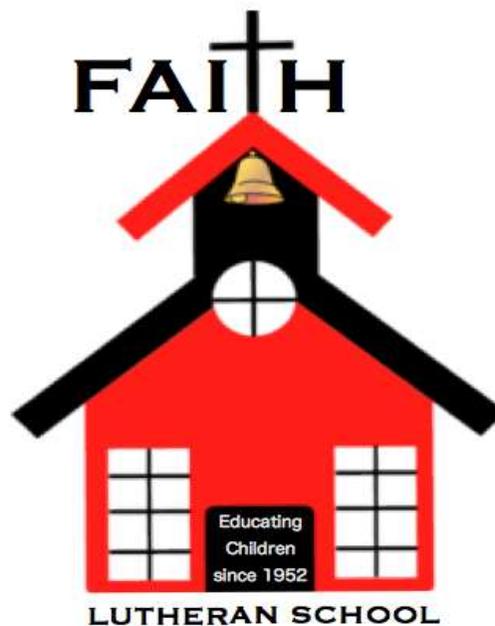


Faith Lutheran School

Parent/Student Handbook 2018-2019



Faith Lutheran School published this handbook on June 22, 2018, and it replaces the edition published on July 24, 2017.

The school reserves the right to update the Handbook at any time in accordance with its policies and procedures. The most updated version will always be available on the school's website (<https://faith-lutheran.org>).

The following policies and procedures are not intended to be all-inclusive. The Board of Christian Day School reserves the right to modify, revise, interpret, apply, suspend or discontinue the following policies and procedures, in whole or in part, at our sole and exclusive discretion.

Welcome

Faith Lutheran School (FLS) has been educating children in the greater Tucson area for over 65 years. We have a remarkable history in our community and are delighted to continue our mission for the 2018-2019 school year. We are so pleased to have you as a part of our Faith Family. Thank you for your trust and commitment. The role of school is vital in the life of your children. Our teachers, staff, board members, and volunteers know the importance of our work and are proud to be in partnership with you. Every child in our school is valued and cared for as we serve the Lord together.

Faith Lutheran School Mission Statement

Faith Lutheran School encourages our students to advance and mature academically, spiritually, socially, and physically and serve their families, their community, and the world.

Our Commitment

We work to follow the Lord's command to make disciples of those He brings to our school (Matt. 28:19 & 20) and to equip them for works of service (II Timothy 3:16 & 17).

We invite you to be involved

There are great benefits to our Christian school with small student-teacher ratios and Faith Lutheran School desires to maintain reasonable costs for parents. So, our tuition is based on the involvement of parents, family, church, and community members in the operations of our school. We believe that parents play an essential role in the success of their child's learning. For this reason, we ask that you find enjoyable ways to be involved on and off campus. We will share ways that you can be involved in the pages that follow.

PREAMBLE

In order that FLS may serve its students and parents and this community, it is necessary that its fundamental policy, purpose, and objectives be understood.

PHILOSOPHY

In agreement with Holy Scriptures and the Lutheran Confessions, we, the administrators, faculty, and patrons of FLS, believe and teach that the Triune God is the source and sustainer of all created life, especially of each human being as a unique creation. Although by sin, all people at birth are alienated from God and unable to earn His love in any way, by Christ's sacrificial death and victorious resurrection, God does offer to everyone complete forgiveness, perfect love, and eternal life. As people come to the saving faith in Christ through the working of the Holy Spirit, they receive new life—a life of dedication to God manifested in a use of their unique gifts and potentials, a life which is Christ-centered and Christ-directed, lived to the glory of God and the welfare of mankind. Therefore, we believe that each student entrusted to our care should be provided a Christ-centered education. In all areas of academic endeavor, each student is viewed as a redeemed child of God who possesses his/her own unique abilities. Each student is viewed as a sinner/saint who daily needs direction and forgiveness. To help every student attain this new, complete life in Christ, it is our philosophy to encourage each student to realize and to use his/her abilities, not only in scholastic areas, but in all of life, as well. Our school is first, Christian; second, Lutheran; third an academic institution.

OBJECTIVES

1. To strengthen each student's faith in the Triune God as his/her personal Father, Savior, and Counselor, and to search His Holy Word.
2. To present clearly the Gospel of Jesus Christ to all students, inviting those who are not Christians to explore the Christian faith.
3. To provide opportunities for each student to mature as a child of God, experience His loving forgiveness, and to share His love with others.
4. To help each student identify his/her God-given talents and develop them for personal use and to the glory of God.
5. To lead each student into wholesome attitudes toward God, self, home, community, and work.
6. To help each student reach his/her maximum potential by pursuing high academic standards.
7. To assist each student in developing as a responsible member of his/her church, community, and Nation.
8. To guide each student in Christian love using appropriate application of Law and Gospel.
9. To create an environment for intellectual curiosity that fosters lifelong learning.

Christian Philosophy of Education

We believe: Christian education is an integral part of God's directive to his followers as expressed in the Great Commission and the Old Testament (Matthew 28:19-20; Deuteronomy 6:6 & 7).

We believe: Christian education must be based on the Bible and must be Christ-centered in order to establish and strengthen a sound Christian faith in each child (2 Timothy 3:15-17).

We believe: Christian education in the Lutheran Day School must be concerned with the whole child – physically, socially, mentally, emotionally, and spiritually (Proverbs 22:6; Luke 2:52).

We believe: Christian education must equip each child to effectively fulfill the role of a Christian. Such teaching provides opportunities to cultivate Christian attitudes, Christian motives, and Christian values (Proverbs 22:6)

We believe: Christian education in the Lutheran Day School must be an extension of the child’s Christian home. The greatest blessing of Christian education can come to the child only when there is complete cooperation between home and school (Deuteronomy 6:6-7; Ephesians 6:4).

We believe: the curriculum of Faith Lutheran School must give children a thorough Christian foundation so that they may be better trained to compete for their livelihood in the local, national, and world communities (Proverbs 2:6).

We, the Board of the Christian Day School and the faculty of Faith, believe that our Lutheran School is a cooperative venture of the Holy Spirit, the family, and the church. To this end we dedicate our personal endeavors.

The above statements will shape and direct all policies and programs of FLS.

Christian Practices and Ceremonies at Faith Lutheran School

Part of your child’s spiritual growth is developed through involvement in FLS’s ministry, including practices such as memorizing Bible verses, singing Christian songs, participating in weekly chapel, prayer times, pledging allegiance to the U.S. and Christian flags, and other opportunities to share Christ’s love. Common ceremonies in Lutheran Churches include Holy Communion for older students, celebrating Advent and Lenten Seasons, including Ash Wednesday (children are given the option of having ashes placed on their foreheads), and observing Holy Week. We also study about the Reformation.

Each year we participate in Lutheran Schools Week along with other schools in our country and world. We encourage students to examine deeply the elements of the Christian faith, including creation by a loving God, the sinful nature of all people, the need for salvation, the efficacy of the Messiah, the coming Kingdom of God, and other important aspects of the faith.

CHOIR: FLS is one of the few Lutheran Schools left in the Tucson area. We are committed to continuing great Christian Education. We are grateful for the support of several Lutheran churches in our community that make our operations possible. It is important that we show our gratitude to these congregations by making periodic appearances, as a school choir, at their Saturday/Sunday services. For this reason, all students in grades Kindergarten through 8th grade are required to attend one Saturday evening or Sunday morning church service each quarter. Please be mindful of the school calendar, and plan in advance.

Parent/Guardian Responsibilities and Etiquette

Parents are, and always will be, recognized as the primary educators. It is important that school staff and parents work together to achieve our goals.

REGULAR CHURCH ATTENDANCE: God has commanded that His children should “keep the Sabbath Day holy.” He has promised to bless those who worship Him and hear His Word. Therefore, Faith students and parents are

encouraged to keep the commandment faithfully. FLS children and parents are encouraged to attend church and/or Sunday school each week wherever they worship.

Families who are not members of another congregation are encouraged to worship with us at Faith. Services start Saturday evening with a Bible class at 4:00 p.m. (except for the 3rd Saturday of each month) followed by a Contemporary Service including Children's Church at 5:30 p.m. A traditional Service is held each Sunday morning at 9:00 a.m. followed by Sunday school for both children and adults at 10:15 a.m.

