

TABLE OF CONTENTS

	Page
Foreword	3
Why a Christian School?	3
Philosophy of Lutheran Education	3
Objectives of the Lutheran School	
The Child in Relation to God	4
The Child in Relation to Himself and his Abilities	4
The Child in Relation to his Fellow Human Beings	4
The Child in Relation to Nature	5
Relationship between Home and the School	5
Governing Body of Bethlehem Lutheran School	5
Teaching Staff	5
Notice of Non-Discrimination	5
Enrollment	6
Enrollment Registration Procedures	6
Tuition	6
Tuition Assistance	7
Withdrawal from School	7
Student Records	7
Standard Student Hours	7
School Attendance	8
Absences	8
Half-Day Absences	8
Tardiness	8
Church and Sunday School Attendance	8
Daily Prayer and Weekly Chapel	9
Monthly Newsletter	9
Notes to Parents	9
Volunteers	9
Brief Description of Programs	
Kindergarten	9
Elementary 1-8	9
Related Arts 7-8	9
Choir	10
Confirmation Instruction	10
Lunch Program	10
Christian Conduct	
Discipline	10
Ladder of Communication	11
Student Behavior Guidelines	
Personal Conduct of Students	11
Classroom Conduct	11
Bullying Policy	11
Conduct Outside the Classroom	12
Playground	12
Gym	12
Lunchroom	13
Restrooms	13

Personal and School Property	13
Lockers	13
Off Campus Student Behavior Policy	13
Nuisance Items	13
Major Infractions	14
At Risk Status	14
Expulsion	14
Standards of Dress and Appearance	15
Chapel Dress	16
Curriculum	16
Assignments	16
Media Center	16
Field Trips	16
7 th & 8 th Grade Class Trip	17
Use of Internet and other Computer Networks	17
Goals	17
Eight Rules of Computer Ethics	17
Internet and E-mail Rules of Staff and Students	17
Student/Parent/Guardian Consent & Parent/Guardian Denial	18
Student Progress	18
Student Mid-Quarter Report	18
Student Report Card	18
Honor Roll	19
Promotion/Retention	19
Physical Education	19
Lost and Found	19
Bad Weather/Emergency School Closings	19
Government Regulations	20
Immunizations	20
Emergency Medical Care	20
Illness	20
Nit Free Head Lice Policy	21
Sexual Harassment Policy	21
Alcohol/Drug/Weapon Policy	21
Firearm Policy	21
AIDS Policy	22
Blood borne Pathogens	22
Administration in Absence Policy	22
Transportation	22
General School Rules	23
Athletics/Athletic Policy	23
Procedure for East Exit Student Pick-up	24
Appendixes	
Staff Directory	25
Academic Calendar	26
School Bus Rules	27
Cell Phone Policy	28
Photo Release Form for Minors	29
Volunteer Driver Information Form	30
Internet User Agreement/Denial Form	31
Request to Participate in NWMS Sports	32
Pledge of Support	33

FOREWARD

This handbook has been prepared to help parents and students become better acquainted with the purpose, operation, and policies of Bethlehem Lutheran School. If the information is not specific enough, feel free to discuss items with members of the teaching staff or with the members of the Board of Education. We trust that it will be useful as a reference for you.

The information contained in this manual is annually updated and may have been changed from the previous year. Please read manual thoroughly to become familiar with any changes.

WHY A CHRISTIAN SCHOOL?

The command of Jesus is, "Go ye, therefore, and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Ghost, teaching them to observe all things whatsoever I have commanded you". (Matt. 28: 19-20.) In order to "teach them", Bethlehem Lutheran Church has maintained a Christian Day School since the beginning of the congregation.

God furthermore commands, "Ye fathers, provoke not your children to wrath, but bring them up in the nurture and admonition of the Lord," (Eph. 6:4) "These words which I command thee this day shall be in thine heart, and thou shalt teach them diligently unto thy children." (Deut.6:6-7) and "Feed my Lambs." (John 21:15). He has also promised, "Train up a child in the way he should go; and when he is old he will not depart from it." (Prov.22:6) "Godliness is profitable unto all things, having promise of the life that now is and of that which is to come." (I Tim.4:8).

Christian parents believe a Christian school to be essential in carrying out God's command with respect to Christian training.

PHILOSOPHY OF LUTHERAN EDUCATION

Two basic principles provide the foundation of the philosophy of Lutheran education: (1) the Doctrine of God, and (2) the Doctrine of Man.

With respect to the Doctrine of God, Lutherans believe that the one, true God, as revealed in His Word, the Bible, is the Father, Son, and Holy Spirit. This Triune God created and preserves all things; redeemed mankind from sin, death and the power of the devil; and continues through the Word to guide and direct our lives preserving us in the true faith unto life everlasting.

With respect to the Doctrine of Man, we believe that man, who was originally created perfect by God, rebelled against God's authority and fell into sin. Because of the sin of Adam and Eve all human beings are now born sinful and by nature are opposed to God, unable to change themselves, and are destined to eternal separation from God.

But the Triune God is full of mercy and compassion and from the time of the fall into sin has promised to save mankind from eternal death. The Old Testament reveals God's plan of salvation through a promised One. The New Testament reveals Jesus Christ as the fulfillment of all of God's promises and the Savior of the world. Through faith in Jesus Christ as the Son of God who became a man and died on the cross as payment for the sins of mankind, and who rose again conquering death, we have been forgiven and restored as God's dear children and given the gift of eternal life in heaven.

Since these two doctrinal principals indicate the centrality and relevance of God and spiritual concern for the whole life, it follows that Christian parents desire an education for their children in which religious instruction and spiritual nurture are the integrating factors in intellectual, moral, physical, aesthetic, emotional, social, civic, and vocational formation and growth.

Lutheran philosophy of education is based upon three sources of information: (1) the divine revelation of the Bible; (2) the findings of science and (3) human reason. God's revelation to man, Holy Scripture, is accepted as absolute truth. The postulates of science and reason are accepted as relative truth, subject to God's Word and to constant revision and correction as our understanding increases.

OBJECTIVES OF THE LUTHERAN SCHOOL

In keeping with our philosophy of Lutheran Education and with the guidance of the Holy Spirit, the following objectives form the Foundation for all instructional activity of Bethlehem Lutheran School.

The Child in Relation to God

It is the objective of the school that the child:

1. Develops a growing knowledge of the Holy Scripture as God's revealed Word, an understanding of the Law and Gospel, an increased ability to apply God's Word to situations in life, and a desire to gain the blessings of Holy Baptism and the Lord's Supper.
2. Develops a growing knowledge of Salvation through faith in Jesus Christ, a growing knowledge of the triune God, and an increasingly worshipful and sanctified lifestyle.
3. Develops an understanding of the nature, function, and responsibility of the Church as the body of Christ plus a willingness and ability to serve as an active member of the body out of love to God and Man.

The Child in Relation to Self and Abilities

It is the objective of the school that the child:

1. Develops the knowledge, attitudes, and conduct needed to function effectively as God's child and care for God's gifts.
2. Understands his body and accepts responsibility for its health, safety and recreation.
3. Develops and grows in the fundamental skills needed to live competently and creatively in society.
4. Appreciates the beauty of nature and the fine arts, and be given the opportunity for expression in the fine arts media.
5. Develops logical, scientific, and creative thinking habits, gains knowledge and the skills of communication, and acquires significant elements of cultural heritage.

The Child in Relation to Fellow Human Beings

It is the objective of the school that the child:

1. Be provided the opportunity for building Christian character and training in Christian living.
2. Recognize all people to be God's Creation and shows respect, courtesy, and consideration for the rights and welfare of others.
3. Respects parents as God's representatives and appreciates the privileges and responsibilities of earthly family membership, of which Christ is the head.
4. Develops Christian social responsibility and cooperative skills.
5. Be provided training in Christian citizenship, with respect for government and appreciation of the privileges and responsibilities of membership in the community, state, nation, and the world.

The Child in Relation to Nature

It is the objective of the school that the child:

1. Understands that God is the Creator, Ruler, and Preserver of nature.
2. Thanks and praises God for all the gifts of nature.
3. Develops knowledge, attitudes, and conduct needed to understand, use, and care for the earth and its environment.
4. Willingly uses nature to the glory of God and in service to man.

Relationship between Home and the School

While Bethlehem Lutheran School and congregation have made provisions to aid parents in the Christian training of their children by providing a Lutheran Day School, it remains the primary God-given responsibility of the parents to provide for the Christian education of their children. One important means in accomplishing this is to maintain a Christian home environment. The Christian education received in the school will be most effective when it is seen in the context of reinforcing a home environment that lives and breathes an ever present Christ. If Christian Education is to be effective, the Christian home and the Christian school must work together toward the goal of nurturing children in Christ. To achieve our purpose and to carry out Christ's command, we believe that the following are necessary: (1) That parents uphold at home, by word and deed, the teacher and the teaching of God's Word; (2) That parents with their children regularly attend worship services, Bible classes and Sunday School, and the other activities of the congregation and the school; (3) That parents will be fervent in prayer to God in behalf of the school and its staff; (4) That, in the event differences between parents and school arise, Christian love will prevail at all times.

Governing Body of Bethlehem Lutheran School

Bethlehem Lutheran School is an integral part of Bethlehem Lutheran Church in Ossian, Indiana. Final responsibility, authority and control for Bethlehem Lutheran School rests with the voting membership of the congregation. The latter executes its will through the Board of Christian Education consisting of six elected members, the church pastor, the school principal, the teachers, and the superintendent of the Sunday School. Immediate supervision of the school rests with the principal, who with the help of the faculty, suggest changes and policies for the improvement and welfare of the school and sees that the policies and wishes of the Board of Education and the congregation are carried out.

