



**Bay Pines**  
LUTHERAN SCHOOL

# FAMILY HANDBOOK

2025-2026

*Mission Statement:*

*Bay Pines Lutheran School provides a Christ-centered education for the children of our congregation and community, preparing them for life on earth and in heaven.*



School Theme

7589 113th Lane N.

Seminole, FL 33772

727-397-3204

[www.baypines.org](http://www.baypines.org)

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## Welcome Message

God has given parents an awesome responsibility. Not only has he entrusted you with a human life that is totally dependent on you for physical needs, but he has given you the task of teaching your child to know about Him and His holy and precious Word! Bay Pines Lutheran School (BPLS) exists to help you achieve this spiritual responsibility. It is our mission to partner with parents in the training and instruction of children and families in the truths of God's Word as found in the Bible. By partnering together as parents and teachers, we can provide a safe and loving environment for each of our students to grow spiritually, academically, socially, and physically.

BPLS has been serving the children and families of Seminole since 1973. We have established a 50-year history of academic excellence while at the same time keeping our curriculum centered on Christ. Our school is part of a chain of schools and churches that belong to the Wisconsin Evangelical Lutheran Synod (WELS). The WELS school system is the 4<sup>th</sup> largest in the United States and has been serving families in need of a Christian education since the mid-1800s. Our teachers are certified by the WELS and have mostly been trained at Martin Luther College in New Ulm, Minnesota, the WELS College of Ministry. Our high standards and excellent instruction—combined with the training of God's Word—gives children a solid academic and spiritual foundation.

Being a parent means making some very difficult decisions—not the least of which is choosing a school for your child. God has commanded parents to, *“train up a child in the way they should go,”* and he promises that *“when they are old, they will not turn from it.”* It can be challenging in this sinful world to find a safe place where your child can learn good morals and be surrounded by friends who share their beliefs and have positive attitudes. BPLS is a place where you will find teachers dedicated to providing your child with the safety and training needed to have success academically and socially. The faculty and staff of BPLS are honored to help you in bringing up your child to know the love of their Savior. This year's theme is “Built on the Rock” based on Matthew 7:24. It reminds us how we can build our lives on Jesus.

This handbook has information regarding all aspects of our school. Please use it as a reference to answer questions you may have about programs or procedures at BPLS.

If there is something you can't find in the handbook or have a question that isn't answered, feel free to let one of our faculty know. We would be happy to help you!

If you are a family that is returning to our school, we look forward to serving you and your child(ren) once again. If you are new to our school family, we welcome you and are excited to have you here! We know parents have many choices to make, most importantly, choices regarding their child's education. We are excited that you have chosen BPLS for your family. May the Lord bless us as we work together in service to Him!

## Board of Education

| Board of Education Member | Cell         | Email  |
|---------------------------|--------------|--|
| Dave Brown, Chairman      | 727-452-3597 | <a href="mailto:o2beriding@gmail.com">o2beriding@gmail.com</a>                     |
| Lois Somers               | 727-421-8767 | <a href="mailto:lois.somers@gmail.com">lois.somers@gmail.com</a>                   |
| Erica Stern               | 407-383-6579 | <a href="mailto:chesakeb@gmail.com">chesakeb@gmail.com</a>                         |
| Sue Valind                | 727-409-2032 | <a href="mailto:suevalind@aol.com">suevalind@aol.com</a>                           |
| Chris Maxson              | 847-528-1134 | <a href="mailto:chrsmaxson@gmail.com">chrsmaxson@gmail.com</a>                     |
| Pastor Jesse Stern        | 720-315-0910 | <a href="mailto:pastor@baypineslutheran.com">pastor@baypineslutheran.com</a>       |
| Principal Craig Weide     | 262-424-1214 | <a href="mailto:principal@baypineslutheran.com">principal@baypineslutheran.com</a> |

## Faculty & Staff

| Faculty/Staff Member | Position                          | Email  |
|----------------------|-----------------------------------|--|
| Pastor Jesse Stern   | Pastor                            | <a href="mailto:pastor@baypineslutheran.com">pastor@baypineslutheran.com</a>               |
| Mrs. Rachel Backus   | VPK                               | <a href="mailto:rachel.backus@baypineslutheran.com">rachel.backus@baypineslutheran.com</a> |
| Mrs. Tammy Weide     | Kindergarten                      | <a href="mailto:tammy.weide@baypineslutheran.com">tammy.weide@baypineslutheran.com</a>     |
| Miss Judy Thrams     | 1 <sup>st</sup> – 2 <sup>nd</sup> | <a href="mailto:judy.thrams@baypineslutheran.com">judy.thrams@baypineslutheran.com</a>     |
| Miss Maya Price      | 3 <sup>rd</sup> – 4 <sup>th</sup> | <a href="mailto:maya.price@baypineslutheran.com">maya.price@baypineslutheran.com</a>       |
| Miss Jenna Bottler   | 5 <sup>th</sup> – 6 <sup>th</sup> | <a href="mailto:jenna.bottler@baypineslutheran.com">jenna.bottler@baypineslutheran.com</a> |

| Faculty/Staff Member | Position                                      | Email  |
|----------------------|---|--|
| Pastor Jesse Stern   | Pastor  | <a href="mailto:pastor@baypineslutheran.com">pastor@baypineslutheran.com</a>               |
| Mrs. Rachel Backus   | VPK   | <a href="mailto:rachel.backus@baypineslutheran.com">rachel.backus@baypineslutheran.com</a> |
| Mrs. Tammy Weide     | Kindergarten                                  | <a href="mailto:tammy.weide@baypineslutheran.com">tammy.weide@baypineslutheran.com</a>     |
| Miss Judy Thrans     | 1 <sup>st</sup> – 2 <sup>nd</sup>             | <a href="mailto:judy.thrans@baypineslutheran.com">judy.thrans@baypineslutheran.com</a>     |
| Mr. Craig Weide      | 7 <sup>th</sup> – 8 <sup>th</sup> & Principal | <a href="mailto:principal@baypineslutheran.com">principal@baypineslutheran.com</a>         |
| Mrs. Jenn Brown      | Office Manager                                | <a href="mailto:office@baypineslutheran.com">office@baypineslutheran.com</a>               |

## Preface

In the name of our Lord Jesus Christ, the friend of children, your school staff greets you as we begin the new school year, and again welcomes your children into BPLS. May they grow in grace and in knowledge, and in favor with God and man.

This Family Handbook acquaints you with the school and its policies for the coming year. We hope that the following information may be helpful and valuable to you. Please keep it and use it as a reference during the year.

**For any school to function to its best ability, there must be cooperation between the home and school.** May the Holy Spirit fill each of us with this spirit that we might all work together as a family of Christians and have a blessed school year.

## Traditions of Excellence

### OUR SCHOOL & SPIRITUAL COMMITMENT

"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these" (Mark 10:14).

Our God tells us that, "The fear of the Lord is the beginning of wisdom." The members of Bay Pines Lutheran Church's congregation firmly believe this. For

that reason, the members of our congregation own and operate BPLS for the primary purpose of providing an elementary education that is built on the premise that all learning and wisdom is to be founded on the infallible Word of God.

Accordingly, all subject matter taught at BPLS conforms to the Word of God. This pertains to the origin of life, the sciences, the history of the world, human identity and God's plan of salvation for a world that is sinful and would be lost forever without the knowledge of and faith in Jesus as Savior from sin and eternal death.

It is assumed that the members of our congregation support our school—both through offering and in prayer—to prepare our children academically and spiritually for adult life on earth and for eternal life in heaven. The preparation for life here on earth is achieved through the study of “secular” subjects, which are offered in all educational institutions, both public and parochial.

Preparation for eternal life, however, is achieved only through the study of God's Word, and the Holy Spirit working through that Word as it deals with the sinful human nature and the promise of the Gospel of salvation through faith in Jesus. Through the nurturing of faith in the Gospel, the students of BPLS are motivated to express their love for Jesus in their worship life, through their daily conduct and in response to the Savior's commission to, “preach the Gospel to every creature,” and lead others to a saving faith in Christ.

It is to be expected that there will be some in our community who, though they are not members of a WELS or ELS congregation, will desire to take advantage of the educational opportunities of our school. Their reasons for doing so will not necessarily be based on the unique purpose of our school – to prepare young people for eternity through a Christ-centered education. Rather, the parents may be interested in a “private education” for their children. They may recognize the excellent learning and social environment and the quality education our school offers. Some of these parents will also be associated with a church body not of our fellowship, but recognize the opportunity to have their children in a Christian school that enables their children to grow in their personal relationship with Jesus.

We recognize this as an added purpose to our school: the opportunity to reach out to others in our community with the Gospel of Jesus and lead them to the knowledge of salvation, or to strengthen that knowledge of salvation which may already be provided in their own family life.

### **RELIGIOUS AFFILIATION**

BPLS is operated as a Lutheran Elementary School by Bay Pines Lutheran Church in Seminole, Florida. Its supervision is directly under the Board of Education of the congregation. This school is one of more than 300 elementary schools within the Wisconsin Evangelical Lutheran Synod (WELS). WELS has the 4th largest parochial school system in the United States. Approximately 30,000 children are enrolled in these schools which are staffed by over 1,000 dedicated teachers. The teachers in these schools, as well as in our school, have received their education degrees from our Lutheran colleges, have been certified, or are being certified to teach in our Synod.

### **THE MULTI-GRADE CLASSROOM**

BPLS makes use of multi-grade classrooms. While some may be concerned that their child will get less attention in a multi-grade classroom, studies have shown that the educational benefits of a multi-grade classroom abound. Some examples of the benefits:

- **Multi-Grade Classrooms Foster Cooperation**

*Students learn how to help one another and themselves. At an early age, students are expected to develop independence. The effective multi-grade teacher establishes a climate to promote and develop this independence. For example, when young students enter the classroom for the first time, they receive help and guidance not only from the teacher, but from older students. In this way, they also learn that the teacher is not the only source of knowledge. Instructional grouping practices also play an important role in a good multi-grade classroom. The teacher emphasizes the similarities among the different grades and teaches to them, thus conserving valuable teacher time, for example, whole-class (cross-grade) instruction can be used in some subject areas. Some subjects, such as mathematics, may be taught in two, three or four different groups. Other subjects may be taught to the whole class at once, with different expectations for different ages. For instance,*

*everyone may write on the same topic, with 1st graders writing a few words or sentences and drawing a picture, while 2nd graders write a paragraph or two.*

- Multi-Grade Classrooms Encourage Social and Emotional Development  
*Multi-grade classrooms also support the social and emotional development of students. Behavior problems are minimized because older children know the rules and can model for younger children. Children learn to get along with others of various ages. Children have a broader selection of friends than just those in their grade. Cooperation is a necessary condition of life in the multi-grade classroom. All ages become classmates, with this closeness extending beyond the walls of the classroom to include the school community.*
- Multi-Grade Classrooms Develop Deeper Teacher-Student Relationships  
*The multi-grade classroom allows the relationship between the teacher and student/parent to develop, grow, evolve, and blossom over the years spent working together. The opportunities for developing and practicing leadership, cooperation, consideration for others, and patience abound in multi-age classrooms.*

### **WISCONSIN EVANGELICAL LUTHERAN SYNOD SCHOOL ACCREDITATION**

BPLS is proud to be accredited by WELS School Accreditation (WELSSA) and the National Council for Private School Accreditation (NCSPA).

Grounded in self-study and peer evaluation, the process of accreditation is a valuable one, enabling schools to develop and pursue clearly defined goals and objectives for the future. Accreditation addresses institutional integrity and resource management while respecting differences in school populations, missions, and cultures.