MUTUAL COMMITMENT TO CHRISTIAN ETIQUETTE: Parents\Guardians are expected to be good examples in their homes and at school. Parents must strive to be courteous, mild-mannered, considerate, and patient of all children, their families, and our staff at all times. In the same way, our teachers and staff must show their commitments to being well mannered, courteous, and approachable. Of course, people make mistakes, but Christ has given us a pathway for restoring relationships should people become upset over issues regarding the school. We expect all involved in our Christian school to act in accordance with instructions given long ago by the Apostle Paul, "Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." (Ephesians 4:32) Our goal is to build a mutual commitment to Christian deportment to ensure that we all participate in helping our children mature into courteous and considerate adults. One thought that often helps teachers and parents reflect on their own behavior is to consider whether or not our "adult" actions would be tolerated by the school if a child were to exhibit similar behavior.

Please remember that our school is a learning community. The words and actions of one member affect all others. So please, emulate the best behavior in your dealings with others in our school. Seek privacy with the appropriate teacher or staff member when you have suggestions or concerns. We want everyone's voice to be heard and their opinions to be honored, but it is vital that we work together to build our mutual commitment and respect, adhering to the highest ethics.

PARENT TEACHER RELATIONS: Compliments and concerns should be made directly to the teachers. In the case of a concern, a strict policy must be followed.

- 1) Concerns must be communicated first to the teacher. The teacher has the option to include the Principal.
- 2) In the event that the concern cannot be resolved, an appointment must be made with both the Teacher and the Principal.
- 3) If the concern has not been resolved, the parent, teacher or Principal may request the involvement of the Board of Christian Day School.

PARENTS WITH JOINT CUSTODY (TWO HOMES): Parents are expected to communicate with each other for the benefit of the student. It is not the school's responsibility to duplicate notices or be involved in successful communications between a student's parents. It is only with prior written consent (to be kept in the student's record) from both parents that the school will communicate with any adult other than the student's parents regarding the student in any way unless one parent has been granted sole legal decision making rights by the courts. In this instance, the court documentation is required to be in the student's record.

PARENT PARTICIPATION PROGRAM: The FLS philosophy recognizes the parent as the primary educator, and that teachers form a partnership with them to help every child learn and grow in their faith and academics. Research on school performance has shown that parental involvement is a major predictor of a child's successful achievement. Also, because of the efforts of parents and family members, we are able to keep our tuition at an affordable cost to parents.

At minimum each family must acquire 40 hours of volunteer work per year and 5 of those hours are required toward the auction night. Families may opt to pay a service substitution fee of \$400 per year. Families that do

not fulfill their points will be billed \$10 per hour not fulfilled at the end of each semester. Please refer to Parent Participation Program guide for program details and opportunities.

It is the parent's responsibility to record their hours in the binder in the office.

PARENT SOCIAL MEDIA POLICY: As social media and networking become a more prevalent means of communication, we ask that families respect the following guidelines. Some parents do not allow us to publish photos. Therefore, before posting any photos on any social networking sites (Facebook, Twitter, Instagram, etc.), please check with the families of any students included in the photos as a courtesy or ask the School Office Staff. We understand that we cannot completely regulate the activities on social networking sites, but our staff must follow clear guidelines to appropriately represent FLS in cyberspace and we respectfully ask that our families take the same consideration for the sake of our students. It is also against school policy for parents or family members to take to social networking sites to slander, defame or libel FLS in any way.

GRADELINK ONLINE DATABASE: To better serve our students and parents, we subscribe to an online Student Information System. Gradelink connects administrators, teachers, parents, and students in one seamless system that elegantly handles all of our grading, attendance, billing, enrollment, and student information. Parents and students can access grades, conduct, performance, teacher comments, and up-coming assignments online. Automatic Grade Monitoring allows parents to receive email alerts about their child's current progress. All of this can help contribute to a happier home on report card day.

With this system parents are expected to login on a regular basis to check on student progress, read teacher blogs, and keep updated on parental billing responsibility. Parents will not receive monthly statements with our use of Gradelink. For this reason it is critical that you log in to check balances and submit payment to the front office in a timely manner.

Rather than send home paper progress reports, the School Office will send notification that progress reports are ready to be viewed. At that time, parents should log on and check grades.

PARKING LOT PROTOCOL: Our parking lot is too small to accommodate our recent growth in student body. We ask that you give yourself a few extra minutes at pick-up and drop-off to contribute to a safe, calm flow of traffic. The parking lot speed limit is 5 mph hour. Please adhere to this and be watchful for children, parents, and others who are backing out.

Parking should only happen in designated parking spots as indicated by the striping. The traffic flow for dropping off students is indicated by the white line in the below photo. All traffic should enter the parking lot from 5th Street heading west. This means that those coming east from Alvernon will need to turn left onto Longfellow Ave. and make a U-turn to pull back onto 5th Street heading west.

If you want to park and walk your child into the gym, you also need to follow the drop-off traffic flow but then park in the red, "no drop" parking lot. For the safety of all students we want to minimize the number of cars pulling in and backing up in the parking lot during drop off and pick-up times.



Teacher Certification

FLS K – 8th grade teachers have completed a teacher education program, graduated from an accredited college or university, and are state-certified or are in the process of completing certification. Additionally, our teachers continue their professional education. Most importantly, our staff is comprised of teachers who are mature in their faith and who are eager to share the Gospel with students and families.

The curriculum and instruction of FLS include, but are not limited to: Religion, Reading, Writing, Spelling, English/Grammar, Social Studies, Science, Mathematics, Music, Art, Physical Education, and Computers.

Admissions

ENROLLMENT: FLS admits students of any race, creed, color, or national/ethnic origin to all classes, programs, and activities that the school offers. We do not discriminate on the basis of race, creed, color, or national/ethnic origin in the application of admissions' policies, educational policies, or other school programs.

FLS is comprised of member and non-member children. Our goal is to enroll children who are members of Faith Lutheran Church, of other Lutheran congregations, children who are members of other faiths, and children who have no church affiliation.

All applications for enrollment are subject to acceptance by the Principal. All new enrollees are accepted on a probationary basis for nine weeks, so that their records can be evaluated and their behavior and learning aptitude can be observed. During the probationary period, parents may be asked to withdraw their child from school after efforts have been made to correct any noted problems.

ENTRANCE AGE: Students entering Kindergarten of the current year must be five years old on or prior to September 1, unless approved by the Principal for an early-start entrance. Only FLS's Principal may make any exceptions to this policy. A copy of each new student's birth certificate and immunization records are required.

WITHDRAWAL: Please notify the school in writing at least **two weeks** in advance in the event you decide to withdraw your child from school. Indicate the reason for withdrawal in the letter. Two weeks notice is required for any prepaid tuition to be refunded. All school owned materials, textbooks, library books, etc. must be returned before withdrawal. Parents are responsible for the two weeks payment if notice is not given. Scholarships will not cover that amount. Tuition payments are divided into 10 equal payments for the convenience of parents. For this reason, account balances must be calculated based on the number of days remaining in the quarter of withdraw and not by the amount which was due the month of withdraw.

POLICIES NOT COVERED: Any school or classroom procedure not specifically discussed in this handbook shall be left to the discretion of the homeroom teacher or Principal.

Tuition/Fees and Scholarships

TUITION: Tuition is determined each year by the Board of Christian Day School at Faith Lutheran Church.

TUITION PAYMENTS: The tuition payment schedule is based upon an annual amount. Financial plans are available in full, by semester, or in ten monthly payments due by the 1st of each month (August-May), mid-year enrollments will be prorated based on number of days remaining in each quarter. See the Tuition Contract for further details. Billing and tuition payments are accessible online at Gradelink.

SCHOLARSHIPS: A limited amount of scholarships are available. Please contact the School Office for more information.

AZ TAX CREDIT LAW: The tax credit was written to assist those families who choose to send their children to private schools. People can recommend a tax credit donation to FLS or a specific student through ACSTO, Arizona Tuition Connection, Arizona Tax Credit, School Choice AZ, or IBE. Please contact the school office for additional information. A.R.S 43-1603: A School Tuition Organization cannot award, restrict or reserve scholarships solely on the basis of a donor recommendation. A taxpayer may not claim a tax credit if the taxpayer agrees to swap donations with another taxpayer to benefit either taxpayer's own dependent.

SPECIAL FEE ACTIVITIES/ITEMS: Lunch (\$3.00 per lunch) – Pre-ordered Yearbook (price TBD) - School pictures (to be announced before picture day). Additional items may come up throughout the year with the recommendation of the Principal or PTL.

AFTER-SCHOOL CLUB FEES: Clubs are offered at varying fees, and all club fees must be paid prior to entrance. Student fees for clubs are nonrefundable even in the case that a child is suspended from clubs due to behavior.

SPORTS FEES: Sports fees will be assessed yearly but are in addition to tuition.

LIBRARY BOOKS: Books not returned or books that are returned but damaged will be assessed a replacement fee. End-of-the-year report cards will be held until fees are paid or books are returned.

