



## **SCHOOL POLICY MANUAL PREFACE**

**This School Policy Manual (“Manual”) is to assist you in your relationship with Bethel Lutheran School (“School”). If you believe that there are other matters that should be covered by School policy, please do not hesitate to present your ideas to the School Principal.**

**This Manual contains much information about the policies of the School. However, this Manual is not intended to include each and every policy of the School and none of the policies or matters set forth in this Manual constitutes a contract, in whole or in part, nor do they create any guarantee of continued or future enrollment or attendance. None of the policies or matters contained in this Manual are meant to impair any student’s right, or the right of the School, to terminate the enrollment or attendance relationship. Oral statements by School Representatives cannot change this Manual.**

**The School is part of a private Christian ministry and has limited funding. As such, the School is not able to meet the needs of every prospective student, attending student or their families. As such, the School Board reserves the right to decline or to terminate the enrollment or attendance of any prospective or attending student when, in the sole determination of the School Board, the School facilities, curriculum or staff are unable or unwilling to meet the needs of a student or the student’s family.**

**The School Board reserves the right to amend, delete, or add to any terms or conditions included in this Manual unilaterally at any time and without notice.**

# **Bethel Lutheran School Policy Manual**

## **SECTION 1.000 INTRODUCTION**

### **PHILOSOPHY OF MINISTRY OF BETHEL LUTHERAN SCHOOL**

#### **1.100 Preamble**

It is the will of our Lord Jesus Christ that His disciples should carry out His Great Commission to make disciples of all people (Matthew 28:18-20). That Christ's Great Commission for His Church might be carried out according to His will, He has commanded that Christians baptize and teach (Mark 16:16), unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10) administer the Office of the Keys as His Church (John 20:21-23, Matthew 18:15-20), and maintain decency and order (1 Corinthians 14-40) in the church.

#### **1.200 Mission Statement**

At Bethel Lutheran School we help our students to know Jesus, to grow in Jesus and to show Jesus.

- Through teaching and demonstrating the faith in a caring and nurturing environment;
- Through excellence in Christian Education and helping to develop leadership skills;
- Through opportunities for students to make a difference in Christ's name.

#### **1.300 Vision Statement**

To make a God-pleasing difference in people's lives by boldly preaching, teaching and sharing the Good News and by establishing loving, caring and serving relationships through our maturing faith.

### **1.400 POLICY ON RELATIONSHIP TO THE CHURCH**

Bethel Lutheran School is a ministry of Bethel Evangelical Lutheran Ministries and therefore shall act in accordance with the constitution, by-laws and policies of the Ministries. Policies governing the school are established by the school board and are administered by the administration. Parents who are members of Bethel Lutheran Ministries are not charged tuition. They support the school through their contributions, which normally reflect the cost of educating their children. Non-members are required to remit tuition payments. The balance of the cost to operate the school is provided by Bethel Lutheran Ministries.

## **2.000 SCHOOL BOARD**

### **2.100 Organization of the Board**

**2.200 The Board will consist of seven (7) members including an elected chair and a non-Bethel school family member. A Pastor and the Principal serve as ex-officio members. Ministry areas of the Board include Bethel Lutheran Preschool and Elementary School. Objectives of the Board:**

2.201 To nurture and encourage the active Christian life of the children, families, and staff in the congregation and community.

2.202 To provide an educational program that follows the mission of the congregation and meets or exceeds state requirements.

2.203 To monitor the total curriculum offered, evaluate the curriculum and revise as necessary to improve the instruction and effectiveness of the total educational program.

2.204 To develop school policies, in accord with congregational policies and procedures and legal guidelines, that will guide and direct the principal in the daily administration and operation of the school.

2.205 To oversee administration of the preschool and elementary school.

2.206 To monitor enrollment records and encourage increasing participation of congregational families and the community.

2.207 To recruit and maintain teaching staff to provide quality Christian education for all students.

2.208 To prepare, revise and monitor job descriptions to effectively describe the responsibilities of the faculty and staff.

2.209 To prepare and present regular school reports to keep the congregation informed and to communicate effectively the needs of the school.

2.210 To encourage, nurture and care for the spiritual, emotional and physical well being of the faculty, staff and their families.

2.211 To annually review service and recognize anniversaries of faculty and staff.

2.212 To recognize annually the faithful service of all volunteers involved in working with the school program.

2.213 To perform an annual review of the principal.

2.214 To review teacher observations and evaluations as presented by the principal.

2.215 To work with Human Resources Committee to adequately compensate all faculty and staff.

2.216 To support and monitor the activities of the Parent-Teacher League.

2.217 To encourage the professional growth of the educational staff through their participation in conferences, conventions and other continuing education opportunities.

2.218 To submit an annual budget in the form and at the time requested by the Church Council and monitor the budget throughout the year.

2.219 To determine the need for student aid and administer such financial assistance.

2.220 To communicate and coordinate effectively with appropriate boards.

2.221 To approve all coaching positions based on recommendation of Athletic Director.

### **2.300 Board Responsibilities**

The Board will utilize the Mission and Purpose of Bethel Lutheran School as its central focus in decision-making. The Board will emphasize strategic leadership, long-range planning and proactive decision-making in all of its actions and decisions. The Board will guide the school and the actions of the administration and staff through policy, goals, and objectives established in board meetings. Board members have no authority outside of board meetings unless specifically delegated by the actions of the board. Major board responsibilities include:

Securing faculty and staff.

Maintaining and strengthening the financial stability of the school.

Long-range planning.

Oversight of the total operation of the Preschool and Elementary School by delegation to the Preschool Director(s) and Principal(s).

The Board will be responsible for:

Conducting its business orderly, efficiently and respectfully.

Making decisions.

Maintaining confidentiality.

Evaluating the Board performance.

Maintaining a focus on the entire school.

#### **2.400 Board Member Responsibilities**

An effective board is made up of individual members who work together to carry out the mission and purpose of Bethel Lutheran School. Effective board members:

Regularly attend and participate actively in all meetings.

Respect the confidentiality of Board matters and leave communication to the Board Chair or designee.

Focus on the long-range impact of all decisions.

Are available to serve as wise listeners outside of Board meetings.

Guard against any conflict of interest.

Advocate and support the school within the church and community.

#### **2.500 Board Agenda**

The school principal and the Board Chair shall prepare the agenda for all Board meetings. The Board Chair should be notified of additional agenda items at least two (2) days prior to the meeting date. Whenever possible, the meeting agenda, prior month Board minutes and principal's report will be e-mailed in advance of board meetings.

The order of business at regular meetings of the Board will include:

1. Opening Prayer.
2. Review and Approval of Minutes, if not done via email ahead of meeting..
3. Standing Reports
  - a. Business Administrator
  - b. Athletic Director Reports
  - c. Preschool Report
  - d. PTL Report
  - e. Booster Club Report
  - f. Principal's Report
  - g. Budget Report

- h. Foundation Report
  - i. Suggestion Box
  - j. Fundraising
  - k. Auxiliary
4. Action, Discussion and Information Items.

### **2.600 Board Quorum and Voting Procedures**

A simple majority of the members of the Board will constitute a quorum.

Voting procedures will follow *Robert's Rules of Order, Revised*.

All Board members are expected to vote or officially abstain on every motion. Results of votes will be recorded in Board minutes.

Only Board members may vote.

### **2.700 Board Membership and Board Officers**

The election of the Board and Board Chair is conducted in accordance with the election procedures established for all boards of Bethel Lutheran.

#### **2.701 Chair**

The Chair accepts leadership of the Board. In case of temporary absence of the Chair, the succession of the Chair is the Vice-Chair, Treasurer and the Secretary. The Chair is responsible for:

Preparing Board agendas in conference with the school administrator.

Leading all Board meetings.

Serving as an ex-officio member on all Board Committees.

Serving as a voting member on the Scholarship Committee.

Reporting to appropriate church boards and bodies.

Orienting new Board members.

Speaking for the Board at official functions.

Serves as member of Church Council

#### **2.702 Vice-Chair**

The Vice-Chair assumes the Chair's function when the Chair is not available. In addition the Vice-Chair will:

Serve as a voting member on the Scholarship Committee or delegate to an appropriate individual.

Assumes any special assignments delegated by the Chair.

### **2.703 Secretary**

The secretary will:

Take minutes of all Board meetings, recording all official Board actions.

Distribute Board minutes to Board members, School Principal(s), Pastors, Congregational Chair and Church Office via e-mail.

Summarize minutes for distribution in the Flame and publishing on the school web site to school families.

Keep *Board Policy Manual* up to date.

### **2.704 Treasurer**

The Treasurer will:

Prepare budget in conjunction with the principal and the Board.

Monitor budget and financial expenditures.

Serve as representative on Foundations Committee or delegate to an appropriate individual.

Review staff compensation or delegate to an appropriate individual.

### **2.705 Board Committees**

Committees may be utilized to help the Board do its job.

Committees report to the Board.

The School Principal(s) and Board Chair serve as ex-officio members of all committees.

### **2.800 Time and Place of Meetings**

Meetings are regularly scheduled on the third Monday of the month at 7:00 pm at the school. Special meetings may be called by the Board Chair as circumstances dictate. The meetings are open to parents and congregation members for observation and/or

participation on published agenda items. Individuals must notify the Board Chair at least 48 hours prior to the School Board meeting to discuss additional agenda items.

