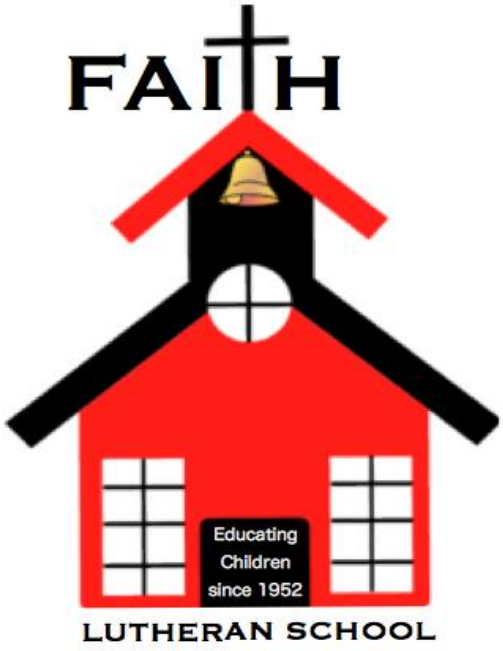
Faith Lutheran School

Parent/Student Handbook 2026-2027



Faith Lutheran School published this handbook on July 17, 2026 and it replaces the edition published on July 25, 2025.

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 School Board 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.

Contents

Welcome	4
Christian Philosophy of Education	5
Christian Practices and Ceremonies at Faith Lutheran School	6
Parent/Guardian Responsibilities and Etiquette	7
Parking Lot Protocol	9
Teacher Certification	11
Admissions	11
Tuition/Fees and Scholarships	12
Academics	13
Sports Conduct and Eligibility	17
Health and Safety	19
Attendance	20
School Information	21
Discipline Policy	24
Dress Code	26
Lunch / Snack	28
Parent Teacher Spending Account	28
After-School Clubs	28
School Board	29
Addendum – Student Anti-Harassment, Bullying, or Intimidation Policy	30
EDC	31

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 2026-2027 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 low 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 a Lutheran, Christ-centered, biblically faithful, Christian 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 Faith School Board 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.

Faith Lutheran School participates in corporate prayer, reciting the pledge of allegiance to the American flag and Christian flag, and singing of national anthems. During this time, students should avoid disruptions. Students are expected to stand and observe the pledge of allegiance and the national anthem. If you have concerns regarding this policy, you should speak to the Principal.

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 Sunday services. For this reason, we will schedule one such event each semester, which all students in grades Kindergarten through 8th grade will be required to attend. 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. Service times are published on Faith Lutheran Church's website at http://www.faithlutherantucson.org/.

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.

Communication and Chain of Command

Faith Lutheran School values open communication, Christian reconciliation, and respectful resolution of concerns. In accordance with Matthew 18:15-17, concerns should be addressed at the appropriate level and through the established governance structure of the school.

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.

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

PARENT-PRINCIPAL RELATIONS:

Compliments, concerns, complaints, or appeals regarding decisions, actions, policies, or conduct of the Principal should be addressed through the following process:

1. The parent should first communicate directly with the Principal in an effort to resolve the concern. The principal has the right to include the School Board.
2. If the concern remains unresolved after meeting with the Principal, the parent may submit the concern in writing to the Chairperson of the School Board.
3. The School Board will review the matter according to its established procedures and provide appropriate follow-up.

Role of the Pastor

Parents are asked not to bypass communication and procedural processes by bringing administrative complaints regarding the Principal or school staff to the Pastor. While the Pastor may listen and provide spiritual support, administrative concerns regarding the Principal must be directed to the School Board, which is the governing body responsible for oversight of school administration. Whereas, staff concerns should go first to the Principal.

The Pastor of Faith Lutheran Church serves as an ex officio member of the School Board. In this role, he provides spiritual guidance, pastoral insight, and support to the ministry of the school. The Pastor is available to provide spiritual care, prayer, Biblical counsel, and personal support to students, parents, and staff.

However, the Pastor is not the direct supervisor of the Principal and does not serve as the investigating authority for concerns regarding school administration.

Should a parent bring an administrative concern regarding the Principal to the Pastor, the Pastor shall redirect the matter to the School Board Chairperson and decline further involvement in the complaint process.

