

Family Handbook

2018-2019



Star of
Bethlehem
School

www.starofbethlehem.org

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PURPOSE OF FAMILY HANDBOOK

Star of Bethlehem believes that open communication is a key to a successful experience for students, teachers, parents, and the school as a whole. This handbook is designed to give parents a guide for many areas of Star of Bethlehem Lutheran School. The policies and procedures contained in this handbook help Star of Bethlehem provide a quality education to the students attending.

Please take the time to read and review the policies and procedures in this handbook. If you have questions, please feel free to address them with your child's teacher or our Principal. We would be happy to talk with you regarding the intended purpose of a policy or procedure. Only through open communication can we work together to educate and equip students for the future.

ABOUT STAR OF BETHLEHEM

Star of Bethlehem Lutheran School is built on the solid foundation of God's Word, the Bible. The education your child receives is Christ-centered. The students not only participate in a thorough study of God's Word, but God's Word permeates all areas of the curriculum – science, social studies, language arts, and mathematics. Every class provides an opportunity to study some component of God's creation and praise him for it.

Our Mission

GROW – GO – GLOW

GROW

- In faith through the Word of God for a lifetime
- As we strive for academic excellence
- In the assistance given to families in the Christian upbringing of their children
- As we encourage students and families to live according to Christ's example.

GO

- With the Gospel from backyard, to the community, and to the world

GLOW

- Through weekly worship and chapel services
- In daily religion classes and in daily lives.

Our Vision

As we teach young minds and prepare young hearts, we strive for an educational program devoted to furthering His Kingdom and maintaining academic excellence. In addition, we assist parents in the Christian upbringing of their children, we encourage students and families to live according to Christ's example.

Our Objectives

The classes and curriculum of Star of Bethlehem Lutheran School will carry out the school's mission by producing students who:

Spiritual Objectives

It is our desire that through a Christ-centered education...

1. The students will understand that because of their sinful nature, they are in need of a Savior. Romans 3:23 states: "All have sinned and fall short of the glory of God."

2. The students will be comforted knowing that they have forgiveness through Christ. That comfort is revealed in I John 2:2 "He is the atoning sacrifice for our sins, and not only for ours, but also for the sins of the whole world."
3. The students will have a desire to share their faith with others. "We cannot stop telling about the wonderful things we have seen and heard." (Acts 4:20)
4. The students will live a life of love for God and His Word. "Be imitators of God therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us a fragrant offering and sacrifice to God." (Ephesians 5:1,2)
5. The students will see the blessings of participating in the mission of their church. "And let us consider how we may spur one another on toward love and good deed." (Hebrews 10:24)
6. The students will grow in knowledge of God's Word from young, through confirmation, and for the rest of their lives. "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)

Academic Objectives

It is our desire that through a Christ-centered education...

1. The students will recognize that God has uniquely blessed them and will use their gifts to the best of their ability. The Lord reminds us in Romans 12:6: "We have different gifts according to the grace given us." He also tells us in I Corinthians 10:31, "Whatever you do, do it all for the glory of God."
2. The students will see the wonder of God not only in religion, but also in all areas of curriculum. II Timothy 3:16 tells us why: "All scripture is God breathed and is useful for teaching, rebuking, correcting, and training in righteousness."
3. The students will be able to differentiate between the absolutes of God's Word and the uncertain nature of human knowledge. "Your Word is truth." (John 17:10)
4. The students will obtain the necessary skills to prepare them for high school and make them a valuable member of society.
5. The students will have learning experience that foster good study habits, critical thinking skills, and problem solving techniques.

Social Objectives

It is our desire that through a Christ-centered education ...

1. The students will have respect for their fellow students, teachers, school staff, and parents in all settings.
2. The students will understand their role and responsibility as a Christian citizen.
3. The students will recognize God as a source of all governments and consider it a joy and privilege to obey the laws of our land and serve in the community. "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. (Romans 13:1)

Physical Objectives

It is our desire that through a Christ-centered education...

1. The students will have a proper respect for their body. "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?" (I Corinthians 6:19)
2. The students will gain an understanding of physical development, well-being, and safety.
3. The students will make every effort to reach their God-given physical potential.
4. The students will develop a work ethic and lifelong habit of maintaining physical well-being.

Emotional Objectives

It is our desire that through a Christ-centered education...

1. The students will grow in their level of responsibility and maturity.
2. The students will gain an understanding that love for God and love for others should guide all emotions, and that many emotions need to be controlled and/or curbed.
3. The students will learn to manage negative emotions.

Administration

Star of Bethlehem Lutheran School is owned and operated by the members of Star of Bethlehem Lutheran Church, a member of the Wisconsin Evangelical Lutheran Synod. Final authority in the control of Star of Bethlehem Lutheran School rests in the Voters' Assembly of Star of Bethlehem Evangelical Lutheran Church. To carry out the philosophy and objectives of the school, the Voters' Assembly elects the Board of Education to supervise the functions of the school. Major changes in the school are carried out only with the approval of the Board and the voters' assembly of the congregation.

The Board of Education consists of a chairman, secretary, and four other members, with the Principal and Pastors as ex officio members. Teachers are responsible to the Board through the Principal. The Board of Education meets monthly to monitor and support the school and its policies.

Meetings of the Board of Education are not open to the public. If you have a matter you would like addressed by the Board please contact the Principal.

ADMISSIONS

Admission Policy

To accomplish our mission, participating families in our educational program are to view the following policies as being critical and non-negotiable.

1. I agree and commit to the school's stated mission and all policies as outlined in the Family Handbook.
2. My child and I will cooperate with the teachers, administration, and Board of Education. Home and school will be supportive of one another in all areas of instruction and discipline. Furthermore I will model appropriate behavior for my child when interacting with staff, other children, and other parents at school and at related school activities.
3. I recognize that every aspect of Star of Bethlehem's educational program has as its purpose to promote the Gospel of Jesus Christ, and all subject material will be taught in the light of God's Word.
4. I will receive the invitation and encouragement to worship regularly with my child.
5. I will attend Parent-Teacher Conferences and any other meetings requested by teachers, administrators, or the Board of Education.
6. I will see that all health records and emergency contact information are current, accurate, and are turned in at the beginning of the school year.
7. I will stay current on all financial responsibilities that I have to the school.
8. I agree to all that is stated in the Enrollment Expectations found on the school website and given at home visits.

Enrollment Policy

Christ's commission to teach and make disciples of all nations (Matthew 8:18-20) identifies those who should receive the benefit of our school ministry: all nation or all people. Our school exists to nurture the Christian faith of children whose parents are members of Star of Bethlehem Lutheran Church and to introduce the Christian faith to children who do not yet know Jesus Christ as their Savior from sin. Star of Bethlehem Lutheran School will therefore enroll students in four categories on a priority basis:

1. Children of members at Star of Bethlehem Lutheran Church.

2. Children of members of sister congregations of the Wisconsin Evangelical Lutheran Synod (WELS).
3. Children of families who neither hold membership at a church home nor regularly attend another church.
4. Children of families who hold membership in or regularly attend other churches not in fellowship with the WELS.

