



FAITH

LUTHERAN SCHOOL

QUALITY • COMMUNITY • CHRIST

Parent & Student Handbook

2023-2024

“Faith Like a Child”

The goal of these policies is to provide current students and parents general information on how Faith Lutheran School (FLS) functions. Students and parents of FLS are responsible for knowing the material found in the Student/Parent Handbook.

All parents should read and review this handbook, advise their students on it, and consult the administration if any questions arise. Failure to read or understand the handbook is not a valid defense for violating school rules. Parents, by enrolling their child at FLS, are acknowledging and accepting the policies contained in this handbook.

Policies could change within the school year by action of the Faith Lutheran School Board of Christian Education. If that happens, the administration of Faith Lutheran School will notify students and parents of the policy change.

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Faith Lutheran School

Faith Lutheran School is operated as part of the mission and ministry of Faith Lutheran Church.

Our Christian day school is one of 1800 Lutheran schools of the Lutheran Church Missouri Synod that serve the educational needs of over 230,000 pupils from early childhood through college. For more than 160 years, Lutheran schools have been known for their excellence.

Mission Statement

Faith Lutheran School provides a quality education in a close-knit community centered in Christ.

Core Values

Quality: FLS aims to provide an elite, high quality education to all of our students in order to prepare them for academic, spiritual, and social life in high school and beyond.

Love: FLS aims to share the love of Christ with our students, staff, and community while ensuring love is an everyday expression within our walls.

Faith: FLS aims to foster a growing faith in Christ Jesus through a Christ-centered environment and a Christian education.

Growth: FLS aims to help our students grow in knowledge and wisdom, grow as people, and most importantly, grow in their faith. The development of the young minds and hearts that walk through our doors is our greatest responsibility.

Kindness: FLS aims to promote kindness in all that we do. Whether it be students, faculty, or staff, we value treating everyone with kindness and empathy, following the example of Christ.

Safety: FLS aims to create an environment of trust and safety for our students, faculty, and staff.

Integrity: FLS aims to be an institution of truth, honesty, and high moral character. Integrity is a paramount value at FLS that we aim to model and teach.

Innovation: FLS aims to model and teach innovation in and out of the classroom. This involves trust and the mental strength and awareness to fail, learn, and try again.

Policies, Procedures, & Guidelines

Accidents & Injuries

Staff persons handle minor injuries. Soap, water, Band-Aids, and ice are the extent of first aid rendered. Parents will be notified in cases of severe bumps, cuts, bites, etc. In case of critical emergencies, the following steps will be taken:

1. Call 911
2. Call parents
3. Call emergency number on emergency release form.
4. Call physician indicated on emergency release form.

Accreditation

Faith Lutheran School has earned multiple accreditations which include National Lutheran School Accreditation and Florida-Georgia District Accreditation. Faith Lutheran School is also recognized by Cognia, an international, secular educational accrediting institution. These accreditations are recognized by Florida's Department of Education.

Activities & Athletics

Eligibility

The FLS sports program is an extension of the classroom and in a typical year consists of basketball, track, soccer, volleyball, flag football, and golf. All students are invited to participate on FLS teams and studies show that participation in school activities correlates with greater academic success.

Eligibility for sports is dependent upon academic standing, school behavior, and attendance. Students with two or more grades below a 70% or any combination of four grades below a 77% will be ineligible for the next week of extracurricular activities. Eligibility reports will be run every Friday with the eligibility period the immediate following Sunday - Saturday. Student's must be in school the day of a competition to compete. Furthermore, extensive absences, tardies, and other behaviors may affect the student's eligibility and/or playing time.

Physical

A certified physical examination is required each year before any student may participate in soccer, volleyball, basketball, track & field, football, and golf. Examinations and forms are considered current for 12 months. Forms are available from the school office and on FACTS SIS.

A sports handbook is available online at FACTS SIS for all prospective athletes. Both the athlete and his/her parents must indicate compliance to the policies and procedures before the student may be considered part of the team.

Fine Arts

Choir
Art Class

Handbells
After school Drama and Strings Ensemble

Band

Athletics

4th-8th Grade

Boys Soccer (Co-Ed)
Girls Basketball
Flag Football (Co-Ed)

Girls Volleyball
Boys Track & Field
Girls Beach Volleyball

Boys Basketball
Girls Track & Field

1st-3rd Grade

Soccer Cru
Basketball Cru

Volleyball Cru
Football Cru

Pep Cru
Track & Field Cru

Clubs

National Junior Honor Society

Robotics

Children's Choir

Address/Phone Number Change

Change of address, telephone number, or email address must be reported to the school in order that we can remain in contact with you and in case of emergency. Parents can make the updates in the Family Portal on FACTS SIS.

Administration

Faith Lutheran Church & School of Eustis operates the school. Ultimate authority rests with the voting members of the congregation. The Board of Christian Education forms school policy, approves curriculum, maintains a professional staff, and explores avenues for strengthening the school in every way possible. The principal executes adopted board policies and is responsible for the administration, leadership, and supervision of the school.

Admissions Policy

Applications for enrollment or re-enrollment must be completed each year and submitted

with the appropriate registration fee. All accounts must be current for students to be considered re-enrolled for the following school year. After January 31, re-enrolling students may not be given priority placement. Applications for new students are accepted at any time, but these students will not be placed until the priority enrollment period is complete.

In situations where classes reach their maximum size, and there are a limited number of spaces available, the following priorities will apply:

1. Presently enrolled students who re-enroll by January 31.
2. Students whose parents are members of Faith Lutheran Church who enroll by January 31.
3. Students who have siblings presently attending Faith Lutheran School (in order of the length of time they have attended Faith) who enroll by January 31.
4. New applicants to Faith Lutheran School.

Available placement is given on a first-come basis, subject to fulfilling all of the policies and requirements of the school. All applications are dated and timed when received in the school office, however, Faith Lutheran School reserves the right to make exceptions. All placements are subject to the student meeting the admissions requirements and receiving school approval to enter the requested grade. Re-enrollment or application priority does not guarantee acceptance.

Positive parental relationships and positive parental involvement in the school will be considered when enrolling and maintaining student enrollment at Faith Lutheran School.

