



Bethel Lutheran School

2017-2018

Parent & Student Handbook

Mrs. Dawn De Bois-Weber, Principal
Pastor Ben Bergren, Superintendent
Mrs. Leslie Steen, Bookkeeper

10181 Finch Avenue ▪ Cupertino, CA 95014 • Phone (408)252-8512 ▪ Fax (408)252-8465

Welcome to Bethel Lutheran School. We are delighted to have your family join our community. Please prayerfully review the handbook with your child(ren) as it shares our school's policies and procedures. **All financial, withdrawal, medical, safety and emergency policies apply to both our elementary and preschool.**

Specific policies that only apply to the elementary or the preschool are labeled. Please sign and return the confirmation page to your child's teacher. If you have any questions please contact me at ddeboisweber@bethells.org.

Sincerely,

Mrs. Dawn De Bois-Weber

Mrs. Dawn De Bois-Weber *(Mrs. D.W.)*

Principal

Home of the Eagles



Bethel Lutheran School teaches children to be **active learners** and **Christian leaders** in a hands-on, safe and supportive environment.

QUICK REFERENCE

Times	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival	8:00-8:25 a.m.	8:00-8:25 a.m.	8:00-8:25 a.m.	8:00-8:25 a.m.	8:00-8:25 a.m.
Arrival Bell	8:26 a.m.	8:26 a.m.	8:26 a.m.	8:26 a.m.	8:26 a.m.
Tardy	8:31 a.m.	8:31 a.m.	Chapel, No Tardy	8:31 a.m.	8:31 a.m.
School Hours	8:30-3:00 p.m.	8:30-2:15 p.m.	8:30-3:00 p.m.	8:30-3:00 p.m.	8:30-3:00 p.m.
Departure	3:00 p.m.	2:15 p.m.	3:00 p.m.	3:00 p.m.	3:00 p.m.
Late	3:10 p.m.	2:25 p.m.	3:10p.m.	3:10p.m.	3:10p.m.
After Care	3:00-6:30 p.m.	2:15-6:30 p.m.	3:00-6:30 p.m.	3:00-6:30 p.m.	3:00-6:30 p.m.
<ul style="list-style-type: none"> • Notes <ul style="list-style-type: none"> • Chapel is every Wednesday at 9:00 a.m. • Half Day Dismissals are at Noon • Preschool families should refer to their registered schedule. 					

Absence Reporting:

Call (408) 252-8512 prior to - 8:15 a.m. if your child will be absent from school. Emailing or texting the teacher is not acceptable. If a student has been out sick with a fever, diarrhea or vomiting he/she must be symptom free for 24 hours without the use of medication before returning to school. **Any student that is absent for 3 consecutive days must have a doctor's note to return to class.** This may be brought in person, faxed (408) 252-8465 or emailed to the ddeboisweber@bethells.org.

School Closings Information:

Closing information will be communicated through School Speak, email, website, Facebook and phone calls.

Lunch Information:

Lunch & Recess 12:00 pm-1 pm

Hot Lunch Online Orders: <http://www.schoolcaterers.com/register.php>

Uniforms:

Monday-Thursday students wear their uniform. On Fridays students may wear their Bethel spirit wear or school colors of navy and white. You may purchase uniform and logo items at Merry Mart. Some items may need to be special ordered. Several items may be purchased at retailers of your choice.

Merry Mart

33 Washington Street, Santa Clara, CA 95050

(408) 296-0423

Contact Information:

Principal	Mrs. Dawn De Bois-Weber	ddeboisweber@bethells.org
Superintendent	Pastor Ben Bergren	pastorben@bethelcupertino.org
Student Accounts	Mrs. Leslie Steen	lsteen@bethells.org
Phone (408)252-8512 ▪ Fax (408)252-8465 www.bethells.org		

Bethel F.A.Q's

- 1. Where do I park at morning/afternoon drop off?** You may park anywhere there is an available spot in the parking lot, unless it is marked. Please be aware there are people walking in the parking lot. **Drive carefully, keep your speed at 5 mph and follow the traffic pattern.**
- 2. Where do I drop off and pick up my child?** In the preschool, per licensing, the students must be dropped off and picked up in the classroom. All preschool students must be signed in and out each day. In the elementary the children will drop off in the morning on the playground and picked up at their classroom in the afternoon.
- 3. Does my child wear a uniform every day?** The preschool students do not have uniforms. Elementary students wear their uniforms Monday-Thursday. Fridays are school spirit days and navy or white should be worn. Those are our school colors. Student council may suggest a fun or themed clothing day on select Fridays that will be announced prior.
- 4. Does my child need to bring a lunch every day?** Yes, you can bring food from home or you can order online from the caterer. Preschool children may not have seeds or nuts. There are no food restrictions for elementary students. **Hot Lunch Order:** <http://www.schoolcaterers.com/register.php>
- 5. Can my child ride their bike/scooter to school?** Yes, your child may ride their bike to school. There is a bike rack in the elementary courtyard near Torvend Hall. A lock must be used.
- 6. Can my other child come on a fieldtrip if I'm a driver?** Siblings are not allowed to attend the fieldtrip. If you agree to be a driver or a chaperone alternative care must be made. Additionally you must provide a copy of your insurance, registration, driver's license and complete a background check clearance.
- 7. Who should I talk to if I have a question about...?**
 - Homework, projects, how my child's day was, academic progress- use SchoolSpeak to email your teacher directly.
 - Tuition, financial account, changing my child's schedule- Mrs. Steen @ lsteen@bethells.org
 - Concerns of academic and/or behavior progress with my child, discuss school related personal matters, need prayer, or your family is experiencing a hardship that may impact school, events, volunteer hours, student absence - Mrs. De Bois-Weber (D.W.) @ ddeboisweber@bethells.org

Accreditation:

Bethel Lutheran School is a member of the Evangelical Lutheran Education Association (ELEA). This association provides continual support and training to our preschool and elementary programs and teachers. Accreditation helps to assure that academic, social and developmental skills continue to be effective and progressive in our school. **Bethel Lutheran School also has accreditation through Western Accreditation of Schools and Colleges (WASC).**

