dismissal is at 3:10 PM.

Parents picking up their children at dismissal are asked to wait outside the building or in the entry ways until the dismissal bell rings. This helps prevent unnecessary disruption of the classes at the end of the school day.

After dismissal, children are to leave directly for home unless they are under the direct supervision of a teacher. Unsupervised children still remaining at school fifteen minutes after dismissal will be sent to the Extended Care Program. Playing on the playground after school is not permitted.

Students who are scheduled for a late practice or activity should either report to the Extended Care Program or leave the grounds until it is time to report for the practice or activity.

Families are reminded to not park in the St. Peter Claver parking lot directly to the South of the school. Also, please do not park in the bus zone which is South of the main gate on S. 12th St.

M. Leaving School During School Hours

No child will be permitted to leave the school grounds while under the responsibility of the school without the consent of the child's parents or the principal. Trips to stores or restaurants without a parent are not allowed. Parents wishing to have their child come home for lunch should indicate that in writing to the child's teacher and the school office; if this is to be a regular occurrence, a single note for the school year will be satisfactory.

If your child has a doctor's or dentist's appointment, it will be your responsibility to send the teacher a note, and pick up your child from the school office; children are not allowed to wait outside or otherwise unsupervised. Except in an emergency, messages are usually delivered to the classroom at noon or at the end of the school day. All homework due for the time period of a medical absence is to be given to the teacher prior to leaving for the appointment. The child and parent are responsible to see that assignments and classroom information given during the appointment time are noted following a medical appointment.

N. Emergency School Closing

If inclement weather or other circumstances forces the closing of school, an announcement to that effect will be made over radio station WHBL and television channels 4, 6, 12. This will usually be on the air by 7 a.m. It will also appear on the school website and the school Facebook page. **If the Sheboygan Public Schools close for weather-related reasons, Bethlehem will also close.** Students and parents are asked NOT to call the school office, the principal, or any of the teachers to find out if school is closed. In the event of a snow storm or ice storm during the day, classes will normally continue until normal dismissal time. However, parents may pick up their children if they feel that the roads are becoming hazardous. The school website will also have an announcement with the details. Parents are also able to receive text notifications from the office by signing up through their Sycamore Education account.

O. Absences and Tardiness

Regular attendance is important to the progress of the child; almost always class discussion or work cannot be duplicated outside the classroom. Absence from school prevents the child from benefiting from this discussion or project, and therefore interferes with his/her child's academic progress. Unexcused absences may also lead to irresponsibility. Sickness of the child, family tragedy or illness,

severe weather, or employer-dictated family vacation are the only valid reasons for a child's absence from school. Any other absences are unexcused, and the student is also truant.

For the protection and safety of the children, parents are asked to call the school office before 8:20 a.m. each morning that a child is absent; messages (including hot lunch and homework information) may be left on the answering machine before 8:00 a.m. Parents must report any absence and give the reason for the absence or the absence is unexcused and the child is considered to be truant. A doctor's written excuse may be required for all extended absences of more than five days, or for repeated absences due to illness or family illness, or the absences will not be excused.

If a student is absent, parents are to make arrangements with the teacher regarding school work. Families who are aware in advance of the need for an extended excused absence are to notify the teacher at the earliest possible date to make arrangements for completing school work. Assignments for pending extended excused absences will not be ready for at least 72 hours after the request is made by the parents. Parents are strongly encouraged to refrain from scheduling any appointment that would cause a child to be late or absent during the week that standardized tests are administered.

Students are expected to be in their classrooms by the 8:00 AM bell. Students who are not are considered tardy.

Records will be kept by the classroom teacher and excessive absences or tardiness shall be dealt with on an individual basis. Wisconsin law states that a child with more than five unexcused absences in a semester is considered to be habitually truant, and requires that a child with unexcused absences be reported to appropriate authorities for violating the state's mandatory school attendance laws.

P. Homework

Often, children are asked to complete assignments which are made to help them practice a skill or understand a concept. In the lower grades (up through grade 3), children usually have enough time in class to complete their work in school. Beginning with grade 3, students probably will need to bring some work home and complete it there, and are therefore expected to keep an assignment book.

Generally, math homework is to be done without the aid of a calculator.

If a child appears to have an excessive amount of homework, the parents are strongly encouraged to consult with the teacher to determine the cause of the problem and arrive at a possible solution.

Parents are encouraged to help their children with homework. However, the parent who does a student's homework for him is doing much more harm than good; this contributes about as much to the youngster's intellectual growth as eating his dinner for him would add to his physical growth. When a parent does most of the assignment, the teacher will be evaluating the parent's work rather than the student's, and will have difficulty determining the student's strengths and weaknesses. The parent must remember that when the child takes either classroom or standardized tests, the parent will not be there to help.

