

# BETHANY LUTHERAN SCHOOL



**PARENT HANDBOOK**



## Bethany Lutheran School Putting Wings on Dreams

Our **school environment** is safe, comfortable, and nurturing for our students and their families.

We are a **Christ-centered community** where our faith in Jesus is lived out. The faith and values of the family are built upon to create a solid foundation to take the students through life.

The **staff** are Christian, loving, and positive. The teaching faculty respects and understands the different needs of students and provides an academically challenging environment.

The **small class sizes** allow teachers to know children well which forms the basis for truly individualized instruction.

May God bless us as our students soar to excellence!

In Christ,

Greg Hasseldahl

## STUDENT AID

Tuition assistance is available through Bethany's Foundation. Applications are made through FACTS Grant and Aid Assessment and are available from the school office. Applications for the next school year should be received by May 1<sup>st</sup>. A sub-committee, appointed by the Foundation, will determine eligibility and amounts of tuition assistance granted. The tuition assistance fund is entirely financed through donations and the amount available fluctuates from year to year. The following process has been adopted by the Board of School Education for those parents seeking tuition assistance:

1. Submit an application to the school office.
2. The Tuition Assistance Committee will review the documents and make a determination of eligibility after reviewing income, special family circumstances, and participation in church and school events.
3. The amount of aid granted will be at the discretion of the Foundation.
4. Families will receive written notification of the Foundation's decision.
5. The Foundation has the power to withdraw Tuition Assistance at any time.

## CURRICULUM

The curriculum of our school complies with the standards of the State of Kansas and the local school districts. Organized in broad fields are the following areas of learning:

**RELIGION:** Worship, Bible stories, doctrine, memory work, church history, Christian living activities, Confirmation (grades 6-8)

**LANGUAGE ARTS:** Reading, phonics, English, spelling, literature, linguistics, dramatics, handwriting, creative writing

**SOCIAL STUDIES:** Families, neighborhoods, cities, occupations, regions of the United States, the American way of life, regions of the world, current events

**NATURAL SCIENCES:** Concepts of earth science, life science, and physical science along with conservation practices, procedures of investigations, and health education

**MATHEMATICS:** Concepts of arithmetic, number theory, geometry and algebra

**FINE ARTS:** Music, classroom instruction and singing, school choir, drama, art instruction

**PHYSICAL EDUCATION/ATHLETICS:** Sequenced physical education, health and safety

**COMPUTER:** Computer education, keyboard and Microsoft Office

**FOREIGN LANGUAGE:** Exploratory Spanish is offered in Kindergarten - Grade 8

## Bethany Lutheran School Calendar for 2010-2011

August 16:	First Day of Class - Noon Dismissal
August 17:	First Full Day of Class
September 6:	NO SCHOOL - Labor Day
September 19:	Golf Tournament
September 24:	Teacher In-service - Noon Dismissal
October 4-8:	Book Fair
October 5:	Picture Day
October 8:	Grandparents Day - Noon Dismissal
October 11:	NO SCHOOL - Professional Church Worker's Conference
October 12:	NO SCHOOL - Professional Church Worker's Conference
October 15:	End of 1 <sup>st</sup> Quarter
October 21:	Parent Teacher Conferences - Noon Dismissal
October 22:	NO SCHOOL - Parent Teacher Conferences
November 5:	Teacher In-service - Noon Dismissal
November 12:	Picture Retakes & Class Pictures
November 12:	Fall Play
November 24-26:	NO SCHOOL - Thanksgiving Break
December 14:	School Christmas Program
December 16:	Nursing Home & Fruit Basket Visits
December 17:	End of 2 <sup>nd</sup> Quarter - Noon Dismissal
December 20-January 3:	NO SCHOOL - Christmas Break
January 4:	School Resumes
January 14:	Teacher In-service - Noon Dismissal
January 17:	NO SCHOOL - Martin Luther King Jr. Day
February 10:	Parent Teacher Conferences - Noon Dismissal
February 11:	NO SCHOOL - Parent Teacher Conferences
February 18:	Teacher In-service - Noon Dismissal
February 21:	NO SCHOOL - President's Day
February 26:	JazzEd School Auction
February 28:	Skate Party
March 6-12:	National Lutheran Schools Week
March 11:	End of 3 <sup>rd</sup> Quarter - Noon Dismissal
March 14-18:	NO SCHOOL - Spring Break
March 25:	Spring Play
March 29:	Preschool-2 <sup>nd</sup> Grade Music & Rhythm Night
April 2:	Gathering of the Talents
April 7:	Arts Showcase
April 8:	Teacher In-service - Noon Dismissal
April 22:	NO SCHOOL - Good Friday
April 25:	NO SCHOOL - Easter Monday
April 27:	Volunteer Appreciation Chapel
May 1:	School Picnic
May 5:	National Day of Prayer
May 25:	Field Day
May 26:	Kindergarten Graduation
May 27:	Last Day of School - Noon Dismissal
May 28:	8 <sup>th</sup> Grade Graduation

This calendar allows for two inclement weather days.