Admissions:

The admission process for all prospective families is listed below. Bethel does not discriminate on the basis of race, sex or religion. Every prospective family will:

- Tour the school
- Submit an application for enrollment
- Submit the application fee
- An academic assessment will be scheduled (JK-5th)
- **If a child has an IEP, that information must be discussed during the tour and a copy of the IEP must be submitted with the application.**

Each family who completed an assessment and is accepted will:

- Receive notification of acceptance within a week of the academic assessment test date
- Submit the completed enrollment packet to the registrar
- Submit fees and tuition to the registrar
- Submit all other applicable paperwork to the registrar (medical forms, IEP's, legal custodial documents, etc.)
- If admission has been granted but the grade level has reached the maximum number of students your child will be placed on our waiting list. Priority will be given to those families that attend Bethel Lutheran Church and/or families that have other children in attendance at Bethel Lutheran Preschool or School.

All families that have not been granted acceptance will receive:

- Written notification of non-acceptance and explanation of the academic assessment within one week of test date

Confidentiality:

Student screening and assessment results are maintained in the school office under lock and key. These files are only accessible through the registrar or principal. Individuals who have access to student records include teachers and administrative staff. Access is granted for purposes of review or maintaining cumulative files.

Cumulative files are also sent to requesting schools to which the student will be attending. The requesting school must send Bethel Lutheran School a formal written request **signed and dated** by the school's administrator or registrar. **Parents are not allowed to personally request or deliver a cumulative file.**

Individual screening results are used in several ways:

- Determine acceptance into the program and appropriate placements.
- Assess preschool assimilation
- Determine readiness for the next grade level
- Determine any areas that need to be addressed including behavior, academics, and social skills.

Elementary Eligibility:

Grades	Age Requirements	Required Paperwork For All
Jr. Kindergarten	5 years old by December 1, 2017	<ul style="list-style-type: none">• Report cards from previous school• IEP (if applicable)• Former Teacher Recommendation Form• Immunization & Medical Records• TB Risk Assessment (New Students or Risk)
Kindergarten	5 years old by September 1, 2017	
1 st -5 th	No age restrictions	

Preschool Eligibility:

Children applying for the 2 & 3 year old program, who are not fully toilet trained, need to be 2 years old or 3 years old by September 1, 2017. **Diapers and pull ups are allowed for this program only.** Children applying for the 3 & 4 year old preschool programs must be fully toilet trained and 3 years old by September 1, 2017 for our 3 year old classes, and 4 years old by September 1, 2017 for our 4 year old classes. Children who are not fully toilet trained will not be permitted to enroll in the 3 or 4 year old program.

Jr. Kindergarten Eligibility:

Jr. Kindergarten is not a part of the preschool program; it is a transition class in the elementary school and not the next step after the completion of the 4's preschool class.

Jr. Kindergarten was created to meet the needs of the following children with at least one of the following criteria:

- Children with birthdays on or before December 1st.
- Children that have not shown progress within a 6 month period with understanding and speaking English in a school setting
- Children that have not shown progress within a 6 month period academically in a school setting
- Children that have not shown progress within a 6 month period socially/emotionally in a school setting
- Children that did not attend preschool and this would be their first school experience
- Children that have a special need

Parents of children that meet at least one of the above criteria will be notified that their child is not eligible for Kindergarten and would benefit from being in the Jr. Kindergarten class. This determination is made by the Principal after reviewing the preschool assessments, teacher recommendation and documentation of social/emotional progress over a 6 month period, and the results of the elementary kindergarten assessment. Using these criteria for placement in either Jr. Kindergarten or Kindergarten will allow your child to learn in an environment best suited to their needs.

Student Evaluations:

Student assessment is a vital component for all students to help teachers identify proper class placement, set goals for achievement, and design plans of instruction to meet these goals. These assessment tools include professional observations, quality of student work, and formal testing to assess mastery of content and skills.

Preschool Parent Teacher Conferences:

Parent/Teacher conferences will occur twice a year. In the fall, the evaluation will discuss how the child is adapting to their school. The spring conference will discuss the child's future education needs.

Elementary Grades and Conferences:

Teachers will report progress through weekly communication folders containing samples of the week's work. Parents are encouraged to respond to the teacher's comment or to make their own observations. Parental feedback is very helpful and encouraging to the teachers. The parent receives a report of the child's progress each trimester. Parent/teacher conferences are conducted in the first and second trimester.

In addition, elementary grades kindergarten-through fifth participate in Measure of Academic Progress (MAP) computerized testing which is an assessment program that is administered in the fall, winter, and spring. Jr. Kindergarten will take the assessment in spring only. MAP® creates a personalized assessment experience by adapting to each student's learning level and enables teachers to plan for how they use time for either intervening with students that need it, or providing enrichment to challenge those higher-level students.

Our first through fifth graders participate in various reading and math supplemental programs. We ask that you read or access these online tools for twenty minutes several times a week.

Elementary Grade Reporting:

The grading scales for the elementary are listed below. The 2nd through 5th grade students will have letter grades. Effort and leadership grades will also be included on the report cards. Music, Spanish, Computers and Gym are graded classes.

