

# **Faith Lutheran School Parent/Student Handbook**

## **Mission Statement**

The mission of Faith Lutheran School in partnership with parents is to provide all students with a high quality, Christ-centered, education while nurturing and equipping them to meet life's challenges and opportunities as faithful servants of Jesus Christ.

## **Philosophy of Christian Education**

Faith Lutheran School, Watertown, Wisconsin, recognizes that the prime responsibility for raising children lies within the Christian family.

*Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord. Ephesians 6:4*

*These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down, and when you get up. Deuteronomy 6:6-7*

Faith Lutheran School is a ministry of the congregation that helps to meet the needs of Christian parents and their children. The school sees itself in partnership with Christian parents, cooperatively working to develop in children their full potential as Christians in faith, knowledge, behavior, and accomplishment.

Religious instruction is not an isolated course of study, but rather influences and directs everything done within the school. Through instruction centered around God's Word, the students learn a proper relationship to God, His world, and their fellowman, and they are led to relate their faith to every aspect of life. To accomplish this, the school constantly strives to maintain the highest quality of training in spiritual, intellectual, physical, emotional, and aesthetic areas.

Faith Lutheran School is guided by the Christian concept that human beings, although created in God's perfect image, have lost that image through sin and are in need of a Savior. That Savior is Jesus Christ. Through Him salvation is available to all people.

Therefore, guided by the Holy Spirit, the school has a part to play in the process of bringing people to a saving relationship with Jesus, as commanded by Christ himself:

*Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. Matthew 28:19-20*

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### **The Objectives of Faith Lutheran School**

In keeping with our Christian philosophy of education and with the guidance of the Holy Spirit, the following objectives form the foundation for all instructional activity of Faith Lutheran School.

#### **The Child in Relation to God**

It is the objective of the school that the child:

1. Develops a growing knowledge of the Triune God, a growing trust in Jesus Christ as his Savior from sin, and an increasingly worshipful, sanctified lifestyle.
2. Develops a growing knowledge of the Holy Scriptures as the Word of Life, a proper understanding of the Law and the Gospel, an increased ability to apply God's Word to situations, and a desire to gain the blessings of Holy Baptism and the Lord's Supper.
3. Develops an understanding of the nature, function, and responsibility of the church as the body of Christ, plus a willingness and ability to serve as an active member of this body.

#### **The Child in Relation to Himself and His Abilities**

It is the objective of the school that the child:

1. Develops the knowledge, attitudes, and conduct needed to function effectively as God's child (spiritual powers).
2. Understands his body and accepts responsibility for its health, safety, and recreation (physical powers).
3. Develops logical, scientific, and creative thinking habits, gains knowledge and the skills of communication, and acquires significant elements of his cultural heritage (mental powers).
4. Develops social skills needed to live competently and creatively (social powers).
5. Appreciates the beauty of nature and the fine arts and expresses himself in different fine arts media (aesthetic powers).

#### **The Child in Relation to His Fellow Man**

It is the objective of the school that the child:

1. Recognizes all people to be God's creation and shows respect, courtesy, and consideration for the rights and welfare of others.
2. Respects parents as God's representatives and appreciates his privileges and responsibilities as a member of an earthly family, of which Christ is the head.
3. Develops Christian social responsibility and cooperative skills.
4. Develops concern for the spiritual and material welfare of all people and demonstrates this concern through witness and charitable activities.
5. Respects government as God-ordained and appreciates his privileges and responsibilities as a member of a local, state, national and world community.

#### **The Child in Relation to Nature as God's Creation**

It is the objective of the school that the child:

1. Understands that God is the creator, ruler, and preserver of nature.
2. Thanks and praises God for all the gifts of nature.
3. Develops knowledge, attitudes, and conduct needed to understand, use, and care for the earth and its environment.
4. Willingly uses nature to glorify God and serve man.

### **Christian Home/School Partnership**

While Faith Lutheran School and Church has made provisions to aid parents in the Christian training of their children by providing a Lutheran elementary school, it remains the primary God-given responsibility of parents to provide for the Christian education of their children. One important means in accomplishing this, is to maintain a Christian home environment. The school cannot hope to accomplish in the classroom what is not already happening in the home and family. The Christian education received in the school will be most effective when it is seen in the context of reinforcing a home environment that lives and breathes an ever-present Christ.

