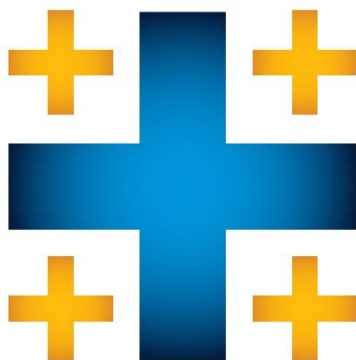


# Bethany Lutheran School

## Parent Handbook

(Revised 2025)



INSPIRING LIFE-LONG LEARNING

**THE SCHOOLS OF  
BETHANY  
LUTHERAN**

CULTIVATING CHRISTIAN CHARACTER

Bethany Lutheran School  
5100 Arbor Rd.  
Long Beach, CA 90808  
(562)420-7783  
[www.bethanylutheran.org](http://www.bethanylutheran.org)

This handbook belongs to \_\_\_\_\_

Welcome to Bethany Lutheran Day School

Welcome to Bethany Lutheran School! Thank you for choosing our school and allowing us to be part of your family's story. We are aware of our great responsibility: we are dealing with the souls, minds, and bodies of children; people precious to you, to us, and especially to our Savior.

The purpose of this handbook is to familiarize you with our purposes, objectives, policies, and regulations. Please read all information carefully.

We give all new families a paper copy of the handbook, but updates will happen throughout your time here. You can always find the latest version on our website: [www.bethanylutheran.org/school](http://www.bethanylutheran.org/school).

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**Bethany Lutheran Board of Schools: 2025-2026**

Mr. Josh Kienitz, Chair                      Mrs. Cindy Morlok  
Mrs. Chris Armendariz                      Ms. Martha Richards  
Mrs. Sunny Essoe

**Church and School Personnel**

Senior Pastor.....Rev. Kevin Kritzer  
School Principal.....Dr. Mary Fink  
Minister of Music.....Mr. Noah Freeman  
DCE/Care Ministry.....Mr. Karl Fink  
Youth Minister .....Mrs. Kayleigh Lopez  
Minister to Children and Families .....Mrs. Alissa Brege  
Director of Finance and Operations.....Mrs. Pauline Svolos  
Preschool Director.....Mrs. Tammy Simpson  
EDC Director.....Ms. Carlota Brown

**The Teaching Staff**

Mrs. Madison Ruiz  
Mrs. Lori Lange  
Miss Stefanie Hinrichs  
Mrs. Shannon Morgensen  
Miss Samantha Root  
Mrs. Heidi Leicht  
Mr. Brad Royuk  
Miss Abby Einspahr  
Mrs. Carrie Evans  
Mrs. Sarah O'Conner  
Mr. Paul Brege  
Mrs. Kelsey Cornett  
Mrs. Connie Kritzer  
Mrs. Ali Wickwire  
Miss Jessica Zakharia  
Mr. Brent Whitfield

**Instructional Aides**

Mrs. Christi Koehlinger  
Ms. Julie Bunting  
Mrs. Cory Steele  
Mrs. Jen DiCecca

**Support Staff**

School Secretary .....Mrs. Kim Yoshiyama  
Admissions Director.....Mrs. Sara Cerulle  
Scrip Coordinator .....Mrs. Ruth Lopez  
Financial Administrator .....Mrs. Maraley Shaeffer

## **The Mission Statement of Bethany Lutheran Day School**

Inspiring life-long learners...cultivating Christ-like character.

The mission of Bethany Lutheran School is to prepare well-educated Christian servants and support families as they raise their children in the Lord.

### **Student Learning Outcomes**

#### **Learn**

The learner will:

- Discover the truth of the Gospel as presented in God's word.
- Possess high-quality academic, critical thinking and time management skills.
- Experience, appreciate and express self through the arts.
- Use a variety of tools, including technology, to problem-solve, make connections and communicate with confidence, clarity and understanding.
- Perceive learning as a lifelong endeavor with a commitment to excellence.

#### **Love**

The learner will:

- Know and share the love of Jesus.
- Respond to conflict with kindness and empathy using the Scriptural model found in Matthew 18.
- Respect cultural and individual diversities.
- Model Christian values by applying Biblical truth to life.

#### **Lead**

The learner will:

- Develop servant leadership skills.
- Lead by example in making responsible and Godly choices for the sake of self, others and creation.
- Respond to negative peer pressure with confidence in who they are and what they value.
- Develop skills in active listening and collaboration.
- Demonstrate responsible use of technology, especially in regards to social media.

#### **Serve**

The learner will:

- Recognize that a meaningful life is God-centered, not self-centered.
- Understand the duties of American citizenship.
- Be aware of God-given gifts and demonstrate a spirit of gratitude by generously sharing time, talent and treasure with school and community.

## **School Policies**

### **Admission Policy and Procedure**

Bethany Lutheran School is maintained primarily for the members of Bethany Lutheran Church. Their children have priority enrollment status. These are followed by:

1. other families who already have children enrolled in the school;
2. new families with two or more children seeking admission;
3. families who are members of other Lutheran churches;
4. all other families.

Please note that once a student is accepted into our school, he/she is never asked to leave to make room for a new Bethany member child.

Bethany Lutheran School operates on a continuous enrollment basis. We will assume your child is returning for the next school year unless we hear differently. Parents only need to update contact information for the fall.

Children enrolling in our kindergarten must be 5 years of age by September 1 of the academic year for which they are seeking admission. All Kindergarten student applicants will be tested for developmental readiness before admission.

Children enrolling in First Grade must have completed an accredited kindergarten course and must have had a complete physical examination within the previous year.

Students who have already attended another school and wish to transfer to Bethany Lutheran School must present proof of completion of the previous grade as well as authorization for us to receive a transcript from the previous school. All new applicants for grades 1-8 will be pretested by our school to assess their academic level so we can determine if Bethany can meet the needs of your student and so that the student can receive proper grade placement and academic support before they are accepted.

All students are on probationary status for their first 6 weeks of enrollment so that we may evaluate whether Bethany Lutheran School is the right placement for them.

Bethany Lutheran School is not equipped to serve as a disciplinary school or a school for students with extraordinary neurological, emotional, or academic needs. We will always be honest with families about our ability to meet the needs of their children.

## Academic Recognition Policy

*(revised by the Board of Schools June 2023)*

Bethany School places a great deal of importance on solid academic performance as well as good citizenship, leadership, service, and Christian fellowship. We give two types of recognition at the end of each quarter for students in Grades 6-8 who have excelled in their school work:

### Honor Roll:

- a **G.P.A. of between 3.5 (rounded)** for those academic subjects marked with an asterisk “\*” on the Report Card
- an A, B, or C in all other graded subjects
- an E, or S in all non-graded subjects, including conduct and effort

### Principal’s List:

- a **G.P.A. of between 3.8 (rounded)** for those academic subjects marked with an asterisk “\*” in the Report Card
- an A, B, or C in all other graded subjects
- an E, or S in all non-graded subjects, including conduct and effort.

GPA's are figured by converting final qualifying grades to the numerical values below, then dividing by the number of grades.

|         |    |       |
|---------|----|-------|
| 100-95% | A  | 4.000 |
| 94-90%  | A- | 3.667 |
| 89-87%  | B+ | 3.333 |
| 86-83%  | B  | 3.000 |
| 82-80%  | B- | 2.667 |
| 79-77%  | C+ | 2.333 |
| 76-73%  | C  | 2.000 |
| 72-70%  | C- | 1.667 |
| 69-68%  | D+ | 1.333 |
| 67-66%  | D  | 1.000 |
| 65%     | D- | .6667 |
| 64-0%   | F  | 0.000 |

Certificates for the Honor Roll and the Principal’s List are presented to the students in the first chapel service after report cards are distributed. Parents and guests are always welcome to attend this service, as well as all chapel services during the year.

## Anti-Bullying Policy

Bethany Lutheran School is committed to making our school a safe and caring place for all students based upon the principle of the “Golden Rule” that Jesus taught in Luke 6:31. Specifically, we will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Normal social interactions between students may lead to *occasional* teasing, hurt feelings or loss of tempers as students learn to navigate relationships. Such interactions are completely developmentally appropriate and require coaching by staff and parents to lead the offender(s) to acknowledge their errors and repair their relationship(s). These *occasional* interactions are not bullying.

Bethany Lutheran School defines *bullying* as follows: Bullying is unfair and one-sided. It happens when someone **persistently and incessantly** hurts, frightens, threatens or leaves others out on purpose. Bullying can be accomplished in person or electronically through the use of social media, texting and/or phone messages.

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing, etc.
- Stealing, damaging, or hiding another person’s things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other students not to play/interact with someone.

The Bethany Lutheran School staff will do the following to prevent bullying and help children feel safe:

- Pray for all students, that they would resist the temptation to bully others, or to tolerate bullying of others.
- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach the “Friendship Fixer” curriculum in Grades K-2 , “Steps to Respect” curriculum in Grades 6-8 as well as the Common Sense Education anti-cyberbullying curriculum in Grades 6-8.
- Respond quickly and sensitively to bullying reports.
- Take seriously families’ concerns about bullying.
- Assign consequences for bullying.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following to prevent bullying:

- Pledge to abide by the Golden Rule.
- Treat each other respectfully.
- Refuse to bully others.

- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

### **Attendance – Absence – Illness Policy**

Bethany Lutheran School students should be present each school day unless circumstances such as illness, appointments or family commitments such as funerals make it impossible to be present. Completing missed assignments at home is not a substitute for school attendance.