RECORDS: Student records generally include a cumulative record of all academic performance, educational testing, psychological evaluations completed by or on behalf of your child, and health and immunization records. In addition, documentation of significant discipline issues for the current year may also be included. Such records are kept in the school office and are available for your review.

STUDENT RECORDS REQUEST: Faith Lutheran School is required by both state and federal laws to maintain certain records and make these records available to parents upon request. FLS requires that parents fill out and sign a “release of information” form or submit a signed letter before their child’s records will be copied and released. Once we have received the request, FLS has 45 days to supply the parent with copies of the student’s cumulative record. Under FERPA (Family Educational Rights and Privacy Act), schools must show parents all records, files, documents, and other materials that are maintained by the school system and contain information relating to their children. This includes all records referring to your child in any personally identifiable manner – that is, records containing your child’s name, Social Security number, student ID number, or other data making them traceable to him/her. FLS will NOT release the following: notes of teachers, counselors, and/or school administrators that are made for their personal records.

FLS will not provide copies of student records to parents if there is a past due balance remaining on the student’s account.

Academics

HOMEWORK: Homework is an important part of the students’ education and needs to be completed when assigned. This allows the teachers to teach all the standards required throughout the year and keeps a student on target to learn and practice the standards being taught. The homework policy is as follows:

1. The first homework missed will be given a warning.
2. The second homework missed will warrant contact with the parent(s) and/or guardian(s).
3. The third assignment missed will result in corrective action by the teacher.

Independent practice of concepts taught in class is important, but so is time with family. We wish to insure that time spent on homework does not exceed a reasonable ratio of evening hours at home. For this reason, please first contact your child’s teacher, if your son/daughter is consistently spending more time on homework than what is listed below. With the exception of long-term assignments, homework will not be given on Fridays.

Homework per evening

Kinder	15 minutes
1 st	20 minutes
2 nd	25 minutes
3 rd	30 minutes
4 th	35 minutes
5 th	40 minutes
6 th	45 minutes
7 th	50 minutes
8 th	60 minutes

In the case that homework becomes a daily battle of compliance, teachers will schedule a parent/teacher conference with administrative support. A plan will be put in place for homework to be completed at home. If the homework is then not completed in the time set forth, no credit will be given for the assignments and will result in overall subject failure for the grade and possible school expulsion.

MAKE-UP WORK: When a student returns from an absence, he or she will be given the opportunity to make-up missed tests and/or assignments. A student will be permitted two days for each day absent to complete missed work, up to a maximum of five consecutive days of absence. Absences of more than five consecutive days will

be handled on an individual basis. The responsibility for obtaining, completing, and returning all work rests solely on the student and parents, not the teacher.

HONOR ROLL: students in 3rd – 8th grade can earn Honor Roll.

Students must maintain a 3.5 to 3.7 grade point average to be placed on the Honor Roll, or 3.8 to 4.0 grade point average to be placed on the Principal's Honor Roll.

TESTING: Faith Lutheran School gives standardized tests to students in 2nd-8th grades each year. The scoring compares the student's learning achievement in basic subjects to national norms.

PARENT-TEACHER CONFERENCES: Informal parent-teacher conferences take place routinely at Faith. Parents are expected to assume an active role in their child's education. We ask you to "call ahead" if you would like an extended visit with your child's teacher in order that an appropriate time and place can be arranged. A formal parent-teacher conference is scheduled during the First/Third quarters each school year; other parent-teacher conferences are scheduled as needed.

ACADEMIC DISHONESTY: FLS will not tolerate academic dishonesty. This violation, in the form of cheating and/or plagiarism, is a grave breach of trust that must be present between a student and teacher. Administration, faculty, students and parents should never take an occurrence of academic dishonesty lightly. Therefore, it is the intent of FLS to enforce this policy with justice and objectivity, working with parents to teach students the value of honor and integrity, and the natural consequences of inappropriate choices.

Academic Dishonesty is defined as, but not limited to:

- Any attempt to gain an unfair advantage on an assignment, quiz, or test.
- Copying, faxing, or duplicating assignments that will each be turned in as one's own work.
- Exchanging assignments by printout or electronic transfer and then submitting them as originals.
- Preparing for cheating in advance, including:
 - a. Writing formulas, codes, key words, etc. on one's person or objects for use during a test when the teacher has prohibited such.
 - b. Using hidden and/or unauthorized reference sheets (cheat sheets) during a test.
 - c. Using programmed materials in electronic or battery-operated devices when they have been prohibited by the teacher.
- Exchanging answers (either giving or receiving answers) with others when prohibited.
- Taking, stealing, and/or using a (completed) assignment from someone else and submitting it as one's own work.
- Giving an (completed) assignment to someone else for the purpose of submitting the assignment as their own.
- Plagiarism: submitting material written, designed by someone else, without giving proper notation from the original source.
- Taking credit for group work when little contribution was made to the established assignment criteria.

- Not following additional specific guidelines for academic honesty as established by a teacher, class, or department.
- Unauthorized acquisition, use, and/or distribution of test materials or answer sheets.
- Unauthorized use of teacher's computer files and/or grading programs.
- Use of a cell phone for any purpose during a test or quiz will result in an automatic zero and is considered a major offense.

Plagiarism: Plagiarism is defined as a "presentation of another person's words or ideas as your own and not properly giving credit to the author of those words." A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student, when, in fact, this is not true.

Examples of plagiarism include, but are not limited to:

- Word for word copying of another's writing without enclosing the copied passage in quotation marks and identifying the passage with a footnote, both of which are necessary. This would include magazine articles, newspaper articles, book material, another student's work, or any written ideas and words that are not your own. Any verbatim use of someone else's work must be acknowledged by (1) appropriate indentation or enclosing all such copied portions in quotation marks and by (2) giving the original source in a footnote.
- A mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people's words, ideas and thoughts, with the student's sole contribution being that of working the pieces together.
- Paraphrasing which is an abbreviated (and often skillfully prepared) restatement of another person's language, structure, analysis and/or conclusion without credit being given to the person who prepared the original text or writing.
- Purchasing a prepared paper from a third party and submitting it as your own original work.

FLS cannot prevent students from plagiarizing, but we can make sure that students know what plagiarism is, what the penalties for it are, and the jeopardy in which it places them in.

Any student who may have questions or doubts about the originality of the work they are preparing to turn in as their own, or needs clarification should consult with their teacher.

Academic Dishonesty is *not*:

- Peer tutoring (when permitted by the teacher) to better understand.
- Incorporating someone else's work, idea, and/or graphics and images into your own work when proper notation to the work is made and proper citation is given.
- Submitting work done alone or with the help of the teacher.
- Group work when solving a problem in which group work has been authorized by the teacher, and submitting one copy as group work, identifying each member of the group.

REPORT CARDS: Report cards are issued at the end of each quarter. A parent conference will be scheduled during the First/Third quarters. Grades on the report card depend on two things:

- 1) Quality and quantity of work
- 2) How that work compares with the ability of the child

The report cards are to be signed by one of the parents and returned to the teacher. It is advisable that both parents see and discuss the report card. Mid-quarter grades will be issued for grades K-8 during the 5th week of each quarter.

FLS will not provide copies of report cards to parents if there is a past due balance remaining on the student's account.

FIELD TRIPS: Various class field trips occur during the school year. When a class goes on such a trip, parents must sign the Faith Lutheran Field Trip form at least two days prior to the field trip. Any student without signed consent will not be allowed to participate. If students are not participating in a required field trip, that student will be required to stay home that day. Students who are not participating in non-required field trips will be accommodated in the daily school schedule. All drivers must provide a current copy of their driver's license and proof of car insurance. Parent drivers are in charge of the students they drive and, as such, may not bring other children to the field trip, i.e. younger siblings, nieces, nephews, etc. **Volunteer drivers are required for students to attend field trips, as Faith has limited transportation resources.** Parents may also be asked to participate by providing transportation, helping with activity or sponsorship. Parents may elect to have their child excused from any or all extra-curricular events. However, in some cases, that may require that the student stay home from school. Every student attending a field trip must be in a vehicle with a driver that has provided all driver information. This includes parents wishing to drive their own students. Some field trips will require a fee.

Signed field trip permission slips absolve the teachers, staff, parent drivers, Faith Lutheran Church and School, and any and all members of its governing board(s) of any liability for any injury to said student while attending the stated activity, including travel to and from stated activity.

All students must follow school and state laws regarding transportation including car seat laws, or will not be able to attend field trips. Children who are younger than 8 or 4 feet 9 inches and shorter must ride in a vehicle booster seat.