Because it is our expressed intent and purpose to minister to those in categories one through three, applications for children in these categories will be processed first along with students in category four who attended our school the previous year. Those accepted from categories one through three will be enrolled throughout the spring as applications are received.

Applications of new students in category four will also be processed when received; however, those accepted will be done so on a tentative basis and will be placed on a temporary waiting list until May 1, at which time they will be enrolled as space availability allows. If there are more students on the waiting list than available spots, the Star of Bethlehem Board of Education will determine which families will be enrolled.

Children entering Preschool must be toilet trained and have attained the age of three on or before September 1. If the student's birthday is in the month of September, he/she may be admitted on or after August 1 according to the conditions that there is available space in the class, the child will be in the 3 year old class for two years, and the Preschool Director agrees that it is a beneficial fit for the child to enroll early based upon the current class size and makeup.

Children entering kindergarten must have attained the age of five on or before September 1 of that school term. They are required to have the appropriate immunization forms complete and to the office. Anyone wanting these forms may contact the school.

Transfer students will be required to have scholastic and health records transferred to Star of Bethlehem Lutheran School. In all cases, Star of Bethlehem's faculty and administration reserve the right to determine the appropriate grade placement for a child enrolled in our school.

All aspects of the enrollment policy are governed by the Board of Education and therefore approval for other than what is stated above may be granted by them.

Tuition

The fees associated with our Preschool are set at the end of the previous school year and communicated to all families.

Students in kindergarten through grade 8 whose parent(s) or guardian(s) are members of Star of Bethlehem Lutheran Church (Category 1) pay a member tuition amount set at end of the previous school year in addition to their prayers and regular contributions.

Students in kindergarten through grade 8 whose parent(s) or guardian(s) are members of a WELS sister congregation (Category 2) pay a nonmember tuition amount set at end of the previous school year in addition to their prayers.

Students in kindergarten through grade 8 whose parent(s) or guardian(s) are non-WELS members (Categories 3 and 4) pay a nonmember tuition amount set at end of the previous school year.

Children in kindergarten through grade 8 whose parent(s) or guardian(s) have expressed their intent to become members during that school year and have enrolled in our Bible Information Course (BIC) will be charged nonmember tuition (Category 3) until they become a member (see bullet point below).

On registration day, each family will designate which category they will be in for that school year. This designation will determine the total amount of educational fees that will be paid for that school year. The only times that this designation will be deviated from are:

1. If a Star of Bethlehem Lutheran Church member family is no longer a member. At that time, they will then be required to pay the fee associated with their new category.
2. If a family who was not a member on registration day then becomes a member, at that time their fees will change to member rates. If fees have been paid to cover the member rates, then the fees will be considered paid in full. If, however, fees higher than member rates have been paid, a refund will not be given.

Payment of Tuition

For kindergarten through grade 8 students, a registration deposit of \$50 for one child and \$100 for more than one child is required to be paid by May 1 for all returning students. This fee must also be paid by any new families within two weeks of acceptance of their application(s). This deposit is part of the educational fees charged per family. Preschool students are to pay the registration fee in order to officially reserve their place in the classroom.

Tuition is to either be paid in full in advance or paid through the Simply Tuition Payment Plan. The Simply Tuition Payment Plan allows families to make monthly payments directly from their checking or savings account. Monthly payments will be withdrawn in consecutive months on the day of their choosing. Payments can be spread over 11 months with the last withdrawal no later than June 30.

Financial assistance may be available for member families with children in grades kindergarten through grade 8 who are in need of assistance. The Application for Tuition Assistance may be found on the school website or received from the school office. This form is to be filled out and given to the Principal or a member of the Board Education by June 1 in order to receive assistance for the upcoming school year. We don't want any family to be unable to receive Christian education because of financial problems. Please speak to the Principal with any concerns that you have.

Application Process

The school Principal through the secretaries will make arrangements for campus tours and classroom visits. He will meet with families to become acquainted and to discuss the needs of their children, the mission and policies of our school, and to answer any questions they might have. Parents who are interested in enrolling their children at Star of Bethlehem may obtain an application from the school office and submit to the office with the registration deposit.

If desired by either the applicant family or the school, our pastor may meet with the applicant family to discuss any spiritual needs or concerns.

Parents are informed by phone whether their child has been accepted, declined enrollment, or placed on a waiting list. The Board of Education will be informed of all enrollments and, in special circumstances, may make the final decision whether a student will be accepted.

Children of nonmember parents (categories three and four) are enrolled on a probationary basis for the first full quarter they attend our school. Category three and four children and their siblings will be re-enrolled each year as long as they display appropriate conduct and academic effort and their parents have met all enrollment requirements

Registration

Parents register their children for school at the end of the preceding school year. There is also a registration held in August. The date(s) and times are published in advance. At registration, parents submit all required

forms and receive information from school on topics of the classroom, hot lunch, athletics, band, piano, purchasing materials, volunteering, Home and School Association (HSA) etc. Attendance at registration is mandatory. If you cannot attend our registration, please notify the Principal beforehand to set an appointment. If an appointment is not set before registration, a \$50 registration fee will be charged to the family.

ELC – Early Learning Center

Star of Bethlehem School's Early Learning Center (ELC) offers early learning experiences in a loving, caring, safe, Christian setting. The program is for three and four years olds who are enrolled in Star of Bethlehem Preschool and need care and/or additional learning opportunities outside of preschool hours. The ELC operates on the following schedule in coordination with our Extended Care Program: Monday, Wednesday and Friday from 12:30pm – 5pm and Tuesdays and Thursdays from 7:30am – 5pm. There is a \$35 registration fee and an hourly rate of \$5 per hour. There will be a \$1.00 per minute charge for late pick up after 5:05pm.

Nondiscrimination Policy

Star of Bethlehem Lutheran School does not discriminate on the basis of age, race, color, sex, handicap, national origin, or ancestry. Star of Bethlehem Lutheran School does not discriminate against any enrolled child and family or any new applicant for enrollment in regard to admission, privilege of enrollment, or discharge condition except where it is a reasonable and necessary age requirement.

Educational Rights and Privacy

The Federal Educational Rights and Privacy Act gives parents certain rights with respect to their children's education records. Parents have the right to inspect and review the student's education records maintained by the school. Star of Bethlehem must respond to the request within 45 days. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review the records.

Parents have the right to request that Star correct records that they believe to be inaccurate or misleading. If a change of record is requested, then a statement must be submitted by the parent, which clearly identifies which part of the record the parent believes is inaccurate or misleading and an explanation as to why it is believed that the record is inaccurate or misleading. If the school decides not to amend the record, the parent then has the right to a formal hearing within a reasonable amount of time. After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.