Here are some ways parents can give assistance:

- Provide a table or desk in a quiet area away from television and other distractions.
- Help your child find books and other research material.
- Listen to and monitor oral reading.
- Read aloud words to be spelled.
- Double-check your child's learning of vocabulary words.
- Ask your child what he remembers from a history or science chapter or other reading assignment; this helps him to clarify his thinking and to keep the most important points in his mind.
- Another way to help young children is to read to them. Ask the child how he/she thinks the story will end. Ask the child what a Christian might say to the characters in the story, or whether a Christian should act the same as the characters in the story.

Q. Completing Assignments

Students are expected to complete assigned work in a satisfactory manner by the time it is due. Students who are absent for valid reasons (see "Absences and Tardiness" above) will be given one day of extra time to complete the work for each day that the child has been absent with a valid excuse.

For unexcused late work:

The student will lose percentage points per day that the assignment is late. Each day the assignment is not in the student will lose 10 percent on that assignment. **After 4 days the assignment becomes a zero in the grade-book.** No longer can it be turned in or accepted by the teacher.

For repeated instances of incomplete assignments, a conference with the parent will be requested.

R. Supplies

The registration fee covers the cost of textbooks and other materials, and some supplies. Books not covered by the registration fees are Bibles and Catechisms. These books should be part of every child's personal property. Supplies not provided by the school include calculators, notebook paper, pencils, pens, and notebooks. A list of supplies needed by students is available from the classroom teacher or the school office.

S. Parent Involvement

There are many ways a parent can be involved at Bethlehem. Each year a sheet is sent home in the registration packet asking for help in different areas of the school: Tutoring, Library Assistant, Lunch Helpers, Accreditation Committee, Reading Partners, Picture Day helper, Forensics Coach, Scholastic Olympics helper, and many others. We hope you can find the time to help and make your school a better place. We couldn't do it without parent help. Families are not required to help volunteer or contribute monies to fundraising as a condition of enrollment. We highly encourage you and your family to be involved at BLS. All volunteers are also subject to background checks.

Parents can also help plan classroom parties, attend class field trips as needed, and arrange for help with classroom activities. Seventh grade parents are expected to help coordinate the eighth grade graduation reception.

PTL

Parent Teacher League is another way to help out. ALL PARENTS are members of PTL. The objective of PTL is to provide an opportunity for the parents and teachers to work together for the general welfare of the students. Events sponsored by the PTL are :

Back to School Welcome - Aug

Teacher Appreciation - all year

Forensics Night - November

Boys & Girls Basketball Tournaments - Feb

Bowling events - Winter

Valentines Project - Feb

School Picnic - June
Christmas Bags - Dec

Fun Fair - Spring
Ice Skating/Game Nights - Winter

XI. DISCIPLINE

A. Conduct and Discipline

The teacher is to be regarded as a God-appointed guardian while the child is in his or her care. This implies that the pupil is to obey and respect his teacher the same as he would or should his own parents. In the absence of such attitudes, reasonable punishments may be given to the child. In cases where the teacher is unable to obtain discipline from a pupil, the teacher will contact the principal and/or the parents for assistance in gaining the desired results. In extreme cases, the child may be referred to the Board of Christian Day School. Any pupil who proves to be a detriment to the welfare of the school will be expelled. We are not equipped to serve abnormal behavior.

"If you love Me, keep My commandments." In a Christian school, the Lord Jesus must be preeminent in the mind of both pupil and teacher. Both must conduct themselves as redeemed, loving children of God, so that whenever corrective measures become necessary, they will be designed to develop favorable temporal attitudes, and nurture spiritual growth. Then God's glory will also be heightened both through the action of the teacher and the behavioral change brought about in the child.

A school-wide discipline plan has been adopted by the Board of Christian Day School that unified discipline procedures on the playground, in the hallways, and in the lunchroom. It may also be used by teachers as part of their classroom discipline plan. Any program of school discipline requires the cooperation of home and school to be effective and is designed for only one purpose - the benefit of all children and the creation of the best learning environment.

Core components of preventions are:

1. Setting clear behavioral expectations (school wide matrix, classroom matrix,) Students learn appropriate behavior the same way a child who doesn't know how to read learns to read – through instruction, practice, feedback, and encouragement. Once you have developed school-wide expectations, it is not enough to just post the words on the walls...you must teach them!
2. Teaching appropriate behavioral expectations.
 - Kick off – PBIS Pump-Up assemblies to teach expected behaviors to staff and students.