## **2.900 Handling Complaints**

Those with complaints may address the concerns to any Board member. The following steps should then be taken by a Board member in succession according to Matthew 18:

1. Direct the person with the complaint to the appropriate individual.
2. If still unresolved, bring to the School Principal(s).
3. If still unresolved, bring in a Board member to discuss the concern with the two individuals to come to a resolution.
4. If still unresolved, bring to the full Board if further discussion did not resolve the issue.

**\*\*Matthew 18 represents a foundational component of how we interact with fellow Christians when issues arise. In all cases parents should live these principles in any issues involving your children. The board and administration will ensure that we direct all issues to follow these sound Christian principles. You should expect the first question and expectation to be that you directly deal with the party you are having an issue.**

The following steps may be necessary if the grievance is directed towards the school administrator:

1. Discuss the complaint with the individuals affected and a member of the Pastoral staff.
2. If still unresolved, bring to the Church Council
3. If necessary, the Church Council will bring to the congregation for final resolution



## **3.000 EMPLOYMENT**

The Constitution of Bethel Lutheran Ministries clearly defines the roles of its called workers, and the School Board honors the Constitution.

### **3.100 HIRING POLICY**

When it becomes necessary to fill an existing or new position, the Bethel Lutheran School Board requires that the principal follow this procedure:

Advertise position in-house first. If there is no interest or qualified in-house applicants, then the principal should advertise staffing positions in the Bethel Star and the Bethel Highlights before names are submitted to the board for approval to hire unless new assignments are given to existing staff members. Again, if there is no interest or qualified applicants, the board may request that positions are advertised to the public.

The board may request that positions are advertised to the public before candidates are interviewed from either Bethel or the public.

### **3.200 REDUCTION IN FORCE POLICY**

The RIF policy of Bethel Lutheran School is based in part on the Synodical Handbook, Section 6.44. Called/commissioned and continuing contract faculty may be terminated by the School Board upon the recommendation of the administrator or Church Council as a result of conditions that do not reflect on the competency or faithfulness of the individual faculty member whose position is affected for the following reasons:

1. Discontinuance of a curricular area or program.
2. Reduction of the size of staff in order to maintain financial viability.
3. A state of financial emergency.
4. Declining enrollment

The following procedure for reduction of school staff at Bethel Lutheran School shall be implemented when the Church Council or School board determines that a reduction is necessary.

- A. On the basis of reasonable cause, i.e., but not limited too, declining enrollment, program changes, or budget constraints, the School Board formally decides that a reduction is necessary; this is communicated to the school staff.
- B. The principal shall present to the School Board the grades, areas, programs, or positions which should be considered for reduction. Other affected boards shall

be consulted. The School Board shall determine which specific reductions are to be recommended and report this recommendation to the Church Council.

C. The principal shall pursue alternatives to termination, such as staff reassignments due to a vacancy caused by resignation, retirement, etc. When any such reassignment may affect the assignments of other teachers, changes shall be made by consensus and mutual consent to the extent possible. However, the best interests of the school and congregation shall be the over-riding concern. The final decision regarding reassignments shall be made by the School Board after hearing the recommendation of the principal.

D. The following criteria will be used in identifying and selecting faculty:

1. years of service
2. annual evaluation results
3. Bethel church membership
4. Institutional needs
5. Doctrinal practices at school.

### 3.300 QUALIFICATIONS

#### **3.301 Qualifications for Principal**

Responsible to the Board, the principal is the chief executive and spiritual leader of the school. He/She has general oversight of the school and is responsible for the overall operation of the preschool and elementary school.

- Demonstrate a strong Christian commitment.
- Is an active member of a Lutheran church – Bethel is preferred.
- Has completed at least three (3) years teaching and/or administrative experience.
- Listed on teaching roster of synod or enrolled in the colloquy program.
- Holds a current Illinois teaching credential with a minimum of a Bachelor's Degree or is completing necessary deficiencies.
- For accreditation, the administrator has a Masters Degree in education, with no less than 12 semester hours in administration or supervision, or is actively working toward such a degree. (The administrator of an early childhood center has a bachelor's degree, with no less than 18 semester hours in early childhood education, or is actively working toward accomplishing this requirement.)

#### **3.302 Qualifications for Preschool Coordinator(s)**

- Demonstrates a strong Christian commitment.
- Is an active member of a Christian Church – Bethel is preferred.
- Successfully completed a minimum of 60 college semester hours including 6 hours in Child Development course work (as stated in State Education Code) or pursuing any deficiencies.

### **3.303 Qualifications for Elementary School teachers**

- Demonstrates a strong Christian commitment.
- Is an active member of a Christian Church – Bethel is preferred.
- Holds a Bachelor’s Degree.
- Holds a current Illinois State Teaching Credential or pursuing deficiencies.
- Listed on teaching roster of synod or enrolled in the colloquy program.

### **3.304 Qualifications for Preschool teachers**

- Completed successfully a minimum of 60 college semester hours including 6 hours in Child Development or a Bachelors degree in Elementary Education.
- Has completed any course work required in the State Education Code or pursuing any deficiencies .

\*A suitable teacher that does not meet above requirements may be offered a renewable contract.

## **3.400 Job Descriptions**

### **3.401 Principal Job Description**

- The principal of Bethel Lutheran School will bear the responsibility for the total spiritual and educational program of the school. Specific responsibilities include, but may not be limited to, the following:
- Teaching responsibilities as determined annually by the principal as approved by the board.
- Administrative responsibility to supervise and evaluate elementary and preschool staff. The principal will oversee annual classroom evaluations of all preschool and elementary school teachers. A conference will be held between the principal and the teacher to review the evaluation and set goals for the coming year. The principal summarizes all evaluations to the School Board prior to issuance of the letters of intent.

- Plan and implement faculty meetings and devotions.
- Implement personnel policies.
- Administrative responsibility for coordinating curriculum, all extra curricular activities, and Extended Care.
- Administrative responsibility for complying with government laws/regulations.
- Administrative responsibility for completing state documents necessary to maintain recognition status.
- Administrative responsibility for completing annual LC-MS documentation and NLSA documentation for re-certification as a nationally accredited Lutheran school.
- Administrative responsibility for evaluating equipment and fixture needs.
- Administrative responsibility for implementing fire and disaster drills.
- Administrative responsibility for keeping necessary student records.
- Monitor all financial resources with attention to revenues and expenditures in comparison with an approved budget (both church and PTL).
- Communicate effectively with school families and congregation.
- Administrative responsibility for billing and collecting preschool and tuition student accounts and all school fees.
- Administrative responsibility for the discipline of both preschool and elementary school students.
- Administrative responsibility for recruitment, enrollment and placement of preschool and elementary students.
- Administrative responsibility for preschool and elementary school building maintenance and repairs.
- Coordinate usage of school facilities.
- If an Assistant Principal is in place, duties will be delegated by the Principal and approved by the School Board.

### **3.402 Preschool Coordinator Job Description**

The Preschool Coordinator is responsible for the overall daily operation and curriculum of the preschool as delegated and supervised by the School Principal. Specific responsibilities include, but may not be limited to the following:

- Coordination of parent orientation, field trips and parent programs.
- Documentation and maintenance of student records.
- Coordination and scheduling of facility usage, teachers' classrooms, big room, music area, and gym.
- Scheduling of school pictures in conjunction with the school principal.
- Obtain substitute teachers.
- Coordinate student snacks.
- Communicate with parents, congregation, School Board and PTL through written reports and attendance at appropriate meetings.
- Responsible for communicating with school principal regarding calendar, school supplies, preschool concerns and student placement.
- Facilitate monthly teacher meetings, teacher development opportunities and the annual cleaning, maintenance and inventory of preschool toys.
- Interview and recommend to the Board the hiring of new preschool teaching staff.
- Assists the principal in curriculum development, revision and improvement.
- Maintains an inventory and evaluation of textbooks, equipment and instructional materials, and reports findings to the principal.
- Provides a list of suggested budgetary items to the school principal and assists in maintaining sound expenditures from the school budget.
- Collects monies and maintains accurate financial records when delegated by the principal.
- Works with the faculty and principal in improving the overall school operation and in developing the school calendar.
- Works with the faculty and principal in promoting Bethel Lutheran School to the church and community.
- Works with the faculty and principal in conducting special school programs, worship services, projects, and extracurricular activities.

- Attends appropriate congregational and faculty meetings.
- Participates actively in faculty devotions and other faculty responsibilities.
- Duplicating and binding the Home Visit Booklets.
- Duplicating and binding the Alphabet Books.
- Duplicating all materials to be used in the daily curriculum.
- Laminating all materials to be used in the daily curriculum.
- Formatting, copying, and assembling the Monthly Newsletter.
- Composing and duplicating all permission slips for field trips.
- Purchasing and stenciling new mother and baby gifts.
- Coordinating, purchasing, and orchestrating the assembly of a preschool playground area.