If your child is not well prior to the beginning of the school day, please keep your child at home. If your child becomes ill during the day, we will care for them in the school office until someone can come to take them home.

If your child is absent due to illness or appointment or family commitments, please contact your child's teacher by phone or email by 9:30 AM.

**Excessive absences are detrimental to your child's academic and social progress.** Please note:

- Students who have 5 or more consecutive absences for illness must provide a doctor's note upon the return to school.
- Students who miss 10% or more of any given quarter due to illness must provide doctor's notes for any further absences that year.
- Students who miss 10% or more of any school year due to absences (excused or unexcused) may not be eligible for promotion and/or may be required to complete recovery units at the parents' expense. Recovery units must be approved by the administration.

Students are not permitted to leave the school premises at any time during school hours without specific written or oral permission from a parent or emergency permission from the school office. If your child has a special appointment during the school day, please come to the office to sign them out. If your child returns later in the school day, please walk them to the school office and sign them in.

### **Before 7:00 AM and after 5:30 PM Policy**

For safety and insurance reasons, no student may arrive at school before 7:00 AM and the school will accept no liability for students on the church or school campus before that time. If students arrive between 7:00 AM and 7:45 (grades 3-8) or 8:25 AM (Grades K-2), we will sign them into Extended Day Care (EDC) for their safety and their families will be charged the EDC fee. (Younger students whose older siblings begin class at 8:00 may go to EDC and stay until 8:30 free of charge.)

After 3:30 PM students must either be checked into EDC or be involved in a school-supervised activity. If students have not been picked up by 3:30, we will sign them into EDC for their safety and their families will be charged the EDC fee.

For safety and insurance reasons, students may not stay at school after 5:30 PM, unless they are involved in or attending a school or church-supervised activity. If they are involved in an activity, they must be where the activity is taking place and under the supervision of the appropriate adult. The school will accept no liability for students who leave the activity area without permission, or who are on campus without staff or parental consent.

### **Child Abuse Reporting Obligation**

In accordance with California law, school staff are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters.

The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in best interests of the affected child and do not, once a reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Child Custody**

*(approved by the Board of Schools 12/04/01)*

It is possible that there may be an issue of who has, or does not have, legal custody of your child(ren). **We must have on file any copies of legal documents which pertain to this matter.** We cannot prevent anyone with legal custody from taking children from school. Either, or both, parents with legal custody may pick up their child and list their designated agents as part of the registration process. If you want us to notify you immediately that we have received contact from a legal custody parent or designated agent we will try to do so, but will need special written instructions. If you want us to ask the legal custody parent or designated agent to wait here until you can get here, please supply written instructions to that effect and we will try, but we cannot prevent them from leaving if they desire to do so.

### **Church Membership – Church Attendance Policy**

*(Approved by the Bethany Board of Elders and Board of Schools, August 2006)*

Church membership or church attendance is not a requirement for being accepted into our school or for attending our school. As religious instruction and spiritual life form the central core of our school program, we encourage and expect our students to be regular in their attendance at weekly worship services. Parents who are not faithful in their own church attendance, or who permit their children's absence from worship services, are working against one of the important thrusts of our school program. The Bible clearly tells us that Christians must worship together.

If you claim Bethany Church Membership, we rejoice in your partnership and your promise to worship faithfully, serve passionately and give proportionately. In expectation of your financial support of Bethany Lutheran Church, we offer you a reduction in your tuition.

### **Communicable Illness, including COVID-19**

Students with a communicable illness must isolate until risk of infecting others has passed. Depending on the type of illness, a physician's note may be required for re-admittance.

In the case of COVID-19, Bethany Lutheran School will follow required guidelines set forth by the Long Beach Health Department. At this time, those guidelines are:

Students and staff members who test positive for COVID-19 must isolate for five days from the start of symptoms or day of positive test (Day 0) and may end isolation after Day 5 if symptoms are not present, or are mild and improving AND no fever is present without medication within past 24 hours.

If fever is present, isolation should be continued until 24 hours after fever resolves. If symptoms, other than fever, are not improving, isolation should continue until symptoms improve or until after Day 10.

### **Corporal Punishment**

Bethany Lutheran School does not use corporal punishment as part of its disciplinary system, nor will the principal or any teacher administer corporal punishment at the specific request of a parent.

### **Discipline – Procedure and Policy**

*Introduction...* Learning cannot take place in an atmosphere of disorder and disrespect. We expect Bethany Lutheran students to be obedient to teachers, the principal, and all members of the school and pastoral staff. We also expect Bethany Lutheran students to be respectful of their fellow students.

Each teacher will work with their students to develop rules and procedures for their classrooms. To help students understand how to behave respectfully in different areas of the campus, our staff will teach them what positive behavior looks like:

Traveling on campus:

- Walk
- Pay attention
- Use quiet voices

Playground:

- Use playground equipment as designed
- Be respectful of others
- Share equipment and space
- Be aware of surroundings
- Play safely

Gym:

- Bleachers are for sitting
- Use equipment as designed
- Keep voice at appropriate volume
- Only access stage with permission

Lunch Area:

- Keep lunch area free of trash
- Remain seated while eating
- Talk in respectful volume
- Use lunch time to eat

Chapel:

- Maintain respectful volume (or silence in some cases) when entering and exiting the church
- Participate
- Sing
- Listen
- Close hymnals quietly
- Use property as designed

Garden:

- Respect plants
- Pick/tend/water only with permission
- Keep play equipment out of garden

Playground:

- Obey playground supervisors
- Use kickballs, not “bouncy balls” for kickball or soccer games.
- Use jump ropes for jumping.
- Ask permission before going to use the restroom.
- Ask permission before retrieving a ball outside the playground area.
- Resolve differences with classmates in a Christlike manner.
- Include all students in playground games.
- Notice students who are lonely or sad and ask them to play with you.
- Report bullying behavior. (See Anti-bullying policy for definitions and guidelines.)
- Line up in designated area when the bell rings.
- Bounce balls against handball walls only.
- Follow Gaga pit rules as posted.
- On playground structure:
  - Sit facing forward on the slides.
  - Slide **down** the slides only.
  - One person at a time on the slides.
  - Patiently wait your turn for activities.

- Walk, don't run.
- Use both hands to climb or hang.
- Preserve/protect the rubber surfacing.

Office:

- Enter and exit quietly
- Wait patiently for an adult to acknowledge and help you

After school:

- Walk directly to parent, waiting area, or EDC.

Visiting other classrooms:

- Knock
- Wait quietly for teacher to answer

Locker Room:

- Stand/Sit along gym walls when waiting to enter
- Use quiet voices
- Use equipment/furnishing as directed/designed
- Exit quickly

Stairways:

- Hold handrail
- Walk
- One step at a time
- Single file
- Right side up, left side down
- Hold backpack going up and down

Moving to other classes such as Music/PE/Spanish, etc.:

- Wait quietly outside door
- Enter room single file
- Walk to and from classroom

Fire Drill:

- Walk silently
- Follow directions
- Wait silently on playground

Students who struggle to exhibit positive behavior will be counseled by their classroom teacher who will work with the student to correct the problem and who may also choose to deliver consequences such as loss of free time or a detention. However, in the case of repeated offenses, it may be necessary to consult with the principal and/or the parents.

Middle school students have a number of teachers throughout the day. Their behavior, positive and negative, is recorded on a behavior chart that follow the students throughout the day. Negative

behavior results in a checkmark. Three checkmarks in a day will result in a detention. In general, the 5<sup>th</sup> detention in a semester will result in a suspension. (see section on “Suspension” for definition). This may either be an in-school suspension or an out-of-school suspension.

Enrollment at Bethany Lutheran School is a privilege and repeated suspensions may result in an expulsion. (see section on “Expulsion” for definition).

The following behaviors will result in an automatic detention:

1. Throwing or misusing food
2. Throwing items in the classroom
3. Girls in the boys restroom and vice versa
4. Minor vandalism of property
5. Eating anytime other than authorized by a teacher
6. Being in prohibited areas without permission
7. Having unnecessary physical contact with others, including play fighting/hitting; as well as hand-holding or other public displays of affection
8. Borrowing items from other students without their permission
9. Being in a classroom without authorization
10. Loud or rude behavior in the hallways near classrooms
11. Vulgar or profane language or name-calling
12. Saying or writing hurtful statements to or about someone

#### *Detention*

Detention may be given by any teacher for any of the above disciplinary infractions in the classroom or on the playground. Detentions may be before or after school. The detention will not be more than 60 minutes, and the day of the detention will be at the discretion of the teacher. Parents will be notified of the detention day and time with a slip which they must sign and return to the teacher the next day. However, reasonable communication with the teacher may result in adjustments of the detention day. Failure to return the signed slip the next day, or failure to report for the detention, may result in the detention being doubled. A second failure will result in a suspension. Parents are responsible for the student’s transportation in the event of a detention.

#### *Suspension or Expulsion:*

Suspension from school is not an ordinary punishment. It will be used when other corrective measures have failed or a serious offense is committed. When a student is suspended, the parents will be notified immediately of the suspension and the reason for it. The following language from the California Education Code will be the criteria used at Bethany School for suspension or expulsion:

E.C. 48903

- continued willful disobedience
- habitual profanity or vulgarity
- open defiance of authority of school personnel
- assault and battery upon a student

- threat of force or violence against school personnel
- smoking or having tobacco
- bringing weapons, including pocket knives, to school

E.C. 48904

- Using, possessing, or selling narcotics

E.C. 48907

- When other means of correction have failed

E.C. 48909

- Cutting, defacing, injuring school or personal property

The principal will issue the suspension, either based on observation or upon the recommendation of other school personnel. The suspension may assume various forms. It may be on or off-campus. It may be for the remainder of that day, the next full day, or the next 2 or more full days. Students may or may not have the privilege of doing make-up work and tests, for credit or not for credit. The form of the suspension is based on the nature of the offense, the history of the offender, and in some cases, input from the parents.