COMMUNITY SERVICE: One of the goals of FLS is to promote the spiritual growth and maturity of each student. Spiritual maturity may be well described as developing the character of Christ. Jesus stated that he came "...not to be served, but to serve....". With the goal of developing Christian character, we want to provide students reasonable, rewarding, and character-building opportunities to discover the joy of serving others through community service. This is most often done through our EXTRA MILE classes that partner with service organizations to provide care to those in need.

LIBRARY: All students visit the library weekly. Students in grades K-2 check out one book per week, whereas students in grades 3-8 check out two books per week. Books can be renewed but students must bring their books back, weekly, on the day assigned. Doing so makes them eligible for a reward (a free book) received by children who keep a perfect record of return for four weeks in a row. Books not returned or those that are returned damaged will be assessed a replacement fee. To help us take care of our library, students are asked not to eat or drink in the library.

Sports Conduct and Eligibility

SPORTS PHYSICAL: A sports physical is required annually (each school year) for any student (grades 3-8) participating in sports. Please plan accordingly as the student will not be able to participate in any way until FLS has a copy of the physical in their cumulative record.

SPORTSMANSHIP CODE OF CONDUCT: Competitive team experiences contribute significantly to the development of Christian character, mutual support, and school spirit. Sportsmanship is an important part of this training.

We expect our coaches, players, parents, and students to represent FLS in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation. Parents and friends who fail to meet these standards place the student whom they are supporting at risk of being dismissed from sports and he/she will be required to report to the Board of Christian Day School before returning to games and practices.

ATTENDANCE GUIDELINES FOR PARTICIPATION: If a student is present for at least 1/2 of the school day (as defined under attendance), he/she will be counted as present in attendance for the day. *Students who are not present for 1/2 of the school day are not permitted to participate in extracurricular activities on that particular day without the Principal's approval.* Fees will not be refunded or reduced for missed days.

EXTRA CURRICULAR PARTICIPATION: Extracurricular participation is defined at FLS as participation in any activities that are not included in the normal course day and/or recorded on the report card. Examples include after school clubs, sports, and competitions. Eligibility guidelines apply to all extracurricular participation.

INCLUSION OF PARTICIPANTS: All team get-togethers need to be scheduled through the coach and notification needs to be extended to every parent/guardian of players through the parent liaison appointed by the team coach. We ask that parents and guardians be mindful and considerate of how easily children and families can be hurt when excluded from common gatherings.

ELIGIBILITY GUIDELINES:

- A student loses eligibility to participate in any extracurricular school-sponsored activity or competition if he/she earned a class average below 70% in any class.
- Quarter and mid-quarter grades will be used to determine eligibility.
- Eligibility may be regained at the conclusion of **2** weeks, following the eligibility determination date.
- Students who fail to regain eligibility after **2** weeks will have additional opportunities to become eligible on a weekly basis on the first day of each school week until the next eligibility determination date.
- Grades are evaluated on the school day immediately following the end of a grade evaluation period.
- Late work is not accepted after the end of a quarter. All assignments must be turned in by the last day of the quarter.
- A missing or pending assignment shall be considered a zero if the assignment is past due and is not turned in by the Friday prior to the eligibility determination date for eligibility calculation purposes.

STUDENTS WHO ARE INELIGIBLE:

- Are not permitted to travel with the team/group to competitions (“away competitions”).
- Are not permitted to dress in the team/group uniform if attending the competition.
- Are not allowed to continue to practice with the team/group.
- Are allowed to attend the team’s/group’s competitions taking place on FLS Campus (“home competitions”).
- Fees will not be refunded or reduced for a student’s ineligibility.

Health and Safety

ACCIDENTS: In the case of most minor “tumbles, cuts, and falls,” a staff member will treat students. Should the injury be determined serious, emergency medical services will be summoned and parents and/or those designated on the Emergency Card will be contacted as soon as possible. Staff members receive basic training in first aid and CPR regularly.

CONTAGIOUS DISEASE: Communicable diseases require immediate medical intervention. In such cases, please contact the school within 24 hours of diagnosis, so that appropriate measures may be considered. In accordance with the Pima County Health Department recommendations, parents of students will be contacted if there is a suspected contagious situation that we feel needs a diagnosis from a health professional.

HEARING SCREENING: As a service to our families, an annual health screening is provided for students by volunteer health care professionals. Hearing (and limited vision testing) screening is recorded and, if necessary, recommendations made.

ILLNESS: Because childhood illnesses within the confines of a school community can easily get out of control, we request that you never send a child to school that has a severe cough or sore throat, a temperature above 100.3, discharge from eye or nose, is vomiting, or has head-lice that have not been effectively treated. Should a student become ill at school, we will call parents and/or whoever is designated on the emergency card to come to the school and pick up the ill student as soon as possible. Therefore, an updated emergency card must be on file in the school office for each student.

Your child may return to school if there has been no fever or other symptoms of a possible communicable disease for 24 hours **without medication** (i.e. Tylenol, Motrin).

IMMUNIZATIONS: Each student is required to submit a Record of Immunizations in order to comply with Pima County Health Department regulations and in compliance with Arizona State Law.

NOTE: Immunization laws and health guidelines change periodically. Please consult with your family physician for updated information.

MEDICATIONS: According to ARS 15-344, ARS 15-346, and Faith Lutheran School policy, prescription and over-the-counter drugs required during the school day or during extended care need to be submitted to the school office in their original pharmacy containers with the original pharmacy label attached that includes the student’s name and appropriate dose. In addition, a form must be completed and signed by the parent or guardian for each medication or it cannot be dispersed. This includes We cannot administer medications that are expired. Students may not carry or self-administer any medication. Your child’s health requires strict compliance with this policy.

The school stocks a limited amount of over-the-counter medications (ibuprofen & acetaminophen). These may only be used during school hours for school children who are not signed in to our licensed programs (i.e. EDC). Gradelink registration gives the option for parents to consent to the administering of basic medications. Verbal permission from a parent or guardian can only be granted by the Principal or acting director of school.

Attendance

It is important that parents and students recognize the direct relationship that exists between regular school attendance and academic success. **Students may be absent only when absolutely necessary, because much of the classroom activity cannot be replaced.** The benefit of lectures, discussion, and participation is lost forever. Regular attendance is the key to the success a student may gain from his/her school program.

Regular attendance and punctuality is expected of all students enrolled in Kindergarten – 8th grade, as these are key elements in the success of each child in school and as he/she prepares to be a responsible member of society.

Repeated absences, tardiness, and failure to make up work may affect both academics and work habits on the report card. Attendance in grades Kindergarten – 8th is MANDATORY in the state of Arizona. **If a child misses more than twenty (20) days of school, he/she may be retained in that grade.**

Absences will be considered academically excused if the school receives a note or a phone call from the parent. These absences are still reported with the student's total absences on the report card and transcript, but without penalty for makeup work or exams if made up during the designated period of time. Examples of academically excused absences include:

- illness of student or a doctor's appointment;
- death in immediate family;
- unavoidable family emergency;
- court appearance;
- pre-approved absences;

Any absence that does not fall under one of the above reasons will be counted as an unexcused absence.

Personal reasons or running errands will not constitute an excused absence. Work missed due to an unexcused absence should be made up. However, no credit will be granted for this work. Many School Tuition Organizations (STOs that award scholarships for private school tuition) also receive attendance records and student performance information as a condition for their scholarship awards.

TARDY AND PARTIAL ABSENCES: Punctuality is important for a child's success in school, and it is the parents' responsibility to get their child to school on time. Late students disrupt the classroom routine and also find that they are behind before the school day begins. The school day begins at 8:15 for Kindergarten – 8th grades. It is suggested students arrive at 8:00 for students to have time to prepare themselves for the day. Students are considered tardy if they are not in line and ready to start school at 8:15.

Students who are tardy need to report to the school office and indicate the reason for the tardy. The tardy will then be recorded on their attendance record. Excused tardiness will be granted for medical appointments, severe weather or other emergency circumstances over which parents and students have no control. Unexcused tardiness includes normal traffic, oversleeping, etc. Every effort must be made by parents to have their child/children at school on time.

Six times tardy will result in a recorded absence, and the student will not qualify for a perfect attendance award. Excessive tardiness will result in action by the Board of Christian Day School

Students who arrive after 10:30 am or leave before 1:00 pm are considered half-day absent.

UNEXCUSED ABSENCE: Parents who feel they have legitimate, reasonable grounds for their child's unexcused absence may set up an appointment with the Principal to present the circumstances of their situation.