BPLS underwent an extensive self-study during the 2019-20 school year and was awarded accreditation for meeting the prescribed standards for school improvement and excellence. An annual progress plan is submitted to maintain accreditation status. During the 2025-2026 school year, BPLS will be undergoing another WELSSA self-study.



# Philosophy, Mission, Vision, Beliefs, & Expectations

## **PHILOSOPHY OF EDUCATION**

BPLS believes the following principles are foundational to our Christian philosophy of education.

BPLS believes that:

- The Bible is the inspired Word of God (2 Timothy 3: 16)--the sole authority on faith and conduct.
- Our school is committed to provide our students and community children with a sound foundation for life in this changing world and for life in the unchanging joy of heaven.
- Our curriculum is designed to help achieve our school's mission.
- Instruction of all subjects, programs, and activities are to be in harmony with God's Holy Word.
- Our school will equip and train our students to grow in their faith as life-long servants and disciples of their Savior.
- Our school and parents are to work cooperatively to nurture their children.
- Our school will nurture and instill in our children a love for God and His Word that will cultivate faithful church attendance, a spirit of service, and a motivation to share His Word.
- Through a supportive role, our school will assist parents to help their children see ways to apply their biblical knowledge in their personal and worship lives and to look for ways to communicate it to others.
- Our school is to reach out to the community with the Gospel and preach the Good News to all creation. (Mark 16: 15)
- Our school values the broad and thorough Christ-centered, well-rounded program of instruction in written and oral communication, mathematics, social studies, history, science, physical education, and the fine arts.
- A Christ-centered academic foundation that incorporates high academic standards is useful to develop our students for their future vocation and Christian citizenship.

This philosophy is applied to not merely the religious curriculum of BPLS; it is applied to the whole curriculum, the content of course study, learning experiences and the environment that make up the entire atmosphere of BPLS.

### **MISSION STATEMENT**

BPLS provides a Christ-centered education for the children of our congregation and community, preparing them for life on earth and in heaven. As Christ has commanded us in Matthew 28:19-20, “***Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you...***”

### **VISION**

BPLS will...

- Provide a Christ-focused, high-quality education.
- Foster a safe, nurturing, and supportive environment for our students, families, and staff.
- Strengthen the partnership between our church and school.
- Seek opportunities to connect with our community.

BPLS strives to...

1. strengthen the faith of the congregation through instruction of its children in the truths of God's Word.
2. bring families to the congregation through continued evangelism outreach.
3. assist parents in carrying out the important work of preparing our children to serve their Savior in this life and in the life to come; recognize that children are a gift of God and need to be brought to faith in Jesus, in whom they are assured of the forgiveness of sins and eternal life in heaven.
4. have an active presence in our community.
5. maintain a strong relationship with the WELS.
6. encourage parents to enroll their children in the school.
7. foster a caring relationship among the school family that reflects Jesus' love for them.

8. be governed by the Board of Education to ensure and execute the spiritual and educational mission of the school.
9. proudly provide and develop dedicated and faithful workers and staff members to serve the Lord.
10. incorporate the love of Christ into all subjects and venues of education and will encourage students to achieve their highest academic excellence through the development of their God-given talents.
11. implement the approved curriculum through effective instruction.
12. offer additional services and activities to enhance the totality of the learning experience; guide students using the truths of God's Word; provide a safe environment for the students.
13. maintain the physical facilities that are consistent with our mission and objectives.
14. maintain current information on students, families, and school personnel; maintain current information on all financial matters pertaining to the school; maintain and backup accreditation records.

### **STATEMENT OF BELIEFS**

BPLS is a member of the Wisconsin Evangelical Lutheran Synod (WELS). As a member of WELS, we believe that the Bible is the final authority in all matters of doctrine, that it is fully inspired by God and without error. The three ecumenical creeds, the primary creedal statements of historic Christianity, summarize well our faith. In addition, we wholeheartedly subscribe to the Lutheran Confessions (contained in the Book of Concord of 1580) because they are correct expositions of biblical truth. In essence, the Bible, the creeds, and the Lutheran Confessions all speak the same truth: we are declared to be right with God by his grace alone through faith in Jesus (taken from [www.wels.net](http://www.wels.net)). For more information about WELS, please visit [www.wels.net](http://www.wels.net).

The mission of BPLS is very spiritual in nature. In addition to offering our BPLS education, we want every one of our students to learn more about God's Word and Jesus Christ. At BPLS, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your child. It is important to us that you

have a clear understanding of how we will spiritually serve your child with the truths of God's Word. Therefore, please read the following basic outline of what we at BPLS and the Wisconsin Evangelical Lutheran Synod (WELS) believe and teach.

1. The Holy Scriptures are God's Word and are inspired, inerrant, infallible, and supreme in all matters of doctrine and life. The Holy Spirit uses the Word of God to give and strengthen Christian faith; therefore, we want to hear, learn, and believe its messages.
  - 2 Peter 1:21 *"For prophecy never had its origin in the human will, but prophets, though human, spoke from God as they were carried along by the Holy Spirit."*
  - 2 Timothy 3:16 *"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness."*
2. There is only one true God, Father, Son, and Holy Spirit, and He reveals Himself to us in the Holy Scriptures. These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us.
  - 1 Timothy 2:5 *"For there is one God and one mediator between God and mankind, the man Christ Jesus."*
  - Matthew 3:16-17 *"As soon as Jesus was baptized, he went up out of the water. At that moment heaven was opened, and he saw the Spirit of God descending like a dove and alighting on him. And a voice from heaven said, 'This is my Son, whom I love; with him I am well pleased.'"*
  - Matthew 28:19 *"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit."*
3. God created all things in six normal days, and created man as the crown of that creation.
  - Genesis 1:1 *"In the beginning God created the heavens and the earth."*
  - Psalm 8:4-8 *"What is mankind that you are mindful of them, human beings that you care for them? You have made them a little lower than the angels and crowned them with glory and honor. You*

*made them rulers over the works of your hands; you put everything under their feet: all flocks and herds, and the animals of the wild, the birds in the sky, and the fish in the sea, all that swim the paths of the seas."*

4. Mankind's fall into sin has corrupted the nature of every human being, making all people guilty of sin and therefore subject to God's judgment of eternal damnation.
  - *Isaiah 64:6 "All of us have become like one who is unclean, and all our righteous acts are like filthy rags; we all shrivel up like a leaf, and like the wind our sins sweep us away."*
  - *Romans 5:12 "Therefore, just as sin entered the world through one man, and death through sin, and in this way death came to all people, because all sinned"*
  - *Romans 5:16 "Nor can the gift of God be compared with the result of one man's sin: The judgment followed one sin and brought condemnation, but the gift followed many trespasses and brought justification."*
  - *Romans 6:23 "For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord."*
5. God, through his grace, love, and mercy, sent His only Son, Jesus Christ, to suffer and die to pay for the sins of the whole world.
  - *John 3:16 "For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life."*
  - *Romans 5:6, 8 "You see, at just the right time, when we were still powerless, Christ died for the ungodly. But God demonstrates his own love for us in this: While we were still sinners, Christ died for us."*
  - *1 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."*
6. The message of the Gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The Gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the Gospel promises.
  - *John 1:17 "For the law was given through Moses; grace and truth came through Jesus Christ."*

- Romans 1:16 *"For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes: first to the Jew, then to the Gentile."*
  - Ezekiel 33:11 *"Say to them, 'As surely as I live, declares the Sovereign LORD, I take no pleasure in the death of the wicked, but rather that they turn from their ways and live. Turn! Turn from your evil ways! Why will you die, people of Israel?'"*
7. All who, through the work of the Holy Spirit, believe that Jesus Christ is their Savior receive forgiveness of sins, life, and salvation.
- Romans 5:1 *"Therefore, since we have been justified through faith, we have peace with God through our Lord Jesus Christ."*
  - Titus 3:4-7 *"But when the kindness and love of God our Savior appeared, he saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit, whom he poured out on us generously through Jesus Christ our Savior, so that, having been justified by his grace, we might become heirs having the hope of eternal life."*
8. As a believer in Jesus, a Christian will strive to show love to God by using personal gifts and talents to help spread the Word of God. The Christian will also help fellow Christians and all people in every way that is consistent with God's Word.
- Matthew 28:19 *"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit."*
  - Psalm 51:10-13, 15 *"Create in me a pure heart, O God, and renew a steadfast spirit within me. Do not cast me from your presence or take your Holy Spirit from me. Restore to me the joy of your salvation and grant me a willing spirit, to sustain me. Then I will teach transgressors your ways, so that sinners will turn back to you." "Open my lips, Lord, and my mouth will declare your praise."*
  - 2 Corinthians 5:14-15 *"For Christ's love compels us, because we are convinced that one died for all, and therefore all died. And he died for all, that those who live should no longer live for themselves but for him who died for them and was raised again."*

9. Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism.
- Matthew 28:19 *"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit."*
  - John 3:5-6 *"Jesus answered, 'Very truly I tell you, no one can enter the kingdom of God unless they are born of water and the Spirit. Flesh gives birth to flesh, but the Spirit gives birth to spirit.'"*
  - Titus 3:5 *"He saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit."*
10. Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe.
- Matthew 26:26-28 *"While they were eating, Jesus took bread, and when he had given thanks, he broke it and gave it to his disciples, saying, 'Take and eat; this is my body.' Then he took a cup, and when he had given thanks, he gave it to them, saying, 'Drink from it, all of you. This is my blood of the covenant, which is poured out for many for the forgiveness of sins.'"*
  - I Corinthians 10:16 *"Is not the cup of thanksgiving for which we give thanks a participation in the blood of Christ? And is not the bread that we break a participation in the body of Christ?"*
11. Human life is the gift of a gracious God. Our life is a time of grace during which we have opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body.
- Acts 17:25-26 *"And he is not served by human hands, as if he needed anything. Rather, he himself gives everyone life and breath and everything else. From one man he made all the nations, that*

*they should inhabit the whole earth; and he marked out their appointed times in history and the boundaries of their lands."*

12. Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases of fornication or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the church, and the nation.

- Genesis 2:18 *"The LORD God said, "It is not good for the man to be alone. I will make a helper suitable for him."*
- Ephesians 5:24-25 *"Now as the church submits to Christ, so also wives should submit to their husbands in everything. Husbands, love your wives, just as Christ loved the church and gave himself up for her."*
- Hebrews 13:4 *"Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral."*

13. God created human sexuality and gender at creation when he tells us that "male and female he created them" (Gen 1:27). These two distinct, complementary genders are God's design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Gen 1:26-27). Rejection of one's biological sex is a rejection of God's creative action and design for the individual.

- Psalm 139:13-14 *"For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well."*
- Jeremiah 1:5 *"Before I formed you in the womb I knew you, before you were born I set you apart; I appointed you as a prophet to the nations."*

14. The Lord has given to parents the primary responsibility for the Christian training of their children.



- Deuteronomy 6:7-9 *"Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates."*
- Ephesians 6:4 *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."*

15. The Lord has also given to His church and every Christian congregation the responsibility to assist parents in the training of their children according to the Scriptures.

- Matthew 28:20 *"and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."*
- Ephesians 4:11-16 *"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of people in their deceitful scheming. Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."*

16. Bay Pines Lutheran Church's congregation calls pastors, deacons, and teachers to function in its midst as ministers of the Word of God.