Procedures:

1. The student shall be given oral notice of the charges and an opportunity to present his/her side of the story.
2. Oral notice will be given to the parents by telephone as quickly as possible. This will be followed by written notice signed by the principal.
3. A conference with the parents, student, principal, and appropriate staff will be arranged.
4. A written form of suspension will be signed by the parents and student stating the length and reason for the suspension.
5. The principal will maintain dated documentation of the facts.
6. Since grounds for suspension and grounds for expulsion ordinarily differ only in degree, the possibility of expulsion must be clearly stated to the student and parents.
7. The length of the suspension, up to ten (10) days, is left to the discretion of the principal.
8. Suspensions beyond 10 days require approval of the Board of Schools.
9. Depending on the circumstances, the suspended student may have the right to make up homework and tests missed while suspended.

### *Expulsion*

Students whose behavior does not change after repeated suspension or students whose behavior is sufficiently grievous will be expelled from Bethany Lutheran School.

1. Students will be given oral notice of the charges against them with the opportunity to present their side of the story.
2. Oral notification of the charges against the student will be given to the parents, either by phone or in person, as quickly as possible.
3. The student will be suspended until a meeting can be arranged between the parents and the principal.
4. The principal will maintain dated documentation of the facts.
5. The final decision to expel a student rests with the Board of Schools of Bethany Lutheran Church.

6. Full credit shall be given for all work accomplished by the student prior to the time of the expulsion.

### **Eligibility Policy**

*(for Grades 5-8 after-school sports/ activities, approved by the Board of Schools, 9/7/05)*

Eligibility for all after school sports, cheerleading, and similar activities will be based on the following criteria:

- The student must have a 2.0 grade point average in all subjects.
- The student may not have a failing grade (F) in any subject.

The Athletic Director will monitor this at 8 times during the course of the school year. These include the end of each quarter when report cards are issued as well as the school-wide mid-quarter progress reports.

Eligibility is lost immediately for one week for any detention issued, including not completing homework or behavior issues (i.e. fighting). Teachers are responsible for reporting detentions and eligibility issues to the Athletic Director.

If the Teacher, Athletic Director, Principal and/or Parents believe that athletics is preventing the student from achieving their academic potential, eligibility will be rescinded until the athlete's grades reach agreed-upon levels.

Eligibility is lost immediately for one week for any detention issued, including not completing homework or behavior issues (i.e. fighting).

### **Eligibility to attend Summer Day Camp Policy**

*(Adopted by Board of Schools 6/17/98)*

- Families who have outstanding Summer Day Camp fees from the previous summer will not be allowed to register for the new Summer Day Camp.
- Families who have outstanding Extended Day Care fees from the school term will not be allowed to register for the new Summer Day Camp.
- In general, families who have unpaid tuition to the Day-School, or the Pre-School, will not be allowed to register for Summer Day Camp.

### **Eligibility To Attend Outdoor Education Programs**

*(Adopted by the Board of Schools 10/08/03)*

Only full-time, currently enrolled students in Bethany Lutheran School may attend the Outdoor Education Programs. Students may not be “temporarily” enrolled in the school just for the purpose of attending Outdoor Education. Siblings of eligible students may not attend.

### **Extended Day Care Late Fees Policy**

*(Adopted by the Board of Schools 3/20/2001)*

If a student is not picked up by 5:30 PM, a late fee of \$10.00 for the first 10 minutes, or any portion thereof, will be charged. An additional fee of \$10.00 per minute will be added for each minute after the first 10 minutes. Late fees for arriving after 5:30 PM will be charged to the family’s FACTS account. The student will not be permitted to attend Extended Day Care until this late fee is paid.

### **FISH Program**

*(Adopted by the Bethany Board of Schools, August 2006, Revised August 2025)*

Bethany Lutheran School recognizes the value of having school parents involved in their children’s education through volunteer service.

#### **Policy:**

Each Bethany Lutheran School family unit will give five hours of service to Bethany Lutheran Church and/or School each school year.

#### **Procedure:**

1. This program will be called the FISH (Families Involved in Service Hours) Program.
2. Parents/guardians, grandparents, aunts/uncles or high school graduate siblings of the students in our school may give service hours.
3. Family members who serve hours will submit FISH Hour Sign-Off forms to the school office or via the online form to verify service hours.
4. Families may choose to give \$125 instead of giving hours.
5. Families who have not completed their five hours of service by June 1 will be billed at the rate of \$25 per hour.
6. Hours served after June 1 will be counted for the next school year.

## **Fundraising Policy**

*(Revised by the Bethany Board of Schools, August 2006)*

### **Policy:**

Fundraising activities conducted by Bethany Lutheran School may not detract from the mission and ministry of Bethany Lutheran Church.

### **Procedures**

1. Fundraisers may be conducted for activities costing more than \$700 per student, for charitable causes or for the PTL, Cheerleader, Booster Club and Student Council budgets.
2. Fundraisers must be approved by the Board of Schools.
3. No more than one on-campus fundraiser per semester per organization/class.
4. No more than four off-campus fundraisers per school year per organization/class.
5. Members of the organization/class will do the fundraising.
6. Funds will be deposited by the school office and the Principal.

## **Graduation Policy** *(approved by the Board of Schools, September 2012)*

Students must have 4<sup>th</sup> Quarter and 2<sup>nd</sup> Semester grades that are 65% or higher in all subjects and no “F’s or “U’s” in any subject (including conduct and effort) in order to participate in 8<sup>th</sup> Grade graduation and its related activities.

## **Harassment – Student to Student**

### *Policy Statement:*

Bethany Lutheran School provides an educational environment in which all students treat each other with respect and dignity. We prohibit any form of sexual harassment of students whether verbal, physical, or environmental. It is a violation of this policy for any student to harass another student in a sexual manner as defined below.

### *Definition of Sexual Harassment:*

For purposes of this policy, sexual harassment is defined as conduct that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks and other verbal, visual, or physical conduct of a sexual nature directed toward a student. This conduct has the purpose or effect of unreasonably interfering with a student’s academic performance, or of creating an intimidating, hostile, or offensive learning environment.

This policy prohibits student to student sexual harassment whenever it is related to a school activity, and occurs at any time including, but not limited to, any of the following:

- While on school grounds
- While going to, or coming from school
- During, or while going to, or coming from, a school sponsored activity
- While utilizing electronic communication and/or social media

Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, detention, suspension, and expulsion.

A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definition of sexual harassment. Such determination will be made, if necessary, by a “reasonable person” of the same gender as the victim. It is not a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

*Examples of Sexual Harassment:*

1. Verbal: sexually demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes, or names.
2. Written: suggestive or obscene letters, notes, pictures, cartoon, or invitations.
3. Physical: sexual assault, touching, grabbing, impeding or blocking movement, gestures, or leering.
4. Continuing to express sexual interest after being informed that the interest is unwelcome.
5. Making reprisals, or threats of reprisal, following a negative response to sexual advances, or following a sexual harassment complaint.

*Grievance Procedure:*

Bethany Lutheran School has adopted the following administrative procedure for dealing with sexual harassment complaints:

1. In general, at the informal level, students should make their complaint to their homeroom teacher. If they make the complaint to any other trusted school employee, that person will ask the student to speak to their teacher. The teacher will determine the severity of the incident and how it will be handled. If the offense takes place during Extended Day Care, the matter will be handled by either the Director or the Assistant Director.
2. In general, for a first time or “minor” offense, the teacher will speak to the offender about their behavior and give consequences. The person dealing with the offense will also file an Incident Report with the Principal.
3. If this is a repeated or “severe” offense, it will be handled by the Principal. The parents of the offender will be contacted immediately. Depending on the circumstances and nature of the offense, the Principal may either assign a detention, suspension or expulsion. The guidelines for Suspension and Expulsion are explained in detail above.

*Confidentiality:*

Every effort shall be made to protect the privacy of the parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

*Retaliation:*

Bethany Lutheran School forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

## **Harassment- Bethany Employee to Student**

### *Policy Statement:*

Bethany Lutheran School is committed to providing an educational environment in which all students are treated with respect and dignity. Bethany Lutheran School prohibits any form of sexual harassment of students whether verbal, physical, or environmental; either on school property or at school-sponsored events. It is a violation of this policy for any employee or agent of Bethany Lutheran School to harass a student in a sexual manner as defined below. Sexual harassment of a student by a Bethany employee is also prohibited by federal and state law.

Any employee or agent of Bethany Lutheran School who participates in the sexual harassment of a student is subject to disciplinary action including, but not limited to, verbal warnings, letters of reprimand, suspension without pay, and dismissal.

### *Definition:*

For purposes of this policy, sexual harassment is defined as conduct that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks and other verbal, visual, or physical conduct of a sexual nature directed toward a student under any of the following conditions:

1. Submission to or toleration of sexual harassment as an explicit or implicit term or condition for any services, benefits, or programs sponsored by Bethany Lutheran School.
2. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting the student.
3. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive learning environment.

A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definition of sexual harassment. Such determination may be made, if necessary, by a "reasonable person" of the same gender as the victim. It is not a defense to a claim of sexual harassment that the alleged harasser did not intend to harass.