**NOTE:** The Board of School Education reserves the right to change the school calendar to respond to emergencies or other unforeseen circumstances that affect the educational program or the welfare of the students.

## BETHANY LUTHERAN SCHOOL STAFF—2010-2011

Edward Wm. Trost, Senior Pastor

Bryan Drebes, Associate Pastor

Mark Schulz, Associate Pastor

Debbie Dillon, Kindergarten (816) 651-9284

ddillon@bethanyschool.net

Viki Flessner Aide

vflessner@bethanyschool.net

Becci Arnholt, Grade (702) 219-3146

barnholt@bethanyschool.net

Beckie Rathke, Grade 2 (913) 269-0358

brathke@bethanyschool.net

Nancy J. Schulz, Grade 3 (913) 825-4347

nschulz@bethanyschool.net

Megan Darby, Grade 4 (913) 239-0897

mleimer@bethanyschool.net

Jana Grimm, Grade 5 homeroom (913) 685-5922

jgrimm@bethanyschool.net

Diane Harries, Grade 6 homeroom (913) 888-4772

dharries@bethanyschool.net

Greg Hasseldahl, Grade 7 homeroom (573) 529-6603

ghasseldahl@bethanyschool.net

Peter Lorenz, Grade 8 homeroom (414) 403-3361

plorenz@bethanyschool.net

Peter Lorenz, Athletic Director

Alisa Grunewald, PE

Kristin Brzon, Art, K-2

Kelly Miller, School Nurse

Barbara Trost, Art, K-2

Dana Bolar, Lunch Coordinator

### **Extended Care Staff:**

Michele Senzig, Before/After School (913) 685-3454

### **The Board of School Education**

Todd Beikmann, chairman

Shannon Cambiano

Martin Fries

Chad Kern

Daniel Kjergaard

Maurice Nilson

Scott Quarterson

Steve Wirtz

### **Ex Officio**

Dennis Underwood

## **INTRODUCTION**

Bethany Lutheran School of Overland Park is one of over 2,100 schools operated by congregations of the Lutheran Church—Missouri Synod. Bethany's program includes a Mother's Day Out program, a Pre-school program, and Kindergarten through 8<sup>th</sup> Grade. Bethany teaches all required subjects. We are accredited by the State of Kansas and have National Lutheran School Accreditation. Bethany has these additional distinctive characteristics:

1. Lutheran teachers professionally trained in Lutheran Church - Missouri Synod Schools.
2. Christian children from Christian homes.
3. Accountability to a Lutheran congregation through a Board of Education.
4. A curriculum permeated by a Christian philosophy of education including daily instruction in religion and continuous training in Christian living.

Bethany Lutheran School's facilities include offices, 9 classrooms, a Family Life Center, and a kitchen. The church sanctuary is also used by the school. The church office is located on the upper level. The school office is located on the lower level on the east corridor.

## **MISSION STATEMENT**

Bethany Lutheran School strives to foster and develop spiritual, emotional, academic, physical and social growth in children and to assist them and their families as through the Holy Spirit they grow in faith as disciples of Jesus.

## **CONTROL OF SCHOOL**

The policies and activities of the school are controlled and guided by the Voters' Assembly and the Church Council of Bethany Lutheran Church. The Board of School Education consisting of an elected chairman and appointed members develop policies and long range plans for the school. Our principal, together with the teaching staff are entrusted with the management and administration of the school and are held accountable to the congregation through the Board.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

Bethany Lutheran Church recognizes that the prime responsibility for bringing up children “in the nurture and admonition of the Lord” rests with the parents.

The church has been commanded by Christ to “go and make disciples of all nations... teaching them to obey everything I have commanded you.” To help parents carry out their God-given duty and at the same time fulfill its own responsibility, Bethany Lutheran Church maintains a Christian day school.

We believe that, in keeping with the above, the home must provide the foundation for God-pleasing Christian education. The parents, therefore, must establish a pattern of regularity in worship and Bible study and they must be diligent in their responsibility for using Christian discipline and love.

The parents’ role is not an easy one. It normally calls for assistance. This is the purpose of our school. We believe that we are able to help parents give their children a sound Christian education in a conducive environment. The religion lessons, devotions, and worship experiences make up the formal part of our Christian education program. However, it is the all-day Christian setting that gives us the opportunity to practice this Christianity with the children.