Faith Lutheran School considers parents partners in the Christian education of their families. A triangle has to be present for the job to be done well. The sides of the triangle are the home, the church, and the school. If any of the three sides of the triangle is missing, there is no triangle left. All three are vitally important. For this reason open lines of communication and a sincere effort of cooperation, mutual respect and understanding between teachers and parents are important to the success of the child. Teachers, the school principal, and the Board of Education will always be willing to meet with parents to discuss any relevant issue concerning the welfare of the student. (See - Ladder of Communication pg.14)

### **The Administration of Faith Lutheran School**

Faith Lutheran School is an integral part of Faith Lutheran Church (LCMS), Watertown, Wisconsin. The operation of the school is under the control of the Board of Education (BOE). Members of the BOE are elected from and by the congregation. There are three others, the pastor the principal and the accounting clerk who are advisory, nonvoting members of the BOE. The principal reports to the BOE concerning school matters, makes recommendations regarding policy, and is responsible for carrying out the policies of the board. A copy of the policies governing the school, as adopted by the BOE, is available to parents to review in the school office, and attached to this handbook. The board is always willing to accept suggestions for the improvement of any part of the school program. The thoughts and ideas of parents and friends of the school are important. Regular meetings of the BOE are open meetings and school parents and all congregation members are welcome to attend. The dates of the meetings are publicized on the monthly calendar or the weekly bulletin of the congregation, which are available to all school families. Parents wishing to address the board on a particular subject must contact the board chair prior to the date of the meeting to be placed on the board's agenda. Minutes of regular meetings of the board are on file in the school office, and posted. Persons wishing to view those minutes may make that request. Faith Lutheran School is a member of the English District of the Lutheran Church-Missouri Synod. Faith Lutheran School is recognized by the State of Wisconsin Department of Public Instruction as a certified elementary school and is listed in the Wisconsin Private School Directory. Faith Lutheran will attempt to conduct its affairs in conformity with federal, state and local requirements whenever those requirements do not conflict with the philosophy under which the school operates.

### **Notice of Non-Discrimination**

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

### **Registration and Enrollment Procedures**

To enroll a child at Faith Lutheran School, it is necessary to complete a registration form and pay the non-refundable registration fee. Enrollment is not valid until the fee has been paid. All students are enrolled on a tentative basis until all records are received and reviewed by the principal. Enrollment of any pupil is subject to approval by the BOE.

Students who transfer to Faith from another school must present the most recent report card at the time of application. Parents must also grant permission for the previous school to transfer all student records to Faith. Faith reserves the right to place a student at the grade level that will best meet the needs of the student. This decision rests finally with the school principal in consultation with the parents and teachers involved. Testing may be required prior to acceptance to assist in the decision to enroll the student and to help in the determination of proper grade placement.

A parent-principal-student interview is required for all students wishing to enter Faith Lutheran School for the first time in grades K-8.

### **Priorities in Enrollment**

Enrollment in our school is open to anyone wishing a Christian education regardless of present church membership. Members of Faith Church, returning school families, and children of faculty are given priority. If classes should reach their enrollment limit, waiting lists will be used with the following priorities taking effect:

1. members of Faith Lutheran congregation and returning students
2. incoming students of families with students already enrolled in the school
3. students from other families wishing to enroll at FLS based on registration date

### **Tuition**

Tuition assistance may be available by contacting the pastor of Faith, or the principal of the school. The tuition assistance request will be reviewed and voted on by the pastor, the principal and the BOE.

For those students who leave FLS during the school year, their tuition will be prorated according to remaining full school quarters and reimbursed accordingly. For those students joining FLS during the school year, their tuition will be calculated according to the remaining time left in the school year.

All late registration and tuition fees shall be paid in full by school registration day. Each family is required to pay the entire late registration and tuition fee on the designated school registration date. If a family is unable to pay the registration and tuition fee in full on the designated registration day, please contact the accounting clerk to make other arrangements. If a family chooses the automatic withdrawal payment plan option, the appropriate paperwork must be completed on the day of registration. If a family is unable to attend registration day, the school office must be notified prior to the set registration date and arrangements must be made with the office, accounting clerk, and BOE to complete the necessary paperwork and make a tuition payment prior to the first day of school.

For a complete schedule of tuition and fees, please see the registration form.

### **Delinquent Accounts/NSF**

A family who has chosen the automatic withdrawal payment plan or who has written a check in an amount that cannot be cleared by the bank will be contacted by the accounting clerk and/or the BOE. The family will be assessed an NSF fee for each payment that cannot be cleared by the bank. This fee will be added to the outstanding balance due on tuition.