PLANNED ABSENCES: If a student will be absent from school due to a planned family activity, educational trip, or vacation, a Planned Absence Form (available in the Front Office) must be signed by a parent and must be given to the Principal at least 5 school days prior to the student leaving. Planned absences may be excused with the **Principal's advance knowledge and approval** if a student is in good academic standing (70% and above in all course work). A student may be permitted to complete and submit the missed coursework, **in advance of his/her absence or after he/she returns with permission from his/her teacher**, for full credit and without penalty. Teachers are not required to provide advance assignments for planned absences. Unfinished work will receive a zero for the assignment. The teacher will give all makeup tests and quizzes missed during the absence within the first week back to school.

Students are not permitted to leave campus before, during, or after school while the students are under the supervision of the school, unless a field trip form has been completed. The only exception to this is to Alvernon Park – during designated outings i.e. recess, PE, special events.

School Information

WEEKLY COMMUNICATION: Communication is provided weekly via email. It contains various news items relating to upcoming events, classroom "happenings," and special requests. This is a critical communication tool of the school. Please read all communications.

BIRTHDAYS/CELEBRATIONS: Birthdays are special! Children are invited to celebrate their birthdays by bringing treats to share with their classmates. Please refer to the Food section of this handbook for proper procedures regarding distribution of treats on campus and what types of foods are allowed. Distribution of birthday invitations on campus may only be permitted in the case that the entire class is invited. In this case, invitations need to be distributed through the classroom teacher.

FLAC: The FLAC/gym is off limits, unless the student is supervised by a staff member or participating in a scheduled activity.

P.E. EXCUSES: If a student is ill and needs to be excused from P.E., a note from home is sufficient for the first two days. If the problem persists, a written doctor's statement must be brought to the office. Students not following the procedure will be marked for non-participation, which results in a zero grade for that day.

EDC: Extended Day Care for children in Kindergarten – 8th grades is available Monday through Friday, 7 am – 6 pm, in accordance with our Preschool/EDC calendar. Students not picked up by 6pm will be charged \$1.00 per

minute until picked up. EDC offers a variety of activities. EDC is billed separately from normal tuition. For additional information please stop by the office.

CHAPEL: A chapel service is held weekly in the church to worship God. Parents are invited and encouraged to attend each week. All chapel offerings are used for missions designated by the faculty.

CELL PHONES AND PERSONAL ELECTRONIC ITEMS: Student cell phones must be kept secured, off-person, and in silent mode during school hours. Personal electronics are not to be used on campus, during school, EDC, or school functions. We suggest these be left at home. The school will not accept responsibility for lost or damaged cell phones or electronic devices. **Students that use devices in a manner that is inconsistent with the values and teachings of FLS (e.g. cyber bullying) whether on campus or off campus will be disciplined according and the anti-harassment policy enacted.**

Violations of the policy:

- First offense: Warning
- Second offense: Device may be confiscated for the remainder of the day, 2 hours detention, parents notified.
- Third offense: Device will be confiscated and delivered to the Principal, 4 hours detention, parent's notified, disciplinary action recorded in student record, and device may only be picked up by parent.
- Fourth offense: Student suspended for one day, disciplinary action recorded in student record, parents notified and device may only be picked up by parent.

SOCIAL MEDIA POLICY: FLS Principal may monitor or examine any postings on the Internet or other electronic medium which includes, but is not limited to, text messages and postings on personal web sites, social networking sites, for example "Twitter", "Instagram", "Snap Chat" and "Facebook", or other private or public domains. Such monitoring includes but is not limited to, all verbiage, pictures, depictions, graphics, and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves. Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, our families, ourselves, and FLS.

SEARCH AND SEIZURE Authorized school personnel may conduct a reasonable search of a student or his/her locker, and/or belongings when they have reasonable cause to believe that the student has an item in his/her possession, which may constitute a criminal offense under the laws of the state of Arizona, or other items prohibited by school rules. Students also understand and agree that FLS's Principal shall have the right to monitor or examine any electronic device at the school or any FLS activity off campus.

LOST AND FOUND Personal property, including uniform pieces, should be clearly marked with the student's name. FLS is not responsible for lost personal property.

Lost and found items such as spirit wear, school uniforms and personal student belongings will be stored for one week in the Lost and Found. Items not claimed after a reasonable period of time will be discarded. Unclaimed uniform items will be donated or turned over for resale. The lost and found is located in the school FLAC. Students are encouraged to check the box for their belongings.

GUM: Gum chewing is prohibited on school/church campus during the school day, while in Extended Day Care, or during any school function.

ANIMALS: With the exception of service animals, no animals are allowed on campus for the safety of all the students at school unless permission has been obtained from the School Principal.

INSURANCE: All students are covered for school time accidents under a blanket policy. This coverage is paid by the school and is secondary coverage to a family's own insurance.

SCHOOL PROPERTY: The school administration will not tolerate theft or vandalism, and will hold the parent and student liable for the cost of repairs or replacement if the student willfully damages school/church property. The desks and lockers belong to the school. Therefore, the teachers and/or Principal may inspect the desks and lockers. All lock combinations or keys must be given to the student's teacher.

SMOKING: No one is to smoke on the school/church campus at any time.

WEAPONS POLICY: Weapons, or objects that may be used as weapons, including firearms and ammunition, are not permitted in the school or on school property at anytime, unless the individual is a peace officer. Exceptions to this policy are to be made only with the specific authorization of the School Administrator or Board of Christian Day School.

Weapons are defined as any object or substance designed to inflict a wound, cause injury, or incapacitate, including without limitation all firearms, BB guns, air guns, pellet guns, knives with blades 2 ½ inches or more long, or any other dangerous or illegal instrument. No concealed carry permit exempts a person from this policy.

If a student, parent, or staff member discovers or suspects a weapon on school grounds, they are not to touch or move the weapon, but contact the School Administrator, or any school staff member or employee.

Violation of this policy will be cause for immediate suspension, and law enforcement will be contacted.

TEACHER PROPERTY: Any item on a teacher's desk is personal property. Students may not touch papers or any other item on or in a teacher's desk or work area. Students may not read material on a teacher's desk.

STUDENT PROPERTY: All students are to respect the rights of their fellow students. This includes the right to privacy of their clothing, lockers, and desks. Any exceptions must be with the express permission of the student or teacher. Administration has the right to search student's backpacks if there is a reasonable cause. Electronic items, skateboards, scooters, toys, etc. should not be brought to school unless approved or directed by the teacher. Students should not bring expensive items to school. Faith is not liable or responsible for any personal items brought to school.

RECESS: Recess for Kindergarten through 2nd grade will be held at the playground on campus. Recess for 3rd through 8th grade is at Alvernon Park, behind the school.

SCHEDULES:

Kindergarten – 8th grade

8:15 a.m. – 3:00pm M-Th

8:15 a.m. – 12:30 p.m. Fri*

EDC (Extended Day Care)

7:00 a.m. – 8:00 a.m., 3:15 p.m. – 6:00 p.m. M-Th

7:00 a.m. – 8:00 a.m., 12:30 p.m. – 6:00 p.m. Fri

Every Friday will be an early release day at 12:30 p.m. for Kindergarten through 8th grade.

*However, on the first Friday of August, November, December, February, April and May, Kindergarten through 5th grade will have early release at 12:30 p.m. and 6th through 8th grade will have normal release at 3:00 p.m.

As a courtesy to our parents we allow a 15 minute drop-off and pickup window before and after school. However, on ½ days and early dismissal days this does not apply to pick-up. Any student not picked up within the 15 minute grace period will be signed into the extended day care program and will be charged accordingly. Once a student has been signed out by a parent (or authorized person), they are no longer the school or teacher's responsibility. Students who arrive at school before 8:00 AM will be placed in the Extended Day Care Program, and families will be billed accordingly.

DISMISSAL POLICY: All students will be dismissed from the FLAC and will be released to a parent unless other arrangements have been made. Anyone other than the student's parent **MUST** have his or her name present on the child's emergency form. Should the need arise where a person other than who is listed on the emergency form needs to pick up the child, a pick-up authorization form (available in the office or on our website at faith-lutheran.org) form must be filled out. All authorized individuals, other than the parent, **MUST** have a photo ID available before the child will be released into their care. All school rules and behaviors of students should continue to be followed while on campus after students have been released into the care of parents and guardians. It is important that our students and families respect those still on campus, including church and school members.

Verbal authorization and handwritten notes are not allowed.

Parents who need to pick up their child before the regular dismissal time must check in at the office and sign out their child. At that time, the student will be called down to the office where he/she will be released. The front office will not call students to the office prior to parent/guardian arrival. Prior notice should be given to the teacher, if possible.

POLICY FORMATION: Major school policies are studied and recommended by the Board of Christian Day School, reviewed by the Church Council, and approved by Faith Lutheran Church Voters Assembly. All other policies are established by the Board of Christian Day School. The Board of Christian Day School oversees school operations to ensure compliance with established policies.