Grading Scale: JK-1st

O	Exceeds Standards
S	Meets Standards
N	Does Not Meet Standard
X	Not Introduced
-	Introduced But Not Assessed

Grading Scale: 2nd- 5th

GRADING SCALE	
A = 100-93	C = 76-73
A- = 92-90	C- = 72-70
B+ = 89-87	D+ = 69-67
B = 86-83	D = 66-63
B- = 82-80	D- = 62-60
C+ = 79-77	F = BELOW 60

X	Not Introduced
-	Introduced But Not Assessed

Both Scales Sub Categories:

1	Exceeds Standards
2	Meets
3	Below

Effort Both Scales:

Demonstrates Good Effort (O)
Demonstrates Adequate Effort (S)
Demonstrates Inadequate Effort (N)

Homework:

All students will receive homework. The purpose of homework is to assess prior knowledge or to check for understanding of concepts taught. Please use the following chart as a gauge. **This time includes 20 minutes for reading and/or math supplemental work for grades 1st-5th.** Projects will take additional time to complete and will exceed the times listed below. Junior kindergarten and kindergarten will start homework when the teacher feels it is developmentally appropriate. Please contact your child's teacher with specific questions. *See chart below.*

Junior Kindergarten	15-20 minutes
Kindergarten	25-30 minutes
1st Grade	30-40 minutes
2nd Grade	35-45 minutes
3rd Grade	40- 50 minutes

4 th Grade	45-60 minutes
5 th Grade	50-90 minutes

Tuition/Payments/Fees:

Tuition is charged at an academic yearly rate. For your convenience, tuition may be divided into ten (10) installments. These are **not** considered “monthly payments” and mid-month enrollment / withdrawal is not pro-rated. The school year’s tuition is due and payable June 1st of each year. **Credit is not given for illness or other non-attendances.** Each account must have only one (1) responsible party for payment of all fees (such as in the case of divorce). Tuition may be paid in full or divided into installments, see charge schedule provided with your contract copy. The tuition is broken into ten (10) installments and **not** determined by the number of days or weeks in the month. Payments are due on the 1st of each month, June of previous school year (or at time of enrollment), then September through May. Payments must be given directly to the school office. Teaching staff cannot accept your payments. **For families that are legally separated or divorced, both parents must sign the tuition agreement.** The tuition is the responsibility of those that sign the tuition agreement. Tuition and fees are subject to change from year to year and may be found on the tuition rate sheets.

Payment Options:

The preferred method of payment is through our auto-withdrawal program “Vanco.” There is no additional fee for this option and responsible parties may choose their date of withdrawal without penalty. Other forms of payment are PayPal (credit card), cash, and check. All PayPal tuition installments will include a 2.9% convenience fee and must be completed prior to the 10th of each month. Please advise the bookkeeper of your payment preference. If, however, you must pay by check, checks should be made payable to “Bethel Lutheran School” or “BLS” and delivered by hand, mailed to the school office, or dropped into the *School* drop box on the office door prior to the 10th. If payments must be made by cash, payment must be made in the exact amount no change is available in the office.

Fees:

All payments are due on the 1st of each month and considered late on the 11th day. Payments made after the 10th **must** include a late payment fee of \$50. Any account that is more than 60 days past due will be reviewed and action may be taken in the form of a collections agency. Statements of account and invoices are not mailed home each month unless an account is past due. If a statement is required for reimbursement of expenses (FSA), or for tax purposes a formal request is available in the front office, or contact the bookkeeper. Allow for a 48 hour turnaround.

Other:

Additional programs may be offered for an additional fee and will require advance reservation including payment. See Elementary After School Care.

Tuition Grants/Discounts:

Tuition grants are made according to need. Applications will be taken online only through the FACTS agency. All information shared is confidential and will be used for the sole purpose of determining financial assistance. The parents also agree to abide by the requirements regarding additional parent participation as a condition of the grant provided. The Tuition Grant Committee then reviews the request. All tuition grant applications are confidential. Please use the following link to access the FACTS website: **<https://online.factsmgmt.com/signin/4B0DG>**.

A note regarding punctual payments: Any parent or guardian who has a child enrolled in Bethel Lutheran School and receives a discount (e.g. grants, sibling, church member, etc.) must have tuition payments current

and not past due or the discount will be forfeited for the past month due. Bethel offers a variety of discounts to our families. Please contact our registrar.

Annual Fund:

Bethel Lutheran School's annual fund is a fund to which members, family and friends of the church and school are encouraged to donate. Funding goals are established each year to improve curriculum, campus, equipment, and overall school development needs. Tuition costs do not completely cover the rising costs of education. The annual fund is intended to close the gap between expenses and tuition payments. **Contributions to this fund enable Bethel to maintain an excellent program and keep tuition at a comparably moderate level.**

Termination:

The tuition contract may be terminated and a child dismissed from the school by action of the Principal after two months of nonpayment of tuition or fees OR when the school determines it is unable to meet the needs of an individual child either through learning/behavioral needs or the noncompliance of parents with the recommendation of the school to address that child's needs.

In the event of either situation, parents will be given several opportunities to address the problem. Our staff and principal or program director will first try to communicate with you via email, followed by an in person conversation, then by written communication should the concern persist. We will attempt to work with you in resolving the problem, but failure to do so could result in one or more of the following:

1. Fees or fines as specified under "Withdrawals/Terminations/Refunds"
2. Suspension or termination of after school care services
3. Suspension or termination from the academic program

We will communicate in writing, a minimum of two times before a situation escalates to the point that options 2 and 3 are the only remaining course open to us. Situations resulting in suspension or termination will require monies owed to BLS and parents should make arrangements to clear those accounts. Failure to pay any remaining balances owed at the end of the school year or in the event of a termination for any reason will result in making future applications ineligible for re-enrollment and/or your information may be sent to a collections agency.

In serious situations, BLS may terminate the tuition contract and dismiss the child immediately without notice and without taking the progressive steps outlined above. The determination on when a situation is serious shall be made in the sole and arbitrary discretion of BLS.

Services may be immediately terminated for reasons, which shall include, but not be limited to, the following:

- Any account delinquent for more than 60 days.
- Two incidents of late tuition payment.
- Failure to pay outstanding after school care drop in fees.
- If the parent or guardian refuses to sign forms required for entrance or the continued enrollment of their child.
- In the event Bethel is unable to meet the needs of the child and/or parent.
- Disregard for California State mandatory sign-in and out procedures (Preschool/After school care).
- Behavior of the parent/guardian which may be reasonably interpreted as harassment, verbal abuse, physical abuse, conspiring against another family or towards a Bethel staff member or others present at Bethel.
- Refusal to comply with the policy and procedure outlined in this handbook.
- When a child causes harm to himself or others due to dangerous or unsafe behavior.
- Refusal to permit your child to attend chapel, participate in religious activities, or to recite Bible verses and worship songs.

