



# FAITH LUTHERAN SCHOOL

2024 - 2025  
Parent-Student Handbook

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Dear parents,

Thank you so much for being our partners as we seek to make valuable connections with Christ, curriculum, and community. Faith's mission is "Connecting people to Christ." Our priority is to connect your child and your family to Christ. We pray that the connection your students have with Christ will be strengthened through daily prayer and devotions, weekly chapel services, reading and learning God's Word, and having Jesus Christ woven throughout everything we do. We want Faith Lutheran Church and School to be a safe place for your family - a place where we help you feel connected to Jesus. We "teach truth" as given to us in God's word to us - the Bible.

As your child learns and grows, they will make many connections to the curriculum. Math, Science, Social Studies, Language Arts, Spanish, Art, Music, and Physical Education are all part of the education your student will receive at Faith. We are looking forward to using a new character education curriculum this year, Friendzy. Friendzy consists of monthly units and weekly lessons based on scripture to teach friendship and relationship skills.

Christ blesses us with a wonderful, supportive community here at Faith. Please join me in getting connected with our staff, students, congregation, and the surrounding community. Through these connections we can support each other all for the purpose of growing God's kingdom.

As your principal, I am concerned about all of these connections as they are all very important in the spiritual, academic, physical, emotional, and social development of each child at Faith. I have been blessed to be part of Lutheran schools for most of my life and love that I get to share those blessings with y'all.

*At Faith Lutheran church and school, we are committed to being connected to Christ and helping others to be connected as well. Welcome to our 2024-25 family!*

I am excited about our faculty and staff who will be teaching your children and serving your families. We look forward to connecting with you this year.

Please take some time to read this handbook. Contact us if you have questions.

Sincerely in Jesus Christ,

Mrs. Amy Kurtz  
Principal

## **Church and School Administration**

Mrs. Amy Kurtz, Principal  
Mrs. Ashley Henning, Early Childhood Director  
Mrs. Susie Glass, Office Administrator/Admissions  
Mrs. Janice Schaag, Church Secretary

Rev. Ken Wagener, Interim Pastor  
Mrs. Jessica Shea, Athletic Director  
Mrs. Stefani Schleuger, Administrative Assistant  
Mr. Glenn Jones, Business Manager

## **Faculty and Staff**

Ms. Bhrunna Ribiero, ECE 1 Lead Teacher  
Ms. Alondra Lucas, ECE 2A Lead Teacher  
Mrs. Heather O'Donnell, ECE 2B Lead Teacher  
Mrs. Heidi Fletcher, ECE 3A Lead Teacher  
Mrs. Ashley Henning, ECE 3B Lead Teacher  
Mrs. Megan Davis-Peek, ECE 3C Lead and Art Teacher  
Mrs. Emily Vazquez, ECE 4A Lead Teacher  
Mrs. Lisa Ditzler, ECE 4B Lead & Spanish Teacher

Ms. Tera Turner, Kindergarten Teacher  
Mrs. Jill Koch, 2<sup>nd</sup> Grade Teacher  
Miss Ciji Parrish, 5<sup>th</sup> & 6<sup>th</sup> Grade Teacher

Mrs. Jessica Shea, Physical Education, Technology, and K-8 Music  
Mrs. Amy Kurtz, 5<sup>th</sup>-8<sup>th</sup> Spanish

Ms. Macarena Gallegos, ECE 1 Assistant  
TBD, ECE 2A Assistant  
TBD, ECE 2B Assistant  
Mrs. Tammy Lautenschlager, ECE 3A Assistant  
Ms. Candice Davis, ECE 3B Assistant  
Mrs. Brianna Wallace, ECE 3C Assistant  
Mrs. Marilou Lisasi, ECE 4A Assistant  
Ms. Beatriz Coronado, ECE 4B Assistant

Mrs. Jess Gaines, 1<sup>st</sup> Grade and K-2 Art Teacher  
Miss Aden Esposito, 3<sup>rd</sup> & 4<sup>th</sup> Grade Teacher  
Mr. Jon Wareham, 7<sup>th</sup> & 8<sup>th</sup> Grade Teacher

Mrs. Susan Irvin, Librarian

Antonio Rosado, Maintenance  
Mayra Yanez, Custodian  
Gary Blackwood, Custodian

Tasty Touch Catering: Vinny Caracci, Mayra Yanez, Lupita Villarreal, and Miguel Vazquez

## **Kid's Club**

Adesuwa Izore, Supervisor  
Milan Medley  
Gabby Spano  
Marilou Lisasi, Supervisor  
Naysa Knowles

## **School Ministry Board**

Mrs. Danette Smith, Chair  
Mrs. Angela Hartley  
Mrs. Cathy Kaumeyer  
Mrs. Sandy Skrabonek

Mrs. Stacy Sinatra, Secretary  
Mrs. Heather Karvis  
Mrs. Julie Compton-Pellizzi

## **Parent Teacher League Board**

Mrs. Tiffany Clevenger, President  
Mrs. Rachel Parm, Treasurer

Ms. Kimberly Hacker, Vice President  
Mrs. Linda Dean, Secretary

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## WHY FAITH LUTHERAN?

### OUR MISSION

*Our mission at Faith Lutheran Church and School is to connect people to Jesus!*

### *A PHILOSOPHY OF CHRISTIAN EDUCATION FOR FAITH LUTHERAN SCHOOL*

The **Philosophy of Lutheran Education** is deeply rooted in theology. Faith Lutheran School confesses the doctrines of the Lutheran Church-Missouri Synod as expressed in the Book of Concord. The following function as self-evident truths of Christian Education.

#### **We Believe:**

- I) There is one true God, the **Triune God**: Father, Creator and Preserver; Son, Redeemer; and Holy Spirit, Sanctifier.
- II) That **Holy Scripture**, God's inspired and infallible written revelation of Himself, is the one norm for faith and life.
- III) **God created all human beings**, body and soul, in His image. Mankind's nature since the fall is sinful. The destiny of mankind, due to the sinful nature that exists in every human, is eternal damnation; yet, in His grace and wisdom He gives, as a free gift, eternal salvation (Eph 2:8-9). Mankind's purpose is to give glory to God and to serve humanity. Each person has been given specific talents from God to accomplish this with the help of the Holy Spirit.
- IV) The task of **Christian Education** is the responsibility of the family and the Christian congregation. God has given us the command to baptize and teach all nations (Matt 28:19-20) and to witness the love of Christ to others (Acts 1:8). We feel a child is fully prepared for life in this world and eternity when the child, through the faith given at baptism, is raised with the Word as a daily part of his/her life. Also, the child is fully prepared for life when he/she sees himself/herself as part of God's plan of salvation. With such an understanding the child will have the proper motivation, being empowered by the Holy Spirit, to be active and useful in his/her life in service to God and other people. Our Christian school, where every subject is taught from a Christian perspective, is an effective instrument of the Holy Spirit in leading children to a vital Christian life.
- V) It is the **duty of parents** to bring up their children in the discipline, instruction, admonition, and fear of the Lord as stated in Ephesians 6:4 and Deuteronomy 6:6-7.  
  
The role of a Lutheran School is to assist parents in providing a Christ-centered education in obedience to God's commands (Proverbs 22:6).
- VI) The **Christian teacher** strives, with the assistance of the Holy Spirit, to model the love of Christ and to provide quality education by incorporating into it Christian philosophy and doctrine. In addition, the Christian teacher articulates the objectives of the Lutheran school, evidences love for teaching children, and attends and participates in the life of the church.

VII) The redeemed child of God, having been made by faith a new creation, lives a life under the Gospel in love for God and humanity. A child learns best to live his/her faith when the study of God's Word is part of daily life, including one's school life. The outward manifestations of this spiritual growth include:

- 1) Daily sorrow and repentance over sin;
- 2) Rejoicing in the free gift of forgiveness through Christ;
- 3) Regular use of the sacraments;
- 4) Genuine concern for the spiritual and temporal welfare of others;
- 5) An ever-deepening reverence, love, and trust for the Lord;
- 6) Commitment to a life of service, glorifying God in all things.

### ***OBJECTIVES OF FAITH LUTHERAN SCHOOL***

At Faith Lutheran School we provide a Christian education for children of Faith Lutheran Church and this community. We are here to augment the Christian training given in the home, not to replace it.

In the process of education, we are concerned with the development of knowledge, skills, abilities, attitudes and character by means of teaching, training, studying, and experiencing. Christian education at Faith performs the same function as public education but is based on these Biblical principles:

1. Man is a totally lost and condemned creature (SIN);
2. The blood of Jesus has removed our sin (GRACE);
3. We, out of love for Him, live in accord with His divine will (SANCTIFICATION).

The objective of Christian education is to provide experiences that will promote the desire, ability and opportunity to praise, glorify, and serve God with each child's time, talents, and treasures.

In accordance with this objective, experiences are planned to give the child the following opportunities:

1. Develop a vital loving relationship with God, through Christ, by the use and understanding of the means of grace and thereby increase his/her desire to serve God;
2. Regard himself/herself as one called, forgiven and equipped to be an instrument capable of serving with physical, mental, social, and emotional powers purified through Christ, by the Holy Spirit;
3. Regard all people as God's own children, for whom Christ died, and whose needs he/she is to serve as God's ambassador;
4. Become acquainted with social structure and the structure of nature and to appreciate all things as God's abundant gifts entrusted to us for use and conservation.

## ***WHAT IS DISTINCTIVE ABOUT FAITH LUTHERAN SCHOOL***

1. Students hear the Good News daily for growth and nurture.
2. Faith Lutheran School provides an environment where God's Word produces a reverence and love for God, a knowledge of salvation, a passion for justice, a desire for peace, and a concern for the poor and oppressed of this world. Students at Faith learn to live in the world without being "of the world."
3. Students at Faith are encouraged to view their lives as opportunities for service to their Lord. Children are helped to see how their life's work can be used in service to God and their neighbors.
4. At Faith, children learn in the presence of and with the guidance and support of committed Christian teachers and staff members, who are free to teach and act from a thoroughly Christian viewpoint in all situations. Therefore, although each child receives a solid academic education, it is a ***CHRIST-CENTERED*** education.
5. The close community at Faith Lutheran School allows the church to function as a genuine fellowship and permits the Word of God to grow and multiply.
6. Faith Lutheran School, by considering pre-churched children to be a priority in relation to enrollment procedures, is an agency for evangelical outreach.

## ***WORSHIP ATTENDANCE***

Weekly attendance at Sunday worship services and Sunday school is expected to be one of each family's highest priorities. Families are expected to worship at their church on a weekly basis, as we believe God's will requires. If you do not have a church home, please do one of the following: join us at Faith for worship and fellowship or talk to your child's teacher, the principal, or our pastor for information regarding our church and/or the Lutheran faith. Sunday worship services at Faith are held at 8:00 and 11:00 A.M. and Sunday school classes for children and adults are held from 9:30-10:30 A.M.

## ***ADULT STUDY OPPORTUNITIES***

A variety of classes for adults are offered at Faith. We will do our very best to keep you informed about them, but please do not hesitate to call the office for information. All parents will receive the Faith Lutheran Church newsletter. We offer this to you because we want you to know what is happening at Faith, and we want you to know that you are part of our church family.



## ADMISSIONS

### ***ENTRANCE AND ADMISSION POLICIES***

Faith Lutheran School was established and exists to provide a Christian education for the membership of Faith congregation and for the community. We believe that educational opportunities and programs should be open to boys and girls on an equal basis.

### ***NON-DISCRIMINATION POLICY***

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

### ***ACCREDITATION AND LICENSING***

Faith Lutheran School is accredited through Cognia and the National Lutheran Schools Accreditation (NLSA), which oversees the largest Protestant school system in the nation.

Faith Lutheran School's Early Childhood Education and Before- and After-school programs operate as an integral part of an established religious congregation or school and is therefore exempt from Bright from the Start: Georgia Department of Early Care and Learning licensing. Although we are exempt from licensing, we do comply with all state requirements for background checks and health, fire, and safety guidelines.

### ***CLASS SIZE***

Available facilities and the financial capability of the congregation determine the number of children Faith Lutheran School can adequately serve. Applicants are admitted on the basis of space available in order to maintain teachable student-teacher ratios according to the School Ministry Board (SMB) policies. The following are the class sizes that Faith Lutheran strives to secure:

ECE-1	10	} With a Classroom Assistant, if enrollment warrants.	Third Grade	22
ECE-2	12		Fourth Grade	22
ECE-3	14		Fifth Grade	22
ECE-4	16		Sixth Grade	22
Kindergarten	20		Seventh Grade	22
First Grade	22		Eighth Grade	22
Second Grade	22			

***Exceptions to these size limitations may be made by the SMB in accordance with state guidelines on a case-by-case basis.***

Applications are accepted according to the following priority:

1. Members of Faith Lutheran Church;
2. Families with children currently enrolled at Faith Lutheran School;
3. Families from the community.

Notification of registration dates and procedures will be sent first to members of Faith congregation, and to the parents of students who are presently enrolled. Unless notified otherwise, children are considered for enrollment when all enrollment requirements have been completed.

Parents of students re-enrolling in Faith Lutheran School must complete the re-enrollment process in the ParentsWeb portal for RenWeb (FACTS SIS).