Bethany Lutheran School does not exist in opposition to the public school system, but rather to supply a fundamental need which the latter, by its very nature, cannot supply.

## **AIMS AND OBJECTIVES**

### **THE CHILD SHOULD HAVE:**

A correct understanding of Law and Gospel and their relationship to one another in the child’s life.

A realization of his/her personal salvation through the grace of God.

A realization of his responsibility to God in his/her worship and his/her daily life as a Christian.

An appreciative knowledge of the Sacraments of Baptism and the Lord’s Supper.

### **THE CHILD SHOULD:**

Develop knowledge, attitudes, and conduct needed to function effectively as God’s child.

Understand his/her body and accept responsibility for its health, safety and recreation.

Develop logical, scientific, and creative thinking habits, gain knowledge and

communication tools, and acquire significant elements of his/her cultural heritage.

Understand and control his/her emotions, find security and a true picture of himself/herself through the firm reliance on God and trust in Christ, and practice Christian love toward all men.

Develop social skills needed to live competently and creatively. (Social powers)

Appreciate the beauties of nature and the fine arts and expresses himself/herself in different fine arts media. (Aesthetic powers)

**HOMES SHOULD:**

Feel the effect of the child's Christian education in their worship and daily life.

**THE SCHOOL SHOULD:**

Supply the congregation and the church at large with future leaders and parish workers.

Make the local congregation aware of the value and need of daily Christian education.

Maintain adequate public relations with the community thorough new media, Vacation Bible School, athletics, conferences, and the like.

**THE CHILDREN AND FACULTY OF OUR SCHOOL SHOULD:**

Be favorable witnesses for Christ to the community.

**ENTRANCE REQUIREMENTS**

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

In the event of classroom overcrowding due to shortage of classroom space and/or teachers, the order of admission is defined as:

1. Re-enrollment from previous years.
2. Children from the Bethany Lutheran Church congregation.
3. Brothers and sisters of present students.
4. Present Bethany Lutheran Preschool students
5. All others.

In order for a child to make application in Kindergarten he/she must be five years old by August 31 of that school year. Kindergarten students will complete the admissions process as published in the application packet prior to

acceptance. Kindergarten students may be required to undergo an evaluation procedure prior to acceptance. They must also provide a valid birth certificate (copies are acceptable) and a completed Kansas Certificate Immunization form. All students 8 years of age or younger who are enrolling for the first time in a Kansas school must have a Kansas Health Assessment on file. All forms are available from the school office.

Students to be enrolled in first grade who have not previously graduated from kindergarten must be six years old by August 31 of that school year.

Students who transfer from another school must comply with the published admissions procedure.

Parents of new students must make available to Bethany Lutheran School appropriate medical records, immunization records and prior school records regarding the child.

Parents and students must agree that the child will take the prescribed course of study, comply with all rules and regulations of the school, and participate in regular school activities and programs.

## TUITION RATES FOR 2010-2011

Bethany Lutheran School is operated and maintained by the members of Bethany Lutheran Church at considerable cost. The 2010 total expense per student is approximately \$5,000. This cost is covered by the subsidy of Bethany Lutheran Church, fund raising and generous donations by parents, members of Bethany, friends of the school, and tuition.

Tuition charges for 2010-2011 will be as follows:

<b>YEARLY TUITION</b>		<b>Congregation Members</b>	<b>Community Members</b>
<b>1st Child:</b>	Kindergarten	\$2,236.00	\$3,019.00
	Grades 1-8	\$2,393.00	\$4,642.00
<b>2nd Child:</b>	Kindergarten	\$2,012.00	\$2,717.00
	Grades 1-8	\$2,158.00	\$4,187.00
<b>3rd Child:</b>	Kindergarten	\$1,677.00	\$2,264.00
	Grades 1-8	\$1,794.00	\$3,721.00
<b>4th Child:</b>	Kindergarten	\$1,386.00	\$1,872.00
	Grades 1-8	\$1,484.00	\$2,878.00

Students enrolling in All Day Kindergarten have \$1,070.00 added to the tuition rate listed above.

The yearly tuition is due on August 3, 2010. Families may pay their tuition in one of two ways:

- 1) Payment in Full – This payment is made directly to the school by August 3, 2010.
- 2) Monthly Payment through FACTS – over a period of 10 or 9 months beginning in July or August. There is a \$38 fee for this option.

A non-refundable enrollment fee of \$50.00 for all NEW students is due with the application.