- Behavioral Lessons in the classroom that define, teach, model, and practice desirable behaviors.
- An acknowledgment system – immediate, unpredictable, and long term way of acknowledging desired behavior. (Badger Bucks – Grades 5K to 4) (Tickets - 5 to 8)

System for Addressing Misbehavior

1. Re-teach student the appropriate behavior. Immediate re-teaching requires a staff member to interrupt the undesirable behavior, define, and model the replacement behavior and have the student practice it.
2. Office Discipline Referral (ODR) process – Minor behaviors are teacher managed. Teacher intervenes by finding a place to talk with student(s) involved, help students problem solve, determine appropriate consequence, and complete referral form. Make copy and send home – keep original.

Major problems are office managed. Teacher fills out top of form and sends child to office.

MINOR BEHAVIORS:

Be Safe

- throwing food or other objects in eating areas
- physical contact of another person
- property misuse

Be Respectful

- petty stealing (this includes pencils, pens, paper, and other small inexpensive items; value of two dollars or less) -- restitution required
- possessing an instrument of irritation (water pistols, snowballs, electronic games, laser pointers, cell phones, etc.)
- dress code violations

Be Responsible

- creating minor disturbances
- petty cheating
- failure to respond to school notices; failure to return notices requiring a parent signature
- name calling or verbal abuse
- leaving a mess in the lunchroom
- littering

- disorder in halls (running, taking the steps two or more at a time, boisterousness, etc.)
- bicycle violations (riding on playground, lawn of church or school, or on the sidewalk when people are present)
- any violations of the RULES FOR STUDENT BEHAVIOR as found in the current Parent Handbook
- not otherwise listed as a minor or major misbehavior
- encouraging other students to engage in minor misbehaviors

CONSEQUENCES FOR MINOR OFFENSES:

A verbal reprimand is given to a student committing an offense when observed by a teacher or staff member and a referral form will be completed detailing the offense, and is given directly to the student's homeroom teacher by the observer. Disciplinary action will be determined by the teacher. The form is to be sent home with the student and is to be signed by a parent and returned to the child's homeroom teacher the following day. Three minor behavior offenses in the same area will be counted as one major behavior offense.

MAJOR BEHAVIORS:

Be Safe

- fighting
- threatening to use force or to injure another student or staff member
- acts that are seriously disruptive or create a safety hazard
- deliberately throwing anything out of the playground
- misuse of property belonging to the school, church, or other persons (restitution required)
- possessing a weapon or using a weapon or other object to threaten or cause bodily harm (knives, firecrackers, etc.)
- bomb threats
- possessing or using or any drug paraphernalia on school property or at any school-related function
- possessing or using or any controlled substance on school property or at any school-related function, unless obtained by a valid prescription on doctor's orders
- possessing, using, or being under the influence of alcohol on school property or at any school related function
- setting fires (when, by means of fire or explosives, the student knowingly damages any school property or personal property)

- deliberately causing physical injury to another student, school employee, or anyone who is lawfully on school property
- smoking and/or other tobacco use (includes possession with or without intent to smoke or use, anywhere on school property or at any school function away from premises)
- aiming or pointing a laser pointer at another person

Be Respectful

- blatant cheating
- forging notes or excuses
- stealing (other than petty)
- possessing or selling stolen property

Be Responsible

- disrespect or insubordination (open or persistent defiance of authority of teachers, other supervisors, and/or school rules and regulations, including verbal abuse or derogatory gestures)
- profanity, obscenity, racial slurs, and other derogatory statements or gestures
- leaving the premises before dismissal without permission
- continually repeated minor behaviors
- deliberate running or making noise while going to safety during a fire or severe weather drill
- encouraging other students to engage in major behaviors
- setting false alarms
- committing any act involving a civil wrong or crime

CONSEQUENCES FOR MAJOR BEHAVIORS:

The teacher will issue a Referral form and administrative action is always taken. The student will be removed at least temporarily, from the classroom or group. Parent contact will be made by the teacher or administration. Parents will need to sign the referral and return to school. (Parental signing does not indicate agreement, only being informed.) Disciplinary action will be determined by the teacher and administration. Detention, suspension or expulsion from school may result from a major behavior. Referrals to law enforcement agencies will be made for major behaviors when warranted.