This process promotes fairness, accountability, confidentiality, and the orderly operation of the ministry entrusted to Faith Lutheran 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 or legal guardians regarding the student in any way unless one parent has been granted sole legal decision-making rights by the courts. In this instance, court documentation is required to be in the student's record. Both parents must give consent to people on pick-up list and emergency card, or provide a parenting schedule with two separate emergency cards listing those approved for pick-up. In the case that parents have separate pick-up authorization lists, each parent must have their own Gradelink account. It is each parent's responsibility to set up the individual accounts.

PARENT PARTICIPATION PROGRAM (PPP): 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. 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 at the end of each semester.

It is the parent's responsibility to notify the Front Office when they complete hours. Hours will be added to the family Gradelink account at the beginning of each quarter. The balance of PPP will show in Gradelink so that parents can see what is still due.

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, and its community members in any way. **By enrolling your child at Faith, you agree that you will not slander, defame, or speak poorly of Faith Lutheran School or staff.** This includes postings that imply your displeasure of the school. Please come speak directly with the school Principal if you have a concern.

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. **You must re-enroll every year through Gradelink, by logging into your account and following the 'EnrollMe' prompts. You will also need to complete a new emergency card before the school year starts.** 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. Parents will be notified when progress reports are ready to be viewed. At that time, parents should log onto Gradelink to check grades.

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.

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

PARKING LOT PROTOCOL:

Our parking lot is too small to accommodate our school population. 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. 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.

For the safety of our students and families, please enter and exit the parking lot slowly.

Handicap spots are designated for our disabled population only. Per Arizona State Law: A person shall not stop, stand or park a motor vehicle within any specially designated and marked parking space provided pursuant

to this article unless the motor vehicle is transporting a person who has been issued a valid placard or international symbol of access special plates and either:

1. The motor vehicle displays the valid permanent disability or temporary disability removable windshield placard.

2. The motor vehicle displays international symbol of access special plates that are currently registered to the vehicle.

For their safety, students must use the sidewalks. Please refrain from sending your children across the parking lot.

Drop-off and pick-up:

Parents should utilize Longfellow, the neighborhood street to our east, for pick-up and drop-off. Parents will be directed by staff but we ask that the listed precautions are practiced regularly by all who drop off and pick up students. The safety of our students is our number 1 concern.

- Stay to the right side of the street, hugging the sidewalk so that you are not impeding non-school traffic.
- Do NOT pass others in our school drop-off and pick-up line. This includes parents who are in front of you waiting for their child to enter or exit a vehicle. The only exception to this rule is when a staff member directs otherwise.
- Students should enter and exit vehicles from the sidewalk (west) side of the vehicle.
- Drivers should pull all the way forward to the red striped curb, but should not block the entryway to the medical parking lot behind our campus.
- Red curb parking should only be at the direction of our staff and is reserved for the purpose of parents who need additional assistance or students who are not ready to load into vehicles.
- **Being in a hurry is NOT an excuse for breaking these safety rules.**



Teachers will be at the back doors of the gym fifteen minutes before school to greet children and assist in school entrance. After a quick health check, children will enter the gym to play until school begins at 8:15 am. If the

doors are closed, students are tardy. Parents should access our parking lot from 5th street and come into the office to sign their child into school.

Students who are not in line at 8:15 am, when we begin pledges, will be marked tardy. Often several students are running late and teachers are still at the door accepting children. Their admittance of children does not qualify as on-time and present.

Parents wishing to walk their children into the gym should enter the main parking lot heading west on 5th Street. The blue gate at the north-east side of the parking lot will be open during drop-off hours. Students and children should enter through those gates unless they need assistance from Front Office Staff. If the gate is closed, your child is tardy and will need to be signed in through the Front Office.

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 Technology and Growth Mindset and Christian Life Skills.

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 withdrawal and not by the amount which was due the month of withdrawal.

Tuition/Fees and Scholarships

TUITION: Tuition is determined each year by the School Board 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. Any disputes with accounts must be made before the end of the school year. Once our financial records transfer to a new school year on Gradelink, accounts will not be negotiated for any reason. Keep this in mind with the regular reporting of Parent Participation Points.

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.