- Refusal by the parent, guardian, or emergency designee to pick up a child deemed unable or unwilling to participate cooperatively in classroom activities: due to illness, possible impending illness, lethargy, or uncontrollable harmful and/or disruptive behavior. (It is Bethel's desire to provide all children the most ideal, safe, and effectual learning environment possible. Parents will be notified if their child is not well enough to participate in the classroom activities, or otherwise requires the undivided and individual attention of the teacher.) Parents of children enrolled at Bethel understand that under such circumstances they must be available and willing to pick up their child or authorize their designated emergency persons to do so as soon as possible.

Withdrawals & Refunds:

Application, enrollment, and activity fees are not refundable, nor pro-rated under any circumstances.

Enrollment fees and tuition are charged annually and payments are considered installments on the balance due. **When a student is withdrawn, thirty (30) days of advanced written notice to the administration (school office) is required. Notice of a mid-month withdrawal is due the beginning of the first full month prior to the withdrawal date. Payments will be due for the month in which notice is received and for one additional installment payment. Partial months will not be pro-rated when withdrawal notice is received mid-month. Any student withdrawing from the school on April 1, 2018 or later will require payment in full of the remaining tuition due through the end of the current academic school year.**

Student Behavior:

Children learn to take responsibility for their actions and feelings. When a child acts in a way that interferes with other children's rights, the teacher will listen to the child and talk about other ways to solve the problem. If a child is very angry or is out of control, he/she will be separated from the other children to deal with his/her feelings and gain composure. We want children to know they are loved no matter how they are feeling, but that hurting others, showing disrespect, or disruptive behavior does not solve the situation. Students are taught to express their emotions appropriately and to develop problem-solving skills with the support of our school staff.

Each day is a fresh start for a child to demonstrate self-control and appropriate behavior practices. However, if the disruptive behavior continues repeatedly the child will be suspended or expelled from the school when the principal or a designee of the principal determines that the student has failed to demonstrate a change or desire to modify their behavior.

Zero Tolerance Policy:

In the interest of safety, the following items are considered reasons or causes for suspension or expulsion from this school. These items are examples only. **Suspension or expulsion may follow behavior not specifically listed below at BLS's option and sole arbitrary discretion of the Principal. In serious cases, suspension or expulsion may occur without advance notice to the parent.** A student may be suspended or expelled from the school when the principal or a designee of the principal determines that the student has:

- Harassed students, faculty or others in a harmful way.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This includes parents driving students and or assisting on a field trip.
- Caused, attempted to cause or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearms, knife, explosives, object that appears to be replica of a weapon or other dangerous objects.
- Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any alcoholic beverage or any intoxicant of any kind. This includes tobacco products.
- Caused or attempted to cause damage to school property.
- Stolen or attempted to steal school property.

- Possessed or used tobacco or any products containing tobacco or nicotine products.
- Engaged in habitual profanity and/or severe name-calling.
- Had unlawful possession or offered, arranged, or negotiated to sell drug paraphernalia.
- Made verbal and/or written threats of a serious nature to students, staff, or others in supervision.

Attendance:

Regular attendance is vitally important for success in school. All children are expected to be in attendance each day unless they are ill or a family emergency arises. A Parent/Guardian must call the school office prior to **8:15 am** the day of the absence. Please give your child's name, class/grade, reason for absence and the date of the call. If your child is absent more than one day, please call the office for each day of absence. **If a student has been out sick with a fever, diarrhea or vomiting he/she must be symptom free for 24 hours without the use of medication before returning to school. Any student that is absent for 3 consecutive days must have a doctor's note to return to class. This may be brought in person, faxed (408) 252-8465 or emailed to the office at ddeboisweber@bethells.org .**

Extended Absences: Bethel Lutheran School does not provide refunds nor make up days for families who choose to take their children out of school for any amount of time from one day to an extended absence. This covers holidays, vacations, and emergencies. There are no partial or pro-rated payments.

Should it become necessary for a student to miss school for planned family activities, a written notification must be submitted to the office and classroom teacher at least two weeks in advance if the absence is for less than 30 days. Extended absences (30 days or more) will be treated as a withdrawal (see Withdrawal section) and requires a 30-day written notice. Upon return the student may re-enroll in the class, space permitting. Additionally, if the trip was out of the country, a TB Risk Assessment will have to be given by the child's doctor and the form submitted to the office prior to attending school. **To maintain the spot in the class, tuition for the extended absence is required. Please make every attempt to schedule appointments after school.**

Doctor/Dentist Appointments:

Attempts should be made to schedule appointments outside of school hours. If appointments are necessary during school hours, please email the teacher. **If you must take your child out for an appointment, you must sign your child out in the school office prior to taking your child out of class. If your child returns to school after his/her appointment, please sign them back in at the office. We will then escort them to the classroom.**

Arrival & Tardy Policies:

Staff provides supervision on the playground at arrival. Students will line up when the bell is rung and attendance will be recorded. Students will be escorted by their teacher to class for the start of class. **Students arriving after 8:30 a.m. must report to the office with their parent to sign a tardy slip indicating the reason for the late arrival. After three tardies, a meeting with the Principal will be required and further instances will result in 15 minutes of volunteer hours per tardy per family.** Tardy tracking will reset each trimester.

Late Policy:

Children will only be released to those listed on their authorized pick up list. **Children remaining in the classroom 10 minutes after dismissal will be escorted to office and if the parent is unable to pick up, the child will be placed in after school care. A drop in fee of \$20 per hour will be added to the parents account. Any child remaining after the 6:30 p.m. pick up will be charged and additional late fee of \$10 and then a \$1 for every minute following will apply.** If the child is sent to after school care, they must be signed out by a person authorized by the parent or guardian. Photo I.D. may be requested.

Preschool Drop Off:

Parents must walk their child to class and sign them in between 8:00 a.m. and the start of class 8:30 a.m.