*Examples of Sexual Harassment:* (same as "Student to Student", previous section)

### *Grievance Procedure:*

Bethany Lutheran School has adopted the following administrative procedure for dealing with employee-to-student sexual harassment complaints:

1. In general, at the informal level, students and/or their parents should make their complaints, in either verbal or written form, to the Principal. If they make their complaint to other personnel, that person will ask them to speak to the Principal. The Principal will determine the severity of the incident and the action to be taken. The principal will write out an Incident Report.

2. The type of corrective action taken will depend on the Principal's evaluation of the severity of the incident and will follow the guidelines outlined in Bethany's Personnel Policy Manual.
3. If the student and/or parents feel that further action is necessary, they may file a written complaint with the Chairperson of the Board of Schools.
4. In a timely fashion the Chairperson will call a meeting of the Board, involving the remainder of the Board, the student, the parents, and the accused.
5. The type of corrective action taken will depend on the Board's evaluation of the severity of the incident and will follow the guidelines outlined in Bethany's Personnel Policy Manual.

*Confidentiality:* (same as "student to student," see previous section)

*Retaliation:* (same as "student to student," see previous section)

### **Homework Policy**

*(Adopted by the Board of Schools 9/3/2013)*

We believe homework is important for student success, therefore all Bethany students will have homework assignments during the school year. We hope the following guidelines will be helpful:

#### **Daily Homework:**

- Provides opportunity to practice concepts learned at school.
- Prepares students for future studies.
- Gives students opportunity to develop good study habits.
- Gives students opportunity to demonstrate responsibility.
- Should, for the most part, be done independently, especially as students mature.

#### **Homework should not:**

- Take longer, on average, than 10 minutes per grade level of sustained focus/work, including time to study for tests, complete projects, etc. (e.g. 2<sup>nd</sup> x 10 min.=20 minutes)
- Be assigned on Wednesday evenings with the expected due date of Thursday. (Some assignments given earlier in the week may have a Thursday due date, however, and tests may be given on Thursday with advanced notice earlier in the week.)

#### **Parents play an important role when it comes to homework. It is helpful when parents:**

- Show interest in courses of study.
- Monitor student progress on assignments and check to see that homework is completed.
- Assist with directions, but expect students to complete the work independently.
- Assist students with short-term and long-term planning for assignments.
- Communicate with teachers about any homework concerns.

## **FAQs regarding homework:**

*What if my child's homework takes longer than 10 minutes per grade level?*

- If your child is consistently working longer than expected, please alert your child's teacher.

*What if my child has hardly any homework?*

- Many teachers give students opportunity to start on homework assignments in the classroom. Some students work quickly and can complete assignments at school, lessening their homework load. Others choose to do the bulk of their assignments at home, increasing their homework load. If you have concerns about the level of homework, either too much or too little, please speak with your child's teacher.

*What if my child doesn't understand a homework concept?*

- If your child truly does not understand a concept (as opposed to directions for doing the assignment) it is very important that the teacher know this. Please have your child stop working, then alert the teacher so he/she can re-teach the concept.

*Should I help my child with his/her homework?*

- Some homework/projects, such as a science fair project, will require parent guidance and supervision, others will not. If you have questions about your level of involvement, please speak with your child's teacher.

*Should I make sure the homework is correct before my child turns it in?*

- It is important that students complete homework independently so teachers can determine what students do and do not understand. If parents notice a pattern in student mistakes, it is helpful if they alert the teacher so he/she can re-teach.

## **Maximum Enrollment Policy**

Bethany Lutheran School prefers a maximum enrollment of 24 children in Kindergarten with an aide and 26 children in Grades 1-8. Under special circumstances, additional students may be enrolled and classroom aide hours increased as needed.

## **Non-Discrimination Policy**

"Bethany Lutheran School admits students of any race, color, sex, age, disability, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, sex, age, disability, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic or other school administered programs."

## **Pandemic/Epidemic**

In the event of a health crisis such as an epidemic or pandemic, Bethany Lutheran School will observe the protocols and guidance issued by the Long Beach Health Department. As such, some protocols and procedures outlined in this parent handbook may change temporarily. Parents will be duly and consistently informed of all protocols and procedures.

## **Participation in After-School Sports Policy**

*(Adopted by the Board of Schools 8/6/2001)*

Each year we offer a program of after-school team sports for our older students. We have teams of 7<sup>th</sup> and 8<sup>th</sup> grade boys and 7<sup>th</sup> and 8<sup>th</sup> grade girls for a variety of sports throughout the year. The sports we offer may vary from year to year depending on our League's decisions. If we have enough interest and coaching staff, we may also offer after-school team sports for our 5<sup>th</sup>-6<sup>th</sup> graders. If a student comes out for a team, then that student is on the team. We do not deny participation based on ability or maximum number of participants. Student will remain on the team as long as they comply with eligibility requirements (see Eligibility Policy) and any other regulations set by the coaching staff.

Any parent who gives permission for their child to participate also agrees to volunteer to help in any capacity that they can for such tasks as driving to games and the like.

## **Permission to Leave Campus After School Policy** (revised Sept. 2001)

It is understood that any student who has been dropped off at school by a parent or authorized agent of the parent, or any student that walks, rides public transportation, or rides a bicycle or similar conveyance to school, will be on the campus at all times unless under the specific supervision of school personnel or under the supervision of responsible persons authorized by the school or the parents. **Students are never to leave the campus during the school day without the written permission of their parents or guardians.** This written permission must be placed in the hands of authorized school personnel and kept in the student's files in the school office. Parents must send written permission from home, or the school office has a form for parents to use to grant this written permission. Students will not be allowed to use the school phone to make "last minute" calls to secure verbal consent. If the school day is still in session when the reason for being off campus is completed, the student may return to school to finish the day. (An example of this would be a student excused to walk to an orthodontist appointment.)

Parents must inform the school office if it is their intention that, at the close of the school day, their student(s) walk home, ride public transportation, or bike or similar conveyance. Parents only need do this one time each school year, unless their plans change.

**Students, who at the close of the school day, normally walk home, ride public transportation, or ride a bike or similar conveyance, should leave school promptly after being dismissed, and under normal circumstances, may not return to school later that day.** Students who walk home are to go directly home – not stopping or loitering in Pan Am Park or similar locations. If they are seen doing this, the parents will be called.

On minimum days, when school is dismissed at 12:00 noon, these same rules apply. Students may not walk to a local fast food place, the mall etc. and then walk back to school. If parents want this to happen, they must grant written permission in the school office, and make arrangements to pick up the student at the off-campus location.

**It is understood, that for safety and insurance reasons, Bethany Lutheran Church and School accepts no liability (which occurs beyond the areas covered by the school accident insurance policy) for the safety of students, or their behavior towards others or property, when the student is acting outside the procedures outlined in this policy.**

### **Personal Appearance/Body Piercing**

*(Adopted by Board of Schools 10/2/2001)*

Visible body piercings (including the tongue) with the exception of ears, will not be allowed on students or staff of Bethany Lutheran School during the regular school hours (7:00 AM – 5:30 PM).

### **Refunds Policy**

*(Modified by Board of School 2/4/13)*

- Pretesting, technology and registration fees are non-refundable.
- Tuition, either pre-paid for the year or for the month, will be refunded 100% of the remainder, beginning from the day the school has been informed the student will no longer be attending.
- SCRIP rebates are for school fees only.

### **Risk Management Policy**

*(Adopted by the Board of Schools 8/2/2007)*

Bethany Lutheran School will engage in risk management strategies in the selection of church workers, both paid and volunteer, who work with students.

Procedures for said policy:

#### ***Paid Employees***

- All paid employees of Bethany Lutheran School will complete an employment application form.
- All paid employees of Bethany Lutheran School will sign an Authorization/Waiver/Indemnity Form, releasing the church and the references used from liability.
- References will be checked for each paid employee of Bethany Lutheran School.
- All paid employees of Bethany Lutheran School will be fingerprinted and submit to background checks through the FBI and the California Department of Justice.
- All paid employees of Bethany Lutheran School will receive risk management training.

#### ***Volunteers***

- All volunteers for Bethany Lutheran School will complete a Volunteer Application Form. This form will be submitted one time and permanently kept in a locked file in the Principal's office.
- References may be checked and Criminal Background checks may be conducted for Bethany Lutheran School volunteers. Information obtained from these sources will be accessible only to the Principal.

- All volunteers will be checked via the Megan's Law website.
- Any prospective paid or volunteer worker who has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they would have contact with Bethany Lutheran School students.

### **Student Employment Policy**

*(Adopted by the Board of Schools, 12/4/07)*

Student absences for employment purposes shall not interfere with the student's education at Bethany Lutheran School.

#### **Procedures**

1. Students may be absent for employment purposes five times during the school year. Each absence may be up to five days in length.
2. Students who will be absent for employment purposes will notify their teachers as soon as possible.
3. Teachers will provide students with information about what textbook pages will be covered during the student's absence, as well as the dates of any upcoming tests. Tests will be administered by Bethany Lutheran School.
4. Any assignments given by the student's on-set tutors will be accepted by Bethany Lutheran School and students will receive credit for said assignments.
5. Teachers may, at their discretion, give students copies of classwork they will miss and hold students responsible for said classwork.

### **Tardy Policy**

*(Revised and approved by the Board of Schools, July 2008)*

It is a matter of parental responsibility to see to it that 3rd-8th students arrive before the 8:10 bell and K-2<sup>nd</sup> students before the 8:40 bell.