The non-refundable Registration Fee of \$180 is due upon acceptance for all NEW students. The \$180 Registration Fee for each returning student is due by May 1<sup>st</sup>. The Registration Fee guarantees the student's place in class.

An Athletic Fee of \$40.00 per sport is paid at Registration for all students participating in the sports sponsored by the Kansas City Lutheran Athletic League.

Before and/or after school supervision is available at an additional cost to parents. Before School Care (7:00-8:10 a.m.) is \$2.75/day. After School Care (3:30-6:00 p.m.) is \$2.75/hour pro-rated up to the half hour.

## TUITION PAYMENT POLICY

Bethany Lutheran Day School is operated and maintained by Bethany Lutheran Church for the education and spiritual development of children. This goal cannot be accomplished without proper funding. The congregation's financial support is not sufficient for maintaining the quality of the school; therefore it is essential that tuition payments are received in a timely manner.

1. Tuition for the entire school year may be paid by August 3, 2010.
2. All families making monthly tuitions payments must be enrolled in the FACT's Program and monthly deductions will be made from your personal checking or savings account.
3. All payments of tuitions/fees are to be made by the 10<sup>th</sup> of each month. Delinquent invoices, after 10 days, will receive a letter, followed by a phone call from Bethany's Church Administrator regarding the overdue payment. It will be required that tuition be current according to the latest invoice by the 31<sup>st</sup> of December. If this is not achieved student(s) will not be enrolled in Bethany's Day School after the Christmas break. Year end tuition and fees need to be paid in full by June 10, 2010.
4. Students with unpaid financial obligations will not be permitted to begin the fall school year.
5. Unpaid tuition and fees that occur during the year will not allow report cards or student records to be distributed until full payment has been made.

Payment of fees as outlined on page 12 will follow the same procedure for payment as stated above for tuitions. If unpaid fees are delinquent after 10 days, the student will not be eligible to participate in available services until payment has been paid in full, such as before/ after school care, lunches, band, sports and etc. Parents will need to provide the services offered by Bethany Day School by other means until full payment has been received. Overdue fee payments do not prohibit the student from enrollment in the school, only the service provided.

In order for a member to receive member tuition status, the family must maintain regular worship attendance and support the church programs through regular offerings according to each family's ability. Attendance will be monitored and the church has the right to change the student's tuition classification to non-member status.

## **INTERNET CODE OF CONDUCT**

Students and parents shall sign an Internet Use Agreement. This will permit the students to use school equipment for Internet access. The following Internet code of conduct applies at all times, both in and out of school hours, while using school equipment:

### **STUDENTS MUST:**

1. Only access sites that are appropriate for use in school.
2. Be aware that others can see their actions on the Internet.
3. Log off and clean up their area before leaving the computer station.
4. Be careful of what is said and how it is said.
5. Treat others, as they would expect to be treated.
6. Respect copyrights and trademarks. Students may not use the words or pictures that they see on an Internet site without giving credit to the person who owns the site. Students must not copy text or pictures from the Internet and hand it in to a teacher as their own work.

### **STUDENTS MUST NOT:**

1. Send, access or display offensive messages, language or pictures.
2. Download files without the prior permission of their teacher; files could have viruses that damage the computer equipment as well as cause delays for other users of the Internet.
3. Complete pop-up questionnaires or subscription forms for themselves or others; these may ask for personal information that will affect your privacy.
4. Instant message.
5. Have food or drink around the computer station.
6. Intentionally waste resources such as excessive printing.

User areas on the school network will be closely monitored and staff may review students' files and communications to maintain system integrity.

Failure to follow the code will result in loss of access. Students need to be aware that some material on the Internet is protected by copyright laws and where this has been infringed, external agencies may become involved.

## **DAILY SCHEDULE**

The school day begins at 8:30 a.m. and dismisses at 3:30 p.m. School doors open at 8:10 a.m. Students should be picked up after school by 3:45 p.m. If a student arrives before 8:10, he/she will report to the Before School Care Program. Any students not picked up by 3:45 p.m. will be sent to our After School Care Program. In each case families will be billed accordingly.

Kindergarten session will be held every morning from 8:30 a.m. - 12:00 p.m. An optional Extended Day Kindergarten Enrichment Program is also available. Students enrolled in this program stay at school all day. There is an additional cost for the Enrichment Program. More information is available from the school office.

## **GRADING SCALE**

Grade cards are issued quarterly. There is a required parent teacher conference after the first and third grading periods. Students are evaluated according to the following grading scale:

### Achievement Grades:

- A Excellent 92-100%
- B Good 82-91%
- C Average 72-81%
- D Poor 62-71%
- F Failure < 61%

- E Excellent
- S Satisfactory
- U Unsatisfactory
- I Incomplete

A non-letter system is used for Kindergarten and Grades 1 & 2.