Preschool Pick- Up:

Students are released from their classroom. All parents must sign their child in and out using a full signature. A student will only be released to an authorized adult indicated on the form you completed. This authorized adult should be prepared with picture identification if questioned by the teacher or staff. **The name on the picture I.D. must match the name on the school's information.**

Social Time:

Elementary students who are picked up at dismissal by an authorized adult can be escorted to the elementary playground for social time with friends until **3:30 pm**, except Tuesdays (2:15 – 2:45 pm), at which time a bell will ring for students and authorized adults to leave campus. **Bethel Lutheran School expects that the authorized adult for each student will provide careful supervision and enforce adherence to playground during social time.**

Although staff may be present on the playground, they are not responsible for supervision during this time period. This privilege may be taken away from students who behave in a manner that is not consistent with Bethel's behavior norms and posted playground rules. **The elementary playground is certified for children ages 4.5 years and up. Children under the certification age are not permitted to play on the elementary structure. Additionally, children of any age are not permitted to play on the preschool structure during this time.**

After School Care Program for Elementary Students:

Bethel Lutheran School provides an after school care option for all elementary aged children. **There is no optional after school care offered for preschool students.**

Families with elementary aged children enrolled at Bethel may contract elementary after school care for either mornings and/or afternoons, as well as, on a reservation or drop-in basis. Hourly/daily rates are available by completing the reservation/drop-in form online or in the office. Non-instructional day programming may be cancelled due to low enrollment. Additional programs may be available for an additional fee. Morning supervision on the playground will begin at 8:00 am. Afternoon after school care hours are 3:00 – 6:30 pm.

Elementary after school care is offered for students who need to be at school before/after classroom hours during the school year. A person authorized by the parent or guardian must sign in any student at school prior to the child entering after school care. **Any child remaining after the 6:30 p.m. pick up will be charged and additional late fee of \$10 and then a \$1 for every minute following will apply.**

External After School Students:

Families with students enrolled in public schools may contract for after school care. Reservations are available on non-instructional days, space permitting. Non-instructional day programming may be cancelled due to low enrollment. Daily reservation and drop-in options are not available. Additional programs may be available for a reduced-rate fee.

Families requesting this service must follow the admissions process set out by the Administration. This program may not be appropriate for all students. Once acceptance and enrollment is granted families must adhere to this parent handbook, as well as all rules, procedures and calendars set forth by Bethel Lutheran School.

Children/parents who fail to adhere to the policies established in the handbook will not be permitted to participate in the afterschool program. Children asked to leave the program are not eligible for a refund.

Families are responsible for their own transportation and must contract individually with a vendor of their choice. Transportation routes may change and are based on enrollment as decided by the transportation vendor. All concerns with transportation should be directed to your vendor. A person authorized by the parent or guardian must sign out all children. Photo I.D. may be requested. If a child is picked up after 6:30 pm, a late fee will be charged to the account. **A late fee of \$10 and then a \$1 for every minute following will apply.**

Summer Program:

Bethel offers a complete summer program for both elementary and preschool age children. Information on our summer programs is available beginning in March. Availability of programs is based on enrollment. If the minimum number of students is not met the programs will be modified or cancelled.

Home/School Communication:

- Class Newsletters – Each week your class newsletter will be available online on School Speak.
- Information Folders – These folders contain samples of your child’s work, important school information, and teacher comments. Please take the time to respond to the teacher’s comments, as your input is valuable to us.
- Weekly *Bethel Scream* – Each week information updates are sent out from the school office via email. Please take note of current and upcoming events. Printed copies are available in the front office.
- Phone – We will call parents during the day if a child’s needs warrant such action. Please be sure we always have current daytime numbers where you and your emergency contact person can be reached. The school office can be reached at **(408) 252-8512**.
- Informal Conferences – If you require a conference (more than 5 minutes) please make an appointment with your teacher ahead of time.

Visitors:

All visitors are required to sign in/out at the office and wear a visitor badge before being allowed on the campus. This includes volunteers. **Any volunteer that may interact with the children on an individual basis will have to complete a fingerprint and background check per California State Law. This includes fieldtrip drivers.**

Chapel:

Chapel begins at 9:00 am on Wednesday mornings. Our Chapel services are designed for the student’s understanding and interest. We want children to know God better through meaningful worship. We want them to feel at home and to respect our worship as a means of learning about and loving God. Parents are welcome at all chapels.

Please remember that this is a worship service and not a performance. If you wish to take photographs or videos, you may do so from the back of the sanctuary only. An offering is collected as children enter the sanctuary for Chapel. We encourage children to bring an offering to support our on-going mission projects. We accept cash, Box Tops and Coke bottle tops.

Church Participation:

Parents and students of Bethel Lutheran School (BLS) are encouraged to participate in worship and programs for all ages. We welcome any questions you might have about worship services and programs Bethel Lutheran Church offers. Our school children will participate in one or more of our worship services. We encourage you to attend all services in which Bethel Lutheran School participates.

Bethel Lutheran Church Worship Times:

8:45 a.m. is Traditional

10:45 a.m. is Contemporary

Pastor:

Ben Bergren, pastorben@bethelcupertino.org

Dress Code and Overall Appearance:

Bethel Lutheran School bases its dress code upon the desire for a neat and clean appearance. Please double check your child's dress before they come to school and ensure that their attire adheres to school policy and properly represents Bethel Lutheran School. Elementary children are required to wear the approved uniform. You may purchase uniform and logo items at Merry Mart. Some items may need to be special ordered. Several items may be purchased at local retailers such as Wal-Mart, Target, Kohl's and J.C. Penney in their uniform department.

Merry Mart

33 Washington Street, Santa Clara, CA 95050

(408) 296-0423

- Clothing must be clean, in good condition and without holes, tatters, frays or external patches.
- Clothing must be well fitted.
- Top layer jackets must be free of inappropriate graphics
- Please use your best judgment and send your child to school in clothing that is appropriate for a Christian school environment.
- Bethel reserves the right to make the decision on the appropriateness of a garment should there be any question.
- If there are repeated occurrences of non-compliance, parents will be contacted by the administration and proper clothing will be requested.

