

Faith Lutheran Church and School



Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about such things. Whatever you have learned or received or heard from me, or seen in me - put it into practice. And the God of peace will be with you.

Philippians 4:8-9

2007 - 2008 Parent-Student Handbook

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Dear Parents,

Greetings in the Name of the Father, Son, and Holy Spirit!

Welcome to Faith Lutheran School! A wonderful educational experience awaits you and your child. Faith Lutheran School offers your child exciting growth opportunities spiritually, intellectually, and socially.

Faith Lutheran School continues to offer the very best. We have been educating the youth in Cobb County for nearly fifty years. Faith Lutheran School's excellent teachers are degreed and certified and are the best in their field. They will go the extra mile for your child. Our curriculum is the latest and is used to challenge our students' minds to grow. Our facility is bright and cheery, providing a safe and clean environment. Most importantly we work to develop children spiritually by teaching sound Christian standards of right and wrong, all in light of our Lord's Gospel of salvation through faith in Jesus as the Christ.

Our graduates do very well in private and public schools. Faith Lutheran School's graduates go on and do very well in high school and college. Most of our graduates, upon entering the public and private sector, do very well academically and socially, remaining spiritually strong and bold in their faith.

Our graduates succeed in the professions they enter into as adults. We have graduates who are doing very well in the professions of business, education, medicine, and advertising.

Faith Lutheran's greatest human asset is you: the parent. A strong partnership between the teacher and you, the parent, is vital in the development of your child. Each day our faculty and staff take a real interest in your child. Our partnership begins when you enroll your child. It continues and is strengthened through constant and consistent communication.

This handbook is prepared with you in mind. By reading through this handbook you will readily see our commitment to excellence in Christian education. As you read through this handbook, please see it as our "Partnership Handbook."

Together with the help of the Lord our partnership will grow and your child will develop into a God-fearing, responsible adult who will lead his/her peers in the profession God has chosen.

If you have any questions please call.

Again, welcome to Faith Lutheran School!

Sincerely In Christ,

*Jack D. Hibbs, M.Ed.
Principal*

*Jane Nodar
School Ministry Board Chairman*

*Rev. Gregory S. Walton
Pastor*

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A PHILOSOPHY OF CHRISTIAN EDUCATION FOR FAITH LUTHERAN SCHOOL

OUR MISSION

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

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

We Believe:

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

OBJECTIVES OF FAITH LUTHERAN SCHOOL

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

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

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

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

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

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

WHAT IS DISTINCTIVE ABOUT FAITH LUTHERAN SCHOOL

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

WORSHIP ATTENDANCE

Weekly attendance at Sunday worship services and Sunday School is expected to be one of each family's highest priorities. Families are expected to worship at their church on a weekly basis, as we believe God's will requires. If you do not have a church home, please do one of the following: join us at Faith for worship and fellowship or talk to your child's teacher, the principal or our pastor for information regarding our church and/or the Lutheran faith. Sunday worship services at Faith are held at 8:00 and 11:00 AM and Sunday School classes for children and adults are held from 9:45-10:45 AM.

ADULT STUDY OPPORTUNITIES

A wide variety of classes for adults are offered at Faith. Bible studies, marriage and family classes, counseling and personal growth classes are available to you. We will do our very best to keep you informed about them, but please do not hesitate to call the office for information. All parents will receive the Faith Lutheran Church newsletter.

We offer this to you because we want you to know what is happening at Faith, and we want you to know that you are part of our church family.

ENTRANCE AND ADMISSION POLICIES

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

NON-DISCRIMINATION POLICY

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

CLASS SIZE

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

ECE 2	12	} With a Classroom Assistant, if enrollment warrants.	Third Grade	22
ECE 3	14		Fourth Grade	22
ECE 4	16		Fifth Grade	22
Trans. Kdg.	18		Sixth Grade	22
Kindergarten	20		Seventh Grade	22
First Grade	22		Eighth Grade	22
Second Grade	22			

The School Ministry Board reserves the right to increase class size based upon Faith Lutheran Church's needs.