### **3.403 Elementary School Teacher Job Description**

The following is a job description covering the main duties of all teachers. As a classroom teacher, the teacher directs, controls and manages all matters having to do with the teaching/learning process in the classroom. Specific responsibilities include but may not be limited to the following:

- Worships regularly.
- Relates instruction to Christ and the Christian objectives of the school.
- Encourages students and their parents in a personal relationship with our Lord and Savior, Jesus Christ.
- Works to create a cooperative, respect-filled Christian atmosphere conducive to learning.
- Conducts home visits of all assigned students.
- Plans and prepares lessons and learning experiences in an organized and structured fashion.
- Completes ongoing evaluation of the teaching/learning process in the classroom and makes appropriate revisions.

- Maintains adequate records for purposes of guidance, counseling and for grading purposes.
- Gathers and uses test data where and when appropriate.
- Conducts the standardized testing program and provides for recording and studying the test results.
- Knows each student and provides for individual differences in learning in the classroom.
- Counsels with pupils and parents emphasizing the need for Christian instruction and discipline.
- Maintains a safe environment for the students and supervises playground, corridors, and other areas of the school.
- Assists the principal in executing and following the policies of the school.
- Assists the principal in curriculum development, revision and improvement.
- Maintains an inventory and evaluation of textbooks, equipment and instructional materials, and reports findings to the principal.
- Provides a list of suggested budgetary items to the school principal and assists in maintaining sound expenditures from the school budget.
- Collects monies and maintains accurate financial records when delegated by the principal.
- Works with the faculty and principal in improving the overall school operation and in developing the school calendar.

A conference will be held between the principal and the teacher to review an annual evaluation and set goals for the coming year.

- Works with the faculty and principal in promoting Bethel Lutheran School to the church and community.
- Works with the faculty and principal in conducting special school programs, worship services, projects, and extracurricular activities.
- Attends appropriate congregational (voter's) and faculty meetings.
- Participates actively in faculty devotions and other faculty responsibilities.

### **3.404 Preschool Teacher Job Description**

The following is a job description covering the main duties of all teachers. As a classroom teacher, the teacher directs, controls and manages all matters having to do with the teaching/learning process in the classroom. Specific responsibilities include but may not be limited to the following:

- Worships regularly.
- Relates instruction to Christ and the Christian objectives of the school.
- Encourages students and their parents in a personal relationship with our Lord and Savior, Jesus Christ.
- Works to create a cooperative, respect-filled Christian atmosphere conducive to learning.
- Conducts home visits of all assigned students.
- Plans and prepares lessons and learning experiences in an organized and structured fashion.
- Completes ongoing evaluation of the teaching/learning process in the classroom and makes appropriate revisions.
- Maintains adequate records for purposes of guidance, counseling and evaluations of students.
- Gathers and uses test data where and when appropriate.
- Knows each student and provides for individual differences in learning in the classroom.
- Counsels with pupils and parents emphasizing the need for Christian instruction and discipline.
- Maintains a safe environment for the students and supervises playground, corridors, and other areas of the school.
- Assists the administration in executing and following the policies of the school.
- Assists the administration in curriculum development, revision and improvement.



- Maintains an inventory and evaluation of equipment and instructional materials, and reports findings to the administration.
- Provides a list of suggested budgetary items to the administration and assists in maintaining sound expenditures from the school budget.
- Collects monies and maintains accurate financial records when delegated by the administration.
- Works with the elementary and preschool faculty and administration in improving the overall school operation.
- Works with the faculty and administration in promoting Bethel Lutheran School to the church and community.
- Works with the faculty and administration in conducting special school programs, worship services, projects, and extracurricular activities.
- Attends appropriate congregational and faculty meetings.
- Participates actively in faculty responsibilities.

### **3.405 Job Description of the School Secretary(s)**

The School Secretary has responsibility for the total clerical work of the School office. While specific duties may be delegated to volunteers, the School Secretary maintains final responsibility to insure that the various tasks are completed in a timely and acceptable manner.

- Reports to and is directed by the Administration
- Supervises School office and office volunteers
- Prepare all materials used in the general work of the school when requested by Principal, or School Board.
- Recruit, train, supervise, and delegate work to office volunteers. Schedule the hours of the volunteers to insure adequate coverage during office hours, even if the school is not in session or the secretary is gone.
- Maintain all office records in an orderly fashion (attendance records, permanent records, health records, correspondence, call documents, contracts, etc.)
- Serve as receptionist for the office, visitors, phones, etc.
- Maintain and publish a general calendar for the school. This includes authority to schedule appointments for the principal.

- Maintain an adequate supply of office supplies and prepare purchase orders initiated by the principal, teachers, custodian, cook, etc.
- Responsible for the production of the weekly newsletter "*The Flame*." This includes the gathering of information.
- Maintain a petty cash fund for office use. Keep appropriate records for that fund.
- Responsible for seeing to the servicing of the various office machines so that they are available to all appropriate users.
- Responsible for school mailings - sorting, zoning, labels, and delivery to post office.
- Keeping record for and dispersing medication to students.
- Responsible for establishing and maintaining all office procedures. Cross training all volunteers so that adequate coverage is available at all times.
- MAINTAIN CONFIDENTIALITY AT ALL TIMES.

### **3.406 Job Description for the Athletic Director**

- See Appendix A for Athletic Director Job Description

### **3.407 Job Description for Athletic Coaches**

- See Appendix A for Coaches job description.

## **3.500 COMPENSATION**

### **3.501 Principal Compensation**

The compensation is decided by the board annually in conjunction with the annual review of staff salaries at Bethel Lutheran Ministries.

It is preferred that the principal is on the synod roster, is called as a member of the executive staff of Bethel Lutheran Ministries and therefore holds a full year position. The district salary scale (Appendix A) as provided by the Central Illinois District of the Lutheran Church – Missouri Synod (CID) is used for all called staff. Annually, the CID publishes a recommended base salary for a factor of 1.00 (BA degree – no experience). Years of experience will be computed based on total completed academic years of teaching and administrative experience (no credit for a partial academic year is given). The principal will receive an additional increment factor of from .10 to .25 as determined annually by the School Board. Salary is computed by multiplying the published base salary by the applicable factor from the district salary scale and a percentage of that figure determined by Bethel Lutheran Ministries as salary. There should be an annual review of staff salaries at Bethel Lutheran Ministries.

Concordia Plan coverage is provided if the rules of eligibility are met.

#### Principal Vacation Schedule

1. 0-10 years of service in ministry – 2 weeks
2. 11-15 years of service in ministry – 3 weeks
3. 16-25 years of service in ministry – 4 weeks
4. 26+ years of service in ministry – 5 weeks

### **3.502 Elementary Teacher Compensation**

1. Elementary teachers are employed for ten (10) months from August 15 through June 15. Called teachers are called by the Voter's Assembly of Bethel Lutheran Ministries upon recommendation by the Board/Call Committee and serve on a continuing basis until either the individual or the congregation terminates the call. Letters of intent for renewal of contracts are distributed annually by January 1 and returned to the Principal by February 1. Contract teachers are non-tenured. Contracts are issued by the School Board for contract teachers once the congregational budget is approved.
2. Years of teaching experience will be computed based on total completed academic years of preschool or day school teaching experience (no credit for a partial academic year is given). Salary (See Appendix A) for called teachers is computed by multiplying the published base salary by the applicable factor from the district salary scale, then by 10/12 (ten month call), and then a percentage determined by Bethel Lutheran Ministries as salary.

### **3.503 Preschool Teacher Compensation**

1. Preschool teachers are compensated for nine (9) months from September 1 through June 1. The same salary scale in Appendix A is used and additional factors are explained in Appendix A.
2. The Preschool Coordinator may receive additional compensation as determined annually by the Board.

Years of teaching experience will be computed based on total completed academic years of preschool or day school teaching experience (no credit for a partial academic year is given). Bethel experience is computed based upon the number of sessions taught per week. Teachers teaching one, two, or three sessions per week will receive one-half (1/2) year of teaching experience and those teaching four, five, or six sessions will receive a full year of teaching experience. Letters of intent for renewal of contract are distributed annually by

January 1 and returned to the Principal by February 1. Contract teachers are non-tenured. Contracts are issued by the School Board for contract teachers once the congregational budget is approved.

### **3.504 Secretary Compensation**

1. The Board may employ additional staff upon recommendation by the administration.
2. Paid on an hourly basis as determined by the Board upon recommendation by the administration.

### **3.505 Athletic Director Compensation**

1. Reviewed annually by the School Board.
2. Approved by the School Board.

### **3.600 BENEFITS for Teachers and Administrators**

A teacher is considered full-time and eligible for full leave benefits if he/she teaches at least half-day or teaches at least four (4) sessions of preschool weekly. Preschool teachers who teach less than four sessions per week are considered part-time and are eligible to receive half of the leave benefits.

#### **A. Personal Leave Day**

All teachers will be granted two personal leave days per school year. A “day” equals a teacher's scheduled working day. The following guidelines will regulate the use of this day:

1. It will be approved by the principal.
2. It will be scheduled three working (3) days in advance.
3. It will not be scheduled by more than two (2) teachers on the same day from the total staff.
4. It will not accumulate from one academic year to another.
5. If it is not used, it will be lost. Pay will not be given in lieu of taking the personal leave day.
6. Emergency days for illness or attending a funeral of one’s immediate family will not be considered personal leave days.