Elementary Boys

- Navy Blue Uniform Pants or Walking Shorts – not cargo pants, jeans or sweats
- Logo-wear Polo Shirts: White, Navy or Burgundy
 - White is the only polo shirt that does not need to be logo-wear
- Logo-wear Turtleneck: White, Navy or Burgundy
 - White is the only turtleneck that does not need to be logo-wear
- Socks: White, Navy, Burgundy or Black

Elementary Girls

- Navy Blue Uniform Pants or Walking Shorts – not cargo pants, jeans, leggings or sweats
- Navy Blue Skort – (no buckles)
- Navy tights may be worn under a child's jumper, skirt, skort or shorts. Leggings are not a substitute for any bottoms, this includes PE clothing.
- Socks: White, Navy, Burgundy or Black (no designs, polka-dots, plaids, etc.)

- Tights: White, Navy, Burgundy or Black (no designs, polka-dots, plaids, etc.)
- Leggings: White, Navy, Burgundy or Black tight-fitting leggings (no designs, polka-dots, plaids, etc.) (09/2014)
- Logo Polo Shirts: White, Navy or Burgundy
 - White is the only polo shirt that does not need to be logo-wear
 - White button down Peter Pan shirts – available at Merry Mart
- Logo Turtleneck: White, Navy or Burgundy
 - White is the only turtleneck that does not need to be logo-wear

Elementary Unisex and Physical Education

- Logo-wear Sweatshirt, hoodies, cardigan sweater – Navy
 - Non-logo wear items are not allowed
- Logo-wear Sweatpants (only to be worn on P.E. days) - Navy
 - Solid navy sweatpants with elastic waist and leg openings (Only worn on P.E. days)
 - Leggings may not be worn as a substitute for PE clothing.
- Logo-wear PE shorts (worn on PE days only) – Navy
- Solid navy mesh shorts
- Logo-wear PE t-shirts (gray with long or short sleeves) for PE days only
- Logo-wear jacket – available in nylon or micro fleece
- Non-logo outer wear winter jackets may be worn, but must be free of brand names, logos, or graphics
Non-logo wear sweatshirts, sweaters, fleece, hoodies, or sweat jackets are not part of the uniform dress code and are not allowed.

Shoes

- Shoes must be flat and non-slip
- All shoes must have closed toes and backs
 - No hee-lies, crocs, flip-flops, sandals, heels, boots, platforms or shoes not appropriate for running on the playground.

Elementary Free Dress Days/Spirit Days

On Fridays and as directed by Student Council, Bethel will have spirit days. On Spirit Days students should dress appropriately and according to the theme, school colors of Navy or White, or Spirit wear clothing.

Students choosing not to participate in spirit days must wear their uniform clothing.

Clothing must meet the following criteria:

Free Dress:

- All garments must be free of violent images and inappropriate graphics
- Small brand names (2"x2") or smaller is acceptable
- Tops must have at least a 2" wider shoulder strap – no spaghetti straps
- No tops that show midriff
- No muscle tee-shirts
- Unclean, ragged, ill-fitting, clothing with holes or frays are not acceptable
- The dress code for shoes remains the same as uniform days

Spirit Dress:

- Spirit wear clothing with the Eagle
- School colors of navy or white shirt
- Bethel T-shirts listed below:
 - Summer Camp

- Track Meet
- VBS
- Walk a Thon
- The dress code for shoes remains the same as uniform days

Preschool Dress Code:

- Preschool children are required to wear clean clothing in good repair that is free from negative symbols, violent images, and/or inappropriate words or phrases. Children’s shoes must be safe non-slipping with closed in shoes. Tennis shoes are preferred. Jellies, boots, crocs, and shoes with heels are not acceptable. All shoes must be closed toe and have a back. **Preschool** students do not require backpacks.

Uniform Exchange:

A uniform exchange is located on campus. If your child grows out of his/her uniform during the school year, please browse the clothing selection. At the end of the year we will take donations. **Please make sure they are clean and gently used.** The school understands it may be difficult to keep up on uniforms for growing children, but it is important for our community that your children wear uniforms that fit properly.

Backpacks:

Backpacks are necessary for elementary students to carry their books, folders, and personal items to and from school. Rolling backpacks are permitted. Please label your child’s backpack with his/her name.

Lunch:

Lunch may either be provided by the parent or purchased online. When providing your child with a lunch, send healthy and nutritious food. **We do not refrigerate or heat lunches.** Please see Nut, Seed, and Other Allergies Policy for more information. Parents may elect to order hot lunch through School Caterers. Follow the online registration process. All ordering and payments are through this company. **Bethel is only responsible for service of the food.** Information is available at <http://www.schoolcaterers.com/register.php> or click the link on the Hot Lunch page of the school’s website. Chewing gum is not permitted anywhere at school unless authorized by staff for special purposes/occasions.

- **Elementary students do not have any food restrictions. However please remind your child to not share food with others due to allergen concerns.**

Preschool Nut, Seed, and Other Allergies Policy:

Bethel Preschool is nut and seed free. Efforts will be taken to avoid exposure to food or environmental allergens that may be harmful for some students. We also recognize the importance of supporting our students in the development of personal responsibility in safeguarding their own health. The following procedures have been established to protect our students’ health.

- A Nut & Seed Free Policy is enforced for our preschool-aged students. No foods containing these ingredients may be brought to school for lunch, snacks, or school parties.
- Preschool and elementary departments require that recipes should be provided for ANY food prepared at home for class parties. No peanuts, seeds, tree nuts or oils of this nature should be included in the ingredients. **The product cannot contain peanuts, tree nuts, seeds, or any food prepared with nut or seed oils, and cannot have the following warnings: “may contain...”, “processed in a facility with...”, and “manufactured on shared equipment...”** Families can help ensure that our school stays peanut/seed/tree nut free by reading packaging labels and reminding children not to share food

with other children at school to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her.

An informational sheet published by The Food Allergy Research and Education program (FARE) is available in the office. More information on food allergies is available at www.foodallergy.org.

If your child's medication expires you will be notified by the office. You have no more than two weeks to retrieve expired medication and replace with new. If you do not do this within two weeks of notification by the office, your child will not be allowed on campus until we receive the required medication. If your child needs an over the counter medication and you do not have a written prescription a parent or guardian must complete a medical release form. Children may not have any medicine in their possession (i.e. vitamins, cough drops, Tylenol, etc.)