New students are required to submit a complete application form with the appropriate registration fee, along with a copy of their most recent report card, achievement test (or comparable) scores, birth certificate, required immunization and physical forms, and any IEP or 504 Plans. New students entering grades K-8 must complete an entrance exam and administrative interview. The registration fee is not refundable.

All student transfers to Faith Lutheran School will be put on probationary status for their first semester. Excessive disciplinary or academic issues can lead to dismissal at any time during the probationary period. During this time, behavior and effort will also be reviewed to make sure the student and school are a proper fit for the student's academic success and the school environment.

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.

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.

Pre-Arranged Absences

Parents must notify the principal and homeroom teacher in writing at least three (3) school days prior to an absence that the student will miss a class, several classes, a day or several days of school to take care of medical, dental, legal, religious or other needs. The principal must approve all pre-arranged absences. Work not turned in upon return from a vacation or planned absence may result in an incomplete for each assignment and ultimately a "zero" for the assignments.

Emergency absences will be excused after receipt of a note. See *Procedure Absent from School*.

Family Vacations

Family vacations and pleasure trips are strongly discouraged while school is in session. Should it become absolutely necessary for a student to miss school for these reasons, the parent must make written notice to the school principal at least three (3) school days in advance of the absence. All assigned work must be turned in to the appropriate teacher during class on the day the student returns to school for credit to be earned and to avoid receiving an incomplete. Work not turned in upon return from a vacation or planned absence may result in an incomplete for each assignment and ultimately a "zero" for the assignments.

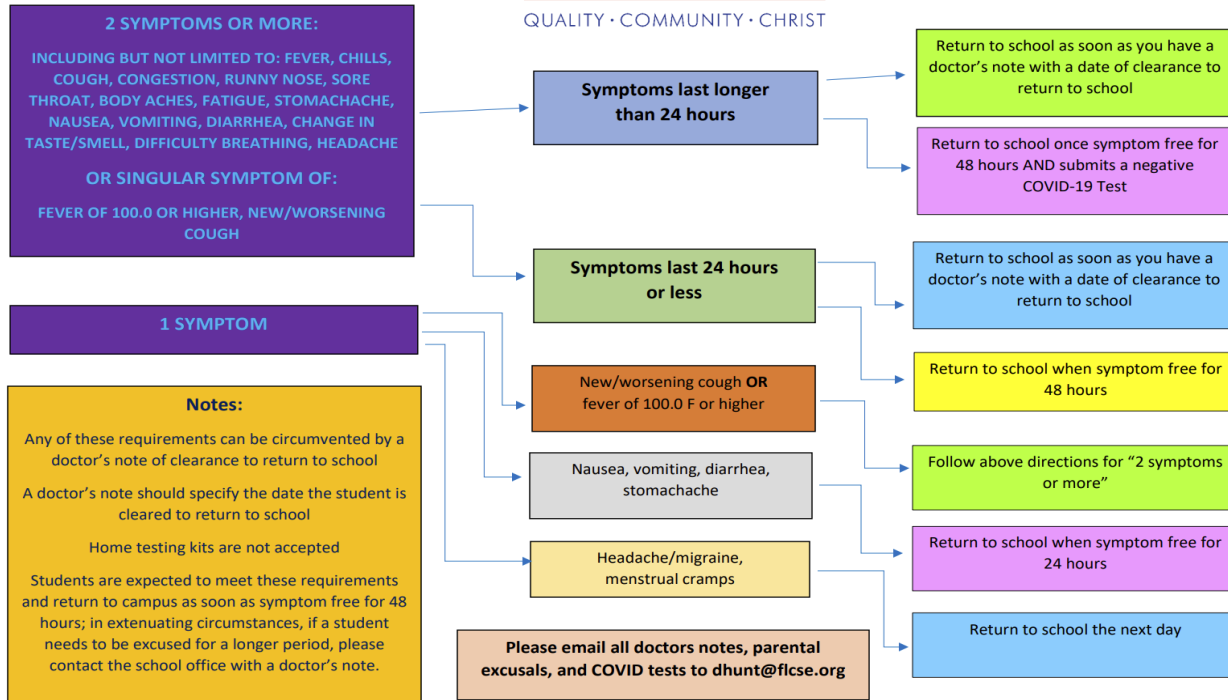
Illness

The health of your child is of major importance to us. He or she may be sent home if symptoms of illness occur. Our procedure is to call the parent first. If he or she cannot be reached, we will call the emergency number you have provided. A child who has been ill should not return to class until he or she is symptom free for 24 hours. Please see the flow chart for more information.

To safeguard the health of all students, Faith Lutheran School does not provide care for sick children or administer injections, nebulizers, etc. Sick children should not be sent to school. In the event of an emergency, the staff will call 911 for medical assistance and attempt to contact the parents.

Procedure - Absent from School

Any student who has been absent from school should bring a note from the student's parent or guardian stating the date(s) and the reason for the absence. The note shall be given to the child's homeroom teacher on the first day back to school. The principal may



require a medical doctor's statement if the student's absences are excessive.

Schoolwork missed must be made up. It is to the child's advantage if the parent picks up daily work (if requested generally available after 2pm in the school office) and, if the child is able, complete the assignments each day. Please note that assignment listings are also available in FACTS SIS for grades 3-8.

Procedure - Tardy to School

Students who are tardy must first report to the school office to sign in and get a pass to class.

Procedure - Early 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.

VPK Attendance Policy

VPK is a state-funded program, so there are rules and regulations set by the state that both the provider and the parents/guardians must follow.

At the end of each month, you will be required to sign a "Student Attendance and Parental Choice Certificate" that confirms that your child has been in attendance in the program during the month and that you wish your child to continue in the program at this school.

Regular attendance is required in this program. It is important that your child arrives on time and attends every day in order to receive the maximum benefit of this program so that your child is prepared to succeed in kindergarten.

If your VPK child is absent please provide written documentation (reason for absence, doctor's note, etc.). VPK students should meet the attendance requirement of 85% of the program year. If not, the family will be responsible for the amount of tuition reduced from the VPK voucher.

Awards

Academic

Students will be recognized for special achievements such as perfect church attendance, perfect Sunday School attendance, and for excellence in academics, music, and sports.