Parents of students new to the school are to complete the online Enrollment Application Form to officially apply for admission. Payment of the entire registration fee must accompany the application form to certify enrollment. **Registration, materials, and screening fees are non-refundable.**

Students entering grades 1-8 for the first time must provide copies of the child's latest report card, achievement test results, and a recommendation from a former teacher in order to be considered for admission. All transfer students must submit evidence of grade placement and are required to furnish a transcript of academic performance from previous schools. All students who are new to F.L.S. in ECE4-8th grade are required to take the Brigance® student evaluation. This evaluation will be used in determining acceptance and placement.

### **AGE REQUIREMENTS FOR ADMISSION**

A child entering the Early Childhood Education program (1-, 2-, 3-, or 4-year-old), kindergarten or first grade must be eighteen months, two, three, four, five, or six years old respectively, on or before September 1<sup>st</sup> of the enrollment year. This agrees with the entrance age requirements established by the State of Georgia Board of Education:

### **APPLICATION**

All enrollment forms must be completed prior to the child's first day in school. The Department of Human Resources (DHR) requires the following forms to be on file: parental agreement, current Certificate of Immunization, and a registration form on each child in the school whether your child is enrolled in KIDS' CLUB or not. *(No one can be sure there will not be an emergency that would cause your child to have to be placed in after-school care, and we must be aware of such things as food allergies, people who are authorized to pick up your child, emergency telephone numbers, etc. This requirement is for the safety of your child.)*

If there are any changes to the information on the registration form such as names, addresses, phone numbers or places of employment, the parent/guardian must notify us immediately by email or by updating on RenWeb.

## **RECORDS**

Records of each child will be maintained in a secure manner. Included in the records are the following:

- ◆ child's identifying information (name, birth date, etc.);
- ◆ parent/guardian names, addresses, home/business/cell phone numbers (these **must** be kept current!);
- ◆ names, addresses, and telephone numbers of those to contact in case of emergency, including the child's physician;
- ◆ names, addresses, and phone numbers of those to whom the child may be released;
- ◆ a signed statement by the parent/guardian regarding any allergies and other known health problems (medical, mental, emotional) and any special procedures that should be used in caring for the child;
- ◆ parental agreements for obtaining emergency medical care for the child when parent/guardian is not available;
- ◆ description of accidents or serious illnesses occurring while the child is at Faith, including the date, time, and conditions under which it occurred, and the action taken;
- ◆ description of incidents which would cause disciplinary action to be taken.

Information pertaining to the child will not be disclosed to anyone other than the school staff or other authorized personnel unless the parent/guardian has granted written permission to do so, or in the case of an emergency.

## **IMMUNIZATION REQUIREMENTS**

The State of Georgia (**O.C.G.A. Chapter 20-2-771**) requires that every child enrolled in school must have an original Certificate of Immunization, which shows that the child has adequate protection against diphtheria, pertussis (whooping cough), tetanus (lockjaw), polio, measles, rubella (German measles), mumps, and varicella (chicken pox). This Certificate of Immunization must be signed by a physician licensed under the laws of the State of Georgia or by a qualified employee of a County Health Department of Georgia on Form 3231 for all students. It is recommended that your child have a complete dental, hearing, and vision check-up annually. Additionally, students entering Faith Lutheran School for the first time must provide a certified copy of their birth certificate to be placed on file.

## **APPLICATION/ACCEPTANCE PROCESS**

The following is the process a new family, applying for acceptance at Faith Lutheran, must follow.

- A) Complete an application online.
- B) Submit the completed application with the required registration fee and screening fee.
- C) Secure and return to Faith your child's report card(s), standardized testing, and any other screenings for behavior and/or learning challenges.
- D) Schedule a day and time for the admission screening.
- E) Allow the Principal and the Acceptance Committee five days following the return of the screening results, securing of the academic records, and the return of the Teacher Recommendation Form (sent to the previous school at the time of application for acceptance) to review the information and make a decision.

This process usually takes seven to ten days, unless the family expedites the process and secures the needed information quickly. Please note, that we will not process your application until ***we have the needed academic, psychological, and/or behavioral records from the previous school, our screening results, and the teacher recommendation form from the child's previous school.***

**Tuition Payment Options:**

1. Annual tuition may be paid in full by August 1 of the school year.
2. Tuition may be paid in two equal payments (1/2 the annual amount), due August 1 of the school year and January 1 of the school year.
3. Tuition may be paid on a quarterly basis, due July 1, October 1, January 1, and April 1. Participation in the FACTS Tuition Management Plan is required with this option unless prior arrangements are made with the business manager.
4. Tuition may be spread out over 10 months or 12 months. Ten monthly payments would be due August 1 - May 1 of the school year; twelve monthly payments would be due June 1 - May 1. Participation in the FACTS Tuition Management Plan is required with this option, unless prior arrangements are made with the business manager.
5. A finance fee is included in the bi-annual or monthly payment options.

Any other payment arrangements must be made in writing through the business office.

Note - all credit/debit card payments will incur a 3% processing fee.

**Fees (following fees are non-refundable):**

Application Fee	\$50	Due with application (paid online)
Admission Evaluation Fee (Kdg-8 <sup>th</sup> only)	\$50	Due with application (paid online)

Registration Fee \$300 After an offer of admission, a family has (15) fifteen days to accept the offer and submit the registration fee to secure the enrollment for the coming school year.

Your financial obligation to the school is for the full annual tuition. The school cannot refund tuition or cancel unpaid obligations if your child is forced to withdraw during the academic year. In the event your son or daughter withdraws, our Tuition Refund Plan will pay 60% of the remaining tuition to the school. You will be responsible for the remaining 40% for the rest of the school year. The Tuition Refund Plan takes effect 30 days after written notification of the withdrawal is received in our office.

***Children with Special Needs***

Faith Lutheran School strives to accommodate children with varying abilities, whose potential achievement is not incapacitated by specific learning disabilities, emotional disturbances, or physical impairments. In this regard, FLS is limited in professional staff prepared to give assistance to children with the aforementioned conditions. Children with these impairments are not automatically excluded; rather, it will be determined through the application and screening process if the staff and programs of FLS can meet the child's educational and developmental needs.

## ***ADDITIONAL MEMBER INFORMATION***

Members of Faith Lutheran Church who have children enrolled in the Day School Program are required to pay tuition and fees. Parents exercise good stewardship by sharing directly in the funding of Christian education. Members in good standing of Faith Lutheran Church who have a child attending Faith Lutheran School must complete the Grant Application form in order to receive the member benefits.

We are reminded that Faith Lutheran School is a mission outreach of the church, just as all of our other ministries are missions of the church. All members are privileged to support its total mission.

## ***FINANCIAL ASSISTANCE***

It is our sincere desire that every child be afforded the opportunity to enroll in our school. Financial assistance may be applied for by completing the required application forms, which are available online. Financial assistance at Faith Lutheran School is designed to assist you, should you need assistance for a short period of time, in paying tuition. Once you complete the necessary form, return it to our office. It will be forwarded to the Chairperson of the Finance Committee, who will notify you of any financial award. Again, financial assistance is a short-term grant designed to assist with part of the financial obligations agreed to upon acceptance to Faith Lutheran School.

We have three major sources of financial aid available to our parents. The first source is the Little Lambs Fund. This fund is set up to give *temporary* assistance to any currently enrolled family of Faith who has suffered a hardship during the school year, for example loss of employment or medical emergency. Funding for this program is made possible through donations from school and church families and an annual contribution by the Parent Teacher League. For more information on this program or to apply for assistance, please see the school office.

The second source of financial aid is a sponsorship program available to families who are having a difficult time sending their children to our school. This fund is supported by anonymous donors through the Georgia Student Scholarship Organization (GaSSO). This fund allows Georgia taxpayers (both individual and corporate) to designate a portion of their state income tax to go to the school. This money is then awarded to families who have applied for assistance. The funding is generally spread throughout the school year. Application for assistance from this fund must be made annually through FACTS Grant & Aid. This scholarship is only available for rising ECE4 - 8<sup>th</sup> grade students. Again, please see the school office for more information or an application.

The third is the Roland Trinklein Memorial Scholarship Fund. This fund is growing through the generous contributions of many of our church members and, though not currently at a stage where resources can be drawn from it, we hope that someday that endowment will benefit many worthy students.

## THE SCHOOL DAY

### ***SUBJECTS IN THE CURRICULUM***

The curriculum of Faith Lutheran School seeks to provide excellence in all academic areas. While great emphasis is placed on the foundational basics of education, our curriculum provides opportunity for challenge to the student.

**RELIGION** is taught at every grade level. It includes memory work, Bible history, and important Bible stories. The emphasis of religion at F.L.S. is to share with the child the unconditional love and acceptance Jesus has given.

**LANGUAGE ARTS** consist of reading, literature, writing, spelling, vocabulary, and grammar. Mastery of oral and written use of the English language holds a very high priority among the subjects. Handwriting instruction is detailed as follows: **Kindergarten** — manuscript (lower and upper case) introduced; **First Grade** — manuscript (lower and upper case) perfected; **Second Grade** — manuscript mastered; all upper and lower case letters in cursive introduced; **Third Grade** — upper and lower case letters in cursive reviewed and used in some subjects; **Fourth Grade** — cursive letters are mastered, and used in some subjects.

**MATHEMATICS** includes place-value, time, money, number concepts, arithmetic, pre-algebra, algebra and geometry. Computation of numbers and problem solving are stressed.

**SOCIAL STUDIES** is a study in the areas of geography, history, civics, economics and current events of our community, state, country, and world. Critical thinking skills are developed as issues in social studies are discussed.

**SCIENCE** has units that cover the fields of earth, life, physical, and general science. The study of nutrition, organs of the body and their function, and proper habits vital to being and remaining healthy also are studied.

**PHYSICAL EDUCATION** represents another area of study and development in regard to body, mind and spirit. Life-long attitudes toward physical exercise, sportsmanship, healthy competition, and skill development are emphasized as a major part of the Faith P.E. program.

**MUSIC** education incorporates formal instruction in music and music appreciation. Sacred music and more contemporary Christian music receive equal attention.

**COMPUTER EDUCATION** incorporates basic knowledge of hardware and software operations for use in enrichment, supplemental, and remedial programs. Students will also explore a variety of ways computers and technology can be applied in daily life.

**SPANISH** - Sequentially taught, students expand their understanding of the Spanish language, including the use of greetings, commands, phrases, numbers, colors, and other daily-use vocabulary. Students speak, count, and sing in the Spanish language. This well-rounded approach to acquiring another language includes singing Spanish traditional, popular, and Christian songs; learning about traditions and holidays of Spanish speaking countries; hearing Hispanic folk tales; and playing Hispanic games.

Our accrediting agencies approve the scope and sequence of the courses of study. Instructional materials are selected on the basis of how well they serve the curriculum and meet the required goals and academic

competencies as set by our faculty and School Ministry Board (SMB). These are reviewed periodically by the staff and SMB.

## **ACADEMIC EVALUATION**

Standardized achievement tests are administered during the school year to help assess and evaluate each pupil's needs and progress.

Faith Lutheran School believes that evaluation of student achievement is an important way of improving its curriculum and monitoring student achievement. It is for this purpose that progress reports are shared with parents. All children will receive a progress report once every nine weeks (four per year). Please refer to the academic calendar for exact dates progress reports will be issued.

For academic and attitude evaluations the following scale will be used.

### ***ECE-1, ECE2, ECE-3, and ECE-4***

M = Mastered  
S = Shows Appropriate Development  
N = Needs More Time  
X = Not Introduced at this time

### ***GRADES 1-2***

E = Excellent (92- 100%)  
VG = Very Good (85-91%)  
S = Satisfactory (75 - 84%)  
N = Needs Improvement (under 75%)

### ***Kindergarten***

E = Excellent  
VG = Very Good  
S = Satisfactory  
N = Needs Improvement

### ***GRADES 3-8***

A = 92 - 100%  
B = 85 - 91%  
C = 75 - 84%  
D = 65 - 74%  
F - Below 65%

## **HOMEWORK/MAKE-UP WORK**

Faith Lutheran School believes that homework is an important part of a child's education. Homework gives parents the opportunity to engage in their child's educational process. It builds self-confidence in the child and develops study skills that will be used throughout the remainder of the child's life. The ultimate goal of homework focuses on academic growth.

The teachers at Faith tailor their homework assignments to reinforce or review classroom work while keeping the homework load to a reasonable level. Reports and projects are likewise specifically designed to enhance and reinforce classroom learning. We do not typically assign homework during fall break, Thanksgiving break, Christmas break, winter break and spring break. We encourage families to take advantage of these extended break opportunities to connect and refresh.

**Assignment Notebooks:** Students in 3<sup>rd</sup> - 8<sup>th</sup> grades are required to use their Faith Lutheran assignment notebooks to record their homework assignments, quiz/test dates and other information regarding their academic responsibilities. Assignment notebooks are available for purchase at the beginning of the school year.

**Homework Monitoring:** Teachers are in communication with parents about homework and will use this feedback from parents to ensure the amount of homework is used to reinforce or review classroom work while keeping the homework load at a reasonable level.

