

Frequent Policy Questions from Parent Handbook

School Hours

- Students should arrive at or after 7:45 AM
- Three-year-old - VPK Classes begin at 8 AM K-8 classes begin at 8:05 AM. **Students who are tardy should be checked in at the Extended Care entrance.**
- Dismissal for kindergarten through eighth grade is at 3:10 PM (2:00 PM on Wednesday)
- **Students will be picked up through the car line only – no one will be allowed to park and walk to the school entrance to pick up their students.**
- At 3:25 P.M. (2:15 P.M. on Wednesday) all remaining children will be sent to Extended Care.
- The afternoon preschool children arrive at 11:55 AM. Their class starts at Noon and dismisses promptly at 3:00 P.M. At 3:25 P.M. All remaining children will be checked into Extended Care.
- Students not checked into Extended Care should not be on campus without their parent/guardian.

Attendance Policy

Research shows that outside of engaged and involved parents the greatest factor contributing to student achievement is attendance at school. Please help us to encourage your children to strive for perfect attendance. For the greatest academic growth, they need to be here all day, every school day. Students accumulating more than 20 absences during the course of a school year will not be promoted to the next grade unless they receive approval for extenuating circumstances from the Board of Christian Education.

Tardy to School

Students who are tardy must first report to the school office to sign in and get a pass to class. Students who are tardy to school more than three times, without extreme circumstances excused by the administration, will have their family account charged \$2 per tardy beyond the first three.

Early Dismissal - **Pick up is not allowed within 30 minutes of dismissal.**

When it is necessary to pick up a child during school hours, parents are required to park and inform the office they are here. In order to not lose valuable instruction time students will be called to the office once their parents arrive. The student must report to the office before leaving the building. It must be an authorized adult who picks the student up from school.

It is the responsibility of the student and parents for getting assignments and making up work missed during an absence. Parents should send a note in the morning stating the time the student will leave to give teachers a chance to collect materials for the student. Assignments can be found on FACTS SIS.

Extended Care Guidelines

The Extended Care center will be open during the school year from 6:30 AM to 6:00 PM Monday-Friday except for those days noted on the school calendar, and is available for current students of Faith Lutheran School. Holiday hours will be posted ahead of the holiday.

Extended Care drop in fees are \$7.00 per hour and invoiced on a monthly basis. Families will have seven days from the date of the bill to present payment. A late charge of \$15.00 will be assessed on all accounts not paid within 10 days of the billing. Families will not be permitted to continue using Extended Care if their account becomes delinquent (after the 10th day) with a balance over \$100.00. Extended Care privileges will be reinstated upon full payment of the bill. Returned check fees of \$30 apply to all returned payments.

Dress Code

Preschool Dress Code

Preschool students are to follow these dress guidelines below:

- All preschool students are to dress appropriately for the school environment.
- Clothing should allow freedom of movement on the floor since students spend time on the floor for various instructional and play times.
- Clothing should not allow underwear to be seen.
- If a girl wears a dress, it is recommended she wear shorts underneath it.
- Clothing should not be “dress” clothing that would restrict a child’s involvement in activities such as painting, physical education, outdoor play, etc.
- Clothing should allow the student to go to the restroom without needing undue assistance.
- Shoes are to be close-toed and secure on the feet (no clogs, boots, or open-toed shoes). Tennis shoes are the most appropriate.
- Socks or tights are to be worn by all students.
- Clothing should be appropriate to the weather to protect the child’s health.
- All clothing should be clean and in good repair.
- Please be sure your child is able to operate his or her own clothing (buttons, snaps, zippers, etc.)

Preschool students are not to wear clothing that advertises or depicts anything that would be in conflict with the Christian standards of the school. Clothing with pictures, decals, or words of flowers, animals, and friendly characters (Sesame Street characters, Pooh characters, Christian sayings, and such) is acceptable. Clothing with pictures, decals, or words of violence, fighting, insults, or other unacceptable behavior is not to be worn.

Periodically, days may be held to allow students to dress in special clothing. Notices of special dress days will be sent home from the office in advance.

A preschool student may dress as the student dress code describes for students in kindergarten through eighth grade if the parent so chooses.

K-8 Dress Code

The school uniform is required of all students in kindergarten through eighth grade. The selected manufacturer of the school uniforms is Skool Style. Skool Style uniforms **must** be purchased via their website or on campus.

If Skool Style cannot supply the correct size for your student, you must get written approval from the administration to wear an alternate brand. The styles of an alternate brand must be comparable. Parents looking for an exemption must have written documentation from Skool Style that they tried on the uniforms but the company didn’t carry the size that fits the student.

Shirts must be tucked in at all times. **All shirts must have the school logo.**

Shorts must cover no less than half the thigh and may not extend below the knee. The hem of skirts, scooters, skorts, and jumpers must cover no less than half the thigh and may extend no more than two inches below the knee.

All pants, shorts, skirts, skorts, and scooters must be worn at the waist. Belts are required to be worn with any clothing having belt loops starting in third grade.

Discipline

First Grade Through Eighth Grade Discipline

To provide opportunities for self-improvement for students who choose to exhibit inappropriate behavior and/or who do not complete assigned work a detention may be assigned.

Detention Rules

1. Detention notices are sent home indicating the reason for and date of detention. The notice should be signed by a parent/guardian and returned to the homeroom teacher on the next school day. An additional detention will be served if the form is not returned. Detention will still be served even if the signed form is not returned. Changing the date of the detention will only be done with the principal's approval.
1. Students must report to the detention room immediately after carline. Tardiness will result in an additional detention.
2. Students in detention may be assigned minor cleaning duties (picking up trash, cleaning desks, vacuuming, etc.)
3. Students may not talk to or disturb other students or the supervising teacher during detention.
4. After detention students must leave premises or go to Extended Care.
5. Any student who is to serve a detention and does not do so will be given an additional detention to serve.

Detention Consequences (Semester)

Grade 1-2

- First Offense: 15-minute detention and \$5 fine
- Second Offense: 15-minute detention and \$5 fine
- Third Offense: 30-minute detention, conference with teachers, parents, and student, and \$5 fine
- Fourth Offense: 30-minute detention and conference with principal, teachers, parents, and student, and \$5 fine.
- Additional Offense: Suspension (principal decision) Expulsion (principal and/or board decision)

Grade 3-8

- First Offense: 30-minute detention and \$5 fine
- Second Offense: 30-minute detention and \$5 fine
- Third Offense: 45-minute detention, conference with teachers, parents, and student, and \$5 fine
- Fourth Offense: 45-minute detention, conference with principal, teachers, parents, and student, and \$5 fine
- Additional Offense: Suspension (principal decision) Expulsion (principal and/or board decision)

Students who earn their third detention of the semester could also face extracurricular suspensions or consequences.

Students who fight, participate in violent activities, possess or use illegal substances, damage, destroy, or steal FLS or another's property, or participate in other escalated behaviors should expect to be suspended.

Lunch detention may be assigned for incomplete work or if students are not prepared for class.