All children with food allergies, asthma or another medical condition that will require intervention at school with medicine, inhaler, or an epi-pen will need to complete a medical, allergy, or asthma action plan with the doctor and submit it to the school office with enrollment paperwork. This includes temporary conditions such as broken bones that require casts or crutches.

Playground Rules:

We expect parents or authorized adults responsible for students will provide careful supervision and enforce adherence to playground rules during social hour, special events, and any other period of time which falls within or outside of school hours.

1. All equipment is to be used as it was originally intended.
2. Children must play on their designated play structure only. The ages for each playground are listed.
3. The playground structures are to be used appropriately by all students in every program. No walking or running up the slide and no surfing down the slide on your feet.
4. Children may not stand on or jump from the monkey bars or slide structure.
5. Do not pick at the green/black rubber surface in the elementary playground or use moveable play equipment on it. Shoes must be worn at all times on the elementary playground, as the surface gets very hot. Shoes may be removed, with staff permission, in the sandboxes only.
6. Sand must be kept inside the sandbox area.
7. No toys, ropes, sheets, etc. are to be used on the playground structure.
8. Keep clear of classroom windows while class is in session.
9. Children must remain seated at their table while eating snack or lunch
10. All equipment must be picked up and put away when the bell rings (elementary).
11. Trash must be placed inside the trash bins.
12. Report any damage to the playground surface (green/black rubbery surface) directly to the Principal.
13. Tag games are not permitted on the play structure.

Toys and Personal Items:

We do not allow children to play with personal toys, toy weapons, or to use objects in a weapon-like manner. From time to time a teacher, class or program may allow toys on special days. If a child brings a toy to school, the school does not accept responsibility for lost or broken items. Personal electronic devices such as cell phones are not permitted in any program. **Phone watches may be worn but students may not use them during the school day to make or receive texts or phone calls.**

Birthdays:

Birthdays are celebrated in a variety of ways at Bethel. If you choose to bring a snack for your child's class, we suggest a healthy snack. **Please be considerate of children with food allergies. Check with your teacher for food allergies and provide a list of ingredients if the birthday snack is not pre-packed (i.e. if prepared from home, from a bakery, etc.)** Please refrain from bringing any type of gift bags for individual students. Instead, consider donating a book in honor of your child to the child's classroom library or the school library. If you are sending out invitations for a birthday party, do not hand them out at school or place in cubbies unless the entire class or gender (all of the boys or all of the girls) are invited. If you are not inviting the entire class, please mail the invitations to the child's home.

Events:

School wide events offer opportunities to enjoy our school community, provide extra-curricular experiences and mission outreach. Please refer to the school's calendar, website, Facebook, weekly *Scream*, or class newsletter for information on upcoming events. School families are always welcome at any events held by the school or church.

Field Trips:

Bethel Lutheran School believes that field trips provide a valuable educational experience for students. Without the help of volunteer driver/chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that school sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip driver/chaperone.

- **All fieldtrip drivers must have a criminal background check clearance on file with the school prior to the fieldtrip (one month prior)**
- All driver information must be current and on file in the school office **one month prior** to the field trip. This includes: Valid CA driver's license, insurance, vehicle registration, criminal background check and fingerprinting and a TB test if travel outside of the country has occurred 30 days prior to the fieldtrip. **These documents will be collected at the beginning of the year and updated as needed.**
- No child shall sit in the front seat of a vehicle.
- **Per California law, all children must ride in car seat or booster seat until they are at least 8 years old or at least 4 feet 9 inches tall. In addition, all kids younger than 8 years old must be secured in the back seat.**
- The driver shall not partake in any activity that would jeopardize the safety of the children (i.e., TALKING OR TEXTING ON A CELL PHONE WHILE DRIVING).
- **No additional family members including siblings (younger or older), grandparents, etc are allowed to accompany the acting driver/chaperone.**
- Driver/chaperones will remain with the whole group on the field trip for the duration of the event. They will leave together, not make unnecessary stops in-between time of arriving at the destination and return

together to BLS. Driver/Chaperones are responsible for their group the entire time on the field trip and may not leave their group at any time.

- All rules that apply at school for adults and children apply during the field trip.
- All volunteer drivers must sign the Field Trip Guideline and Driver Information prior to each field trip to certify that the information is correct in order to transport students on class field trips. The paper will be kept on file in the school office and remain in effect throughout the current school year. If more than one parent or guardian plans to drive on field trips, they must each sign the guideline.
- Children must stay with the original designated driver/chaperone at all times.
- **All students must be present on campus before going on the field trip. Students may not meet their class at the field trip site.**
- **All students will return to school with their class after the field trip.**
- **Driver/Chaperones must drive more than their own child on field trips for volunteer hour credits**
- California Education Code Section 35330 provides that all persons making the voluntary field trip are deemed to have waived all liability claims against Bethel Lutheran School.

Elementary students must wear a logo polo shirt on field trip days. In all programs, the children are to meet in their classroom prior to the field trip. **Note: In the event that you arrive late on a field trip day, you must either take your child home or make other arrangements elsewhere for your child on that day. We are not able to care for children who have arrived late and they may not meet up with the field trip.**

Transportation:

All children must be in seat belts or a child safety seat. The policy on the use of child safety seats is according to California State Law states that children ride in a federally approved child's car seat or child booster seat in the back seat based on the following regulations:

- Children under the age of 8 must be in a car/booster seat
- Children under the age of 8 who are 4'9" or taller may be in a safety belt in the back seat
- Public transportation or private vehicles provide transportation for our field trips

Illness/Injury:

Parents are asked to pick up their child immediately should illness occur during the day. If the parent cannot be contacted or does not come to pick up their child, the people on the Emergency Information Form will be called to pick up the child. This policy is for the benefit of the child.

