

FAITH LUTHERAN SCHOOL

Tucson, Arizona



PARENT- STUDENT HANDBOOK

2011-2012

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*subject to change with 30 days written notice

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FAITH EVANGELICAL LUTHERAN CHURCH AND SCHOOL
“Sharing Our Faith - Building Our Family in Christ”

OUR MISSION

Our mission as a Christian congregation is to live His love as we share His Gospel. St. John tells us: “This is how God showed His love for us: He sent His one and only Son into the world **that we might live through Him...**” (1 John 4:9 NIV)

To this end, following our Lord’s example (Matthew 9:35), and empowered by His Spirit (Acts 1:8), we will joyfully worship our Creator through our ministry of:

PREACHING - telling others the Good News of Jesus in word and deed.

TEACHING - equipping people of all ages for Christian service, and
HEALING - providing help and support to all in need.

OUR SCHOOL’S PURPOSE

Responding to our Lord’s command to make disciples of all nations (Matt. 28:19 & 20) and to equip them for works of service (II Timothy 3:16 & 17), is the primary mission of our church and school. The purpose of Faith Lutheran School is to encourage and advance God-pleasing growth in the spiritual, emotional, academic, social, and physical lives of its students, their families, the community, and the world.

I. PREAMBLE

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

II. PHILOSOPHY

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

III. OBJECTIVES

1. To strengthen each student's faith in the Triune God as his/her personal Father, Savior, and Counselor, and to search His Holy Word.
2. To provide opportunities for each student to mature as a child of God, experience His loving forgiveness, and share His love with others.
3. To help each student identify his/her God-given talents and develop them for personal use and to the glory of God.
4. To lead each student into wholesome attitudes toward God, self, home, community, and work.
5. To help each student reach his/her maximum potential by pursuing high academic standards.
6. To prepare each student for Christian use of leisure time.
7. To encourage each student in Christian vocation.
8. To assist each student in developing as a responsible member of his/her church, community, and nation.
9. To guide each student in Christian love using appropriate application of Law and Gospel.
10. To create an environment for intellectual curiosity that fosters lifelong learning.

CHRISTIAN PHILOSOPHY OF EDUCATION

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

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

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

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

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

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

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

The above statements will shape and direct all policies and programs of Faith Lutheran School.

ACCIDENT/EMERGENCY POLICY

For minor problems bumps and scrapes. Assessment and first aid is provided.

Parent notification (immediate) in the event of an accident or emergency, that is cases when advanced or expert first aid is necessary, when rapid transportation is required or if there is any doubt about severity of injury*

*In the event of an accident or emergency, parents are to be notified verbally within 30 minutes by phone or other expeditious means; which will be accomplished by the Administrator. In his/her absence the next person in the chain of command will resume this responsibility.

In the event of an accident or emergency, parents are to be given written notification within 24 hours; which will be accomplished by the Administrator or teacher. In his/her absence the next person on the chain of command will resume this responsibility.

If a child becomes injured at school the following steps will be taken:

- A. Contact parents or legal guardians
- B. Contact 911 if the situation is life threatening or treatment is needed immediately.

ADMISSIONS POLICY

Faith Lutheran School admits students of any race, creed, color or national/ethnic origin to all the classes, programs and activities which the school offers. We do not discriminate on the basis of race, creed, color, or national/ethnic origin in the application of admissions policies, educational policies, athletic program policies, or other school programs.

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

Parents with no church affiliation will be invited to attend our Pastor's Adult instruction class to become familiar with the doctrines their children are learning in their religion classes.

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

KINDERGARTEN:

Children entering Kindergarten need to be 5 years old. Children with a birth date after September 1st will be required to take an assessment test before being allowed to enter kindergarten.

ATHLETIC PROGRAMS POLICY

PROGRAM:

Faith Lutheran participates in the Tucson Independent Athletic League (T.I.A.L.). The sports offered through this league are: Volleyball, Basketball, Soccer and Flag Football. Students enrolled in 5th-8th grade are able to participate as an extra-curricular activity. Physical exams are required annually for all students participating in sports. A \$40 fee will be billed for each sport in which 5th-8th graders Participate.

Players are to be picked up by the end of practice or game (if an away game, upon returning to the school.). If not, he/she will be placed in the Extended Day Care Program and will be billed accordingly.

Permission to participate in sports absolves the teachers, staff, Faith Lutheran Church and School, parent drivers and any and all members of its governing board(s) of any liability for any injury to said student while attending the sporting events, including travel to and from stated activity.

ELIGIBILITY:

Students must maintain a C average in the following content areas: religion, language arts, mathematics, social studies and science in order to participate in sports. Students must also have no discipline referrals the week of participation.