1. Children arriving at school after their starting bell has completed ringing must be accompanied by their parent to the School Office.
2. The secretary will give each student either an "Excused Tardy" slip or an "Unexcused Tardy" slip.
3. The student must have a valid and written excuse to receive an "Excused Tardy" slip. Valid excuses include medical and dental appointments, emergencies or special circumstances. If there is a question about the validity of the excuse, the principal will decide.
4. The teacher will keep a record and after 3 "Unexcused Tardy" slips have been received, an appropriate consequence (usually a detention) will be assigned. Students begin the quarter with a "clean slate."
5. Persistent tardiness can, at the discretion of the principal, result in further disciplinary action.

## Technology Use Policy

Technology is a gift from God to his people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. Bethany Lutheran School acknowledges the blessings the Lord has bestowed through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith.

The use of technology during Bethany's school day is an integral part of a student's education. However, its use is also a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and, potentially, other disciplinary action. Students will be held responsible for their actions and activity while using technology at Bethany.

### Guidelines:

1. Technology should be used in a way that will treat other people in a God-pleasing manner. Therefore, the sending of harassing or degrading messages, using files and e-mail to bear false witness or spread rumors about someone, or posting anonymous messages or personal communications without the original author's consent is prohibited. Any use of the technology that demeans another person, whether they be other students, teachers, staff, or parents, in a manner that is contrary to God's Word, will not be tolerated.
2. Students may not interfere with the work of another student or a teacher. Students may not degrade or disrupt the normal function of technology so that the performance of these items is damaged. Neither may students use technology in such a way that it is disruptive or harmful to the teacher, students, and classroom environment. Similarly, any student who uses technology in a manner that is outside the parameters established by the teacher is subject to disciplinary action.
3. The privacy of other people, whether fellow students or teachers, is to be respected. Any invasion of the privacy of another person is a violation of the school technology use policy. Students may not intentionally access the messages, files, or work of another student or teacher, nor alter any of these in any way.
4. Students using technology are expected to uphold the 7th commandment. It is illegal to violate copyright laws. Copying of program files (as opposed to personal word processing files, or other student work) is prohibited except with the approval of the homeroom teacher and their personal supervision.
5. Students are to use technology only as instructed by their teacher. Students may not attempt to gain any unauthorized access to resources, programs, or on-line sites. Similarly, students are expected to maintain individual technology settings. These settings (such as the background, icons, screen savers, etc.) may not be altered without permission of the instructor.
6. Students may not use technology at Bethany for their own financial or commercial gain.
7. Students are expected to adhere to all of the following guidelines concerning Internet use:

Personal information of any kind about themselves or another person (students, teachers, parents, etc...) may not be transmitted. This includes home telephone numbers and addresses as well as information regarding the location of any student at any given time.

Students may not use cellphones, computers, iPads or Chromebooks without the direct personal supervision of the classroom teacher, teacher's aide, or authorized parent volunteer. Direct personal supervision means that the teacher (or other qualified individual) is present in the room and is actively monitoring the work of the student.

Students are expected to maintain a Christ-like demeanor at all times. Therefore, no text, image, movie, or sound that contains obscene material or language that offends or degrades others will be allowed.

Possible consequences for violations of the school technology use policy include:

- a. withholding privileges
- b. detention
- c. suspension
- d. expulsion

### **Tuition Policy**

*(Revised by the Board of Schools September 2012)*

1. No child may begin school in September unless their accounts are current. This includes Registration Fee, EDC fees, Summer Day Camp fees, Music Academy, FISH fees , Technology fees and/or Pre-School fees.
2. All families are allowed to apply for Financial Aid at any time. Financial aid applications are completed online. A subcommittee of the Board of Schools acts on these requests and generally their decisions are not retroactive.
3. Annual tuitions paid in full by August 1 receive a 5% reduction. Families receiving financial aid and staff members receiving a staff discount are not eligible for this 5% reduction.
4. For those families choosing the 10 equal payment plan, the first payment is due in August and the final payment is due in June. No tuition will be due in March so that families may more easily pay registration and technology fees for the next school year.
5. Unless other arrangements have been made in advance, late payments are assessed a \$30.00 late fee.
6. Should tuition become 20 days delinquent, the student may be suspended from class. The principal may take the student from class on that day, call the parent, and either payment must be made, or some arrangement made, before the student will be readmitted to class.
7. At the time of registration for the new year, families with delinquent accounts may lose their preferred position on the school roll to make space for those on waiting lists.
8. Bethany Lutheran School's duties and obligations may be suspended indefinitely without notice during all periods in which the school is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the school's control. Bethany Lutheran School has developed a contingency instruction plan

to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the schools' duties and obligations may be postponed for a period of time until the school can deliver its contingency course instruction or until such time as the school, at its sole discretion, may safely reopen. In the event Bethany Lutheran School is closed for a period of time or must deliver course work remotely due to an event under this clause, the school is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid.

9. Where a family transfers to another school with a balance owing, it is understood as a matter of contract that families, by their attendance at Bethany Lutheran School, are waiving all rights to the forwarding of transcripts which may be granted by the Family Education Rights and Privacy Act and the California Education Code and any/or all other legislative codifications bearing on the transfer of such records upon request of the school to whom the student transfers.
10. No eighth grader will be allowed to participate in graduation activities or ceremonies if any tuition or fees are still owed. This includes the awarding of a diploma.
11. School yearbooks will be held until all accounts are current. This includes all fees such as Registration, EDC, Summer Day Camp, Music Academy, FISH, Technology, Outdoor Education and/or Pre-School fees.
12. Exceptions to the above policy due to financial hardship may be made by the Board of School in consultation with the family.

### **Uniform Dress Code-**

*(Approved by the Board of Schools-Spring 2016-Last updated April 2023)*

#### **Bethany's uniform dress code:**

- Encourages a sense of unity and belonging.
- Defines and provides guidance for modest and non-distracting student appearance.
- Reduces clothing-related conflict and stress within students' homes, at school and among peers.
- Promotes a positive image to our congregation, community and potential new students/families.
- Teaches students that people dress differently in different settings, i.e. adults dress differently for work than for lounging at home.
- Promotes a school climate conducive to the educational process.

### **Uniform Dress-Girls**

Bottoms:

- Solid khaki, black or navy skirts, capris, skorts, shorts, jumpers or pants.  
Please note: Leggings are not pants and should not be worn as "pants," but it can be difficult to distinguish between the two. Therefore we ask that any clothing being worn as "pants" have back pockets.
- Plaid jumpers or skirts in Bethany's designated plaid from the Vicki Marsha company only.
- Please note:
  - The hem of all shorts, skirts or jumpers, etc. must be at least fingertip length.

- Solid color tights, leggings or “bike shorts” (red, white, black or navy blue) may be worn under skirts, jumpers, etc.
- No sweatpants, warmups, or blue jeans.

**Tops:**

- BLS logo shirt (available from Vicki Marsha)
- Solid colored, long or short-sleeved polos or polo dresses (red, white, or navy blue) or white oxford/peter-pan collared shirts (long- or short-sleeved)
- Solid-colored (red, white, navy blue or black) cardigans or sweatshirts, or sweatshirts with BLS logo/spirit/camp wear may be worn over uniform clothing inside the classroom.
- Please note:
  - No sleeveless shirts.
  - Midriff may not show when arms are raised.
  - No logos, stripes or designs with the exception of BLS logos/spirit wear.

**Uniform Dress-Boys**

**Bottoms:**

- Solid khaki, black or navy shorts or pants.
- Please note:
  - No sweatpants, warmups, or blue jeans.

**Tops:**

- BLS logo shirt (Available from Vicki Marsha.)
- Solid colored, long or short-sleeved polos or solid colored oxford/dress shirts in red, white, or navy blue. Solid colored (red, white, navy blue or black) cardigans, v-neck sweaters or sweatshirts, or sweatshirts with BLS logo/spirit/camp wear may be worn over uniform clothing inside the classroom.
- Please note:
  - No sleeveless shirts.
  - No logos, stripes or designs with the exception of BLS logos.

**Additional Guidelines:**

- Hair must be neat, clean and well-groomed. Extremes in style are to be avoided. Hair coloring, dyeing, or bleaching is not permitted.
- Bare feet, flip-flops, clogs, sandals without back straps, plastic shoes, or roller shoes are not permitted. Socks must be worn and shoes must be tied at all times. Knee socks must be solid-color red, white, black, or navy blue.
- All shorts and skirts must be worn at the waist.
- Holes, rips or tears in clothing are not permitted.
- Undergarments may not be visible.
- Earrings may not exceed the diameter of a quarter.
- Excessive make-up is not permitted.
- Hats/caps may not be worn in any building.
- Tattoos and piercings (other than ears) are not permitted.
- Sleeveless shirts may be worn on uniform-free days, but straps must be four fingers wide (the wearer’s fingers)

- Please note:
  - All students will wear their BLS logo shirt or sweaters/vests on Wednesdays/chapel days.
  - Occasional “uniform-free” days may be scheduled by the administration. The additional guidelines listed above still apply.
  - School administration and teachers reserve the right to make judgments regarding dress code compliance.
  - Students who choose to violate the school’s uniform dress policy may be asked to change into approved “loaner” clothing at school or parents may be called to bring appropriate clothing to school.

### **Valedictorian Policy**

*(Approved by the Bethany Board of Schools, July 2006)*

The Valedictorian(s) of Bethany Lutheran School shall characterize superior academic achievement in grades 7-8.