Each student is expected to have his/her homework at the **beginning** of the class period it is due. If a student does not have it, he/she is expected to turn it in the next day. Ten points will be deducted from the grade on the assignment. If the student does not turn in the homework on this second day, a zero will be given for the assignment. The student is still expected to complete the work. If there are extenuating circumstances the night before, such as the student was sick, there was a crisis in the family, etc.; an extra day will be given to complete the homework **if and only if the student's parent sends a note from home requesting the extra day.**

### **MAKE-UP WORK**

Faith Lutheran School recognizes that there will be times when students must be absent. **WE STRONGLY DISCOURAGE ANY UNNECESSARY ABSENCES.** In cases where a student is absent, the following will apply.

1. Work missed will be given to the student. It will be the responsibility of the student and/or parent to check [www.RenWeb.com](http://www.RenWeb.com) for details of work missed and to contact the teacher for explanation of necessary lessons.
2. The student will have one day to make up each single day of missed work.
3. It is the **student's responsibility** to complete and return all work that has been missed.
4. Tests that are missed will be given one day after the student returns to class.

### **AN IMPORTANT WEBSITE**

Faith Lutheran School uses [RenWeb.com](http://RenWeb.com) for school administration and parent communication. On this website teachers may write weekly newsletters which give the week's assignments, tests, projects, etc., plus information about important events or news which needs to be shared. Middle school teachers maintain a blog where this information is posted. Please check with your student's teacher for access to the blog.

If a student is absent or unsure about an assignment, he/she should look to this website for help. This site also contains an up-to-date look at a student's grades. It will include the present grade for the grading period plus a look at each assignment and the score the student received. It is the parent's responsibility to check this site regularly to make sure all assignments have been completed, especially following an absence.

### **EXTRA HELP**

From time to time, all students can experience difficulties learning new concepts. The teachers of Faith Lutheran School encourage each student to seek extra help as needed and to make appointments with their teachers to gain understanding.

Most teachers are available after school from 3:30 to 4:15 to offer help where needed. Some teachers are also available from 7:15 to 7:45 before school starts. If a student needs extra help with an assignment or concept, he/she should make arrangements with his/her teacher. If possible, this should be done at least 24 hours in advance.



### ***SPECIAL ACCOMMODATIONS (STUDENTS WITH SPECIAL NEEDS)***

Faith Lutheran is not a special needs school; however, there are some students with learning differences who can be successful in our school. We have created a list of accommodations that we are able to provide. Any accommodations should be discussed with the principal and agreed upon with the classroom teacher prior to enrolling the student. Students requiring accommodations will have a written learning plan that will be discussed and agreed upon with administration, classroom teachers, and parents annually.

The accommodations are as follows:

1. Priority seating.
2. Shortened assignments.
3. Extra time for tests.
4. Tests read to the student by an assistant or tutor.
5. Small group or individual administration of tests.
6. Assignments graded for content, not spelling and handwriting.
7. A note taking partner (this will not eliminate the need for the student to take notes but will give the student notes to double check with his/her own notes.)
8. The use of the computer for written assignments.
9. Extra textbooks, purchased by the parents, so that students may highlight or take notes in them.
10. #3 and #4 above may also be agreed upon for Standardized Testing

### ***SPECIAL ACCOMMODATIONS (STANDARDIZED TESTING)***

Some students have disabilities that might make it difficult for them to demonstrate their abilities through standard testing procedures. Only students who have been identified as having disabilities or English Language Learners (ELL)/Limited English Proficient (LEP) students will receive them. The goal of providing testing accommodations to students is so that the best possible information can be obtained. Accommodation, as the term is used here, refers to a change in the procedures for administering the assessment. An accommodation is intended to neutralize, as much as possible, the effect of the student's disability on the assessment process. Accommodations do not change the **kinds** of abilities being measured, but they change **how** those abilities are measured. If chosen appropriately, an accommodation will provide neither too much nor too little help to the student who receives it.

Accommodations may include any or all of the following:

- Small Group/Individual Administration of test
- Repeated directions
- Additional time allowance
- Tests read aloud
- Test answers recorded
- Test administered by ESL teacher or individual providing language services

### ***ACADEMIC RECOGNITION***

Faith Lutheran School recognizes students who, academically, do an outstanding job. F.L.S. has a Principal's Honor Roll for students who receive all A's for a grading period. There is also an A/B Honor Roll for those who receive A's and B's for a grading period. (Honor Rolls are for students in grades 3 through 8 only.) At the end

of the year those students who have been on the Principal's Honor Roll for **all four grading periods** will receive special recognition.

Faith Lutheran School participates in the President's Educational Awards Program for Outstanding Academic Excellence. In order to earn this award a student in fifth or eighth grade must score in the 85<sup>th</sup> percentile or higher on the standardized tests in math or reading AND earn and maintain an overall grade average of 90% or higher.

### ***PROMOTION/RETENTION***

Faith Lutheran School does not recognize nor participate in "social promotion." We promote on the basis of academic achievement and social development.

Promotion/Retention of a child will be determined using the following criteria:

- Academic Achievement
- Maturity Level
- School Attendance
- Learning Disabilities

In order to be promoted to the next grade level, a student must earn an overall average of at least a "C" (75% or higher) **and** maintain at least a "D" (66% or higher) average in every subject.

Failure to attain a cumulative average of 75% will require remediation before promotion to the next grade. If a student earns a "C" average but fails (65% or lower) reading/literature or math, remediation will be required. Remediation will be required for a student who earns an overall "C" average but fails to maintain a "D" average in two or more classes. Remediation occurs through either the public system summer school or tutoring. The tutoring must come from a source that both the parents and administration agree upon.

In all cases of Promotion/Retention the input of the parents and teacher will be mandatory. Parental cooperation in securing proper testing and screening will be expected. Faith Lutheran School will respect the promotion/retention of a child's previous school, be it public or private.

### ***RECESS***

Recess is part of our daily schedule, and, unless the weather is inclement, classes will go outdoors for recess. Please make sure your child is dressed appropriately. If a child cannot participate in recess due to illness or other health reasons, a written excuse from a parent is required. Keep in mind that a child may not be left in a classroom unattended, and that special arrangements to sit in another classroom or in the office during that time must be made by your child's teacher.

Weather Guidelines:

When the temperature (including wind chill) is between 32 and 40 degrees, classes may go outside for a shortened recess of no longer than 15 minutes. Classes will not go outside for recess when the temperature (including wind chill) falls below 32.

When the temperature and/or the heat index rises above 90 degrees students will have recess in an indoor, air-conditioned environment. When the temperature and/or heat index is between 80 and 90 degrees, classes may go outside for a shortened recess at the discretion of the teacher.

## ***SIGN IN/OUT...ARRIVAL/DEPARTURE***

Parents must sign their child in and/or out either in the classroom or from KIDS' CLUB room and notify the staff when they are arriving or leaving with their child. This process must be repeated each time a parent arrives and leaves with their child. Unless you are bringing your child to KIDS' CLUB in the morning before 8:00 A.M., children are not permitted to enter the facility without adult supervision until 8 A.M.

All doors are locked. Parents must show their Faith Lutheran Family card to be allowed entry into the building.

Children will not be allowed to leave with anyone except parents, persons on the approved "pick up" list, or persons authorized in writing to pick them up. If someone other than the parent or guardian is to pick up the child, the *Authorized Pick-Up list (located on RenWeb)* must be completed beforehand by a parent. When the authorized person arrives, he/she will be required to show a picture I.D. If at all possible, please try to avoid arrival times during the class naptime (1 p.m. - 3 p.m.), as it is difficult for your child and disruptive for the rest of the class.

In cases where parents wish to allow their children to ride a bike, walk, or otherwise transport themselves to and from school, a permission form must be completed and signed by parents allowing their children to leave school without an adult.

***PLEASE NOTE - We cannot refuse to release a child to a biological parent unless we have a court order on file indicating the child may not be released to the parent.***

## ***TRANSPORTATION - ARRIVAL AND DISMISSAL PROCEDURES***

Children are generally transported to and from school by carpools. Carpool lines and directions for start of day and end of day will be shared at Parent Orientation. A map of the carpool drop-off and pick-up is on the next page.

If you are interested in carpooling with other families to and from school, please contact the school office, and we will try to match you with another family wanting to carpool.

**All** students are expected to be **IN THEIR CLASSROOMS** by 8:15 A.M. All students are permitted to enter their classrooms at 8:00 A.M. All classes will begin promptly at 8:15 A.M.

### **Arrival Procedures**

1. Before 7:45 a.m., students **MUST** either be signed in to Kids Club (A fee is charged for this child care service.) or go to a classroom for tutoring (this must be prearranged with the teacher). In order to assure the health, safety, and welfare of your child this rule will be strictly enforced.
2. From 7:45 a.m. to 8:00 a.m., if they are dropped off outside of the building **WITHOUT PARENT SUPERVISION**, they are to wait **inside the church** until the 8:00 A.M. bell. They may then enter and proceed to their classroom.
3. If they arrive **WITH PARENT SUPERVISION**, they may enter the building and wait in the lobby *with* their parent until the 8:00 A.M. bell. They may then proceed to their classroom.
4. Students arriving prior to 8:00 A.M. may wait with their parents inside of their vehicle in the designated parking areas until the 8:00 A.M. bell.

5. From 8:00 a.m. to 8:15 a.m., **ALL Kdg-8** drop off will be in the back parking lot and students may enter the building and proceed to class. There will be **NO** drop off in the front of the school.
6. Parents of ECE students should park in front and walk your child in to the school. **DO NOT drop off out front.** Please remember you are walking through a parking lot. There will be cars pulling in and out of parking spaces. **Be watchful! Keep hold of your small ones, do not let them cross alone. Never leave your children unattended in the parking areas.**
7. If your child is tardy, after 8:15 a.m., the parent must park, escort the student into the building, and sign them in at the front desk.

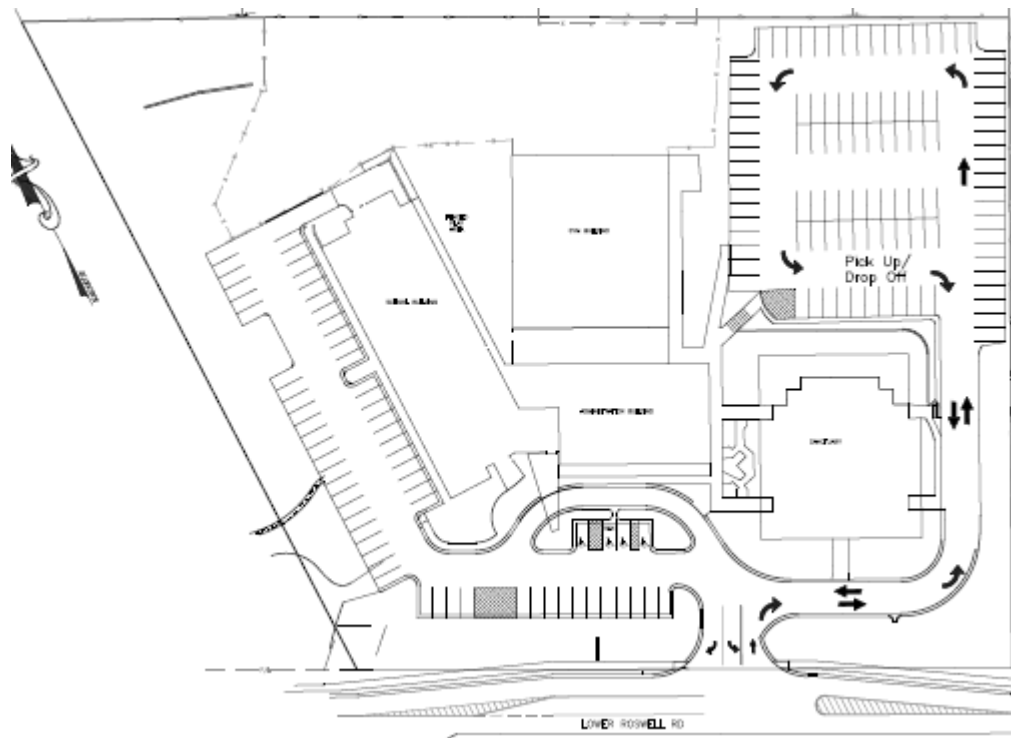
### Dismissal Procedures

1. All dismissal will be at 3:30 p.m.
2. Grades Kdg-8<sup>th</sup> will be picked up from the church. Parents will have a "family number" displayed on the sun visor of the car, to aid in identifying the students to be picked up.
3. Parents are to wait in the back parking lot car line and wait their turn to load children into the car.
4. Kdg-8 teachers will be present to help load children into cars.
5. Kdg-8 parents are not to park in the front parking lot for dismissal, unless they also have an ECE student.
6. Parents of ECE students must park in the front parking lot, come in and sign out their child(ren).