## **CONDUCT**

The code of Christian ethics which should govern all parent-teacher-pupil relationships is sincere interest, love, patience, and justice. Our school strives to maintain these principles, as a Christian family living and working together, and by applying them in all branches of learning, including the play activities.

At Bethany Lutheran School we think of the term "discipline" as the teaching of self-control, Christian attitudes, orderliness, and efficiency. With this in mind, teachers will deal with the children in accordance with the teaching and philosophy of Christ. The aim of your Christian teacher is to approach any pupil problem with an evangelical spirit and to take into account the total welfare of the child - spiritual, mental, moral, emotional, and social.

A variety of disciplinary techniques may be used by a teacher in an effort to most effectively work with each child. Examples of such techniques include: time out, loss of recess time, written work, and verbal reprimands. Other appropriate techniques may be used. The Principal will be made aware of students that continually break the rules. If a child remains unresponsive to disciplinary efforts, the child may be removed from our school program.

Our goals in the area of discipline can only be accomplished through the combined efforts of the teachers, pupils, and parents. We must understand and agree that no child has the right to destroy the educational opportunity for any other child or any class. Therefore, a procedure developed by the Board of School Education based on Matthew 18 will serve as a guide in enforcing discipline.

### **PARTIES**

**Parents can do a good thing for their child and for the school environment by planning parties that don't leave some students out. Appropriate parties are: one friend, all the girls in the class, all the boys in the class, the whole class, or the whole team. Please consider how your child feels when left out.**

### **TOYS & Cell Phones**

When personal possessions are brought to school they tend to get damaged, lost, or stolen. Children may not bring toys, radios, MP3 players, trading cards, electronic games, pagers, cameras, or other gizmos to school or Extended Care unless they have prior permission from a teacher. Cell phones must be kept off or on silent and stored in the student's locker, backpack or on the teacher's desk. They may not be used without permission from a teacher or the principal.

Toy or real guns, squirt guns, rubber band shooters, bows and arrows, knives, switchblade combs, lighters or any other weapon-like toys should not be brought to school or Extended Care. Any item that deters from the educational program will be confiscated and can be picked up by the parent from the teacher or principal at an appropriate time.

### **WEAPONS AND DRUGS POLICY**

We are required by the State of Kansas to have a student safety policy concerning weapons and drugs. The following is the policy adopted by Bethany Lutheran School:

Bethany Lutheran School maintains a safe and nurturing educational environment where students can learn, teachers can teach and where parents and patrons can meet without fear. Therefore the following will not be tolerated on any church or school property or at any function sponsored by the school regardless of location:

1. The possession, transportation, display, sale, trade, distribution, use or threaten to use weapons of any kind including guns, knives, bombs, fireworks, ammunition, or any instrument or device that can be reasonably perceived to be a weapon or firearm including replicas or look-alikes.
2. The possession, transportation, display, sale, trade, distribution or use of any illegal or controlled substances (drugs)

Items brought at the request of a staff member are excepted from this policy. Prescription or over the counter medicines distributed by the school administration per Section 3.7 of the policy manual are not included.

In either instance the police may be called and in the case of #2 above the substance in question will be confiscated and turned over as evidence. Criminal misconduct will be reported to the proper authorities and school staff will cooperate with any subsequent investigation and/or prosecution.

The student will be sent home immediately if they are not in the custody of authorities.

The student and parent(s)/guardian will be notified in writing of the student's enrollment status.

### **PENALTIES**

The penalty for violation of the Conduct and Weapons and Drugs sections will be determined by the Principal in consultation with the Board of School Education. The recommended penalty is suspension from school until the end of the semester following the semester in which the violation took place. Thus a violation in the first semester would require removal of the student until the beginning of the first semester of the next school year.

The penalty for a second violation of this section will be expulsion from school.

### **HEARINGS**

A hearing will be granted at the written request of the parent(s)/guardian of the student to the Board of School Education of Bethany Lutheran Church. The only purpose of any such hearing will be determination of the facts involved in the violation. The Board of School Education will designate three (3) members to hear the appeal. The student will be given the opportunity to give his/her version of the incident and will be allowed to present witnesses to the event. The hearing board may also request additional witnesses as it deems appropriate. The Board will present its decision to the parent(s)/guardian in writing.