- 1 Corinthians 12:28 *"And God has placed in the church first of all apostles, second prophets, third teachers, then miracles, then gifts of healing, of helping, of guidance, and of different kinds of tongues."*
- Ephesians 4:11, 12 *"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his*

*people for works of service, so that the body of Christ may be built up."*

## **EXPECTATIONS**

### **CAREGIVER COMMITMENT**

I will be **SAFE** by

- Following school safety procedures with regards to drop off and pick up, including AfterCare attendance protocols
- Communicating schedule and location changes promptly, including absences and tardies

I will be **RESPONSIBLE** by

- Ensuring children in my care
  - Faithfully attend school
  - Arrive at school on time, in dress code clothing, well-rested and well-fed, ready to learn
  - Complete all homework assignments
  - Use technology appropriately to enhance their learning
- Reading and adhering to the Family Handbook

I will be **RESPECTFUL** by

- Communicating directly with a teacher or staff member about any issues
- Ensuring that my children are punctual and prepared for school
- Speaking positively about the school, the staff and my children's classmates
- Adhering to school policies

I will be **A LIGHT** by

- Speaking positively about the school to others
- Supporting the mission of Bay Pines Lutheran School

### **STUDENT COMMITMENT**

I will be **SAFE** by

- Following all school rules and procedures
- Listening to the direction of teachers and staff during drills and emergency situations

I will be **RESPONSIBLE** by

- Being ready for school when the bell rings
- Following the school dress code
- Turning in my completed homework at the beginning of each school day
- Doing everything in my power to ensure my academic success and the success of my classmates
- Utilizing technology properly to enhance my learning

I will be **RESPECTFUL** by

- Displaying a respectful attitude to teachers and staff members with my words and actions
- Treating God's Name and His Word with high regard
- Treating fellow students with kindness and respect

- Treating school property with respect

I will be **A LIGHT** by

- Striving to exhibit Christ-like behavior in all that I do on the school campus, online, and in my community

## TEACHER COMMITMENT

I will be **SAFE** by

- Establishing and maintaining a safe school/classroom environment
- Communicating with caregivers regarding their child's wellbeing in a professional and timely manner

I will be **RESPONSIBLE** by

- Communicating with caregivers in a professional and timely manner
- Doing everything in my power to ensure my students' growth and academic success

I will be **RESPECTFUL** by

- Being accessible to students and families when questions arise

I will be **A LIGHT** by

- Remaining committed to teaching biblical principles
- Striving to be a witness for my Savior in all I do

## Governance & Administration

The Board of Education (BoE) has the constitutional responsibility to make and/or approve the policies which govern the educational program of BPLS. The BoE consists of elected lay members, the pastor, and the principal; the pastor and the principal are non-voting advisory members.

The BoE, in cooperation with the faculty, works for the advancement of God's Kingdom and welfare of Bay Pines Lutheran Church and School. The BoE sets policies for the school with the direction of the principal.

The principal, as the administrator of the school, has the primary function of implementing all policies and programs, and of maintaining a high level of communication with the BoE. The principal shall make the BoE aware of the operations, activities, and problems involved in fulfilling the policies of the BoE.

Parents having questions regarding the established policies or the implementation of the same may bring such questions to the BoE through the principal or the chairman of the BoE.

## Admissions Policies

### **NON-DISCRIMINATORY ADMISSIONS POLICY**

BPLS does not discriminate on the basis of sex, race, color or national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic and other school programs. As an important part of our policy we believe and teach that, ***“God wants all people to be saved and to come to knowledge of the truth” (1 Timothy 2:4)***. We further abide by the laws of the Americans with Disabilities Act (ADA). Some children may have different challenges we are not able to serve.

### **ENROLLMENT QUALIFICATIONS**

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

### **GENERAL ENROLLMENT PROCEDURES**

#### **1. Congregational Member Students**

Children of Bay Pines Lutheran Church may apply by contacting the school principal and/or applying online. Children will be considered enrolled after completion of the necessary forms, application, and approval by the BoE.

#### **2. Other WELS Students**

Children of other WELS congregations are welcome to attend BPLS. Their parents may apply by working with the school principal to complete the necessary forms and online application. They are considered enrolled with approval by the BoE.

#### **3. Nonmember Students**

Children whose parents are not members of a WELS congregation should be directed to the principal for information concerning enrollment.

- A. Requests for enrollment will be individually acted upon by the principal, in consultation with the pastor(s), and approval by the Board of Education of BPLS.

- B. Parents of a non-WELS church will be expected to participate in and complete a Bible Information Class so that they learn what we teach and believe.
- C. The Scriptural position of the Evangelical Lutheran Church, as confessed in the Lutheran Confessions, is outlined earlier in this handbook so that you know what your child is being taught in the classroom and to assist you in questions that might come up at home.
- D. The principal will meet with the parents of the prospective student(s) and discuss the mission and purpose of the school, participation in religious instruction, fees, tuition, and other matters.

### **STUDENT RECORDS**

Satisfactory scholastic, health, and immunization records required by law in the state of Florida are required from all prospective students. Upon enrollment, the principal shall send a request to the previous school for the pupil's records, which are then placed in the student's file.

### **PERMANENT CUMULATIVE RECORDS**

Permanent cumulative records for each student are maintained, stored, and shared as appropriate and according to FERPA. The following policy is adopted per section 99.6 of the regulations implementing FERPA.

### **PARENTAL RIGHTS RESPECTED AT BPLS**

BPLS's staff and administration respect and honor the legal rights of all parents and students in the educational process via the Family Educational Rights and Privacy Act (FERPA & Florida statute 1002.22). Parents will be notified of their FERPA rights annually via the disclosure distributed prior to the beginning of each school year.

### **Notification of Rights under FERPA for Students of Bay Pines Lutheran School**

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's educational records. Educational records are documents that directly relate to a student and are maintained by a school. These rights are:

1. The right to inspect and review the student's educational records within 45 days after the day the Bay Pines Lutheran School receives a request for access. Parents or eligible students who wish to inspect their child's or their educational records should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask Bay Pines Lutheran School to amend their child's educational record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Those exclusions include:

- Disclosures to school officials with legitimate educational interests. School officials include persons employed by Bay Pines Lutheran School, persons serving on the school board committee, and non-employees who perform an institutional service or function for the school. Legitimate educational interests are those necessary to fulfill a school official's duties or responsibilities.
- Disclosures of educational records to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- Disclosures of "directory information," including name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance.
- Disclosures to authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA)

in the parent's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.

- Disclosures in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- Disclosures to accrediting organizations to carry out their accrediting functions.
- Disclosures to comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
- Disclosures to appropriate officials in connection with a health or safety emergency.
- Disclosures to an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Bay Pines Lutheran School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **Record of Requests for Disclosure**

BPLS will maintain a record of all requests for and/or disclosure of information from a student's educational record. This record will indicate the name of the

party making the requests, any additional party to whom the student's educational record may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents or eligible student.

### **VPK ENROLLMENT PROCEDURES**

A child may be admitted to Voluntary Prekindergarten if he/she is four (4) years old on or before September 1 in the year he/she enrolls.

A Certificate of Eligibility, available through the Early Learning Coalition of Pinellas County, must be submitted at the time of registration.

### **ADDITIONAL KINDERGARTEN ENROLLMENT PROCEDURES**

A child may be admitted to kindergarten at BPLS if he/she is five (5) years old on or before September 1 in the year he/she enrolls. A readiness screening may be administered.

The following documents are to be submitted at the time of registration:

1. An Immunization Annual Report of Compliance must be completed ss. 1002.42(6) and 1003.22 (8), *F.S.*
2. Evidence of age, such as a transcript of the child's birth record or certificate of baptism. s. 1003.21(4), *F.S.*

### **STUDENT ADMITTANCE DOCUMENTATION**

The following items must be received by BPLS before an online application for admission will be processed:

1. Immunization record  
Records of immunizations: 5 DPT, 4 TOPV (Polio), 2 MMR, 1 HIB (haemophilus influenzae type B), Form HRS 680. 7th grade students must have upon entry completed the following: Hepatitis B Series, Tetanus-Diphtheria Booster, and a second dose of Measles vaccine (preferably MMR vaccine). 1002.42(5), (6) and 1003.22(1), *F.S.*
2. School transcript (transferring students only) 1002.42(3)(b) and (c), *F.S.*
3. Award letters for any scholarships
4. A record of a complete physical (DH3040-CHP-07/2013) on file prior to the beginning of school.



Continual updates of immunizations will be required while attending our school. Your child's immunization record will be evaluated on a regular basis by the local health department. *Children who do not have updated immunization records (or exemption documentation) are not allowed in the school.* The certificate shall be returned to the parent upon request when the child leaves the school.

### **GRADE PLACEMENT**

Prospective students are generally placed in the grade to which they have been assigned or promoted by the transferring school. The school further reserves the right to determine and adjust any grade placement of any child before or after final acceptance of the child as a student. Please understand that new students and those who transfer in mid-year may have a difficult transition and it is imperative that the school and the parents work together to help the student.

### **PHYSICALLY AND/OR LEARNING CHALLENGED**

BPLS aims to share Jesus with all children. BPLS sometimes may not be able fully address the needs of a child, including, but not limited to, those with severe physical/academic/social/behavioral challenges. If this proves to be true, will inform the parent(s)/caregiver(s) of our inability to serve their child.

## **Academic Policies**

### **OUR MINISTRY**

***“The fear of the Lord is the beginning of knowledge...” (Proverbs 1:7)***

At BPLS, our goal is to do everything possible to meet the needs of the whole child: spiritual, intellectual, emotional, physical, and social. Every aspect of a child's daily experience is Christ-centered. Following are some of the areas that touch the lives of our children each day:

- Religious instruction
- School and Congregation (e.g. singing at worship services, involvement in special celebrations and projects)

- Content curriculum: mathematics, social studies, science, language arts, fine arts (including music, art, and drama), and physical education:
- Co-curricular activities (e.g. field trips, school performances)
- Extra-curricular activities and clubs (e.g. athletic program, Academic Fair, Chess Club, Foreign Language Club, Student Council, Tech Club, and Music Club)
- Positive school climate
- School and community (e.g. public performances)

### **RELIGIOUS INSTRUCTION**

As part of our curriculum, we at BPLS, teach the message of salvation through Christ Jesus at all grade levels. In K through grade 6, these classes are primarily Bible history lessons centering on the promise and fulfillment of a Savior from sin that have been passed down from Adam and Eve. Beginning in grade 5, the children are also instructed in the specific doctrines that we hold to be the truth. These teachings are based solely on Scripture and are summarized in Luther's Small Catechism. It is not our intention to draw the children from other churches into our own, but to instruct the children in sound Christian teachings preparing them for the life to come, ***"You must teach what is in accord with sound doctrine" (Titus 2:1)***. It is our intention to maintain and grow our church through the children of our members. We ask that families from other churches refrain from drawing our members into their teachings and church fellowships.

Although we will seek to answer the questions of the children about their beliefs, the purpose of the class is to instruct the children and not to debate the differences in doctrine. If a child still has questions after a discussion of such a difference, he will be encouraged to talk with the teacher or pastor after school and to discuss the matter with his/her parents.

### **OVERVIEW OF BPLS CURRICULUM**

The curriculum at BPLS seeks to enrich the mind and enlighten the heart through the timeless truths of God's Word. BPLS' curricular framework is balanced and comprehensive. Its design promotes cognitive growth in all of its objectives, activities, strategies, and resources. The curriculum takes into account the wide range of cultural backgrounds and learning styles of its students, offering flexibility to remediate the struggling student, while at the same time enriching the gifted learner. BPLS students will be fully equipped with the tools needed to

succeed in and out of the classroom. In keeping with the philosophy of the school, all subjects are to be taught in the light of God's Word.

BPLS offers those subjects commonly taught at the elementary and middle school levels. BPLS is following Florida State Standards. BPLS has composed, modified and adopted all the implemented standards to adhere to our Scriptural-infused curriculum. Curriculum requirements will be met by using textbooks and instructional materials chosen by the staff and approved by the Board.

The BPLS curriculum...

- centers around Christ and God's Word.
- is research-based and proven to be successful.
- challenges the student to achieve excellence.
- can be adapted to the needs of every student.
- includes advanced technologies.