7. When necessary, decreased pay will be prorated according to the individual's number of teaching days.

#### B. Sick Leave/Bereavement Policy

All teachers will be granted ten (10) non-cumulative “sick days” for personal illness and/or illness/death in immediate family. A “day” equals a teacher’s scheduled working day. The following guidelines will regulate the use of this day:

1. Days do not accumulate from year to year.
2. There will be a minimum sick leave of one-half (1/2) day. Any absence from work for over two (2) hours for illness will necessitate a one-half (1/2) day sick leave deduction.
3. There will be no compensation for unused sick leave on termination of employment and/or at the end of the year.

#### C. Concordia Plans – Health/Disability/Retirement

Bethel Lutheran Ministries and School participates in Concordia Plans. Employee eligibility for coverage under any Concordia Plan is determined by Concordia Plans.

#### D. Travel and Moving Expenses

Reasonable travel expenses will be paid to principal and teacher candidates invited by the Board to visit the school while being considered for a call.

1. Reasonable travel, moving and lodging expenses incurred by new staff will be paid subject to a limit established on a case-by-case basis.
2. Principal and teachers required to travel out of town on school business will upon request be reimbursed the standard mileage rate published annually by the Internal Revenue Service.

#### E. Education Support

##### 1. Continuing Education

Teachers should continue their learning and grow in their classroom effectiveness. The Board encourages additional course work, workshops, seminars, etc.. In order to motivate continued education, the Board has established a Teacher Education Fund as a regular budgeted item and recognizes educational steps on the salary scale. The following guidelines were established to regulate the Teacher Education Fund:

**Bethel Lutheran School  
325 E. Queenwood Road  
Morton, Illinois 61550  
(309) 266-6592**

- B. All teacher courses will be approved prior to and upon completion by the principal and the School Board.
  - C. A total of  $\frac{3}{4}$  of the tuition up to a maximum set each year by the School Board for all teachers per year will be paid. This does not include the colloquy program.
  - D. If more than the total budgeted amount is requisitioned, the Board will divide the available funds among the participating teachers.
  - E. Bethel Lutheran School will pay for course work upon enrollment. Failure to successfully complete course requirements (C or better) will require full payment by the teacher to be reimbursed to Bethel Lutheran Ministries.
2. Colloquy

Bethel Lutheran Ministries and School will pay all tuition costs an employed teacher incurs in pursuit of a colloquy in the Lutheran Church-Missouri Synod. The teacher will be responsible for the cost of books and transportation.

## **4.000 Instruction**

Bethel Lutheran School is dedicated to serving the whole life of each child and his/her family, for the sake of, and in the name of Jesus Christ.

### **Christian Education at Bethel Lutheran School**

Bethel Lutheran Ministries places an extremely high value on full-time Christian education. A Christ-centered, Bible-based religion curriculum is combined with God-pleasing discipline to prepare students for citizenship on earth as well as in heaven. Our school counsels, teaches, and influences students. We consider Christian living here on earth as the beginning of an eternal life with Jesus.

Bethel Lutheran School strives to achieve the above standards in addition to educating young minds in the state-approved curriculum. All subjects, however, are taught from a Biblical perspective and its Christian application to life.

The school has a positive, loving atmosphere because we believe the school is an extension of the Christian home. Extra activities, assemblies, field trips, and worship experiences are planned for Christian growth and fellowship, as well as for educational benefits.

### **4.100 Spiritual Instruction**

Bethel Lutheran School enables children to:

1. Nurture their faith
2. Share their faith with others through witness and service
3. Know God and His forgiving love
4. Participate in Lutheran worship
5. Respect similarities and differences of other Christian denominations
6. Develop an understanding of the doctrines, history, and worship practices of the Lutheran Church
7. Grow in biblical knowledge
8. Apply Christian principles to moral dilemmas

### **4.200 Intellectual Instruction**

Bethel Lutheran School enables children to:

1. Master a curriculum of religion, language arts (reading, English, writing), mathematics, science, and social studies
2. Develop problem-solving skills
3. Learn age appropriate computer skills
4. Work independently

5. Progress at their own ability level

#### 4.300 Social Interaction

Bethel Lutheran School enables children to:

1. Develop personal responsibility
2. Function in a group
3. Develop caring relationships
4. Respect the authority of home, school, and government
5. Resolve conflicts in a God-pleasing manner

#### 4.400 Emotional Development

Bethel Lutheran School enables children to:

1. Develop positive self concepts
2. Handle stress in constructive ways
3. Share feelings freely

#### 4.500 Physical Education

Bethel Lutheran School enables children to:

1. Practice physical fitness and safe recreational skills
2. Develop good overall motor coordination
3. Promote self-control and good sportsmanship
4. Maintain sound health habits

#### 4.600 Aesthetic Experiences

Bethel Lutheran School enables children to:

1. Appreciate the beauty of God's creation
2. Express themselves through fine arts

### **4.700 Academic and Extra-Curricular Requirements**

#### **4.701 Homework**

Each student may have varying amounts of work to complete outside of school hours. While parents should assist by seeing that the homework is done and by explaining work when necessary, the work must be done by the student, and the student must take responsibility for it. Parents can help their child in their homework by helping them establish good study habits. Difficulties with homework are to be brought to the attention of the teacher as soon as possible to avoid a growing problem.



#### 4.702 Grading and Testing

In subjects where letter grades are given (Grades 1-8), the following grading scale is used:

95-100	A	77-82	C
93-94	A-	75-76	C-
91-92	B+	73-74	D+
87-90	B	67-72	D
85-86	B-	65-66	D-
83-84	C+	Below 65	F

#### 4.703 Standardized Testing

Standardized Achievement Tests (Grades 1-8) and School Ability Tests (Grades 1,3,5,7) are administered to students each spring with the results discussed with parents at a spring conference. The ACT/Explore Test will be administered to the 8<sup>th</sup> grade in December to help determine high school placement.

#### 4.704 Release of Report Cards

Report cards will be given to parents at the parent-teacher conferences following the first quarter and at the closing service following the fourth quarter. Report cards will be sent home with the students following the second and third quarters of the school year. Report cards will **not** be sent home should a student have outstanding fines, unpaid tuition or registration fees unless the parents have made arrangements with the principal.

#### 4.705 Student Recognition Program

At the end of each quarter of the school year, students in grades four through eight will be recognized for academic excellence. A *Honor Roll* certificates will be awarded to students with all A's on their report cards. *Honor Roll* certificates will be awarded to students with all A's and B's. A letter grade of C in any subject will render a student ineligible for the Honor Roll. Each year, Bethel Lutheran School will select 1 Valedictorian and 1 Salutatorian from the graduating 8<sup>th</sup> grade class.

The Valedictorian 8<sup>th</sup> grader with the highest and second highest GPA based upon a 4 -point grading scale of the letter grades (A = 4, B=3, etc.) from the core subjects: Religion, Math, Science, Social Studies, Literature, English and Spelling/Vocabulary for the 7<sup>th</sup> - 8<sup>th</sup> grade years.

When there is a tie for the position of Valedictorian, the grading scale used will be converted to a 12-point scale (A+ = 12, A=11, A-=10, etc.).

If a tie still exists, GPA's from each previous grade level starting with 6<sup>th</sup> grade and continuing through 4<sup>th</sup> will be used until the tie is broken.

If a tie still exists, the students will serve as Co-Valedictorians, in which case there will be no Salutatorian.

Only students who have been full-time students of Bethel Lutheran School for both 7<sup>th</sup> and 8<sup>th</sup> grade years will be considered for the positions of Valedictorian and Salutatorian.

Only students with complete record histories will be considered for the positions of Valedictorian and Salutatorian.

A student with the second highest GPA (same criteria as above) will be selected to serve as Salutatorian.

#### **4.706 Making a Difference Projects**

In addition to the academic requirements set forth by Bethel Lutheran School and the state of Illinois, each student of the graduating 8<sup>th</sup> grade class shall complete a “*Making a Difference Project*” during his or her 8<sup>th</sup> grade year as outlined in the Program Documentation (From Parent Handbook – will need to renumber)

#### **4.707 National Junior Honor Society**

Bethel Lutheran School is a member of the National Junior Honor Society and students in the 7<sup>th</sup> and 8<sup>th</sup> grades are eligible to be members if they meet the strict academic standards of the society.

#### **4.708 Incomplete Assignments**

Teachers will keep a record of incomplete assignments and students may not receive recess or free time until incomplete assignments are completed. Parents should make it a daily practice to take note of assignments given and listed in the assignment book. Work turned in late may receive a ten percent deduction per day. Additional guidelines may be implemented by the individual classroom teachers if approved by the administration.

#### **4.708 Music Program**

Bethel Lutheran School offers music classes to students in all grades. Bethel Lutheran School has elements of music in its program, which may occasionally include attendance at Bethel Lutheran Ministries church service(s). Attendance at these services is expected.

Parents are requested to provide a written excuse to their child’s classroom teacher in advance of any absences at these services.

#### **4.709 Physical Education**

Physical Education classes are scheduled for all children at Bethel. Full participation is required by law. Students must bring a written excuse from home on days when they can't participate in P.E. classes.