ESA: If you are choosing to accept the Empowerment Scholarship for your child(ren), a copy of each child's ESA contract for the current school year must be submitted to the Front Office each year. These contracts are used to ensure proper billing. Quarterly invoices will be prepared by the Front Office for submission to Class Wallet. Once received, invoices must be submitted to Class Wallet within 14 days. Failure to submit will result in a late fee of $50.00, which shall be the sole responsibility of the account holder, and will not be covered by ESA.

WORKSHOPS: Understanding all scholarship information is critical for any parent who wants or needs financial assistance with tuition. For this reason, workshops are held a few times a year to educate parents on navigating our state tax scholarship options. Parents must attend one workshop per year in order to receive free advice and help from our Front Office Staff.

CONSULTATION FEE: In the case that a parent, who has not attended a mandatory scholarship workshop, needs assistance with the STO or ESA process, they will be charged a $50.00 per hour consultation fee. The initial fee must be paid prior to service.

SPECIAL FEE ACTIVITIES/ITEMS: Pre-ordered Yearbook (price TBD), School pictures (to be announced before picture day) and fee-based Field Trips. 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. Students will not be permitted to participate in clubs and sports until payment is made in full. Student fees for clubs are nonrefundable even in the case that a child is suspended from clubs due to behavior. Only the school principal may approve club and sports scholarship.

SPORTS FEES: Sports fees will be assessed yearly, but are in addition to tuition. Often times, sports club participation will include a dress code. Parents are responsible for providing the required attire and gear as communicated through the coach.

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 ensure 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
1st	20 minutes
2nd	25 minutes
3rd	30 minutes
4th	35 minutes
5th	40 minutes
6th	45 minutes
7th	50 minutes
8th	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 from academically excused absences. 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 three days per quarter 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. Teachers have 24 hours to compile homework for pick-up.

HONOR ROLL: Students in 3rd – 8th grades are eligible to earn Principal's (High) Honor Roll and Honor Roll. High Honor Roll is given to students who receive straight As. Honor Roll is earned by having only As and Bs, with a maximum of 4 Bs.

TESTING: Each year, Faith Lutheran School gives standardized tests. The scoring of these tests compares the student's learning achievement in basic subjects to national norms. Tests are given as needed to assess students and curriculum, and not all students may be tested in a given year; the grades which are tested are selected at the discretion of the administrator to best satisfy the needs of our students. If a student is not in a grade which is selected for testing, parents may request an exception for their child to be included. If this exception is granted, the parent will be responsible for any fees associated with testing.

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.
- Using websites or apps such as ChatGPT or AI to produce school work. Regarding use for research, permission must first be obtained from the teacher, and resources must be sited.

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.

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

It is advisable that both parents see and discuss the report card. Mid-quarter grades will be available 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 an activity or sponsorship. Every driver needs to have a volunteer driver contract to be kept on file for every parent in the case that they choose to drive for a field trip. Additionally, the office will need a copy of current license and registration before they may volunteer to drive for school related events.

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. We ask that all students and attending adults wear a red shirt unless otherwise notified. Jeans are approved for field trips unless instruction has been given otherwise.

School attendance rules still apply on the day of field trips. Parents should not drop children off late, or take them from school early due to a field trip. A child with a partial absence on the day of a field trip will not be permitted to attend the next field trip.

Class trips are organized on a yearly basis for students in the upper grades. Class trips are a required part of the school curriculum. If cost is a prohibiting factor in your child's attendance, please speak with the Principal immediately upon enrollment and/or presentation of a class trip. In the case that a parent does not allow their child to travel for a class trip, the student is still required to be at school and will have packet work to replace the curriculum grade for the travel assignment. In this case, if the student is absent from school, he/she will not be permitted to attend the end-of-year school party unless a doctor's note is provided or the Principal approves a valid absence.

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.

We hope to instill in children a heart of service and pride for our community. Older students participate in set-up and tear-down for lunch, assemblies, special events, etc. All students will potentially be involved in cleaning desks, picking up trash, pulling weeds, taking out trash/recycling, sweeping, cleaning the school van, and other such activities. Any parental concerns for participation in these types of activities should be communicated directly with the Principal before enrolling or at the start of each year. Parent permission slips will be required for participation in community service off campus.

Growth Mindset & Christian Life Skills Class

At Faith Lutheran School, we believe that academic success is strengthened when students develop strong character, healthy relationships, emotional resilience, and a Christ-centered understanding of themselves and the world around them. To support this goal, students will participate in a Growth Mindset & Christian Life Skills class as part of their educational experience.