**Religion** – Bible history, catechism, hymn study, Bible usage, memory work, chapel services and special church services

- *Memory Work* is a vital part of a child's training in God's Word. Parents should help their children with this required work so they can be well prepared for class, but more importantly, so that each child knows biblical passages and truths so that he or she can readily use what has been learned to strengthen, comfort, entrust, guide or admonish himself or herself as well as others in various aspects of life.
- *Catechism Class* is taught in grades 5-8, twice per week during the school day. These classes represent the final course in the religion curriculum. These classes also provide the training necessary for those who wish to become members of the congregation.
- *Special Church Services and Singing Attendance.* Worship is an essential part of the Christian's life; therefore, BPLS students regularly sing in church to meet the requirements of the religion and music curricula and strengthen their relationship with Jesus. Students are expected to attend and participate in these services.

**English Language Arts** – phonics, reading, writing, spelling, speech, grammar, creative writing, penmanship, and literature

**Social Studies** – history, geography, civics, current events, and state history

**Science** – general, life, physical, and earth sciences are integrated in grades K-4. Grades 5-8 classes have designated courses in life and physical sciences

**The Arts** – music theory, music appreciation, singing, art, art appreciation and techniques of art expression, and craft

**Mathematics** – mathematical operations and concepts

**Physical Education** – physical fitness training as well as experiences in a variety of sports through skills training for individual and team games

**Technology (integrated in other parts of the curriculum)** – computer usage skills, additional curricular support programs, digital citizenship, word processing, typing, and multimedia presentation (Students in grades K-8 utilize individual Chromebooks.)

The following subject areas are included in our school's curriculum:

Religion

Bible History  
Catechism  
Topical Studies  
Memory Work

Science

General Science  
Life Science  
Physical Science  
Earth Science

Technology (integrated)

Google Education  
Computer Skills  
Typing  
Computer Applications

Mathematics

Math Facts  
Math Computation  
Pre-Algebra  
Algebra

Social Studies

Community  
Families  
Traditions  
Florida State History  
World Geography  
World History  
U.S. Geography  
U.S. History  
Current Events  
Civics

Creative Arts

Music Theory  
Music History  
Vocal Performance  
Elements of Art  
Principles of Art  
Theater Productions

Language Arts

Reading Skills  
Handwriting  
Writing Skills  
Creative Writing  
English Grammar  
Spelling & Vocabulary

Physical Education

Locomotor skills  
Non-locomotor skills  
Team sport skills  
Individual game skills  
Personal physical goals

### **Florida Virtual School**

BPLS partners with the Florida Virtual School (FLVS) in order to offer a wide range of educational offerings. BPLS offers electives to grades 5-8. More information about eligibility and parental cost may be found [here](#). The FLVS online course catalog is available at <http://www.flvs.net>.

### **Grading & Scale System**

All grades are reported as letter grades except for VPK and Kindergarten. Consideration is given to achievement in relationship to ability. Daily preparation of homework and class participation is also taken into account.

BPLS utilizes the 4.0 grading scale. Letter grades are given out in grades 1-8.

|         |    |  |         |    |  |                   |   |
|---------|----|--|---------|----|--|-------------------|---|
| 100%    | A+ |  | 84%-82% | C+ |  | ≤ 69%             | F |
| 99%-95% | A  |  | 81%-79% | C  |  | Exceptional       | E |
| 94%-93% | A- |  | 78%-77% | C- |  | Satisfactory      | S |
| 92%-90% | B+ |  | 76%-75% | D+ |  | Needs Improvement | N |
| 89%-87% | B  |  | 74%-72% | D  |  | Unsatisfactory    | U |
| 86%-85% | B- |  | 71%-70% | D- |  | Incomplete        | I |

### **Standardized Assessments**

Florida Statutes requires BPLS to demonstrate academic accountability to the parent by annually administering or making provisions for students participating in the scholarship program to take one of the nationally norm-referenced tests identified by the Department of Education or the statewide assessments pursuant to Section 1008.22, Florida Statutes. All our students in grades K-8 will be tested using the criterion based, national NWEA (MAP) standardized achievement tests. This assessment series is used to measure student achievement and growth, as well as to assist in planning programs and needs of the school and its students. A report will be given to each parent when the results are made available.

## **Graduation Guidelines**

Only students who are currently enrolled and have completed the pre-approved classes established by administration of BPLS will be eligible for graduation. The administrator will approve all graduates.

## **Promotion/Retention Policy**

### Promotion

BPLS 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. A student has successfully completed the core course work for his/her grade level. Successful completion of core coursework is defined as the following:
  - Attaining a cumulative average score of 70% or better in each of the core courses of instruction. Core courses are defined as: Reading, Language Arts, Mathematics, History/Geography, and Science; Demonstrating satisfactory growth and work in spiritual studies i.e. Word of God and Catechism
  - A student with special educational needs attaining cumulative average scores of at least 70% or demonstrating satisfactory academic growth in each of the core courses of instruction in relation to his or her individual educational plan
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).

### Retention

The parents of a student who is being considered for retention in the same grade will be counseled as early as possible as to the reasoning behind the retention. Students who are immature for their grade and are struggling academically are candidates for retention. In such cases, the teacher and principal shall recommend retention as a course of action, but the parents must

make the final decision. If the parents choose to go against the recommendations of the staff, they must sign a statement to that effect. This statement will become a part of the school's records and a copy will go into the child's permanent student file.

If the parents choose not to have the child retained and the child continues to experience difficulties, the staff will insist upon retention the following year. If the parents do not agree with the staff's recommendations the second time, they may appeal to the Board of Education.

A child absent for more than 25% of the school calendar year may be retained and required to repeat their current school grade. In some cases, a lower percentage of absences could require a child to repeat the grade.

- Kindergarten: Mastery of skills and maturity will dictate readiness to enter first grade.
- First and Second Grades: Mastery of the skills of reading and math in the First and Second Grades requires A or B work. Parents need to be aware from the outset that C work at this level should be of as much of a concern as D and F work at a higher grade level, and may be a reason for the staff to recommend retention.
- Third and Fourth Grades: In these grades, a child working 0.5 grade equivalent points below the national median on the majority of test items could be recommended for retention, regardless of report card grades.
- Fifth through Eighth Grades: Beginning in these grades, a child may be held back for difficulty in these areas: math, reading, and language. Difficulty does not necessarily mean F work. At this level, a child will be held back for the entire grade only if his overall average is an F in academic courses.

# Learning Environment

## **OVERVIEW**

The classroom environments at BPLS promote responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. This learning environment is orderly—a place where instruction can take place and the joy of academic accomplishment can be experienced. In maintaining structured, disciplined classrooms, the teachers provide an educational setting where children can focus more readily, apply themselves more effectively, and realize greater success in the quest to learn. Below is a summary of the BPLS learning environment:

- A Christian environment that is loving and caring
- Classrooms that are fun and conducive to learning
- A campus with an open-door policy with parents (Please contact the principal for an appropriate time to visit. We do want to maintain a safe and secure environment.)
- Accountability measures that ensure great success
- A school of best-practices that includes the best elements of:
  1. Effective curriculum
  2. Classical education
  3. Modern technologies

## **Memory Work**

Memorization of Bible passages, the chief parts of the Catechism, and hymns is an important part of the religion curriculum. For the most part, the younger children work on their memory work in school and then may need a little more time at home to complete the assignment. The older children are expected to do this work on their own as homework. We hope that parents make listening to the recitation of the assigned memory work a part of the evening or morning routine.

## **Make-Up Work**

Teachers will allow students to make up and receive a grade for tests and assignments missed during absences. Students are to have one day and then a day for every day of absence. Students are required to make up work for



absences, truancies, or suspensions. Parents can request make-up schoolwork for their child through the classroom teacher.

## **Homework**

Learning is not restricted to the classroom. Homework may be assigned to achieve the teacher's educational goals or to supplement what is being covered in the classroom. Children are expected to keep current on their daily assignments and homework. Non-completion will be dealt with on an individual basis according to the needs of the student or the situation.

## **Homework Responsibilities**

| <b>Responsibilities of Staff</b>  | <b>Responsibilities of Parents</b>  | <b>Responsibilities of Students</b>  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Assign challenging and meaningful homework that reinforces classroom lessons</li> <li>• Give clear instructions and make sure students understand the purpose</li> <li>• Give feedback and/or correct homework</li> <li>• Communicate with other teachers</li> <li>• Correct the work of the students in a timely manner</li> <li>• Know whether work is acceptable</li> <li>• Contact parents if a pattern of late or incomplete homework develops</li> </ul> | <ul style="list-style-type: none"> <li>• Set a regular, uninterrupted study time each day</li> <li>• Review child's work regularly—parents should inform the teacher of any concerns about homework</li> <li>• Establish a quiet, well-lit study area</li> <li>• Monitor child's organization and daily list of assignments in their student planner</li> <li>• Help child work to find the answer, not just get it done</li> <li>• Be supportive when their child gets frustrated with difficult assignments</li> <li>• Contact teacher to stay well informed</li> </ul> | <ul style="list-style-type: none"> <li>• Write down assignments in the provided student planner</li> <li>• Be sure all assignments are clear; don't be afraid to ask questions if necessary before the end of each class period</li> <li>• Set aside a regular time for studying</li> <li>• Find a quiet, well-lit study area</li> <li>• Work on homework independently whenever possible, so that it reflects student ability</li> <li>• Produce quality work</li> <li>• Make sure assignments are done according to the given instructions and completed and turned in by 8:00 am</li> </ul> |

|  |                                       |   |
|--|---------------------------------------|---|
|  | about their child's learning progress | <ul style="list-style-type: none"> <li>• Request missed assignments when absent from each teacher</li> <li>• Request assignments ahead of time when absent for school activities</li> </ul> |
|--|---------------------------------------|---|

## **Late Homework Policy**

### Late Work

Students will receive a pink slip for the following circumstances, all of which would be considered incomplete work:

- Any assignment not completed by the time the assignment is due (8:00am)
- Any assignment that is not completed to the teacher's standards or to the student's ability
- Students in grades K-2 will not typically receive pink slips. However, a teacher may feel the need to implement pink slips should a situation warrant their use.

### Consequences for Late Work (per quarter)

Unless specified otherwise by the teacher, all homework is due the next school day at 8:00 a.m. **Homework, even if late, must be turned in to receive credit.** In addition to the teachers tracking any missing assignments, parents may also log into their child's Gradelink account to see missing work.

| #1                                      | #2  | #3  | #4  | #5   | #6   |
|---|---|---|---|--|--|
| Pink slip will be given. Need to return | Pink slip will be given. Need to return. Miss a recess. | Pink slip will be given. Need to return. Miss two recesses. | Pink slip will be given. Need to return. Miss club or athletic practice. If not in a club or athletics, two recesses. | Pink slip will be given. Need to return. Detention 30 minutes after school. Parents talk with teacher. | Pink slip will be given. Need to return. Detention 60 minutes after school. Parents Talk with principal. |

Seven or more are serious and will be dealt with.

Records (total # of late assignments) will be cleared at the end of each quarter and students will start with a clean slate.

Exceptions: Teachers and the principal will take into consideration extenuating circumstances when determining late work.

### **CLASSROOM SINGING IN WORSHIP SERVICES**

The children learn and rehearse songs of praise in school. All students are expected to attend services and participate when their class or group is scheduled to sing. There are two very good reasons for this:

1. *Spreading God's Word in song is a most gratifying and rewarding privilege.*

The school calendar lists the times the students sing will be given to the parents. Students are also expected to dress appropriately since they will be representing the school to the congregation. We ask that the standard of dress be the same as or surpass the standard for the typical school day.