"Perfect Church Attendance" or "Perfect Sunday School Attendance" means attendance once in the weekly attendance period.

Awards for academic excellence will be given to students in grades 4-8. Attaining a 3.5 average on a 4.0 scale will qualify the student for Honor Roll. Attaining a 4.0 average on a 4.0 scale will qualify the student for High Honor Roll.

Bible Student

One award per grade is offered at the end of the school year to the student in grades K-8 who attends church regularly, demonstrates proficient use of the Bible, and exhibits Christian character daily.

Valedictorian

This award is presented at graduation to the eighth grade student who maintains the highest grade point average for grades 6-8.

Salutatorian

This award is presented at graduation to the eighth grade student who maintains the second highest grade point average for grades 6-8.

Perfect Attendance

Perfect attendance awards will be given quarterly to students who have no absences, no tardies, and no early dismissals during the quarter. The student must have been enrolled in Faith Lutheran School since the first day of the quarter the award is given.

Gail Cruise Honors Math Award

This award is presented to the students in grades 6-8 who achieve the highest score on the American Math Contest.

Birthdays

Prepackaged, purchased refreshments may be brought to celebrate a child's birthday. Due to allergies and other concerns no homemade refreshments are allowed. Please discuss this with the teacher in advance. Party invitations will not be handed out in the classroom unless there is an invitation for every child in the class.

Bus Behavior

Students and passengers are to keep their total body inside the bus, remain seated, face front, and dispose of litter in proper receptacles. Items are not to be thrown on the bus or out the window. The noise level should be at normal speaking volume or lower.

If a student has a behavioral problem in class and/or on the bus, he or she will receive consequences and may not be allowed to attend school events that require transportation.

Conferences

Parent-Teacher conferences are held after the first and third quarter. FLS requests that parents/guardians and middle school students attend these conferences. As FLS is in partnership with the parents in the student's education, open communication between teachers, students, and parents/guardians is paramount to the success and good-will of all involved.

Teachers are available for scheduled conferences outside of Parent Teacher conferences if requested.

Conduct and Consequence

Those who are not compelled by the love of Jesus to follow these conduct guidelines make it necessary to have disciplinary consequences. FLS expects full support from parents when dealing with discipline issues. If parents are not willing to cooperate with the school and its disciplinary actions, student enrollment may be jeopardized.

Christian Conduct

Students enrolled at FLS are expected to adhere to the basic principles of Christian conduct as outlined in God's Word. For these principles, we look to Jesus' words recorded in Mark 12:30-31, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength . . . Love your neighbor as yourself."

It is our prayer that the love of Christ compels each student to live for Christ Jesus ("For Christ's love compels us, because we are convinced that one died for all, and therefore all died. And He died for all, that those who live should no longer live for themselves but for Him who died for them and was raised again." 2 Cor. 5:14-15). Therefore, FLS expects all of our students to conduct themselves according to the following principles:

Be Respectful...

To those placed into authority by God by following rules, policies, and procedures set forth by those in authority, and to respect those who oversee and enforce the rules, policies, and procedures.

To others, including those who are a part of the FLS Family. All FLS students, faculty, staff, families, and visitors are expected to treat each other with Christian love and respect.

Therefore, the following guidelines apply:

- Care for the property and belonging of FLS with the utmost respect

- Bullying, picking on, making fun of, intimidating, or mistreating others is unacceptable
- Taking, tampering with, damaging, vandalizing, hiding, or bothering the personal property of another student or staff member is unacceptable and will not be tolerated
- Creating, accessing, and/or distributing any written or electronic material that will cause disruption of the operation of the school or school activities or interferes with the rights of other students or staff is strictly forbidden.
- Harassment of any person relating to the person's sex, race, color, religion, age, ancestry, national origin, physical or mental disability, or other protected group is not acceptable. The term "harassment" includes but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age, or disability. Sexual harassment includes any sexual advance or other verbal or physical conduct of a sexual nature.
- Acts or threats of violence are unacceptable between any of God's people. This includes verbal or written threats of violence made to another student or family member at any time. Weapons, including any kind of gun, knife, or other item that is intended to be used in a violent manner, are not to be brought onto the FLS campus. Fighting, including "joke" fighting, is not appropriate behavior.
 - Students who commit acts of physical violence, threaten physical violence, or harass other students, teachers, or staff physically, emotionally, sexually, or otherwise will receive consequences that could include, but not limited to suspension or expulsion.
 - Students who bring weapons to school, threaten to bring weapons to school, encourage others to bring weapons to school, or make comments about endangering the lives of other students, teachers, or staff will be placed on indefinite suspension for investigation and will face consequences can include but is not limited to expulsion.
 - The principal or the principal's designees in the principal's absence will maintain the authority to suspend and recommend expulsion. Those students recommended for expulsion will be put on indefinite suspension until an expulsion hearing by the Board of Christian Education can be held.
- If a student/person feels that he or she is a victim of any of these actions or witnesses such treatment of others, he/she should immediately report the incident to the Principal or teacher. Anyone found to have violated any of these policies will receive consequences.

Be Restrained . . .

- By avoiding conduct that will cause disruption in the classroom or draw undue attention to yourself.

- In personal relationships, by not showing inappropriate affection in public.
- By avoiding cursing, swearing and other language that is out of place in the life of a child of God.
- Refrain from items that damage your body.
- Therefore, the use or possession of any tobacco products (or products designed to mimic or look like tobacco products), vaping products, alcoholic beverages, illegal drugs, drug paraphernalia, or non-prescription items is not permitted on the school campus at any time. This applies to students, staff, and families.

Be Responsible...

- By being prepared for every class, having the required materials with you.
- For your academic success by staying attentive in every class.
- For your academic work by completing assignments on time and preparing for tests and quizzes. Do not cheat or plagiarize.
- For other assigned duties by completing them in a timely fashion and to the best of your ability.
- For your time by working hard and making the most of it. Students are to be accountable for all of their time.

In addition, students are encouraged to . . .

- Be thoughtful of others, considering the feelings of others.
- Be helpful by pitching in when and where help is needed.
- Be friendly to all of the FLS Family and guests.
- Be forgiving as God has forgiven you.