## ABSENCES

Inform the school office when your child is absent or tardy and send a note to the teacher when the child returns. For the security of the child and the protection of the school, WRITTEN NOTES are required for all children. If your child is ill or gives the general indication of being ill, it is best to keep him/her home, rather than sending him/her to school. If in doubt about keeping him/her home, check with your physician. The school will send children who are ill home.

It is very important that students are in the classroom and ready to begin the school day by 8:30 a.m. Students are tardy if they are not in their seats at 8:30 a.m. each day. When a student enters the classroom late it is always disruptive to the day's routine. These disruptions are almost 100% preventable by parents.

**Tardy:** In seat at school after 8:30 a.m. but before 9:00 a.m.

**Late Arrival:** In seat at school after 8:30 a.m. but before 10:30 a.m..

**Half Day Attendance:** Must be in school at least 3 ½ hours.

**Whole Day Absence:** School attendance of less than 2 hours.

**Whole Day Attendance:** Must be in school at least 5 hours.

## HEALTH POLICY

Kansas School Immunization Law 72-5209 states that all students enrolling for the first time shall present documentation that they have received at least one dose of each of the three required vaccines (DtaP, OPV or IPV, MMR) before they may attend any classes. New students have 60 days, from the time of enrollment, to present a completed Kansas Certification of Immunization form (KCI) signed by a physician or the Health Department that shows that they have had the proper number of immunizations to meet the required Kansas State immunization laws. In the event that the requirements are not met within 60 days, the student will be excluded from school until such time that proof of compliance is provided, with the following exception: If the student is deficient in the number of required immunizations to the extent that it is medically impossible to complete all requirements within 60 days, the student will not be excluded as long as there is documentation that the doses will be given as soon as medically possible.

To comply with Kansas Law 72-5214 we are required to have a Child Health Assessment for all new school entrants (not previously enrolled in any school in Kansas) age 8 and under. The health assessment definition includes health history, physical exam, and other screening tests as medically indicated. The provider determines which lab and other screening tests will be done. Forms are available in the school office.

## **EMERGENCY ILLNESS AND INJURY**

The school maintains emergency information on each child. In the event of an emergency, a member of the school staff will contact the parent. If the parent is unavailable, the Principal will secure whatever assistance is needed.

## **HEALTH RULES**

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

### **A CHILD MUST NOT COME TO SCHOOL IF:**

1. He/she has a fever or has had a fever within the last 24 hours. Fever is defined as an oral temperature of 100 degrees Fahrenheit or above. If a child is documented as having fever at school, he/she will be sent home and will not be admitted the next day.
2. He/she is vomiting or has vomited in the last 12 hours.
3. He/she has an unexplained rash.
4. He/she has reddened, running or swollen eyes (excluding allergic conditions). This may indicate pinkeye.
5. He/she has an infection requiring antibiotics and has not yet been on the medication **FOR A FULL 24 HOURS**. Taking antibiotics for 24 hours reduces communicability. **TIME IS THE ISSUE, NOT THE NUMBER OF DOSES.**
6. He/she has diarrhea.

**LICE:** Any child identified as having lice or nits will be removed from class, and must be picked up by their parents as soon as possible. The child must be treated with a suitable product such as Rid or Nix and the nits must be combed out. The child must be nit free to return to school. He/she must be checked by the school nurse or school administrator to be readmitted to school. All family members, clothing, bedding, carpets, upholstered furniture, car seats, stuffed animals and mattresses should also be treated.

## **MEDICATION AT SCHOOL**

Any medication brought to school must be checked in with the school Principal or school secretary. No prescription medication will be given without a physician's written instruction. This information may be sent to the church office by FAX (913-648-2283) to the attention of the school. Medication other than oral administration, must be administered by the parent or legal guardian.

## **SCHOOL ACCIDENT INSURANCE**

School accident insurance is made available on a voluntary basis and may be purchased for each student.

## **TRANSPORTATION**

Parents of students provide transportation for their children to and from school. Students are to enter and leave the building at the main south entry. Students may be dropped off along the sidewalk. Pull up along the unpainted curb. Do not stop in the yellow fire lane or on the concrete crosswalk.

## **TELEPHONE USE**

We request that children be called only in an emergency. Teachers will not answer the phone during school hours. The best time to call the teachers is after school. Phone use by students before, during and after school should only be for emergency or transportation purposes.

## **LUNCH PROGRAM**

Students have the option of bringing their own lunches or buying a lunch at school. Menus are published in advance and lunches are bought by the month. Milk or juice drinks are available at school at a nominal cost.

## **LIBRARY POLICY**

The Bethany Lutheran School library has been established to provide a reading educational resource for Bethany students and staff. The library is currently in development.

No book is to leave the library cart without first being properly checked out by a teacher or staff member. Reference books are to be used only in the classroom.