### **FRIDAY CHAPEL AND MISSION MONEY**

Services are conducted on Friday morning at 8:20 a.m. in the chapel. Parents are invited to attend. A mission project(s) is selected for the school year (or two semester projects) for the children of the school to support by their offerings that are collected during the chapel service.

### **FIELD TRIPS**

Field trips are part of the educational experience. Teachers will schedule trips throughout the year to supplement classroom instruction and/or classroom climate. When asked to serve as a chaperone, parents should recognize that the activity is planned for student growth. We ask that no siblings attend field trips unless their class is also participating.

### **ATTENDANCE**

One of our core vision statements is to provide a high-quality education to all of our students. Consistent attendance plays a vital role in making that vision a reality. When students are present and engaged each day, they have the best opportunity to grow, learn, and succeed.

At the same time, we want to ensure that the time and energy our teachers devote—both in and outside of the classroom—are used effectively to support every student. When students attend regularly, it helps create a more balanced and fair learning environment for everyone.

When you enrolled, you agreed to partner with us.

BPLS is required to keep and prepare certain attendance records for compulsory attendance purposes. [ss. 1002.42\(4\)](#) and [1003.23\(2\), F.S.](#)

- [Rule 6A-1.09512, F.A.C.](#) - in order to meet the compulsory attendance requirements, a child must maintain regular attendance for a minimum of 170 actual school days with the required instructional hours as determined by grade level

***Parents are asked to call the school office by 8:00 a.m. if their child is going to be absent.***

#### Tardiness

Tardiness is reported with attendance on the report cards and permanent records. Tardiness disrupts the opening classroom activities and could even disrupt the most important part of the school day—religion and devotion. Each child ideally should be in his/her classroom by 7:55 a.m. School begins at 8:00 a.m. Any child entering their classroom after 8:00 a.m. will be marked tardy.

A child may be given a ½ day absence if he/she arrives at an extended late arrival, takes an extended leave during or at the end of the school day.

#### Tardies

If a student accumulates more than 8 tardies in a quarter, the Board of Education will review the situation at the end of each quarter and take appropriate action. Excessive tardiness can hinder a student's learning and disrupt the classroom environment; therefore, any action taken will prioritize the child's best interests while supporting a positive and cooperative school community.

#### Absences

Student absences are accumulated and will be reviewed by the Board of Education at the end of each quarter. If a student's cumulative number of

absences meets or exceeds the thresholds listed below, the Board may take action, which could ultimately result in the termination of enrollment:

- **Quarter 1:** 6 absences
- **Quarter 2:** 11 absences
- **Quarter 3:** 15 absences
- **Quarter 4:** 18 absences

Please be aware that some scholarship programs have stricter attendance requirements than those listed above. Exceeding those limits could jeopardize your child's scholarship eligibility and result in the full tuition balance becoming your responsibility.

We understand that some absences are unavoidable and perfectly reasonable. For that reason, we aim to excuse all absences with proper communication and documentation. Grace and leniency will be considered in cases involving extenuating circumstances, such as prolonged illness.

The Board of Education has the final authority in matters of attendance and enrollment.

We appreciate your support in helping ensure your child(ren) are present and on time each day, so they can fully benefit from all that our school has to offer. Thank you for being an important part of our school community—we're honored to partner with you in your child's journey. Let's make it a great year together!

### **VACATIONS**

Parents who are planning vacations during the school year are requested to notify the teacher well before the date of the trip. The teacher will try to prepare the assignments that the child will miss. Work should be finished as soon as possible. Some activities may have to be made up at a later time depending on their nature and the teacher's schedule.

Work turned in after the allotted time may not be given full credit.

### **COUNSELING SERVICES**

Wisconsin Lutheran Child and Family Service (WLCFS) offers a family counselor/school psychologist to families whose child(ren) are experiencing educational or behavioral problems either at home or in school. Please speak with the principal or pastor for more information.

## Financial Policies

The cost to educate a child in our school is above the amount we receive from tuition. A major portion of the teacher's salary compensation, maintenance and upkeep of the school is paid out of the general offerings received each week in church. If you would like to help support Bay Pines through a financial donation, please see the principal or office manager.

### **TUITION AND FEES**

- BPLS often charges a non-refundable school registration fee, which pays for the cost of school related materials: textbooks and workbooks, religious materials, supplemental technology, field trips, and other school related items, is collected for each child. Each year the Board of Education reviews and establishes the fees. **The 2025-2026 school registration fee is included in tuition.**
- Tuition is charged over a nine-month period, September through May. If an account becomes delinquent, notice will be given to the parents within 30 days. If no arrangements have been made within 60 days after the account has become delinquent, the student may be removed from enrollment. **The 2025-2026 tuition for a child in grades K-8 is \$8,700. Total tuition and fees is \$8,700.**
- In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month. BPLS reserves the right to withhold report cards and student records until tuition and other fees have been paid in full.
- Unless payment of the registration fee and tuition takes place before school begins, the office manager or other appointed representative will reach out to families with the breakdown of charges for a payment plan once school starts. While we prefer payments be made using ACH, we also accept cash and credit card payments

- Congregational Grants are available in hardship cases. See the Office Manager for information on how to qualify.

### **AFTER SCHOOL CARE CHARGES**

- After school care costs will be billed at \$5.00 per hour, per child. If a child stays for a portion of an hour, only the time spent in after school care will be billed. After school care fees are in addition to the registration and tuition. The after school care billing for the previous month will take place at the beginning of the following month.

**NOTE:** Late charges will apply at a rate of \$1 per minute past 5:00 p.m.

## **Extracurricular Activities**

BPLS realizes that participation in extracurricular activities is a privilege earned by successfully meeting the current academic requirements of the school. Students in grades K-8 who have been absent during the day generally will not be allowed to participate in the extracurricular activities of that same day. This does not include students who missed a portion of the day due to medical appointments.

### **EXTRACURRICULARS—ATHLETIC, ACADEMIC, AND FINE ARTS**

BPLS students have many opportunities to learn beyond the normal classroom routine.

Traditional extracurricular events are offered to students in grades 5-8, but when special circumstances arise, grades 3-4 may be invited to participate.

Girls' Volleyball (grades 5-8)  
Co-ed Soccer (grades 5-8)  
Co-ed Basketball (grades 4-8)  
Co-ed Track (grades 3-8)  
Chess Club (grades 3-8)  
Music Club, Foreign Language,  
Student Council and Tech Club  
(grades 5-8)

BPLS Spelling Bee  
Academic Fair Competition (grades  
5-8)  
Fine Arts Talent Night (all grades)  
Entertainment Night (all grades)

### **ATHLETIC ELIGIBILITY POLICY**

Students who wish to participate in extracurricular activities must demonstrate that these additional activities will not become a burden to them and not detract from their academic work. Late work consequences may affect participation. If a teacher and the parents determine that extracurricular activities are beginning to have a detrimental effect on a student's work, then the parents and school together may decide to limit participation. Students also need to remain eligible behaviorally. Detentions, suspensions, and behavior plans could affect athletic eligibility. **For more detailed information, see the Athletic Handbook.**

### **ATHLETIC PROGRAM PHILOSOPHY**

The goal of our athletic program is to give glory to God as we provide a wealth of opportunities and experiences as it pertains to athletics, while at the same time helping the children to develop Christian maturity, Christian sportsmanship, and an appreciation of their God-given abilities.

Involvement in the athletic program provides opportunities to learn the benefits of responsible team play and cooperation. It provides a vehicle for learning mental and physical self-discipline, loyalty, personal pride, pride in the school, respect for others, and the will to win. It proves that hard work and dedication produce wins not just in the win-loss column. Participants are encouraged to develop their God-given talents and abilities to their fullest.

## **Communications**

One of the most important responsibilities for the faculty of BPLS is to keep the lines of communication open with all involved in our Christian education. This is fundamental to creating strong home-school relationships. BPLS will communicate to you in the following ways (not all-inclusive):

### **SCHOOL NEWSLETTER--THE TORNADO TIMES**

The *Tornado Times*, the school newsletter, will try to be distributed on Thursdays. This newsletter will have information about the upcoming activities. A copy will



be emailed to each home. A hard copy can be distributed to the families who do not have internet accessibility.

### **PARENT INFORMATION NIGHT**

In early August, parents are expected to meet with the principal and teachers at the Parent Information Night. This evening is meant to provide parents the opportunity to hear new policies, reinforce various policies in the handbook, directly speak with those involved in different aspects of our ministry, to have school tuition costs explained, and provide a time for families to meet with their child's teacher.

### **BPLS WEBSITE**

Bay Pines Lutheran Church and School operates a website where a wealth of information is presented on all our various ministries. Many items are posted on our website at [www.baypines.org](http://www.baypines.org).

### **GOOGLE CALENDAR**

The school utilizes Google Calendar to update school events. A link to this calendar will be shared on our website.

### **PARENT-TEACHER CONFERENCES**

Two parent-teacher conferences are scheduled after the first and third quarters to have an opportunity to discuss a child's work and behavior. Parents are expected to attend the first conference and may be asked to attend the third quarter conference if the teacher or parent feels it necessary. Parents are also encouraged to consult with their child's teacher at any time throughout the year.

### **ONLINE GRADEBOOK**

BPLS uses Gradelink, an online grading system, to keep parents of grades K-8 informed about their child's progress. Parents may check on their child's assignments, grades, behavior, attendance, etc. over the internet. The website also allows parents to email the teacher with any questions.

### **FORMAL PERFORMANCE ASSESSMENTS**

Report cards are issued quarterly to each student to give the parents a formal reporting on their child's progress. It would do well for parents to sit down with their child and review their progress and set goals for the next quarter. The

teachers will be happy to answer your questions about your child's achievement. Please set up an appointment outside of the normal school day.

### **EMAIL**

Please feel free to contact the school via email with any questions or concerns. However, be aware that email sent or received using BPLS communication equipment may be monitored or read by people other than your intended recipient.

### **TEXT MESSAGING**

BPLS may communicate with our families using text messages that are sent through Gradelink, and individual teachers may communicate with their students' families using text messages apart from Gradelink. Teachers are also planning to use Class Dojo for communication to parents.

### **TEACHER AVAILABILITY**

Home-school communication concerning each child's school life is vital; therefore BPLS' teachers encourage parents to discuss any issues that may arise. Teachers will be available after school at pick-up. Maybe a preferred time to sit down and give adequate time to discuss an issue would after 3:15 p.m. or at a time that is mutually agreeable. Since teachers are greeting each student and are doing final preparations for the school day, before-school consultations are not recommended. Teachers are available each day from 3:10-3:30 unless involved in after-school activities.

### **CONFLICT RESOLUTION**

BPLS is committed to a God-pleasing partnership between home and school. If a disagreement arises, a resolution will be found in a God-pleasing way.

Consider these encouragements from God's Word:

- Ephesians 4:3-4 *"Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit – just as you were called to one hope when you were called."*
- 1 Peter 3:8 *"Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble."*

In **Matthew 18:15-17**, our Savior **requires**, on the basis of Christian love, that parents and teachers speak with each other privately, and not to make their

disagreements public. Christian love and courtesy should dictate how each party will deal with each other. Additionally, parents must be especially careful about speaking about a disagreement with a teacher in front of their child(ren). Remember, the Eighth Commandment (*You shall not give false testimony against your neighbor...We should fear and love God that we do not tell lies about our neighbor, betray him, or give him a bad name, but defend him, speak well of him, and take his words and actions in the kindest possible way*) protects one's good name whether an accusation is true or not.

By His spirit, God empowers His people to approach others humbly, peacefully, and harmoniously. In that spirit, God's people at BPLS have established a series of steps leading toward a God-pleasing conflict resolution.