Bethlehem Lutheran School is a member of the Indiana District of the Lutheran Church-Missouri Synod, **and is an accredited school through the NLSA.** Mr. Kevin Brockberg, Education Executive of the Indiana District, acts as an advisor on the wide range of educational matters and represents the school to the state of Indiana Educational Department. Bethlehem Lutheran School is recognized by the state of Indiana as a certified elementary school and is listed in the Indiana Private School Directory. Bethlehem Lutheran School will attempt to conduct its affairs in conformity with federal, state, and local requirements whenever those requirements do not conflict with the philosophy under which the school operates.

Teaching Staff

The hiring of the teaching staff is determined by approval of the Church Council of Bethlehem Lutheran Church, acting upon the recommendation of the Board of Education. The counsel and recommendations of our Synod are sought through the executive officers of the Indiana District of the Lutheran Church - Missouri Synod.

Notice of Nondiscrimination

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

Enrollment

All children of Bethlehem Lutheran Church are eligible and encouraged to attend Bethlehem Lutheran School. Other children, whose parents are interested in Christian education, and who are not members of Bethlehem Lutheran Church, can be enrolled as non-member students. These parents must assume the current tuition cost as established by our Board of Education. In regard to non-member students it should also be noted that no modifications of the religion curriculum will be made to accommodate other denominations.

The basic cost of financing Christian education in our school is assumed by Bethlehem Lutheran Church as a whole. Parents should be aware of the cost of education and make every effort to meet their obligations as part of their regular weekly church offerings.

Children transferring from other schools are admitted after a pre-admission interview with parent(s) / guardian(s), approval by the Board of Education upon recommendation by the Principal, and upon receipt of a satisfactory transfer from the school they last attended.

To enter Kindergarten a pupil must have attained the age of five on or before August 1 of that year. The length of the school term is about 180 days.

Priorities in enrollment are given to members of Bethlehem and returning school families. **Enrollment requests after February or March will be at school board discretion for priorities.** If classes should reach their enrollment limit, waiting lists will be used with the following priorities taking effect:

Members of Bethlehem

Returning Students

Incoming students of families already enrolled in the school

Students from other Lutheran congregation

Students with no church affiliation or other religious denominations

Enrollment Registration Procedures

To enroll a child at Bethlehem Lutheran School, it is necessary to complete a registration/enrollment form annually. A copy of the child's health and immunization records, birth certificate, report card, and standardized test information are also necessary **before** enrollment will be officially accepted. Parents of transfer children are to request that the previous school send the master records to Bethlehem Lutheran School.

A parent - principal – student interview is required for all students wishing to enter Bethlehem Lutheran School for the first time in grades 1-8. A screening/interview session may be required for those entering kindergarten.

All new students are enrolled on a tentative/probationary basis for one nine-week session. At that time the teachers and principal will consult on the progress of the child and determine if probationary status will remain or if permanent status can be granted.

Tuition

The following tuition guidelines are established for those who are enrolled at Bethlehem.

- 1. All previous tuition charges and fees must be paid by the first day of school of the new school year, or enrollment may be denied.**
- 2. Statements are regularly sent to parents showing the amount of tuition paid and the balance due.**
- 3. Parents have the option of full-payment, partial-payment, or time-payment.**
- 4. Refunds of tuition will be pro-rated after deducting the cost of books and activities.**
- 5. There are three classifications of school families that determine tuition rate: (A.) Member of Bethlehem Lutheran Church, (B) Member in Good Standing of another Lutheran Church, (C) Community Member.**
- 6. Tuition discounts will be given to families enrolling more than one child at Bethlehem Lutheran School.**
- 7. All financial obligations must be met before receiving the final report card, graduation, or withdrawal from school.**
- 8. The tuition rate is based on the membership classification of the family at the time of enrollment. If that classification changes during the school year, the tuition will be prorated according to the date of the classification change.**
- 9. Tuition rates will be reviewed and published annually by the Board of Education.**

10. **At times acts of God deny students to attend school for an extended time. During these times teachers will prepare lessons for the students. Full tuition is expected to be paid during such situations as school is still in process, but in a different manor.**

Tuition Assistance

If a family finds the financial investment in their child's education to be too much to handle without some help, there are 2 possibilities for help. The family may apply for help either through the Scholarship Granting Organization of Indiana, Inc. (SGO) or through the Board of Education. Should the financial circumstances of a family change drastically during the school year, the family should contact the school office to investigate what sources of relief may be available.

1. **SGO- Every year** the family must submit an SGO application and income documentation to the school office. After verification the family will be notified regarding the status of the application. The scholarship depends on the availability of funds.
2. The Board of Education maintains a tuition assistance fund. FACTS Grant & Aid Assessment conducts the financial need analysis for the families that apply. Applications must be made online at <https://online.factsmgmt.com/aid> . The application fee will be applied to the tuition payments if the family enrolls one or more students. The Board of Education will determine the amount of tuition assistance after considering the financial need analysis and the amount of funding available.

Withdrawal from School

Bethlehem believes that it offers a solid educational experience. In the event that parents wish to withdraw their child, the following courtesies should be expressed:

1. Prior to the student's last day of attendance, the parent must have contacted the principal to discuss the withdrawal.
2. A letter of intent stating the reason(s) for withdrawal should be submitted to the principal and the Board at least one week in advance.
3. After deducting the cost of student books and activities, the remaining tuition refund will be prorated according to the amount of time remaining in the school year.
4. **An Exit interview with the school board is recommended to allow for understanding of the decision to withdrawal.**

Failure to follow the above procedures may reduce the prorated refund of fees.

Student Records

Files are securely maintained on each child at Bethlehem Lutheran School. These files contain copies of birth certificates, report cards, standardized test scores, attendance, health, and family information relative to the student's education.

Files are updated and transferred (copies of) to the school the child attends after leaving Bethlehem Lutheran upon written request by the family and the new school.

Parents have a right to view these files and may do so by making a request through the principal.

Standard Student Hours

School begins at 9:15 AM for K-8. School is dismissed at 3:00 p.m. for all students. Kindergarten is a full-day session held on Monday through Friday, with the same start and dismissal times as listed above for K-8. **Having the students arrive at the school prior to the standard start time without supervision is strongly discouraged. Prior notification is required in all cases of this situation occurring.**

Children should arrive at school after 8:55 a.m. with doors locked until then for faculty to have morning devotions and classroom time. The school will need to know ahead of time if a special situation arises, that would require the student to arrive early. Children will go directly to their classrooms and prepare for the school day to begin. Children are expected to leave the school grounds within a reasonable time after their classes are dismissed, unless a prior arrangement has been made by the student's parent/guardian and a faculty member. Students staying after school for academic or extracurricular activities will have made **prior** arrangements to be picked up by parents. No student staying after school should be making transportation arrangements at or from school. If the activity does not commence immediately after dismissal, the student(s)

remaining at the school are to be supervised by an adult. **It will be the responsibility of the student's parent/guardian to arrange for adult supervision between school dismissal and the start of the activity.**

School Attendance

The state of Indiana requires that each child attend school from ages 5-18. Grades K-8 attend school Monday through Friday with classes beginning at 9:10 a.m. and dismissing at 3:10 p.m.

Absences

If a student is absent from school, we ask that on the day of absence you contact the school between 7:45 – 9:00 a.m. to notify the teacher. A written note explaining the reason for absence is also required upon the child's return to school. Arrangements are to be made for obtaining the child's books and related assignments. Avoid scheduling dental and medical appointments during school hours. At times when these are unavoidable, we ask that a written excuse from the dental or medical office be given to the teacher when the child returns to school.

If there are 10 occurrences in a quarter, a meeting of the parents/guardians will be required with the principal.

Half-Day Absences

If a student's doctor or dentist appointment, or illness caused the child to not be in school prior to 11:45 a.m., the child becomes a ½ day absent. The same ½ day absence will occur with any child who leaves school between 11:45 a.m. and 1:45 p.m. and does not return to school before dismissed time.

A child must be in school at least ½ of a day to participate in the day's afternoon or evening school activities.

Tardiness

A student is tardy if he/she is not in his/her classroom at the start of the school day. Teachers will keep a record of all tardiness. Single or isolated cases of tardiness do not require any further action other than making record of it. When a student is repeatedly tardy in spite of the teacher's effort at correction, he or she will be reported to the principal who will confer with the parents in an effort to correct the weakness. Every unexcused tardy will be recorded on the child's report card.

After four unexcused tardy days per school year, parents will be notified to rectify the situation. An excused tardy includes:

1. Doctor or dental appointment
2. Delay of transportation due to mechanical, weather, or vehicle accident situations.

Church and Sunday School Attendance

Children attending Bethlehem are taught that regular worship in the House of God is vitally important. Parents do their children an injustice when they do not set the example of "gladly hearing the Word of God" by attending church. Children will soon begin to wonder whether church is as important as the pastor or teacher maintains. The Bible itself says, "He that is of God hears God's Word." Church and Sunday school attendance are recorded on report cards as a reminder of the importance of regular worship.

It is assumed that parents send their children to Bethlehem Lutheran School to receive a Christ-centered education. To this end, the teacher(s) assist the parents in raising their children "In the nurture and admonition of the Lord." However, attendance at Bethlehem Lutheran School is not, nor is it intended to be a substitute for regular worship in God's house. Therefore the following guidelines are established for the children:

1. Teachers will take regular Church and Sunday School attendance and report a summary on the grade cards and permanent records of the students.
2. Students not attending Church and Sunday School may place their participation in extra-curricular activities in jeopardy.
3. Problems in regular Church and Sunday School attendance will be referred to the Pastor and the Board of Elders of Bethlehem Lutheran Church.

Daily Prayer / Weekly Chapel Service

Christ in His Word is at the center of our life as a Lutheran school, so the entire school gathers each day for a chapel service led by the Pastor(s). On Wednesdays, an offering is collected which is sent to a mission project or distributed to several projects during the year.