Donations to the library of Bethany are always welcome.

Students who fail to return a book on its due date are ineligible for further checkouts until the overdue book is returned. Overdue notices will be sent home with students in an envelope addressed to their parents on any book that is 1-week overdue. Three overdue notices will be sent on each overdue book. If the book has not been returned after three notices, it will be listed as missing. The book's title and replacement cost will then be turned in to the Principal; students who do not return a book (or return it in a damaged condition) will be expected to pay the book's replacement cost in full.

## **EXTENDED SCHOOL CARE**

Before School Care is available from 7:00 a.m. to 8:10 a.m. and After School Care is available from 3:30 p.m. to 6:00 p.m. for students of Bethany Lutheran School. There is an additional charge for this service. A study hall is also provided as part of our After School Care Program.

## **PARENT VISITS**

### **LUNCH:**

Parents may eat lunch with their child provided permission of the teacher has been obtained.

Parents may take their child out of the school for lunch provided the teacher is notified prior to the start of the school day. Students returning after the start of their next class will be marked as tardy.

### **CLASSROOM:**

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

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

## **OUTDOOR RECESS POLICY**

On most days students will be expected to go outdoors for recess. If the following conditions exist students will not be taken out except to get a few minutes of fresh air:

There is precipitation falling.

It is 15 degrees F. or below.

The wind chill is 0 degrees F. or below.

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

## **FIELD TRIPS**

The children take frequent field trips. Each child's participation depends on the parent's signing of a permission slip. The children are transported by private cars and/or rented buses. Students will comply with Kansas law, which requires children ages 4, 5, 6, and 7 who either weigh less than 80 lbs. or are shorter than 4'9" in height to be placed in an "appropriate child passenger restraining system" that meets federal guidelines. Any other students will seat belts.

## **STUDENT UNIFORM POLICIES**

At Bethany Lutheran School we desire to have students dress in a way that is proper, modest and discreet. In order to accomplish these goals, Bethany has adopted a Student Uniform Policy.

### **DRESS CODE**

Students will comply with the following dress code:

1. Students should wear clean clothing, in good condition, and appropriately sized. All clothing must be hemmed, not frayed, and without holes. Oversized baggy clothing is not permitted.
2. All shirts, blouses, and turtlenecks must be tucked in. Long sleeves may not be rolled up past the elbows. Short sleeve shirts may not be worn over long sleeve turtlenecks or long sleeve undershirts.
3. Wear appropriate footwear, no cowboy or military style boots. All shoes must be laced and tied, with heels not exceeding 2" in height. Shoes must have heels and toes enclosed. Shoes and socks must be worn.
4. Belts, are required for grades 3 through 8. Belts must have buckles and be solid blue, brown or black. No ropes, chains, hooks, suspenders, or items hanging from the student are permitted.
5. The following ARE NOT permitted:
  - a. Sweatshirts, sweatpants, and warm-ups.
  - b. Pants that drag on the floor.
  - c. Outdoor clothing such as headgear, sunglasses, gloves, coats, etc. is not to be worn in the building.
  - d. Tattoos or visible markings on the skin.
  - e. Excessive make-up. Make-up may only be worn by 7th & 8th grade girls
  - f. Fingernails longer than fingertip length or colored nail polish.
  - g. Extreme haircuts or unnatural hair color. Boys' hair must not touch the collar and must clear the eyebrows.
  - h. Jewelry can become a distraction for your student or others in the classroom. Modest jewelry may be worn, but personal decorations that interfere with normal school operations will be removed to the student's backpack or locker.
  - h. Earrings for boys.
  - i. Body piercing (except earrings for girls). Earrings may not hang more than 1/2 inch below the earlobe.
  - j. Extremes in personal grooming or dress.

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

## UNIFORM SPECIFICATIONS

### ALL STUDENTS

#### SHIRTS:

Long sleeve or short sleeve Oxford button-down dress shirts. Solid white or light blue.

Long sleeve or short sleeve Polo shirt. Solid white or navy  
Long sleeve, solid white or navy turtlenecks.

*All shirts may be purchased through Parker Uniform,  
Land's End Uniform, or J.C. Penney Uniform Catalog..*

No color trim or lettering is permitted.

#### SWEATERS:

Burgundy or navy in color.

Girls crew neck cardigan (no pockets)

V-neck cardigan (with pockets)

V-neck long sleeve pullover

V-neck sleeveless pullover

Sweaters may only be worn over the blouse, shirt, or turtleneck.

*Burgundy sweaters may be purchased at Parker Uniform..*

*Navy blue sweaters may be purchased from Land's End Uniform Catalog..*

Sweaters are to be worn, and not wrapped around the neck or waist.