### Please remember...

1. **Buckle up!** State of Georgia Law requires that all children be securely placed in seat belts before they are permitted to leave the school parking lots.
2. **Be watchful.** Always watch for children and vehicles. Speed limit is 5 m.p.h.
3. Students will not be permitted to leave with anyone who has not been authorized, in writing, by their parents. Verbal permission is not sufficient. Please complete F.L.S. Student Release Form and be certain that you notify the school secretary and your child's teacher, when special pick-up arrangements are to be made.
4. We cannot refuse to release a child to a biological parent unless we have a certified copy of a court order on file indicating the child is not to be released to the parent.
5. Parents of Kdg-8 students should refrain from parking and coming into the school to pick up children, unless they have business to conduct. As you may well understand, dismissal time is extremely busy. Your efforts to help make it go smoothly will be appreciated.
6. Never leave children unattended in the parking areas.
7. Cooperate with the instructions of staff members who are directing dismissal.
8. If it is necessary to talk with your child's teacher, please arrange to do so at some time other than drop off or dismissal time.
9. Please do not hold up the progress of the drop-off and pick-up lines by stopping your car in areas other than designated parking areas.
10. Be patient. As you wait in line to pick up your child, be conscious and courteous of others. Your turn will come.
11. Children who are not picked up within 15 minutes of dismissal time can be picked up from Kids' Club. Please note that kids' club fees will apply.

12. FOR THE SAFETY AND SUPERVISION OF ALL STUDENTS, **PLEASE DO NOT PICK UP YOUR CHILD IN THE SCHOOL LOBBY!** PLEASE MAKE EVERY EFFORT TO PICK UP YOUR CHILD IN CAR LINE.



### **TARDINESS AND ABSENCES**

If your K-8 child arrives at school after 8:15 A.M., the student is required to sign at the receptionist's desk. A tardy slip will be given to the child for the teacher prior to being admitted into the classroom. Regardless of the class, tardiness is disruptive and distracting to classmates and teachers. It is the responsibility of each child's parents to see that their child arrives at school **ON TIME** and **PREPARED** for the day's activities. The importance of being prepared and on time should be evident to our students by the example set by parents and staff. Punctuality is expected at all times. If the number of tardies becomes excessive (over ten tardies), parents will be contacted by the principal, and it will be dealt with on a case-by-case basis.

When a student is absent, please call the school to inform us. A written excuse detailing the reason for the absence must be turned into the front desk when the child returns to school. *An absence will be excused if accompanied by a note from a doctor, dentist, or other health-care professional; other reasons will be evaluated by the principal on a case-by-case basis.* If your child is absent, please call the office by 9:00 A.M. Excessive absences can cause the School Ministry Board of Faith Lutheran Church to retain a student. **When a child has reached fifteen absences, the Principal will bring the student's absences to the School Ministry Board for discussion and possible retention.**

If it is necessary to pick your K-8 child up early from school, please sign them out **at the front desk and have the receptionist call the classroom to release the child.** **Due to the disruption caused, children who need to be picked up early must be picked up by 3:00pm. Children will not be dismissed from 3:00-3:30pm.** Likewise, parents are required to check in at the reception desk or office **BEFORE** going to their child's classroom for any reason. Your cooperation will help to limit the number of distractions to the children and staff.

## **LUNCHES**

Faith Lutheran School desires to offer hot nutritious lunches to all children who are enrolled at F.L.S. "A Tasty Touch Catering" will be returning to provide school lunches for our FLS students. Our school lunch menu gives students several different choices, offering a garden-fresh salad bar and a choice of either a hot entrée or sandwich. Our program exceeds current FDA standards, is delicious, nutritious and is prepared on site fresh each day. A Tasty Touch Catering can also provide meals for students with allergies and who need gluten free meals.

For children in the Early Childhood Education program, lunches are \$4.00 each. For K - 8<sup>th</sup> grade students, lunches are \$5.00 each; an additional entrée may be purchased for \$1.00. The menu for the month will be published the last week of the prior month and is available on the school website.

Lunch accounts are available for ECE - Eighth Grade students and must be prepaid online through Ren Web.

***Please let us know if your child is allergic to any kind of food or food ingredients.*** Also, parents are always welcome to join their child for lunch. Please let us know in advance if you plan to come for lunch.

## **WEEKLY CHAPEL SERVICES**

Weekly chapel services are held each Wednesday morning at 8:30 for Kindergarten - 8<sup>th</sup> grade students and at 9:15 for ECE students. Parents and friends are invited to join us in worship. During some services, classes will participate in the worship with a special "class offering." It is particularly meaningful to the children when their parents share the worship experience with them.

Services are uplifting, age-appropriate, and interactive. Occasionally during the school year, ECE attends Chapel service with the elementary and middle school. We welcome you to join your child in this event each week.

A weekly Chapel offering is collected to benefit mission projects, which are selected and announced.

All church and school offices and facilities are closed during our regular chapel time from 8:30 A.M. to 9:15 A.M. every Wednesday. All church and school staff are encouraged to attend weekly chapel services.

We suggest that you select a means whereby your child may become accustomed to earning an allowance and returning a portion to the Lord. We consider this to be valuable training for practicing good stewardship.

## **LOCKERS**

Lockers aid the student in organizing his/her work space in the classroom by providing an additional storage area. They will be assigned to students in 4<sup>th</sup> - 8<sup>th</sup> grades at the beginning of the school year.

The following locker rules and etiquette will provide for good stewardship of the lockers:

1. Everything must fit inside so that, without forcing it, a student can close the locker door.
2. There will be absolutely nothing on top or underneath the lockers.
3. The hallway must remain clear; no backpacks on the floor in the hallway.
4. No stickers, tape, or glue are to be used in decorating the inside or outside of the locker.
5. Students may hang pictures inside the locker by gluing magnetic strips to the back of the pictures.

6. Students may use locker shelves purchased from a store, i.e. Wal-Mart or Target.
7. Students must leave lockers unlocked.
8. Please keep each locker clean and neatly organized.
9. NO FOOD or DRINKS are to be left in the lockers overnight.
10. The principal and teachers have the right to search any locker at any time.

### ***FIELD TRIPS***

Classes go on field trips during the year. All students are required to return a permission form signed by a parent before they will be permitted to go on field trips. A separate form must be returned for **each** field trip.

Faith Lutheran School has no bus. Therefore we request that parents transport children to and from designated field trips. Please consider volunteering to drive on at least one of your child's field trips. *All drivers must have a copy of driver's license, proof of insurance on file in the office, submit to a background check, and complete youth protection training through Ministry Safe.* We are dependent on your generous donation of time to drive on field trips. If we lack the necessary seats to transport children to and from a field trip we will be forced to cancel the field trip even as late as the day of the field trip.

### ***RESPECT***

Faith Lutheran School strives to instill in all of our students a sense of respect. The following pillars of respect will be taught and upheld.

Respect God and His Word.

Respect our classroom and other people.

Respect the learning process.

Respect those in authority.

Respect our bodies and our God given talents.

Respect our school and personal property and the property of others.

### ***PARENT/TEACHER COMMUNICATION***

We believe that communication between parents and teachers is crucial if we are to be an effective team. Efficient communication requires that both parties be responsible for initiating and responding to requests for conferences. Formal conferences are scheduled for the fall and the spring (see calendar). The fall conference is intended to provide an opportunity to discuss each child's adjustment to the new school year, as well as his/her early progress. The spring conference (not required) may be scheduled so that teachers and parents can discuss each child's progress, and decisions regarding placement for the next school year can begin to be formulated. However, it is the shared responsibility of parents and teachers schedule additional conferences when necessary.

## ***POLICY FOR HANDLING PARENT COMPLAINTS***

Parents and teachers will not always see eye to eye. At those times, it is most important that they meet person to person. Our experience tells us that if that does not happen, problems only grow. We have established a procedure to help us work together to carry relationships through those times. Usually, we find that most problems are resolved after step 1.

1. The parent meets with the teacher or staff member with whom the complaint lies, in an effort to reach an understanding or agreement.
2. If the problem is not resolved, the parent will request a conference with the principal and teacher.

The principal will act as follows:

- a. Notify the teacher of the problem; identify the problem, explain the accusation against the teacher and identifying the adverse effect on the child in question.
  - b. Afford assistance to the teacher in a sincere attempt to help the teacher reach a resolution with the parent.
  - c. Document the interview, including in the documentation: names of those involved, date, identification of the problem, the recommendations, and the offer of assistance.
  - d. Give the teacher adequate time to correct the problem if it is determined that the problem does indeed exist.
  - e. Conduct a follow-up meeting with the teacher and parent in order to assess the solution.
3. If the problem persists, the parent may request a meeting with members of the School Ministry Board, the administrator, and the teacher. Steps A-E shall be repeated.
  4. If the problem still shows no improvement, the Board and administrator shall have a meeting to review the problem file. As a result of this meeting, the Board will decide where the problem resides and determine the proper action to be taken.



## KIDS CLUB (BEFORE/AFTER SCHOOL)

### ***KIDS' CLUB HOURS AND DAYS OF OPERATION***

KIDS' CLUB will be open from 6:45 a.m. until 8:00 A.M. in the morning and from 3:45 P.M. until 6:00 p.m., Monday through Friday, excluding holidays as outlined below:

- ◆ New Years' Day
- ◆ Martin Luther King, Jr. Day
- ◆ Presidents' Day (3<sup>rd</sup> Monday in February)
- ◆ Good Friday
- ◆ Memorial Day (last Monday in May)
- ◆ Juneteenth (June 19<sup>th</sup>)
- ◆ Independence Day (July 4<sup>th</sup>)
- ◆ Labor Day (1<sup>st</sup> Monday in September)
- ◆ Thanksgiving Week
- ◆ Christmas Eve
- ◆ Christmas Day

(When a holiday falls on a Saturday, the Friday before will be considered the holiday; on Sunday, the Monday after will be considered the holiday.) There may be additional closings, as deemed necessary, by the principal and/or School Ministry Board. These will be kept to a minimum and every effort will be made to accommodate children and their families.

### ***KIDS' CLUB FEES***

#### ***Programs and Fees***

The fees were determined as follows: 180 school days ÷ 10 months of school = 18 days per mo. avg. Holidays, teachers' workdays, early release days were not used in calculating the school year fees. Childcare services for that time off from school are at an additional cost. (Example: 2 weeks holidays in December ... you are responsible for paying the childcare fees for all of December. If your child attends the holiday camp during that time, you will also pay the additional holiday camp fees for the care of your child.) Monthly fees are payable by the fifteenth of the month. **Childcare fees are due in full even if your child is not in attendance due to illness, vacation, holidays, or inclement weather.**

If Kids Club Camps are used during the week and the monthly fee has not been paid, the fees **MUST** be paid by Monday of the following week. You will be charged the full hourly rate for any portion of an hour used.

If there are outstanding Kids' Club charges, the child will **NOT** be accepted into Kids' Club. The parent will be called immediately to pick up the child. Please make checks payable to Faith Lutheran School.

### ***EARLY RELEASE AND LATE START DAYS***

On Early Release and Late Start Days, there is no charge for children already enrolled in the full-time after-school program (i.e. pay full-time monthly charge). If not already enrolled, there is a per child charge for school hours and regular Kids' Club charges after 3:45 p.m. Information about registering for care on early release days will be sent home with the children in advance. It is the parent's responsibility to ensure their children are signed up, if they will need this service.

**When School is closed Kids' Club Camps may be open.**

Children must be **pre-registered** for teachers' workdays, early release days, Educators' Conference, Christmas, Fall and Spring Camps. Due to staffing ratios, please pre-register your child. We cannot care for a child without advance notification.

**Bring a sack lunch and two snacks for teachers' workdays and camps. If your child does not bring their lunch you will be charged for a lunch.**

**STUDENTS USING THIS SERVICE MUST PRE-REGISTER. LATE PICK UP FEE BEGINS AT THE DESIGNATED TIME OF PICK UP.**

***LATE PICK-UP FEES***

We care for, and are concerned about, the children in KIDS' CLUB. They get very used to routines and know when it is time for them to go home. When it is that time, and no one has yet come for them, we see them become anxious. This occurs not only at the 6 p.m. pick-up time, but at the 3:30 p.m. pick-up time, as well.

As unpleasant as this situation is for the child, it is also unpleasant for the staff. They not only must manage the child's anxiety, they are also unable to complete their end-of-the-day duties in time to leave on schedule. For these reasons, a strict late pick-up fee of \$1.50 per minute/per child will be assessed, beginning at the pick-up time of 6:00 P.M. If there is a late pick-up, the fee must be paid by the following day. If you think you might be late, please contact one of your emergency pick-up people for assistance.

## **ECE DAILY ROUTINE**

### ***ECE AND KIDS' CLUB STAFF***

Our staff is committed to providing children with a caring and nurturing Christian staff who values the opportunity to connect them with Jesus. The staff selection process includes interviews, work experience and personal reference checks, and criminal background checks. Our staff participates in ongoing professional staff development opportunities, which include staff meetings, Sexual Awareness and Abuse Training, and first aid and CPR certification training.

### ***EARLY CHILDHOOD ARRIVAL/DISMISSAL***

All students are expected to be in their classrooms by 8:15. We ask that you make every effort to arrive on time so that your child will be able to experience all that the teacher has planned for the day.

Class will dismiss at 12:00 P.M. or 3:30 P.M. You must pick up your child from the classroom. Be sure to sign out the child! If not signed out, you will be charged as though the child is in our care until 6:00 p.m. Please buckle your child into the car seat before leaving. Please do not park your car in the drive thru area and exit your car. If you need to speak with someone, please park your car in the parking lot. Please...walk with your child on the walkway at all times. Please use the walkway in front of the cars in the lot. Walking in the driveway behind cars is dangerous. Help your child learn "parking lot safety" and avoid accidents. If you are transporting several children and need help, ask us for assistance.