Applications are accepted according to the following priority:

1. Members of Faith Lutheran Church;
2. Families with children currently enrolled at Faith Lutheran School;
3. Other Lutheran families;
4. Unchurched;
5. Other Churches.

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

All parents are to complete the Enrollment Application Form to officially register for the new school year. Payment of the entire registration and materials fee must accompany the application form to certify enrollment. ***Registration, materials, and screening fees are non-refundable.***

Students entering grades 1-8 for the first time must provide copies of the child's latest report card, achievement test results, and a recommendation from a former teacher in order to be considered for admission. All transfer students must submit evidence of grade placement and are required to furnish a transcript of academic performance from previous schools. All students who are new to FLS in K-8th grade are required to take either the KRT or WRAT4 admission evaluation. This evaluation will be used in determining acceptance.

AGE REQUIREMENTS FOR ADMISSION

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

IMMUNIZATION REQUIREMENTS

The State of Georgia requires that every child enrolled in school must have an original Certificate of Immunization, which shows that the child has adequate protection against diphtheria, pertussis (whooping cough), tetanus (lockjaw), polio, measles, rubella (German measles), and mumps. History of chickenpox or varicella vaccine is also required. This Certificate of Immunization must be signed by a physician licensed under the laws of the State of Georgia or by a qualified employee of a County Health Department of Georgia on Form 3231 for all students ECE2 - Eighth Grade. It is recommended that your child have a complete dental, hearing and vision check up annually. Additionally, students entering Faith Lutheran School for the first time must provide a certified copy of their birth certificate to be placed on file.

APPLICATION/ACCEPTANCE PROCESS

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

- A) Complete the Application
- B) Return the completed application with the required registration fee and screening fee
- C) Secure and return to Faith your child's report card (s), Iowa Test of Basic Skills, and any other screenings for behavior and/or learning challenges
- D) Schedule a day and time for the KRT (Kindergarten Readiness Test) or WRAT (Wide Range Aptitude Test) screening
- E) Allow the Principal and the Acceptance Committee five days following the return of the screening results, securing of the academic records, and the return of the Teacher Recommendation Form (sent to the previous school at the time of application for acceptance) to review the information and make a decision.

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

The School Ministry Board will exercise its right to final approval. After the school term begins, the principal shall accept any applications contingent upon approval by the School Ministry Board at its next regular meeting, provided that the class enrollment is not at capacity and that age requirements have been met.

ADDITIONAL MEMBER INFORMATION

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

We are reminded that Faith Lutheran School is a mission outreach of the church, just as all of our other ministries are missions of the church. All members are privileged to support its total mission. School parents are charged a tuition fee giving them the opportunity to commit themselves to the total congregational program.

FINANCIAL ASSISTANCE

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

grant designed to assist with part of the financial obligations agreed to upon acceptance to Faith Lutheran School.

SUBJECTS IN THE CURRICULUM AND TEXT SERIES

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

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

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

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

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

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

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

MUSIC education incorporates formal instruction in music and music appreciation. Sacred music and more contemporary Christian music receive equal attention. Choir and Chime Choir programs are available depending on the grade. Instrumental music is offered as an extra-curricular activity.

COMPUTER EDUCATION incorporates basic knowledge of hardware, software operations for use in enrichment, supplemental, and remedial programs.

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

Our accrediting institution approves the scope and sequence of the courses of study. Textbooks are selected on the basis of how well they serve the curriculum and meet the required goals and academic competencies as set by our faculty and School Ministry Board (SMB). The textbooks (curriculum) are reviewed by the staff and SMB on a six-year rotating basis.

ACADEMIC EVALUATION

Standardized achievement tests are administered in late March or early April to help evaluate each pupil's progress. The **Iowa Tests of Basic Skills** is administered to children in Kindergarten - Grade 8. The CogAT is administered in grades 3, 5, and 7.

Faith Lutheran School believes that evaluation of student achievement is an important way of improving its curriculum and monitoring student achievement. It is for this purpose that progress reports are shared with

parents. Children in our Early Childhood Education programs through Grade 8 will receive a progress report once every nine weeks (four per year). Please refer to the academic calendar for exact dates progress reports will be issued.