Students in grades 1-8 participate in the Presidential Physical Fitness program in the fall and/or spring. Physical fitness patches will be awarded to those students reaching national percentile ranking.

#### **4.710 Athletic Program**

Interscholastic sports provide involvement with a variety of Lutheran and private schools within Central Illinois. Athletic programs will be administered in accordance with the School Athletic Handbook. (See Appendix A)

#### **Extra-Curricular Eligibility Requirements**

##### Academic Requirements:

A satisfactory grade average (C or better) is to be maintained, with no grade of F in any subject in order to participate in extra-curricular program(s). On certain occasions, effort will be taken into consideration in determining eligibility. Staff evaluation will continuously occur to assure each participating student is doing satisfactory work.

##### Conduct Requirements:

Students are expected to abide by the rules of the school. A student who chronically or overtly violates standards of good conduct will jeopardize his or her eligibility.

A student may lose his or her eligibility privilege if negative behavior violates any of the school rules as listed in the Parent Handbook. It is important that student athletes understand that the rules of the school day apply during extracurricular functions. The school dress code remains in effect at athletic events. Please be informed of the discipline policy in the Parent Handbook. (From Athletic Handbook)

##### Health Requirements:

Students who wish to participate in extra curricular sports must receive a physical examination by a qualified physician prior to the beginning of the season.

**Attendance Requirements:**

Student athletes must be present at school for at least the second half of the day to participate that same evening.

## **5.000 ENROLLMENT**

### **5.100 Admission Policy**

Parents wishing to enroll their child(ren) in Bethel Lutheran School must register and pay all fees prior to the child beginning classes. Admission to Bethel Lutheran School will be based on the following criteria:

1. Registration papers have been filled out completely.
2. Registration fee has been paid in full.
3. Review of application to determine if we are willing and able to meet the needs of the student(s).
4. Review of transcripts and test scores, if available.

### **5.200 Registration**

All parents who have children enrolled at Bethel Lutheran School are assessed an annual registration fee. These fees are due at the time of registration and are non-refundable and non-transferable.

1. The annual registration period will be based on the following priorities:
  - A. Children or siblings of children currently enrolled in Bethel Lutheran School will register the first two weeks of registration. Families with students in the elementary school will be given priority over families with only preschool students.
  - B. Children whose families are members of Bethel Lutheran Ministries may begin to register the third week of the registration period.
  - C. Others on a first come, first served basis will be allowed to register after the third week of registration. This is our Open Enrollment.
2. Children who enroll in kindergarten must be five (5) years of age on or before

September 1<sup>st</sup>.

Children entering Bethel Lutheran School with no prior school experience will be screened by teachers before registering for school.

### **5.300 Probationary Period**

Bethel Lutheran School reserves the right to reconsider the application of any student during his/her first sixty days (60) attendance. If it becomes clear during this probationary period that we at Bethel Lutheran School are not able to meet the needs of the new student for whatever reason, a meeting will be scheduled with the parents, the teacher, the principal, and a school board representative. Should another placement be recommended, the principal will work with the family to seek proper placement and all unused tuition will be refunded.

#### 5.400 Class Size Policy

The Bethel Lutheran School Board will determine class sizes.

Once class sizes reach the following number of students:

- A. Preschool – 10
- B. Kindergarten – 16
- C. Grades 1-8 – 25

The principal would need to seek the approval of the Bethel Lutheran School Board prior to adding additional students up to 28 students in a classroom. When the class sizes in grades Preschool through Grade 3 exceed these numbers, the Bethel Lutheran School Board will make an aide available upon the request of the teacher.

#### 5.500 Statement of Non-Discrimination

Bethel Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

#### 5.600 Tuition\*

Elementary tuition may be paid in full prior to the start of the school year or collected through the F.A.C.T.S. program for a small fee in ten (10) or twelve (12) equal installments. For ten installments, elementary families begin making payments August 1, and continue through May 1. For twelve installments, elementary families begin making payments July 1, and continue through June 1.

Preschool fees may be paid annually or monthly, in nine (9) equal installments. Preschool families begin making payments September 1 and continue through May 1. Preschool families are encouraged to use Simply Giving to make electronic payments. Preschool fees are to be paid in full by the tenth of each month. If not paid by the tenth, a late fee of \$10.00 will be charged in addition to the monthly tuition.

All registration fees are non-refundable.

##### Preschool Tuition:

Families with one child in Bethel Lutheran Preschool pay full price for chosen sessions. Families with more than one child at Bethel Lutheran School or Preschool are given a discount of \$10.00 monthly off the cost of children attending Bethel Lutheran Preschool.

##### Elementary Tuition:

Non-member families with one child in Bethel Lutheran School pay full price unless the following discounts apply:

**Bethel Lutheran School**  
**325 E. Queenwood Road**  
**Morton, Illinois 61550**  
**(309) 266-6592**

1. Children of ordained ministers currently practicing in a Christian congregation are given a 50% discount on tuition pending School board approval.
2. Families with more than one child in Bethel Lutheran School (K-8) are given a discount according to a sliding scale set by the School Board.

Bethel Lutheran Ministry families are not formally charged a tuition, instead, Bethel Lutheran Ministries has the expectation that member families will remit an amount commensurate to the cost of tuition in their monthly offering envelopes marking Christian Education Fund on the envelope. (This needs to be placed in the parent handbook)

\*(See Appendix B for tuition rates.)

#### 5.601 Fees

Bethel Lutheran School will collect fees in the following areas: registration, lunch, milk, athletics, library fines, clubs, and any other areas determined appropriate by the Bethel Lutheran School Board.

Fees are expected to be paid in a timely manner:

1. Registration fee(s) must be paid in full to insure enrollment and is non-refundable and non-transferable. (A parent who pays the registration fee for Kindergarten and subsequently decides to leave the child in the preschool program may arrange for fee adjustments.)
2. Athletic fees must be paid prior to participation in athletics.
3. Lunch and milk fees are to be paid when the monthly menu is returned.
4. Club fees must be paid prior to participation in the club.
5. All other school-related fees should be paid promptly.

## **6.000 OPERATIONS**

### 6.100 Daily Schedule

**7:00am.....Extended Care**  
8:15 am.....Hall doors open  
**8:30am.....All classes begin**  
**11:45am.....Morning Kindergarten dismissal**  
3:10pm..... Closing song & prayer in gym  
3:15 pm.....Dismissal  
**6:00pm.....Extended Care ends**

### 6.200 Tardy

Children are allowed into their classrooms at **8:15am** and classes begin promptly at 8:30am upon the announcement of the administration over the intercom. Students arriving after 8:30am disrupt the class activities which have already begun. Parents are encouraged to make every effort to have their children at school prior to 8:30am. The following policies apply to entire school year. **After 3 tardies**, a letter will be sent home identifying dates the student was tardy along with a \$5 fine for each time over 3. These fines will be administered in accordance with policy.... After 6 tardies the parents will be requested to meets with the administration to try and resolve

If a student arrives between 8:30am and 9:30am, they are considered tardy. If a student arrives between 9:31am and 12:00pm, they are considered unexcused for the morning. An example of an acceptable tardy would be a medical appointment. **While we do need a phone call by 8:30am explaining why the student is not at school, a phone call does not excuse a student from being tardy.** Some examples of unexcused tardies would be oversleeping, working on homework, car trouble, etc.

### 6.300 Damages

School furniture and equipment must not be willfully defaced, marred, or damaged by students. Violators of this rule will be charged for such damage, or asked to make repairs to restore damaged articles to original condition. Children will be required to pay for textbooks willfully or carelessly damaged.

### 6.400 Public Display of Affection

To assist students in maintaining personal purity in speech and actions, public displays of affection between students such as holding hands, embracing, and kissing is considered inappropriate at all times on school grounds and during school sponsored activities (i.e. dances, class trips, sporting events, etc.).



### **6.500 Search and Seizure Policy**

Students should not have an expectation of privacy for their book bags, purses, lockers', etc. All items brought onto school premises or to school-related events are subject to being searched, with or without cause, by school personnel. This includes book bags, purses, lockers, etc. Similarly, students will be required to empty their pockets at the request of any schoolteacher or the administration. The school also retains the right to conduct random locker or book bag searches. Items found to be in violation may be confiscated by the teacher or the administration and returned to the student at the teacher's or administration's discretion. Students found to be in violation of this policy will be subject to disciplinary action.

### **6.600 No Harassment Policy**

Bethel Lutheran School does not and will not tolerate any type of harassment of or by our students, parents, or employees. We ask all parents or guardians to explain to their children the types of things that could be constituted as "harassment." As adults we understand that "harassment" includes, but is not limited to bullying, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, or disability. "Harassment" also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, physical conduct, or electronic communications (e-mail) of a sexual nature.

These words are not always meaningful to younger children. Therefore, in explaining these concepts you should stress that the school needs to know whether anyone at Bethel Lutheran School makes your child feel uncomfortable. In that regard, you should remind your child that it is inappropriate and unacceptable to call other students mean, unkind names or to tease them in ways that are hurtful. It is also inappropriate and unacceptable to grab or touch another child in ways that are hurtful or embarrassing. You should explain to your child to not engage in any of these behaviors when your child talks, writes, draws or plays with other children.