Any student who fails to meet these criteria will be suspended from the team until the grade(s) and or behavior improves.

Ineligibility begins the day that grades are posted. Weekly, the teacher will reevaluate the grade(s) and will report back to the coach regarding eligibility.

PARTICIPATION:

Each student who meets eligibility requirements will be included on any team.

We believe our students' efforts and conduct should be competitive and Christian. Our desire in sports participation is to win, but not at any expense.

Playing time in any game will be at the discretion of the coach based on the student's effort, commitment to the team, practice and attitude.

ATTENDANCE/ABSENCE/TARDY POLICIES

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

ABSENCES:

A total of 20 days per year may be missed for illness and /or family emergencies. Pupils who exceed 20 days of absences in a year may be required to meet with the Board of Christian Day School and Faculty to discuss the students' absences.

Parents should call each day that a child will be absent. If a child misses more than 2 days a written note is required on the day the student returns to school. If your child has a chronic health condition which will cause him/her to miss more than 20 days of school, a letter from his/her doctor stating the problem and that it is an on-going chronic condition is required.

Work missed during an absence must be made up within a reasonable amount of time. Homework for absent students may be picked up after making arrangements with the teachers.

If a parent knows his/her child is going to be absent, a note or phone call to the teacher is necessary and arrangements must be made with the teacher to receive work missed during the absence.

TARDY REGULATIONS:

Punctuality is a trait valued by schools and the workplace alike. Faith school encourages all students to develop good habits, be on time, and avoid the negative consequences associated with being late. Students should be in school and prepared to start the day at 8:00 a.m. If a child arrives after this time (students gather for circle), he/she will be considered tardy and he/she will miss important updates and information.

Parents who bring their child to school late (after 8:00) must report to the school office with their child.

Consequences for tardiness are:

1-2 unexcused tardies = a warning

3 or more unexcused tardies= \$1.00 fine per occurrence

6+ unexcused tardies = a meeting with student/ parent/ and either principal or the BOCDS.

An unexcused tardy constitutes anything other than a scheduled appointment or an uncontrollable event such as weather-caused delays.

LEAVING EARLY:

If a child must leave the school campus for any reason, such as a medical appointment, conference, he/she must have been signed out by a parent on the "Sign In/Out Sheet" in the school office. Prior notice should be given to teacher, so work can be arranged.

P.E. EXCUSES:

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

CHANGE OF ADDRESS POLICY

Parents must keep the school office and teachers informed of any change in address, telephone number, email and emergency information.

CHAPEL SERVICES

A chapel service is held each Wednesday morning in the church to worship God and to train students to revere His House. Parents are invited to attend each week. All of our chapel offerings are used for charities designated by the faculty.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

God has commanded that His children should "keep the Sabbath Day holy." He has promised to bless those who worship Him and hear His word. Therefore, Faith students and parents are encouraged to keep the commandment faithfully. Faith school children and parents are expected to attend church and/or Sunday School each week wherever they worship.

Families who are not members of Faith or another congregation are encouraged to worship with us at Faith. Our services are held each Saturday evening at 5:30 p.m. and on Sunday morning at 9:00 a.m. and 11:00 a.m. Sunday School for the children is at 10:15 a.m. and Bible Classes for adults are scheduled each Sunday at 8:00 a.m. and 10:15 a.m.

CURRICULUM

The curriculum of Faith Lutheran School is based on *Integrating the Faith: A Curriculum Guide for Lutheran Elementary Schools* and is also in compliance with Arizona State Standards.. The areas of instruction include, but are not limited to: Religion, Reading, Writing, Spelling, English/Grammar, Social Studies, Science, Mathematics, Music, Art, Physical Education, and Computers .

DISCIPLINE POLICIES

DISCIPLINARY STEPS:

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

SERIOUS BEHAVIOR PROBLEMS (Steps 2 or 3)

Serious behavior problems may result in immediate student probation or suspension. Continued serious behavior problems may also result in expulsion. However, before expulsion, a meeting will be held with parents, student, Board of the Christian Day School representative, principal and teacher to attempt to resolve the problem and avoid this final step.

Serious behavior problems include:

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

EXTREME BEHAVIOR PROBLEMS

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

- Possession of a weapon
- Physical attack on a teacher or staff member
- Possession of and/or use of tobacco, alcohol or narcotics
- Playing with matches/lighters

DISMISSAL POLICY

All students will be dismissed from the F.L.A.C and must be signed out by a parent unless other arrangements have been made. Anyone other than the student's parent **MUST** have their name present on the child's emergency form. Should the need arise where a person other than who is listed on the emergency form needs to pick up the child, a pick-up authorization (available in the office or on our website at faith-lutheran.org), form must be filled out. All authorized individuals, other than the parent, **MUST** have a photo ID available before the child will be released into their care.