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

ECE2, ECE3, and ECE4

M = Mastered
S = Shows Appropriate Development
N = Needs More Time

Trans. Kdg. and Kindergarten

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

GRADES 1-2

E = Excellent (90 - 100%)
S = Satisfactory (75 - 89%)
N = Needs Improvement (under 75%)

GRADES 3-8

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

ATTITUDES GRADES 3 - 5

1 - Exceeds expectations
2 - Meets expectations
3 - Needs improvement

HOMework/MAKE-UP WORK

Faith Lutheran School believes that homework is an important part of a child's education. We believe that homework builds stronger bonds between child and parent, builds self-confidence in the child, and develops study skills that will be used throughout the remainder of the child's life. The ultimate goal of homework focuses on academic growth.

Here are a few tips to assist in making homework time more enjoyable and productive.

1. Give your child a short break right after school. Provide a snack and 15 to 20 minutes to "let the school day end."
2. Find a quiet place for your child to do his/her work. Make this place a "sacred" place where they always do their homework. Make this a place where there are no interruptions, and no TV, radio, noise, etc.
3. Do the hardest work first.
4. Take time to work with your child. Make this an enjoyable time.
5. Take a 5-minute break every 45 minutes.
6. Never do more than two hours of homework in any one evening. If your child has more than two hours worth of homework on a regular basis, immediately contact your child's teacher. A good rule/example to follow, should be approx. 10 min. per grade level, second grade 20 min. sixth grade, 60 min. per evening.

Transitional KINDERGARTEN and KINDERGARTEN

Homework consists of: 1st Q. parents reading daily to their child. 2nd Q. Bible Memory Verse and subject related practice. 3rd and 4th Q. all of above plus student reading to parent.

FIRST GRADE/SECOND GRADE

Homework will be assigned not less than once a week and not more than three times a week. Some assignments will be accompanied with a note from the teacher explaining exactly what is expected to be completed and when it is to be returned for grading. Math and Reading is required every weeknight.

THIRD GRADE

Homework will be assigned not less than twice per week but not more than five times per week. The first few assignments may be accompanied with a note from the teacher explaining exactly what the assignment is and when the assignment is to be returned. Students in third and fourth grade eventually will receive full responsibility to inform parents of daily homework assignments.

FOURTH through EIGHTH GRADE

Homework in all subjects as needed to compliment instruction. Homework is regularly assigned and may include in-school as well as at-home assignments. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an

assignment the day before it is due. As a general guideline, middle school students should spend approximately 60 to 120 minutes a day doing homework.

MAKE-UP WORK

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

1. Work missed will be given to the student.
2. It will be the responsibility of the student and/or parent to check www.SchoolNotes.com for details of work missed and to contact the teacher for explanation of necessary lessons.
3. The student will have one day to make up each single day of missed work.
4. It is the student's responsibility to complete and return all work that has been missed.

ACADEMIC RECOGNITION

Faith Lutheran School recognizes students who, academically, do an outstanding job. FLS has a Principal's Honor Roll for students who receive all A's for a grading period. There is also an A/B Honor Roll for those who receive A's and B's for a grading period. (Honor Rolls are for students in grades 3 through 8 only.) At the end of the year those students who have been on the Principal's Honor Roll for **all four grading periods** will receive special recognition.

Faith Lutheran School participates in the President's Educational Awards Program for Outstanding Academic Excellence. In order to earn this award a student in fifth or eighth grades must score in the 85th percentile or higher on the ITBS in Math or Reading AND earn and maintain an overall grade average of 90% or higher.

PROMOTION/RETENTION

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

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

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

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

SCHOOL AND OFFICE HOURS

All students are expected to be **IN THEIR CLASSROOMS** by 8:15 AM. Students in ECE2 - 8th grade are permitted to enter their classrooms at 8:00 AM. All classes will begin promptly at 8:15 AM. ***Those students arriving before 8:00 AM MUST be dropped off and taken to our "Before School Care Room" located at the on the first floor.*** In order to assure the health, safety, and welfare of your child this rule will be strictly enforced. At 7:40 AM all staff members gather for a brief devotion. This devotion ends at 8:00 AM.