Parents have a right to file a complaint with US Department of Education concerning alleged failures by the school to comply with FERPA requirements. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Star may disclose, without consent, "directory" information such as a student's name, parents' names, address, telephone number, email, date and place of birth, honors and awards, and dates of attendance. Star will share this information with Wisconsin Lutheran High School as our federation high school. Star will inform parents about directory information through the Registration Form and allow parents a reasonable amount of time to request that the school not disclose directory information about them.

FAMILY INVOLVEMENT

Home-School Cooperation

We, as a school, are here to assist parents and guardians with the education of their children. In order to most effectively do this, there needs to be communication between home and school. This communication must exist always, and must exist in a variety of ways.

Parent Grievance Procedure

If difficulties arise when working together with the school, please remember to deal with each other in love as the forgiven sinners that we are. We all need to keep reminding ourselves of the Eighth Commandment that obligates us to defend and speak well of everyone, remembering to take all words and actions in the kindest possible way.

Any question or complaint regarding classroom instruction or procedure should be brought first to the teacher involved. Normally, the Principal would not become involved until the parent/guardian meets with the teacher. Following this step, the Principal will be happy to meet with the parent/guardian if requested.

Any questions or complaints regarding school administration should be brought to the Principal. The Board of Education will normally not become involved until the issue has been addressed by the Principal.

If no satisfactory agreement can be worked out following the three steps above, pastors or a representative from the Board of Education will be happy to meet with the parent/guardian.

Communication (Telephone Usage)

Students are generally not allowed to use the phone during the school day. If an emergency arises a teacher or administrator may call home. If you need to talk to your child please call the school office. Please arrange transportation issues before your child leaves home. Children are not allowed to possess cell phones during the school day. Cell phones must be turned into the teacher at the start of school and will be returned to the student at the end of school. Failure to comply will result in it being confiscated by the teacher or administration.

Family Folders (Weekly Communication Tool)

Family folders are sent home each week on the last day of the school week with the youngest child in the family. This will hold much information for parents to stay informed of the school happenings. The main communication piece is the Star Connection which is the weekly newsletter from the school. Classroom newsletters, bills, permission slips, and other miscellaneous items will also be sent home in this folder. This folder must be returned to school on the next school day.

All communication via the family folders is to be for church and school business only. No one but school personnel, and the owning family, is to be in the family folders. No one should have any personal things returned via the family folder. Anyone wishing to communicate anything to all or part of the school body will submit it to the Principal two days prior. All communications will be approved by the Principal.

Google Calendars

The school heavily uses google calendars. The school, the church, and athletics all have their own calendars. These calendars can be accessed via the school website, or an email sent to the secretary with a request to personally share the calendars with our families.

Parent/Teacher Conferences

Twice per year time is set aside for parents and teachers to formally meet to discuss the progress of each student. We, as a school, view these times as vital to the success of each student. There is one conference following the 1st quarter and one following the 3rd quarter. The fall conference is mandatory. The spring one is optional.

In order to address any pressing needs, teachers are always available to meet with parents regarding their child's progress. If you would like to schedule a special conference please contact your child's teacher. Unless it is an emergency, please do not contact your child's teacher during the school day. You may call the school office if you need to get a message to your child or their teacher.

Home Visits

Each summer the teachers of our school will visit all students in their classroom. We visit each family to personally remind parents of our school's mission in assisting them in bringing their children to a thorough knowledge of salvation. We also encourage an atmosphere of open communication with parents, as we work together in guiding children toward Christian maturity. This visit also provides the parents with an excellent opportunity to ask questions about our school or their child's classroom.

P.A.L. (People Assisting Learning)

Volunteer involvement is essential for a productive and efficient school. As a staff, we feel volunteer help in our school can enrich our curriculum, help our children grow academically, and help us to best serve our Savior's little lambs. If you, a friend, or a relative would like to be of service to us as a volunteer, please complete the questionnaire found outside of the office or on the school website.

Home and School Association (HSA)

Our Home and School Association is an organization that was established to promote a family atmosphere here at Star, and support the school's mission in various ways. All parents of children in our school are automatically members of the HSA. This organization will meet at least four times a year and we hope all parents will make a sincere effort to attend the meetings of the HSA and will support the projects it undertakes on behalf of Star of Bethlehem School.

Scrip

The Star of Bethlehem SCRIP Program allows families to buy gift cards and receive a credit for your school tuition. Order forms are found in church or on the Star website. Orders are placed on Monday and will be ready for pick up on Friday of the same week.

ACADEMIC PROGRAM

Curriculum

Star of Bethlehem Lutheran School is committed to offering all parents an opportunity to provide a Christian education for their children. Therefore, children attending our school receive a thorough study of the Bible and its teachings. God's Word makes an eternal difference in the lives of students and their families.

Star of Bethlehem Lutheran School offers all subjects commonly taught in area private and public elementary schools in order to thoroughly prepare students for high school. In our Christ-centered curriculum, all subjects are taught in the light of God's Word.

Extended Learning Program

In addition to our general education program, we offer an extended learning program. These special educational services offered through this program are delivered in the setting that best meets the needs of individual students. These services may occur in the regular classroom setting, a small group pull-out with an inclusion program, or one-on-one assistance. Parents who have concerns about their child's educational progress should discuss the situation with the child's teacher who will then begin the process of identifying needs and solutions.

Speech and Language Services

Speech/language services are provided as needed for students through the New Berlin Public School. The goal of the program is to enhance the child's ability to communicate in the educational setting. Parents who have concerns about their child's speech/language skills should talk with their child's teacher.

School Supplies

A school supply list is published by July 15 for the upcoming school year. All students are responsible to have and maintain all items on the list. If a family has financial concerns with getting these supplies, they are to contact our Principal.

Textbooks

Textbooks are provided free of charge by Star of Bethlehem for a variety of subjects. These textbooks are valuable and it is vital that your child treat them with care and respect. If a textbook is lost or ruined, we ask that the parent pay the replacement cost for that book. Students are encouraged to put book covers on their texts and care for them properly. With proper care, a student's texts should have no broken bindings, torn pages, or writing inside them.

Student Promotion

Promotion Standards

Star of Bethlehem Lutheran School has standards for promotion. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on several factors:

1. Student readiness as noted on the report cards
2. Student standardized and other academic test scores
3. Student attendance
4. Student developmental readiness
5. Other measures as determined by the school administration and classroom teacher(s).

Academic Standards

Star of Bethlehem measures student growth against the standard set by the state of Wisconsin for each particular grade level. If a student is 2 years or more below grade level in reading, writing, or math, promotion to the next grade will be at the discretion of the school administration.

Standardized Testing

Decisions to promote or retain students will also be based on their performance on the standardized test used at each grade level. Minimal performance in any core areas is a reason for retention and student will only be moved on to the next grade at the school administration's discretion.