Badger Behavior Matrix

Expectations	Classrooms	Hallways	Playground	Lunch	Bathroom	Church
Be Safe	<ul style="list-style-type: none"> -chair legs on all four -keep hands, feet, and objects to yourself -use materials appropriately -work at all times 	<ul style="list-style-type: none"> -work at all times -keep hands and feet to self -work single file as a class, staying to the right -face forward -on stairs, use handrail and one step at a time 	<ul style="list-style-type: none"> -use playground equipment correctly -stay within recess area 	<ul style="list-style-type: none"> -walk single file into the cafeteria -keep hand and feet to self 	<ul style="list-style-type: none"> -use toilets, sinks, (keep water in the sink) and towels correctly -keep lights on 	<ul style="list-style-type: none"> -sit flat and in your own space -keep hands and feet to self -walk at all times
Be Respectful	<ul style="list-style-type: none"> -follow teachers directions -raise your hand -listen -be polite 	<ul style="list-style-type: none"> -travel with a silent voice and quiet feet -silent greetings -enjoy artwork with eyes only 	<ul style="list-style-type: none"> -follow adult directions -take turns and share equipment -include others in your game 	<ul style="list-style-type: none"> -follow adult directions -say please and thank you -quiet right away when signaled -respectful prayers 	<ul style="list-style-type: none"> -give privacy to others -use inside voices -flush, wash, and throw away trash 	<ul style="list-style-type: none"> -look and listen to Pastor / Leader -show appreciation -silent greetings
Be Responsible	<ul style="list-style-type: none"> -complete classroom work and homework -be ready to learn with all necessary materials. -be on time -clean up after yourself 	<ul style="list-style-type: none"> -clean coat area -keep hands, feet, and belongings to yourself -remember your purpose 	<ul style="list-style-type: none"> -report problems to adult on duty -line up right away when signals given -bring appropriate clothing for weather -return all equipment to proper spot 	<ul style="list-style-type: none"> -eat your own lunch -clean up your own space -sit correctly 	<ul style="list-style-type: none"> -keep hands, feet, and objects to yourself -report messes and needs 	<ul style="list-style-type: none"> -follow adult directions
Be a Disciple	<p>Love. Forgive. Follow God's Word.</p>					

Bethlehem Lutheran School Office Referral Form

Name: _____

Location : _____ Date: _____ Time: _____

Teacher: _____

Grade: _____ Referring Staff: _____



Minor Problem Behavior	Major Problem Behavior	Possible Motivation
Be Safe <input type="checkbox"/> Property Misuse <input type="checkbox"/> Physical Contact Be Respectful <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Disrespect/Non-compliance <input type="checkbox"/> Disruption Be Responsible <input type="checkbox"/> Tardiness <input type="checkbox"/> Dress Code	Be Safe <input type="checkbox"/> Property Damage/ Vandalism <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Weapons Be Respectful <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Disrespect / Non-compliance <input type="checkbox"/> Disruption (Continued) <input type="checkbox"/> Harassment/Bullying Be Responsible <input type="checkbox"/> Tardiness (Multiple) <input type="checkbox"/> Dress Code <input type="checkbox"/> Lying / Cheating <input type="checkbox"/> Theft/Forgery	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain Items/activities <input type="checkbox"/> Avoid tasks / activities <input type="checkbox"/> Avoid peer(s) <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____ <input type="checkbox"/> Others involved <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Other <input type="checkbox"/> Unknown
Teacher Response		Administration Response
<input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Time out / Detention <input type="checkbox"/> Conference with students <input type="checkbox"/> Parent Contact		<input type="checkbox"/> Time in Office <input type="checkbox"/> In-school suspension (____ hours/days) <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Parent Contact <input type="checkbox"/> Athletic/ Extra Curricular Consequence

3 copies - Office

TeacherHome

Other Comments:

All minors are filed with classroom teacher. Three minors are allowed in one specific behavior area with a fourth equaling a major. All majors require administrator consequences, parent contact, and signature on follow up agreement.

Think Sheet

Name: _____

Date: _____

I chose to...

How do you feel about the choices you made?



happy



sad



embarrassed



scared/worried



angry

How do others feel?



happy



sad



embarrassed



scared/worried



angry

Next time I will...

Be Responsible...	Be Respectful...	Be Safe...	Be a Disciple...
-------------------	------------------	------------	------------------

How will you fix the problem?

B. Detention

If a child needs to be kept after school, the parents should be notified at least two hours before dismissal. This allows parents to make alternate transportation arrangements for the child, and also relieves parental anxiety over a child not arriving at home at the expected time.

C. Suspension

Suspension of students will usually take place only for severe misbehavior or after other methods of correction have failed. Suspension may be either "in-school" or "out-of-school." In-school suspensions result in the student being suspended from classes and isolated from other students in the building. A student who has received an "out-of-school" suspension, together with his/her parents, is expected to meet with the principal before the student is allowed to return to classes.