Bullying

Bullying is defined as “any pattern of written or verbal expression, or pattern of physical acts or gesture, that is intended to cause distress upon one or more students in the school, on school grounds, in a person’s home, or at school activities or sanctioned events.”

Bullying Consequences

Students who engage in any act of bullying are subject to disciplinary action that may include suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern of the bullying shall be taken into consideration when disciplinary decisions are made.

Leaving School Grounds

Students who leave the school premises without parental or staff permission will be considered truant and will be subject to penalty at the discretion of the principal or law enforcement.

Preschool (PK3, PK4, K5) Discipline

The preschool years are very important to molding the personality and self-esteem of the young child. Children will be taught that all children are special to God and so we, in turn, love and respect one another. Teachers will work individually with their class and parents to set guidelines for behavior appropriate for the age level.

General Preschool rules include the following things a student should not do:

- Bring Toys
- Bring clothing or other materials associated with violence
- Run in the classroom/hallways
- Throw or propel an object without permission
- Use foul language or profanity
- Chew gum
- Bite, hit, or kick another human being
- Fight - physical or verbal
- Cheat or steal

Persistent misbehavior will cause the teacher to bring it to the attention of the principal. The parents will then be contacted to come in for a conference with the teacher and principal. Continued misbehavior may result in expulsion from school.

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.
2. Students must report to the detention room immediately after carline. Tardiness will result in an additional detention.

3. Students in detention may be assigned minor cleaning duties (picking up trash, cleaning desks, vacuuming, etc.)
4. Students may not talk to or disturb other students or the supervising teacher during detention.
5. After detention students must leave premises or go to Extended Care.
6. 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.

In-School Suspension

The student is suspended from attending regular classes. The student will be expected to work on class assignments in a designated area. Students will be required to complete and earn credit for the work completed while serving an in-school suspension. Also, the student is suspended from all extracurricular privileges on that day and coaches may add additional extra-curricular consequences.

Out-Of-School Suspension

The student is deprived of all the privileges of attending school for a specified number of days as determined by the principal. The student is required to complete and earn credit for the work completed while serving an out-of-school suspension. All extracurricular privileges are also suspended on suspension days and coaches may add additional extra-curricular consequences.

Expulsion

Expulsion is the removal of a student from the school by action of the principal and the Board of Christian Education. A student facing expulsion will be put on indefinite out-of-school suspension until a time that the Board of Christian Education can meet to decide on expulsion.

Severity Clause

If a child commits a serious act of misbehavior or severe physical aggression, or threatens aggression, the child is referred immediately to the principal's office. The parent is called and the parent makes arrangements for the child to be removed from school for the rest of the day.

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.

Shoes can be any kind as long as they are fully enclosed. Boots may not be worn. Shoes must not have wheels.

Hosiery or socks must be worn.

Hoods, hats, bandanas, headscarves, or any head covering will not be worn indoors.

Only school uniform sweatshirts, jackets, hoodies, or sweaters may be worn in the classrooms. While outside students may wear another jacket if the weather is cold. Jackets must not have a logo other than a FLS logo.

The P.E. uniforms for grades 5-8 includes shirts and shorts purchased in the school office, socks and athletic shoes. When the weather is cold, blue or orange sweat suits or wind suits may be worn over the P.E. uniform if the class is held outdoors.

Uniforms need to be kept in good repair. They should not have holes, missing buttons or torn seams. The following are not permitted:

- Exposed body piercing except for female's earrings
- Earrings for boys
- Exposed tattoos
- Jackets inside the classroom (except for school uniform sweaters or sweatshirts)

Hair must remain a natural color (no pink, green, purple, etc.) and not be cut or designed in such a way as to be distracting. Individual cases will be decided by the principal.

Dress code not specifically covered by these regulations will be considered by the administration on an individual basis.

Chapel Day

Boys will wear khaki pants or shorts and a light blue long or short sleeve oxford shirt with school logo purchased from Skool Style.

Girls in kindergarten through fourth grades will wear an approved uniform skirt, scooter or jumper and a light blue long or short sleeve peter pan blouse with school logo purchased from Skool Style. The light blue dress is also acceptable.

Girls in fifth through eighth grades will wear an approved uniform skirt or scooter or khaki pants or shorts and a light blue long or short sleeve oxford or light blue long or short sleeve peter pan blouse with school logo purchased from Skool Style. The light blue

dress is also acceptable.

Field Trips

On days when the students will be on a field trip the students are required to wear the blue uniform polo with school logo and uniform bottoms unless special permission is given by the administration.

Student Dress Code Violations

Grades K-2

- The parent will receive notification of a minor dress code violation including but not limited to things which can be dealt with at school, such as a shirt not being tucked in.
- Any child deemed to be out of compliance with the dress code will receive notification. Repeated violations will be dealt with by the school administration.

Grades 3-8

- Students will be notified of minor dress code violations including but not limited to things which can be dealt with at school, such as a shirt not being tucked in. Such infractions will result in a lunch detention.
- Any child deemed to be out of compliance with the dress code will receive notification. Students will receive a warning and then be given detention on any recurring offenses.

Enrollment

Class	Age On Or Before September 1st
PK 3	3 years old
PK 4	4 years old
Kindergarten	5 years old
Grade 1	6 years old

All children who enroll are placed on probation for the first grading period. Enrollment for next year's school term will begin in the month of January. A child is not officially enrolled until application forms have been filled out and the registration fee has been paid. Registration fees are not refundable after the child has been accepted.

Entrance Examination

Students in grades Kindergarten-8 who wish to enroll in Faith Lutheran School are

required to take an entrance exam before they enroll. This exam will help the parents and FLS decide on placement and if FLS is the correct educational home for the student.

Field Trips

Field trips are an integral part of the program at Faith Lutheran School. Field trips offer students educational opportunities and fun that cannot be experienced in the classroom. All students are expected to attend field trips. Students may be restricted from attending field trips due to grades or behavior. Restriction from trips is at the discretion of the teacher and principal.

When transportation other than the school bus is used, Florida state law requires a seat belt for each student and car seats for students less than three years of age.