Monthly Newsletter

In an effort to communicate to parents the special events, dates, times, needs, etc. of our school, a newsletter "Tiger Tales" is sent home with the child at the beginning of every month (may change on major holiday months) during the school year. Parents are urged to look for and read this newsletter carefully to stay well informed about what is happening at the school. Copies are also included in the monthly church newsletter and on the school website.

Notes to Parents

At times it is necessary to inform or remind parents about school events and notes are given to students to take home. Parents should be alerted to the fact that children sometimes forget to pass on these notes, and should **routinely** check with their child(ren) for notes from school. **Notes will also be distributed via email if address is available.**

Volunteers

In order to help ensure the safety of our children, the Board of Education requires an annual background check of all staff and volunteers who are in contact with our children. This background check is done through the office of the Indiana District Office of the Lutheran Church-Missouri Synod. Permission to volunteer for any school activity must be granted by the principal when a criminal background check reveals felony and /or a misdemeanor.

ALL VISITORS must check in with the school office upon entering the school.

BRIEF DESCRIPTION OF PROGRAMS

Kindergarten

Kindergarten operates as 5-day full-day program 9:15 a.m. – 3:00 p.m. Academic preparation and social interaction are integrated to provide a well-rounded experience. A child must be five before August 1st to be eligible for the kindergarten program. Our kindergarten teacher may require a screening process prior to enrollment.

Elementary 1-8

The elementary grades at Bethlehem offer the same basic subjects that would be found in a secular or public setting with the addition of religion studies and for grades 7-8 confirmation preparation. Our teachers also use every opportunity to integrate our Lutheran faith and heritage into the entire curriculum when appropriate to do so. Classes for the elementary students start at 9:15 a.m. and end at 3:00 p.m. for grades K-6. Students in grades 7-8 start their day here at Bethlehem about 9:30 a.m. after attending their Related Arts classes at Norwell Middle School.

The elementary grades at Bethlehem offer the same basic subjects that would be found in a secular or public setting with the addition of religion studies and for grades 7-8 confirmation preparation. Our teachers also use every opportunity to integrate our Lutheran faith and heritage into the entire curriculum when appropriate to do so. Classes for the elementary students start at 9:15 a.m. and end at 3:00 p.m. for grades K-8.

Related Arts Classes at Norwell Middle School

Parents may have their students participate in the related arts classes at Norwell Middle School.. Those students will begin their day at Norwell at 7:30 a.m. Their day begins at Bethlehem after their arrival via the shuttle bus.

Choir

Bethlehem Lutheran School has a school choir for grades K-2 and a Junior Choir for grades 3-8. Students are scheduled to participate in regular or special services at Bethlehem Lutheran Church throughout the year. Our K-2 choir sings periodically for Sunday Worship Services and the 3-8 choir usually sings on the second Sunday. The students may also sing for Wednesday Chapel Services.

Confirmation Instruction

Our Pastor at Bethlehem conducts catechism class for students in grades 7-8. Lutheran Doctrine, Catechism instruction and memory work are emphasized. Confirmation of member children in grade 8 is conducted by the Pastor on the third Sunday in May. Non-member children **MUST** participate in the class and are required to complete the assigned work but are not required to be confirmed.

Lunch Program

Students may bring their own lunch or they may purchase a hot lunch provided by Northern Wells Community School District through Ossian Elementary School and the National School Lunch Program.

Hot lunches include milk. A ten student lunch ticket may be purchased for \$28.50 or individually for \$2.85 from the school office. Extra milk if purchased separately is \$.50 (cost is set by Northern Wells Community School and is subject to change). Applications for free and reduced lunches are available in the school office. If applicable, reduced price lunches are \$.40 each.

Bethlehem is charged for each hot lunch served. Families should pre-pay for the lunches. The number of lunches paid for will be communicated regularly to the families. If the amount owed for lunches by a student is more than \$15.00 and no arrangement has been made, the student will receive a cheese sandwich and a carton of milk. This policy is in line with that of Northern Wells Community Schools.

CHRISTIAN CONDUCT

As Christians, God has set high standards to guide our behavior. Love and Respect are two words that go together hand in hand and should direct us. Anything that we do should show Love for Jesus and Love for our neighbor. Our actions should show Respect for our teachers (who represent God's authority); Respect for property (which God has given us to use or has allowed someone else to use); and Respect for the rights and feelings of our fellow students (who are redeemed and loved by Jesus).

The Christian Conduct Policy developed by the Board of Christian Education outlines the details of behavior that is expected and gives an outline of the procedures to follow as problems may arise.

Discipline

Christian discipline is a part of the learning process at Bethlehem Lutheran School. When parents enroll their children in the school, they agree to Christian training according to Biblical precepts. Therefore, our behavioral standards are based upon God's Law, the Ten Commandments. The methods of discipline practiced at the school are centered on this law, tempered by Christian love. All actions on the part of students while at the school or at school-related activities are expected to be a witness to the Christian faith.

In order to maintain an atmosphere in the school conducive to learning, sound discipline will be maintained at all times. Parents are to realize that corrective measures are administered in a spirit of love in their stead. Where there is law, there must also be Gospel. Corrective disciplinary measures are used to point out wrong and unacceptable behavior, but these measures are always followed by a Gospel message, assuring the child that he is a forgiven child of God and that, although we may not always like what he or she does, we still love him or her. All students are assured of our forgiveness and the forgiveness of his or her Savior, Jesus Christ. Bethlehem Lutheran School will not use corporal punishment for discipline purposes.

When initial corrective measures are not effective in curbing a wrong behavior, parents will be notified and involved in the disciplinary process. Continued misbehavior may lead to suspension and/or expulsion of the student from school. At times in-school suspensions may be utilized. Students are put in an area where they can be supervised. Suspensions also may be asked to be served at home. After school detentions may also be utilized. Parents will be notified of the date and time prior to the service date of the detention.

Other disciplinary actions may be taken by the Principal, or by a teacher or other staff member in consultation with the Principal, who have the student under their charge to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include but is not limited to the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.

4. Restricting extracurricular activities.
5. Requiring a student to remain in school after regular school hours to do additional schoolwork or for counseling. (Detention)

Ladder of Communication

Please follow these steps when a problem arises:

1. Communicate with the teacher first. (Too often emotions get the better of our judgment, and we “go over somebody’s head.”)
2. If the problem has not been resolved after an honest attempt has been made in cooperation with the teacher, then contact the principal.
3. If the problem has not been resolved, then the pastor will be contacted to try to reach a solution.
4. If, after an honest attempt with the principal, teacher and pastor, a solution has not been found, then, and only then, contact the School Board. Parents need to inform the principal or chair of the board if it is their intent to come to a board meeting.

Your cooperation in this matter is greatly appreciated.

STUDENT BEHAVIOR GUIDELINES

Bethlehem Lutheran School expects students in the school to conduct themselves in a manner consistent with the Christian lifestyle outlined in God’s Word.

Goals

1. To live in a school environment which promotes friendliness, care for one another, trust and respect for each person, service to others, and especially service to and witness for Christ.
2. To provide every child with an effective learning environment which will enhance academic and spiritual growth.

Students Have A Right To...

1. Feel responsible by completing class work on time.
2. Learn and study within an orderly classroom.
3. Be respected and give respect to fellow students and teachers.
4. Work and play in a school that is pleasant and safe.
5. Receive forgiveness from fellow students and teachers.

Personal conduct of students

- * A Christian attitude will prevail at all times.
- * Language and actions will reflect Christian character.
- * Students are expected to display Christian conduct on the bus to and from school.
- * Students are expected to be appropriately dressed at all times.

Classroom Conduct

- * Students shall enter and leave the classroom in an orderly manner.
- * Students shall bring necessary materials as previously advised by the teacher and shall meet each teacher’s standards concerning classroom procedures.
- * Students are expected to complete all assignments in the time allowed by the classroom teacher.
- * Students are responsible for getting and making up work missed due to absence.
- * Rules of courtesy and respect to teachers and fellow students shall be followed at all times.
- * Each student shall be responsible for keeping the school and classroom neat and clean.

Bullying Policy

Definition

“Bullying” is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.

A second, more concise, definition: “Bullying” happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons.

Such conduct is contrary to the behavior, values, and principles taught by our Savior, and is disruptive of the educational process. Therefore, bullying is not acceptable behavior in Bethlehem Lutheran School.

Students may not engage in any act of bullying while at school, or at any school function. Bullies are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

Conduct Outside the Classroom

Students are always to keep in mind that as representatives of their Lord, their church, and their school they give witness of their faith to all with whom they come in contact, and their actions should present a positive Christian witness.

There shall be orderly behavior at all times on the school premises. This means that:

1. There will be walking only in the hallways and on the stairs.
2. Voices will be held at a normal level
3. Hands and feet will be kept to oneself.

Proper care will be taken of all school property. This means that:

1. Book, furniture, and facilities should be used for their intended purpose.
2. Materials should be returned to their proper location in a neat, orderly fashion.
3. There will be no gum chewing on school property during school hours.

All employees of the school, both professional and volunteer, shall be treated and addressed in a respectful manner.

Students entering the church, church office, principal's office, kitchen, supply rooms, or equipment rooms, or any other areas of the school building shall have a legitimate and authorized purpose for being there and shall conduct themselves accordingly.

Playground

Students are to play on the field area and playground south of the school. At times students will be allowed outside on the dry, paved areas only. The decision of the teacher/principal is final.

Students will be expected to go outside for recess when required unless they have a parental note excusing them for medical reason. Teachers may also require a student to miss recess for behavioral or academic reasons.