#### SLACKS: Solid navy or khaki uniform pants

*Slacks may be purchased through Parker Uniform,  
Land's End Uniform, J.C. Penney Uniform Catalog, or J.C. Penney.*

No color trim, lettering or cargo pockets are permitted.

#### WALKING SHORTS:

Solid navy or khaki.

Shorts may be worn anytime during the year when the weather is appropriate.

*Walking shorts may be purchased through Parker Uniform,  
Land's End Uniform, or J.C. Penney Uniform Catalog,*

No color trim, lettering or cargo pockets are permitted.

UNDERGARMENTS:

Must not show any color through the shirt or blouse.

The sleeves of the blouse or shirt must cover the sleeves of the undergarment. Shirts and blouses must remain buttoned up over the undergarment.

SOCKS: Solid white, navy or tan.

SCOUT UNIFORMS

Scout uniforms may be worn on scout meeting days. Scout sweatshirts and sweatpants are NOT permitted.

P.E. CLOTHING

Students in Grades 5 and up will wear P.E. Uniform purchased through the school.

GYM SHOES:

Athletic style tennis shoes must be worn during P.E.

GAME DAY ATTIRE

Students participating in Bethany's sports program may wear coach-approved attire on "Game Days."

**GIRLS:**

HOSIERY:

Natural skin color only.

No fishnet or sculptured hose.

TIGHTS:

Solid white or navy with feet.

No trim or lettering.

BLOUSES:

Solid white and light blue.

Oxford style with a button down collar or a Peter Pan style collar.

Short sleeve blouses may not be worn over long sleeve turtle necks or long sleeve undershirts.

Sleeveless blouses are not permitted.

No color trim or lettering is permitted.

*Blouses may be purchased from Parker Uniform,  
Land's End Uniform, or J.C. Penney Uniform Catalog*

**SKIRT/JUMPER/POLO DRESS:**

Solid navy, khaki, or plaid (you may choose Parker # 7837-03)

Hems should be no more than 2" above the knee.

Shorts worn under the skirt or jumper may not be visible.

Skorts - from Land's End, Parker Uniform, JC Penney, Sears

(see catalog for acceptable style)

*Skirts and Jumpers may be purchased through Parker Uniform.*

**UNIFORM EXCHANGE**

A school uniform exchange is available at the beginning of the school year coordinated by the Parent-Teacher League. Bring your out-grown uniforms in good condition to share and/or trade. No fees are charged.

**FREE CHOICE DAY**

The following items will not be permitted on Free Choice Day:

- Undergarments must not be visible.
- Shorts and skirts must be fingertip length or longer.
- No tank tops, flip flops, or pajama pants will be permitted.
- Belts are required.

All attire will be subject to approval of the principal.

## 8<sup>th</sup> GRADE CLASS TRIP

1. Class trips may be allowed:
  - a. During the 8<sup>th</sup> grade year for class members and adult chaperones only.
  - b. The length of the trip shall be a maximum of 4 days of which only two may be school days.
  - c. The total dollar cost per student shall not exceed \$125 per student per day.
2. Class Trip Committee:

At the beginning of the 6<sup>th</sup> grade year, a committee composed of volunteer parents and the Principal shall be established to determine:

  - a. Destination
  - b. Transportation
  - c. Educational goals
  - d. Expense (including bookkeeping procedures)

The committee recommendations must be presented to the Board of School Education no later than the November Board meeting of the seventh grade year for consideration of that class year's field trip.

3. Chaperone Requirements:
  - a. There will be a minimum of two (2) assigned adult chaperones (one male and one female). One chaperone must be a staff person.
  - b. Assigned chaperone expense must be covered by class funding. Unassigned chaperones will pay for their own expenses.
4. Student Funding:

Funding for the students must follow these choices:

  - a. In whole or part funding by parents OR through fund raising which will be conducted following approval by the Board of School Education.
  - b. Monies generated by the students/parents through fund raising shall be credited to the participating student. Amounts credited may vary depending upon the extent of participation to be determined by the school administrator.
  - c. Monies generated will remain in the fund regardless of whether the students leave school or choose not to participate. Monies generated in this manner will be applied to the assigned chaperones' expenses.
  - d. Monies generated by fund raisers will be deposited in the school accounts and managed by the church comptroller.
  - e. Monies remaining in the class fund will be applied to graduation expenses.
  - f. Funding for students who enroll after the 6<sup>th</sup> grade will be reviewed on an individual basis by the school administrator.

**Any deviation to this policy must be approved by the Board of School Education.**