Unless some form of good faith financial payment has occurred and arrangements have been made to settle these delinquent accounts and all other money owed the school before the end of the second semester and the start of the fall term, the school reserves the right to hold records and report cards and deny admittance for the following fall term.

### **Immunization Requirements**

Immunization records must be current and on file for all students who are enrolled in the school. State law requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of the first day of school. These requirements may be waived only if a properly signed health, religious or personal conviction waiver is filed with the school. The school is required by law to deny children admission to school and report parents to the state district attorney's office if the minimum requirement is not met. A list of the minimum required immunizations for each age/grade level is available through the school office.

### **Attendance**

Students are required by law to be regular and punctual in their school attendance. The following has been implemented at Faith Lutheran School so that parents can be assured that their children are in a safe and productive learning environment.

You must call the Faith office by 8a.m. at (920) 261-8060 when your child will not be in school clarifying the reason for the absence. If no call is received, it will be an unexcused absence. Punctual attendance is expected. Students who arrive at school late (tardy) will be asked to sign in at the office indicating their time of arrival. In addition, they will be required to tell the secretary if they need lunch or milk. If a student must leave the building for an appointment or parent approved event, the parent must come in and sign out the student indicating the time of departure. The parent is asked to wait by the office. If coming back later the same day, s/he will be expected to sign back in at the office. Arrangements are to be made for obtaining the student's books, homework, and related assignments. 3 tardies = 1 absence, 5 absences = a parent/teacher meeting, 10 absences = a parent/principal meeting. Every five absences requires a doctor excuse.

### **Extended Absences**

Families are encouraged to plan vacations around the school schedule to avoid extended absences. In the case of an extended absence, (considered 3 or more days) the school must receive a written note regarding the absence. This note should be submitted at least one week prior to the extended absence. Please note that prior assigned and long-term assignments with a preset/prearranged due date are due on the assigned date regardless of absence (ex. journals, projects, speeches, etc.) Also, teachers may require and can expect students to take tests and/or complete projects/assignments prior to the planned absence. The student is responsible for keeping up with homework due to absences during the school year. The school does not guarantee the ability to provide work for the student prior to the absence. Student work will be accumulated during the absence, and students will have, at most, the number of days to make up this work equal to the number of days absent.

### **Tardiness**

A student is tardy if he/she is not in his/her classroom at the start of the school day at 7:55 a.m. Classes start at 8:00am. Every tardy, excused or unexcused, is recorded on the child's report card. After three tardy days, parents will be notified to rectify the situation. Additional tardy days, may result in the student serving a detention, during or after school, athletic or other extra-curricular participation being suspended for a period of time as determined by the staff, or other disciplinary action.

### **Security**

For safety reasons, all doors will be locked after 8 a.m. Please enter through the upstairs doors at the church entrance. Ring the bell and you will be let in.

### **Student Records**

Files are maintained on each child at Faith Lutheran. These files contain copies of birth certificates, report cards, standardized test scores, attendance, health and family information relative to the students' education. Files are updated and transferred to the school the child attends after leaving Faith Lutheran upon written request by the new school or parent, subject to the delinquent fee policy.

### **Health-Related Issues**

In the event of an injury occurring at school, first aid will be administered to the child. If the situation is serious enough to warrant medical attention, parents will be notified immediately and, when necessary, professional emergency personnel will be called. Parents will be responsible for paying the cost of the ambulance. In the event of a child becoming ill at school, parents will be notified by the office and arrangements will be made to have the child picked up and taken home. Please confirm with the office, not your child, before you pick them up. Please keep your child at home if any of the following symptoms are present: fever over 100, vomiting, diarrhea, strep throat, pink eye, any known communicable disease.

### **Medication**

It is important that parents and teachers exercise care in giving any type of medication to students at school. According to Wisconsin State Law (Assembly Bill 281, 1983 Wisconsin Act 334): —school personnel need on file:

1. Written permission from parents to administer non-prescription medications and prescription medication at school.
2. Written permission from a practitioner (physician, dentist, or podiatrist) licensed in Wisconsin to administer prescription medication at school.

Medication of any kind will not be given to students unless a Medication Consent Form filled out and signed by a parent is on file. This form is available in the office or at your doctor's office. Any authorized medication should be brought to school in its original container with label instructions clearly visible. It must be kept in the office. Any undocumented medication may be confiscated.