POLICY IMPLEMENTATION: The Principal also serves as the School's Administrator, and, as such, implements all school policies, establishes necessary rules, and reports to the Board of Christian Day School.

Discipline Policy

DISCIPLINARY STEPS:

1. Time-out, loss of privilege, after-school classroom detention, etc.
2. One-day suspension with parent/teacher communication.
3. Three-day suspension from attendance at Faith with parent conference required for re-admission.
 - All work assigned on day of suspension will receive zero credit.
 - Homework/classwork is still expected to be completed and turned in.
4. Immediate, indefinite suspension, conference with parents, Principal, teacher, Board of Christian Day School, possible expulsion from school.

Note: All suspensions include a loss of extracurricular activities through the course of the suspension. Coaches, club teachers, and others' managing extracurricular activities, with the approval of The Principal, have the authority to suspend student involvement beyond the time

of the suspension. Students who are suspended may not be on campus to attend any FLS event during suspension.

DETENTION: Detention is a disciplinary consequence designed to deter the student from unacceptable behaviors. Parents will be informed of any detention that is assigned by written notice (After-School Detention Letter) that is sent home with the student and must be signed by a parent or guardian. After-School Detention is held after school from 3:15 to 4:15 p.m.

SUSPENSION: The Principal has the authority to suspend a student. Should a parent feel the Principal has not followed the school policy and procedures for problem resolution, he/she may submit a written appeal that will be submitted to the Board of Christian Day School for review. A suspension may occur in-school or out of school depending upon the infraction. The length of suspension will be one to five days as determined by the administration.

SERIOUS BEHAVIOR PROBLEMS (Steps 2 or 3): Serious behavior problems may result in immediate student probation or suspension. Continued serious behavior problems may also result in expulsion. However, before expulsion, a meeting will be held with parents, student, Board of Christian Day School representative, Principal and teacher to attempt to resolve the problem and avoid this final step.

Serious behavior problems include:

- Flagrant disrespect for students and faculty/ staff members
- Physical violence to others
- Continued use of inappropriate language
- Cheating
- Stealing
- Willful destruction of school or private property
- Physical, verbal and or sexual harassment
- Truancy
- Non-Christian social behavior
- Continued refusal to accomplish assigned homework
- Continued disruptive behavior in the classroom, during Chapel, on the playground, or in the school van.

EXTREME BEHAVIOR PROBLEMS: Any student committing one of the following actions will jump immediately to step 4 on the disciplinary list and will face immediate expulsion.

- Possession of a weapon
- Physical attack or violence to others
- Possession of and/or use of tobacco, alcohol or narcotics
- Playing with matches/lighters

TELEPHONE COMMUNICATIONS RULES: The telephone will be available to students only when necessary and with the permission of the teacher in charge. Students will not be permitted to call home for:

- Forgotten lunches
- Forgotten homework

Phone calls may be made for illness or school activity schedule changes, but ONLY with prior teacher permission.

Parents are urged not to contact teachers or students during school hours except in cases of emergency. The office staff will not call children out of class to talk on the phone, but will relay messages to them.

Dress Code

FLS reserves the right to place restrictions on specific garments, as well as make individual requirements, should the need arise. Modesty and acceptability will be defined at the school's discretion.

Teachers are required to check the children for dress code requirements. For example, girls may be asked if they have shorts beneath their skirt or students wearing high-top shoes may be asked if they are wearing socks.

UNIFORM CODE FOR MONDAY THROUGH THURSDAY: Students may wear any khaki, black or navy, flat front or pleated, shorts, skirts, skorts, scooters, capris or pants purchased from the uniform department of a department store. Shirts must be a solid or Faith logo polo shirt. Polo shirts and sweatshirts are to be in the following colors only: red, royal blue, navy blue or light blue. Sweatshirts and sweaters must be of the same solid color as are required of the polo tops and worn over polo's or jumpers, not in place of them. Jackets may be of any style and color but may not be worn in the classrooms. Shoes must be closed toed and closed heel; no sandals or jellies are allowed. Socks, tights or hose must be worn. In the case that girls wear leggings to school, leggings must be the same solid color as the uniform bottom or shirt top being worn. Belts must be worn if the article of clothing has belt loops for 3rd-8th grades, and recommended for K-2nd (will be required if students clothing is not able to remain on their waist).

UNIFORM CODE FOR FRIDAY: Traditional jeans, being defined as jeans that sit on the waist, not the hipline, are of plain design and are not tight fitting in denim blue or black, jean pants, shorts, skirts or capris are permitted on this day only with one of the following – any solid color polo, a Christian or patriotic shirt or sweatshirt, or a U of A shirt or sweatshirt, or a solid color t-shirt. Girls' jumpers may be worn in any solid color. Students do not have to participate. If students choose not to participate they need to be in a regular school uniform.

P.E. DRESS OUT: 5-8th grade will be required to dress out for P. E. Students must wear supportive athletic tennis shoes, athletic pants or shorts and a Thrivent T-Shirt (FLS supplies each student's first Thrivent T-shirt; each additional T-shirt required will be \$10). Girls may wear leggings under their athletic shorts; however, "tights" or any type of "see-through" hosiery is not acceptable. A violation of this dress code receives a notice sent home and will be reflected in the student's physical education grade on the quarterly progress report due to the student's inability to appropriately participate in P.E. class. Parents will be notified of their student's P.E. days no later than the first week of school.

BIRTHDAY FREE DRESS DAY: A student may have a free dress day on his/her birthday. All students who have a summer birthday will be assigned their free dress day one day in May upon request to the classroom home base teacher. Non-uniform shorts are not allowed. Follow the modesty dress guidelines.

UNIFORM FIELD TRIP DRESS: The school uniform is required to be worn with red as the shirt color. Any exceptions to required field trip dress will be communicated to students and parents. Students not wearing field trip dress will not be allowed to participate in the field trip.

SPECIAL NOTES:

1. Jackets may not have any writing or pictures on them.
2. Shorts, skirts, skorts, scooters and jumpers may be no shorter than the bottom of student's finger tips.
3. Shirts must have sleeves, and may not have unfinished edges.
4. No clothing may have holes, large stains, or ragged bottoms and must not be too baggy or too tight.

Students may not have temporary or permanent tattoos that are visible during the school day or EDC.

Students should keep up on personal hygiene, coming to school clean and well kept. Deodorant should be considered and used by older students. Parents should assist in the timing and use of such products.

Hair should be neat and groomed for boys and girls. Any hairstyle or ornamentation that is outlandish or inappropriate in the judgment of the administration is prohibited. Hair may only be of natural colors (except for temporary colors during designated events). No earrings in boy's ears or body piercings are permitted.

Students who violate the school's dress code standards will be warned the first time. Upon second dress code violation, student will need to have proper clothes brought from home, remain in the office until clothing is changed, or be sent home.

Lunch / Snack

Lunch is available for purchase during the school year. The lunch menu is posted in the FLAC, emailed through Gradelink and available on the FLS website. Lunches will be billed daily on Gradelink, and can be prepaid in the school office. Any account past due after 30 days will be assessed a \$15 late fee, and students will be required to bring lunch from home until the account has been brought current.

1% milk is made available to **all** students during lunch. There is no fee associated with this service.

SNACKS: Snacks are provided to students participating in after school clubs. If you have specific dietary concerns for your child, we ask that you please pack a snack. Your child is welcome to bring his or her own snack, as long as it is nutritional.

EARLY DISMISSAL: School lunch will **NOT** be provided on Fridays due to early dismissal. For students requiring Extended Day Care, parents will be required to provide a lunch from home.

Parent Teacher Spending Account

The school keeps an active checking account for the purpose of parent and teacher sponsored activities. Money is raised and brought into the account through parent and staff efforts. A parent group, including one parent from each class, forms a committee each year to draft a budget to be sent out to all parents through use of email. An electronic vote is conducted before final approval. The School Office conducts all matters of business relating to the account within the confines of the approved budget. In the case that an expense is to exceed the confines of the budget by more than 5% for each category, a vote will be sent out via email (or through paper copy to those who have requested so on Gradelink) to all parents. The determination of spending is based on a majority vote by parents, guardians, and teachers.

After-School Clubs

Faith Lutheran School is proud to offer after-school clubs to students Monday – Thursday from 3:15pm to 4:15 pm. Clubs vary in interest, but include gardening, sports, Lego, home economics, chess, craft, Pioneer, etc. Clubs are open to students in grades Kindergarten through 8th unless otherwise specified. Clubs are a privilege. The Principal may suspend students from clubs based on classroom or after-school behavior or academic issues. Clubs are offered at varying fees and all club fees must be paid prior to entrance. Student fees for clubs are nonrefundable even in the case that a child is suspended from clubs due to behavior.