Verbal authorization and handwritten notes are not allowed.

Parents who need to pick up their child before the regular dismissal time must check in the office and sign out their child. At that time the student will be called down to the office where they will be released. Prior notice should be given to teacher, so work can be arranged.

SIGN IN/OUT REQUIREMENTS:

- You must use a separate Sign-in/Sign-out Record for each of your children.
- You must document in ink (not pencil) legibly and clearly, your first initial and full last name.
- You must document the EXACT TIME OF DAY that you actually signed your child INTO and OUT OF the facility where applicable.
- Do not use ditto marks or arrows in place of your actual time entries or signatures.
- Time entries (where applicable) indicating the beginning and the end of a full period of care can only be corrected by the parent. The parent is required to date and initial any area that is corrected.
- You are not permitted to give authorization to the provider or their employees to sign your child(ren) Sign-in/sign-out Record(s) on your behalf.

DRESS CODE

UNIFORM CODE FOR MONDAY, TUESDAY, WEDNESDAY AND THURSDAY:

Any khaki or navy, flat front or pleated, shorts, skirts, skorts, scooters, capris or pants purchased from the uniform department of a department store. Shirts must be a short or long sleeved Faith polo shirt purchased through the school office. Solid colored or Faith Lutheran Logo sweatshirts are allowed and must be worn over a Faith long or short sleeve polo. Polo shirts and sweatshirts are to be in the following colors only: red, white, navy blue, royal blue, or heather gray. Shoes must be closed toed and closed heel; no sandals or jellies are allowed. Socks, tights or hose must be worn. Shirts must be tucked in. Belts must be worn if the article of clothing has belt loops (This is only recommended for K-2, but will be required if students clothing is not able to remain on their waist). No baggy clothing or cargo pants are permitted.

UNIFORM CODE FOR FRIDAY:

Traditional (jeans that sit on the waist – not hipline and are of plain design), denim blue or black jean pants, shorts, skirts or capris are permitted on this day only with one of the following – any Faith shirt (polo or sweatshirt), a Christian shirt or sweatshirt, or a Patriotic shirt or sweatshirt.. Students may also wear any other uniform option.

PE UNIFORMS:

PE uniforms are required for students in 3rd through 8th grade.

Students must have solid color gym shorts, and a solid color t-shirt for PE class.

Any student who does not bring a PE uniform for PE will receive a zero for that day.

Special Notes:

1. Jackets may not have any writing or pictures on them.
2. Shorts, skirts, skorts scooters and jumpers may be no shorter than 4" above the top of the knee cap.
3. Shirts, including those worn on Friday, must be long enough to be able to remain tucked in throughout the day.
4. Shirts must have sleeves, and may not have unfinished edges.

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

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

EXTENDED DAY CARE PROGRAM – SEE APPENDIX B

Faith Lutheran School offers before and after school care in the Extended Day Care Program. Faith Lutheran Extended School's mission is to create a loving, caring and learning environment. We do this by providing quality care for today's children with the help of Jesus Christ.

FIELD TRIPS

Various class field trips occur during the school year. These are educational in purpose. When a class goes on such a trip, parents must sign the Faith Lutheran Field Trip form and return it to the teacher in charge, or the school office. Any student not returning the signed form will not be allowed to participate. **All drivers must provide a current copy of their driver's license, car registration and proof of car insurance.** Parent drivers are in charge of the students they drive and as such may not bring other children to the field trip, i.e. younger siblings, nieces, nephews, etc.

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

GENERAL RULES

The teacher will develop classroom procedures and routines appropriate to the maturity of the pupils and teaching plan. Students will abide by such rules.

Recess for Kindergarten through 8th grade is at Alvernon Park, behind the school.

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

In order to help maintain safety, order, and sanity in the classroom and on campus, **NO TOYS, CELL PHONES, OR ELECTRONICS are permitted.** This also prevents the children from fighting over or losing their items. **We trust you will understand and help see to it that this rule is enforced.** Any toy, cell phone or electronic brought to school will be confiscated and returned only to the parent. *exceptions may be made by the principal or school board only.

All students are to respect the rights of their fellow students. This includes the right to privacy of their clothing, lockers and desks. Any exceptions must be with the express permission of the student or teacher. The desks and lockers belong to the school. Therefore, the teachers and/or principal may inspect the desks and lockers. All lock combinations or keys must be given to the student's teacher. Administration has the right to search student's backpacks if there is a reasonable situation.