### **Head Lice**

Parents need to notify the school office if head lice are detected at home. Students may be excluded up to 48 hours for treatment and removal of all head lice and nits. Before returning to the classroom students must be brought to the school office and checked by the school secretary or other staff member to be found nit free. Upon three repeated cases of head lice, the fourth case will be reported to county authorities because of risk to other students and loss of class time.

### **Hot Lunch**

Home cooked, nutritious meals are served to all students desiring to participate in the hot lunch program, with menus provided on a monthly basis. These meals are prepared and served by the hot lunch staff and volunteers. Parents have the opportunity to volunteer. Please ask the office for the current price of a meal. Milk is included with the price of each hot lunch meal. Please keep your account up to date. An annual milk fee may be paid for students desiring to have milk with their cold lunch.

### **School-Wide Newsletters**

In an effort to communicate the special events, dates, times, needs, etc. of our school to parents, weekly newsletters are e-mailed to all school families and interested parties. Parents are urged to look for and read this newsletter carefully to stay well informed about what is happening at the school. Printed copies are also available in the entryway to church and the school office.

### **Field Trips**

Our teachers realize that there are tremendous opportunities for learning beyond the walls of the classroom, and field trips are an important part of the curriculum for students at Faith Lutheran. Parents sign a Field Trip Permission form authorizing the school to take children away from the school premises for each field trip experience. Parents are urged to watch the monthly newsletter or notes from the teachers for details regarding these trips. Where there is cost involved, parents are to send that amount to school with their child prior to the date of the field trip. Whenever money is sent to school, the money should be placed in a sealed envelope and clearly marked with the child's name, amount enclosed, and purpose of the money. Sometimes volunteers are asked to chaperone and even drive the students to field trips, in which case a background check may be done, and a copy of their current driver's license and insurance must be on file.

### **Homework**

Homework given is a natural extension of daily lessons/learning. Work to be done at home is to be returned to school the next day or as designated by the teacher. Homework which is incomplete or not returned to school at the designated time results in a consequence as deemed appropriate by the teacher.

### **Reporting Student Progress**

Report cards are issued four times each year for students in Kindergarten through 8th grade. Parent/Teacher conferences are scheduled a couple times a year. The purpose of these conferences is to exchange information and ideas regarding a students' progress and achievement to that point, so that effective strategies can be developed cooperatively by the teacher and the parent that will foster the continued development of the child. Additional conferences may be requested by either the parent or the teacher as often and whenever the need arises.

### **Retention**

If the teacher is observing a delay in progress which may result in retention, the parent will be notified in writing by the principal. Retention of a student will be determined by mutual agreement between the principal, teacher, and parents. When mutual agreement cannot be reached, the decision of the principal will prevail. Retention may be caused by multiple tardiness or absences.

### **Worship**

Worship is a natural and important part of the life of every Christian. Faith provides numerous worship opportunities through which students learn to respond to God's great love for them.

Chapel services are held each week. Students are required to attend them. Family and friends are invited to attend these chapel services also. Check with your child's teacher or the school office to find out the day and time. Offerings are collected each week at the chapel service. These offerings are designated for various special mission projects locally, across the US, or throughout the world. Chapel offerings provide an excellent opportunity for students to learn the importance of mission work in the world and develop God-pleasing stewardship habits.

Students are expected to participate in the regular or special services at Faith when scheduled throughout the year.

Faith Lutheran strongly encourages families who enroll their children in the school to heed God's word stated in the third commandment and worship regularly. Parents can assist the school in nurturing their children's faith by worshipping with them. Much can be gained by this family worship experience.

### **Daycare**

Faith Lutheran offers before and after school daycare for all students as needed. Please sign your child in and out every day on the sheet located in the entryway to the Pre-school/Kindergarten wing. NOTE: Any portion of an hour will incur a 30 minute charge (i.e. 15 minutes rounds up to 30 minutes and 45 minutes rounds up to 1 hour). For current fees, please see the extended daycare contract.

### **Bus Transportation**

Public bus service is available to all students living within the Watertown district. If you have any concerns regarding bus routes and pick-up times, contact Watertown Transportation Services at 261-5062. Parents with students outside the district provide their own transportation or seek to make other arrangements. Riding the school bus is a privilege and not a right. The expectations for student behavior on the school bus will be no different than the behavior expected in the classroom. Respect for others, care for equipment, and the well-being of others will be normal expectations. Students are expected to give complete respect and obedience to the bus driver at all times. Misbehavior of students will be reported to the parents and school principal and will result in disciplinary actions and possibly suspension of bus service. Safety is foremost when riding the school bus!