The following will be considered just cause for suspension from school (either in-school or out-of-school): fighting; repeated misbehavior; refusal to obey a teacher; malicious vandalism; obscene and/or immoral language and/or actions; flagrant or blatant disrespect for God, His Word, a teacher, other staff member, adult volunteer, or visitor; blatant, flagrant, or repeated cheating; any Level III behavior; or any other behavior which seriously disrupts the school program.

Suspensions become a part of the student's permanent record.

D. Expulsion and Removal of Students

A student may be expelled from the school by the Board of Christian Day School for severe or repeated instances of disciplinary problems, repeated instances of refusal to complete assigned activities, or repeated instances of refusal to follow school policies. These may include single or multiple level III behaviors. Before the Board acts on any recommendation for expulsion, the student's parents are sent a letter informing them of the proposed action.

A child may also be removed from the school for failure on the parents' part to honestly answer questions on the enrollment form concerning the child's past educational history, or if the child has severe learning disabilities or emotional problems, or if the parent or guardian disrupts the school's program or harasses a teacher or staff member.

E. Treatment of School Property

Bethlehem School expects that textbooks, desks, and other school equipment used by pupils will receive normal wear. Any pupil who willfully or carelessly destroys or damages school property will be required to pay for the damage and may face other consequences.

F. Behavior at School Events

When children attend school events outside of normal school hours, they remain under the supervision of the school if they are participants. However, if they are present as spectators, the supervision rests with the parents. Students who misbehave will be asked to stay with their parents or leave the school premises.

G. Nuisances and Hazardous Materials

Matches, lighters, firearms and ammunition, knives and other weapons, gum, water or cap pistols, fireworks and other explosives, tobacco, alcoholic beverages, unauthorized drugs (including marijuana), laser pointers, beepers, and other items tending to disrupt the educational program (e.g electronic games, I-pods etc.) are forbidden in the school and on the school premises and should not be brought to school. Although not forbidden, parents and students should realize that toys, trading cards, and other items brought to school are brought at the student's own risk; the school does not assume any liability should they be broken or damaged or disappear.

Possession and/or use of firearms, knives and other weapons, explosives, and controlled substances (illicit drugs) on the school premises or at school events will result in a referral to the police department and an expulsion hearing.

H. Cell Phones/Electronic Devices

We ask that students have their devices put away and turned off during the school day. ***In grades 5 to 8, devices will be collected at the start of the day by the homeroom teacher and stored until the end of the day. Students are also able to turn in all electronic devices to the office upon arrival to school to keep them secure as well.*** Students who are found using personal electronic devices will have them confiscated.

1st offense – student will need to come to the principal's office to pick up device. Parent will be notified.

2nd offense - A parent will then need to come in to the office to pick up the student's item(s).

3rd + Offense – A \$5 fee will be charged when the parent picks up the device.

If necessary, the parents of the student will be asked to appear before the Board of Christian Day School to discuss the noncompliance. Further Board actions may be necessary.

We ask parents to contact the school office if they need to communicate with their child.

I. Out-of-Bounds Areas

Certain areas of the school and church are "out-of-bounds" for students. These include the elevators (unless express permission has been given by a teacher), the janitors' closets, the boiler room, the "tunnel" (except during tornado drills), and any area posted as being out-of-bounds to students.

J. Weapons

No student, staff member, or visitor shall bring any dangerous weapon onto the school premises without the authorization of the principal. Any student who brings any unauthorized dangerous weapon onto the school premises may be referred to the Board of Christian Day School for possible expulsion and may also be referred to the Sheboygan Police Department for violation of state law. Any visitor who brings any unauthorized dangerous weapon onto the school premises may be referred to the Sheboygan Police Department for violation of state law. Dangerous weapon includes any weapon defined in state statute, including any firearm whether loaded or unloaded, any electric weapon or stun gun, brass knuckles, and various weapons associated with martial arts. Dangerous weapon also includes any BB gun, pellet gun, or air gun, any knife, any switch blade, any crossbow, any bow with hunting arrows, and any item which gives the appearance of being a dangerous weapon.

K. Drugs, Tabaco, Vaping & Alcohol

Do you know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you are bought at a price. Therefore honor God with your body. (I Corinthians 6:19 & 20)

The above passage from I Corinthians makes it very clear to us as Christians that we should value our bodies as sacred places where God dwells. We must also realize that by the Holy Spirit's presence and power within us, we are able to fight against those sins that harm our bodies.