VIOLETION OF THIS POLICY WILL SUBJECT THE HARASSER TO DISCIPLINARY ACTION, UP TO AND INCLUDING IMMEDIATE REMOVAL FROM SCHOOL, SUSPENSION, OR EXPULSION FROM SCHOOL.

Parents, if you feel that your child is being harassed in any way by a teacher, administrator, or fellow student; you should notify your child's teacher or the school administration immediately. If you believe a fellow student is being harassed in any way by a child's teacher, administration or fellow student; you should notify your child's teacher or the school administrator immediately. These matters will be thoroughly investigated and, where appropriate, disciplinary action will be taken. Please do not assume that the school is aware of your problem. Bring your complaints and concerns to our attention so that we can resolve them.

### **6.700 School Rules**

1. Foul and abusive language and fighting in any form is unacceptable.
2. Running is permitted only in school play areas.
3. Chewing gum is not permitted, unless approved by the classroom teacher.
4. Students are expected to be punctual for all classes.
5. Cell phones or other electronic items (including but not limited to audio devices such as radios, tape players, CD players, MP3 players, etc.) that are not appropriate for school are not permitted for use at school and may be confiscated by the teacher or the administration. These will be sent home at the end of the school day and the parent or guardian of the student will be contacted by the administration.
6. Students are not allowed to leave the school grounds during the day without written permission from parents and consent of the classroom teacher.
7. Students are expected to come to class with books, materials for class work, and homework.
8. Unnecessary items (toys, games, etc.) are not to be brought to class. Items that disrupt the class may be confiscated by the teacher and returned at the end of the school day and the parent or guardian will be contacted by the administration.
9. The use or possession of tobacco, weapons, alcohol, or drugs is prohibited and will not be tolerated. Students are prohibited from using or possessing illegal drugs and alcohol while they are at school or school-related events. Students found in violation of this policy will be subject to disciplinary action.

Weapons are defined as any item that can be used to inflict bodily harm on another person including, but not limited to pocket knives, box cutters, guns, etc. Any of these may subject the student to immediate disciplinary action, which at the discretion of the administration may include **suspension or expulsion**.

Students are not permitted to attend school or any school-sponsored event impaired by abuse of illegal, legal, or designer drugs

### **6.800 Classroom Discipline**

Since children are sent to school to learn, an orderly classroom is necessary for all students to have an equal opportunity. Teachers will determine their own discipline plan in accordance with the mission of the school and upon approval of the administration. These plans are available upon request in the office.

## **6.900 Detention Periods**

Bethel Lutheran School regards proper conduct, manners, courtesy, and thoughtfulness as essential elements of Christian living and not as a restriction of freedom in individual expression. Each student, therefore, receives careful guidance in all areas of behavior from the entire faculty and staff. Ultimately, however, the individual student must achieve the kind of self-discipline that will enable him/her to practice Christian ethic regardless of other influences around him/her.

In order to systematically handle some of the behavior and attitude, Bethel Lutheran School makes use of a detention period. Students found to be in violation of the Christian community standards may be assigned to a detention period. Detention will be received for:

1. Chronic misbehavior
2. Disrespectful conduct
3. Gross misconduct

Detention periods will vary depending upon the age of the student and the discretion of the teacher. Detention periods can be up to forty-five minutes before or after school. Students will not be required to serve an after-school detention on the same day it is assigned, but rather during the next regularly scheduled detention period, or one specifically arranged by the teacher.

Any student assigned to a detention period who doesn't report will receive a double detention. Detentions include sitting quietly or studying.

## **6.905 Fighting**

Bethel Lutheran School will not tolerate physical fights.

The student who physically initiates the fight will receive an immediate suspension for the remainder of the day and one additional day. Should the attacked student continue the fight beyond defending himself or herself, both students will receive suspensions. At the discretion of the administration others engaged in the fight may receive similar punishment.

## **6.906 Discipline Steps Toward Suspension or Expulsion**

A student receiving three detentions in a quarter for behavior, academic, and/or attendance problems may result in the following steps being taken. Severe discipline problems will result in one or more of the following steps being taken immediately.

- Option 1. Parents are notified of child's actions and are instructed to pick up their child.
- Option 2. Length of suspension increases up to a maximum of 3 days, discipline history communicated to school board.

Option 3. Student is sent home and expulsion hearing before the school board.

Option 4. Student is expelled. Parents notified to take their child home.

### **6.907 Corporal Punishment**

Bethel Lutheran School does not use corporal punishment as part of its disciplinary system. Corporal punishment will not be administered at any time by either the principal or any teacher.

### **6.908 Student Dress Code**

Bethel Lutheran School wishes to develop within its students a feeling for proper grooming and dress. If we look to Holy Scripture for a dress guideline that would be appropriate, we would look in vain. What would be considered appropriate in one culture may be lacking in another. Yet we look to scripture for guidelines for Christian living and find that moderation is an appropriate guideline. Student dress and grooming should be God-pleasing and not be distracting to the educational atmosphere of the school. The following guidelines are for students in Kindergarten through grade eight. The principal makes all final decisions on appropriate attire.

1. Acceptable dress and grooming guidelines should reflect Christian modesty
2. School clothing is to appear neat, clean, in good repair, properly sized and should not represent offensive products or groups. The wearing of "Attitude Clothing" is to be discouraged. Messages deemed as double entendre, or inconsistent with the philosophy of Bethel Lutheran School will not be allowed.
3. Undershirts, spaghetti strap tank tops, and midriff shirts are not acceptable.
4. Skirts, dresses, and shorts worn to school must follow the fingertips rule which states that if a child hangs his/her arms down, the clothing must meet or be longer than the spot where the fingertips are on the leg. Spandex, bike shorts, (unless participating in sporting events) or boxer shorts may be worn only under other articles of clothing.
5. Shoes should fit snugly enough to permit normal school activities. Shoes with ties or straps must fasten properly. Only non-marking gym shoes should be worn during P.E. classes.
6. Hats are not to be worn in the building except on special occasions.
7. Heely's or other types of shoes with wheels in or on them are not to be worn.

## *Section 7 - Health and Medical Policies*

### **7.400 State Law for Immunizing School Children**

All children upon being admitted into kindergarten or first grade, or prior to admission to any public, private, or parochial school in the Illinois school system, or upon first entrance into the Illinois school system by way of transfer from another system shall present evidence of immunity according to Illinois State vaccination requirements. Reference to the registration package.

### **7.500 Health Examination Requirements**

In keeping with Illinois State Law, Bethel Lutheran School requires a health examination from each student at the time of their enrollment into school. A second health record is to be submitted by each child entering grade five (5).

Parents are required to keep an up-to-date emergency card on file in the school office. In case of an emergency, medical help cannot be procured without parent consent. **The school office must therefore be able to reach parents, guardians, or a member of the family during school hours.**

### **7.600 Medical Problem Information**

Medical conditions of a chronic nature are to be reported to our school office. Examples are epilepsy, diabetes, asthma, heart conditions, hyperactivity, etc. You can help us care for your child by keeping your child's teacher, our principal, and school secretary informed. We reserve the right to decline an educational opportunity to students whose medical needs we cannot meet.

### **7.700 Medicine in School**

All medications that are to be taken in school will be dispensed in the school office, with the exception of doctor prescribed Asthma inhalers that must remain with the student. Written instructions and the Authorization for Medication form must accompany the medication. Any prescription medications must be sent to school in a properly labeled pharmaceutical container. The principal is to be informed of any prolonged or continuing medication.

The Authorization for Medication form must also be filled out in order for the school to dispense aspirin, Tylenol and ibuprofen.

### **7.800 Blood/Body Fluid Clean Up**

All blood/body fluid clean ups should be reported to the office immediately. No one is to initiate clean up until authorized by the office. Under no circumstances should a student be asked to clean up blood or body fluids. Authorized adults should follow the procedure listed below:

1. Wear disposable gloves when handling blood/body fluids.

2. If necessary, provide first aid treatment
3. Soak up spilled blood/body fluid with disposable towel or absorbent material.
4. Vigorously clean affected area with soap and water.
5. Disinfect with approved disinfectant.
6. Place all soiled material in a plastic bag.
7. Remove gloves, turning inside out during removal, and place in the plastic bag of soiled materials. Avoid touching skin with soiled gloves. Seal and dispose of plastic bag properly.
8. Wash hands thoroughly with soap and water.

In the event that blood or body fluids should be spilled on a person, follow the procedures listed below:

1. When skin contacted is intact, have the person wash his/her own skin using a disposable soap or alcohol towelette under running water. Towels should be discarded in a sealable plastic bag. The person is to wash hands when finished.
2. If open lesions or wounds have been in contact with blood/body fluids from another person, wash the skin by scrubbing with disposable soap and running water. A skin disinfectant (i.e., 70% alcohol, Betadine, etc.) should be applied after washing.
3. In the event of exposure of blood/body fluids in the eyes, flood exposed area with room temperature running water for 2-3 minutes. Use eye wash station if available.
4. If in mouth, rinse mouth for 2-3 minutes.

### **7.900 Absence and Illness of Students**

Absences will be excused on the basis of the Illinois School Code only (i.e. illness, death in the immediate family, family emergency, or circumstances that cause reasonable concern to the parent for the safety or health of the student).