Proposed procedures for said policy:

- Grade Point Averages (GPA’s) will be determined by averaging the grades in Literature, English, History, Math and Science.
- A total GPA from all four quarters of Grade 7 through the mid-fourth-quarter of Grade 8 will be determined.
- The student with the highest GPA from Grade 7 through the mid-fourth-quarter of Grade 8 will be the Valedictorian.
- If two students have an exact tie in their GPA’s, there will be Co-Valedictorians.
- If two or more students have GPA’s within two one-hundredths points of the Valedictorian, the student(s) with the lower GPA(s) will be designated Salutatorian(s).

The responsibility and final determination of the Valedictorian/Salutatorian shall lie with the Principal of Bethany Lutheran School.

## **Procedures and General Information**

### **Accreditation**

Bethany Lutheran School is fully accredited by the Western Association of Schools and Colleges (WASC), as well as National Lutheran School Accreditation (NLSA). Our most recent accreditation report and our action plan for the current accreditation cycle is available on our website.

### **Address – Phone Numbers- E-mail Address**

It is absolutely necessary that parents notify the school office when there is a change in family addresses, e-mail addresses or phone numbers, either at work or at home. It is extremely important so that we can keep our emergency file system up to date. Addresses or phone numbers of your child's classmates are not usually given out by the school office.

### **Bicycles – Skateboards – In-line Skates**

Students who bike, skate or skateboard to school must wear helmets. Bicycles must be walked (skateboards or skates are to be carried) once a student enters any campus gate. (Walking means both feet on the same side of the bicycle.) Skateboards or skates may be stored in the school office. The school accepts no liability for bicycle, skateboard, or skate damage or theft.

### **Cars – Before and After School Drop Off and Pick Up**

Parents delivering their children before school have two areas they may use; Arbor Road street parking or a section of our playground/parking lot off the Clark Ave. entrance. Our neighbor, and good friend, St. Cyprian Roman Catholic Church and School, has requested that our families do not use their parking lot.

Between 7:00 – 7:45...while delivering children for EDC

- Parents may park their cars along Arbor Road and walk their child to the EDC gate for check-in.

Between 7:45 – 8:45...while delivering children for school

- Parents may drive in from Clark Ave. through the rolling gate and proceed toward EDC. Students may exit cars at the EDC tables and parents may exit the campus by turning right on Arbor Road.

Between 3:10 – 3:30...while picking up children from school

Parents have two choices:

1. The drive through, one way, traffic system – Enter through the Clark Avenue Gate – follow the directions of the supervisors in lining up your car – stay in or near your car – watch for you children – load them up – leave by turning right on Arbor Rd.
2. Park on a city street and walk onto campus **through the school office gate** to pick up your children. If parents choose to park on the street, they must come on campus and

escort their children to their cars. It is best to arrive by 3:00 and watch for students as they exit their classrooms.

Between 3:30 – 5:30...while picking up children from EDC

- Parents may park their cars along Arbor Road and pick up children at the EDC gate.

### **Chapel Services**

The pastors, staff members and/or students conduct weekly worship services on Wednesdays. Students and staff members wear their navy-blue school logo shirts on chapel days. The teachers lead the children quietly to the church where each class has an assigned area. These worship services are designed to be especially meaningful to children. The students also have the opportunity to learn proper church decorum and respect for God's House. Offerings are taken at these services and are given to selected missions and charities. Parents and friends are always welcome and encouraged to attend these services.

### **Cheerleading**

If there is sufficient interest, we have a cheerleading squad. Students in grades 5-8 may try out for cheerleading. Any parent who gives permission for their child to participate must also agree to volunteer to help in any capacity that they can for such tasks as helping to supervise practices and driving to games and the like.

The cheerleaders are not allowed to practice or perform at games unless a faculty or parent supervisor is present.

Academic eligibility standards (see "Policy" section) must be maintained to participate.

*Adopted September, 2009*

Cheerleaders may participate in stunting under the following conditions:

- They have received the proper training, preferably at cheer camp.
- Their parents have signed a stunting permission form, acknowledging the inherent risk in participating in stunting.
- They follow proper safety procedures, including warming up before stunting.
- They perform stunts only under the supervision of a cheer coach who has experience coaching stunts.
- The cheer coach is certified or pursuing certification in cheer safety.

### **Curriculum**

Bethany Lutheran School offers instruction in those subjects commonly taught at the kindergarten, elementary, and junior high levels, and in compliance with the California Education Code. All subjects are taught "in the light of God's Word" and from a Lutheran viewpoint. The study of the Bible and its teachings occupies the central position in our curriculum. One period of each day is devoted to religious instruction.

The kindergarten program offers a readiness program in all the basic school subjects and helps the child to develop emotionally, physically, intellectually and spiritually. In all the grades there is a concentrated and systematic study program covering all the academic disciplines. Approved methods and modern textbooks and teaching aids are employed in all subjects. Our curriculum is under constant study and is revised on a 6-year review cycle.

Music instruction is part of the curriculum for all grade levels, K-8. In addition, optional instrumental and choral music instruction are offered in grades 3 through 8.

Physical education is taught in all grades.

Technology education begins in Kindergarten. Each K-4 student is equipped with an iPad and each 5-8 student is equipped with a Chromebook for school use.

### **Extended Day Care...Summer Day Camp**

Our EDC program is available to all children enrolled in Bethany School. It begins at 7:00 AM and closes at 5:30 PM. It may be used on a regular or part time basis. The first time the EDC is used the parents register with the Director and will receive a Handbook that speaks specifically to this program. Extended Day Care is ordered by the month.

We also offer a Summer Day Camp under the direction of our EDC staff. This usually covers all but the last week of summer and is purchased by the families on a weekly basis. The plans and program for the Summer Day Camp are published early each spring so that families can make their summer arrangements early.

### **Field Trips**

In order to acquaint our students with the community around them and to enrich the classroom instruction with practical experiences, classes are occasionally taken on field trips. Teachers usually select those trips which coincide with a unit of instruction. Before taking the children on a field trip, the teacher must make all the necessary arrangements. The teachers take every reasonable precaution to insure the safety and welfare of your children. Parents sign a permission slip for each child for each trip. We do not use a general permission form for all trips for all year. On this form, which the parent must sign before the child will be permitted to participate, is this statement:

“With this signed agreement we (I) absolve the teacher, Bethany Lutheran School, and any and all members of its governing boards of any responsibility for the safety, welfare, health, and well being of the child named above, beyond such matters as may be called reasonable care for the children in the custody of a teacher and subject to the teacher’s clear instructions, and assumes personally and exclusively all responsibility and liability for accident, injury etc., which occurs beyond those areas covered by the school Student Accident Insurance Policy, which may occur to the above named child during the time of the specific activity as set forth at the beginning of this form.”

Field trips are possible only if there is sufficient parent volunteer help to serve as group leaders, helpers, and if need be, drivers.

Transportation for these trips is either by a licensed and certified school bus operating company or individual volunteer parent drivers. If parent drivers are used, each child will have a seat belt and a car seat (if required) and each driver must submit a copy of a valid driver's license, a certificate of insurance, and a description of the auto they will use.

**Homework** (see Homework Policy, Page 21)

### **Immunizations – Medical Records**

Students entering our school for the first time must bring a record showing the following immunizations:

- Polio (OPV or IPV) – 4 doses
  - 3 doses OK if last dose was given on/after 4<sup>th</sup> birthday
- Diphtheria, Tetanus, Pertussis (DTaP, DTP, Tdap, or Td)– 5 doses
  - 4 doses OK if last dose was given on/after 4<sup>th</sup> birthday
  - 3 doses OK if last dose was given on/after 7<sup>th</sup> birthday
  - Grades 7-8: at least once dose required on/after 7<sup>th</sup> birthday
- Students entering 7<sup>th</sup> grade require additional Tdap booster
- Measles, Mumps, Rubella – 2 doses
  - Both given on or after 1<sup>st</sup> birthday
- Varicella (Chickenpox)-2 doses
- Hepatitis B – 3 doses
  - Not required for 7<sup>th</sup> grade entry

#### Ages 7 and following:

Polio – 4 doses (or 3 doses if last dose was given on/after 2<sup>nd</sup> birthday)

Diphtheria, Tetanus, Pertussis – 4 doses (or 3 doses if last dose was given on/after 2<sup>nd</sup> birthday)

Measles, Mumps, Rubella – 1 dose (2 doses at 7<sup>th</sup> Grade)

Varicella (Chickenpox)-1 dose (ages 7-12) 2 doses (ages 13-17)

Hepatitis B – 3 doses for Grade 7 entrants.

#### Grade 7:

In addition to the above, 7<sup>th</sup> Graders must also have a Tdap Booster- 1 dose

The month and year immunizations were received must be recorded on the record. Also every student entering our school for the first time must have proof of a TB test.

State regulations demand that each kindergarten student, and any new student, have a California immunization Record on file. First graders must have a Report of Diagnostic Examination and School Certificate on file. Forms for both of these records are available in the school office. Parents need to remember to update these file records as their children receive new immunizations.

Failure to provide the requested verification of immunization within the requested time frame will, in accordance with state law, result in suspension from school until the records are complete.

### **Medications**

*(Adopted November 2008)*

Students may not keep any medications, aspirin, cough drops, etc. at their desks or in the classrooms. These medications should be brought to the school office along with written directions from the parent. The secretary will then dispense them according to the parent's directions. With written parental permission, asthma inhalers may be kept in student backpacks for use during the school day. Please note that medications or ointments containing CBD are not permitted on campus.