Student activity on the play areas should be fair, safe, and in good Christian taste. Activities that include tackling, pushing, grabbing, pretending to fight, and the like are not allowed.

All students are expected to obey the person authorized to supervise the play areas.

Students are not to come back into the building once they are out for recess. Bathroom visits should take place before or after the recess period.

Throwing snowballs, sticks, rocks, etc., is not allowed.

Students should be properly dressed to play in the snow. Even when wearing the appropriate clothing, common sense prevails as far as becoming completely wet or snow-covered.

Shoes must be worn at all times on the playground. (No bare feet.)

Failure to obey any of these rules will result in the loss of playground privileges.

Gym

Students are to play only in areas designated by the teachers. Permission is needed to enter the equipment room and all equipment shall be put away in a neat and organized fashion. Students are required to have a separate pair of clean, non-marking shoes for use in the gym only.

Lunchroom

Students should enter and exit in an orderly fashion. Noise level shall be at an acceptable level where all individuals can easily have a normal conversation. Students should not be wasteful with their food and should dispose of waste properly as well as place utensils in the proper containers.

Restrooms

Restrooms are to be used for the purpose for which they were built and not as an additional play area or meeting place. Students are to follow the guidelines for their use according to classroom procedures.

Personal and School Property

Students at Bethlehem Lutheran are expected to treat school property and equipment with care and respect, recognizing these things as God's gifts to use as he grows and learns as a student in the school. Parents and/or the pupil are responsible for damage done to school and church property, including the gym and equipment, caused by the reckless and/or careless actions of the child.

Lockers

All lockers made available for students use on school premises are the property of Bethlehem Lutheran School and the Bethlehem congregation.

These lockers are made available for student use in storing school supplies and personal items necessary for use at school; but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause interference with school purposes or an educational function or which are forbidden by state law or school rules.

BLS retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials. All inspections of student lockers shall be conducted by the Principal or by a staff member so designated by the Principal.

BLS will retain access to student lockers by keeping a master list of combinations and a master key. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.

Off Campus Student Behavior Policy

All disciplinary action normally available with regard to a student for violation of school rules or other clear misconduct on-campus, shall be available for any activity away from campus, whether or not school is in session when such activity occurs, if such off-campus activity may be reasonably interpreted to threaten the ability of the district/school to maintain a safe, orderly and disciplined educational atmosphere.

This policy is not limited to school sponsored and school-related events.

When it is brought to the attention of the district/school that a student has engaged in such conduct off-campus, the principal for the school which the student attends shall conduct such investigation as the principal feels is necessary and proper under the circumstances and may initiate disciplinary action, up to and including suspension or expulsion. The school representative will cooperate with the law enforcement authorities as deemed necessary.

Nuisance Items

Items such as toys, gum, candy, soda, junk food, radios, electronic video games, trading cards, etc., are considered nuisance items and are not to be brought to school. CD players, **Cell Phones**, Tablets, iPods, MP3 players and the like must be **turned in to the teacher for the school day if brought to school.** These may be used on the bus when traveling to and from designated pick up and drop off points. These items will be taken from the student and given back at an appropriate time to be returned home. Students may not use Cell Phones or Tablets while waiting for pickup. Repeated use of nuisance items may result in disciplinary action. If items are brought to school for a legitimate purpose, they should be given to the teacher immediately for safekeeping. Classrooms are places of learning, and although we want learning to be fun, we do not want children hindered in their learning because of unnecessary distractions. The school is not responsible for the loss or damage of these items brought to school, even if they are taken from the student temporarily or confiscated. Please see Cell Phone Policy example inserted on page 27.

Major Infractions

Major infractions are those actions which may cause physical or emotional harm to another, greatly disrupt learning, or damage school property. These serious actions will be dealt with as follows:

1. First Major Infraction of the School Year – The student will be removed from the classroom until the situation is resolved with input by the principal. The student's parent will be contacted as part of the resolution. The student will be ineligible to participate in sports for the day.

2. Second Major Infraction of the School Year – The student will be removed from the classroom, serve a day-long In-School suspension, and be ineligible to participate in sports for a week. The student's parents will be contacted and meet with the teacher and principal. The student will be placed on At Risk status.

3. Third Major Infraction of the School Year – The student will be removed from the classroom and a parent contacted to take the student from school. The student's parents will schedule a meeting with the Board of Education to determine disciplinary action. The student will be ineligible to participate in sports.

Examples of Major Infractions: Examples may include, but are not limited to, the following:

Fighting	Cheating	Verbal abuse	Vandalism	Sexual harassment
Bullying	Stealing	Profane language	Disrespect	

NOTE: The Board of Education reserves the right to expel a student whose actions are deemed to be dangerous to anyone, regardless of the number of infractions.

At Risk Status

A. Definition of At Risk - At Risk students are those who are "turned off," disruptive, chronically tardy, chronically absent, often referred for misbehavior, and avoid schoolwork. These are students most likely to disengage from the school system. Helping At Risk students is possible through intervention and increased teacher contact, support, and encouragement.

B. At Risk Status – Students who are At Risk are in need of special care by the parent, the teacher, and the Board of Education. Extra effort must be made to ensure the student's success and continued enrollment.

Expulsion

God has given all our students certain talents and abilities. He rightfully then expects the students to use their talents and He blesses their efforts. In evaluating a student's progress, it is certainly fair to ask:

1. Is the student using his or her talents, as he or she should?
2. Is the student interfering with the education of the other students?

It may be necessary, in light of the above, that a child could be expelled from our school. Possible conditions for expulsion could be, but are not limited to:

1. Severe or repeated instances of disciplinary problems.
2. Repeated instances of refusal to complete assigned activities.
3. Repeated instances of refusal to follow school policies as set down by the school board.
4. Repeated receipt of detentions.
5. Intentional destruction of school property.
6. Lack of parent cooperation in complying with policies and procedures.

Termination or expulsion can only be done by the School Board. The following steps are followed for school expulsion:

1. Principal consultation.
2. Pastor – principal – parent consultation.
3. School board chairman notified of possible expulsion.
4. Written notification from the school to the parent(s) that possible expulsion may occur. This

notification will include an invitation to the parent(s) to come to the meeting at which expulsion will be discussed.

5. Notification from school when the school board will act on possible expulsion (date of meeting, etc.)
6. Action taken by board on expulsion with Pastor present.
7. Appeal or action by parents at a later meeting of the school board or at meeting where expulsion occurs.

Note: Steps 6 and 7 may occur at the same meeting. After the written notification process has been initiated, the student will not be allowed in school.

Standards of Dress and Appearance

A Christian attitude is reflected through neat and proper attire. An atmosphere conducive to proper study and good schoolwork is also enhanced through this means. Students that come to school dressed to play tend to not be in the proper frame of mind to study.

Students attending Bethlehem Lutheran School will be dressed and groomed in an acceptable manner. Generally students are asked to wear clothing that is neat, clean, and does not detract from the Christian atmosphere of the school. Practical dressing style appropriate for school is encouraged. Offensive clothing is not permitted (Offensive wording, beer or tobacco logos, etc.) Tight clothing and short shorts are considered offensive. All shirts and tops must be full length. Shirts or tops must have sleeves. A good guide in judging the length is that the skirt or shorts need to extend beyond fingertips when extended.

Parents are ultimately responsible for the appearance of their children. In all cases, parents should dress their children in a responsible fashion.

Bethlehem Lutheran School believes that appearance of our children should reflect a Christian image and attitude (Romans 12:1-2). In order to provide an atmosphere conducive to learning at Bethlehem Lutheran, these standards have been compiled consistent with our school's Christian beliefs.

The faculty has the authority to review student appearance and to deal with students who have not exercised good judgment regarding their appearance.

Proper Attire: All clothing must be in good taste for the school atmosphere.

1. All pants must be worn at the waist and may not drag on the floor.
2. Nylon running shorts may be worn (not on chapel days) but no cotton sweatpants.
3. All shirts and blouses must have sleeves.
4. Shirts and blouses must be long enough to be tucked.
5. Skirt, short and skort lengths must exceed the length of the student's extended fingers or longer, if necessary to assure modesty.
6. Tight fitting pants, shorts, leggings and capris may only be worn if covered by a skirt, shorts or longer top of fingertip length.
7. Shoes, sneakers or sandals must be worn at all times. All shoes in grades K-6 must have a heel strap properly worn in back and be of minimal heel height, **no sandals on the playground**. Sandals worn in the Junior High grades (7-8) need not have a heel strap if sandals are made of leather material. Shoes must be worn on the playground at all times. (No bare-feet)
8. Hats are to be removed upon entering the building and not worn at any time during the school day.
9. Students may wear pierced jewelry in their ears only.
10. Hair color is to be normal hair tones.

Improper Attire: Bizarre and distracting clothing is not permitted. For example:

1. Clothing may not depict drugs or alcohol, music groups in any form.
2. Shirts may not depict any offensive, suggestive or vulgar writing or pictures.
3. Frayed, patched, or excessively worn pants or jeans, low-cut tops, crop tops, tank tops, bike pants, underwear type leg-wear, lounge wear, pajama pants, any style shirt that is of a see-through material are inappropriate.
4. Sleeveless shirts, blouses and dresses are improper.
5. No flip-flops, beach shoes, aqua-shoes or athletic slide shoes are permitted.
6. No items that cover the head are to be worn at any time in the building. This includes hats, head scarves, bandanas, etc.
7. Footwear worn in the snow may not be worn in the classroom.
8. No visible tattoos.
9. No writing on the seat of the pants.

10. No boxers may be worn as shorts.
11. No hunting or military camouflage clothing items.
12. Shirts or dresses with holes at the shoulder sides.