A field trip permission form and liability waiver must be signed by the parent/guardian before the student is permitted to attend the planned field trip. This form may not be altered in any way. A note, email, or telephone communication will not be allowed to substitute for the actual form.

All students are expected to ride the bus or school planned transportation to and from the event.

Participation is limited to students of the class, faculty, and staff of FLS. When extra chaperones are needed parents, legal guardians, and grandparents may be invited to serve as chaperones by the teacher. No minor siblings may accompany the students on these trips.

All chaperones are to adhere to and enforce all school rules and the directives of the teacher.

Parents, legal guardians, grandparents, faculty and staff are to stay with the group unless directed by the teacher.

Parents, legal guardians, grandparents, faculty, and staff are not to visit the gift shop or café without the teacher's permission.

Parents, legal guardians, grandparents, faculty, and staff driving private cars may not stop (except bathroom emergencies and other emergencies) without teacher permission.

Parents, legal guardians, grandparents, faculty, and staff must give cell phone numbers to the teacher and school office in case there is an emergency.

Parents who serve as chaperones must fill out appropriate volunteer forms, and may be required to have fingerprinting and a background check conducted.

If financial assistance is needed, please contact the school office.

General Rules and Procedures

Good conduct and discipline are necessary for learning responsibility. The following list of rules and procedures is established for students at Faith Lutheran School so that there is a clear understanding of what is expected. Our students are taught to “model Christ” in all they do. This also applies to our relationship with one another.

1. When in the building walk, never run. Maintain quiet.
2. Students will confine themselves to the building and floor of the classroom to which they have been assigned unless they have permission to do otherwise.
3. Hanging or climbing on the gates, doors, air conditioning units, fixtures, or fences is prohibited.
4. When outside of the building walk on the paved sidewalks and only run on the playgrounds, courts, and fields designed for recess.
5. Students will go immediately to their classrooms upon arrival.
6. Students who are on the school grounds before 7:45 A.M. or after 3:25 P.M. (2:15 on Wednesday) are to go to Extended Care unless under direct supervision of a teacher.
7. Any damage done to the school or any of its property must be repaired or replaced by those causing the damage or loss.
8. Students who take equipment out to the playground are responsible for bringing it back.

Violations of the rules and regulations of the school or any other inappropriate behavior will be handled in a fair and equitable manner by the classroom teacher and/or the principal as circumstances warrant.

Guidance

Christian day schools have a unique advantage in guidance. Use of God’s Word as the basis for guidance does not mean that various other techniques are neglected. Teachers are alert for opportunities to offer children counseling and guidance toward happy and healthy Christian living.

Close cooperation and communication between the home and school will be maintained to implement individual growth most effectively. Teacher, principal, and our pastoral team are all ready to help the child with concerns he or she may have. Faith also has a counselor who is on campus on a weekly basis.

Health Policies

Administration of Medication

All medications will be stored and administered in the school office when necessary. Teachers are not allowed to distribute medications and students are not to have medication in their lockers, backpacks, or on their person.

Faith Lutheran School will dispense medication according to the provision of Chapter 464, Section 231.15 Florida Statutes which states that any student who is required to take medication during school or day care hours must have completed a "Permission to Administer Medication" form obtained and signed by a physician and the parent. These forms must be completed at the beginning of each school year.

Medication shall be in the original container, labeled with the child's name and a recent date within six (6) months. Non-prescription medication such as Tylenol, cough syrup, cough drops, inhalers, etc., should be labeled with a child's name and recent date. It will not be administered without the same form. Florida law does not distinguish between prescription, non-prescription, and over-the-counter medications. Parents should pick up all medications at the end of each school year. Any medications that are not picked up will be disposed of.

Head Lice

Occasionally schools experience students with head lice. When this happens, all students may be checked for lice and nits. Any student found to have nits and/or lice may be sent home. The child should be treated and may return to school the following day.

Home-School Relationships

To realize the objectives of Christian Education, we depend upon a cooperative relationship between parents and teachers.

Parents and teachers must communicate and support each other in our mutual task of nurturing our children. Parent-teacher conferences are always welcomed and often very helpful in understanding the child.

Parents are encouraged to make an appointment with the teacher if they see a problem developing and before it reaches major proportions. A note, phone call, or a brief talk can handle most situations. Parents should make an appointment to meet with the teacher after school, not before or during the school day.

Homework

An important aspect of any educational program is to develop in the child good study habits and a sense of responsibility. One method of achieving these goals is through the assigning of homework. Children attending Faith Lutheran School should expect to receive daily homework assignments that are grade and class appropriate.

Homework should be completed by the beginning of class on the day that it is due. If not, the assignment will be considered incomplete. Incomplete work will have the grade reduced by a minimum of 20%. Incomplete assignments may result in the student receiving a lunch detention until the assignment is completed and turned in. If the assignment is not completed in two lunch detentions the teacher may assign the student an after school detention.

It is each student's responsibility to be sure he or she completely understands what is expected of each assignment. As a student gets older they are better able to complete more challenging work and more will be expected of them. By middle school it is appropriate to expect 15 minutes of homework per class. Students can expect daily homework in math and outside of class reading in English - Language Arts.

From time to time parents may need to assist their child in his work. However, this does not mean that parents are to do their child's work for him or her. Should a question arise in any given area of schoolwork, parents are urged to consult with their child's teacher. Middle school students are encouraged to self-advocate by communicating directly with their teacher.

Schoolwork missed due to an absence must be made up within the guidelines and expectations given by the teacher upon the student returning to school.

Labeling Property

It is surprising how easily coats, caps, gloves, books, lunch containers, book bags, and similar materials can be confused with other people's property when the children's names are not on them. All lost clothes will go to the Lost and Found. If not labeled lost and found materials will be emptied at the end of each month and become property of FLS.

Library

Our library is open for use by all students. The books the pupil checks out are his or her responsibility and a fine will be placed on any missing, lost, damaged, or destroyed book to cover the book's replacement. Fines must be paid before grades are issued at the end of the year.

Lunches

FLS offers a pre-pay pizza lunch once a week. Students order lunch with their homeroom teacher.

Children may bring sack lunches to school and a thermos for hot foods.

Fast food is not be allowed.

Carbonated or caffeinated drinks are not to be brought to school.