This age-appropriate class is designed to help students develop the skills and confidence needed to navigate the challenges of childhood and adolescence through the lens of God's Word. Topics may include growth mindset and perseverance, managing anxiety and stress, developing a positive self-image rooted in Christ, healthy friendships and conflict resolution, technology and social media safety, responsible decision-making, communication skills, leadership, kindness, gratitude, and emotional well-being.

Instruction will be grounded in biblical principles and will encourage students to recognize their God-given worth, develop healthy habits, show Christ-like compassion toward others, and approach challenges with resilience and faith. The goal is to equip students not only for academic success, but also for a lifetime of faithful Christian living and service.

Faith Lutheran School partners with parents in this important work and recognizes that parents are the primary spiritual leaders of their children. The Growth Mindset & Christian Life Skills class is intended to support and reinforce the values and teachings students receive at home and in their church community.

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. Lost books, or those that are not returned or 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 School Board 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.
- Behavior that falls into the category of 'serious behavior.' The school principal reserves the right to deny sports and clubs based on behavior.

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. Most of our staff is certified, and there is always one certified staff member on campus during regular operating hours.

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. Parents are required to have sick children picked up within 30 min. of a call home. 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). Students must be vomit-free and diarrhea-free for 24 hours before returning to school.

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. Parents who choose to not immunize their children must submit a Personal Beliefs Exemption Form, from the AZDHS website, provided by the school.

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. We cannot administer medications that are expired. Students may not carry or self-administer any medication without the consent of a medical professional and the school principal. Your child's health requires strict compliance with this policy. Students deemed responsible may keep inhalers and EpiPens on their person.

The school stocks a limited amount of over-the-counter medications (ibuprofen, acetaminophen, Tums, throat lozenges, and Benadryl). 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 are 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.

Students who are not in line for pledges to start at 8:15 am will be marked tardy. Often several students are running late and teachers are still at the door accepting children. Their admittance of children does not qualify as on-time and present.

Students will be required to serve detention upon receiving their 3rd tardy, and for each subsequent tardy for the remainder of the quarter. Additionally, due to the associated costs and administrative burden, a Detention Fee of $10 will be assessed for each detention that results from a tardy.

Repeated absences, tardiness, and failure to make up work may affect both academics and work habits on the report card. School attendance 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. Additionally, when children have missed 3 or more days of school in the quarter of or the quarter previous of a field trip, the situation will be referred to a committee, who will determine whether or not the student may attend. This is true if the student has had multiple tardies resulting in recorded absences. However, excused and administrator-approved planned absences do not count towards this limit.** Because Field Trips are planned and paid for weeks or months in advance, parents will still be responsible for any fees associated with field trips which their student cannot attend for reasons of attendance, disciplinary action, or academic ineligibility.

Up to 3 absences a quarter may be considered academically excused if the school receives a note or a phone call from the parent on the day the absence occurs. Any more than 3 absences will only be excused with a doctor's note. These absences are still reported with the student's total absences on the report card and transcript, but without penalty for make-up 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 of an immediate family member;
- 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 may be granted by the school principal 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 School Board.

Students who arrive after 10:30 am or leave before 1:00 pm are considered half-day absent. On half days or early release days, students who arrive after 10:00 a.m. or leave before 10:00 a.m. will receive a full day absence. Half-day absence will be recorded once a student has reached more than 2 hours of attendance in the day.

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 make-up tests and quizzes missed during the absence within the first week back to school. Days absent will still count against the student and they will not receive a perfect attendance award.

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. When children are at sporting events or other school functions and under the supervision of parents, they still must follow all FLAC and school rules.

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 accordingly 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, parents 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.

MOVIES: Faith Lutheran Preschool may use movies as part of its curriculum. Movies with a "G" or "PG" rating will be shown. By signing the Handbook Acknowledgement, parents consent to their students viewing such movies without additional written permission. This consent may be revoked at any time by submitting a written notice to the School Office. In the rare case that a "PG-13" movie will be shown, parents will be asked specifically for written permission. If you have any concerns about movies or media content, please contact the School Office.

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/VAPING: No one is to smoke or vape 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 any time, unless the individual is a peace officer. Exceptions to this policy are to be made only with the specific authorization of the Principal or School Board.