Final judgment as to what is acceptable rests with the school principal. Students found in violation or not meeting these standards will be counseled individually and parents will be notified if their child needs special attention in regard to his/her attire and/or appearance. Repeated violations of the dress guidelines or refusal to change will result in disciplinary action. The school reserves the right to provide something more appropriate if a change in clothes will not arrive in a timely fashion.

Students will go outside for recess whenever the weather permits, and they are to dress accordingly. Students not appropriately dressed to play in the snow will be restricted to the pavement areas.

Chapel Dress

At Wednesday Chapel, to show reverence to God, we encourage children to dress in a more formal manner than on normal school days.

In honor of the Lord's House the following dress is required for chapel services:

1. All boys must wear khakis or dress slacks/shorts and a shirt with a collar or sweater.
2. All girls must wear khakis, dress slacks/shorts, skorts or skirts with a blouse, plain tops, sweater, and or dress. Skirts and dress length must exceed the length of the student's extended fingers or longer, if necessary to assure modesty. Capri pants without tie strings at the bottom are acceptable.

Curriculum

Christian education is not merely a teaching of the regular subjects plus religion. Religion must permeate, influence and give true meaning to all of the subjects taught. All subjects achieve the highest meaning and purpose only as they are filled with the aim of serving our fellow man to the glory of God.

Bethlehem Lutheran School draws its curriculum from the requirements of the Indiana State Department of Public Instruction for Reading, English, Spelling, Handwriting, Mathematics, Social Studies, General Science, Health, Music, Art, and Physical Education.

Assignments

Students are given opportunity in school to complete most of their assignments. In cases where a student seems to bring home a large amount of homework, parents should arrange to discuss this situation with the teacher. Parents are expected to support the teacher and encourage the child by daily reviewing the child's schoolwork.

Each student will have one day for each absent day to make up work. Please check with the teacher on this issue so the teacher, the parent, and the student understand the consequences. Although the teachers are willing to be flexible, they also will expect that assigned work is completed on time.

Media Center

Library facilities are provided both in the classrooms and through the library of our school. Basic up-to-date references are also included on the shelves of the classroom and in the library itself. In addition, the services of the Bluffton Wells County Library are available. Our school is equipped with audio-visual aids including overhead projectors, record players, CD players, television set, VCR and cassette recorders, radio, and a Computer Lab complete with Internet Access.

Students normally visit the school library once a week. The purpose of the library is to supplement classroom learning and provide motivation for reading enjoyment. Books are checked out and the number of checked out books is limited. Fines for overdue books may be assessed and the replacement fee is charged for lost books. **A handling fee of \$5 will be added to the cost of book replacement.**

Field Trips

Field trips (educational experiences) are considered part of the curriculum of the school because they contribute directly to the teaching of the child. In all cases, children are prepared for field trips in advance. Parents will be asked to provide written consent for their child's participation in each educational field trip. **Children will not be allowed to participate without permission. Younger children are not permitted to come unless stated in the permission slip given by the classroom teacher.** Parents are urged to watch the monthly newsletter or notes from the teacher for details regarding these trips.

7th & 8th Grade Class Trip

Every other year the 7th and 8th grades take an end of the year trip. The destination may change from year to year, but at present is Washington D.C. Fund raisers and service activities will be used to assist in raising the needed cost for this trip. These trips normally take place in the spring of even-numbered years.

Use of Internet and other Computer Networks

Acceptable Use Policy: Bethlehem Lutheran school recognizes the educational and communications opportunities that exposure to the Internet and other computer networks can provide students and staff. We further realize that as telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by members of the society, those changes may also alter instruction and student learning. Therefore, as we prepare students and staff for the 21st century, we need to expose them to the technology resources that will be available to them. Even though we are located in a rural area, our students and staff will potentially have access to information and people from all over the world through electronic technology. The Internet will help them realize that they are a part of the world and helps them improve themselves through communication and information. We do not believe technology will replace the classroom teacher but see it as a tool to help provide education to all students Bethlehem Lutheran School.

It is the philosophy of Bethlehem Lutheran School that the technologies provided in our school buildings are district resources designed to enhance the curriculum and instruction provided for our learners. Recognizing that technologies are public resources, all information produced by learners on the Internet is public information and is technically accessible to all other learners on the Internet.

Bethlehem Lutheran School maintains the right to access and monitor stored e-mail messages and every user must sign a "User Agreement Form."

If the use of personal information (addresses, telephone numbers, etc.) is necessary or needed for accessing certain information, only the school address and telephone number are to be given over the district Internet lines housed in Bethlehem Lutheran School.

Goals:

Through Internet access, learners will:

1. Access global resources
2. Enter into partnerships to enhance their learning options
3. Broaden their problem-solving and decision-making abilities
4. Broaden their research capabilities by using primary materials
5. Develop their higher level thinking skills
6. Gain an employability skill needed in the 21st century
7. Utilize a personalized, motivational learning opportunity
8. Differentiate and assess available resources

The following code of conduct applies to all users of the Internet:

"I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and the community."

The user is held responsible for his/her actions using the Internet. Unacceptable uses of the system will result in the suspension or revocation of Internet use and/or appropriate disciplinary actions. The following is a code of ethics that all users are expected to follow.

Eight Rules of Computer Ethics

1. Learners will not use a computer to harm other people.
2. Learners will not interfere with other people's computer work.
3. Learners will not invade or peruse other people's files.
4. Learners will not use a computer to steal or for other illegal purposes.
5. Learners will not use a computer to violate copyright laws.
6. Learners will not use or copy software for which payment has not been made.
7. Learners will not use other people's computer resources without authorization.
8. Learners will use computers in ways that show consideration and respect.

Internet and E-mail Rules for Staff and Students

Staff and students are responsible for proper behavior on school computer networks and should recognize that communications on the network are often public in nature. General school rules and board

policies apply. The network is provided to teach, conduct research, and to communicate with others. Access to network services is given to those who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.

Individual users of the computer networks are responsible for their behavior and communications over those networks. **It is presumed that users will comply with B.L.S. standards and will honor the agreements they have signed.** Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on servers would always be private.

Within reason, freedom of speech and access to information will be honored. However, the following list, not meant to be all-inclusive, are not permitted:

- Using the Internet for any illegal purposes.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- Other behaviors in violation of district policy or regulations.

Violations will result in appropriate **disciplinary actions**, which may include the loss of access to networked information resources, **and/or legal action.**

Student/Parent/Guardian Consent & Parent/Guardian Denial

Bethlehem Lutheran School will annually inform parents and students that the school does not have control of information on the Internet and information which students have access to through the Internet may include material that is illegal, defamatory, inaccurate, or potentially objectionable to some people. While it is the intent of Bethlehem Lutheran School to make Internet access available to further its educational goals, students may have the ability to access materials as well. Therefore, all students who access the Internet via technology provided through Bethlehem Lutheran School are annually asked to sign the Internet Acceptable Use Consent Form.

Bethlehem Lutheran School also recognizes that the parent(s) and/or guardian(s) of minors are responsible for setting and conveying the standards that their children should follow. Since students may have access to material which is beyond the school district's control, a parent or guardian can sign an annual parental denial form requesting that his/her child not have individual access to the Internet.

We assume that most parents and/or guardians of minors will support access to the Internet. Therefore, the parent(s) and/or guardian(s) must complete the Internet Access Consent Form for Parents/Guardians.

Student Progress:

In order for parents and students to be better prepared with assignments and grades, Bethlehem is now using online grading with the company **Gradelink**. Every parent and student (in grades 5-8) will be given their password to enter **Gradelink** and check out their grades.

Student Mid-Quarter Report

A mid-quarter progress report is sent out during the 4th or 5th week of each quarter. Parents are to sign the report and return it to school.

Student Report Card

Report Cards (or computer generated reports) are issued four times each year. Parents will receive the first quarter report during the scheduled fall Parent/Teacher Conference. The other three will be sent home with the child on designated days. Parents are to sign the envelope/or acknowledgement slip and return it to the child's classroom teacher after the second and third quarter reporting periods.

Honor Roll

To promote and encourage academic excellence, students in grades 5-8 have the opportunity to be named to the school honor roll. The honor roll is named after each quarter grading period. Two levels of honor achievement have been established. They are:

High Honor: All A's
Honor: All A/B

Must have an S or higher in Category II for either Honor level

E-Excellent, H-Highly Satisfactory, S-Satisfactory, N-Needs Improvement, U-Unsatisfactory, I-Incomplete

<u>Category I</u>		<u>Category II</u>
Religion/Confirmation	Science	Art
Memory	English	P.E.
Reading	Spelling	Music
Math	Social Studies	

Bethlehem Lutheran School Grade Scale

<u>Percent</u>	<u>Grade</u>
100	A+
99-96	A
95-93	A-
92-89	B+
88-85	B
84-82	B-
81-79	C+
78-75	C
74-72	C-
71-69	D+
68-65	D
64-62	D-
61- 0	F

Promotion / Retention

Promotion or retention in grade level will be determined by mutual agreement between the principal, teacher and parents. When an agreement cannot be reached, the Pastor will be included in the discussion. The final decision rests with the principal.

Physical Education

All students attending our school are required to participate in physical education. Anyone not participating on a short term basis should have a written excuse from his or her parent. Prolonged periods without participation should have a doctor's written excuse.

Children in grades K-8 will need a good (non-marking sole) pair of athletic shoes separate from the ones they wear to school. These should be kept at school.

Lost and Found

An area just outside the school office near the coat rack has been designated for lost and found items. Each year a collection of these items is gathered. Unclaimed usable articles are donated to a local charity at the end of the school year. Other items are disposed of. Much of this could be prevented if articles of clothing are labeled with the child's name.

Bad Weather / Emergency School Closings

When the schools are confronted with an emergency - such as extreme conditions of snow, ice, fog, or mechanical failures - which necessitates the closing of school, an announcement will be given to radio stations WOWO, WMEE, WNUY, and WBCL. Emergency closing or early dismissals during the day will be announced via radio as soon as possible.