The FLAC is off limits unless the student is supervised by an adult, or participating in a scheduled activity.

The school is not responsible for any lost, broken or damaged personal items brought to the school.

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

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

Students are expected to show respect for all people.

Students are not permitted to distribute any promotional literature, advertising, pamphlets, invitations, or other material without the direct knowledge and prior consent of the principal.

Bicycles and skateboards must be walked on and off school property and must not be ridden at any time during school hours. Bicycles must be locked to the bike rack.

HEALTH SERVICES

Faith Lutheran School consults with the Pima County Health Department. The school, using parent volunteers, gives eyesight and hearing examinations. Parents are notified if their child has visual or audio impairment. These services are not intended to replace the services of the family physician, and we recommend that the child be given regular physical check-ups. All children are weighed and measured twice during the school year.

HOMEWORK POLICY

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

1. The first homework missed will be given a warning.
2. The second homework missed will have a phone call to the parent(s) and/or guardian.
3. The third assignment missed will result in AFTER school detention where the student will complete work under the supervision of a staff member.

Once the student has obtained an after school detention, any homework missed will continue in after school detentions. After five after school detentions, the next unfinished assignment will result in "In-House Suspension". This is when the student will be placed in a study hall situation outside of their own class to complete all work needing to be completed. If the student receives five In-House suspensions, the parents and the student will need to appear before the Board of Christian Education to discuss their continuance here at our school. The beginning of each quarter will start the students off with a clean record starting back to the first step of a warning and so forth.

HONOR ROLL

Honor roll can be earned by students in 3rd – 8th grade.

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

INSURANCE COVERAGE

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

LIBRARY SERVICES

The school library is open for student use during the school day. Volunteer parents help the children keep the library in good order.

LOST AND FOUND

All lost articles found at Faith School should be turned in to the school office. Those who lose articles should seek them at the office. Please label your clothing and school supply items.

LUNCH POLICY

Lunch is served during the school year (except on ½ days). The cost of these lunches is determined by the hot lunch committee. The lunch menu is announced each week in the school *Footnotes*, and the monthly calendar is posted in the FLAC and available in the Faith Lutheran website. Lunches will be billed weekly, or can be prepaid in the school office. Any account past due after 30 days will be accessed a \$15 late fee, and students will be required to bring lunch from home until the account has been brought current.

Chocolate and regular milk is made available to **all** students during lunch. There is no fee associated with this service.

MEDICATION POLICY

Any prescribed medication (including over-the-counter medications) taken by students during the school day requires a medication authorization form to be filled out and signed by the parent. Any prescription medication to be administered must be in a container with the prescription label on it indicating the appropriate dosage, over the counter medications must be in original packaging, with appropriate age doses. Medication will be administered between 11:30 AM and 12:00 PM **in the office**. If your child needs medication at any other time, special arrangements must be made.

Over-the-counter medicines will NOT be available at school to dispense. Phone authorization of medication will not be permitted. All medications must be kept in the school office and not with the student (with the acceptance of inhalers). Inhalers must have a doctor's note, and student may not under any circumstance share an inhaler with another student. All prescribed medications will only be dispensed in the office by office personnel, or teachers. **All known allergies should be reported to the school office.**

MUSIC INSTRUCTION

Music is a part of each student's curriculum and therefore is a part of the student's grade. Students are expected to participate in all music performances.

CHOIRS:

The choir is open to all students. The choir sings every four to six weeks on Sunday. Each student is expected to participate in all performances. (Including chapel, Christmas program, auction, and any other planned performances)

Cherub Choir – grades K- 2

Jr. Choir – grades 3-8.

HANDBELLS:

Handbells are open & optional to students in grades 3-8. Students play in chapel and during some worship services on Sunday mornings. Students who participate are expected to attend all performances.

PARENT TEACHER LEAGUE (PTL)

PTL holds meetings at various times during the school year. Topics and discussions are related to the program of Christian education in the home, school and community. We strongly suggest that all parents attend these meetings regularly since all parents are members of the PTL. Membership dues are collected at registration time. These dues are used towards such items as : special events and recognition, gifts for the teachers' for classroom preparations, supplies and birthdays.

Many projects and fund raisers are sponsored by the PTL. Most of the proceeds are used to buy equipment, furnishings, put on special events, help with field trips etc. that are needed for the school. We need the support of all parents to better equip the school for the children.

PARENT PARTICIPATION PROGRAM

The Faith Lutheran School philosophy recognizes the parent as the primary educator, and that teachers form a partnership with them to help every child learn and grow in their faith and academics. Research on school performance has shown that parental involvement is a major predictor of a child's successful achievement.