Energy drinks should not be on campus before or after school and parents are encouraged to not allow students to drink these before school or school events.

Lunch can be paid for by sending a check / money in an envelope with your child or by credit card on FACTS SIS. Please place the student's name on the envelope with "Lunch Account" so that it is easily identified.

Children who forget a lunch may be given a peanut butter and jelly sandwich lunch charged accordingly. Charging lunches is for emergencies only.

Lost & Found

Any articles that are found should be brought to the school office or the Extended Care office. Lost items will remain in the Lost & Found until the end of the month when they will become FLS property to be resold or donated to help those in need.

Math Programs

FLS is able to offer two math programs for students in 6-8 grade. It is our goal to allow students to push themselves with high expectations and to allow those who are blessed with the ability to achieve even higher to do so while at the same time making sure to place students into an opportunity where they can succeed. Therefore, we offer a Honors Math Program where students will be able to take Pre-Algebra, Algebra, and Geometry while at Faith Lutheran School. Those who are successful in the program and pass the Florida EOC test can be granted high school credit for Algebra and Geometry.

Music Participation

Students are highly encouraged to participate in the FLS Music Program. Students with a music background gain a life-long skill and are shown to be more successful in school, especially in subjects such as math and science.

In joining the FLS Music Program a commitment to faithful attendance is required. Like a team in athletics, when someone is absent it is difficult for the group to do well when

there is no one to take that person's place.

The music department publishes a schedule of events well before events occur. If conflicts of schedule arise they should be discussed with the director well before the performance so that a possible solution can be worked out.

National Junior Honor Society

The National Junior Honor Society - Frank Richey Chapter is an honorary organization to which students who exhibit the qualities of scholarship (3.6 out of 4.00 cumulative average), service, citizenship, character, and leadership may apply.

This organization is founded on the principle of service to others. Service projects will be developed to help our school, church, and community.

Qualifying 7th and 8th graders may apply for membership.

Meetings will be held during the lunch period and projects will involve time out of school.

Newsletter

The school newsletter, *The Crusader*, will be distributed electronically every Wednesday. *The Crusader* is the official source of information. All information and articles for publication must be submitted to the office for approval by Monday for publication the following Wednesday. Parents are responsible for knowing the information contained in the weekly newsletter.

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 race, color, national, and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

Parent Responsibilities

In order to provide the best possible education for the children, the home and school need to work together toward the same goals. We feel these goals can best be met when parents:

1. Support their children's teachers.
2. Take an active role in their children's education.
3. Ensure students are in school and strive for perfect attendance.
4. Encourage students to do their absolute best at all times.

5. Fulfill their financial commitment to the school.
6. Be active in the FLS Parent-Teacher League.
7. Support FLS-sponsored activities and programs.
8. Be a positive fan cheering on the Crusaders at athletic and other competitions.
9. Pray for FLS and the Faith Family.
10. Attend and take their children to their own church and Sunday school.

Parent-Teacher League

The Parent-Teacher League (PTL) is designed to provide opportunities for parents to participate with the staff to support various activities associated with the school. All parents of FLS students are members of this organization. Parent involvement is strongly encouraged.

Personal Hygiene

Personal hygiene is important for the student's health and not to create a distraction to the classroom environment. Students should come to school clean, bathed, teeth and hair brushed, and with clean and odorless clothing. In middle school it is recommended that students bathe daily and use deodorant.

Physical Education

Physical Education is incredibly important to a student's academic success and to their life-long health. Therefore, all FLS students will participate in physical education classes.

Students in grades 5-8 are required to wear the P.E. uniform for P.E. class. Not doing so will result in losing points toward a final grade, but the students will still be required to participate. Uniforms must fit properly and not be damaged. P.E. uniforms are available in the school office.

Doctor's notes are needed to be excused from PE class. If a doctor prescribes no activity for a certain time frame, please send in a copy of the doctor's signed note that includes the number of days covered by the excuse.

The following rules will be followed when dressing out for PE:

1. When the weather is cold, sweat suits and wind suits may be worn over the P.E. uniform if the class is held outdoors. These sweat suits must be blue or orange and may bear no school name or logo other than FLS.
2. Socks are to be worn with gym shoes. Shoes must be tied securely.
3. P.E. uniforms should be in good condition without marks or holes.
4. P.E. uniforms are not to be worn to school. Students will change into P.E. uniforms

before class. Uniforms should be taken home weekly to be laundered.

Recess

All students at FLS have recess. During recess students will be under supervision and are to confine themselves to the designated play areas.

Resolving Problems

In the operation of any school there are bound to be misunderstandings. If any difficulty arises, it is important to share it with the appropriate adult, teacher/staff member, then the principal. If the problem is still unresolved, you may make arrangements with the principal to discuss it with the Board of Christian Education. Do this with Christian love and concern as soon as possible. As a guideline, use Ephesians 4:32.

Room Parents

Each year individual classrooms may have volunteer opportunities. These opportunities will be shared by the teacher directly to the parents when needed. Examples of opportunities are helping with class parties or assisting in special projects.

School Cancellations

Announcements concerning school cancellations will be made via the FACTS SIS notification system, which will send messages to the email and/or phone numbers that you provide.

School Hours

- Students should arrive at or after 7:45 A.M.
- Three-year-old - VPK Classes begin at 8 A.M. K-8 classes begin at 8:05 A.M.
- Dismissal for kindergarten through eighth grade is at 3:10 P.M. (2:00 P.M. on Wednesday)
- At 3:25 P.M. (2:15 P.M. on Wednesday) all remaining children will be sent to Extended Care.
- Students not checked into Extended Care should not be on campus without their parent/guardian.

The morning preschool session dismisses at 11:00 A.M. At 11:10 A.M. any remaining children will be checked into Extended Care.

The afternoon preschool children arrive at 11:55 A.M. 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.

The K-Prep children arrive at or after 7:45 A.M. Their class dismisses at 1:30 P.M. At 1:40 P.M. any remaining children will be checked into Extended Care. Students in Extended Care without a lunch will be fed and charged for a school lunch.

The school will open at 7:45 A.M. Those who arrive earlier than 7:45 A.M. must go to Extended Care. There is no provision for supervision out-of-doors before school. No child will be permitted on the playground before school.