Attendance

Students missing 15 or more days of a school year may be retained. It is crucial that students be in school on time consistently to obtain the necessary skills to move to the next grade level.

Developmental Readiness

Some students are not ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills, and emotional readiness in current grade level. The teacher and school administration will promote students based on observations in these areas throughout the year.

Standardized Testing

Star of Bethlehem tests students in grades K-8 each fall using the Measures of Academic Progress standardized test. These tests are a general picture of where each student is compared nationally. Results for these tests are available and shared with parents three times per year.

Physical Education

Since all students participate in the physical education program, they must have a separate pair of tennis shoes kept here at school. In addition, grades 5-8 are required to wear school issued shorts and shirts during their physical education class.

If a child cannot take part in the physical education program, a note from the parent or physician should be given to the teacher prior to the class.

Extracurricular Activities

Band

Our band program is administered through Wisconsin Lutheran High School for students in grades 5-8. Opportunities for large group rehearsal occur several times each year, in preparation for concerts and district competition. Fees are charged by the semester and communicated at the beginning of each year. Information regarding sign up is sent home at the beginning of each school year.

Piano and Guitar Lessons

Individual piano and guitar lessons are offered at our school during the school week. Registration for lessons should be made at registration day or by contacting the school office.

Jubilation Choir

Students in grades 4 -8 may participate in Jubilation Choir. They are required to attend a weekly after school practice and sing on various Sundays in both the 8:00 and 10:30 am service as well as special services throughout the school year.

Forensics, Science Fair, Math Track, and many, many more

As we seek to develop any and all abilities that the Lord has blessed our students with, we look for any and all opportunities for parents and students to decide to do this. These opportunities will be communicated through the Family Folder throughout the school year.

STUDENT BEHAVIOR

Philosophy of Christian Discipline

The goal is for students to reflect the love that the Lord has showered on us. Christian discipline is a result of God's love for us and follows in response to the forgiveness that is found in Jesus Christ. God loved us enough to send His Son to die for us. We strive to do God's will as a reflection of God's love and as a "thank you" to God

in appreciation for what He has done. Combining sound educational and behavioral principles with the saving truth of the gospel creates a setting in which the child's day to day life becomes a life lived for Christ.

Discipline when carried out properly is meant to teach a child how to make God-pleasing decisions.

1. Parental authority is extended to teachers and staff when students are in school as we partner with parents in the Christian upbringing of their children.
2. Out of love for the Lord and for the students, discipline is implemented in a loving and consistent manner.
3. The behavioral standard at Star of Bethlehem is based on God's Word. Our goal is for students to be pro-active in showing self-discipline based on God's love for us through Jesus Christ.

Principles for Discipline

The following principles have been established in keeping with our Philosophy of Discipline:

1. Students will always be treated with Christian love and dignity.
2. Students will be given the opportunity to exercise control in their lives.
3. Misbehavior will be handled with logical and appropriate consequences.
4. Problems are opportunities to grow in Christian love and discipline.
5. Students will be guided and expected to solve their problems without creating problems for anyone else.
6. Children will be given the opportunity to appropriately let the teacher know when they feel that treatment seems unfair.

Discipline Continuum

During times of unacceptable student behavior, Star of Bethlehem works hard to avoid negatively charged teacher-to-student interactions. We believe in consistently emphasizing choices and consequences within the classroom setting. This assists the student in focusing on the problem behavior. When student behavior is chronic or particularly disruptive it may become necessary to adjust the academic environment.

Behavioral plans that provide for limited time away from the regular classroom setting allow students to focus on necessary behavioral skills. A child may be moved to in-school suspension or an alternative educational setting either short or extended term, until they have acquired the necessary tools that assist them in developing strategies to maintain themselves in a regular classroom.

Suspensions

Out-of-school suspensions are reserved for only the most disruptive and dangerous misconduct. A student may be suspended from school for a period of time if he/she is engaging in consistently disruptive or dangerous behavior, or is involved in a major isolated incident. If the Principal assigns a suspension, the parent/guardian will be contacted and notified of the terms of the suspension, if and when a consultation is necessary, and when the child may return.

Expulsions

When disciplinary procedures have been carried out with no substantial improvement in behavior, specifically if a student continually endangers the health and wellbeing of others, the Principal in consultation with the student's teacher(s) may move to expel the student.

In the case of recommendation for expulsion, parents have the right for an appeal to the Board of Education. Present at such an appeal will be at least two board members, the Pastor, the Principal and the teacher(s) involved.

Cheating/Plagiarism

Cheating is a serious offense and is grounds for disciplinary action. If a student copies another student's work, or if a student gives another student his/her work, it is considered cheating. Plagiarism involves the stealing of someone else's ideas or words as one's own, or the imitation of the language, ideas, and/or thoughts of another author (or person) and the representation of them as one's original work. Continued cheating and plagiarism are grounds for suspension, retention, or expulsion. Specifics in this area have been outlined for grades 5-8 in the Academic Dishonesty Policy and can be found in each grade level's classroom handbook.

Bullying

"Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10

Bullying can be defined as harmful repeated behavior initiated by one or more students and directed toward another student. As Christians, we know that bullying has no place in the sanctified life and is not tolerated at Star of Bethlehem School. Not all conflicts constitute bullying. However, if a student feels that he or she is a victim of bullying that person should;

1. Tell the student to STOP the behavior.
2. If the student does not stop, THINK about what would be best for all involved.
3. If the behavior does not stop, and the student needs help, REPORT the behavior to a staff member. The staff member will then contact the Principal if any other action is needed.

In addition, if a student is unable to speak up for themselves due to fear, age, or disability, it is the responsibility of peers to stand up for the student being bullied by telling the bully to stop and by informing an adult.

STUDENT ATTENDANCE AND ABSENCES

Attendance

Student attendance at school is directly related to school success. The law states that school-age children are required to attend school regularly during the full period of hours that the school is in session. It is vital that your child be at school as consistently as possible. Any child who misses more than 5 days of school in a quarter or 10 days of school during the school year may be required by the Principal to provide a doctor's excuse for any further absences. Missing more than 8 days of school in a quarter of 15 days in the school year will be cause to review the student's enrollment. If you are having difficulty meeting attendance requirements, please contact your child's teacher or our Principal proactively.

School doors open at 7:10 AM for students arriving on their own. Students should not be left unattended by parents prior to this time. The school day begins at 7:40 AM and ends at 2:25 PM for kindergarten through grade 8. Preschool times are published separately.

Absences

Please call the school office at (262) 786-2901 before 8:00 a.m. to notify the school if a student will be absent. If we do not hear from you by 8:00 AM, we will call every number that we have for your family, including emergency contact numbers, until the whereabouts of the child are found. Every teacher is required by law to keep records of truancy and report each case to the Principal.