Elearning - Elearning is material the student is required to do if school is called off. Students will be given a packet in the second quarter to take home. If school is called off, Bethlehem students are to complete the work and return it to their home room teacher the next called school day.

We are included in NORTHERN WELLS COMMUNITY SCHOOLS. Bethlehem Lutheran School will not be reported separately on the radio unless there is a specific issue that relates only to Bethlehem School.

If there is a need to delay the starting time of school due to weather conditions, Bethlehem School will follow the same schedule as Northern Wells Community Schools.

Government Regulations

Our school complies with state and federal regulations regarding exposure to fibrous materials, radar, lead in the water, etc. The facility is regularly inspected and meets codes and/or standards.

Immunizations

Bethlehem follows the Indiana State Immunization requirements for schools and is supervised by the Wells County Health Department. All new students are required to have an immunization record on file with the school and to report any updated immunizations.

In order for a child to be exempt from complying with minimum immunization requirements for medical or religious reasons, the parent or guardian is required to submit a written request for exemption and the request must be verified annually with the school. In case of medical exemption, the signature of a physician is required. For religious exemptions, the signature of a parent or legal guardian is sufficient. Exemption forms are available in the school office.

Emergency Medical Care

First Aid equipment is maintained in the school building and is to be administered by adults only. Bethlehem staff receive CPR training and are certified every other year.

Administration of medication prescribed by a licensed physician and supplied by a parent must be arranged with the school. All prescriptions are to be kept in their original containers. Indiana laws prohibit school personnel from dispensing aspirin, antacids, cough syrups, etc. without parental permission. Written permission of parents and/or physician is required for all medication. In order to administer medicine to your child, the following procedures must be followed:

Over-the-counter medication requires written or verbal permission from the parent or guardian, stating the **amount of medication**, the **hours of administration**, and the **period of time** medication is to be continued.

Prescription medications must be in the original container. The label will meet the requirements for physician's signature; however, the parent must either complete and sign the Student Medication Permit or send in a permission note with the student's name, medical condition, medication time and amount to be given, and accept legal responsibility for safe arrival of the medication to the school.

Send only the amount of medication needed for one day at a time for the student. (An exception to this would be a student on medication daily for a chronic disease. That student may bring a week's supply in a bottle with the prescription label.) Name of medication must be on the bottle. ****Ibuprofen and Tylenol are kept in the school office under lock and key. Verbal or written consent will be needed to administer.***

***Inhaler Self-Administration permission forms are available in the office. These must be filled out and on file in the office.**

Illness

The school strives to guard the health of its students. Periodic visits are made by the county nurse to check on our student medical information and to issue eye and ear testing. Deficiencies found are reported to the parents for correction.

If a child shows signs of illness, parents are urged to keep the child home until the child is fever free for 24 hours. The same request applies to children who have severe colds or coughs. In case of a serious illness or injury, parents are immediately notified so that the child may be placed into the care of a family doctor. School personnel have the discretion to summon and utilize emergency personnel for evaluation and possible

transportation to a medical facility if the need of situation is warranted. Parents are responsible for paying the costs of the ambulance service.

Nit Free Head Lice Policy

Students who have live lice should be reported to the school and begin appropriate treatment. Letters will be sent home to alert all families to be on the lookout. Multiple cases reported may result in an overall student head check. Nits may persist and if detected will result in a note being sent home with that student asking that appropriate treatment be done. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene and cleanliness in the home or school have nothing to do with getting head lice.

Sexual Harassment Policy

It is the intent of Bethlehem Lutheran School to maintain learning and working environment that is free from sexual harassment. The school defines sexual harassment as unwanted or un-welcomed or unsolicited sexual behavior. Sexual harassment includes: 1) sexual gestures and comments directed toward or with reference to another person. 2) inappropriate touching, grabbing, or pinching 3) sexual graffiti directed toward another person 4) being in possession of, giving, or showing a person offensive sexual materials 5) sexual gossip or remarks which affect a person's ability to function in a work or school environment peacefully, and 6) any other type of unwanted sexual contact.

This school will not tolerate those behaviors. Any person who alleges sexual harassment by an employee or student of the school may share that allegation with their supervisor, teacher, or the principal. Each allegation will be investigated by the administration and possibly law enforcement officials and dealt with in an appropriate manner. Disciplinary action may include suspension, expulsion, or termination of employment.

Alcohol/Drug/Weapon Policy

Because of the Christian nature of our school and functions, it is the policy of the church and school that no alcohol or illegal drugs will be consumed on the church or school grounds before, during, or after school functions.

The following are grounds for discipline or including possible suspension:

1. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. Any object includes any item that is considered a weapon but is not a firearm as defined in the Firearm Policy below.
2. Possessing, using, transmitting, or being under the influence of any narcotic drug, tobacco substance, matches or lighters, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, glue sniffing or intoxicant or any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule. All medication including prescription drugs must be kept in the possession of the teacher.
3. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.

Firearm Policy

No student shall possess, handle or transmit any firearm on school property.

The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

1. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. the frame or receiver of any weapon described above.
3. any firearm muffler or firearm silencer.
4. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.

5. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.

6. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The penalty for possession of a firearm shall be ten days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the Board of Christian Education if the circumstances warrant such reduction.

The principal shall notify the county prosecuting attorney's office when a student is expelled under this rule.

AIDS Policy

In order to provide for the welfare of the general population of the student body and the particular good of the student infected with the disease or the virus associated with Acquired Immune Deficiency Syndrome (AIDS), the school authorities shall follow the adopted procedures which are available in the principal's office and may be viewed upon request through the principal.

Blood borne Pathogens

Information and plan of compliance to the OSHA federal law enforcing the controlling of occupational exposure to blood-borne pathogens are on file in the principal's office and may be viewed upon request through the principal.

Administration in Absence of Policy

When there is no board policy in existence to provide guidance in a matter before the administration, the principal is authorized to act appropriately under the circumstances surrounding the situation, keeping in mind good Christian common sense, and the present church/school policies. Whenever possible, the principal shall consult with the Board of Christian Education before a decision is made in a situation that is not clearly addressed in any current policy or handbook. The principal together with the Board of Christian Education shall draft and accept additional policy as deemed necessary and appropriate or jointly take proper action to rectify the situation.

Transportation

Bethlehem Lutheran School recognizes the importance of safe and timely transportation of our students.

1. Northern Wells provides busing from the student's home to their closest elementary school. Northern Wells and then provides a common shuttle bus for transportation of students from the elementary schools to Bethlehem.
2. Students riding the buses are under the same rules and regulations set by the Northern Wells School systems for their students.
3. Riding a bus is a privilege and must be regarded as such. Rules of school bus conduct and safety have been established for the protection of the student, other students, and the school system. Students that do not follow these rules or refuse to follow the directions of the bus driver may lose their riding privileges.

The bus driver is in charge of the school bus at all times. In cases requiring serious disciplinary action (removal from the bus for an extended period of time), a review is held which includes the student and/or parent(s), the bus driver, the building administrator, and/or the Assistant Superintendent. When a student loses his or her riding privileges, a letter indicating such is given to the student to be given to the parents. Students are still required to attend school. It is then the responsibility of the student and/or parent to assure that the student gets to school.

Additional questions concerning transportation may be directed to each school office or to Stephanie Rohr, Northern Wells Director of Transportation (622-4125 ext.1006).

Please note that at times during the school year, bus transportation is not provided due to school calendar differences.

General School Rules

1. Walk in the school and church building, and on the sidewalks.
2. No inappropriate language or name-calling will be tolerated.
3. Clean shoes before entering the building.
4. Talk quietly in the restroom.
5. Do not use the church restrooms.
6. No gum or candy without approval or consent of student's teacher.
7. Use sidewalks in front of the school and church.
8. No students in the shed without permission.
9. No standing on, jumping from, or double riding on the swings.
10. No snowballs.
11. Please keep hands and feet to yourself.

Athletics / Athletic Policy

Bethlehem Lutheran School believes that students should be offered an equal opportunity to participate in competitive sports. The following guidelines will be followed:

1. Bethlehem may have athletic teams in girls' volleyball, boys/girls basketball as student interest allows.
2. Bethlehem will participate in games scheduled by the Athletic Director and coaches.
3. It is the policy of Bethlehem Lutheran School that student participation on school athletic teams will be open to currently enrolled students of Bethlehem Lutheran School and/or are members of Bethlehem Lutheran Church who meet all academic and behavior eligibility requirements to participate. Concerns related to this policy should be addressed to the Athletic Director and the Board of Education.
4. Bethlehem Church member and students in grades three through eight (3-8) are eligible to be on the teams; exceptions to be approved by the Board of Education
5. Students must maintain a "C" average on a twelve-point scale.
 - a. A "C" average will be determined by averaging core subjects; Religion, Memory, Math, Reading, English, Spelling, Science, and Social Studies. Art, Music, Handwriting, and Physical Education will be used as additional indicators.
 - b. Home-room teachers will be responsible to keep a record of athlete progress and report any ineligible students to the coaching staff. The teachers must also inform parents concerning their child's ineligibility.
 - c. Averages will be compiled approximately every four (4) weeks: at the time of mid-quarter and the official reporting nine (9) weeks.
 - d. Any student-athlete not maintaining a "C" average, as reported at mid-quarter or quarter, will be ineligible until the average is raised to a "C."
 - e. Any student-athlete receiving an "F" or an "incomplete" in any subject on any report, mid-quarter or quarter, will be ineligible until a passing grade is achieved or the missing work completed.
 - f. Ineligibility applies to practices and games.
6. **Students must have a physical examination and parent permission form signed before they will be allowed to participate.**
7. **Students who participate in sports will pay an annual fee of \$20 to the PTL to help offset expenses.**

Bethlehem Lutheran School students enrolled in **grades 6-8** (for grade 6 it is up to the Principal and Teacher) have the opportunity to participate in athletics at Norwell Middle School. Students who leave Bethlehem early in the school day will be responsible for any academic work that they miss. They will present a completed Request to Participate in Norwell Middle School Athletics Form for each sport in which they wish to participate. Those students will be dismissed from Bethlehem no earlier than 2:25 p.m.