Children enrolled in ECE2, ECE3 and ECE4 are dismissed at 11:30 AM. Those students who have not been picked up by 11:45 AM will be taken to child care. Students in Kindergarten - Grade 8 are dismissed at 3:30PM. Those students not picked up by 3:45 PM will be taken to child care (Kid's Club). **PARENTS WILL BE CHARGED FOR TIME SPENT IN CHILD CARE ACCORDING TO THE STATED FEE STRUCTURE.**

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

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Faith Lutheran School will follow the lead of the Cobb County School District in matters pertaining to the closing of school due to inclement weather. We participate in the weather alert services of WSB radio (750 AM or 99 FM), CBS TV Channel 46, WSB TV Channel 2 "Stormwatch," and NewsRadio WGST 640 AM. Tune to those stations for details.

SCHOOL EVACUATION

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

VISITORS

STUDENT VISITORS

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

1. The student/parent enrolled at FLS must make the request no less than 24 hours, to the Principal, prior to the visit.
2. The visitor may visit only during non-academic periods such as lunch and recess. No visitors will be allowed during academic class time.
3. The visitor is required to wear a "visitor" badge.
4. The visitor is required to wear appropriate dress, as approved by the Principal.

ADULT VISITORS

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

TARDINESS AND ABSENCES

If your TK - 8th grade child arrives at school after the 8:15 AM bell has rung, YOU are required to sign them in at the receptionist's desk. A tardy slip will be given to the child for the teacher prior to being admitted into the classroom. Whether ECE2 or Grade 8, tardiness is disruptive and distracting to classmates and teachers. It is the responsibility of each child's parents to see that their child arrives at school **ON TIME** and **PREPARED** for the day's activities. In grades 3-8 every five unexcused tardies will result in child serving an after school detention. The importance of being prepared and on time should be evident to our students by the example set by parents and staff. Punctuality is expected at all times.

When a pupil is absent, please call the school to inform us. A written excuse detailing the reason for the absence must be given to the teacher when the child returns to school. If your child is absent, please call the office by 9:00 AM. Excessive absences can cause the School Ministry Board of Faith Lutheran School to retain a student. **When a child has reached fifteen absences, the Principal will bring the student's excess absences to the School Ministry Board for discussion and possible retention.**

If it is necessary to pick your child up early from school, please sign them out **BEFORE** going to the classroom! Likewise, parents are required to check in at the reception desk or office **BEFORE** going to their child's classroom for any reason. Your cooperation will help to limit the number of distractions to the children and staff.

PARENT/TEACHER COMMUNICATION

We believe that communication between parents and teachers is crucial if we are to be an effective team. Efficient communication requires that both parties be responsible for initiating and responding to requests for conferences. Formal conferences are scheduled for the fall and the spring (see calendar). The fall conference is intended to provide an opportunity to discuss each child's adjustment to the new school year, as well as his early progress. The spring conference (not required) may be scheduled so that teachers and parents can discuss each

child's progress and decisions regarding placement for the next school year can begin to be formulated. However, it is the shared responsibility of parents and teachers to see to it that additional conferences are held when necessary.

CHILD CARE

Please refer to the Kids' Club Before and After School program Policies and Procedures for information on this program.

PARENT/TEACHER LEAGUE

The main purpose of the PTL is to help parents and teachers to achieve greater competence in Christian child training and parenting. The secondary function of our PTL is fundraising for special and necessary equipment and programs. All funds raised by the PTL return to our students in many forms. All parents of enrolled children are members of Faith's PTL and are strongly encouraged to be active. There are a variety of volunteer opportunities in which you can participate. These can be discovered by contacting a PTL officer, our school office, or by attending our annual "Kickoff Dinner and Meeting" which takes place within the first two weeks of school. The Parent Teacher League officers meet monthly to conduct necessary business.