Parent Participation Program is to be headed by PTL. Requirements and guidelines have been set by PTL and approved by BOCDS.

At minimum each family must acquire 20 Parent Participation Points throughout the year. The year runs June 1st through May 31st. Families may opt to pay a service substitution fee of \$200. Families that do not fulfill their points will be billed \$10 per point not fulfilled. Please refer to Parent Participation Program guide for program details and opportunities.

It is the parents responsibility to record their points on the form in the FLAC located in the front of the PTL correspondence box.

For any questions regarding points or opportunities, please contact the Parent Participation Coordinator at PPP@faith-lutheran.org.

PARENT TEACHER RELATIONS

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

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

POLICIES AND ADMINISTRATION

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

POLICY IMPLEMENATION: The principal is the school's administrator. The principal implements all school policies, establishes necessary rules and reports to the Board of the Christian Day School.

PARENT INQUIRIES ON ADMINSTRATION OR EDUCATION POLICIES:

Parent inquiries regarding administration should be directed first to the school handbook and secondarily to the school principal.

REGISTRATION AND TUITION FEES POLICIES

PRE-REGISTRATION:

No pre-registration or registration will be accepted unless the student's tuition account is paid up to date.

Pre-registration temporarily holds a seat for your child for the following year, based on the principle of "first come, first served." Feb. 1-28 is the pre-registration period for enrolled Faith school students.

\$200 of the first month tuition must be paid at registration to insure your child's seat in class for the next school year. If \$200 of the first month tuition is not paid by this date, your seat will be available for any student who pays the full pre-registration amount. \$200 is non refundable if the student chooses to leave, or not attend Faith Lutheran School.

TUITION PAYMENTS POLICY:

Tuition payments are made in ten or eleven equal monthly payments. Payments are due on the first of each month beginning with July 1st for 11 month plan, and August 1st for the 10 month plan. Payments are considered delinquent after the 10th. Any payment made after the 10th must include a \$15.00 late fee. The late fee is added to each month the account remains delinquent. If tuition is not paid in full by the 25th, the student will not be allowed to re-enter school on the 26th, unless prior arrangements have been made.

No student will be admitted to class for the start of fall semester unless all back tuition and registration fees are paid up to date, including the July 1st or August 1st tuition payment for the new school year.

If parents decide not to enroll their child (prior to the first day of school) and have paid advance tuition, we will refund the amount of tuition paid in advance minus the \$200 non refundable portion.

Parents with tuition accounts of more than 30 days overdue will be contacted and may be scheduled for an interview with the Financial Evaluation Committee of the Board of the Christian Day School. The school will attempt to negotiate a mutually acceptable payment schedule. If this is not possible, the Board of the Christian Day School will take whatever action it deems appropriate under the circumstances.

Students will not receive report cards at the end of the school year until all tuition and school fee accounts are up to date.

SCHOLARSHIP POLICY:

Scholarships are available on a limited basis based upon financial need. Financial aid packets are available in the school office.

REPORT CARDS

Report cards are issued at the end of each quarter. A parent conference will be scheduled at the end of the first quarter. Grades on the report card depend on two things:

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

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

SCHOOL OPERATING HOURS POLICY

School classes begin at 8:00 a.m. and end at 3:30 p.m. for all grades. Students who arrive at school before 7:45 AM will be placed in the Extended Day Care Program and will be billed accordingly.

Students must be picked up no later than 15 minutes after the end of the school day (unless they are approved to be signed into an afterschool activity i.e sports, handbells etc.) Any student not picked up by then will be placed into the extended daycare program and will be charged accordingly (see Appendix B). Once a student has been signed out by a parent (or authorized person), they are no longer the school or teachers responsibility.

SCHOOL PROPERTY POLICY

The school administration will not tolerate theft or vandalism, and will hold the parent and student liable for the cost of repairs or replacement if the student willfully damages school/church property.

SICK POLICY

The child may not come to school and WILL BE SENT HOME for one or more of the following illnesses according to the Department of Health Regulations:

Fever of 100 or greater, diarrhea, vomiting, lice, strep throat, pink eye, chicken pox and other contagious conditions. If in doubt, please check with the child's physician. A doctor's note may be required for re-admittance for contagious diseases.

If a child becomes ill at school the following steps will be taken:

- A Contact parents or legal guardians
- B Contact 911 if the situation is life threatening or treatment is needed immediately.
- C Place child in isolated room.