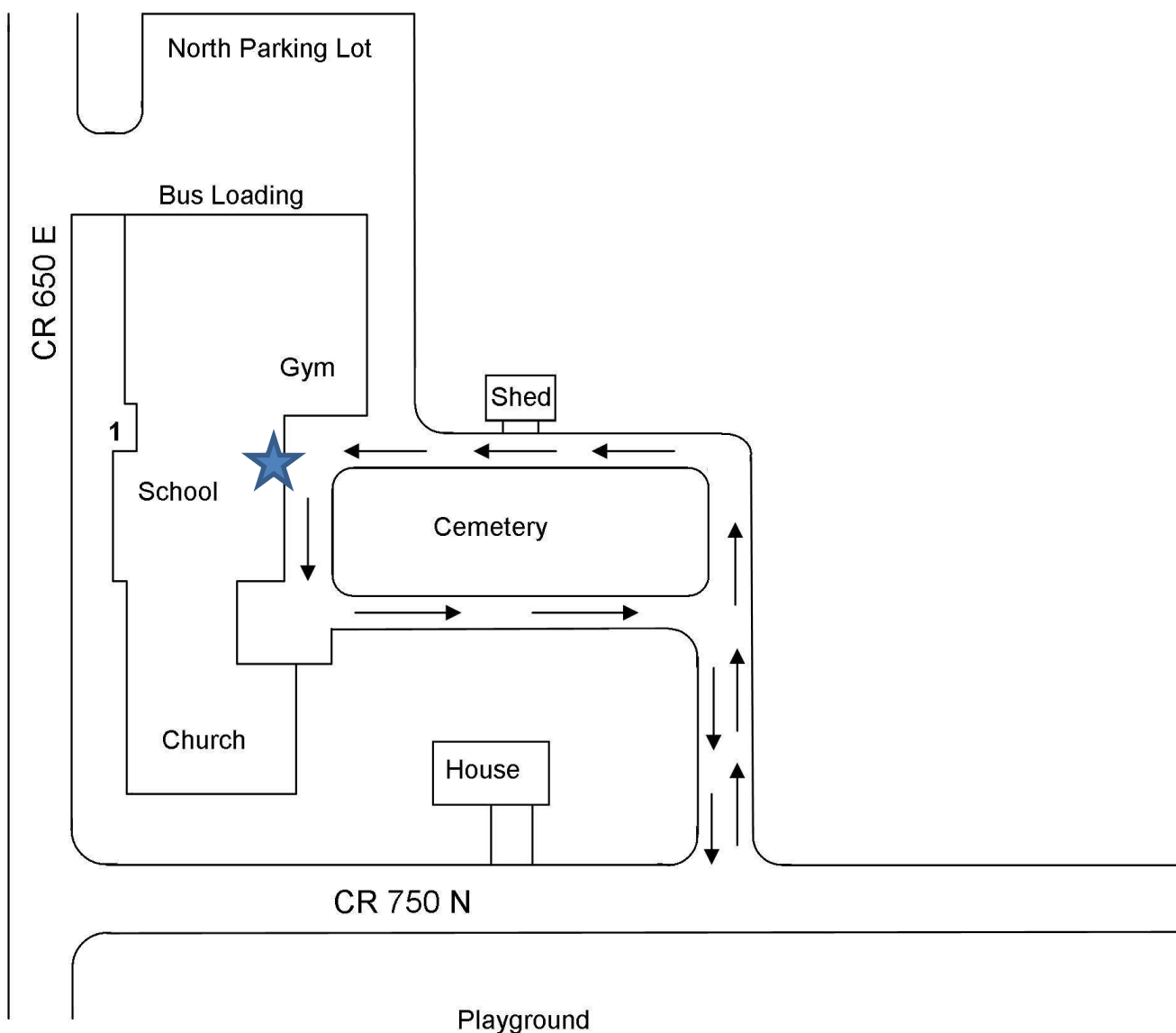
PARENTAL CONSENT (should accompany physical form)
Available at registration

DISMISSAL

Parents may use the east **school door #10 for picking up students**. We are asking parents to use the drive just east of the parsonage (across from the playground) and drive north around the cemetery in a counterclockwise direction. Students would be able to enter the vehicles on the passenger side and the vehicles would exit to the south using the same driveway they just entered.

If you plan to park and enter the school, continue to use the main school door #4 on the west side of the building.

See map below:



BETHLEHEM LUTHERAN SCHOOL STAFF

Rev. Samuel Wirgau - Senior Pastor	samuel.wirgau@gmail.com
Rev. Anthony Dodgers – Assistant Pastor, Headmaster, Teacher Grades 7-8	pastordodgers@bethlsossian.org
Mr. Peter Meyer – Teacher Grades 5-6	pmeyer@bethlsossian.org
Mrs. Nancy DeFrain - Teacher Grades 3 -4	ndefrain@bethlsossian.org
Mrs. Shaeli Streeks – Teacher Grades 1-2	sstreeks@bethlossian.org
Mrs. Amelia Phillips – Teacher Kindergarten	aphillips@bethlsossian.org
Mr. Richard Brinkley - Kantor	rbrink1950@yahoo.com
Mrs. Heidi Kleppinger – Administrative Assistant Church and School	bethlehemossiansec@gmail.com
Mrs. Jeni Harkless - School Treasurer	jeni.harkless@gmail.com

BETHLEHEM LUTHERAN SCHOOL OFFICE and FAX 260-597-7366

Website - www.bethlehemossian.org

Follow Bethlehem Lutheran School on Facebook!

BETHLEHEM BOARD OF CHRISTIAN EDUCATION

Jason Rekeweg	rekeweg@gmail.com
Josh Boehm	jayboe3@gmail.com
Nathan Meyer	laceymeyer9@gmail.com
Brian Bultemeier	babultemeier12@gmail.com
Jeff Holtzclaw	jholtzclawjr@gmail.com
Darren Patrick	dpatrick8430@gmail.com

BETHLEHEM PARENT TEACHER LEAGUE (PTL) BOARD

President: Brian and Jenniffer Bultemeier

Vice-President: Nathan and Lacey Meyer

Treasurer: Darren and Sierra Patrick

Secretary: Nathan and Melissa Householder

Bethlehem Lutheran School 2023 - 2024

July 2023						
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31						

Bethlehem Lutheran School	
7545 N 650 E	
Ossian, IN 46777	
260-597-7366	

Aug 1	Faculty Returns
Aug 3	School Registration
Aug 9	First Day of school
Sep 4	Labor Day
Oct 16-20	Fall Break
Oct 10-14	Parent Teacher Conferences
Oct 26-27	No School INPEA E-Learn
Nov 22-24	Thanksgiving Break
Dec 23 - Jan 5	Christmas Break
Jan 22-26	NLSW
Feb 6 & 8	Parent Teacher Conferences
Feb 16	TLSP Teacher inservice E-Learn
Feb 19	Presidents' Day
Mar 22-29	Spring Break
Apr 1	Easter Monday No School
May 22	Last Day of School

Category of Events	
	Parent Teacher Conferences
	No School this date
	National Lutheran Schools Week
	Werling Mem BB Tournament
	End Of Quarter
	Teacher's Convention Elearn days

January 2024						
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NORTHERN WELLS COMMUNITY SCHOOL BUS RULES AND REGULATIONS

Riding a bus is a privilege and must be regarded as such. Rules of school bus conduct and safety have been established for the protection of all students.

Video cameras are installed on school buses to monitor behavior. Students who do not follow school bus rules, who use profanity, or who refuse to follow the directions of the bus driver, may lose their riding privileges.

The bus driver is in charge of the school bus at all times. In cases requiring serious disciplinary action that may result in the student's removal from the bus for an extended period of time, a review is conducted involving the student and/or parent/guardian, the bus driver, the building administrator, and/or the Superintendent. When a student loses riding privileges, a letter indicating such is given to the student to take home to the parent/guardian. Because the student is required to attend school, it becomes the responsibility of the student and/or parent/guardian to ensure that the student gets to school.

Additional questions concerning transportation may be directed to each school office or to Stephanie Rohr, Director of Transportation, at 622-4125.

The Northern Wells Community School requests that parents/guardians of bus riders instruct their children on the rules to follow when riding a school bus.

Northern Wells' school bus drivers have the responsibility to maintain order and discipline on the bus. Drivers have authority to take every precaution necessary for the safety and well-being of all students. All children will be treated fairly and in a civil manner. Drivers will make certain that no child is imposed upon or mistreated while in their charge.

These rules are to be observed by school bus riders:

1. Students waiting for the bus must maintain a distance of four feet from the bus until the bus has come to a complete stop.
2. Students must enter and leave the bus only after the bus has come to a complete stop and the entrance door has been opened by the driver.
3. Each student upon entering the bus must go immediately to an assigned seat in the bus.
4. Directions from the bus driver must be followed the first time they are given.
5. Students are not permitted to stand or move from place to place while on the bus.
6. Students must not tease; scuffle; trip; hold; hit; or use their hands, feet, or body in any objectionable manner.
7. Loud, boisterous, profane language or indecent conduct will not be tolerated.
8. Students must be quiet at all railroad crossings.
9. No windows or doors will be opened or closed without permission of the school bus driver.
10. No food or drink will be permitted on the bus.
11. Littering on the bus will not be tolerated.
12. Students are to remain at their designated pick up points and should be waiting at their boarding stations when the school bus arrives.
13. **If your child normally rides the bus, Make sure you notify the school/teacher by: writing a note, emailing the school, or calling the school if your child will not be riding the bus."**

**Students will receive a bus registration form the first day they ride the bus. This form needs to be returned to the driver to ensure that no students are missed. This information is especially important when a substitute is driving.