SCHOOL LIBRARY

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

CHECK OUT POLICY

1. The librarian on duty will check out books.
2. Books are checked out for one week.
3. ECE 4, Trns. Kindergarten, and Kindergarten may check out one book per week. First through eighth grades may check out two books per week.
4. Teachers will be given a list of students with overdue books each visit.
5. Each student having an overdue book will be issued an overdue notice each visit.
6. If a student has an overdue book, another book may not be checked out until the overdue book has been returned.

LOST BOOK POLICY

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

COMPUTERS AND TECHNOLOGY

Faith Lutheran School makes available computer resources that may be used by the students, faculty and staff. These resources are to be used for educational and administrative purposes. Student use of computer resources is intended to be a supervised activity at all times. FLS recognizes the use of computers and the Internet as a privilege; therefore, we prohibit the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale. Any abuse of our technology directed to others, the hardware, or the software will warrant immediate and permanent removal of all technology privileges normally granted that student.

WEEKLY CHAPEL SERVICES

Weekly chapel services are held each Wednesday morning at 8:30. Parents and friends are invited to join us in worship. During some services, classes will participate in the worship with a special "class offering." It is particularly meaningful to the children when their parents share the worship experience with them.

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

Please remember that we do have chapel dress code requirements for boys and girls that are clearly explained in the DRESS CODE section.

A weekly chapel offering is collected to benefit mission projects which are selected and announced. We suggest that you select a means whereby your child may become accustomed to earning an allowance and returning a portion to the Lord. We consider this to be valuable training for practicing good stewardship.

PICTURES AND SCHOOL ANNUAL

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

LOST AND FOUND

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

LUNCHES

Faith Lutheran School desires to offer hot nutritious lunches to all children who are enrolled at FLS. We are pleased to have the opportunity to provide delicious, hot meals to the students prepared fresh daily on site by A Tasty Touch Catering Company. All of the items served are "kid tested and kid approved."

For children in the ECE-2 through Trans. Kindergarten program, lunches are \$2.50 each. The menu for the month will be sent home last week of the prior month. The parent is to select the lunches to be provided by FLS and return the menu, along with the appropriate payment, to the Day Care Office. Please plan carefully; lunches are prepared from the parent-selected lunch calendar turned in for the month. If your child is absent on a day lunch was ordered, a refund will not be given.

Lunch cards are available for Trans. Kindergarten - Eighth Grade students and may be purchased, Mondays only, at the receptionist desk. A ten-meal card is available for \$30. A twenty-meal card is available for \$60. Unused lunches on a lunch ticket are not refundable.

When a child's lunch card is three lunches from completion, a reminder will be sent home that a new lunch card needs to be purchased. It is the parent's responsibility to purchase a new lunch card. A child may be given up to, but not more than, three lunch credits that will be taken off the new card once it is purchased. If a new card is not purchased, after three credits have been extended, then no hot lunch will be served.

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

EXTRACURRICULAR ACTIVITIES

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

1. A special evening worship program before Christmas;
2. An operetta or similar presentation in the spring;
3. An Academic Fair (art, music, science, social studies, etc.);
4. A number of chapel services, assembly presentations, school parties, field days, etc.;
5. Instrumental, band, chimes, and handbells;
6. Choral opportunities for Trns. Kdg.-2nd, 3rd - 5th, and 6th - 8th;
7. Activities with other Lutheran Schools in Georgia;
8. Interscholastic sports - grades 5 - 8 (Please see the FLS Athletics Handbook).

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

FIELD TRIPS

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

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

INJURIES/ILLNESS

We are capable of handling minor injuries and ailments.

The school office **MUST** be informed when your child contracts a contagious disease. The child may not return to school until he has been given a clean bill of health by your family physician. Children should definitely be kept home with such cases as fever, head lice, pinkeye, diarrhea, mucus in the eyes, vomiting, skin rash, sore throat, or persistent cough.