### **Natural Disaster – Earthquake**

Bethany School has a plan for on-site preparedness which is included at the end of this handbook. We will follow the direction of the Long Beach School District to determine the opening or closing of school in the event of a disaster.

### **Parent-School Communication – Family/Classroom Visits**

A friendly, “open line” of communication between home and school is one of the most important qualities of our school. To initiate this process all of our teachers arrange for a special Family/Classroom Visit in August before school begins to meet the teacher, see the classroom, receive a brief introduction to the curriculum, and have an opportunity to meet some of the other families. We feel these meetings are very important and strongly encourage each family to attend one of them.

Parents are urged not to let questions or misunderstandings accumulate. Please speak with the teacher before the matter becomes a source of irritation. A personal conversation or a phone call will usually clear up any misunderstanding. Feel free to leave “call back” messages with the school secretary. Questions not resolved after speaking with the teacher should be taken to the principal. The principal will ask if the teacher has been talked to first. If not, usually a 3 party meeting will be set up including the parent(s), teacher and principal. If further consideration is desired, it should be placed in writing and directed to the Board of Schools.

Parents who wish to attend a Board of Schools meeting are very welcome to do so. Board meetings are held the 1<sup>st</sup> Tuesday of each month. Requests to attend a Board meeting, or for agenda time, should be submitted in writing to the school office before the previous Friday. To summarize this process:

1. Arrange a time to speak to the teacher about any issue as quickly as possible.
2. If the issue remains unresolved after speaking to the teacher, speak to the principal.
3. If the issue still remains unresolved, the parent may want to take the matter to the Board of Schools.

### **Parties and Treats**

Parties are not normally held at school or in any classrooms during school hours. Only after consultation with the teacher shall parents send any edibles to be distributed during school hours by

any of the students as a birthday treat. However, the school usually conducts a harvest festival room party in the fall, a party at Christmas and a Valentine exchange and small party, organized and supplied by the room parents and parent volunteers. All party supplies and treats are donated. Home party invitations should be sent through the mail, not distributed at school unless the entire class is invited. Home addresses are not given out by the school office.

### **Personal Property/Student Property/Cell Phones**

*(Revised by the Board of Schools, July 2008.)*

Toys and other non-school items are not to be brought to school without the teacher's permission. If they are brought to school without permission, they will be confiscated and kept for a time set by the staff person. They will be returned. The school accepts no liability for damage or theft to such items, unless they were at school at the specific request of the teacher.

The possession of **cellular phones** and all other electronic communications devices on the campus is a privilege, and at no time may their use disrupt the learning environment at Bethany Lutheran School.

#### **Procedures:**

The use of cellular phones, digital music devices and all other electronic communication devices is permitted only under specific guidelines:

1. Turned off and stored out-of-sight before and after school and during Extended Daycare. The only exception is when specific permission and direct supervision are granted by a faculty or staff member.
2. While on campus NO games, photography, text messaging, music, etc will be allowed at any time.
3. During school hours cellular-functioning devices, including phones and smart watches, will be collected by classroom teachers and stored in a locked location for the school day. Students may collect their devices at the end of the school day. It is the student's responsibility to retrieve their device from the classroom teacher before leaving the classroom for the day.
4. As with all other personal property, Bethany Lutheran School assumes no liability with respect to loss, damage, theft, etc.

The use of digital music devices is permitted only under specific guidelines:

1. Brought to school ONLY with teacher and parent permission.
2. Turned off and stored out of sight when not in use.
3. Students may ONLY handle and listen to their own devices.
4. The volume on the device may not exceed the halfway point, and staff members have discretion to confiscate the device if they feel the volume is too loud.
5. Digital music device content may not be explicit. It is expected that parents will monitor content on devices. Staff members have the discretion to confiscate devices if content is deemed objectionable.

#### **Enforcement:**

Failure to obey the policy will result in:

1. Confiscation of the device, which will then be held in the office and released only to a parent, guardians etc.

2. On the first offense all privileges will be immediately revoked for five (5) school days
3. On the second offense privileges will be revoked for thirty (30) school days
4. For the third offense privileges will be revoked for the balance of the school year.

This policy is applied to the student who brought the device, and the student using the device if he or she is other than the one who brought it to school.

### **Parent-Teacher League – Meetings**

PTL Meetings are held monthly on the fourth Tuesday of the month in the school library. All parents are encouraged to attend these meetings either in person or by Zoom.

Some of our PTL sponsored activities, all done with parent volunteers, are:

1. Two major fundraisers per year
2. Organize the School Room Parents program
3. Recreational family activities such as our Trunk or Treat and Fun Day Carnival.
4. Teacher Appreciation Week
5. Other student and staff support activities

### **Report Cards and Progress Reports**

At the end of each grading period (every 9 weeks), report cards will be distributed. At the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter the parent(s) must come to school for a formal parent-teacher conference to receive the report card.

Grades 3-8 have access to student grades via the teacher's online gradebook and have the option to check grades at will.

Progress Reports will go home at the mid-point of each quarter. It is the teacher's option as to whether to send a Progress Report with every student or just those students who have a C- or below or have dropped a full grade since the previous report card. The Progress Report must be signed and returned to the classroom within 2 school days. It is the responsibility of the student and parent to inquire at that time as to the steps which may be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card, but rather an indication of the progress to date in a specific area.

### **Respect for School and Other's Property**

The property of others is to be respected. This includes anything belonging to the school, another student, to the teacher, or to anyone else. As stewards of God's gifts, all students are instructed to take good care of such items as desks, books, electronic devices and other equipment and property. All school books must be covered at all times. Parents will be assessed for damage, loss, or disfigurement of books and electronic devices beyond normal wear caused by any student.

## **School Accident Insurance**

The school carries a school-time insurance policy for all children enrolled. Accidental injuries suffered on the playground, during supervised activities, or while traveling to or from school are covered by this policy. Eye glasses are not covered. Injuries requiring medical care are to be reported to the school office. A claim form is then filled out by the school, the parents, and the attending physician. Reimbursement is then made by the insurance carrier to either the parent or the physician. The benefits payable under this policy are payable only to the extent that they exceed or are not covered by any other insurance the family may have.

## **School Calendar**

In general, we attempt to plan our school calendar so that it parallels that of the Long Beach Unified School District. The largest single segment of our school population resides in this district. In setting up our calendar our goal is to have 176-180 actual teaching days in the school year. The new school calendar is usually set in January or February of the preceding term. Any concerns regarding the calendar should be brought to the attention of the principal or the Board of Schools at that time.

## **School Operating Hours**

The hours of the school day are as follows:

|         |                                                                                                |
|---------|------------------------------------------------------------------------------------------------|
| 7:00 AM | Extended Day Care (EDC) begins                                                                 |
| *8:00   | Bell – classroom doors for grades 3-8 are opened                                               |
| 8:10    | Bell – classes begin for grades 3-8                                                            |
| 8:30    | Bell – classroom doors for grades K-2 are opened                                               |
| 8:40    | Bell – classes begin for grades K-2                                                            |
| 3:10 PM | Bell – classes dismissed.                                                                      |
| 3:30    | Bell – All children either leave campus, report to EDC, or<br>go to a supervised activity area |
| 5:30    | EDC ends                                                                                       |

\*Wednesday is a late start day for upper grades. All classroom doors open at 8:30.

## **School Library**

Bethany School has a central library for use by the children in all grades.

Students in Grades K-5 visit the library once a week. Books may be checked out, one at a time, for a period of one (1) week. Families will be responsible for the cost to replace lost library books.

Donations of books or other materials to our school library are always much appreciated.

## **Schools Reaction to “Breaking News” of Disaster or Crimes**

Modern news media make it possible to view disasters, violence, and mayhem while they are actually taking place. Some of these events may have a long-term psychological effect on persons (children or adults) who witness them, therefore:

1. Not knowing what images may actually be transmitted by the media, the classroom teachers will not project any media to follow “breaking news” stories.
2. Should there be an event in which children at any age level are the focus of violence or mayhem, the teachers will meet together as quickly as possible to plan our school’s reaction.
3. If necessary, to avoid morbid or frightening rumor and speculation, we may share basic details of the event with the children, before they can meet with their parents.
4. We will provide the parents with our school’s plan of reaction.
5. For grades 4-8 we may choose to gather together in the church for a time of group prayer and discussion about the event, either immediately or in the days to follow.
6. In grades K-3 we feel that these matters are best handled by the parents in the home.

## **Security Cameras**

Bethany Lutheran School has a security camera system in place. Gate cameras are used to screen visitors to our campus. Additional cameras are located throughout the campus in public spaces for emergency situations (not daily monitoring) and are recording video only, not audio. These recordings are private, encrypted and only available to administrators for investigative/evidentiary purposes.

## **Sex Education**

As a Christian/Lutheran School, a major goal of our total school program is to teach Christian morals and values. God, in His Word, the Bible, has given us very specific guidelines to live by in connection with gender, marriage and the family. Each year, at each grade level, we use Christian sex education materials that present a Christian worldview about gender, physical development, marriage, and the family. Generally these classes are taught in January, but we are not bound by this guideline. The materials we use are in our school office for parents to examine at their leisure. Before we actually teach the class, we will notify families and each child must have a release slip signed by a parent.

## **Standardized Testing**

Grades K-2:

Bethany Lutheran School monitors student achievement in math and reading via Acadience Tests. These tests are given three times per year and are used to determine the need for early intervention, if any. Teachers will share the results of these assessments with parents.