The school will close at 3:25 P.M. Those who are still on campus must go to Extended Care. There is no provision for supervision out-of-doors after school. No child will be permitted on the playground after school.

Only authorized persons may pick up children as noted on the registration form or by written notification by the parent.

The teachers are on duty from 7:45 A.M. to 3:25 P.M. to work with and serve the children. Outside of those hours our teachers may be available by appointment.

School Pictures

Since pupils or their parents frequently desire inexpensive yet professional photographs, Faith has contracted a professional photographer. Individual photographs will be taken and offered for sale. Parents and children are not obligated to purchase these photos. Fall pictures and retakes will be used for the school yearbook. If, for any reason, you do not wish your child's photograph to be taken, notify the school office in writing.

Students are not allowed to wear hoodies for their class picture.

Student Evaluation

Progress Reports & Grade Notifications

Reports will automatically be emailed home through FACTS SIS each week to keep you informed of your student's progress in each of their classes that are assigned grades.

Any assignment not turned in or completed in a way that earns a failing grade will have an automated email sent home from FACTS SIS. This is to keep the parents informed of their students' progress and to help the students be accountable for making up that grade.

Report Cards

Report cards are issued four times during the school year to students in kindergarten through grade eight. The grades represent the average of the child's achievement and effort. Printed report cards must be signed and returned to the school within two school days. Grades can also be reviewed on FACTS SIS at any time for easy parent access.

Following is the grading system used on the report cards (1-8)

A+	100
A	95-99
A-	94
B+	93
B	86-92
B-	85
C+	84
C	78-83
C-	77
D+	76
D	71 – 75
D-	70
F	0-69

The kindergarten grading scale is "S" for Satisfactory, "I" for Improving, and "N" for Needs Improvement.

Conferences

Conferences between teacher and parents are held after the first and third reporting periods and upon request by parent or teacher at any other time. Preschool - 4th grade conferences are for parents and teachers; Middle school conferences are for the parent, teacher, and student.

Progression & Retention

Students will progress or be retained in each grade level dependent upon the following criteria:

1. Successful completion of the curriculum for the particular grade level based upon
 - a. assigned work
 - b. teacher-made and publisher-supplied tests
 - c. participation in classroom work
2. Results of standardized achievement tests

3. Results of specialized testing, if deemed necessary
4. Conference with the student's parents/guardians
5. Students in grades 5-8 will be expected to achieve a grade point average of at least 2.0.
6. Students retained for a second time at Faith Lutheran School will be dismissed from the school.
7. Students will not progress to the next grade if they have 20 or more absences without approval from the Board of Christian Education.

Any student retained by FLS for academic reasons will be placed on academic probation for the following year. Failing grades at the time of any quarterly report card could lead to the dismissal of the student during the probationary time. Grades and behavior will be reviewed for all students on probation.

Student Health Records

Compulsory Immunization Law for Schools (Florida Statute 232.032)

1. The school board of each public school district and the governing authority of each non-public school shall establish and enforce as policy that prior to attendance in school each student shall present or have on file a certification of immunization or exemption as specified by the Department of Health and Rehabilitative Service.
2. Parents or guardians are responsible for obtaining the documentation and immunizations to assure that their children are in compliance.
3. School Board members and school employees will be exempt from liability for any injury caused by administration of a vaccine required by the provisions of this law.
4. In vaccine preventable disease outbreaks, the County Health Director of the Health Program Office Staff Director may declare a communicable disease emergency mandating that students in attendance who are not properly documented or immunized be excluded until properly immunized.
5. The Department of Health and Rehabilitative Services is responsible for supervising the securing enforcement of the law. This will be accomplished by obtaining reports from individual schools and conducting sample surveys of individual student's records in both public and non-public schools.

The following guidelines describe the requirements for compulsory immunizations for public and private preschools, schools, and child care facility admittance and attendance under Florida Statutes (F.S.) 232.032 and 402.305, and Florida Administrative Code (F.A.C.) Rules 10D-3.088 and 10M-12.

The Florida Certification of Immunization (Department of Health Form 680), required by the rules, must be used to document immunization requirements for admittance or attendance in a child care facility, public or nonpublic school, grades preschool and kindergarten through twelve. Children entering, attending or transferring to seventh grade will be required to have completed the hepatitis B vaccination series, a second dose of measles (preferably MMR), and a tetanus-diphtheria booster. Children entering, attending, or transferring to kindergarten will be required to have completed the hepatitis B vaccination series.

Scoliosis screenings will be conducted for students in 6th grade. Information will be sent home to parents prior to the screening.

Immunization Requirements

Kindergarten through 6th grade

- 4 or 5 doses (DPT) diphtheria, tetanus, pertussis
- 3, 4, or 5 doses polio vaccine
- 2 doses (MMR) measles, mumps, rubella
- 2 doses varicella (chicken pox) vaccine for K and 1, 1 dose for grades 2 through 8
- 2 or 3 doses hepatitis B vaccine series

7th grade additionally requires 1 dose T-Dap- (tetanus-diphtheria booster)

Please remember to begin this series early. It could take 6 months to complete.

Supplies and Equipment

Individual teachers will inform students and parents of necessary supplies. The school will supply an updated supply list each year.

Telephone

The telephones in the school office and classrooms are to be used by pupils only in case of emergencies and children will be allowed to use the office phone with permission from the teacher in those instances.

Telephone messages for teachers or pupils will be taken and forwarded at the first opportune time. Items forgotten at home are not considered emergencies, (forgotten lunches, P.E. uniforms, books, homework, unsigned detention forms, etc.)

Cellphones & Smart Watches

Students that bring cellphones, smart watches and other electronics to school; must be shut off and remain in the student's locker. In cases of an emergency, students are to get

permission from the teacher and then go to the office to use the office phone to contact home or use the class phone. Students in after school activities need to get permission from their teacher, coach, or advisor before using a cellphone or smart watch.