Do not leave children unattended in cars while dropping off or picking up children. Leaving a child unattended can result in a Class A misdemeanor if there is an accident or harm caused by a child younger than 10-yrs-old being left unattended.

### ***WHAT WE DO IN A TYPICAL DAY***

Whether your child goes to Kid's Club or to the classroom in the morning we greet your child, support them in their goodbyes to family members, and then help them to get ready for his/her day in school. ECE Children at morning kid's club, walk with staff to their classes. During the day, we have playtime both indoors and outdoors, have circle times, sing together, go to PE and Music, and many more learning activities. At 12:00 p.m., some children may leave for the day and lunch and afternoon activities continue.

### ***NAP TIME***

After our busy morning, we rest between 1 p.m. to 3 p.m. Older preschool classes will rest or read quietly on their mats for at least one-hour. Children who do not sleep during naptime will be allowed to read books or participate in quiet activities after lying down for one hour. A soft, stuffed animal and a blanket from home are allowed at school for rest time only.

In accordance with the Department of Human Resources (DHR) rules and regulations, supervised nap or rest times are provided in for all children under five years of age (DHR chapter 290-2-2), and quiet activities are provided for school-age children during our holiday and summer camps.

Upon waking, the children are served a snack.

## **COMMUNICATION**

Please check your child's backpack daily. The majority of your child's work and notes will go home in their Friday folder. Along with all the great artwork and projects they completed, you will also find notices about upcoming events. School notices and communications from your teacher will also be there.

## **TOYS FROM HOME**

We request that you do not bring toys to school. It is unfair to expect young children to share them at school and equally unfair to expect others not to want to play with them. There will be exceptions to this rule, such as when the teacher requests items pertaining to units of study or for naptime.

### ***NO GUNS, WAR TOYS, OR TOYS OF DESTRUCTION***

These items are not permitted in our school. We encourage children to express their feelings of aggression by pounding on Play Dough (manual dexterity), using a hammer and saw (visual-motor perception), hitting a punching bag (to vent anger while developing perceptual abilities), and finger painting (to soothe jangled feelings while practicing a developmental, rhythmic movement).

***We encourage you to purchase toys that are consistent with your value system.***

## **CLOTHING**

Clothing for ECE students should be appropriate for school and encourage independence. The clothing should be easy to manipulate by the child, simple, comfortable, appropriately sized, washable, and weather friendly. Elastic waist pants or shorts with no belts are easy for children to get off and use in the bathroom, especially when they wait until the last minute to go. Please avoid overalls, belts, and clothing with snaps or straps which can cause frustration for young children when developing toileting skills. If children need a change of clothes, either due to an accident or a spill, they feel independent and successful when they can do it themselves. Shorts or leggings should be worn underneath skirts or dresses. Shoes must be closed-toed. ***For safety reasons, children must wear tennis shoes or soft-soled shoes that strap to the heel. BALLET SHOES, FLIP-FLOPS, JELLIES, CLOGS, OPEN-HEEL SHOES, OR CROCS ARE NOT PERMITTED.*** Any piece of clothing that your child might take off at school (sweaters, coats, hats, gloves, etc.) should be clearly marked with your child's name. Clothing should not depict questionable writing or pictures (such as those promoting tobacco, alcohol, rock groups or violence).

*All Children will need to bring a change of clothes in a labeled gallon-sized storage bag to leave at school (socks and underwear included.) All outerwear and accessories should be labeled with the child's name.*

ONE- and TWO-YEAR-OLDS will also need to supply diapers and wet wipes, if your child is not potty-trained. Please do not send your child to school in a one-piece outfit such as a romper or overalls when they are toilet training.

**Three- and four-year-old children must be toilet-trained. No diapers or pull-ups will be allowed.**

**PLEASE LABEL ALL YOUR CHILD'S PERSONAL ITEMS.**

## **MEALS AND SNACKS**

The morning ECE snack is served about 9:00 A.M. and is the responsibility of the parents. No breakfast is served. Children must be fed at home prior to entering the school.

Afternoon snacks are provided by and during Kids' Club.

On school days, a hot lunch for ECE children (1-4 year old classes) may be purchased or they may bring their lunch. Menus are published so you may choose the lunches you wish to order, on a daily basis. The school cafeteria menu is planned to provide a nutritious diet that is low in salt, refined sugar, preservatives, artificial flavors, and coloring. If you are sending your child's lunch, parents are responsible for providing a nutritious meal. We encourage warm food to be sent in a "thermos-type" bottle. **Food must be ready to eat;** we are not responsible, nor are facilities available, for warming or preparing food. Provide your child with a juice, or milk along with a variety of foods from the four basic food groups. Please mark your child's lunchbox **boldly**. Children in the 3-year-old classes and above are served lunch *in the cafeteria*. One-, and two-year-olds will eat lunch in their classrooms. All preschool snacks are served and eaten in their classrooms. **Please do not bring or send peanuts, peanut butter, or other ground nut products, if there are allergies in your child's classroom.** Grapes and carrots (which may not be served to children younger than 3-yrs-old) must be cut in half.

## **NUT ALLERGIES**

Please be aware that some enrolled children may have a severe, life-threatening allergy to nuts. Exposure to **any** nut product could result in serious medical complications, even death. For the safety of all of our children in the ECE program, if there are allergies in your child's classroom, foods containing nut products will not be allowed. Although we cannot guarantee a completely nut-free environment, we have an obligation to do everything we can to keep all of our children safe and healthy.

## **BIRTHDAYS**

We welcome and encourage you to provide a special birthday snack to celebrate, you are welcome to bring a treat. **NO NUT PRODUCTS**. Please make these arrangements with your child's teacher at least two days prior to the birthday. **There will be times when this cannot be done, such as summer birthdays, birthdays that coincide with school breaks, and multiple birthdays within the same week. The teacher will work with you to ensure that your child's birthday is celebrated. You are welcome to come and share this special event with your child.**

Our teachers will gladly distribute invitations to your child's birthday party only if every child in the class is invited. If you elect only to invite a few children, please mail the invitations.

## ***BEHAVIOR POLICIES***

The main purpose of ECE and KIDS' CLUB is to give your child a positive learning experience in a Christ-centered environment. Our goal is to foster positive behaviors in a faith-filled, loving, nurturing, and safe environment. Your child will consistently receive support in his/her growth and development through positive reinforcement.

We facilitate the development of self-control in children by using positive guidance techniques. These include:

- ◆ setting clear, consistent expectations for age-appropriate classroom behavior;
- ◆ valuing mistakes as learning opportunities;
- ◆ redirecting children to a more acceptable behavior or activity;
- ◆ listening when children talk about their feelings and frustrations;
- ◆ guiding children to resolve conflicts;
- ◆ modeling skills that help children solve their problems.

If a child's behavior repeatedly requires disciplinary attention, the child will be isolated from the group by asking him/her to sit in view of an adult but apart from the other children. This is a time for the child to calm down and decide when he/she is ready to rejoin the group.

If the customary techniques prove to be ineffective, the child will be sent to another adult staff member for further time apart from the group. Sometimes situations arise when a parent needs to be involved. The support and communication between parent, teacher, KIDS' CLUB staff, and child can have a great impact on the outcome of the situation. Loving encouragement will always be the first step in times of difficulty.

## ***BITING GUIDELINES***

In early childhood classes, both parents and teachers need to understand that biting happens. Children who are one and two years of age are often still learning about their world around them and as a result they can sometimes act in ways that may harm others, which includes biting.

There are many different reasons a one-year-old or toddler may bite.

- A child may find themselves overstimulated in the classroom during loud moments, moments of high activity, or moments with lots of movement, for example play time or clean-up time.
- A child may be struggling with teething or be in need of oral stimulation.
- A child may be over-tired or over-hungry.
- A child may be experimenting with what happens when they bite.
- A child may still be developing language and struggle to express themselves to others.

At any time, if a child appears to be prepared to bite or bites, the teacher or assistant will remove the child from the situation. The child will be told, "NO bite" in a firm manner. The child who was bitten will be comforted.

In the event that a bite happens and leaves a mark, we will record the bite with an accident report for the child who was bitten and a disciplinary report for the child who has bitten.

If a child bites repeatedly, they will be closely shadowed by an assistant to determine a possible reason for biting. If a child inflicts 3 bites in a one-week period, a conference will be held to discuss how to best help the child.

Excessive biting will be handled on a case-by-case basis.

## **POTTY TRAINING PROCEDURE (ECE 2)**

We require that the child be at least 2 years of age and must also show signs of readiness (Please read the Potty-Training Readiness Checklist below). The child must be kept in diapers or pull-ups (your choice) at all times. Please use the Velcro pull ups that are easily removed. Please keep in mind that the activity level here at school can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will use diapers until your child remains dry for three weeks throughout the day, can announce that he/she has to use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups if they desire to use them (until the child is ready for underwear) and a few extra changes of clothing.

### **Proper Clothing**

Do not bring your child in panties or underwear until your child remains dry for three weeks throughout the day, can announce that he/she must use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. During potty training your child must be dressed in "User friendly" clothing at all times such as: Soft, loose pants with an elastic waistband which will aid in developing independence. Be sure to send your child with plenty of clean clothes.

No tight clothing  
No shirts that snap in the crotch  
No pants with snaps & zippers  
No overalls or bib type clothing  
No belts

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

### **Required Supplies**

The following items are to be left at the childcare program and replaced as needed. Soiled clothes will be returned in a plastic bag at the end of the day.

Two (2) changes of clothing including socks (an extra pair of shoes if available) A bag of pull-ups (if you choose to use them)- you will be notified when the supply is running low.

**Potty Learning Schedule**

For the first week, the child will be scheduled to use the Potty at consistent times of the day whether the child indicates the need to use the Potty or not.

- Upon arrival at the center 8:00-9:00
- Before outside play-early drop off 9:30 - 9:45am
- After Lunch 11:20
- After Recess 12:00
- Before Nap 12:45-1:00
- After Nap 3:00
- Before outside Play 3:15 - 4:00pm
- Just before going home 5:45 - 6:00pm

**Potty Training Readiness Checklist**

Verbal Stages of Readiness Basic verbal skills: The child is able to speak in three to four word sentences Stage 1  
 The child tells you he/she has a wet diaper, recognized when he/she is wet.  
 Stage 2 The child tells you he/she is wetting, recognizes the sensation of being wet.  
 Stage 3 The child tells you he/she will wet, can control himself and uses the potty.

**Physical and Psychological sign of readiness**

1. Stays dry for a long period of time (the child is able to “hold” his/her urine and bowel movement).
2. Can recognize when diaper is wet or soiled.
3. Has bowel movement at regular times (child chooses when to move its bowels)
4. Adult can recognize when child is moving his/her bowels (Child is deliberately moving bowels)
5. Can undress and pull up his/her own pants (Important because this is the work of the child not the caregiver)
6. Initiates interest in using the potty and asks to wear underwear.
7. Wants to be independent which is very important for the learning process.
8. Child is emotionally ready and is open to learning (is child generally cooperative?)
9. Can follow three and four step instructions (this is critical for learning to urinate or move bowels, wipe himself and wash hands)
10. Can use consistent words or gestures to communicate.
11. Can physically get to the potty and sit on it without help.
12. Must show a willingness to want to sit on the potty and understand its function.

PLEASE SIGN AND DATE BELOW INDICATING THAT YOU HAVE RECEIVED & REVIEWED THE FAITH LUTHERAN PRE-SCHOOL TOILET TRAINING POLICY: PLEASE RETURN THE BOTTOM PORTION OF THIS TOILET TRAINING POLICY

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 ----- I HAVE RECEIVED AND REVIEWED THE FAITH LUTHERAN SCHOOL TOILET TRAINING POLICY:

\_\_\_\_\_

Childs Name

\_\_\_\_\_

Parent/Guardian Signature

Date



# Preschool Toilet Training Policy

Children enrolled in preschool (PreK 3 and PreK 4) must be toilet trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is **NOT** considered toilet trained.

Why do children have to be toilet trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/pull ups and our 3 year old classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students, and it removes one adult from the direct supervision of and interaction with the rest of the class. We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

**A toilet trained child is a child who can do the following:**

- Communicate to the teachers that he/she needs to go to the restroom before they need to go • Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom

We certainly will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities **independently**. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 2 weeks from the first day of school for your child to demonstrate accomplishment of this goal. This date will be August 16<sup>th</sup>. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time.

**A child will not be considered toilet trained for our preschool program if the child continues to consistently have toileting accidents after the first 2 weeks of school.**

- If one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one week, the parent will be notified with the understanding that if the issue is not corrected by the end of the second week the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely toilet trained.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming, and this time that teachers spend attending to and cleaning accidents is time that they are not spending interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff at the Faith Lutheran School.

Thank you for your cooperation and understanding.