Parents must telephone the school office (266-6592) prior to **8:30am** to excuse any child who is to be absent from school.

If a student is not present for 3 ½ hours, they will be considered absent from school a ½ day. We do need a parent phone call by 8:30 am explaining the reason for the absence. If a student misses more than 3 ½ hours, he/she will be considered absent all day.

Planned and extended absences may sometimes be necessary, but always disrupt the education of the student. We discourage discretionary planned and extended absences. If a planned or extended absence is necessary, we would ask, if at all possible, a full week notice be given to the teachers and that the notice be given in writing.

If an extended absence is arranged, teachers and parents should work together to accommodate that absence for the overall good of the student. Discretion will be left to the individual teacher as to what specific handouts or assignments are given ahead of the planned absence. Handouts not given out prior to the absence, quizzes, and tests will be made up following the student's

return. The work will be made up at a time and place requested by the teacher. Students will be given one school day for each school day missed to complete the work.

### **7.901 Appointments**

If a student has a medical appointment during the school day, a note from the parent is requested. The student must give the note to his/her teacher. When it is time to leave for the appointment, the student must sign out in the school office and the parent/guardian must come in to the school office to pick up the student. If the student is to arrive back at school during the day, he/she must sign back in in the school office. Medical appointments will

### **7.902 Contagious Disease**

Bethel Lutheran School requires, in the case of confirmed or suspected, infectious and/or communicable disease, that the student be excluded from the school until it is determined that the student is no longer contagious to others. **The student must be fever free for 24 hours before returning to school. An exception to this would be that a student could return to school in less than 24 hours if he/she brings a note from the his/her doctor stating that the he/she is no longer contagious.**

**Should a student report to the office and have a temperature between 98.7 and 99.6, the student's parent will be called to inform them of the temperature. Barring any other symptoms, the student will remain at school or be picked up by the parent at the parent's discretion. When the student's temperature is above 99.6, the student must be picked up from school.**

## **8.0 – 9.0 - 10.0 – Administrative Procedures**

### **8.100 Parental Concerns and Appeals**

The Bethel Lutheran School Board acknowledges the right of a parent or student to be heard should they feel they have been aggrieved by the administrator, a teacher, an instructor or coach, without fear of reprisal.

First, contact the individual staff member involved. If satisfaction cannot be achieved, the student or parent may contact the principal. If after meeting with the principal, the matter is not resolved or the parent or student would like to appeal the decision of the principal, the matter may be taken to the Bethel Lutheran School Board. The Bethel Lutheran School Board chairperson should be contacted to schedule an appropriate meeting time.

### **8.200 Fundraising**

To help offset the costs of each student's education and to provide supplemental materials not included in the school's budget, Bethel Lutheran School will hold various events throughout the year. Families are encouraged to participate in these fundraisers.

Also, individual classes may conduct fundraisers to support their particular objectives or fieldtrips.

#### **8.201 Fundraiser Requests from Parents**

Bethel School often receives requests from school parents or church members to offer products or services from their personal business to Bethel School families. In reply to these requests, the School Board has come up with the following guidelines:

1. Bethel Lutheran School or School Board will not specifically endorse any product or service.
2. Families or businesses may not use the Bethel name when marketing or promoting their business without specific approval of the School Board.
3. Soliciting on School grounds outside of these specified events will be prohibited without prior School Board consent.

### **8.300 Parent-Teacher League (P.T.L)**



All parents of students attending Bethel Lutheran School are automatically members of the Parent-Teacher League. This group meets on selected evening throughout the school year.

The P.T.L. aids Bethel Lutheran School in fund-raising projects to help supply various needs.

#### **8.400 School Office**

To assist in the administration of school business, the school secretary is in the school office each day from **8:00am to 4:00pm during the school year**. Office hours during the summer will be posted and communicated. Questions regarding registration, enrollment, or tuition account status should be directed to the office during those hours. The principal is available before and after school, and is available during the school day by appointment.

#### **8.500 Office Check-In Policy**

Parents or visitors needing to communicate with students during the school day or picking up students for appointments **MUST** report to the school office. Adults other than parents or court declared guardian must present identification and/or authorization.

#### **8.600 Leaving the School Grounds**

No student is permitted to leave the school during the day without permission from the teacher and the parent or guardian. If he/she needs to leave the school for any reason during the school day, except it be because of illness or an accident occurring while at school, we request that he/she bring a written note from his/her parent or guardian. Before a child can leave campus, he must be signed out in the office.

#### **8.700 In-Home Visits**

In order to promote better teacher-student relationships, and to improve communication with the family, Bethel Lutheran School teachers make home visits prior to the opening of school. Appointments are scheduled with parents at convenient times.

#### **8.800 Extended Care (Before and After School Care)**

The Extended Care program is provided by Tazewell County Health Department.

**Before School Care** begins at 7:00am and ends at 8:15am.

**After School Care** begins at 3:30pm and ends at 6:00pm.

**Any student left unattended on school grounds before 8:10am or after 3:30pm will be signed into the TCHD Extended Care Program. Students and parents will be subject to all rules set forth by TCHD including payment requirements.**

### **8.900 Dismissal from School**

Students assemble in the gymnasium by 3:10 p.m. for any announcements, a closing song, and prayer. Parents shall behave appropriately during closing and dismissal from school. During good weather, students are then dismissed to their parents or to the front of the Preschool for pickup. When the weather is bad, students remain seated in the gym and are dismissed to their parents or called out by name when their parents arrive at the north entrance to the gym.

The parent on our Pick Up Authorization Form must identify adults, other than parents or court-appointed guardians, who are designated to transport students.

### **9.000 Student Drop-Off and Pick-Up Procedures**

#### **A. Parking**

The angle parking toward the soccer field will be used for overflow staff parking; parent volunteer parking and overflow drop-off parking.

The rectangular parking lot directly South of the school will be used for parking for parents entering the school to pick up or drop off their children. Please utilize walkways and crosswalks, instead of walking down the middle of the parking lot.

There will be **NO PARKING** in unmarked locations.

#### **B. Student Drop-Off**

We will be using a “stacking” method for the unloading of students. The first car will be required to pull all the way forward to the end of the sidewalk at the front of the building. The following cars will pull up behind the car in front of them until the sidewalk is full up to the crosswalk. When all cars have unloaded, they will leave only after the vehicle in front of them has departed. Pulling away from the curb around the vehicles in front of you will not be allowed for safety reasons. The next series of cars will then pull forward and repeat the process. Please have your students ready to go when you arrive at the school in order to minimize delays. Please refer to the map in the handbook which shows the traffic flow pattern and drop-off area.

#### **C. Name Placards (Do we really use these?)**

With the return of the summer packets, there will be enough laminated sheets with your name on them (placards) run off for everyone on each families’ pickup list. These will be given to the family to distribute to the people on their list. For Drive-through pickup, name must be displayed in vehicle for teacher to release child to driver.

For indoor pickup, the adult picking up must line up at door with name placard. Student(s) will then be released to adult who can then proceed across gym and exit through opening in wall.

#### **D. Student Pick-Up (Outdoor)**

We will be using a “stacking” method for the loading of students. The first car will be required to pull all the way forward to the end of the sidewalk to the stop sign. At 3:15, the car at the stop sign will drive along the driveway to pull up in front of the preschool doors to load students. The following cars will pull up behind the car in front of them until the sidewalk is full up to the traffic monitor. When all cars have loaded, they will be permitted by the traffic monitor to leave in unison. Pulling away from the curb around the vehicles in front of you will not be allowed for safety reasons. The next series of cars will then pull forward and repeat the process. Please have your name cards (provided by the school) visible to help identify vehicles as soon as possible. In case of inclement weather, variations may be allowed by the monitors.

#### **E. Student Pick-Up (indoor)**

For indoor pickup, students will be picked up from inside the gym. The person picking up with a name placard will enter into the gym through the doors on the south end. They will then pick up their child(ren) and proceed along the moveable wall and exit through the opening in the wall on the north end. Students will not be permitted to leave unless they are walking or biking home or an adult comes into the gym to pick them up. If an adult other than the child’s parent has no name placard, the child will not be released until the child’s parent is contacted.

#### **F. Extenuating Circumstances Pickup**

If a child is to go home with someone who is not on their list:

1. **CHILD’S PARENT** is to send a note to the teacher informing the teacher of special pickup.
2. If a note is not sent, **CHILD’S PARENT** is to call school office to have pickup form filled out by Secretary who is then to deliver it to the child’s teacher. See Appendix (C).

The School Board and the Administration will continually monitor this process and make improvements as they are identified.

#### **9.100 Snow Closings**

Bethel generally follows Morton School District 709 for closing school. If District 709 schools close then Bethel will also close. Listen to an area radio or television station from 6:30am to 8:30am for information regarding Morton School District 709 snow closing. You will also be notified by the School Reach automated contact program. There may be instances when Bethel chooses to close and Morton 709 doesn’t due to the fact that all students are transported to school by private means.

## **9.201 Cold Weather**

At the discretion of the teacher, students may go outside for recess unless the temperature or wind chill falls to or below zero. Parents are to ensure that their children are dressed accordingly.