In matters dealing with an individual:

1. Discuss the matter with the teacher or whoever was directly involved in the matter. More than one meeting may be needed for the issue to be understood and action to be taken.
2. If the conflict has not been resolved, then discuss the matter with the principal along with whoever was previously involved in the matter. Again, more than one meeting may be needed. If the disagreement concerns the principal, then BPLS' pastor can be contacted.
3. If the conflict has not been resolved, then discuss the matter with the pastor along with whoever was previously involved with the matter. Again, more than one meeting may be necessary.
4. If the issue has not been resolved, the matter can then be brought before the Board of Education for final resolution. Again, more than one meeting may be needed to draw a conclusion to the matter.
5. The Board of Education is the governing body of the school, and their decision is the final word.

In matters dealing with school policy and/or procedures:

1. Discuss the issue with the principal.
2. If the issue has not been resolved, then bring the issue to the Board of Education for resolution.
3. The Board of Education is the governing body of the school, and their decision is the final word.

Consider this final exhortation from 2 Corinthians 5:17-18: *"Therefore if anyone is in Christ, he is a new creation; the old has gone, the new has come! All this is from God, who reconciled us to himself in Christ and has given us the ministry of reconciliation."*

Therefore, in all matters of conflict between fellow Christians, ultimately we have the assurance that Jesus can heal the conflict and bring resolution through the forgiveness of sins He won for us.

## Parental Involvement

### **OUR RESPONSE TO HIS LOVE**

Grace, God's undeserved love, is the message of the Bible, *"For God so loved the world that He gave His one and only Son that whoever believes in Him shall not perish but have eternal life"* (John 3:16). What have we done to deserve a gift like that? Nothing. In response to His love for us, we strive to love others as Christ loves us. Love is as an action verb. 1 Corinthians defines love as being patient, kind, and persevering. As we interact with one another, we must strive to follow this model of God's grace.

### **HOME AND SCHOOL COOPERATION**

*"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."* (Deuteronomy 6:6-7). With these words the Lord emphasizes that the spiritual training of children is a full-time responsibility given to parents. Together the home and school strive to carry out the important work of preparing our children to serve their Savior in this life and in the life to come. Parents should show an interest in the child's work, check what is being studied, and stay up to date on the quality of completed work.

### **CHURCH ATTENDANCE**

It is natural for children of God to join in song and prayer to praise the God of their salvation. Daily devotions with prayers and songs are conducted in school in addition to receiving daily instruction in God's Word. It is of utmost

importance for parents to be active in God's Word at home and in church. Nothing supports Christian school instruction more than seeing it used and modeled in the family circle.

Regular attendance at church services is encouraged of parents and children enrolled in BPLS. We do not want our children to miss out on any of the blessings God has promised because of not hearing His Word. Teachers discuss the BPLS services in their classrooms and take into account assignments given on days of evening services. Faithful church attendance is essential to the welfare of each family and prepares children for a fruitful life of worship.

Christian love dictates that we show concern for those who are irregular in their church attendance.

1. We also want to encourage classroom and home activities that help the students become involved in the worship services in a meaningful way. Our desire is to teach each child to apply the message they hear to their everyday life.
2. When your child is scheduled to sing in a service, he/she is expected to attend.

### **RELIGIOUS RESOURCES**

<https://timeofgrace.org/department/grace-talks> - Grace Talks are short video devotions that cover topics from prayer to marriage to questions about faith to fighting negative self-talk and so much more. The videos not only feature a variety of topics but also a variety of speakers, and each will show you that the temporary things of life do not satisfy; Jesus does! You can also subscribe to have these videos emailed to you daily for encouragement.

<https://timeofgrace.org/department/grace-moments> - Grace Moments are daily devotions written by Pastor Mike and many other Time of Grace writers. These Bible-based messages cover a wide variety of topics and help you experience a satisfied life as you see God all around you. Join the thousands of people who receive these devotions for encouragement by subscribing to have them delivered to your inbox each morning.

[www.wels.net](http://www.wels.net) – The official website of the Wisconsin Evangelical Lutheran Synod. Devotions and spiritual resources are readily available.

[www.whataboutjesus.com](http://www.whataboutjesus.com) – Find out the answers to religious questions you have been having.

[www.nph.net](http://www.nph.net) – The WELS publishing house that provides printed spiritual materials.

[www.kremerpublications.com](http://www.kremerpublications.com) - Another source for printed devotional and spiritual materials

[www.biblegateway.com](http://www.biblegateway.com) – online Bible

### **PARENT GROUP**

The Parent Group is an organization of the school. Its purpose is to support our school. Parents who want to play an active role in the school should participate in this meaningful group.

### **TECHNOLOGY GUIDELINES**

The use of computer hardware, software and networks is a privilege at Bay Pines Lutheran, not a right. The student is expected to follow the computer Acceptable Use Policy each year. This policy sets the general standards each student is expected to follow while using Bay Pines Lutheran's computer resources. The student is also expected to follow specific classroom rules for computer use. Students and parents/guardians of students need to read and sign the Acceptable Use Policy.

### **SCHOOL VISITATION BY PARENTS**

Parents are invited to visit their child's classroom. However, we ask that they communicate with the principal at least one day in advance. We want to maintain a safe and secure environment. If you choose to visit our school while it is in session, please check in with the school office prior to entering the classroom on the day of the visit.

### **TRANSPORTATION**

It is expected that the parents will provide transportation for their children. However, with permission from families, BPLS will do its best to help make connections with other families so that carpools can be formed.

## **HELPFUL HINTS FOR PARENTS**

Parents can help their children by...

- letting the Word of God be the guide in all phases of daily living.
- having regular family devotions and prayer.
- striving to set a Christian example for your child so he/she may have a pattern by which to live.
- refraining from being critical of school procedures in the presence of your child.
- assisting your child in memory work.
- seeing to it that your child is regular and prompt in attendance.
- discouraging your child from bringing distracting items to school or anything that might present a danger in the classroom or on the playground.
- encouraging your child in doing schoolwork and other school endeavors.

## **Volunteer Policy, Guidelines, & Opportunities**

Volunteers are a vital asset to the success of BPLS. Our teachers and staff appreciate the many volunteers throughout the years who have graciously given their time and talents to give students the best possible learning experience. *"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms"* (1 Peter 4:10). The principal, teachers, staff, and Board of Education thank you in advance for your continual commitment and support.

To ensure the safety of all students, all volunteers are required to follow the school's Volunteer Policy, which is provided during registration and/or orientation. For additional information, please contact the Office Manager.

### **Before volunteering, the following are required:**

- A signed Volunteer Policy agreement
- A completed and cleared background check

### **If volunteering as a driver for school-related activities:**

- A valid driver's license and proof of insurance must be submitted to the Office Manager prior to driving.

## Student Expectations

### **OUR RESPONSE TO HIS LOVE**

*Grace, God's undeserved love, is the message of the Bible, "For God so loved the world that He gave His one and only Son that whoever believes in Him shall not perish but have eternal life" (John 3:16). What have we done to deserve a gift like that? Nothing. In response to His love for us, we strive to love others as Christ loves us. Love is as an action verb. 1 Corinthians defines love as being patient, kind, and persevering. As we interact with one another, we must strive to follow this model of God's grace.*

### **DISCIPLINE PHILOSOPHY**

*"All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness" (2 Timothy 3:16). Teachers make every effort to treat all children fairly according to God's Word. On the other hand, all must realize that students owe implicit obedience to their teachers under the Fourth Commandment (Honor your father and mother, that it may go with you and that you may enjoy long life on the earth...We should fear and love God that we do not dishonor or anger our parents and others in authority, but honor, serve, and obey them, and give them love and respect). Students are expected to show respect to their teachers and all members of the staff at all times and in all situations.*

All children attending BPLS must submit to wholesome discipline from the Word of God, *"Children, obey your parents in the Lord, for this is right"* (Ephesians 6:1). Students must also submit to reasonable consequences by the teacher.

Our children will be taught always to be thankful that God has chosen them to be His own and to show their love for their Savior through proper Christian conduct. *"This is love for God: to obey His commands"* (1 John 5:3).

### **DISCIPLINE OBJECTIVES**

BPLS strives to provide an environment where...

- students are taught to live their faith.
- teaching can take place.



- students have the opportunity to learn.
- no student feels threatened physically or emotionally.
- students feel they are loved and important.
- positive behavior is encouraged, praised, and rewarded. At other times it becomes our duty to point out, admonish, and correct errors with Christian love and concern for the individual.

### **EXPECTATIONS OF TEACHERS**

As workers called by the Savior to proclaim the Gospel of salvation, and called by the congregation to teach not only that Gospel but the secular curriculum as well, the teacher is expected to model as well as enforce Christian discipline both in and out of the classroom. In so doing, a proper balance of Law and Gospel—which accepts each student at his or her own level of sanctification—is used to allow errant students to recognize their sin through admonition while being comforted by the blessed assurance that that sin is forgiven through the blood of the Savior. It is anticipated that the use of the Law will lead to God pleasing penitence to which the teacher will, properly, offer his/her and God's personal forgiveness. The goal of this application of Law and Gospel is for each student to increase in sanctification.

### **EXPECTATIONS OF STUDENTS**

The BPLS staff will assist children to...

- show Christian love to their peers, teachers, and all with whom they come into contact.
- develop and demonstrate respectful, Christian attitudes toward all people.
- do all that they do to the glory of God.
- lead God-pleasing lives in all that they do.

### **CHRISTIAN DISCIPLINE**

To ensure that we offer every student the opportunity to enjoy the privilege of learning, BPLS has developed a policy on what is acceptable conduct and what is not. We have established and identified several discipline violations as major offenses. They include the use of fighting, insubordination, harassment, and vandalism. A violation in these areas will be treated as a major offense. Any substantiated major offense reported to the principal shall be handled as follows:\*

1. The first offense will be documented and may result in a **detention**. A **discipline plan** may be written. If one is written, all included parties must sign.
2. The second offense will be documented and may result in **a suspension** and **a mandatory meeting with the parents at school**.
3. The third offense will be documented and may result in **a longer suspension** and **a mandatory meeting with the parents at school**.
4. The fourth offense **may result in permanent expulsion** from the school, without appeal.
5. **Any lifestyle or behavior that is deemed dangerous, disruptive, or destructive may result in expulsion.**

Suspension means no participation in extracurricular activities for that period of time. The principal in consultation with the classroom teacher, and if necessary the Board of Education, will handle each child on an individual basis. All are urged to remember the obligation laid on them by God in the Eighth Commandment that makes it an offense to speak in a derogatory way about any other Christian-teachers, administrators, pastors, and board members. (*You shall not give false testimony against your neighbor...We should fear and love God that we do not tell lies about our neighbor, betray him, or give him a bad name, but defend him, speak well of him, and take his words and actions in the kindest possible way.*)

\*The principal reserves the right to be flexible with the acceleration of steps on a case-by-case basis depending on the circumstances.

### **TERMINATION OF ENROLLMENT**

The Board of Education reserves the right to terminate the enrollment of a student, at any time it deems necessary, for the welfare of the school. The primary purpose of BPLS is clearly reflected in the school philosophy that is found in this handbook. Sometimes it becomes apparent that a student or parent refuses to live in harmony with those around him/her and refuses to follow the principles of good Christian citizenship. It may then be in the best interest of the student and the school that he/she discontinue his/her studies at BPLS.

As a Christian school and non-profit institution, BPLS reserves the right to refuse enrollment or to disenroll students whose personal or family's moral beliefs and practices conflict with Bay Pines' understanding of the Word of God. BPLS is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS). The WELS

website, [www.wels.net](http://www.wels.net), is a helpful resource to better understand our Scriptural beliefs. Located on that website, under "About WELS," is a web page entitled "What We Believe." You are encouraged to explore our doctrinal statements about social issues and worship practices.