PLEASE SIGN AND DATE BELOW INDICATING THAT YOU HAVE RECEIVED & REVIEWED THE FAITH LUTHERAN PRE-SCHOOL TOILET TRAINING POLICY: PLEASE RETURN THE BOTTOM PORTION OF THIS TOILET TRAINING POLICY

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----- I HAVE RECEIVED AND REVIEWED THE FAITH LUTHERAN SCHOOL TOILET TRAINING POLICY:

\_\_\_\_\_  
Childs Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ***SUNSCREEN***

Weather permitting; we will always spend a period of time outdoors. It is important that we protect the children from sunburn. Sunscreen should be applied at home in the morning. If you want sunscreen to be applied again in the afternoon, please send a bottle to be kept in your child's classroom and complete the appropriate authorization form. The bottle should be clearly marked with your child's first and last name. Sunscreen may not be shared and only sunscreen that has been supplied by the parent/guardian may be used.

## SCHOOL ADMINISTRATION

### *SCHOOL AND OFFICE HOURS*

All students are expected to be **IN THEIR CLASSROOMS** by 8:15 A.M. All students are permitted to enter their classrooms at 8:00 A.M. All classes will begin promptly at 8:15 A.M.

At 7:45 A.M. staff members gather for a brief devotion. This devotion ends at 8:00 A.M.

Children enrolled in ECE-1, ECE-2, ECE-3 and ECE-4 may be dismissed at 12:00 PM or 3:30 PM. Students in Kindergarten - Grade 8 are dismissed at 3:30 P.M. Those students not picked up by 3:45 P.M. will be taken to child care (Kid's Club). **PARENTS WILL BE CHARGED FOR TIME SPENT IN CHILD CARE ACCORDING TO THE STATED FEE STRUCTURE.**

Office hours are from 8:00 A.M. to 4:00 P.M. on regular school days. Please try to conduct school business during those times. Appointments to meet with the Principal can be made by contacting the office.

### *SCHOOL CLOSING DUE TO INCLEMENT WEATHER*

Faith Lutheran School will participate in the weather alert services of WSB radio (750 AM or 95.5 FM), CBS TV Channel 46, WSB T.V. Channel 2 "Stormwatch," and News Radio WGST 640 A.M. Tune to those stations for details. ***Please be sure to watch for "Faith Lutheran"!*** (We may still be in session, even though Cobb County closes school, due to differing conditions.)

### *EVACUATION PLAN AND DRILLS*

The building is equipped with sprinklers and smoke detectors. Emergency exit routes are posted in each classroom. Fire and emergency evacuation drills are conducted regularly. Should re-entry into the building not be possible after a fire or other emergency evacuation, children will be moved to the Sewell Mill Library and Cultural Center, located at 2107 Lower Roswell Rd. A designated member of the staff will bring attendance and emergency contact information from the facility to the new site. Attendance records will be compared with the number of children in our charge. Parents/guardians will be notified by telephone and/or text and/or email.

In case of a bomb threat or other incident in which the school building needs to be evacuated, all teachers, students, and staff will walk to the Sewell Mill Library and Cultural Center located at 2107 Lower Roswell Rd. If students need to be picked up, parents/guardians will be contacted via phone by the staff and/or teachers.

## **ILLNESS**

We are capable of handling minor injuries and ailments.

Our school office must be informed when your child has a contagious disease such as, but not limited to, Covid-19, chicken pox, pink eye, measles, influenza, Fifth Disease, or H1N1. Your child may return to school when you have provided our office with a clean bill of health from your medical provider.

For the protection of all children, parents and staff, sick children are not allowed to remain in classes or KIDS' CLUB. Please do not bring your child to school if he/she is showing any signs or symptoms of illness.

Some clearly unacceptable signs and symptoms are:

- Temperature of 100°F or more
- Pus or mucus in the eyes
- Mucus continually running from the nose
- Lethargy
- Diarrhea
- Vomiting
- Skin rash
- Sore throat
- Persistent cough

Often, children who "just do not feel well," or who are not fully recovered from an illness are allowed to return to school before they are ready. Please be certain that your child is healthy enough to handle the rigors of a complete school day before returning to school.

If a child is ill, has a fever, or is injured where a bruise or abrasion is evident, the child's parents will be notified promptly. All children who have vomited, have a fever of 100°F or higher, have diarrhea, show evidence of a contagious illness, and/or have had a serious blow to the head, torso, or limbs will be sent home. The parent will be strongly encouraged to immediately consult a physician in all matters mentioned.

Exclusion is required when it is felt that the child is in the contagious phase of an illness, requires more care/observation than can be offered in the school, or the child cannot be comfortable in their classroom. Children who become ill on the premises will be isolated from the other children and a parent/guardian will be contacted.

Please help us by:

- ◆ letting us know how to reach you at all times. If you are off-site and unreachable, please provide the number of someone we may contact on behalf of your child;
- ◆ promptly responding to any message from us;
- ◆ anticipating the inevitability of exclusion from school or KIDS' CLUB by having back-up child care to call upon;
- ◆ arriving promptly following a request to take your child home.

When you are asked to take your child home, you will be informed of the level of urgency. If you are told to come immediately, please do your best to be here within an hour. Being sick and away from home is tough for most of us. It is particularly hard for a child.

Depending on the illness for which your child is sent home, he/she may have to remain out of school **for at least 24 hours**. Children excluded from school for health reasons may return with the Principal's approval and having met at least one of the following conditions:

- The child is fever-free for 24 hours *without the use of fever-reducing medications*;
- The child's pediatrician has indicated, in writing, that the child may participate in group care;
- The child has completed one full course of an antibiotic treatment (usually one day's worth) **and** is eligible for return because symptoms are within guidelines;
- The child's symptoms are abating, i.e., the child is getting well;

- The child has fully recovered.

If the child has seen a doctor, please bring a note with the doctor's diagnosis and recommended treatment to the school office upon the child's return.

In order for your child to be excused from P.E. class, **a written parental note is required**. Parental notes will be honored for one week, after which time a **doctor's excuse** is necessary.

We will call 9-1-1 if we believe the illness or injury is serious enough to warrant immediate action. If we call 9-1-1, we will then notify the parent. If the child must be taken immediately to the hospital, one of our staff members will accompany the child to the hospital until the parent arrives.

### **ACCIDENTS/INJURIES**

In the event of an accident, appropriate procedures will be followed and the parent/guardian will be notified. Reports are kept on all accidents and copies are released to the parent/guardian upon pick-up of the child at the end of the day. The staff will make every effort to notify you by phone, as well. In the event the child needs emergency care and we cannot reach the parent/guardian, we will try to contact one of the emergency contacts. If it is necessary to call 9-1-1, the decision of where to transport the child will be made according to the recommendation of the emergency response team. If the child must be taken immediately to the hospital, one of our staff members will accompany the child to the hospital until the parent arrives.

### **MEDICAL EMERGENCY PLAN**

If a child is injured and needs medical care, the staff is required to report it immediately to the school office, so that the incident can be assessed. If the child cannot be moved, 9-1-1 will be called. If the child is physically able to be taken to the hospital, a parent or emergency contact will be called to take the child. In either case, the child's parent/guardian will be notified **immediately** about the situation and the emergency procedure that has been implemented.

### **MEDICINE**

Prescription medication and over-the-counter drugs will be administered only with written parental consent. The Authorization to Administer Medication form must be completed by the parent/guardian. A separate form must be completed for each medication. **MEDICATION MUST NOT BE LEFT IN THE CHILD'S BAG, CUBBY, OR LOCKER!** All medications must be in the original container and must be marked with the child's name and dosage. Medication will be administered according to the dosage indicated on the label. Delivery and retrieval of medication will be the responsibility of the parent. The medication log will be provided for parents to review if requested.

*Prescription drugs:* The best-case scenario would be to ask your doctor to prescribe a medication that only has to be administered every twelve hours. If it is necessary to administer the medication at school, please ask your pharmacist to put the medication in two separate bottles so that one may be left at the school. **When sending medicine to school, all medicines, whether prescription or over the counter, must be stored in the school office, be in the original packaging, and have the following information clearly marked on them:**

1. Child's Name,
2. Amount to be given,
3. Time to be given.

No medicines will be given with another's child's name on the label, even if a sibling. The time to be given must be indicated. School staff members will administer no internal medicine unless it is accompanied with the proper authorization and instructions. The Department of Human Resources mandates these rules. An **Authorization for Medication Form** can be obtained in the school office or on RenWeb. All medicines past fourteen days must be picked up by a parent and a new bottle or package (intact) is to be sent; if not picked up, medicine may be disposed of by the school staff.

**An epinephrine delivery system (eg. EpiPen or Auvi-Q) is used to treat severe allergic reactions to insect stings, bites and foods. If your child has an epinephrine delivery system, authorization to administer must be on file in the school office. If possible, these should be kept in the school office. If your child's allergy is so severe that it must be accessible at all times, please let the school office know and it will be kept in the classroom. All staff have been trained in the use and administration of EpiPens and Auvi-Q.**

Also be certain that the information provided on the application is kept up to date in order to avoid any delay in case of emergency.

### ***COMMUNICABLE DISEASES***

Some communicable diseases must be reported to the Public Health Department so that control measures can be used. Parents and staff are reminded to notify the school office within 24 hours that the child or staff member has developed a known or suspected communicable disease. Parents/guardians of children who may have been exposed to a child with a communicable disease or reportable condition will be informed about the exposure according to the recommendations of the local health department.

### ***REPORTING SUSPECTED CHILD ABUSE***

According to Georgia law (O.C.G.A. Chapter 19-7-5), a staff member who has reasonable cause to suspect that a student may be an abused or neglected child, shall report such a case to the Cobb County Department of Family and Children Services and the school principal. Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases. Abuse and neglect are defined by Georgia law, but may generally be understood as follows: Abuse is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare. Neglect is abandoning a child, subjecting a child to an environment injurious to his/her welfare or failing to provide the proper support, education, or remedial care required by law by one who is responsible for the child's welfare.

All staff participate in "Ministry Safe" training. Ministry Safe provides a complete Child Safety Training System designed to reduce the risk of child sexual abuse. Staff are also trained in appropriate classroom management strategies to ensure the safety of all children. If abuse or misconduct by a staff member is suspected, parents should notify the principal and/or the School Ministry Board chair person immediately.

## ***VISITORS***

### ***Student Visitors***

In order to minimize disruptions and continue to promote excellence in our education program, Faith Lutheran School will, when requested to allow student visitors into the classrooms, allow such under the following conditions:

1. The student/parent enrolled at FLS must make the request to visit to the Principal no less than 24 hours prior to the visit.
2. The visitor may visit only during non-academic periods such as lunch. No visitors will be allowed during academic class time unless the visitor is doing a "shadow day" for enrollment reasons.
3. The visitor is required to wear a "visitor" badge.
4. The visitor is required to wear appropriate dress, as approved by the Principal.
5. As a consideration, teachers will be notified of visitors to their rooms prior to the visitors' arrival.
6. Teachers may decline to have visitors in their classrooms or participating in class activities.

### ***Adult Visitors***

Every class will have visitors. It is mandatory that all visitors check in at the receptionist desk and pick up a "visitor" tag prior to proceeding to the classroom. If a staff member sees a stranger in the hall without a "visitor" tag, they should ask the visitor to check in and secure a "visitor" tag.

### ***Animal Visitors***

Animal visitors will be restricted to service dogs, comfort dogs, and law enforcement dogs. No personal pets will be allowed to visit Faith during school hours.

## ***PARENT TEACHER LEAGUE (PTL)***

The main purpose of the P.T.L. is to help parents and teachers to achieve greater competence in Christian child training and parenting. The secondary function of our P.T.L. is fundraising for special and necessary equipment and programs. All funds raised by the P.T.L. are returned to our students in many forms. All parents of enrolled children are members of Faith's P.T.L. and are strongly encouraged to be active. There are a variety of volunteer opportunities in which you can participate. These can be discovered by contacting a P.T.L. officer or the school office. The Parent Teacher League officers meet regularly to conduct necessary business.

## ***SCHOOL LIBRARY***

The purpose of our library is to promote a joy of reading in the students, to give them access to as many books as possible, and to teach responsibility for the books they borrow. The following policies are in effect:

### ***Check out policy:***

1. The librarian on duty will check out books.
2. Books are checked out for one week.
3. ECE 3, ECE 4 and Kindergarten may check out one book per week. First through eighth graders may check out two books per week.
4. Teachers will be given a list of students with overdue books each visit.
5. Each student having an overdue book will be issued an overdue notice each visit.



6. If a student has an overdue book, another book may not be checked out until the overdue book has been returned.

### **LOST BOOK POLICY**

If a student is unable to locate a book, which has been overdue for three (3) weeks, the book will be considered lost. The student's parents will be billed for the cost of the lost book. The lost book must be paid for before the student may resume checking out books.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

The Technology Program provides the Faith Lutheran community with tools to expand its members' learning opportunities. It opens limitless possibilities; users may go virtually anywhere and interact with anyone. With such opportunity comes responsibility. Use of the Faith Lutheran network and its related computer facilities/equipment is a privilege afforded to members of the school community. The school provides a set of guidelines for security and acceptable use. The underlying principle of adherence to these guidelines is an understanding that the manner in which students use their school accounts and computers reflects their strength of character. All members of the Faith Lutheran community must understand that this tool should be used with good judgment, common sense, and integrity. Faith Lutheran will provide students access to a wireless network and a Chromebook as a means to enhance their education. The purpose of these guidelines is to assure that students recognize the limitations that the school imposes on their use of Chromebooks and the supporting technology.