- Children injured while at school are cared for in the following way:
 - The teacher may keep the student under observation in the classroom.
 - For a more serious injury, the child will be sent to the office for first aid. The child's teacher completes an accident report.
 - Parents are routinely notified if a child receives a blow to the head or any other injury with special circumstances.
- The school staff may not allow children to be dropped off or to remain at school when they exhibit any of the following:
 - Temperature above or below normal
 - Nausea, vomiting, or diarrhea
 - Severe headache
 - Evidence of a communicable disease
 - Evidence that the child felt ill at home the day before or prior to school

Children who have had a fever, vomiting or diarrhea may not return to school until they have a no symptoms without medication for 24 hours. **Any student that is absent for 3 consecutive days must have a doctor's note to return to class. This may be brought in person, faxed (408) 252-8465 or emailed to the office at ddeboisweber@bethells.org.**

- If your child has sustained an injury, and must be excused from participating in recess or P.E. class, please submit a note from your pediatrician with the beginning and ending dates of the restrictions and list any physical limitations to the front office.

Medication:

Both the physician and the parent must give permission for all medications to be administered by school personnel. At the time of the doctor visit, parents may request this approval that the doctor must give in writing. This approval can be attached to the Medication Permission form available from the school office. This form requires both parent and physician approval. All medication is stored in the school office and is administered by school staff. Two sets of the medication are to be on campus at all times. One set is stored in the office and the other in the emergency backpack.

If your child's medication expires you will be notified by the office. You have two weeks to retrieve expired medication and replace with new. If you do not do this within two weeks of notification by the office, your child will not be allowed on campus until we receive the required medication. If your child needs an over the counter medication and you do not have a written prescription a parent or guardian must complete a medical release form. Children may not have any medicine in their possession (i.e. vitamins, cough drops, Tylenol, etc.)

All children with food allergies, asthma or another medical condition that will require intervention at school with medicine, inhaler, or an epi-pen will need to complete a medical, allergy, or asthma action plan with the doctor and submit it to the school office with enrollment paperwork.

Sunscreen:

Please apply sunscreen on your child before coming to school. As the days become warmer (March - September) we ask that you provide sunscreen for your child to have on hand that will be applied to your child before going outside. We feel it is important that each child be protected from the sun's harmful rays. Preschool teachers will apply sunscreen to preschool age children if a permission slip is on file. Fill out the permission slip, label your child's name on the bottle and it will be kept in a plastic box in the classroom. Elementary age children will apply their own sunscreen.

Head Lice Policy:

Should the teacher believe there is evidence of head lice, the child will be brought to the school office. The child will be kept in the office until his/her parent picks him/her up or adult that is listed on the office forms. In order for the school to track and monitor the extent of the infestation, the child needs to remain off campus for three calendar days. The office staff will explain this to the parent once the child is picked up. The office has information from the California Department of Health Services that is available to educate the parents on what head lice are, as well as information that will hopefully answer their questions. An inspection will be done upon the child's return. **If any nits are found the child will need to go home and only return once he/she is nit free.** Siblings of the infected child will also be checked, and should the test prove positive they would also be sent home.

Emergency Preparedness:

Bethel Lutheran School has an Emergency Preparedness Committee (EPC). The primary objectives of the EPC is the implementation of procedures that provide for the safety of students and staff in case of a disaster during school hours. In order to ensure that students and staff act effectively when a disaster occurs, fire drills are conducted periodically throughout the year as well as earthquake and lockdown drills.

In the event of an emergency, children will only be released to an adult on their emergency contact list and has proper photo identification with them. **The name on the photo identification must match the name on the emergency report. No child will be released, even to a parent/guardian without photo identification.** Children will not be permitted to leave campus with anyone who is not on their emergency contact information. In the event of an emergency such as a fire or earthquake, the staff will remain with the children. In the case of a natural disaster such as a major earthquake, you are asked to keep phone lines open and not contact the school. We are prepared for such situations with emergency water, supplies, first aid, food, and shelter. The EPC is working with the City of Cupertino to continue to provide the latest information to parents. Part of the enrollment process is to provide an emergency food pack for your child. In the case of emergency, the school will contact parents.

Parent Emergency Contact Information:

If there have been any changes to your address, home, work, or cell telephone numbers, contact people, or in your child's medical condition since the school year began, please report these changes to the office so that your emergency card is updated. Please remember that your child's emergency card must list the names of any adults who are approved to pick up your child from school. In the event of an emergency, we will use this information to contact a parent or other authorized adult. **We will only release students to those adults listed on the card who show photo identification.**

Parent Service Hours:

Bethel Lutheran School recognizes the importance of parent involvement in the education of their students. Parent participation makes it possible for our school community to enjoy great events, offer educational field trips, and implement classroom projects and other learning opportunities. **Bethel expects every family to participate.** All students and staff will benefit from your total commitment and support. There will be many enjoyable opportunities available for participation throughout the year. **The yearly guidelines for participation hours per family are:**

- **10** hours for parents of students enrolled in any part-time program (pick up time of 12 pm or 1 pm, regardless of number of days attending)
- **20** hours for parents of students enrolled in any full-day program (pick up time of 3 pm or 6 pm, regardless of number of days attending)

The school service hours are based on **eldest sibling**. Parent hours will be logged to measure your level of participation. Parents who are unable to fulfill this hourly requirement must pay \$25 for each uncompleted hour. Participation availabilities are shared on the school website, weekly eBlasts, teacher newsletters, and classroom bulletin boards for choices on how you can participate. **Service hours are to be completed by May 28, 2018.**

Bethel's Parent Organization:

Every parent or guardian is a member of the school's parent organization. This group's primary function is to support the mission of the school and work collaboratively with the administration and staff. We invite you to get involved in your school community. **Any parent volunteer that would interact with the children on an individual or 1 on 1 basis will have to complete a fingerprint and background check per California State Law. Per preschool licensing requirements, any parent that volunteers in the classroom 16 hours or more per week must also be fingerprinted.**

Ways to Serve:

- Volunteer for classroom or event helper
- Room Parents (Room parents work closely with the teacher to organize class parties, field trips and more.)
- Executive Board (The executive board works with the Principal to set school-wide events for the year).