No student shall at any time contest or undermine the stated purpose of the school or doctrines of the WELS as revealed in Scripture, in or outside the classroom. Any student actively promoting or living a lifestyle contrary to Scripture may result in disenrollment.

### **Definition and Explanation of Terms**

Detention—Behavioral detentions are given by the principal for student infractions of school or classroom rules. Detentions are up to 60-minute periods and are typically served after the school day until 4:00 p.m. Parents will be notified of the reason for the detention along with the date and time when the detention will be served.

Suspension—A suspension is the removal of the student from the classroom for a period of one to five days for disciplinary purposes. The principal ordinarily implements suspensions. The principal will decide whether the suspension will be an in-school or out-of-school suspension. Suspension includes removal from extracurricular activities.

Expulsion—Expulsion is defined as the removal of the student from the school's enrollment. If the principal feels that an expulsion is necessary, he will issue an indefinite out-of-school suspension until the Board of Education can meet and discuss the issue. The student's parent(s) will be invited to attend the first portion of the meeting to discuss the issue with the Board of Education. At the end of the meeting, after the Board has had a chance to discuss the matter privately, the parent(s) will be informed of the outcome.

Probation—A probation period is time during the school year dedicated to special positive attention for students who need help achieving the academic or behavioral standards expected at BPLS. The probation process is a team effort, led by a teacher and supported by parents. Other than "New Student Probation", other forms of probation may include academic probation and behavioral probation.

New Student Probation—During the first two grading periods, the student is monitored and evaluated by the faculty to help them understand and

achieve the academic and behavioral standards required. Meetings among student, parents, and teachers will be held at the mid-term of the 1st Quarter and may be held as needed to encourage progress.

| <b><u>Reasons for Detention</u></b><br><b><u>May Include:</u></b>  | <b><u>Reasons for Suspension</u></b><br><b><u>May Include:</u></b>  | <b><u>Reasons for Expulsion</u></b><br><b><u>May Include:</u></b>   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Cheating</li> <li>• Persistent behavior problem</li> <li>• Inappropriate language</li> <li>• Bullying/Cyberbullying</li> <li>• Destruction of property</li> <li>• Repeated violations of dress code</li> <li>• Outright and open disrespect</li> <li>• Infraction in which the classroom teacher and principal deem a detention is appropriate</li> </ul> | <ul style="list-style-type: none"> <li>• Fighting or assault</li> <li>• Stealing</li> <li>• Three detentions during one semester of the school year</li> <li>• Pulling of the fire alarm</li> <li>• Insubordination</li> <li>• Serious infraction in which the classroom teacher and principal deem a suspension appropriate</li> </ul> | <ul style="list-style-type: none"> <li>• Fighting or assault</li> <li>• Possession of a firearm, explosive, or other weapon deemed dangerous by the principal</li> <li>• The deliberate intent to seriously harm a student or teacher</li> <li>• Chronic misbehavior</li> <li>• Possession of tobacco or vaping products, illegal drugs, or alcohol</li> <li>• Persistent lack of cooperation as indicated by an unwilling spirit or unacceptable attitude</li> </ul> |

### **APPEALING PROCEDURES FOR A SUSPENSION OR EXPULSION**

Appeals from parents will be dealt with only outside of the regular school day within a reasonable time of the suspension or expulsion. The matter is to be taken up with the principal. A final step would be a written appeal to the Board of Education, the ultimate decision-making power for BPLS.

### **CLASSROOM BEHAVIOR**

Each teacher will explain his/her guidelines and expectations for their classroom. The students are expected to give complete obedience and respect to their teacher. To maintain a good learning atmosphere is the desire of each teacher and the aim of all classroom guidelines and procedures. Students need to respect the needs of others in their room and do their part to help maintain the kind of atmosphere conducive to learning.

## **DOCUMENTATION**

We will document behaviors and actions taken for the good of all involved. Our goal is Christian discipline that leads sinners away from their sins and to their Savior, Jesus.

## **HALLWAY BEHAVIOR**

When the students pass through the halls, they should respect other classes in session and other people in the halls. All students are to walk quietly and orderly through the halls.

## **PLAYGROUND BEHAVIOR**

The playground exists for student enjoyment. However, for the safety and consideration of everyone, certain rules must be observed.

- Students must use playground equipment in the manner for which it was built.
- No standing on or twisting of the swings.
- Rubber balls and softballs are the only things to be thrown on the playground. League balls, golf balls, and other hard balls are not permitted.
- Fighting or "play fighting" on school property will not be tolerated.
- Students are to line up immediately when signaled to do so.
- Students must remain in sight of the teachers.

## **HARASSMENT, THREATS, AND MATTERS OF RESPECT**

BPLS expects that students will treat others with respect and courtesy. The school will not tolerate harassment or bullying based on race, color, creed, religion, national origin, sex, or status with regard to public assistance or disability. BPLS will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

### Statements on harassing behavior

St. Paul tells us, *"Be devoted to one another in brotherly love. Honor one another above yourselves"* (Romans 12:10). Bullying has no place in the sanctified life. Bullying is intentional, continued harmful behavior initiated by one or more students directed toward another student and will not be tolerated. Not all conflict constitutes bullying. Any person who observes what he or she feels is bullying is to notify the classroom teacher or direct

adult supervisor immediately. The teacher will then contact the principal if any further action is needed.

All complaints of harassment will be dealt with as a serious matter. All complaints of harassment are to be brought to the attention of the classroom teacher or adult in charge at the time.

The State of Florida requires all schools to provide a safe, secure, and respectful learning environment for all students and teachers in school buildings and at school-sponsored events. According to statute 1006.135, the State of Florida does not tolerate bullying and harassing behavior in schools or at school events. This policy addresses the bullying or harassment issue for BPLS.

Any behavior, whether physical, verbal, written, or non-verbal, that hinders the learning/teaching environment or that can be interpreted as threatening to others is not acceptable. This can include behaviors that are not done on BPLS grounds or during school hours but negatively affects our students, teachers, or staff and their teaching, work, or learning. BPLS is committed to maintaining a learning environment that is safe where students and staff can work and study productively. BPLS prohibits any form of harassment or violence. Examples of prohibited, un-welcomed, or unsolicited behaviors include but are not limited to:

- Physical—intentional, un-welcomed touch against another's body, assault, or blocking free movement at school. BPLS does not tolerate physical harassment. As in all areas of conduct, it is expected that students would conduct themselves in a God-pleasing manner. If a student uses poor judgment in the areas of physical harassment, these actions will be dealt with immediately.
- Verbal—suggestive or obscene comments, threats, jokes, as well as comments about a student's body which are negative or embarrassing
- Written—creating, displaying, or sharing suggestive or threatening pictures and/or cartoons, messages through *Facebook*, *Snapchat*, etc., text messaging, instant messaging, mobile phone generated messages and images, internet postings, obscene letters, notes, etc.

- Non-Verbal—suggestive or obscene looks, leering, or gestures

### Response to Harassment

BPLS is committed to the equitable and swift resolution of harassment issues.

Any student or employee experiencing harassment should:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify your teacher or the principal. If you are uncomfortable doing so, speak with another adult. Please do this as soon as possible.
5. If you are an adult, notify the principal.

The principal will investigate the matter in a swift and equitable manner and communicate a decision to all parties involved.

### Retaliation Prohibited

We will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred, you should promptly notify the principal. If you feel that the matter has not been resolved after speaking with the principal, your concern should be brought to the Board of Education. All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

### Repentance and Forgiveness

When the child shows signs of repentance, our Christian discipline must never end in the Law, but must be followed with the sweet proclamation of the Gospel. The Gospel is the motivator of the child's Christian living. We can then offer positive guidance to the child on the basis of Holy Scripture.

### **DRESS CODE**

➤ Please refer to the separate dress code handout for clarification of what is allowed.

We, as a school community, are committed to excellence in all areas of school life. We have worked toward developing standards of dress that are conducive to a positive learning climate and reflect pride in our school. Students must always follow the school dress code unless directed otherwise. This dress code policy will apply to all students, all ages, all grades—girls and boys—and will be enforced. Notification from the school will be communicated when other clothing options may be worn.

#### BPLS Spirit Fridays

Each Friday students may wear a BPLS T-shirt instead of a polo, or they may follow the Monday-Thursday dress code. Jeans can be worn by staff and students on Fridays. Jeans with no rips/holes can be worn, or they may follow the Monday-Thursday dress code. (also no sagging jeans)

#### **DRESS CODE VIOLATIONS**

A student will receive a dress code violation form for each violation of the dress code. For every two dress code violations received by a student, a detention will be given. Violations forms are to be signed and returned to the student's teacher or main office by the next school day.

#### **CARE OF SCHOOL PROPERTY**

Desks, books, classrooms, lockers, and other property are to be treated with respect and good stewardship. Unnecessary damage will require proper compensation by parents and students.

#### **LEAVING SCHOOL GROUNDS**

Students will **NOT** be allowed to leave school grounds while they are under the supervision of the school. A signed and dated note from the parent giving permission to their child is required for that child to leave school grounds. Whenever such permission has been granted, the full responsibility then rests with the pupil and the parents.

#### **CELL PHONES, TABLETS, SMART WATCHES, AND OTHER COMMUNICATION DEVICES**

Students at BPLS may bring electronics to school. **However, upon entering the building, their device(s) will be turned OFF and checked in at the school office.** Unless there is an emergency, it will remain under the care of BPLS until the child



goes home for the day. If a student violates the rules, the electronic device will be taken away and returned to the parent. Repeated violation of this policy may result in further disciplinary action. The school is not liable for any damage to or loss of phones or other electronics. Cell phones and electronics will not be allowed in after school care.

### **NETWORK USAGE**

Prior to internet access, students will be provided appropriate instruction to develop skills necessary to access, analyze, and evaluate information obtained through the internet. Students are expected to use the internet only for the intended educational purpose and in accordance with Guidelines for Technology policy. Students found to misuse their internet access are subject to loss of privileges. Before technology usage is provided to a student, the student and their parent or guardian must read and agree to the Technology Usage Policy, thereby agreeing to abide by the internet rules and guidelines established in the contract. Students will be monitored by an adult. There will be no computer usage after school except in cases where it is monitored by a staff member.

### **USE OF THE TELEPHONE**

Use of the phone will be limited to emergencies (at the teacher's discretion). Parents who wish to call their child at school should try to call the office at the scheduled recess times. Our office manager is in the office from 8:00 a.m. - 3:15 p.m.

### **LOCKERS**

Lockers are assigned to students in grades 5-8. No decorations are allowed on the outside of the lockers unless permission has been granted by a teacher. Self-supplied items that students may use to decorate the inside of their lockers include: magnets, poster putty, or Frog Tape. Only items that can be easily removed should be put on the inside of the lockers. Locker accessories such as shelves, mirrors, etc. are acceptable.

All lockers are strongly encouraged to be locked during the day. Each student is responsible to bring a lock for safety purposes. (A spare key and/or combination must be turned into the classroom teacher.) BPLS is not responsible for any stolen property.

All items such as backpacks and coats must be placed inside the lockers. Lockers must be kept clean. Staff members have the right to inspect the lockers at any time.

Students are not allowed in anyone else's locker. Any damage or violations of the locker rules should be reported to the classroom teacher as soon as possible.

## Health & Safety

### **HEALTH AND SAFETY GENERAL STATEMENT**

The physical health of students is a concern for us. Therefore, in order to reduce the spread of illness or disease, BPLS reserves the right to send students home who have a fever or put other students at risk due to continued sickness. This is not to be done as a punishment to the student, but to ensure the general health of all students, families, and staff. During any illness, your child must remain fever-free (and vomit free) for 24 hours before returning to school.

### **FIRST AID AND CPR**

All BPLS teachers are CPR and First Aid trained. Knowledge obtained through these courses permits BPLS teachers to be ready to handle emergencies due to sudden illness or injury.