#### **General Computer Use (these rules will also apply to school iPads and PC used by students)**

##### ➤ **General Rules - The student ....**

- will use of a Chromebook to support the instructional activities currently occurring on the school campus.
- will make sure their Chromebook, when not in use for instructional activities, is plugged in and stored in the assigned charging bay.
- will not take the Chromebook off campus.
- must turn off and put away a Chromebook when requested by a teacher.
- must access appropriate information, images and data and use appropriate language, images and information.
- takes responsibility for all content found on the Chromebook and the Chromebook is subject to removal if the content on the Chromebook is found to be in violation with the school's acceptable usage policy.
- must never view, use, or copy passwords of another user.
- will not change their school given passwords without the approval or permission of their teacher or the technology coordinator.
- will only access or share other people's data after permission has been given. Assume the group will share files during collaborative projects.
- is expected to comply with all rules and regulations in the "**Technology Acceptable Use Policy**"
- will understand that any staff member of Faith Lutheran School may examine his/her Chromebook at any time for the purpose of verifying that the computer and any school related accounts are in compliance with this agreement.

- will understand that Faith Lutheran School is NOT responsible for any possible damage in connection to student use of the Chromebook issued to him/her. Any cost for repair or replacement is the sole responsibility of the student.
  - recognizes that using a Chromebook at school is a privilege and can be revoked at any time.
- **Care of Equipment (the equipment is the property of Faith Lutheran) – The student...**
- may not attempt to wipe or “powerwash” their Chromebook. Note: Since “powerwashing” a Chromebook will result in the total loss of the school's ability to manage the device, the student will be responsible for the total cost of replacing a “powerwashed” Chromebook.
  - may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
  - may not remove or interfere with the serial number and other identification.
  - may not attempt to remove or change the physical structure of the Chromebook, including keys, screen cover and plastic casing.
  - should keep the Chromebook clean, free from liquids, food and dirt.
  - must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
  - must keep their Chromebook in the designated bag when traveling about the school.
  - must ensure that the designated bag is not abused and stays in good, usable condition. The bag should not be used for other storage.
  - must promptly report any problems with their Chromebook to the teacher and technical support.
- **Chatting – The student...**
- may not use any chat or collaboration program to communicate with others through the Chromebook unless a teacher or administrator expressly authorizes them to do so.
  - uses their school issued email solely for teacher-approved school communications.
- **Audio- The student...**
- should mute their computer volume or use headphones when instructed by the teacher.
- **School Software Information/Downloading- The student should....**
- not load any other programs, games, or software to the-Chromebook without teacher permission.
  - know that Faith Lutheran reserves the right to erase anything or everything on the hard drive and reinstall the default school programs if software problems or conflicts are found.
- **Printing- The student should...**
- print only essential material.
  - print on the school printers with teacher permission.
  - put their names at the top of all pages printed.
- **Distributing Files- The student should...**
- not distribute computer programs (~~executables~~), MP3's, pornography, or copyrighted material over the network. This rule prohibits sending files through e-mail or by any other physical or electronic means.
  - not download copyrighted MP3's or non-shareware programs.
  - use virus programs or other intentionally harmful programs.

- **Other People's Computers- The student should...**
  - use another person's computer to distribute e-mail or any other activity without that person's consent. This prohibition especially includes sending out messages or pretending to be that person on the network.

## Internet Use

- **Inappropriate Use- The student should...**
  - use the Internet for scholarly research and as a means of obtaining needed information.
  - access appropriate/ school approved sites. Students should not access inappropriate sites such as those that are pornographic, militant/extremist, racist, and gambling related.
  - recognize that Faith Lutheran School reserves the right to monitor the Internet usage of all students through specialized software reporting as well as any other means available to teachers and administration. Faith has a content filtering system, and students are not allowed to access inappropriate sites.
  - **be aware that student's google account is subject to disciplinary action for inappropriate technology use on and off campus.**
  - immediately report threatening, discomfoting, indecent, or inappropriate materials found on the internet or in a file to a teacher or someone in authority.
  - **never distribute personal information regarding yourself or anyone else to anyone online - such as, but not limited to, the following:**
    - ✓ **Phone numbers, addresses, or last name.**
    - ✓ **Arrangements to meet someone online unless this is part of approved school assignments, pre-approved by school personnel, and with a teacher present.**
    - ✓ **Photos or videos of anyone**
- **Social Networking- The student should...**
  - act responsibly and show respect for the rights and feelings of others.
  - act kindly. Gossip, insults, and libelous, demeaning, or derogatory pictures or comments about others, especially students, faculty, staff, and the School, are strictly prohibited.
  - recognize that threatening or harassing statements or pictures are also prohibited.
- **E-Mail Etiquette- The student should...**
  - never say something through e-mail that he/she would not say in person or would be embarrassed to see printed in a newspaper.
  - handle personal or highly charged exchanges in person.
  - should reserve e-mail for the exchange of information as it pertains to classwork and not for emotional correspondence or personal planning.
  - not send anonymous e-mail.
  - remember that when a student sends e-mail, he or she is acting as an ambassador of the school. The correspondence should be courteous and appropriate.
- **Security- The student should...**
  - ensure that computers are in their designated charging location when not in use.
  - notify the school immediately if a computer is missing.
  - never leave their computer unattended. Unless in the charging cart, a student's computer should NEVER be left unattended for ANY period of time. Unattended computers will be picked up and taken to the principal's office or to the technology coordinator.

## **Loss of Chromebook Privileges**

Violation of any of the procedures addressed in this document may result in disciplinary action. The following are some but not all of the possible violations:

1. Unattended Chromebook;
2. Use of chat rooms, messaging, e-mail, games without permission during class;
3. Downloading or distributing of computer programs and games, MP3's, copyrighted material, peer to peer software, or any programs not supported by Faith Lutheran School;
4. Use of another student's Chromebook without express permission;
5. Defacing Chromebook or cases.

In each of the following disciplinary actions, a parent may be contacted to inform them of the situation.

- a) 1<sup>st</sup> offense - sent to the principal's office
- b) 2<sup>nd</sup> offense - 5 days loss of full Chromebook privileges
- c) 3<sup>rd</sup> offense - 1-month loss of full Chromebook privileges
- d) 4<sup>th</sup> offense - loss of full Chromebook privileges for rest of the school year

## **More Severe Offenses**

1. Use of inappropriate language, offensive messages or pictures, harassment, insults, threats, demeaning or derogatory pictures or comments about others, especially the students, faculty, and staff of Faith Lutheran School.
2. Intentional damage to Chromebooks, computer systems, or network, or other acts of vandalism.
3. Visiting pornography or other illegal sites for minors.

Depending on the severity of these acts the student will either lose the use of the Chromebook for one month or for the rest of the school year. As well, the student may face suspension from school as outlined in the school discipline policy for such offenses. This is at the discretion of the principal.

## ***PICTURES AND SCHOOL YEARBOOK***

Individual student photos will be taken in the fall. Class photos will be taken in the spring. Additionally, our school yearbook is published as a pictorial record and personal keepsake. ~~Watch for specific times and dates.~~

## ***LOST AND FOUND***

Lost and found items should be taken to the school office. Check several times if an item has been lost. Someone may turn it in even after several days. Put your child's name on all personal belongings. Items not claimed within six weeks will be given away or discarded.

## ***CELL PHONES AND ELECTRONICS POLICY***

**Cell phones and electronic devices (including "smart" watches) are not allowed or needed at school or Kids' Club at Faith Lutheran.** These may be kept turned off in a backpack or locker. The school's phones are available for use with permission from the teacher or coach. All communication with parents and others must be made through the office or classroom for security and safety reasons. Phones and electronic devices that are seen or heard will be kept by the teacher or the office until a parent may retrieve the phone at a mutually agreeable

time. For special projects, personal electronic devices may be brought to school with advance written permission from parents and teacher.

## **Sharing Information about Parent-Owned Businesses**

Faith Lutheran School is willing to assist parents in sharing information about services or products offered through their private business. This assistance is provided as a way to help both the parent owned business as well as parents looking for various products or services. It is also a way for the school to offer support to families that support our school.

There are two ways Faith Lutheran School will offer its assistance.

1. A family business kiosk in the admin hallway is available for display of business cards. Items for display should be submitted to the school office for display. Please do not place items in the display without school office approval.
2. Informational emails may be forwarded to school families. Emails should be sent to the principal who will then forward the email to parents. Parents who do not wish to receive the emails should contact the principal to have their email address removed from the list.

Displaying and/or emailing information about a business is done to assist families but does not in any way indicate an endorsement of the product or service by Faith Lutheran School. Faith Lutheran School reserves the right to refuse displays or emails that it deems are not appropriate for a Christian school.

## **After School**

### ***EXTRACURRICULAR ACTIVITIES***

Activities and programs, which are not part of the daily courses of study, are important to each child's development. Faith Lutheran School provides a variety of activities, which may include:

1. A special evening worship program before Christmas;
2. A spring Music Concert, operetta or similar presentation;
3. An Academic Fair (art, music, science, social studies, etc.);
4. A number of chapel services, assembly presentations, school parties, field days, etc.;
5. Instrumental, band, chimes, and hand bells;
6. Choral opportunities for Kindergarten-2<sup>nd</sup>, 3<sup>rd</sup> - 5<sup>th</sup>, and 6<sup>th</sup> - 8<sup>th</sup>;
7. Interscholastic sports - grades 5 - 8 (Please see the F.L.S. Athletics Handbook).

All of these may be offered for the enrichment of the child's experiences while he/she is enrolled at Faith. Some of the activities require fees that will be assessed during the school year.

## DRESS CODE

A dress code fosters a sense of pride, self-respect, and a better atmosphere for learning. Parents can be very instrumental in helping children look their best and in being considerate of how their appearance affects others.

The standardized policy for grades **Kindergarten through 8<sup>th</sup> grade** has been designed to help parents and students maintain a neat appearance school-wide. Students in the ECE classes should wear age-appropriate clothing.

**Uniform clothing may be purchased either from The Uniform Source, Parker Uniforms, Lands' End Uniforms or through the P.T.L. used uniform closet.** Black or khaki uniform bottoms or jumpers may be purchased anywhere as long as it is from a uniform line (like Target uniforms, Old Navy, etc.)

### **GENERAL GUIDELINES**

F.L.S. plaid is color #70 (red and black)

All clothing must be size-appropriate.

Clothing should be neat, clean, and in good repair.

Skirts/shorts must be fingertip length or longer.

Shirrtails are to be neatly tucked in at all times for 3<sup>rd</sup>- 8<sup>th</sup> grade.

Pants/shorts must be worn **ABOVE** the hip line.

Underclothes should not be showing at any time.

Undershirts may be worn under polos and must be red, white, or black.

Jumpers, rather than skirts, are recommended for girls 3<sup>rd</sup> Grade and younger.

Belts are recommended for any items with belt loops (required for 3<sup>rd</sup> Grade and up).

Bike shorts or leggings (red, white or black) may only be worn under skirts, shorts, or jumpers.

No sweat pants are allowed to be worn unless part of Physical Education and would only be worn for that class.

NO logos on any articles of clothing other than school logo.

Make-up may be worn if very natural looking. Hair coloring is allowed, only if very natural, God-given human colors, including highlights and streaking, as determined by the school staff.

Caps/hats are only allowed during special days.

### **General Uniform Dress Code (Kdg -8<sup>TH</sup> GRADE)**

The students may choose any combination from the following list.

**If it is not on the list, it is not acceptable.**

### **GIRLS**

#### **Shirts**

- Red, white, or black polo (short or long sleeves) WITH logo.
- White oxford WITH **school logo** above pocket
- Red, white, or black turtleneck.
- White Peter Pan blouse (collar with or without red piping.)
- White  $\frac{3}{4}$  sleeve overblouse
- Red or black (solid color) fleece full -zip or half-zip jacket WITH embroidered logo.
- Red, white, or black cardigan or pullover sweater or sweater vest WITH embroidered logo.
- Uniform tops must be worn under ALL outerwear.
- Faith Hoodies - **MAY NOT BE WORN IN CHAPEL**

- Red, white, or black sweatshirt WITH logo. **SWEATSHIRTS MAY NOT BE WORN IN CHAPEL**
- Jumper** -Khaki, black or plaid #70, uniform style only. No shorter than 4" above back knee bend.
- Dress** - Red or black knit dress WITH logo
- Skirts** - Black, khaki, or plaid #70, uniform style skirt. No shorter than 4" above back knee bend.
- Shorts** - Black, khaki, or plaid #70, uniform style. No shorter than 4" above back knee bend.
- Skorts** - Black, khaki or plaid #70 uniform skort.
- Slacks** - Black or khaki, uniform slacks or capris.
- Belts** - **Required** for students 3rd Grade and older.
- Shoes** - No lights or platforms on athletic shoes. **NO** heels over 1", **NO** platforms, **NO** open toes or open heels (**sandals, clogs or hee-lies are not allowed!**).