It is also vitally important that students attend the entire school day. We ask that parents try very hard not to pick up their children early from school if at all possible. Students will be marked absent for the time they are out of school. If early release is a necessity, please notify the classroom teacher ahead of time or call the school office. Children will not be released from the classroom until someone has arrived to pick them up.

Any make-up work due to an absence is the responsibility of the student and parents. Student will receive the same amount of days that they were absent to have the work turned into the teacher.

A student that who comes to school late because of any reason other than inclement weather or a late bus, will be recorded as tardy. All other absences will be recorded on an hourly basis of school missed and will be rounded to the nearest half school day at the end of the quarter when reported.

Tardiness

Student on-time behavior is also very important. Students entering school late miss important information, disrupt learning, and develop a pattern of behavior which may be detrimental for future success in school and in life. For security reasons doors will lock at 7:40 AM and remain locked during the school day. Student arriving after 7:40 AM will be considered tardy. Students not organized and seated in their desks by 7:45 AM will be considered tardy.

Dismissal

Students who are riding the bus are dismissed at 2:23 PM. No other students are dismissed at this time. All other students are dismissed at 2:26 PM. This is for the safety of all involved that the busses might exit the parking lot prior to any other students entering it.

Picking Up Your Child/Early Drop-Off

Students are admitted into the building beginning at 7:10 AM each morning. If a student arrives early they will need to wait outside for the doors to open. During this time, the student's parent must be present. If you have a special circumstance where you must drop your child off early you may contact your child's teacher to possibly arrange for them to wait with the teacher.

Children are to be picked up by 2:40pm. Any child not picked up by this time will be taken to Extended Care where they will be signed in at 2:30pm. Parents will be called to find out the plan for pick up.

At times, it becomes necessary for parents to pick up their child early. This practice can be very disruptive to the learning environment. If you plan to pick your child up early, please inform the classroom teacher as early as possible either with a phone call, note, or personal conversation.

School Closure

If the New Berlin Public Schools close due to bad weather, Star of Bethlehem will be closed. Please listen to the radio or television for the announcement of the New Berlin Public Schools. In extreme seldom cases, there are times when Star of Bethlehem will close without the closing of New Berlin Public Schools. A school wide email will be sent if there is a last minute cancellation (flooding, power outage, facility malfunction, or other emergency situation) to notify parents.

If school closes early for any reasons, we will follow the direction that you gave to us on the registration form as it relates to where your child will go (either on the bus, or to Extended Care).

Extended Care

A service available to all students is the Extended Care Program. This is a safe and fun environment designed to watch students after school until parents are able to pick them up. The program runs from 2:25 PM until 5:00 PM on normal school days, and from right after school if there is an early dismissal until 5:00 PM. The rate is \$5 per hour per child for those families that pay a \$35 registration fee per child. For those families that do not pay the registration fee, the cost per hour per child is \$6. Families who pay the registration fee will pay a maximum of \$10 per hour. Families who do not pay the registration fee will pay a maximum of \$12 per hour. There will be a \$1.00 per minute charge for late pick up after 5:05 pm. Any student who does not have an adult supervisor after 2:40 PM, will be sent to Extended Care and the family will be charged all applicable fees beginning at 2:25 PM.

HEALTH AND MEDICAL

Wellness Policy

Star of Bethlehem strives to contribute to the general well-being: spiritual, mental, and physical ability of their students. The school supports wellness, good nutrition, and regular physical activity as a part of the total learning environment. By support and promotion of good nutrition and physical activity, our school contributes to the health of the children. We believe that improved health increases student performance potential.

General Guidelines:

1. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. This environment will include educational opportunities for students in nutrition education, health education, and physical education.
2. The physical education curriculum teaches children the importance of exercise and exposes students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life.
3. The health curriculum will educate students to develop the knowledge and skills for life long healthy eating habits.
4. The Life Science curriculum will include an emphasis on good nutrition, disease prevention, and healthy lifestyles.
5. Parents are encouraged to provide healthy snacks for student celebrations and other events.
6. Soda and artificially sweetened drinks will not be available for sale during school hours. Soda will not be consumed by the students or staff during school hours.
7. Students will not sell candy or other food items of minimal nutritional value during the school day.
8. Our school provides additional opportunities for physical development and fitness through co-curricular conference sports.
9. Strong consideration should be given to nonfood items as part of any teacher-to-student incentive programs.
10. It is recognized that there may be rare special occasions when the school principal allows a school group to deviate from these guidelines.

Responsibility: Efforts to promote good nutrition are the shared responsibility of the principal and staff, who will periodically review the guidelines and amend as needed.

Emergency Phone Numbers

It is extremely important that Star of Bethlehem always have the parent/guardian's accurate and up-to-date phone numbers. Before the school year begins, emergency contacts need to be complete, accurate and up-to-date. If your child becomes sick, is injured or is not at school, we need to be able to contact you or a designated emergency contact person immediately to ensure your child's well-being and the health of the other children.

Vision Screening

Star of Bethlehem partners with several organizations to provide hearing and vision screening for various grades. Parents will be notified through the newsletter or other communication of those days and be given the results when they are available. If you desire your child not to participate please contact their classroom teacher ahead of time.

Health and Wellness Classes

Star of Bethlehem provides students in grades 5 and 6 with age-appropriate personal health and wellness classes from a Christian perspective during the course of the school year. These classes are intended to help children learn about their bodies and health and personal issues related to them. Parents will be notified

through the newsletter or other communication of those days ahead of time. If parents desire that their child not participate in these classes, please contact their classroom teacher.

Immunizations

State law (140.5 Wisconsin Statutes) requires that all children entering an elementary school in Wisconsin for the first time be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. Certification of these requirements must be on file in the school office and can be waived only if a properly signed health or religious exemption form is filed with the school. The law also gives the right to exclude from school attendance students who fail to meet the immunization requirements. Up-to-date records must be on file at Star of Bethlehem by the first day of school. Please contact your doctor or the city health department to make arrangements for having your child immunized.

Sleep

Proper rest is important for a child's education. Doctors recommend that elementary school children get at least nine to ten hours of sleep every night. If your child has difficulty getting up in the morning or staying awake in class, it may be an indication that he/she is not getting enough sleep.

If Your Child Is Ill . . .

If your child is ill, please do not send them to school. Please notify the school office at (262)-786-2901 by calling the school office before 8:00 a.m. Students who have had a fever, must stay home for 24 hours after the fever has gone down without the use of any medicine.

Pinkeye

Both viral and bacterial Pink Eye is highly contagious and easily spread to other children. Children need to see a physician promptly to diagnose the cause and prescribe treatment, if needed. A child with a red eye and drainage or tearing will be sent home with instructions to the family to see a physician. When returning to school, the child must have a physician note that describes the treatment plan and indicates a return to school date. A Pink Eye Fact Sheet is available on the Waukesha County Health Department website.