Grades 2-8:

Bethany Lutheran School monitors student achievement in reading, math and language via MAP Growth assessments. MAP Growth assessments measure what students know and informs what they are ready to learn next. By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance and gives both teachers and students the opportunity to set learning goals and targets. Teachers will share results of MAP Growth assessments with parents

### **Student Accreditation and Advancement**

Upon completion of their studies here, our students are readily accepted in any of the local public or Christian high schools in the area. Our staff keeps students and families informed of high school options and works with parents to help make them make the best decision for their children.

### **Student Lunches – Milk –Nutrition**

Lunch service is available five days per week through our vendor, ChoiceLunch. Otherwise, students bring their own lunches or any other food they may require during the day. Families may order our dairy service, which is ½ pint of white 2% milk.

Each morning there is time set aside for a snack, something nutritious sent from home such as fruit or cheese.

We understand that life gets busy, but we discourage students from regularly having restaurant lunches delivered to school. Instead, we encourage the use of our lunch vendor, ChoiceLunch.

### **Teacher Qualifications**

The teachers of Bethany Lutheran School are men and women of good Christian character. They are firm in their faith and have dedicated their lives to the service of their Lord and Savior. Our teachers are graduates, either of one of our Synod's colleges and are accredited by the Lutheran Church, Missouri Synod, or they have a state teaching credential. We encourage our staff to model life-long learning by doing graduate work and/or taking professional development courses.

### **Telephone/Voice Mail System**

All incoming calls during school hours will be handled by the school secretary. Children will not be brought to the phone unless it is an emergency. All teachers have voice mail and parents may leave messages for them at any time. The teachers will respond to their messages at their first convenient time. For emergencies, please dial the school office number to speak with the school secretary.

### **Tuition and Fees**

Registration Fee – This fee changes from year to year and is published in the school newsletter. The registration fee is due in March for returning students or upon enrollment for new students. This fee includes a playground insurance premium, a library use fee, a school yearbook, a package of individual school photos, a textbook rental fee, some field trip admissions, and other miscellaneous

fees. With this fee, the school will furnish a complete set of books for each student on a rental basis.

Technology Fee-This \$250 annual fee supports Bethany's 1:1 iPad/Chromebook program, as well as the other forms of technology on campus such as projection systems, WiFi access, document cameras, etc. The fee is due in March for returning students or upon enrollment for new students.

Tuition – The yearly tuition is published in the school newsletter. Tuition is paid using the FACTS tuition program and is normally paid either in full on or before Aug. 1 or over 10 months. Other payment plans are to be arranged with the school office. The balance of prepaid tuition fees are refunded should the student withdraw from the school.

### **Visiting School**

Parents are urged to visit their children's classroom at least once each year. This will afford the parents the opportunity to view classroom activities as they are conducted on a daily basis, and thus become more familiar with our school program. It will also show your child that you are really interested in his/her educational development. Please notify the teacher before visiting to work out a time conducive to the learning schedule.

## **Bethany Church/School Disaster Preparedness Plan**

### **Disaster Drill**

#### **Duck – Cover – Hold**

1. At the sound of the disaster drill warning – air horn sound – students and staff drop to the floor under the nearest table or desk, on knees, crouched with hands holding onto the nearest table or desk leg. If there is nothing to hold onto, hands should be over the back of the neck.
2. Duck, cover, and hold for two (2) minutes – teachers then give a signal or command for evacuation.

#### **Evacuation**

1. Before leaving the classroom the teacher very quickly scans the route for any possible hazard. The teacher takes the Disaster Clipboard and escorts the class to the 3<sup>rd</sup> base line near the gate to the grassy field where the Traffic Coordinator directs traffic flow through the gate and onto the field. Do not form one long line while awaiting directions to go through the gate – each class line leader leads the class up to the 3<sup>rd</sup> base line.
2. The teacher immediately fills out the brief Disaster Report Form on the clipboard and leaves the clipboard at the Emergency Center.
3. The teacher escorts the class to the designated area (see attached site plan) on the grassy field, and sees to it that they are under the control of an assigned person. As soon as each class is settled in their assigned locations, the staff member then proceeds to their Disaster Assignment Site.
4. A start and stop air horn sound signals that the drill is complete.

#### **If it was a real disaster....then**

1. Communications Team members immediately lock all gates that give access to our campus.
2. As soon as all children are in assigned locations, and the immediate team assignments have been completed, the Traffic Coordinator will assign staff, 2 at a time, to drive their cars onto the playground with headlights along the 1<sup>st</sup> and 2<sup>nd</sup>, and 2<sup>nd</sup> and 3<sup>rd</sup> base lines. This will create our First Aid Center and provide us with night-time emergency light. Also this will free up our parking lot for the parent pick up.
3. No parent vehicles will be allowed into the inner campus. Each of the 2 rolling gates will have 24 hour watch by Team 5 members. Parents will check their children out at gate #1 by the gym. If parents come to gate #2, off Arbor Road, they will be told to go to gate #1. Emergency vehicles will be permitted through either gate.
4. Parents – Please do not phone the school for the first 3-4 hours in the case of a major disaster. Our phones are needed for the out-going emergency calls.

### **Lockdown/Lockout Procedures**

*Revised December 2019*

Bethany Lutheran School students and staff are trained in safety procedures utilizing the SafeKids H.E.R.O. curriculum. “H.E.R.O.” stands for “Hide, Escape, Run, Overcome,” skills that students and staff may use in any violent situation, even outside of the school setting.

Lockdown/HIDE! (in cases of immediate threat):

The decision to place the school on Lockdown or to lift a Lockdown may come from the Principal (or his/her designee in their absence) or local law enforcement. When the lockdown alarm sounds from the PA system:

Outside the classroom:

- Teachers should yell “HIDE! HIDE! HIDE!” and begin clearing students from walkways and playground areas immediately and direct them to the nearest classroom or rooms of safety.
- Assist those needing special assistance. Also give visual signals if there are any auditorily-challenged students.
- Depending on the circumstances, teachers and students may need to escape/leave the campus to areas other than the classrooms if there is no safe way to return to the classroom(s). Teachers should establish a meeting place such as Pan Am Park or Mark Twain Elementary and yell “RUN, RUN, RUN!!”

In the classroom:

- Teachers should yell “HIDE! HIDE! HIDE!” in addition to giving visual signals if there are any auditorily-challenged students.
- Close and lock all windows and doors. Turn all lights off and consider the following:
  1. Students should be directed to barricade the appropriate doors with nearby objects (desks, chairs, etc.). No one should leave or be let in for any reason once the doors are locked/barricaded.
  2. Stay away from all doors and windows. Teachers and students should find the “Safety Triangles” in the room and remain in those areas until safe to stop Lockdown procedures.
  3. Keep students away from doors and windows. Classrooms with a door window only should block the window with a piece of paper, cardboard, or other items. Such items should be accessible and on/near the door.
  4. If students are in other rooms (music, multipurpose, computer lab) they should remain there, as long as they have the ability to lock/secure the area they are in.
  5. Students in the gym or the church should head to the nearest safe room/area (youth room, locker room, Parish Lounge, kitchen) or escape the campus through the parking lot, depending on the circumstances. If escaping, teachers should establish a meeting place and yell “ESCAPE, ESCAPE, ESCAPE!”
- Once inside, teachers and students should remain quiet after building the barricades and locating “Safety Triangles” and/or a “Hideout” or “Holdout.”
- Teachers should take roll and account for students when it’s safe to do so.
- All messaging in reference to all-clear, updated information, evacuation orders, etc. will come via school intercom. Teachers should have access to their cell phones for two-way communication with the office or emergency personnel.
- Teachers should not call the office for updated information.
- Teachers should call 911 with pertinent information (suspect description, injuries in the classroom, etc.)

- Teachers should not turn on or share media reports, nor should they post their status on social media. Teachers may share they are safe with family and friends once it's appropriate to do so.

Parents and After-hours:

- If a Lockdown lasts beyond the end of the school day/dismissal, all classrooms are to remain on Lockdown and students/staff may not leave until safe to do so.
- Notification to parents about the status of the school being on Lockdown will be made via Gradelink text when practical and safe to do so.
- Parents will be notified not to come to the school and to await further instructions. This is applicable during school hours as well as past dismissal.

**Lockout (in cases where there is no immediate threat):**

The decision to place the school on Lockout or to lift a Lockout may come from the Principal (or his/her designee in their absence) or local law enforcement. Staff members will be alerted to lockout via intercom.

Outside the classroom:

- Clear students from walkways and playground immediately and direct them to their classrooms.
- Assist those needing special assistance. Also give visual signals if there are any auditory challenged students.

In the classroom:

- Close and lock all windows and doors. Lights may remain on and instruction may proceed as usual. Doors do not have to be barricaded nor students in "Safety Triangles."
- If students are in other rooms (music, multipurpose, computer lab, gym) they should remain there with a supervising teacher.
- Teachers should take roll and account for students when it's safe to do so.
- All messaging in reference to all-clear, updated information, evacuation orders, etc. will come via intercom and/or Slack. Teachers should have access to their cell phones for two-way communication with the office.
- Student movement to restrooms, other classrooms, etc. should be prohibited.

Parents and After-hours:

- If a Lockout lasts beyond the end of the school day/dismissal, all classrooms are to remain on Lockout and students/staff may not leave until safe to do so.
- Notification to parents about the status of the school being on Lockout will be made via Gradelink text when practical and safe to do so.
- Parents will be notified not to come to the school and to await further instructions. This is applicable during school hours as well as past dismissal.