## **Boys**

### **Shirts/sweaters**

- Red, white, or black polo (short or long sleeves) WITH logo.
- White oxford WITH **school logo** on pocket
- Red, white, or black turtleneck
- Red or black (solid color) fleece full -zip or half-zip jacket WITH embroidered logo.
- Red, white, or black cardigan or pullover sweater or sweater vest WITH embroidered logo.
- Uniform shirts must be worn under all outerwear.
- Faith Hoodies - **MAY NOT BE WORN IN CHAPEL.**
- Red, white, or black sweatshirt WITH logo. **SWEATSHIRTS MAY NOT BE WORN IN CHAPEL.**

**Shorts** - Black or khaki uniform style. No longer than back knee bend.

**Slacks** - Black or khaki uniform slacks or cargo pants.

**Belts** - Black or brown. **Required** for students 3rd Grade and older.

**Shoes** - NO lights on athletic shoes. **NO** open toes or open heels (**sandals, clogs or hee-lies are not allowed!**).

## **CHAPEL DAY UNIFORM**

Worshipping as a school family in the church sanctuary is of utmost importance to Faith Lutheran School. We gather for weekly chapel services each Wednesday throughout the school year. The chapel day uniform dress code is designed to encourage students and staff to demonstrate respect and reverence with our physical appearance and actions.

- Uniform shirt with school logo. NO SWEATSHIRTS, HOODIES, or OUTERWEAR
- Uniform dress, skirt, jumper, or skort (girls)
- Black or Khaki uniform slacks (boys)
- Black or brown belt must be worn with pants with belt loops (grades 3<sup>rd</sup> and older)

## **P.E. DRESS CODE**

P.E. T-shirts & sweatshirts may be purchased from Uniform Depot, Buckhead Uniforms or Lands' End Uniforms.

Students in Kindergarten - 4<sup>th</sup> grade should wear uniforms every day. Appropriate shoes should be worn or brought for P.E. class.

Students in 5<sup>th</sup> - 8<sup>th</sup> grades should wear uniforms every day and change for P.E. If P.E. falls after lunch, students may remain in P.E. clothes for the remainder of the day. P.E. clothes consist of the following:

- Ash t-shirts with logo
- Faith spirit shirts (MUST be a Faith shirt)
- Black gym shorts (SOLID black, no stripes, accents, large logos, etc.)
- Red, black, or white sweatshirts with logo
- Black athletic pants (**no spandex or leggings**, SOLID black, no stripes, accents, large logos, etc.)

### **COLD WEATHER DRESS CODE**

Faith Lutheran (Logo) jackets, sweaters, fleece or sweatshirts may be worn at any time in the classroom or school buildings (this includes Faith athletic jackets and sweatshirts). Uniform shirts must be worn under all outer wear as mentioned above.

While we recognize that the weather may call for additional outerwear to be worn to school, students may only wear Faith Lutheran jackets, sweaters, fleece, or sweatshirts inside the classroom. Faith Lutheran jackets, fleece jackets, sweatshirts, and hoodies may not be worn in Chapel.

### **FIELD TRIP AND CHOIR PERFORMANCES**

Uniforms for both field trips and choir performances will be the same as regular uniform clothing unless the teacher specifies otherwise. For example, if a class is going someplace where dresses are not appropriate the teacher will list what should be worn on the field trip permission slip, such as red shirts and khaki bottoms.

### **SPORTS TEAM DRESS CODE**

Athletes may wear team uniforms on game days. See athletic handbook for guidelines.

### ***N. U. T. GUIDELINES***

The last Friday of the month (or for any special NUT Days or Spirit Days), the following guidelines will be in place:

- All clothing will be size appropriate.
- Clothing should be neat, clean, and in good repair.
- Underwear may not show at any time.
- Pants/shorts must be worn **ABOVE** the hip line.
- Skirts/shorts must be fingertip length or longer.
- Caps/hats are **NOT** allowed in the school buildings.
- A student's midriff should not be exposed when he/she is walking, raising his/her hand, bending over, or engaging in any other activity.
- Sleeveless shirts may be worn, but tank tops may not.
- Clothing with inappropriate designs or expressions may not be worn
- No backless or open toe sandals should be worn.

If clothing is deemed inappropriate by the school administration, parents will be notified to provide the student with N.U.T. day-compliant clothing. Failing that, students may be given a school or P.E. uniform to wear. **Please note, 5<sup>th</sup> - 8<sup>th</sup> grade students may still change for P.E. on N.U.T. days.**



## ***SPIRIT DAYS***

Every Friday that is not a N.U.T. day will be considered a spirit day. At this time students may wear any Faith Lutheran shirt (regular uniform shirts, spirit shirts, sports booster items, P.E. shirts, etc.). The students must wear uniform shorts, skirts, skorts, or pants. The shirts must be appropriate size and condition. They must be tucked in throughout the day.

### ***ECE Dress***

*(See also ECE Daily Routine p. 26)*

Clothing for ECE students should be appropriate for school and encourage independence. The clothing should be easy to manipulate by the child, simple, comfortable, appropriately sized, washable, and weather friendly. Elastic waist pants or shorts with no belts are easy for children to get off and use in the bathroom, especially when they wait until the last minute to go. Please avoid overalls, belts, and clothing with snaps or straps which can cause frustration for young children when developing toileting skills.. If children need a change of clothes, either due to an accident or a spill, they feel independent and successful when they can do it themselves. Shorts or leggings should be worn underneath skirts or dresses.

For safety reasons, children must wear tennis shoes or soft-soled shoes that strap to the heel. **NO BOOTS, BALLET SHOES, FLIP-FLOPS, JELLIES, CLOGS, OPEN-HEEL SHOES, OR CROCS MAY BE WORN.**

All Children will need to bring a change of clothes in a labeled gallon-sized storage bag to leave at school (socks and underwear included.) All outerwear and accessories should be labeled with the child's name.

## DISCIPLINE

### *DISCIPLINARY CODE AND POLICY*

Faith Lutheran School teaches children the blessings of Christian attitudes that include self-control, respect, humbleness, love, and mercy. In the classroom the teacher is expected to maintain discipline. Thus, teachers are guided by God's Word to deal with the children in accordance with the teachings and philosophy of Christ. The children will be taught to understand that for happy living it is necessary to love one another and to respect one another's rights and privileges.

Disciplinary action will be taken for the following:

- A. When the conduct is detrimental to good order in the classroom and in the school
- B. When the conduct tends to impair the morals or good conduct of the other pupils in the classroom and school; and specifically:
  - (a) When there is physical and/or verbal harassment and/or violence involved
  - (b) Where there is continued willful disobedience or open and persistent defiance of authority
  - (c) When there is willful destruction and defacement of property
  - (d) When there is any situation that is against civil law, such as smoking, theft, vandalism, illegal possession or use of controlled substances, physical violence, etc.
  - (e) When the offenses are willful.

When a child's behavior is unacceptable, the following will occur.

1. His/her teacher will admonish the child.
2. If the behavior persists, the teacher, student, and Assistant to the Principal will confer and detention may be assigned.
3. Continued unacceptable behavior will be reported to the Principal who will meet with the teacher, student and parents. Every effort will be made by all parties to resolve the situation together. Cooperation between home and school is critical.
4. Parents will be notified by letter that suspension and/or expulsion **MAY OCCUR** if behavior continues.
5. After the next violation of the Disciplinary Code by the child, suspension may be invoked for a period of up to three days, and a parent or guardian of the student involved will be called immediately. Either **In School** or **Out of School** suspension will be invoked. Any discussion of the reason for suspension shall be conducted by a member or members of the S.M.B. with the teacher and the Principal. Additionally, the Principal may exercise the authority to suspend a child from school immediately if the offense is deemed to be of a serious nature. Students under suspension shall not participate in or attend school activities on or off school grounds. All grades during a suspension shall be recorded as a "0" (zero) and shall remain such even after the child returns to class. Teachers must inform the Principal of preceding events in writing as they occur.

While the principal is legally permitted to suspend a student from school, expulsion must come from the School Ministry Board. Students may be suspended or be recommended for expulsion for a serious violation of school rules. Areas of student misconduct may include:

- a) Bullying
- b) Defiance of school personnel's authority
- c) Fighting or physical assault
- d) Verbal abuse of teachers or students
- e) Gambling
- f) Forgery
- g) Extortion

- h) Theft or possession of stolen property
- i) Destruction or defacement of school property
- j) Possession or use of weapons
- k) Possession, sale or use of drugs and/or alcohol
- l) Turning in a false fire alarm or bomb threat
- m) Physical, verbal, or written sexual misconduct
- n) Written and verbal threats

### Consequences and Appropriate Actions

The following factors will be considered in determining the appropriate response to pupils who violate the school's rules:

- a) The cause of the behavior
- b) The severity of the offense
- c) The habitualness of the offender
- d) The personality of the offender

### Course of Action

Procedures which outline the action the principal is to follow have been established by the Board of Christian Education.

- a) A conference with the principal and the parties involved
- b) Parent notification if the student is to be sent home before the end of the school day
- c) A mandatory parent conference
- d) Suspension from school
- e) Notification of appropriate legal authorities as needed

If this unacceptable behavior is still not corrected, the child will be expelled from the school.

Permanent expulsion shall be at the discretion of the S.M.B. upon recommendation from the Principal. Any and all appeals shall be made to S.M.B. All monies paid will also be forfeited.

The following will require immediate expulsion:

- a) Continuation of a, b, c, d, e, f, or g under "Three-day suspension";
- b) Bringing a firearm to school;
- c) Bringing a bomb or plans for a bomb to school;
- d) Calling in a bomb threat to the school;
- e) Proven (at least two witnesses) sexual harassment directed at a teacher or another student;
- f) Any action that is deemed by the Principal that puts another person's life in jeopardy.

All lockers are subject to search by any teacher and/or the administration at their discretion.

### **WHAT IS BULLYING?**

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending him- or herself.

Bullying can take many forms: hitting or punching (physical bullying); teasing or name-calling (verbal bullying); intimidation through gestures or social exclusion (emotional bullying); and the use of technology to harass, threaten, embarrass, or target another person (cyberbullying).

All students have the right to come to school each day and know they are safe and free from all forms of bullying. The choice to engage in any of the above behaviors will not be tolerated at Faith Lutheran School and will result in immediate disciplinary action.

### ***"HANDS OFF" POLICY***

Since inappropriate physical contact endangers students' safety, Faith Lutheran School holds a "Hands Off" policy which prohibits inappropriate physical contact between students. Roughhousing (or "play fighting"), intentional tripping, or other similar physical contact is not allowed on school grounds or at any school function. At recess or while on school grounds before and after school or during a school sponsored activity, actions such as tackling, pushing, shoving, etc. are inappropriate, even under game conditions.

### ***HARASSMENT***

Faith Lutheran School is committed to the principle that students and all members of the community are entitled to equal opportunity and equal treatment in the school setting. This includes a learning environment free from all forms of harassment.

Harassment is not only conduct whereby an individual intends to be hostile and/or offensive, but may also include conduct which the recipient perceives to be hostile and/or offensive.

Sexual harassment may take the form of physical contact or verbal abuse. This includes the use of offensive language of a sexual nature or the telling of obscene or off-color stories or jokes.

Any student believing he or she has been subjected to any form of harassment, sexual or otherwise, should immediately contact any staff member with whom they feel comfortable. The necessary investigations will then be conducted.

### ***OFFENSIVE AND DISRUPTIVE ITEMS***

In an effort to promote proper conduct and behavior, students are not permitted to bring potentially offensive and disruptive items to school. This would include items such as toys of any type, toy guns and knives, CD players, cassette players, cell phones, beepers, electronic games (gameboys, game gear, etc.), and/or playing cards, trading cards, etc. Children are not to bring soda, gum, or candy to school. All items mentioned above and any others that cause a disruption will be confiscated by the teacher.

### ***ASBESTOS***

The asbestos inspection report and management plan for Faith Lutheran School, required by the Asbestos Hazard Emergency Response Act of 1986, and approved by the State of Georgia, is on file for your inspection in the office during regular school hours.

## **Delinquent Tuition and Fees**

A statement that tuition and/or fees are past due will be sent with the current month's billing. This notification will itemize overdue tuition and/or fees, applicable late fees, plus the current month's tuition and fees. Payment in full is due upon receipt. The notification will also include a request to contact the Business Manager in the event that payment in full cannot be made before the Fifteenth (15th) day of the current month.

- \* If the Business Manager has not been contacted by the fifteenth (15th) day after the late notice was sent, and the past due amount has not been received, the Business Manager may request immediate payment or special arrangements may be made through the Faith Financial Management Committee (FMC).
- \* Should the responsible party not make payment in full by the date established in special arrangements; the Principal will be instructed by the SMB Director and the FMC Chairperson to refuse to admit the Child/Children to FLS and any auxiliary programs. The SMB Director will also make a reasonable attempt to contact the responsible party by telephone at least two (2) school days before the child/children are to be refused service.
- \*The child/children may be readmitted to FLS upon payment in full of all past due tuition, late fees, and any other debt, plus a satisfactory assurance that future payments will be made on a timely basis.
- \* Permanent records for all students whose financial obligations have not been reconciled will not be released to parents, guardians, or educational institutions until all financial obligations have been satisfied.
- \* Prior to the start of a new school year, accounts with an outstanding balance from the previous school year will be contacted by return receipt mail. This notice will state the amount owed, and inform them that their child/children will not be admitted to FLS unless this debt is paid in full prior to the first day of the new school year, or special financial arrangements have been made with the FMC.

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