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 Principal, 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 students' 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	**EDC (Extended Day Care)**
8:15 a.m. – 3:00pm M-Th	7:00 a.m. – 8:00 a.m., 3:15 p.m. – 6:00 p.m. M-Th
8:15 a.m. – 12:00 p.m. Fri*	7:00 a.m. – 8:00 a.m., 12:00 p.m. – 6:00 p.m. Fri

Every Friday will be an early release day at 12:00 p.m. for Kindergarten through 8th grade.

As a courtesy to our parents we allow a 15-minute drop-off and pickup window before and after school. Any student not picked up within the 15-minute grace period will be signed into Extended Day Care 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 must be signed into Extended Day Care (EDC) Program, and families will be billed accordingly. Students may not be dropped off on campus to wait outside or in the school office before school, no matter the age of the child. EDC is provided for needed care.

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) 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 School Board, reviewed by the Church Council, and approved by Faith Lutheran Church Voters Assembly. All other policies are established by the School Board. The School Board 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 School Board.

Discipline Policy

FLS students are expected to demonstrate a Christ-like lifestyle, consistent with Scripture in their school life and in their personal life. We believe that a Christ-like lifestyle is one rooted in obedience to Scripture, which teaches us how to relate to others and cope with difficulties successfully. Discipline then becomes a personal

issue that places the responsibility on the shoulders of the student. Ultimately, the student is responsible for his/her behavior, not society, parents, teachers, or the school. Discipline should help students look objectively at their behavior, evaluate it in light of biblical teaching, and determine a redeeming course of action. In school, discipline always involves rules. Not every student needs to agree with every rule, but students must respect and support the rules and abide by them. The school will make every effort to involve parents in the school life of their children, and this includes disciplinary procedures that may be necessary for the proper growth of the student. Disciplinary action may involve Godly counsel, detention, suspension, and even expulsion. To accomplish the School's disciplinary goals, certain behavior by students cannot be tolerated and will result in action by the Principal and /or the teacher. Students are expected to obey biblical principles with regard to speech and conduct, tell the truth and avoid engaging in deceptive or dishonest behavior, show respect and cooperate with those in authority at the school. This handbook is only a beginning step to laying out expected behaviors and consequences and cannot encompass all scenarios. Still, behavior problems at school and at school-sanctioned or promoted event will result in action and discipline from school staff.

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 during a 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, School Board, possible expulsion from school.

    Note: All suspensions include a loss of extracurricular activities through the course of the suspension. Coaches, club teachers, and all 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 designed to encourage reflection, personal responsibility, and behavior that honors God and others. Parents will be informed of assigned detentions. Detention may be at lunch or after school. In the event a child is assigned after-school detention, it will be from 3:15-4:15.

DETENTION/SUSPENSION FROM SPECIAL ACTIVITIES: The school principal reserves the right to withhold participation from field trips, special events, clubs, sports, tournaments, snack bar, and other school privileges.

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 School Board 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, School Board 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 toe and closed heel; no sandals, jellies or crocs are allowed. Shoes may not have speakers or blue tooth. 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 are required when necessary to keep clothing secured at the waist. Shoes, socks, jewelry and hair accessories must not be distracting.

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. Oftentimes, sports club participation will include a dress code. Parents are responsible for providing the required attire and gear as communicated through the coach.

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 bottoms or jeans are 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 fingertips.
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.

BLACK OUT DAYS FOR DRESS-DOWN COUPONS:

- First day of school
- Last day of school
- Chapel days
- Special events – field trips, Grandparent's Day, other events specified by the principal
- Picture day

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.

Please send a labeled gallon-size Ziplock bag containing a complete change of uniform clothing and underwear for all students in Kindergarten through 3rd grade and for all girls in 4th through 8th grade. Girls in grades 4–8 should also include one or two feminine hygiene products.

These items will be stored in a secure, discreet location and will only be used if needed during the school day. If your child comes home wearing the spare clothing, please wash the used items and return a complete replacement set to school as soon as possible so one is always available.

For boys and girls, hair should be neat and groomed and out of the eyes. Boys may not have hair that is longer than their collar. Ponytails and/or buns are not allowed on boys. 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.

Boys and girls are not permitted to wear makeup. Boys may not have painted nails. Eyelashes should appear natural and not noticeably artificial.