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

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

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

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

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

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

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

MEDICINE

When sending medicine to school, all medicines, whether prescription or over the counter, must be stored in the school office and have the following information clearly marked on them:

1. Child's Name
2. Amount to be given
3. Time to be given
4. In original bottle or package

No medicines will be given with another's child's name on the label, even if a sibling. All medicines past fourteen days will be sent home and a new bottle or package (intact) is to be sent. The time to be given must be indicated. School staff members will administer no internal medicine unless it is accompanied with the proper authorization and instructions. The Department of Human Resources mandates these rules. An ***Authorization for Medication Form*** can be obtained in the school office or at the receptionist's desk.

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

DRESS CODE

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

The standardized policy for grades Trans. Kindergarten through 8th grade has been designed to help parents and students maintain a neat appearance school-wide. Students in ECE2, ECE3, and ECE4 should wear age-appropriate clothing.

Uniform clothing must be purchased either from The Uniform Depot or through PTL (SpiritWear). Red, white, and black turtlenecks, and sweatpants may be purchased anywhere as long as they are the correct color and there are no other markings or decorations on them.

General Guidelines

FLS plaid is color #70 (red and black).

All clothing must be size appropriate.

Shirrtails are to be neatly tucked in at all times.

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

Jumpers, rather than skirts, are recommended for girls 3rd grade and younger.

Brown or black dress belts are recommended for any items with belt loops (required for 3rd grade and up).

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

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

Buttons on waist of pants/shorts/skorts or skirts are acceptable. Buttons on pocket flaps are acceptable.

Decorative buttons or rivets are not acceptable on any clothing.

Students may wear post earrings only - no dangling or hoop earrings are allowed. Make-up or hair coloring are allowed only if very natural looking.

Caps/hats are only allowed during special N.U.T. days.

Pants, shorts, skirts, and skorts MUST have "FLS" label.

FIELD TRIP AND CHOIR PERFORMANCES

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

CHAPEL DRESS

GIRLS

Kindergarten thru 5th grade:

- Plaid uniform skirt or jumper (jumper recommended for 3rd grade and under)
- White Peter Pan blouse (with or without red piping) or white turtleneck
- Optional red or black sweater or sweater vest with embroidered logo
- Black or white tights, knee socks, or anklets
- Brown or black dress shoes or saddle shoes with heels no more than 1"

6th – 8th grade:

- Khaki or plaid uniform skirt
- White oxford with logo or white turtleneck
- Optional red or black sweater or sweater vest with embroidered logo
- White tights, knee socks, or anklets
- Black or brown dress shoes

BOYS

Kindergarten thru 5th grade:

- Khaki uniform pants or shorts (long pants preferred October thru March)
- Red or White polo with logo OR red or white turtleneck OR white oxford with logo
- Optional red or black sweater or sweater vest with embroidered logo
- Khaki or white socks
- Black or brown dress shoes
- Black, brown or khaki stretch belt for 3rd grade and up

6th – 8th grade:

- Khaki uniform pants (no shorts for middle school)
- White oxford with logo
- Optional red or black sweater or sweater vest with embroidered logo
- Khaki or white socks
- Black or brown dress shoes
- Black or brown dress belt

P.E. DAYS

P.E. T-shirts, sweatshirts may be purchased from FLS' PTL Spiritwear or from Uniform Depot.

Students in grades TK - 5th should check with their classroom teacher to determine the days on which it is acceptable to wear P.E. uniforms. When regular uniform clothing is worn, appropriate P.E. shoes should be brought for P.E. class. If P.E. happens to fall on chapel day, students should come to school in chapel dress. Grades TK - 5 would change into P.E. clothes before P.E. class and wear them the remainder of the day.

Middle school students should wear uniforms every day and change for P.E. If middle school P.E. falls after lunch, students may remain in P.E. clothes for the remainder of the day. P.E. clothes consist of the following:

- Red, black, or white t-shirts with logo
- Red, black, or white sweatshirts with logo
- Red, black, or white gym shorts with logo
- Red or black sweatpants (**no spandex or knit pants**)

For weekdays other than chapel day or P.E. days, the students may choose any combination from the following list. **If it is not on the list, it is not acceptable.**

GIRLS

Shirts - 100% cotton or cotton/poly blend.