Student Cell Phone Policy *(available at registration)*

While student cell phones may provide a convenient communication link to parents, Bethlehem Lutheran School has determined that cell phones have limited or no educational value and their use may create a distraction in the learning environment. Student possession of cell phones in Bethlehem Lutheran School is only allowable subject to the following rules and regulations.

Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Bethlehem Lutheran School shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

Students desiring to bring a cell phone to school must provide this form signed and dated by a parent/guardian declaring that the parent/guardian requests the student be allowed to bring a cell phone into the school.

Immediately upon arrival at school, the student must be certain the cell phone is turned off and is placed in the storage area designated by the teacher.

During the entire school day, this includes drop off and pick up, the cell phone must remain turned off and in the storage area.

The student will be allowed to take the cell phone upon dismissal from school.

Failure to follow the regulations will result in a loss of the privilege to bring a cell phone to school.

I request that my son/daughter _____, be allowed to bring a cell phone to Bethlehem Lutheran School during this school year. I understand the cell phone regulations explained above. I expect my son/daughter will follow those regulations.

(Parent/Guardian Signature)

(Date)

I understand that it is a privilege to bring a cell phone to school. I understand the cell phone regulations explained above and I will follow those regulations.

(Student Signature)

(Date)

Adopted 7/8/08

Photo Release Form for Minors
(available at registration)

Bethlehem Lutheran School
7545 N 650 E
Ossian, IN 46777

I, being the parent/guardian of _____, hereby consent that the photographs or videos taken of him/her during the school year while he/she is enrolled at Bethlehem Lutheran School as a student may be used by Bethlehem Lutheran School.

These pictures may be used on school bulletin boards, local newspaper, in the school newsletter, school yearbook, school websites, or scrapbooks made in class.

Furthermore, I consent that such photographs and or videos shall be the property of Bethlehem Lutheran School, which has the right to duplicate, reproduce and make other uses as Bethlehem Lutheran School deems necessary.

- ☐ It is okay to use my son/daughter's photograph, etc. as described above.
- ☐ I **DO NOT** give my consent to have photographs of my son/daughter used by Bethlehem Lutheran School in any way, as specified above.

Name of Student _____ Grade _____

Signature of Parent/Guardian _____

Please sign and return this form to the school office. This paper will be kept on file in the student's permanent record in the school office for only one year. Parents need to sign a permission slip every year that their child is enrolled in school. Parents always have the right to update and change this at any time during the school year.

Volunteer Driver Information Form
(available at registration)

Name: _____

Address: _____

Phone: _____ Driver's License #: _____

In order to help ensure the safety of our children, the Board of Education requires a background check of all staff and volunteers who are in contact with our children. This background check is done through the office of the Indiana District Office of the Lutheran Church – Missouri Synod.

Full name as it appears on driver's license	Date of birth	Gender	Race

The State of Indiana requires safety information relating to motor vehicles and volunteer adult drivers. Your willingness to drive Bethlehem Lutheran School students is greatly appreciated. Thank you for completing the following questions:

Yes No (Please check the appropriate answer to these statements.)

- ___ ___ 1. The vehicles transporting students is insured by a policy providing property damage coverage with a limit of not less than \$10,000.00 and bodily injury liability coverage with limits of not less than \$25,000 for each person, and, subject to the limit for each person, a total limit of not less than \$50,000 for each accident.
- ___ ___ 2. I possess a valid Indiana operator's license.
- ___ ___ 3. I am at least 18 years of age.
- ___ ___ 4. I have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator.
- ___ ___ 5. I **have been convicted** of reckless driving while under the influence of an intoxicant or of a controlled substance, or any offenses enumerated under Indiana law (see reverse side) within the last two-year period. (Yes means you HAVE been convicted.)
- ___ ___ 6. I agree to have all persons seat-belted in the vehicle, which I operate.

The motor vehicle operator shall upon request submit at least once every three years to the school a medical opinion prescribing that the operator is not afflicted with or suffering from any mental or physical disability or disease such as to prevent the operator from exercising reasonable control over a motor vehicle. The motor vehicles used for transporting students shall be inspected annually for compliance with the requirements and rules of the Department of Transportation.

Signature: _____ Date: _____

Approval of volunteer driver based on above information:

Principal's signature: _____ Date: _____

Bethlehem Lutheran School

Internet User Agreement / Denial Form (available at registration)

Student/Parent/Guardian

Within reason, freedom of speech and access to information will be honored. However, the following list, not meant to be all-inclusive, are not permitted:

- * Using the Internet for any illegal purposes.
- * Sending or displaying offensive messages or pictures.
- * Using obscene language.
- * Harassing, insulting, or attacking others.
- * Damaging computers, computer systems, or computer networks.
- * Engaging in practices that threaten the network (e.g., loading files that may introduce a virus).
- * Violating copyright laws.
- * Using another's password.
- * Trespassing in another's folders, work, or files.
- * Intentionally wasting limited resources.
- * Employing the network for commercial purposes.
- * Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition.
- * Other behaviors in violation of district policy or regulations.

Violations will result in appropriate **disciplinary actions**, which may include the loss of access to networked information resources, **and/or legal action**.

As a user of the Bethlehem Lutheran School Computer Network, I hereby agree to comply with the above stated rules communicating over the network in a reliable fashion while honoring relevant laws and restrictions. I am also aware that the Bethlehem Lutheran School maintains the right to access and monitor stored e-mail messages and computer files. Conversely, it is understood that the Bethlehem Lutheran School may not disseminate the content of any messages to others in the work force/school/district.

Student Signature _____ Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

I am aware that the Bethlehem Lutheran School maintains the right to access and monitor stored e-mail messages and computer files. It is further understood that the Bethlehem Lutheran School may not disseminate the content of any message to others in the work force/school/ district.

_____ **I have read the Acceptable Use Policy and User Agreement Form and wish to have my child/children denied individual access to the Internet system.**

Parent/Guardian Signature _____ Date _____

Name of Student _____

Grade _____

Request to Participate in Norwell Middle School Athletics Form
(available at registration)

Bethlehem Lutheran School students in grades 6-8 (for 6th grade it is up to the principal and teacher) have the opportunity to participate in the athletic program of Norwell Middle School. Along with this privilege comes the responsibility to comply with the requirements explained on this form.

- ☐ I am representing Bethlehem Lutheran School even as I participate on the Norwell Middle School team.
- ☐ I am responsible for all academic work I might miss at Bethlehem because I leave school early.
- ☐ I will keep current in all my school assignments.
- ☐ I will let my Norwell coach know that I will be dismissed from Bethlehem Lutheran School no earlier than 2:25 PM before I even try out for the Norwell team.

_____ is the sport in which I wish to participate at Norwell.

(Student Athlete Signature)

(Date)

Parents/guardians of Bethlehem students wishing to participate in Norwell sports will complete the following form.

- ☐ I understand that my child is first and foremost a student at Bethlehem Lutheran School.
- ☐ I understand that I am responsible for the transportation of my child to Norwell Middle School.
- ☐ I understand that my child will be dismissed no earlier than 2:25 PM.
- ☐ I will provide a season practice/game schedule for my child's team to Bethlehem Lutheran School.

(Parent/Guardian Signature)

(Date)

PLEDGE AS A BETHLEHEM SCHOOL PARENT

Bethlehem Lutheran School, Ossian, Indiana

HELPING YOUR CHILD GET THE MOST OUT OF A LUTHERAN EDUCATION

As Lutheran teachers, the faculty of Bethlehem is convinced all children need:

- A. Christian education based on God's Word; which leads toward a Christian life of serving God in church, community, and country; and involves the whole person (spiritual, mental, physical, social, emotional).
- B. An education in secular areas, taught in the light of God's Word, will and design;
- C. Daily Christian peer-fellowship and school activities experienced in a Christ-centered environment, directed by Christian teachers.

AS PARENTS OF A BETHLEHEM STUDENT, WE PLEDGE:

- A. To pray for our child and all involved in his/her education;
- B. To provide a Christian atmosphere in our home, which is the most vital influence in our child's life;
- C. To attend church and Bible Class/Sunday School regularly, in keeping with my Lord's directive in the Third Commandment.
- D. To contribute financially to church, regularly and sacrificially, keeping in mind the manner in which the Lord has blessed me.
- E. To encourage and admonish our child(ren) to obey teachers and the school's rules cheerfully and promptly;
- F. To cooperate with and uphold the teachers in the exercise of Christian discipline and in the training of our child(ren) (see "Parental Responsibility" section of Parent Handbook); and to go directly to the teacher in a Christian manner if questions or concerns arise; (see Matt. 18:15);
- G. To take an active role in seeing that our child's assigned homework is completed, and to provide a place and opportunity for completing the task;
- H. To take into account our child's extra-curricular involvement and to encourage completion of these commitments,
- I. **To fulfill our financial obligation to Bethlehem Lutheran School in a timely manner. By executing this document, the parent/guardian agrees to be contractually obligated for all tuition and costs in connection with their child's enrollment.**

I HAVE READ AND UNDERSTAND:

_____ **All policies as stated in the Parent/Student Handbook**

With the grace and help of God, I understand and fully accept the covenant that I am making this day and pledge to honor the commitments as stated above and the policies as printed in the handbook.

Parent Signature_____ **Date**_____

***This form will be available at registration.**

Each family is to sign and return to the school office after you have read and understand this handbook.