Dress down coupons are given out for various reasons. These coupons entitle the holder to wear appropriate street clothes for a day. However, dress down coupon blackout dates will be announced by the Principal when necessary. Coupons given are to be used only by the recipient and should not be given or sold to friends.

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: Lunch is available for purchase. The lunch menu is posted in the office, emailed through Gradelink and available on the FLS website. Lunch balances will be posted weekly on Gradelink, and will be billed on the 20th along with tuition. Payment is due by the 1st of the following month; on the 11th, accounts will be considered delinquent and assessed a $15 fee, in addition to the $15 fee for late tuition, and students will be required to bring lunch from home until the account has been brought current. Lunch balances can be prepaid in the school office.
Milk is made available to **all** students during lunch. There is no fee associated with this service.

SNACKS: You are encouraged to provide a healthy morning snack for your child**.** Time will be given to eat each morning. 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. It is important that students are eating healthy food on a regular basis to keep their minds and bodies healthy for active learning. On the rare occasion that we provide a sweet treat, we count on it being the only one provided that school day. Children may not bring soda, energy drinks, candy, hot/spicy chips or snacks. Questionable snack items will be at the discretion of the Principal.

EARLY DISMISSAL: On Fridays and early dismissal days, lunch will only be served to students who are attending EDC. Students should know if they will be staying for EDC and if they will need hot lunch so they can notify teachers in the morning. If you are more than 15 minutes late to pick up your child, they will be given lunch and signed into EDC at the time of dismissal (typically noon), and billed accordingly. Please provide an adequate snack for your child on Fridays as lunch will be later than usual.

Parent Teacher Spending Account

Faith Lutheran School manages a parent teacher spending account. In the case that a PTL (Parent Teacher League) committee is formed and governed, the account will be managed through that committee.

After-School Clubs

Faith Lutheran School is proud to offer after-school clubs to students Monday – Thursday from 3:15 pm to 4:15 or 4:30 pm. Clubs vary in interest, but include gardening, sports, Lego, home economics, chess, craft, drawing, 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.

School Board

The School Board welcomes parents' ideas and comments on the operation of Faith School. Parents must apply in writing to the Board Chair at schoolboard@faith-lutheran.org two weeks before the monthly meeting to be added to the agenda.

Board meetings are held monthly. Those wishing to address the School Board should contact the Board Chair at schoolboard@faith-lutheran.org or the School Principal at esther.lang@faith-lutheran.org, prior to the meeting.

The School Board 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 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-** This could include 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 encouraged 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 (520) 881-0670. **Report forms are also available upon request from the School Office.**
- Pastoral Staff in the Church Office at (520) 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

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
- Easter
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day and the Friday following
- Two weeks off for Christmas Break

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 toe and closed heel, no sandals, crocs or jellies are allowed. Boots may only be worn if they have appropriate traction and are secure on the feet.
- 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 yin-yang symbols or skulls. Christian wear is acceptable.
- Halter tops, midriffs, 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. Parents may provide an alternate snack if desired. It should be sent labeled with first and last name.

LUNCH: Lunch is provided for children during full-day programs. Lunch is prepared 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. Toddler parents are required to provide consent for all lunches served. We ask that parents consider the developmental milestones of food consumption.

SUNSCREEN: The Arizona Department of Health Services recommends the use of sunscreen, SPF 15 or higher, everyday due to the damage sunrays 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 choose 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 your 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 download the Brightwheel app on your phone and use it to sign your child in and out of EDC.

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. For billing purposes, anyone who has not signed their child out will be billed for the full length of the remaining program which is 6pm. Corrections for licensing purposes are still required but parents will still be required to pay the full charge on the student account.

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 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 minutes 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" or "PG" 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. There is always one staff member on campus during operating hours that is CPR/ First Aid certified.

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). Students must be vomit-free for 24 hours before returning to school.

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 School Board 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 Principal implements the policies and procedures, and reports to the School Board. Parent inquiries should be first directed to the teacher and secondly to the administrators. If the issues still cannot be resolved, the parent and/or administrators may take the inquiry to the School Board.

PARENT COMMUNICATION: Faith Lutheran Extended Day Care 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 emailed unless a paper copy is requested.

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.

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 enrolled children.

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. Any refusal to abide by school and state laws will prevent the student from attending.

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.