Board of Education

The Board of the Christian Day School welcomes parents' ideas and comments on the operation of Faith School. Parents must apply in writing to the Board Chair two weeks before the monthly meeting to be added to the agenda.

Board meetings are normally held the second Monday of each month at the school, and all are invited to attend open sessions. Parents may address the Board by first notifying the Board Chairperson prior to the meeting.

The Board of Christian Day School and the faculty and staff of FLS wish you God's blessings, love, and peace. We pray that Faith School will faithfully fulfill its mission to the community and that all our lives will be enriched by knowing one another and by working together to glorify our Heavenly Father.

Addendum

Faith Lutheran School

Student Anti-Harassment, Bullying, or Intimidation Policy

Policy:

At Faith Lutheran School, we strive to provide an academic environment that is free from harassment and where all individuals treat each other with dignity and respect. We believe that I John 2:9-11 calls us to hold the actions of administration, teachers, staff, parents, volunteers, and students accountable for their actions and so each will be subject to discipline if inappropriate conduct is found to be occurring.

Application of Anti-Harassment Policy:

The policy applies to school hours, any school-sponsored activity or while on school property. The school has the right to expect and does expect that students and employees will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards is subject to appropriate action by the school.

Definitions and Prohibited Acts:

- **Unwelcome and Offensive-** A student does not have to openly object to others' actions or words to prove that the actions or words were unwelcome. Acts or statements that may not offend some people may be highly offensive to others.
- **Verbal Harassment-** This could include derogatory or vulgar comments regarding a person's gender, race, physical anatomy or characteristics, dirty jokes, sexual innuendo, display of written or graphic materials, suggestive pictures, or statements that demean the opposite sex.
- **Physical and/or Sexual Harassment-** This could include touching a student in a sexually suggestive way or touching another so as to invade his or her personal privacy.
- **Electronic Harassment-** This could include unwanted pictures on social media, excessive or unwanted phone calls/texts/emails, or any other types of internet or electronic communication.
- **Bullying or Intimidation-** Any written, oral or physical act or gestures that a reasonable person under normal circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with school.

What to do if you experience or observe harassment, bullying, or intimidation?

If you feel that the matter is something that you can address on your own using the Matthew 18 principle then you are free to attempt that on your own. If any student, employee, or parent feels that they have either observed or been subject to any harassment, bullying, or intimidation beyond what they are comfortable confronting on their own then use the report form to inform the school. The matter will be investigated in a discrete and appropriate manner.

Where to report harassment, bullying or intimidation:

- Administrative Staff in the School Office at 881-0670
- Pastoral Staff in the Church Office at 326-2262

Confidentiality:

Every effort will be made to reasonably protect the privacy of the parties involved. However, the school reserves the right to fully investigate every complaint as well as notify the appropriate parties involved.

Protection against retaliation:

FLS will not allow discrimination or retaliation against any person who has filed a complaint. Any complaint found to be falsified will be reviewed and the school reserves the right to take appropriate action.

Procedure for investigation of complaint and taking corrective action:

The Principal will direct an investigation and take corrective actions if the allegation is confirmed. The identified individual will be informed of the corrective action taken. The severity of the disciplinary action will be at the discretion of the Principal.

Faith Lutheran School
Report Form-Harassment, Bullying, or Intimidation

Complainant _____ Reporter _____

Contact Information _____

Date of alleged incident (s): _____

Name of the person (s) who you believe harassed or was violent toward you or another person:

If the alleged harassment or violence was toward another person, identify that person:

Describe the incident (s) as clearly as possible: _____

Where and what time of day did the incident occur? _____

List any witnesses who were present: _____

I certify that the information I have provided in this report is true, correct, and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's handbook and understand the procedures that the school will follow.

Complainant signature _____ Date _____

Complaint received by (Name) _____ Date _____

Addendum

Faith Lutheran School

Extended Day Care Program (EDC)

LICENSING: Preschool and Extended Day Care are licensed by the State of Arizona to provide preschool and childcare.

Bureau of Child Care Licensing
400 W. Congress Suite 100
Tucson, AZ 85701
520-628-6541

Department of Health Services inspection reports are located in the School office and are available for viewing upon request.

HOURS OF OPERATION: EDC is open before and after school and on school vacation days other than declared holidays. Hours of operation are 7:00 a.m. to 6:00 pm with the exception of school hours. Any children picked up after 6:00 p.m. will be billed a penalty fee of \$1.00 for every minute past 6:00 p.m. per child.

HOLIDAYS CLOSED: Any holiday listed below that falls on a Saturday or Sunday will be observed on the Friday before or Monday after.

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day and the Friday following
- Christmas Eve & Christmas Day

ADMISSION POLICY: Our EDC is comprised of children from many different religious backgrounds. Faith Lutheran EDC admits all children and does not discriminate on the basis of race, color, national or ethnic origin.

DRESS CODE: We believe that the body is a temple of the Lord and that appropriate clothing and appearance should honor it. Clothing and personal appearance reflect an attitude about one's self, one's peer group, and the school. We require:

- **Tennis shoes or athletic shoes for playground use. Shoes must be closed toed and closed heel, no sandals, boots or jellies are allowed.**
- All outdoor clothing should be marked with your child's name.
- Appropriate dress for the season.
- Girls must wear shorts underneath skirts, dresses, or jumpers at all times.
- Clothing must not be suggestive, violent, sinister or profane in nature. It should not display photos, drawings or symbols associated with Hollywood or TV personalities (real and cartoon), secular music, witchcraft/sorcery and ying-yang symbols or skulls. Christian wear is acceptable.
- Halter tops, midriiffs, oversized tank tops or spaghetti straps are not permissible.
- Please be sure to bring a sweater or jacket to wear on cool days.

INDIVIDUAL SUPPLIES: All student supplies need to be individually labeled with the student's first and last name. Please keep in mind that personal toys are a common means of argument between children and should not be brought to EDC without prior permission. If personal items are brought due to school day activities, they should be kept in the backpack during EDC.

SNACKS: Faith Lutheran Preschool provides a snack in the morning and afternoon that meets or exceeds the state requirement. Snacks are posted weekly in the EDC, preschool and toddler rooms.

LUNCH: Lunch is provided for children, three years of age and up, during full-day programs. Lunch is prepared by volunteers in our licensed kitchen. Students may bring their lunch to school if they desire, although doing so does not constitute a break in tuition. The Lunch menu is posted weekly in the EDC and preschool rooms, as well as online.

SUNSCREEN: The Arizona Department of Health Services recommends the use of sunscreen, SPF 15 or higher, everyday due to the damage sun rays cause to skin. FLS provides two options when it comes to sunscreen: each family can supply their desired sunscreen to be used on their child or FLS will supply sunscreen to be used. Family supplied sunscreen must be labeled with the child's name and must not be expired. Parents who chose to use the sunscreen provided by FLS must sign the *Sunscreen Application Authorization Form* before FLS is able to apply sunscreen to your child if you do not provide you own. A copy of the authorization form can be found in the back of this handbook.

SIGN IN/OUT REQUIREMENTS:

- You must use a separate Sign-in/Sign-out Record for each of your children.
- You must document in ink (not pencil) legibly and clearly, your first initial and full last name.
- You must document the TIME OF DAY that you actually signed your child INTO and OUT OF the facility where applicable.
- You cannot document the Time-in or the Time-out columns or Signature column until your child care service actually begins and ends. (Ditto marks or arrows may not be used in place of your actual time entries or signatures.)
- Time entries (where applicable) indicating the beginning and the end of a full period of care can only be corrected by the parent or a school staff member. The parent is required to date and initial any area that is corrected.

Penalty Warning: By signing the Sign-in/Sign-out Record the parent, guardian, or other authorized person verifies, under penalty of perjury, that the times recorded are the actual times the child was in attendance, and that this document is a true and accurate record of signatures, dates, and time of service.

Anyone OTHER than the child's parent picking up a child **MUST** have his or her name listed on the child's emergency form and have a photo ID available.

VISITING: Parents are free to visit at any time, but we do ask consideration, so as not to disrupt our programs. We maintain a secure campus; please sign in at the School Office when you arrive.

DAILY SCHEDULE

Teachers incorporate the following components into each class session. Homework is never the only activity provided but is often happening parallel to another activity.