### **LIABILITY WAIVER AND HOLD HARMLESS AGREEMENT**

There are certain inherent risks associated with usage of our playground and facilities. These risks include, but are not limited to: (1) minor injuries such as scratches, cuts, bruises and strains; and (2) major injuries such as injuries to the eyes, loss of sight, joint injuries, back injuries, heart attacks, concussions, paralysis and even death. Also included in these risks are the same or similar injuries that might result from the acts of others or from the unavailability of emergency staff or emergency medical care (hereinafter defined as "Risks").

All of these Risks will be present in the attendance and activities that you and/or your minor child will be involved in and participating in due to your association with Bay Pines Lutheran as well as activities on our facilities and other properties hereto known as "Activities".

HAVING READ THIS PARAGRAPH and having an appreciation for and an UNDERSTANDING OF THESE RISKS, you hereby affirm that you and/or your minor's participation in these Activities is voluntary and that you agree on behalf or yourself or your minor to all of the following:

1. ASSUMPTION OF RISK. I, on behalf of myself and/or my minor, assume all of the risks that may or can arise out of participating in the Activities, including but not limited to the usage of the facility, playground equipment, and field; the acts of others or the unavailability of emergency care; and those Risks described in the preceding section.

2. INDEMNITY/HOLD HARMLESS. I, on behalf of myself and/or my minor and/or our heirs, personal representatives and/or assignees, also agree to indemnify and hold Bay Pines Lutheran, as well as their affiliates, parents, subsidiaries, assigns, partners, attorneys, members, employees, independent contractors, shareholders, officers, directors, and agents or any other person or entity associated in any way with Bay Pines Lutheran, harmless from any and all claims, causes of actions, lawsuits, arbitrations or proceedings as well as from any expenses, judgments, costs, fees, damages, expenses and/or liabilities, including attorneys' fees incurred in defending or prosecuting any such claims brought against Bay Pines Lutheran as the result of my or my minor's participation in the Activities.

3. RELEASE/WAIVER. In consideration for being permitted to use the facility and the playground, I, on behalf of myself and/or my minor and/or our heirs, personal representatives and assigns HEREBY RELEASE, WAIVE AND DISCHARGE Bay Pines Lutheran from any and all liability associated with or related to my or my minor's usage and participation in Activities and agree NOT TO SUE Bay Pines Lutheran for any reason resulting from or associated with my or my minor's participation in Activities and use of the facility and the playground. This waiver and release is intended to include all claims for injuries, accidents, illnesses, or property loss, whether known or unknown or anticipated or unanticipated, which are in any way related to or associated with the facilities or the playground.

4. NO INSURANCE. I, on behalf of myself and/or my minor, acknowledge that Bay Pines Lutheran does not carry any type of insurance on behalf of me or my minor.

5. LEGAL RIGHTS. I, on behalf of myself and/or my minor, understand and acknowledge that I/we are surrendering valuable legal rights in this Agreement.

6. SEVERABILITY. I, on behalf of myself and/or my minor, understand and expressly agree that this agreement is intended to be as broad and inclusive as permitted by the law of the State of Florida and that if any portion of this agreement is held invalid, it is agreed that the balance of the agreement shall continue in full force and effect and that whatever portion is held invalid shall be interpreted and construed to afford as much protection to Bay Pines Lutheran as permitted by the applicable law.

#### 7. CONSENT AND RELEASE ON BEHALF OF MINOR

With my signature acknowledging acceptance of the Family Handbook, I affirm that I am the parent and/or legal guardian of the above named minor participant, and that I have read this agreement thoroughly and understand all of the terms. I understand that I am surrendering valuable legal rights on behalf of the minor and myself. I, on behalf of myself and my minor, agree to be bound by all of the terms of this agreement and also give my consent to allow my minor to participate in the Activities described herein.

#### **EMERGENCY CONTACTS**

It is extremely important that BPLS has accurate and up-to-date phone numbers. 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. The online Gradelink application must include at least two local telephone numbers of people who will be responsible and authorized to care for your child when you are not available. Please see the office manager to update names and phone numbers of contacts should they change throughout the school year. Your child will not be allowed to be taken home by unauthorized adults.

## **INSURANCE**

BPLS requires all students to participate in the Student Accident Insurance Program offered through our school upon entry in the school. The cost for this is included with tuition.

## **SCHOOL MEDICAL EMERGENCIES**

In the event of a medical emergency or accidental injury during the school day, BPLS 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. BPLS 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.

## **IMMUNIZATIONS**

Per Florida State Statute 1003.22, the parents of any child admitted to or in attendance at a Florida public or private school, grades prekindergarten through 12, are responsible for assuring that the child is in compliance with the provisions of this section. All students must have a complete physical (DH3040-CHP-07/2013) on file prior to the beginning of school, as well as records of immunizations: 5 DPT, 4 TOPV (Polio), 2 MMR, 1 HIB (haemophilus influenzae type b).

7th grade students must have upon entry completed the following: Hepatitis B Series, Tetanus-Diphtheria Booster, and a second dose of Measles vaccine (preferably MMR vaccine).

## **DISPENSING MEDICATION AT SCHOOL**

BPLS shall administer medication in accordance with Florida State Statute 232.46 (Administration of medication by school district personnel). For each prescribed medication, the student's parent or guardian shall provide to the school principal a written statement which shall grant to the principal, or the principal's designee, permission to assist in the administration of such medication and which shall explain the necessity for such medication to be provided during the school day, including any occasion when the student is away from school property on official school business. The school principal, or the principal's designee, shall assist the student in the administration of such medication. **Each prescribed medication to be administered by school personnel shall be received, counted, and stored in its original container with specific instructions in**

**writing. When the medication is not in use, it shall be stored in its original container in a secure fashion under lock and key.**

### **HEAD LICE POLICY**

Because head lice are spread by close contact, it is especially important to have a policy regarding managing this problem in the school setting.

The points outlined below describe the policy at BPLS.

1. Parents and teachers should emphasize preventative measures such as not sharing hats, pillows, towels, brushes, scarves, combs, etc.
2. Be aware of the signs and symptoms of head lice infestation
  - a) Feeling of something moving in the hair
  - b) Itching (caused by allergic reaction to the bite)
  - c) Irritability
  - d) Sores on the head caused by scratching which may become infected
3. A child suspected of having head lice should be checked carefully by a designated member of the staff, someone at the local health department, or the child's physician.
4. A child with a confirmed infestation of head lice may not return to school until he or she is lice free (including nits). This will be confirmed by inspection by the principal or another school representative.
5. Treatment should include:
  - a. washing clothing the infested person wore or used during the days before treatment (using the hot water cycle and high heat drying).
  - a. dry cleaning clothing that is not washable or storing clothing, stuffed animals, comforters, etc., in a sealed plastic bag for two weeks. Head lice do not live long if they fall off a person and cannot feed.

All students will be checked whenever it is deemed necessary. Any student identified with head lice will be required to leave school as soon as is reasonable that day. A parent or another responsible adult must pick up the student.

Communications may go out to the school about cases of head lice.

### **COMMUNICABLE DISEASE**

The principal should be notified about communicable diseases that students have so that he can contact health officials if necessary. Watch for unusual health situations and bring them to the principal's attention. All vaccinations should be kept up to date in the student files. When a student returns from an illness, it may be necessary that he/she be excused from a physical education class or from going outside for recess. If this is the case, teachers will not excuse the student without a phone call, text, email, or note from the parent.

### **ABUSED OR NEGLECTED STUDENTS**

Florida statute 39.20 requires any member of the teaching or administrative staff having reasonable cause to suspect that a student has been physically or emotionally abused or neglected shall immediately report the suspected abuse or neglect to the Abuse Hotline and to the principal.

### **SAFETY PROCEDURES**

Fire, tornado, shelter-in-place, and lockdown drills are held throughout the school year to acquaint the students with the procedures to be followed during real emergencies. When there is a safety drill, all visitors are expected to participate.

### **SMOKING, VAPING, OTHER TOBACCO PRODUCTS, ALCOHOL, AND CONTROLLED SUBSTANCES**

Bay Pines is a smoke and tobacco free campus. Students are prohibited from possessing and using tobacco products, vaping instruments, alcohol, inhalants, controlled substances, lighters, and matches within the building, on the campus, or at school-related events. A student using or found in possession of these items will face disciplinary action, and notification of proper authorities in the community may also take place.

### **WEAPONS**

Because of the society in which we live today, it is necessary that we institute a weapons policy. While we will always continue to work with students and families, it is necessary that we keep the safety and welfare of all students of BPLS in the forefront.

- While on school property, students may not possess knives of any kind (including pocketknives), any type of gun (play or real), or any other object that might cause injury or bodily harm.
- Possession or the use of any type of gun (play or real) or dangerous object may result in an automatic suspension or expulsion and notification of proper authorities.
- In all instances the parents will be required to set up a conference with two or all of the following before being allowed to return to school: teacher, principal, pastor, and chairman of the Board of Education.

### **PARENTAL DRIVERS**

All parental drivers must submit car insurance and driver's license evidence to the school office to be kept on file. The following are the state of Florida child seat or booster seat requirements for transporting children:

- **Children 5 years old or younger** must be secured in a federally approved child restraint system
- **Children 3 years old and younger** must use a separate car seat or the vehicle's built-in child seat.
- **Children 4 through 5 years** must sit in either a separate car seat, a built in child seat or a seat belt, depending on the child's height and weight.
- **Children 6 through 17 years old** must be in a seatbelt.

### **SCHOOL SECURITY & ACCESS**

There are security cameras throughout our campus, including inside and outside. All exterior doors of the school are locked throughout the school day. For the well-being of our students and the entire school community, visiting parents and other visitors are required to enter through the main entrance and go directly to the front office to sign in.

## **School Information**

### **NON-PROFIT STATUS**

BPLS is a member of the Wisconsin Evangelical Lutheran Synod. As a member of the WELS, BPLS qualifies as a 501(c)(3) tax-exempt organization under the WELS umbrella in Group 1173.



### **SCHOOL HOURS**

Our school day is from 8:00 a.m. – 3:00 p.m. Any day listed on the calendar as a half day ends at 12 p.m.

### **OFFICE MANAGER**

The office manager's normal hours are Monday through Friday from 7:30 a.m. to 3:15 p.m. It is requested that, if possible, messages for students and other communications for teachers be left with her during that time so as not to disrupt the normal classroom routine.

### **AFTER SCHOOL CARE POLICY**

Parents of children who are picked up by independent after school providers must notify the school that such organizations have permission to remove their child from the school. BPLS assumes no responsibility for the children after they leave the premises. Please see the After School Care Guidelines located in the enrollment section on our website for more information on care offered by BPLS.

### **BICYCLES**

Bicycles must be placed in the rack, and we encourage them to be locked to the rack.

### **EMERGENCY SCHOOL CLOSING**

In the event of severe weather conditions that may cause school to be closed, parents will be informed via a phone call, email, or text message.

### **LUNCH AND SNACKS**

Parents are responsible for providing lunch and snacks for their child(ren). If children bring food from home, parents and their children are responsible for proper care of that food. Refrigerators are provided in the classrooms. The school will have some forks, spoons, plates, napkins, etc., available. Please send these items with your child should their lunch require them. Only 5-8 grade students will have access to microwaves.

### **LOST AND FOUND**

All articles of clothing, personal books, and other belongings that students bring to school should be labeled. The school will not be responsible for valuables or money brought to school by students. Stray items found on the school grounds will be placed in the lost and found box. Unclaimed articles may be given to charity.

### **INDIVIDUAL AND CLASS PICTURES**

Every fall individual and class pictures are taken by a professional photographer.

Parents have the option of purchasing these pictures. Watch for more information in the *Tornado Times*.

Notes