## **9.300 Library Procedures**

### **Schedule:**

1. Each class will come to the library on “Library Day” at a prearranged time.
2. With the permission of the teacher, a student may work in the library on a special project.
3. In the event that the scheduled library time has to be changed for any reason, items will become due on the next available day.

### **Check In/Check Out:**

1. Only those individuals who are students or teachers at Bethel Lutheran School may check out items from the school library.
2. Students may check out three (3) items at a time for a period of one week unless otherwise specified by the classroom teacher.
3. Students are expected to take proper care of items that are borrowed from the library. Please report all damage so that the items may be properly repaired.
4. Students should return items when they are finished with them. These items should be placed on the librarian’s desk in the morning before school begins between 8:15 & 8:30 a.m.. Do not waste scheduled library time to return an item.
5. Do not return books to the shelves.
6. Do not exchange books with other students. Students are responsible for the item until it is returned.
7. Only teachers may remove reference books from the library.

### **Renewals:**

1. Students may renew a book three times. Each renewal is for a one-week period.
2. Students do not need to have the book with them to renew it.
3. Special arrangements may be made with the librarian prior to the due date of the item.

4. Items that become due during a foreseeable absence are overdue and the fine will accrue over the time of the absence.

**In the event of an excused illness:**

1. If the student misses the due date for an item, it is due the day the student returns to school. The librarian must be notified of the child's absence by the classroom teacher.
2. No fine will be assessed for the period that the student was absent due to illness.
3. Fines will be assessed for each day the item is not returned following the student's return to school.

**Overdue items:**

1. The fine for an overdue book is ten cents per day. The fine will begin the day the item is due.
2. Fines are paid at the librarian's desk. To insure that the fine is credited for the correct student, attach a note with the student's name and the amount that is being paid.
3. Fine notices will be printed once a week and will be distributed by the classroom teacher.
4. Overdue books must be returned and all fines paid each quarter in order for a student to receive a report card.

**Lost items:**

1. If an item is lost or cannot be located, contact the librarian immediately.
2. The maximum charge for a lost item is the replacement cost of the item.
3. If the item is later found and returned, a fine will be calculated and a partial refund may be possible.

**9.400 Use of School Facilities**

Bethel Lutheran School's gymnasium and other rooms may be used without charge for meetings of students, teacher groups, parent organizations, and Bethel Lutheran Ministries organizations. Arrangements for such meetings must be made with the business administrator at Bethel Lutheran Ministries.

Custodial services are available to any group using the facilities for a \$10.00 per hour fee. Should the business administrator deem the facility in need of cleaning following a building use, charges will be deducted from the deposit (see deposit charges section of FACILITIES RENTAL CONTRACT).

It is the intent of the business administrator that the use of school facilities by organizations not affiliated with the school be on a temporary basis in order to minimize any conflict with its primary intended use and plans of church and school affiliated groups. For this reason,

organizations that wish to use the school accommodations on a regular basis must submit their applications in writing to the business administrator. The application must state:

1. The intended use of the facilities
2. The maximum period of time they would expect to use the facilities, if known.
3. The name of the organization and the name of the responsible individual representing the organization.

Permission for such use will not be granted without prior approval of the business administrator. The business administrator will review each case to determine whether the facilities are being used in line with the original intent and whether such use shall be allowed to continue. In the event the business administrator votes to disallow further use, the business administrator will notify the group involved in writing.

#### Rules for the use of the gymnasium

- a. Any group wishing to use the gymnasium must fill out a Facilities Rental Contract and must have received the written approval of the Business Administrator.
- b. All such groups must have properly authorized adult supervision.
- c. All groups must show Christian sportsmanship, language, behavior, and manners at all times.
- d. The Commons, sound system, corridors, or classrooms may not be used unless the president of the School Board grants special permission.
- e. Dressing rooms and restrooms must be left in an orderly condition.
- f. No shoes or balls used on outdoor surfaces, including concrete, are allowed on the wood gym floor.
- g. If the gym is used for sporting events or practices, the floor must be dust-mopped before and after use.
- h. No children are allowed in the gym without adult supervision.
- i. Bleachers are not to be sat upon when they are folded up.
- j. No tape is to be applied to the gym floor.
- k. No wheels that have been rolled on outdoor surfaces, including concrete, are allowed on the gym floor. This includes strollers, band equipment, carts, or dollies.
- l. No equipment, tables, or chairs are allowed on the uncovered wood floor in the gym.
- m. No tables or chairs without good rubber or plastic caps on the legs are allowed on the gym floor covering.
- n. No alcohol is allowed in the building. This includes champagne toasts.
- o. Players must change into gym shoes. Tennis shoes that are worn outside will not be permitted on the playing floor, unless they have been thoroughly cleaned.
- p. Bethel Lutheran Ministries and School is not responsible for any articles left in the gymnasium or dressing rooms. Articles that are found on the premises following an event will be placed in the lost and found container or kept in the school office.
- h. Leave the gymnasium in an orderly condition
  1. Put all chairs away.
  2. Dust mop the floor

3. Place sweepings in proper containers (garbage cans, dust mop, broom, and dust pan are kept in the maintenance closet.
4. Turn off all lights
5. Check all doors to be certain they are locked.

There is **NO SMOKING** on Bethel Lutheran Ministries or School property.

### **9.500 School Newsletter**

Information will be sent home to parents as needed. The newsletter, *The Flame*, will be sent home each week via e-mail and posted on the school website. Please **make sure you read it!** Paper copies are available upon request in the school office.

### **9.600 Chapel Services**

Weekly chapel services are conducted in the Commons on Wednesdays at 8:35 a.m. One chapel a month is a festive music chapel that is led by area Christian musicians. On a weekly basis, students from different classes play an important role in the creation of and leading of worship.

Chapel offers the students the opportunity to join in public worship, to learn proper church behavior, and develop a sense of Christian stewardship. Students must behave appropriately during chapel.

### **Why Give Chapel Offerings?**

As part of our goal to share the Gospel and teach concern for others, a mission project of local, national, or international scope is sponsored each month. Every Wednesday morning students have the opportunity to bring an offering with them to chapel. Chapel offerings are given because God provides us with all things. Chapel offerings are given because everything is to be used for God's will. God tells us in **Matthew 28: 19-20** that His will is that we share the good news of Jesus with all people everywhere.

**Chapel offerings are then given so that even more people might hear the good news of Jesus. That's precisely what Bethel Lutheran School does with offerings received. Please help us to share the message of Jesus with others by sending along a chapel offering with your child every week.**

### **9.700 Classroom Parties**

In order that all the classroom parties are handled in an orderly and balanced manner in all the elementary classrooms, the teaching staff has written the following guidelines for the parents in charge, as they go about their planning of school approved parties.

1. Please do not make the parties too extravagant.

2. All treats should be ones that will be consumed at the party. The Public Health Department recommends that all treats be store-bought and/or contained in individual packages. This is to cut down on contamination and illness.
3. If you are unclear as to games for the class, please consult the teacher for games appropriate to the grade level.
4. If a grade would like to use another room for its party and games, the room must be reserved through the school secretary.
5. If there is more than one room parent who has signed up to handle the classroom activities, it is our suggestion that a different parent be in charge of each of the various parties throughout the year (i.e. one parent in charge of Thanksgiving, another in charge of Easter, etc.). All room parents are in charge of the end of the year party. The room parents should agree upon any changes in this format as they meet at the beginning of the year.

### **9.800 Field Trips**

Classroom field trips are a part of the total educational program of Bethel Lutheran School. The primary functions of the trips are to provide for increased educational and expanded cultural experiences.

Field trips are designed with the educational level of the students in mind and the subject areas they are studying at the time.

Students must present a field trip form that is signed by their parent or guardian in order to participate in the field trip.

Parents are encouraged to accompany their child's field trips and act as chaperones and helpers for these experiences. It is important to note, however, that field trips are an extension of the classroom, and as such, the teacher is in control. Parents in attendance may be asked to assist the teacher with supervision of students, or to help in whatever capacity the teacher deems necessary. In addition, we ask that each parent attending the field trip also observe the following rules.

1. Please be aware of any special instructions from the teacher before leaving for the trip.
2. Please make sure that the children you are guiding follow all the directions and rules given for the trip.
3. If you are a driver for the trip, please note that all speed limits and traffic laws must be followed closely. (This includes having all passengers in appropriate seat restraints.)



4. Please help make each trip a positive experience for the students by giving your concentration to them in making sure they are getting the most out of the trip. This is also an opportunity for you to learn!
5. Because we would like the students to have your attention during their field trip, we ask that no younger siblings be brought on the trip. This will allow you to guide and lead the students well, and make it easier for you.
6. Guide by example in relation to politeness, courtesy, and Christian love.
7. Field trips will be only to the location listed on the permission slip. No other stops are allowed.

*Field Trip that are More than Two (2) Hours Driving Distance*

All field trips that are more than two (2) hours driving distance will require the use of commercial transportation. Commercial-style vehicles such as planes, trains, and charter buses will be used for safety and convenience.

Overnight field trips will always have both a male and a female chaperone.

**9.900 Lost and Found**

Students and parents should check the lost and found receptacle in the entryway for any lost article. Unclaimed articles will be thrown away or given to a local charity quarterly. Students will be given the opportunity to look over all items before they are donated.