- **Table time:** The teachers put out a variety of writing activities, math games, and manipulatives to meet different skill levels. The teachers interact with the children by guiding them on an enjoyable learning activity.
- **Homework time:** This is a lab time provided as a courtesy to parents and students. Minor homework help is given but tutoring is not available in EDC. If children refuse to do homework or are unable to do it independently they will be directed to the alternate activity. Homework is ultimately the responsibility of of students and parents.
- **Carpet Time:** Weekly themes and learning concepts are introduced and discussed. Stories that reinforce themes are read to the children as a large group, and finger-plays are recited to promote comprehension of subject matter.
- **Arts and Crafts Time:** Open Center-Several different activities are available throughout the room. The children choose activities based on their interests. A planned art activity is also available at this time.
- **Snack Time:** We participate in snack time as a group, where everyone is seated together.
- **Music Time:** New songs are introduced weekly to coincide with classroom themes. A variety of musical instruments are used throughout the year.
- **Playground Time:** Outside time is offered 30 min at a time for physical play and development. Weather conditions occasionally change the afternoon schedule to keep sun exposure down and protect against overheating.
- **Faith Time:** A group time that emphasizes Bible stories, discussions, prayer, and weekly chapel visits.

MOVIES: Faith Lutheran Preschool may use movies as part of its curriculum for children ages three and up. Only movies with a “G” rating will be shown. There will be no more than 3 hours of screen time each week.

ACCIDENTS: In the case of most minor “tumbles, cuts and falls,” a staff member will treat students. Should the injury be determined serious, emergency medical services will be summoned, and parents and/or those designated on the Emergency Card will be contacted as soon as possible. Staff members receive basic training in first aid and CPR regularly.

CONTAGIOUS DISEASE: Communicable diseases require immediate medical intervention. In such cases, please contact the school within 24 hours of diagnosis, so that appropriate measures may be considered. In accordance with the Pima County Health Department recommendations, parents of students will be contacted if there is a suspected contagious situation that we feel needs a diagnosis from a health professional.

HEALTH SCREENING: As a service to our families, an annual health screening is provided for students by volunteer health care professionals. Hearing and limited vision screening is recorded and, if necessary, recommendations made.

ILLNESS: Because childhood illnesses within the confines of a school community can easily get out of control, we request that you never send a child to school with:

- a severe cough or sore throat
- a temperature above 100.3
- discharge from eyes or nose
- vomiting
- head lice that has not been treated

Should a student become ill at school, we will call parents and/or whoever is designated on the emergency card to come to the school and pick up the ill student as soon as possible. Therefore, an updated emergency card must be on file in the school office for each student.

Your child may return to school if there has been no fever or other symptoms of a possible communicable disease for 24 hours **without medication** (i.e. Tylenol, Motrin)

IMMUNIZATIONS: Each student is required to submit a Record of Immunizations in order to comply with Pima County Health Department regulations and in compliance with Arizona State Law.

NOTE: Immunization laws and health guidelines change periodically. Please consult with your family physician for updated information.

MEDICATIONS: Prescription and over-the-counter drugs required during the school day or during extended care need to be submitted to the school office in their original containers with names and appropriate doses clearly noted. In addition, a form must be completed and signed by the parent or guardian for each medication or it cannot be dispersed. Your child's health requires strict compliance with this policy.

EDC RULES:

We set the following limits to help children behave appropriately and be safe:

- No running inside
- Quiet voices inside
- Keep your hands and feet to yourself except to hug
- Show respect to others
- Follow directions given by classroom leaders.
- Jump ropes may only be used in the school gym and on the sidewalks
- Balls may not be used on the playground unless directed by a teacher for structured play
- Personal items should not be brought to EDC with the exception of a book for reading

Children who misbehave and/or hurt another child will be guided to behave in a manner consistent with our policy of loving one another. Guidance methods may include, but are not limited to:

- Warnings
- Time – out
- Contact made with parents
- Suspension from program

A child who resists guidance to the proper, loving behaviors will result in the director scheduling a conference with the parents.

If the child's behavior continues to be disruptive or aggressive after consultation has been made with the parent/guardian, it will result in permanent dismissal from Faith's program.

Punishment which involves humiliation, striking a child, or any other physical display of anger will not be tolerated.

DISCIPLINE: We believe that children can learn to behave appropriately and that discipline involves guidance as a child learns to relate with love and respect to others. If a child engages in inappropriate activity, we will explain to him or her why those actions are unacceptable to others. Children who show appropriate behavior will be recognized and earn:

- Verbal praise
- FAITH works tickets: school-wide incentive program
- Stars and stickers
- Happy notes for parents to see
- Conversations between parents and teachers on your child's good conduct

SCHOOL POLICY DETERMINATION, IMPLEMENTATION AND RESOLUTION: The Board of Christian Day School recommends school policies after research and study. The Faith congregation "Voters Assembly" approves major policies, including the school budget and tuition/registration fees. The principal is the school administrator and Preschool Director. The administrator implements the policies and procedures, and reports to the Board of Christian Day School. Parent inquiries should be first directed to the teacher and secondly to the administrator. If the issues still cannot be resolved, the parent and/or administrator may take the inquiry to the Board of Christian Day School.

PARENT COMMUNICATION: Faith Lutheran Preschool believes that the parents are the most important people in the child's life. Thus parent/teacher communication is vital. It is important to maintain open communication between the home and the preschool staff. We do ask parents to daily check the posted information in the sign-in book, and read monthly calendars and weekly newsletters. Monthly calendars and newsletters will be placed in sign in/out book.

Our staff appreciates the important role of the parents. Teachers and parents can enrich the child's life by sharing ideas and information. The staff is always eager to casually talk with parents before and after class. However, we would rather not discuss the children in their presence. For more formal discussion, please set up a conference with the staff or, if urgent, telephone the director or teacher.

PAYMENTS: Payment is due by the first day of the billed month. A late fee of \$15.00 will be added to those tuitions not paid by 6:00 PM on the 10th of the billed month. If your child's tuition is not paid by the 25th of the billed month, your child will not be permitted into EDC until the past-due balance has been paid in full. Any family who is delinquent in tuition payments may be contacted, and an attempt for payment or to schedule payments will be made.

TUITION RATES: See "Rate Sheet"

ABSENCE POLICY: No refund will be given for days missed.

INSURANCE: Faith Lutheran Preschool carries the required amount of liability insurance for school coverage.

TRANSPORTATION: Only for field trips is transportation available.

FIELD TRIPS (applies only to children 3 years old and up): Occasional field trips occur during the school year. When a class goes on such a trip, parents must sign the Faith Lutheran Field Trip form and return it to the teacher in charge, or the school office. Any student not returning the signed form will not be allowed to

participate. All drivers must provide a current copy of their driver's license, car registration, and proof of car insurance. Parent drivers are in charge of the students they drive and, as such may not bring other children to the field trip, i.e. younger siblings, nieces, nephews, etc. **Volunteer drivers are required for students to attend field trips, as Faith has limited transportation resources.** Parents may also be asked to participate by providing transportation, helping with activity or sponsorship. Parents may elect to have their child excused from any or all extra-curricular events. Every student attending a field trip must be in a vehicle with a driver that has provided all driver information. This includes parents wishing to drive their own students.

Signed field trip permission slips absolve the teachers, staff, Faith Lutheran Church and School, parent drivers and any and all members of its governing board(s) of any liability for any injury to said student while attending the stated activity, including travel to and from stated activity.

All students must follow school and state laws regarding transportation, including car seat laws, or will not be able to attend field trips.

PESTICIDES: We use a pesticide service to maintain our center free from rodents and general pests. A written notification will be posted 48 hours before the application detailing the chemicals to be used. You will be able to view this information in the school office.

EDC Hours & Rates

(July 1st 2018 through June 30th 2019)

EDC Rates

Monday — Friday

7:00am—6:00pm before and after school and on designated days off

**Drop-in rate (max of 6 per month) when space is
Available \$30 per day during school year \$40 per day during the summer**

***Hot Lunch is available for additional charge for half-day Program at \$3.00 per day**

Before & After Care is available at \$6 per hour with a max of \$30 per week for before and after school days.

**Full days are \$30 per day during the school year and \$40 per day during the summer. Summer (Camp) rates may be
discounted for full week sign-ups**

Late Pick-up Fees

- \$1 per minute after 6:00 p.m., unless advance notice is given to the Director

Refund Policy—No refunds unless two week notice is given.

Faith Lutheran School

3925 E 5th St.

Tucson, AZ 85711

520.881.0670

Sunscreen Parent Permission Form

I, _____, am the parent or guardian of
_____. I acknowledge that I
have read the ingredients on the sunscreen label and agree for FLS staff to
apply sunscreen on my child. The sunscreen FLS uses contains SPF 15 or
greater.

Signature

Date