At times during their lives, students are tempted to participate in activities that can be harmful to their bodies. The use of alcohol, tobacco, vaping products or illegal drugs is an example of such activity. Because of this, Bethlehem School has the following policy:

Any student using or distributing tobacco, alcohol, vaping products or illegal drugs on school grounds or at school-sponsored activities at other locations will receive an immediate suspension from school. Prior to the student being allowed back in school, the parent (or guardian) and the student will meet with the principal. In addition, law enforcement agencies may be notified. Such offenses may also result in permanent expulsion from school.

L. Harassment

Bethlehem Lutheran School will not tolerate harassment by or of staff members, volunteers working for school activities, students involved in any school activities, and/or anyone authorized to be on church or school premises. Students who believe they have been subjected to harassment or parents/guardians who believe that a student has been subjected to harassment should report the incident(s) to the teacher or principal (or, if the harassment involves the principal, to the chairman of the Board of Christian Day School). Any individual who retaliates in any way against any person who reports alleged harassment or who participates in an investigation relating to a harassment complaint will be disciplined. Any individual who intentionally makes a false complaint or statement concerning an allegation of harassment will also be disciplined.

Definition of Harassment:

Verbal harassment: Any offensive, demeaning, intimidating, threatening, inflammatory, indecent, teasing, obscene, or inappropriate written or oral communication

Physical harassment: Unwanted physical touching, contact, assault, property damage, deliberate impeding or blocking movements or any intimidating interference with normal movement.

Visual harassment: Any derogatory, demeaning, offensive, obscene, or inappropriate gesture, poster, cartoon, drawings, photograph, web page or written words.

Sexual harassment: Any unwelcome sexual advance, any unwelcome physical contact of a sexual nature, any request for sexual favor, or any other verbal, nonverbal, or physical conduct of a sexual nature. Any such behavior by an adult towards a student is always considered to be unwelcome. Sexual harassment includes the following:

- Graphic or suggestive comments or gestures of a sexual nature about an individual's dress or body.
- Deliberate unwelcome touching, stroking, patting, or brushing against a person in an inappropriate or offensive manner.
- Sexually oriented verbal abuse or "kidding", which is defined as commenting about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless sexually-oriented comments, innuendoes, gestures, or actions that offend others.
- Creating sexually-oriented graffiti, particularly when directed toward an identified individual.
- Unwelcome hugging or kissing.
- Snapping or pulling on elasticized bands on any item of clothing.
- A deliberate, repeated display of offensive sexually graphic materials.
- Repeated demands or requests for dates or sexual favors after the individual has said "no".

XII. FINANCIAL

A. Contributions of Members

Bethlehem School is maintained by the members of Bethlehem Lutheran Church. The combined costs of teachers' salaries, utilities, janitorial services and supplies, books, and equipment represent a large outlay of money, both totally and on a per

capita basis. (It costs Bethlehem over \$8,200 to educate one student in 2019.) All members of Bethlehem congregation, whether they have children enrolled in the school or not, lend financial support to the school. All parents of the school who are members of Bethlehem are asked to give liberally and sacrificially to the Lord's treasury in support of the total ministry of the congregation, including the school.

B. Registration Fee

A nonrefundable registration fee is payable for each child enrolled in the school. This fee covers the cost of materials used in the school, including textbooks, art and science materials, tests, visual aids, etc. The registration fee is the same for all students in grades 1 - 8; there is a reduced registration fee for students in junior kindergarten or half-day senior kindergarten. There is also a reduced registration fee for the third and fourth children from a family. The registration fee is payable at the time of preregistration in spring. The registration fee does not apply to students accepted into the choice program or that any registration fee paid by a student who subsequently receives a voucher will be refunded.

Parents can avoid two \$50 per student penalties by meeting registration deadlines. The first is for parents who do not complete the preregistration by April 30. The second is for parents who do not complete the registration process in August by the designated dates. Parents are encouraged to contact the school office if they have any questions on the penalties.

C. Tuition

Two classifications of tuition are charged for students: Bethlehem Church member and Community member. Bethlehem member families are also expected to participate financially in the total support of the parish program. Nonmember families also pay higher tuition rates for 3K - 8 since nonmember families do not usually participate in the parish stewardship effort. Families with more than one child enrolled in the school get a discount on the second, third, etc., child in the school.

D. Payments

Parents have the option of making monthly payments for ten months, paying the tuition in full at the time of registration. For parents paying in ten monthly installments, the first tuition payment is due in August. Parents who prefer a different payment plan are asked to discuss this possibility with the principal.