- Red, white, or black polo (short or long sleeves) WITH logo.
- White oxford WITH logo on pocket
- Red, white, or black turtleneck.
- White Peter Pan blouse (collar with or without red piping.)
- Red or black (solid color) fleece full -zip or half-zip jacket WITH embroidered school name.
- Red, white, or black cardigan or pullover sweater or sweater vest WITH embroidered school name. Fleece vests are not allowed.
- Red, white, or black sweatshirt WITH logo. If a sweatshirt is worn on a non-P.E. day, it must have a collar or turtleneck underneath. **SWEATSHIRTS MAY NOT BE WORN ON CHAPEL DAY.**

Jumper -Khaki or Plaid #70, uniform style only. No shorter than 3" above back knee bend.

Skirts - Black, Khaki, or Plaid #70, uniform style skirt. No shorter than 3" above back knee bend.

Shorts - Black, Khaki, or Plaid #70, uniform style. No shorter than 3" above back knee bend.

Skorts - Black or Khaki, uniform skort.

Slacks - Black or Khaki, uniform slacks or capris.

Belts - Black or Brown dress belt. **Required** for students 3rd grade and older.

Socks - Red, white, black, or khaki tights, knee socks, or ankle style.

Shoes - Black, brown, black & white saddle oxfords or athletic shoes. Loafers, t-straps, Mary Jane's or oxfords all acceptable. No lights or platforms on athletic shoes. **NO heels over 1", NO platforms, NO open toes or open heels (sandals, clogs or hee-lies are not allowed!).**

BOYS

Shirts/Sweaters - 100% cotton or cotton/poly blend.

- Red, white, or black polo (short or long sleeves) WITH logo.
- White oxford WITH logo on pocket
- Red, white, or black turtleneck
- Red or black (solid color) fleece full -zip or half-zip jacket WITH embroidered school name. Fleece vests are not allowed.
- Red, white, or black cardigan or pullover sweater or sweater vest WITH embroidered school name.
- Red, white, or black sweatshirt WITH logo. If a sweatshirt is worn on a non-P.E. day, it must have a collar or turtleneck underneath. **SWEATSHIRTS MAY NOT BE WORN ON CHAPEL DAY.**

Shorts - Black or Khaki, uniform style. No longer than back knee bend.

Slacks - Black or Khaki uniform slacks or cargo pants.

Belts - Black or Brown. **Required** for students 3rd grade and older.

Socks - Red, white, black, or khaki crew or quarter socks. (no ankle socks)

Shoes - Black, brown, or athletic shoes. Loafers, dock siders, and oxfords all acceptable. No lights on athletic shoes. **NO open toes or open heels (sandals or clogs are not allowed!).**

DRESS CODE ENFORCEMENT

PURPOSE: The purpose of this policy is to reward those students who consistently come to school dressed appropriately and to reduce the burden on the faculty and staff to enforce the dress code.

ENFORCEMENT:

- A. First thing each morning, as the teacher does daily housekeeping routines (i.e. lunch count, attendance, pledge, etc.) they will maintain a record of dress code infractions.
- B. The teacher will complete a note to the child's parent stating what infraction occurred. The note will be taken home the day of the infraction. Infractions are as follows:

- Wrong dress for a field trip
 - Wrong dress for Chapel
 - Wrong dress for P.E.
 - Wrong dress for class
- C. On the last Friday of each month, every child who has no more than one (1) infraction of the dress code will get a N.U.T. (No Uniform Today) day on that Friday.
- D. Students who have three infractions will have to wear their regular uniform.
- E. Detention may be assigned for students with more than three infractions of dress code.
- F. The office, at the teacher's request, will call the parent in order to secure the appropriate dress, if deemed necessary.