If a student is found with a cell phone and/or smart watch not in their locker, or if a call comes through, that phone and/or smart watch will be confiscated. It will be sent to the office and the child's parent may see the principal to request its return. **Upon the second offense, the student will be issued a detention.**

Textbooks

Textbooks and workbooks are provided for student use at no additional charge. There is no additional fee if the book is returned with reasonable wear. A fee will be charged for a school book that is damaged, destroyed, or lost. Textbooks range in cost, with many costing over \$100, so it is important they are well taken care of so they can be used for multiple years.

Literature

In grades 5-8 there is an annual \$40 Literature Fee. This fee is to cover the cost of novels for the student and the novels will be the students to keep. This allows the student to write notes and highlight in the novel, as well as allows the teacher to update the curriculum and choose novels that not only teach the desired theme and concept, but also fit class interests.

Traffic Pattern (Carline)

PK – Grade 4

Enter at South Grove Street by fence (southwest corner of property). PK3-4 students must be dropped off under the overhang using the single drop-off lane. When parking, please use designated crosswalks and sidewalks when walking to the school building. Cars should exit on the road past the basketball court, turn right at the church parking lot, and exit on Old Mount Dora Road.

Grades 5-8

Enter at South Grove Street (between church and Christian Life Center). All students must be dropped off at the main entrance to the Christian Life Center. Cars should exit by turning left at the church parking lot, and exit on Old Mount Dora Road.

Parking

If it becomes necessary for parents to park, please use the lot in front of the main

building and use the crosswalks to enter the building. For student safety please use this lot and not the lot under the trees by the church sanctuary.

Afternoon Carline

Afternoon carline will be **carline only**. This means parents are to remain in their cars and not park to pick up students. This is a safety measure to keep all student, parents, and staff safe. Parents needing to meet in the office are asked to do so after carline.

Tuition Policy

Families may pay in advance or choose a payment plan of monthly, quarterly, or semi-annual payments. Tuition is handled by FACTS and therefore all families must have an account.

Students who fail to make their tuition, lunch, or extended care payments put their enrollment in jeopardy. All changes to tuition payment plans must be requested in writing at least two weeks prior to the next payment.

Transfer records will be sent after all financial obligations to the school have been satisfied. If payment is not made in full, report cards, student records, and diplomas may be withheld.

Registration fees are not refundable.

Families who would like to be considered for financial aid must first complete the enrollment process. Next they should apply for assistance through the Step Up for Students scholarship program. Families who do not receive assistance through Step Up for Students may apply for assistance from the school by completing an FACTS scholarship application form online.

Visitations

Due to the disruption visitors can cause to the normal learning environment we request that this be kept to a minimum and be done only through agreement between parent and teacher as a way to help the student succeed. Only a student's parent or guardian may visit the classroom and the request should be made to the office and teacher 24-48 hours in advance

Volunteer Policy

Faith Lutheran Church and School requires those parents who volunteer at the school or drive for field trips or other school activities to have on file in the school office a copy of a Florida driver's license, proof of insurance coverage, and volunteer paperwork.

A background check may be conducted and must be on file with the school office before volunteering at the school or driving for any trip. Any cost for the background check is the responsibility of the volunteer.

Worship Life

Worship is a vital part of life at Faith Lutheran School. Every school day begins and ends in prayer. A brief devotion is held in every classroom daily. Prayers are spoken before and after meals and at other times throughout the day.

Chapel services are held in our church sanctuary on Wednesday mornings to give all children an opportunity to worship our Lord Jesus Christ in a formal setting. Services are geared to the children's level. Pastors, teachers, and students lead chapel services. In the service, children worship God through singing, praying, hearing the Word, and giving offerings. Money received through the offerings is designated for charitable and religious institutions or organizations around the world.

Worship Services

If you are without a church home, we invite you to worship with us here at Faith Lutheran Church. Our church services and Sunday School / Bible Class times are as follows:

Sunday

- Sunday School & Bible Class – 8:45 A.M.
- Divine Worship Service – 10:00 A.M.

Saturday

Creative Worship Service - 5:00 P.M.

Extended Care Guidelines

Administrative Accountability

The Extended Care (EC) Program operates under the auspices of the Faith Lutheran Church & School Board of Christian Education and has been placed with the Extended Care Director under the supervision and direction of the principal. Our caregivers are caring and loving Christians who are committed to children and parents and to providing quality care.

Hours

The Extended Care center will be open during the school year from 6:30 A.M. to 6:00 P.M. 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.

Parents will be charged \$2.00 per minute after 6:00 P.M. and upon three violations the family's ability to utilize extended care will be reviewed by the Extended Care Director and the Principal.

Fees & Collection

Extended Care drop in fees are \$6.00 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.

Behavioral Guidelines

The behavior policies and expectations of Faith Lutheran School apply during Extended Care hours.

Consequences (Daily)

1. First Offense - Verbal warning from Extended Care Caregiver
2. Second Offense - Time out for 5-15 minutes (depending on age of child), third-eighth grade time out may be served in school office
3. Third Offense - Three-step process:

- a) Disciplinary notice completed by Extended Care caregiver
- b) Parent will be notified of the third infraction of the behavioral guidelines
- c) Principal of the school will be notified

Severe Clause

If a child commits a serious act of misbehavior or physical aggression, or threat of aggression, the child is referred immediately to the principal's office. The parent is called to make

arrangements for the child to be removed from school for the rest of that day. The Extended Care Director and principal will determine the appropriate action that could be up to removal from the Extended Care program as well as school consequences.

Clothing Policy

Clothing worn to Extended Care will be school uniform or appropriate clothing for holiday and summer times. If a PK child dresses up for school, please send play clothes for that day to facilitate relaxation and play

Homework Policy

Time for homework will be provided on most days. Quiet play or reading time will be provided for those who do not need homework time.

Inclement Weather/Emergency Policy

When Faith Lutheran School is cancelled the Extended Care program will not operate.

Personal Belongings Policy

Children are responsible for their personal belongings. The staff will encourage children to use predetermined areas to store these belongings. Missing, lost, or stolen items are not the responsibility of the Extended Care staff or Faith Lutheran School.

Policy

The policies and expectations of Faith Lutheran School apply to the Extended Care program and are administered by the Extended Care Director under the supervision and direction of the Faith Lutheran School Principal.

The staff of the Extended Care program is legally required to report to proper authorities any suspected child abuse.