SPECIAL FEE ACTIVITIES/ITEMS

Sports (\$40 per sport for 5th-8th graders) - Lunch (\$2.50 per lunch) – Yearbook (Cost determined by PTL) - School pictures (to be announced before picture day)

STUDENT PICTURES

Individual school pictures will be taken twice during the year, in the fall and in the spring, by Lifetouch. Packets are made available to the students with no obligation to buy. Currently Lifetouch uses our facility for training, and provides each student with 1 free packet each picture time. Retakes are not available, if student is absent on picture day, they will not receive a packet during that session. The exact date of picture-taking will be announced in the Faith Footnotes.

Class pictures are taken in the fall and are available for purchase prior to the picture date. The exact date of picture-taking will be announced in the Faith Footnotes

SUMMER ENRICHMENT PROGRAM – SEE APPENDIX C

Faith Lutheran Church and School offers a Summer enrichment program for students aged 5-12.. The Summer Enrichment Program during the summer vacation is open from May 31st through July 22nd from 6:30 am to 6:30 pm Monday through Friday, excluding the 4th of July Holiday.

TELEPHONE COMMUNICATIONS RULES

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

- Forgotten lunches
- Forgotten homework
- Forgotten PE clothes

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

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

TESTS AND COMPARATIVE SCORES

Faith Lutheran School gives standardized tests to students in all grades each year. The scoring compares the student's learning achievement in basic subjects to national norms.

VAN POLICY

Van transportation may be used to and from school related activities. The van drivers are responsible for the enforcement of the van rules at all times. Appropriate action will be taken with students if disciplinary problems occur.

Appendix A

BOARD OF EDUCATION / PARENT COMMUNICATION

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

Board meetings are held the second Monday of each month at the school and are open to all. Parents may address the Board by first notifying the Board chairperson prior to the meeting.

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

Appendix B

Faith Lutheran Church and School Statement of Services Extended Day Care

Services Offered

Faith Lutheran Church and School offers before and after school care. Faith Lutheran Church and School is open from 6:30 am to 7:45 am, and 3:45 pm to 6:30 pm Monday through Friday, on school days. Extended Day Care is offered other days according to the Preschool Calendar from 6:30am to 6:30pm.

Special Needs

Breakfast is offered from 6:30 am to 7:00 am for an additional cost.
Hot Lunch is offered at an additional cost on half days.
Hot Lunch is included during breaks when the daily rate is charged
Faith Lutheran Church and School shall provide an evening snack.

Enrollment Procedures

Faith Lutheran Church and School is open to children who are 5 to 13 years of age. We are licensed through the Arizona Department of Health Services, Child Day Care Office located at 400 W. Congress Suite 100, Tucson, AZ 85701, 628-6540. Inspection reports will be available upon request. All our staff must have a current health card, first aid and CPR training and must be finger printed.

Upon Admission we require the following information:

1. Child's name, address, sex and date of birth
2. Completed Blue Card
3. Emergency Contacts
4. Immunization Record Card
5. Birth Certificate
6. Written instructions from the parent/guardian or physician for any special dietary needs.

Sick Policy

The child may not be in Extended Day Care and WILL BE SENT HOME for one or more of the following illnesses according to the Department of Health Regulations:

Fever of 100 or greater, diarrhea, vomiting, lice, strep throat, pink eye, chicken pox and other contagious conditions. If in doubt, please check with the child's physician. A doctor's note may be required for re-admittance for contagious diseases.

Medication/Illness Procedures

Any prescribed medication (including over-the-counter medications) taken by students during the school day requires a medication authorization form to be filled out and signed by the parent. Any prescription medication to be administered must be in a container with the prescription label on it indicating the appropriate dosage, over the counter medications must be in original packaging, with appropriate age doses. Medication will be administered between 11:30 AM and 12:00 PM **in the office**. If your child needs medication at any other time, special arrangements must be made.

Over-the-counter medicines will NOT be available at school to dispense. Phone authorization of medication will not be permitted. All medications must be kept in the school office and not with the student (with the acceptance of inhalers). Inhalers must have a doctor's note, and student may not under any circumstance share an inhaler with another student. All prescribed medications will only be dispensed in the office by office personnel, or teachers. **All known allergies should be reported to the school office.**

If a child becomes ill or injured at school the following steps will be taken:

- A Contact parents or legal guardians
- B Contact 911 if the situation is life threatening or treatment is needed immediately.
- C Place child in isolated room.

Fees – per child

:

- \$6.00 per hour rate (will be rounded up to the quarter hour) or
 - Weekly rate during normal school days - \$30 per week (including ½ days) or
 - Daily rate during school breaks (i.e. Fall, Christmas, Rodeo, Spring) - \$25 per day
- EDC offered during school breaks will be set-up with activities and/or field trips.