Head Lice

Head lice can be spread from one child to another, and children with head lice cannot remain at school. The child will be readmitted to school after thorough home treatment and the student's hair has been inspected by a designated school staff. A Head Lice Fact Sheet is available on the Waukesha County Health Department website.

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

School Medical Emergencies

In the event of a medical emergency or injury during the school day, Star of Bethlehem staff are obligated to notify the proper medical and emergency authorities, set aside an area where the injured student can be taken, and notify the student's parent/guardian or the emergency contact identified on school records. Star of Bethlehem will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the injured student to a designated medical facility.

Medications

If a student requires medication during school hours, the distribution of the medications will be supervised by school staff under the following guidelines required by state law:

1. Parents/guardians must sign the appropriate administration forms.

2. All medications must be supplied in the original container and have the student's name clearly marked on it.
3. All prescription medications must be accompanied by written instructions from a physician and consent from parent/guardian. The container must be identified with the following information: student's name, name of medication, doctor's name and phone number, pharmacy and phone number.

All medication is placed in a locked cabinet. In order to administer any prescribed medication OR over-the-counter medication to a student, there must be a signed authorization form. Students may have over-the-counter medication with them if they are trusted by the parent/guardian to self-medicate. Never can students give other students any type of medicine.

When use of medication has ceased, or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Any unused medication will be disposed of by the school after the last day of school for that school year.

APPEARANCE

Dress Code

We ask you to remember that your children are young Christian ladies and gentlemen and that they should be encouraged at all times to dress in attire that is acceptable in the eyes of their Savior. Furthermore, a school is a professional setting and therefore attire of students should represent this type of atmosphere. Teachers will always have the final say in inappropriate attire. The following statements will serve as our dress code.

1. Dress appropriately for the weather. No shorts will be allowed between October 15 and April 15.
2. Dress with Christian modesty and student professionalism. Any revealing clothing is prohibited and no under garments can be exposed or should ever be seen including when bending over or raising arms.
3. No pants and shirts with rips and/or holes.
4. All students are not to wear clothing classified as lounge wear, including pajamas, hospital pants, and slippers.
5. Students in grades 5-8 are not to wear "stretchy" type pants that are form fitting. Tights or leggings may be worn under skirts and shorts. They may not be worn as the only clothing for the lower body. The outer attire of skirts and shorts must still be longer than finger tip length with relaxed shoulders.
6. Skirts and shorts should be of a proper length to accommodate walking, sitting at a desk comfortably, and bending or kneeling. We realize that there are a variety of styles and that the size of the student can greatly affect the type of clothing the student may wear. Skirts or shorts worn by students in grades 5-8 must be longer than their fingertips with shoulders relaxed. This is the guide that will be used unless a parent discusses with the principal prior to wearing the article of clothing regarding longer than usual arms/hands/fingers of their child. If any member of the staff feels that a particular skirt or short is not proper, the student and the parents will be informed.
7. No writing on the seat of the pants.
8. Chains are not to be attached to pants.
9. Shirt necklines cannot be lower than one inch from the collar bone. No undergarments (including straps) can be shown including when bending over or raising arms. Strapless shirts or dresses are not allowed.
10. Tank tops for students in grades 5-8 must have shoulder straps that are two inches or wider unless a garment is worn at all times over the top.
11. No cut-off shirts can be worn. No shirts are allowed that advertises any form of drugs or alcohol or tobacco. Shirts that contain derogatory statements in general, or toward specific topics or groups (including school) will also not be allowed. It is our hope that shirts advertising musical groups will be well-screened by the parents.
12. Hair must be of a natural color. It must be kept out of the student's eyes. No hairstyles that

intentionally draw attention to oneself.

13. All above will be in place at all church and school events.

14. If any inappropriate attire is worn to school, the student will need to change to appropriate attire immediately. This may include the gym uniform if need be.

If any inappropriate attire is worn to school, the parents will be contacted, and the student will need to change to appropriate attire immediately.

Winter Clothing

During cold weather, please make sure to send your child with the appropriate clothing (hats, gloves, boots, etc...). Students in grades kindergarten through grade 4 must wear a jacket when outside if the temperature is below 50 degrees. If above, students are able to decide if they would like to wear long sleeves or a jacket. The temperature is decided by a thermometer on our school grounds. Students in grades 5 through 8 may decide if and when they would like to wear long sleeves or a jacket. Children will go outside for recess if the temperature (with wind chill) is above zero degrees. Children are not allowed to play on the snow unless they have boots and snow pants.

SCHOOL DAY

Pick-up/Drop off

Traffic around the school is extremely busy before and after school. Please use caution when driving as there are many young children trying to get into and out of school at the same time. Please obey established pick-up and parking procedures when in the school parking lot to ensure student safety and to allow for orderly traffic flow. A detailed map of the parking procedures is available on the Star website.

Bus Transportation

Free bus transportation is supplied to students living within the dictated boundaries for the school. For all bussing questions, please contact Durham School Services at (262) 784-5091. We encourage parents to remind their children that they are representing their school and their Lord in their behavior on the bus.

School Lunches and Milk

Research shows that learning is affected by what children eat. In consideration of the recommendations of the Wisconsin Department of Public Instruction nutritional guidelines, lunches that may be brought from home are expected to be nutritionally balanced. Students may not have soda, coffee, or energy type drinks. The only times that soda may be drank in school are school-wide, school-sanctioned parties.

Our school purchases hot lunches from the New Berlin School kitchen. Prices for lunches and milk will be announced each year. These monies are to be sent to the school office in an envelope marked with the family's last name and designated as lunch money. All lunch accounts must operate with a positive balance. If a student signs up for a lunch, but does not take it for any reasons, the family must still be charged the price for the lunch. Lunch counts are taken at 7:45am. If a student is tardy, it is the responsibility of the student or parent to tell their teacher that they will be taking hot lunch. No lunches can be ordered past 9:00am. All lunch bills that are sent home are final one month after the date of the lunch.

For the safety of our students, any food allergies must be documented on their registration forms and their Health Accommodation Form. It is the responsibility of each individual family to properly keep and store all food brought from home while here at school. Microwave availability varies by classroom and will be communicated by the homeroom teacher at the beginning of the school year. Under no circumstances, are students permitted to go to local restaurants for lunch on school days unless they are accompanied by their parents.

Lunch milk may be purchased for the whole school year at registration day. The price for this will be communicated at this time. We understand the importance of milk in a growing child's diet. If you have financial concerns, please notify the Principal so that arrangements can be made.

Chapel

Every Wednesday morning at 7:50 AM, we are blessed with the opportunity to come together as one of our pastors or male teachers leads us in a short service in which we hear God's Word. Parents are welcome to attend.

Part of a Christian education is developing a God-pleasing attitude towards giving. In order to assist in this goal, all children receive envelopes to use in making regular offerings during the weekly chapel service. These offerings will be designated to help a local or world mission project.