Parents may elect to participate in the “Joyful Response” program sponsored by LCEF. This program allows parents to have their tuition payments automatically transferred from their savings or checking account. There is no fee to use this service. Forms to enroll in the program are available from the school office. If a payment (for tuition, hot lunch or milk, Extended Care, etc.) is made by check and there are not sufficient funds in the account to cover the check or the account is closed, a service charge will be assessed, and parents may be requested to make subsequent payments in cash, or by money order, certified check, or cashier's check. The service charge for redeposited checks and returned checks are given at the back of this handbook. To avoid any inconvenience and embarrassment and also to avoid this service charge, please be sure that you have sufficient funds in your account to cover any checks you write to the school.

E. Unpaid Bills

Parents or guardians who fail to pay any tuition or other fee within two weeks of when it is due may be assessed a \$25.00 service charge. This service charge may be added to the payment due at that time.

Students of parents who are two months or more delinquent in the payment of their tuition and other fees may be excluded from the school. Such students shall be readmitted to the school only when the parent or guardian has paid any back payments plus the next month's regular payment. The principal may continue to keep a delinquent parent's child in the school if the delinquent fees are no more than four months overdue and the parent has made arrangements to pay the back tuition and fees. Parents with fees that are more than four months delinquent may keep their children in the school only with the approval of the Board of Christian Day School. Parents will be given timely written notice of overdue payments, and will be notified in writing at least two weeks prior to a student being excluded for nonpayment of fees.

All bills must be paid or suitable arrangements made with the school office before report cards and/or diplomas and/or records are issued (including tuition and registration, hot lunch, Extended Care, library fines, damaged book fines, etc.).

State law prohibits a choice school from expelling or otherwise disciplining a WPCP student for failure of the student or student's parent to pay a required fee.

F. Financial Assistance

The school maintains a financial assistance program designed to aid member and nonmember families who might need short-term or long-term financial aid for tuition and fees. After a family has assessed their own financial needs, they may file an application for assistance. Such applications are available at the school office. The amount of financial assistance is based on family need and church membership status, including whether they are active or inactive members of Bethlehem Congregation.

Applications for financial assistance should be submitted by April 30. Applications received after April 30 will receive consideration only if funds are still available.

Parents may also lessen the amount they need to pay for tuition by using the "Scrip" program. Parents receiving actual financial assistance from the church are expected to help themselves by using the Scrip program. See section J below for more information.

G. Refunds

Families whose children attend Bethlehem for only part of the school year are responsible for the tuition for any month in which the students are enrolled. Parents who have paid tuition in advance, will, upon application, receive a refund for any tuition. Registration fees are not refundable.

H. Fund Raisers

Most of the cost of operating all of the school's programs comes from the congregation's treasury, which depends primarily on sacrificial offerings and, to a lesser extent, tuition and registration fees. However, many worthwhile items and projects that benefit children cannot be funded by the congregation because of lack of money. There is one school-wide fundraiser in the fall of the year that we hope all families will participate in this event.

I. **Scrip**

We are also involved in an ongoing fundraising program. The "Scrip" program allows parents and others interested in the school to purchase certificates that can be used just like cash. The school benefits because we are able to purchase these certificates for less than their face value. Ninety percent of the profits from a family's Scrip purchases may be used to help pay their tuition bill. Certificates are for use in a variety of stores located in Sheboygan, including Pick 'n Save, Piggly Wiggly, Pizza Hut, Kohl's, Menards, Meijer, various restaurants, several gas stations, and others. Certificates may be purchased after weekend worship services, and at several other times during the week. More information on this program is available from the school office.

Wisconsin Parental School Choice Program (Voucher Program)

- I. BLS may give preference in accepting applications to any of the following
 - a. People who attended BLS under this section during the school year prior to the school year for which the application is being made.
 - b. Siblings of pupil who attended BLS during the school year prior to the school year for which the application is being made and to siblings of pupils who have been accepted to BLS for the school year for which the application is being made.
 - c. Pupils who attended another private school under this section or during the school year prior to the school year for which the application is being made.
- II. For a pupil who resides in a school district, other than the eligible school district or a 1st class city school district, the private school shall give preference to a pupil who satisfies any of the following:
 - a. The pupil was enrolled in a public school in the school district in the previous year and is applying to attend a participating private school in grades K through 8.
 - b. The pupil was not enrolled in school in the previous school year.

Appeals must be presented between the time students are selected to receive a voucher and the count date on the third Friday in September. Appeals should be issued in writing to the School Choice Administrator or a designee.

Notification of Board of Christian Day School Meetings

School Choice parents are afforded the opportunity to meet twice during the school year with the BCDS. Notification of BCDS meetings will be given 30 days prior to the meeting (September/January note sent home). Dates for these two meetings will be submitted to the DPI by October 15, 2019.