Discipline

Faith Lutheran Church and School Staff personnel will discipline to teach children acceptable behavior and inner control. The Child's age, intellectual development, emotional makeup and experience are considered in disciplining the child. Personnel will explain to the child when a particular behavior is not acceptable and then suggest an alternative. Time out may be used as a form of punishment. If a child's inappropriate behavior continues, the director will request a conference with the parent and teacher.

Transportation

At this time there is no form of transportation available, except for field trips during break periods.

Field Trips

Written permission forms must be signed by parent/guardian before a child will be allowed to attend a field trip.

Various field trips will occur during certain break periods. When the Extended Day Care program goes on such a trip, parents must sign the Faith Lutheran Field Trip form and return it to the teacher in charge. Any student not returning this signed form will not be allowed to participate. **All drivers must provide a current copy of their driver's license, car registration and proof of car insurance.** Parent drivers are in charge of the students they drive and as such may not bring other children to the field trip, i.e. younger siblings, nieces, nephews, etc.

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

Parental Participation

Parents/guardians are encouraged to interact with children in the centers programs and activities. We encourage parents to visit at any time. Parents/guardians are encouraged to participate in programs, field trips, special projects, etc. We welcome you.

Insurance Coverage

Faith Lutheran Church and School carries the requirements for liability and school coverage.

Daily Routine

Daily activities and weekly / monthly calendars as well as scheduled activities / routines will be posted for parents to review.

The weekly schedule and themes are the responsibility of the Extended Day Care teacher. An example of the daily routine is as follows:

6:30 am – 7:00 am.....Breakfast

7:00 am – 7:30 am.....Self-directed centers

7:30 am – 7:45 am.....School preparation

3:45 pm – 4:15 pm.....Homework

4:15 pm – 4:30 pm.....Snack

4:30 pm – 5:15 pm.....Outside play

5:15 pm – 6:30 pm..... Self-directed centers

Appendix C

Faith Lutheran Church and School Statement of Services Summer Enrichment Program

Services Offered

Faith Lutheran Church and School offers a Summer enrichment program for K-8th grade aged students. Faith Lutheran Church and School is open from 6:30 am to 6:30 pm Monday through Friday, during Summer Break excluding the Memorial and 4th of July Holidays . *subject to change with 30 days written notice.

Enrollment Procedures

Faith Lutheran Church and School is open to children who are 5 to 13 years of age. We are licensed through the Arizona Department of Health Services, Child Day Care Office located at 400 W. Congress Suite 100, Tucson, AZ 85701, 628-6540. Inspection reports will be available upon request. All our staff must have a current health card, first aid and CPR training and must be finger printed.

Upon Admission we require the following information:

1. Child's name, address, sex and date of birth
2. Completed Blue Card
3. Emergency Contacts
4. Immunization Record Card
5. Birth Certificate

Written instructions are required from the parent/guardian or physician for any special dietary needs.

Sick Policy

The child may not come to the Summer Enrichment Program and WILL BE SENT HOME for one or more of the following illnesses according to the Department of Health Regulations:

Fever of 100 or greater, diarrhea, vomiting, lice, strep throat, pink eye, chicken pox and other contagious conditions. If in doubt, please check with the child's physician. A doctor's note may be required for re-admittance for contagious diseases.

Medication/Illness Procedures

Any prescribed medication (including over-the-counter medications) taken by students during the school day requires a medication authorization form to be filled out and signed by the parent. Any prescription medication to be administered must be in a container with the prescription label on it indicating the appropriate dosage, over the counter medications must be in original packaging, with appropriate age doses. Medication will be administered between 11:30 AM and 12:00 PM **in the office**. If your child needs medication at any other time, special arrangements must be made.

Over-the-counter medicines will NOT be available at school to dispense. Phone authorization of medication will not be permitted. All medications must be kept in the school office and not with the student (with the acceptance of inhalers). Inhalers must have a doctor's note, and student may not under any circumstance share an inhaler with another student. All prescribed medications will only be dispensed in the office by office personnel, or teachers. **All known allergies should be reported to the school office.**

If a child becomes ill or injured at school the following steps will be taken:

- A. Contact parents or legal guardians
- B. Contact 911 if the situation is life threatening or treatment is needed immediately.
- C. Place child in isolated room.

Fees

There will be a \$100 registration fee and a daily rate of \$25.00 which covers program materials, activities, field trips*, lunch, and snacks (End of year special field trip may incur additional charge).