SCHOOL LIFE

General Conduct

Students will arrive every morning:

1. Prepared to learn
2. With a positive attitude
3. In appropriate apparel
4. With necessary school supplies

Care of School Property

It is the responsibility of everyone, including students, to help keep our school clean and in good repair. This includes the school building and grounds, equipment and any provided instructional materials.

If a student is behaving in a way that could deface or damage school property, he/she will be asked to clean and improve school property for a period of time according to the administration's or teacher's discretion. If a student's behavior damages school property, parents or guardians of the responsible student will be notified of the incident and billed for the cost of necessary repairs or replacement.

Report Cards and Parent-Teacher Conferences

Report cards are issued four times each year for all students in kindergarten through grade 8. Please evaluate and discuss your child's report card with him/her. Midterm report cards are issued during each quarter for grades 4-8. After the first and third report periods, we schedule formal parent-teacher consultations to discuss your child's mental, emotional, and physical progress in school. All parents are expected to attend the first conference. The second is optional.

Parents/guardians are encouraged to consult with their child's teacher at any time about questions or areas of concern. If you have a concern about something in the classroom, please go directly to the teacher, and then, if the concern persists, please consult the Principal. Since it is very important for the sake of the child that parents/guardians and teachers present a united front, please do not discuss concerns in front of a child unless he/she is specifically invited to offer comments for the sake of information.

Homework

Homework will be sent home on a regular basis for students in all grades. Homework, an important part of the learning process, extends and reinforces the learning experiences that occur in the classroom. Homework establishes solid individual study habits. We encourage parents and guardians to supply a quiet place for study. Please expect an average of 10 minutes per grade level of homework each night (Kindergarten = 10 minutes, first grade = 20 minutes and so on). Even if there is no assigned work due the following day, we encourage time

to be spent each night on educational activities such as memory work, spelling words, math facts, reading aloud or to oneself, etc).

Assignments notebooks are filled out and sent home daily in grades 2-8. Thorough, neat, accurate, prompt, and carefully completed work is the expectation.

Corrected homework will be sent home weekly with each student. Homework for grades 2 -8 will be in a folder that is to be signed, by a parent, and returned to school empty the following day.

Field Trips

Field trips are part of the classroom curriculum, are not considered optional, and all students are expected to participate on the trips. There may be follow-up lessons that directly relate to the field trip educational experience.

A general field trip permission form must be signed at time of enrollment. Additional specific notices and permission slips will be sent home prior to the field trip. Please return these individual field trip permission slips promptly.

At times parents will be asked to volunteering their time to drive students to the field trip destination. Driving chaperones will be asked to complete the Annual Driver Form and submit a copy of their drivers license and proof of insurance.

Students represent our Lord and Star of Bethlehem Lutheran School and therefore, are expected to act accordingly. They must follow the directions of the field trip chaperones and abide by school rules while on a field trip. Unacceptable student behavior on a field trip may result in the student not participating in future field trips. Field trip attendance is required as any other school day. If there are objections to the field trip, please notify the teacher and we will work together to remedy the concern.

Pictures

An approved photographer will take individual pictures of students during the fall of each school year. Parents will be notified of the date and optional costs.

Parent/Visitor Procedures

For the safety of students and staff, the exterior doors of the school building will be locked at all times except when children are entering or exiting. Parents and other visitors must ring the doorbell and state the purpose of their visit; a staff member will then admit them. Parents and visitors are welcome at the school. Because unannounced visits can be disruptive and interfere with instructional time, all classroom visits must be arranged through an appointment with the classroom teacher. Younger siblings in the classroom are a distraction; please make other arrangements for them if you plan to visit. Items dropped off for students, such as lunches, notes, homework, keys, or musical instruments, will be delivered from the office staff before lunch or before dismissal.

Counseling

There are times when counseling may be beneficial either for an individual student or for a family situation. Star of Bethlehem's pastors are available for pastoral counseling. Out of concern for our students and families, professional counseling may be recommended for students experiencing emotional difficulties. Parents requesting further counseling services will be referred.

Electronics/Cell Phones

There will be no use of electronic devices by students during the school day (7:10am-3:30pm) unless they are devices issued by the school (which are only used with teacher permission). If a student decides to bring any device to school, it shall be turned into the teacher at the start of school and returned to the student at the end

of school. Students at the school, but supervised by a parent, may use personal devices after 3:30pm. Students under the supervision of the school may use electronic devices after 3:30pm as long as it has been approved by the individual supervising (teacher, coach, etc.). If at any time, any electronic device or any item that becomes a nuisance and is, in the opinion of the teacher, unnecessary or detrimental to the educational process will be held onto by the school until a parent comes to get it. The school is not responsible for lost or stolen items.

The above shall apply during field trips. However, teachers may give permission to use cameras during this time. Chaperones are asked to also abide by the above as they set an example for students and give their full attention to their chaperoning duties.

Church Attendance

Since we believe that God's Word makes an eternal difference in the lives of the students and their families, both are encouraged to attend church every Sunday. Worship times are published on our church and school website.

Out of Christian love and concern for spiritual growth, our teachers keep a written record of the worship service attendance of each child and will include the record on the report card. We will discuss unfaithful worship service attendance with the student and parents in an effort to assist the family. We will also discuss unfaithful attendance with the pastors of Star of Bethlehem Church. Also keep in mind the standard of membership as stated in this Handbook under "Enrollment Policy."

Students are expected to attend church services when their class is scheduled to sing or otherwise participate in the service. Parents will be asked to choose the service they prefer their child(ren) to sing, either in the 8 am or 10:30am Sunday worship services. Their child will then sing in this assigned service throughout the school year. A complete singing schedule will be available at the beginning of the school year on the website or in our school office. If your child is not able to attend when their class is singing in church, communication with the teacher excusing him/her is expected.

Athletics

At Star of Bethlehem Lutheran School we offer many athletic opportunities for the students to use their God-given talents and abilities. Student participation in athletics is viewed as a privilege for the student, not a right. We all have been blessed with gifts and talents from God, and it is our duty to use those gifts and talents to serve Him. During all such events, we expect our athletes, parents, and fans to display a Christian attitude towards our school and competition. We ask all students, parents, participants, and fans to demonstrate their Christian faith during all competition and practice.

Parental Rights and Responsibilities

Parents have the right to expect that their child may participate in the Star of Bethlehem Athletics programs. This participation involves supporting *all* participants--athletes, officials, and coaches. Out of love for each other, we do not criticize the actions of athletes and officials. Out of respect for our coaches, we allow our coaches to be the sole coaches during an athletic event. Out of love for our children, we support both our athletes and our coaches as they work to develop skills and abilities.