Academic Standards

BLS maintains high expectations of their students through the teaching of curricula that meet the Wisconsin Model Academic Standards set forth by the State of Wisconsin. These standards are as follows:

Science: http://standards.dpi.wi.gov/stn_sciintro

Math: <http://math.dpi.gov/>

Reading (English/Language Arts) http://standards.dpi.wi.gov/stn_ela-tchingandlrng

Writing (English/Language Arts) http://standards.dpi.wi.gov/stn_ela-tchingandlrng

Geography (Social Studies): http://standards.dpi.wi.gov/stn_ssintr

History (Social Studies): http://standards.dpi.wi.gov/stn_ssintr

Admissions Policies and Enrollment Priorities School Choice

A choice student's application for admittance to the school through the choice program is evaluated on the basis of the student's eligibility for the choice program – age, residency and income. After the student is admitted, BLS may conduct placement tests to identify appropriate grade/math course placement. Grade placement will be determined via the testing process, evaluation of student records and grade reports (where students have earned passing grades in a majority of core courses), recommendations from previous teachers, and consultation with incoming teacher/s and other teaching/special education/medical/social work professionals where applicable.

All students applying to the choice program, regardless of their affiliation with the church or school, are given an equal chance of being admitted through the choice program. If more students apply to the choice program than can be admitted due to space, students are selected randomly.

Application Appeals Process

If BLS and/or the Department of Public Instruction (DPI) rejects a voucher applicant, it is because the applicant does not meet program requirements. Within 60 days after receiving the application, BLS shall include the reason.

BLS may reject an applicant only if it has reached its maximum general capacity or seating capacity. The state superintendent shall ensure that the private school determines which pupils to accept on a random basis, except that:

1. BLS may give preference to accepting applications to any of the following
 - a. People who attended BLS under this section during the school year prior to the school year for which the application is being made.
 - b. Siblings of pupils who attended BLS during the school year prior to the school year for which the application is being made and to siblings of pupils who have been accepted to BLS for the school year for which the application is being made.
 - c. Pupils who attended another private school under this section or during the school year prior to the school year for which the application is being made.
2. For a pupil who resides in a school district, other than the eligible school district or a 1st class city school district, the private school shall give preference to a pupil who satisfies any of the following:
 - a. The pupil was enrolled in a public school in the school district in the previous year and is applying to attend a participating private school in grades K through 8.
 - b. The pupil was not enrolled in school in the previous school year.

Appeals must be presented between the time students are selected to receive a voucher and the count date on the third Friday in September. Appeals should be issued in writing to the School Choice Administrator or a designee.

Standardized Testing

Standardized achievement tests are administered each Fall and Spring to students in grades 5K to 8 to help determine the strengths and weaknesses of individual students and the classes as a whole. The test battery measures mastery of the basic skills in listening, vocabulary, reading, spelling, language, study skills, math, science, and social studies. These tests give teachers and parents information on how well the pupil has mastered the basic skills. They also show how a pupil's mastery of these skills compares with that of thousands of other pupils across the nation who have taken these tests. The Wisconsin Forward Exam will be given to grades 4th and 8th

for only Choice/Voucher students. If a parent opts out of this testing the parent must send the school a letter explaining.

It is important that if at all possible students be in school the week of standardized testing (see the calendar in the back of this handbook for the dates). Daytime appointments with doctors, etc., should be avoided during testing.

Parents should remember that standardized tests are not absolute indicators of student achievement or ability, and are only one indicator among many that can be used to assess student progress.

Attendance Requirements For School Choice Students

The goal of Bethlehem to be reached by the end of the year to qualify for continuing as a school choice school is to have a school average attendance of choice student rate of 90%.

Financial Information

Bethlehem cannot charge any registration, tuition or required school fees to any WPCP student. School fees include required field trips, gym uniforms & office fees. Families that wish to participate in athletics or band are required to pay for those activities because they are not required of all BLS students.

Written Policy On Expenses

Bethlehem uses PeachTree, which is a double entry accounting system that will enable preparation of the annual Financial Information Report. It will identify all funding sources, including revenue for pupils participating in the choice program, revenue for parent or other private-paid tuition pupils, revenue from payments made to or due the private school from the school district for instruction provided pupils enrolled in the private school, revenue made from payments made to or due the private school for transportation of the private school's pupils, and revenue from federal, state, and local governments for instructional programs, food service, and facility acquisitions. Invoices from vendors will be paid within 90 days of receipt of invoice or as per written agreement. Employees, volunteers, or parents who are requesting reimbursement of expense incurred on behalf of Bethlehem have 30 days to submit such a request with original receipt. Receipts will be retained by Bethlehem to support this reimbursement.