Discipline

Faith Lutheran Church and School personnel will discipline to teach children acceptable behavior and inner control. The Child's age, intellectual development, emotional makeup and experience are considered in disciplining the child. Personnel will explain to the child when a particular behavior is not acceptable and then suggest an alternative. Time out may be used as a form of punishment. If a child's inappropriate behavior continues, the director will request a conference with the parent and teacher.

Transportation

Transportation to and from field trips will be by the school van, parents, teachers, staff or by walking.

Field Trips

Written permission forms must be signed by parent/guardian before a child will be allowed to attend a field trip.

When the Summer Enrichment Program goes on a field trip, parents must sign the Faith Lutheran Field Trip form and return it to the teacher in charge. Any student not returning this signed form will not be allowed to participate. **All drivers must provide a current copy of their driver's license, car registration and proof of car insurance.** Parent drivers are in charge of the students they drive and as such may not bring other children to the field trip, i.e. younger siblings, nieces, nephews, etc.

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

Insurance Coverage

Faith Lutheran Church and School carries the requirements for liability and school coverage.

Daily Routine - Example

Monday

6:30 Free Choice of Self-Directed Centers
 8:00 Fitness Time
 8:30 Group Game
 9:00 Snack Time
 9:15 Devotion
 9:30 Field Trip - Movie at Crossroads
 12:00 Return to School/Lunch time
 12:30 Free Play/Group Game
 1:30 Computer Time
 2:30 Snack
 4:30 Educational Activity
 5:00 Activity Time - *Free choice of Self-Directed Centers*
 6:30 **End of Day**

Tuesday

6:30 Free Choice - Self-Directed Centers
 8:00 Fitness
 8:30 Group Game
 9:00 Snack
 9:15 Devotion
 9:30 Arts and Crafts
 10:30 Free Play
 11:00 Lunch
 11:30 Recess/Gym Group Game
 12:30 Library - DEAR time
 1:00 Prepare for field trip to Catalina swimming pool
 3:00 Return from field trip/snack
 3:30 Educational Activity
 4:30 Free Play/Group Game
 5:15 Snack
 5:30 Activity - Self-Directed Centers
 6:30 **End of Day**

Wednesday

6:30 Free Choice - Self-Directed Centers
 8:00 Fitness
 8:30 Group Game
 9:00 Snack
 9:15 Devotion
 9:30 Field Trip to Golf n Stuff - Lunch there
 12:30 Lunch at Golf n Stuff
 2:00 Return from field trip
 2:15 Snack
 2:45 Educational Activity
 4:00 Snack
 4:30 Free play
 5:30 Activity Time - Self-Directed Centers
 6:30 **End of Day**

Thursday

6:30 Free Choice - Self-Directed Centers
 8:00 Fitness Time * *Get Up and Move*
 8:30 Group Game
 9:00 Snack
 9:15 Devotion
 9:30 Arts and Crafts
 10:15 Free Play
 11:00 Lunch
 11:30 Free Play/Group Game
 12:30 Library - DEAR time
 1:00 Field Trip to Catalina swimming pool
 3:00 Return from field trip/snack
 3:30 Educational Activity
 4:30 Free Play/Group Game
 5:15 Snack
 5:30 Activity Time - Self-Directed Centers
 6:30 **End of Day**

Friday

6:30 Free Choice - Self-Directed Centers
 8:00 Fitness Time * *Get Up and Move*
 8:30 Group Game
 9:00 Snack
 9:15 Devotion
 9:30 Movie
 11:00 Lunch
 11:30 Recess
 12:30 Field trip to Lucky Strike bowling
 3:00 Snack
 3:30 Fitness
 4:00 Group Game
 4:30 Free Play
 5:30 Activity Time - Self-Directed Centers
 6:30 **End of Day**

**FAITH LUTHERAN SCHOOL HANDBOOK
PARENT ACKNOWLEDGEMENT**

This is to acknowledge that I/we have received a copy of the School Handbook.

I/We understand that the handbook provides the guidelines for the school regarding its policies and procedures.

I/We also understand that it is my/our responsibility to read, understand, become familiar with, and comply with the standards and policies that have been established.

I/We further understand that the School reserves the right to modify, supplement, or revise any policy from time to time, with or without notice, as it deems necessary or appropriate.

By signing below I/we fully acknowledge that I/we have completely read the 2011/2012 handbook provided to us.

Name of child enrolled _____ Grade _____

Name of child enrolled _____ Grade _____

Name of child enrolled _____ Grade _____

Name of child enrolled _____ Grade _____

Father or guardians Signature

Date

Mother or guardians Signature

Date

Please return this portion of the handbook to the school office once completed.