Athletes and parents are both encouraged to communicate with their coaches as concerns arise throughout the season. If a parent has a concern that arises during an athletic event (such as playing time, game management decisions, or other personal issues,) Star of Bethlehem policy is for that parent to wait 24 hours before discussing the concern with the coach. Issues that remain unresolved after discussion with the coach should be addressed in writing with the Athletic Director.

Parents are responsible for picking up their child in a timely fashion after practice. Any child still at school 10 minutes after the practice end time will be sent to Extended Care if it is during the hours of operation. If after, the coach will be responsible to stay with the child until picked up. Please be considerate of your coach's time.

Athlete Rights and Responsibilities

Athletes have the right to expect opportunities to develop skills and abilities to the glory of God. This skill development includes maintaining Christian attitudes and behaviors at all times in practice and competition. A commitment to a team includes regular attendance at practices and competitions, a willingness to listen to coaching, and a desire to use God-given talents to the best of his/her ability. Out of love for each other, we do not criticize the actions of other athletes and/or officials.

Athletic Offerings

Star of Bethlehem is a member of the Lutheran Athletic Association--Western Conference. The following sports are offered each season. The grade levels noted are on an average basis. There will be times when different grades will be eligible for the listed sports based on number of students desiring to participate.

Fall

- Girls' Volleyball--5th-8th grade (A and B teams)
- Co-ed Soccer--5th-8th grade (A and B teams)
- Co-ed Cross Country--2nd-8th grade (unlimited)

Winter

- Boys' Basketball--3rd-8th grade (A, B, and C teams)
- Girls' Basketball--3rd-8th grade (A, B, and C teams)
- Girls' Cheerleading--5th-8th grade (A and B teams)
- Boys' Wrestling--2nd-8th grade (unlimited)

Spring

- Co-ed Softball--5th-8th grade (A and B teams)
- Co-ed Track--5th-8th grade (unlimited)

Team Make-Up

C-Teams are considered introductory, developmental teams, B-Teams are considered as developmental/competitive teams, while A-Teams are considered competitive teams. This philosophy is consistent with other Lutheran grade schools in the metro league.

C-Team: C-Teams generally consist of third and fourth graders. If there are enough players to have two teams, the teams will be divided if enough coaches can be found. C-Teams are considered introductory, developmental teams and, as such, the coach's goal is to play all team members as equally as possible during games.

B-Team: On B-Team, practice and fundamental skill development is the main focus. The game competition is stronger than C-Team. B-Teams generally consist of fifth and sixth grade students. If there are not sufficient players in the fifth and sixth grades to form a team, players from the next lowest grade may be allowed to play on the B-Team with the agreement of the coach and Athletic Directors. The amount of playing time is determined by the coach and is based on the athlete's attitude, ability, game situations, and league rules. If there are enough participants to have two teams and sufficient coaches can be found, the teams will be divided into a competitive team and a developmental team, taking into account attitude, ability, team need and any classroom situations. The Athletic Directors will make decisions on team division with coaches and the Principal if necessary. Their decision will be final. Tournaments are competitive in nature and, as such, playing time in tournament games is determined by the coach and based on the athlete's ability and the game situations.

A-Team: A-Team members will use their skills in a competitive setting with a focus on advancement of skills. This is our most competitive team. A-Teams will generally consist of seventh and eighth grade students. If there are not sufficient players in the seventh and eighth grades to form a team, players from the next lowest grade may be allowed to play on the A-Team with the agreement of the coach and Athletic Directors. If there are enough participants to have two teams and sufficient coaches can be found, the teams will be divided taking into account attitude, ability, team need and any classroom situations. The Athletic Directors will make decisions on team division in consultation with coaches and the Principal if necessary. Their decision will be final. A-teams are considered competitive teams and, as such, the coach will determine playing time based on the athlete's ability, attitude, and the game situations.

Eligibility

If a student fails to perform academically in the classroom, they will be asked to take leave from their activity until they have improved their classroom performance. A student will not have any grades below a C- in any one class (as measured at both midterm and the end of the quarter). Any student who does not meet this criteria will be ineligible for two weeks. In addition, players can become ineligible as outlined in the Infraction and Academic Dishonesty Policies (see classroom handbooks for details). Ineligible means that a student will not be able to attend practice and play or participate in any extracurricular activities. The criteria will be reviewed every two weeks to identify if the student has now become eligible by again meeting all of the criteria. When this occurs they will again be able to participate in all extracurricular activities.

If a student chooses to act in a manner that is not God-pleasing either in the classroom or while involved in their activity, the situation will be handled by the Athletic Director and teacher/coach involved in the situation. The Athletic Director will determine the consequence for the action. Parents who wish to appeal this decision may request a meeting with the Athletic Director, the Principal, and the designated Athletics representative from the Board of Education.

A student who misses more than half of the school day (3.5 hours) shall not participate in any extracurricular events taking place on that day unless permission is given from the Athletic Director. A student who misses school on the last day of a school week may participate in weekend activities.

Athletic Volunteering

Parents or guardians whose children are involved in any of our sports here at Star are expected and required to volunteer in each sport season (fall, winter, and spring) at least two hours per child involved in each season, in our concession stand, coaching, monitoring the halls, running the scoreboard, keeping the statistics books, meeting our tournament/meet obligations, or in other areas as determined by our Athletic Directors. A schedule will be published at the beginning of the season with dates and times for these hours of service. Parents or guardians will be expected to sign-up and be present serving these duties during these times or find another parent or guardian replacement. If a switch is done, the athletic director must be made aware. If the 2 hours during scheduled times are not worked during that season, a \$25 per child fee will be charged to your school account, for that season, after the season has concluded. Please note, that volunteer hours can be worked in any of the sports going on at Star during that season.

Uniform Care

Parents or guardians whose children are involved in any sport will be expected to make sure that the uniforms are kept in the condition in which they were received. This will include regularly laundering them according to the directions handed out with the uniform and not altering them from the original condition. Students will only be able to wear their uniforms during the game in which they are playing. They will not be able to wear them to and from the game, during school, during practice, or any other time outside of the game. If a uniform is lost, it

will be the family's responsibility to pay the amount for replacement. Any damage beyond repair to uniforms will be the responsibility of the family to replace.

Activities

Star of Bethlehem offers a variety of ways for students to use their God-given talents to his glory. Practice times for these activities are typically after school. A student who wishes to participate in one of these activities is subject to the eligibility guidelines listed in the Athletics section.

- Forensics--5th-8th grade (7th and 8th in Fall, 5th and 6th in Spring)
- Drama--rotating grades based on audition (Spring)
- Math Track--qualifying 5th-8th grade (Spring)
- Puppet Ministry--5th-8th grade (all year)
- Spelling Bee—1st-8th grade (1st-4th in Spring, 5th-8th in Fall)
- Robotics—Grades 5-8 (Fall)
- Lego League—Grades 2-8 (All year)
- Chess Club—Grades 2-8 (All year)