N.U.T. GUIDELINES

If a student earns a N.U.T. Day the last Friday of the month, the following guidelines will be in place:

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

Students, who, in the opinion of the school staff and/or administration, have violated the NUT Day guidelines, will not participate in the next NUT Day. If clothing is deemed inappropriate by the school administration, parents will be asked to provide the student with NUT Day compliant clothing. Failing that, students may be given a school or P.E. uniform to wear. **Please note that P.E. clothes are worn on NUT Days during P.E. class.**

SPIRIT DAYS

Every Friday that is not a NUT Day will be considered a Spirit Day. At this time students may wear any Faith Lutheran shirt (regular uniform shirts, spirit shirts, YES youth group shirts, Middle School Gathering shirts, P.E. shirts, etc.). The students must wear uniform shorts, skirts, skorts, or pants. The shirts must be appropriate size and condition. They must be tucked in throughout the day.

DISCIPLINARY CODE AND POLICY

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

Disciplinary action will be taken for the following:

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

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

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

The following will require immediate one-day suspensions:

- a) vulgar language and/or gesture(s) directed at or about an adult;
- b) threatening language directed at another student or adult (i.e. "I'm going to get a gun and shoot _____");
- c) vandalism of school or personal property;
- d) use of computer to visit pornographic websites;
- e) sending threatening and/or pornographic email .

The following will require immediate three-day suspension:

- a) Continuation of a, b, c, d, and e under "One Day Suspensions";
- b) Proven (at least two witnesses) bullying;
- c) Deliberate action that puts another person's health, safety, and/or welfare in jeopardy;
- d) Bringing a knife or other non-firearm weapon to school;
- e) Bringing any non-medical alcoholic beverage to school;
- f) Bringing any non-medical unapproved drug to school;
- g) Bringing of any non-medical unapproved drug paraphernalia to school.

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

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

The following will require immediate expulsion:

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

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

MIDDLE SCHOOL DISCIPLINE POLICY

See the Middle School Student Handbook for this information.

WHAT IS BULLYING?

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

Bullying can take many forms: hitting or punching (physical bullying); teasing or name-calling (verbal bullying); and intimidation through gestures or social exclusion (emotional bullying).

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

"HANDS OFF" POLICY

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

HARASSMENT

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

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

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

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

OFFENSIVE AND DISRUPTIVE ITEMS

In an effort to promote proper conduct and behavior, students are not permitted to bring potentially offensive and disruptive items to school. This would include items such as toys of any type, toy guns and knives, CD players, cassette players, cell phones, beepers, electronic games (gameboys, game gear, etc.), and/or playing cards, trading cards, etc. Children are not to bring soda, gum, or candy to school. All items mentioned above and any others that cause a disruption will be confiscated by the teacher, returned to the child (first offense only), and asked that they be taken home and not returned. If the child brings another offensive or disruptive item to school, then the teacher will confiscate it and not return it until the end of the school year.

RESPECT

Faith Lutheran School strives to instill in all of our students the sense of respect. One way adults can assist in this task is by modeling this behavior. You are asked to address your child's teacher by using "Miss," "Mrs.," "Ms.," "Mr.," or "Pastor" when in the presence of children. It is realized that you may know our teachers and staff on a first-name basis and this is good. However, in the school setting, as each child is expected to address the staff appropriately, we request that you be the first example to your child.

The property of Faith Lutheran School is to be treated with respect. Pupils guilty of damaging school property or the property of other pupils will be asked to pay damages. Personal property of a pupil is not to be treated carelessly by another pupil. Such action could result in suspension leading to expulsion.

POLICY FOR HANDLING PARENT COMPLAINTS

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

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

The principal will:

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

TRANSPORTATION/CAR POOL - ARRIVAL AND DISMISSAL PROCEDURES

Children are generally transported to and from school by carpools. Carpool lines and directions for start of day and end of day will be shared in writing at Parent Orientation.

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

Please remember...

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

11. Children who are not picked up within 15 minutes of dismissal time can be picked up at the Child Care Center. Please note again that the posted childcare fees will apply.
12. FOR THE SAFETY AND SUPERVISION OF ALL STUDENTS, **PLEASE DO NOT PICK UP YOUR CHILD IN THE SCHOOL LOBBY!** PLEASE MAKE EVERY EFFORT TO PICK UP YOUR CHILD IN CAR LINE.

ASBESTOS

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

Revised 8/9/07