### **Bad Weather**

If school is closed due to inclement weather conditions, radio stations WTMJ (620 AM) and WTTN (1580 AM) as well as television stations WTMJ (channel 4) and WISN (channel 12) will make the announcement. Parents are asked to listen to the radio (after 6:30 a.m.) and not call the school, the teacher or the principal to receive that information. Under normal conditions, Faith Lutheran will close if the Watertown Unified School District closes, and busing will be canceled if the public school buses do not operate. When school is closed due to inclement weather, all other school-related activities scheduled for that day would also be canceled.

### **Libraries**

Age appropriate libraries are made available to students in each classroom. The purpose of these libraries is to supplement classroom learning and provide motivation for reading enjoyment. Books may be taken home with the express permission of the classroom teacher for a specified time agreed to between the teacher and the student. Students are expected to treat these books with care and return them to the classroom within the specified time in the same condition as when they were taken out of the classroom. Damage or loss of books will be the responsibility of the student and parents for the full cost of the book(s).

### **Personal and School Property**

Students at Faith Lutheran are expected to treat school property, classmates' property, and equipment with care and respect, recognizing these things as God's gifts for student use as he or she grows and learns as a student in the school. Parents and/or the pupil are responsible for damage done to school and church property, on or off the grounds, caused by the reckless and/or careless actions of the child.

### **Lockers and Cubbies**

All lockers and cubbies made available for student use on school premises are the property of Faith Lutheran School and Church. These lockers are made available for student use in storing school supplies and personal items necessary for use at school; but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function or which are forbidden by state law or school rules. FLS retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials. All inspections of student lockers shall be conducted by the Principal or by a staff member so designated by the Principal.

### **Government Regulations**

Our school complies with all state and federal regulations regarding the exposure to fibrous materials, radar, lead in water, etc. The facilities are regularly inspected and meet all building codes or standards.

### **Administration in Absence of Policy**

When there is no board policy in existence to provide guidance in a matter before the administration, the principal is authorized to act appropriately under the circumstances surrounding the situation, keeping in mind good Christian common sense, and the Articles of Agreement of Faith Lutheran School.

Whenever possible, the principal shall consult with the BOE before a decision is made in a situation that is not clearly addressed in any current policy or handbook. The principal together with the BOE shall draft and accept additional policy as deemed necessary and appropriate or jointly take proper action to rectify the situation.

### **Student Guidelines**

Faith Lutheran School expects students in the school to conduct themselves in a manner consistent with a Christian lifestyle outlined in God's Word. Listed below are guidelines that will help to maintain a healthy teaching-learning atmosphere in the school.

All employees of the school, both professional and volunteer, shall be treated and addressed in a respectful manner. Students entering the church, church office, school office, kitchen, supply rooms, or equipment rooms, or any other areas of the school building shall have a legitimate and authorized purpose for being there and shall conduct themselves accordingly.

#### **Personal Conduct of Students**

1. a Christian attitude will prevail at all times.
2. language and actions will reflect Christian character.
3. students are expected to display Christian conduct to and from school.
4. students are expected to be appropriately dressed at all times.

#### **Classroom Conduct**

1. rules of courtesy and respect to teachers and fellow students shall be followed at all times.
2. party invitations need to be mailed rather than given out at school.
3. students shall enter and leave the classroom in an orderly manner.
4. students shall bring necessary materials as previously advised by the teacher and shall meet each teacher's standards concerning classroom procedures.
5. students are expected to complete all assignments in the time allowed by the classroom teacher.
6. students are responsible for getting and making up work missed due to absence.
7. each student shall be responsible for keeping the school and classroom neat and clean.

#### **Conduct Outside the Classroom**

Students are always to keep in mind that as representatives of their Lord, their church, and their school they give witness of their faith to all with whom they come in contact, and their actions should present a positive Christian witness.

There shall be orderly behavior at all times on the school premises. This means that:

1. Students are expected to walk in all areas, including hallways and on stairs.
2. Voices will be held at a normal level.

Proper care will be taken of all school property. This means that:

1. Books, furniture, and facilities should be used for their intended purpose.
2. Materials should be returned to their proper location in a neat, orderly fashion.
3. Materials or equipment damage caused by neglect or behavior of a student will be paid for by them.

### **Conduct on the Playground**

Students are expected to be outside for ALL recesses. Staying in is not a choice. Students are to play on the field area and playground south of the school and the basketball court area in the parking area. They are not to be in the parking lot areas not designated for playground use except by exception of the supervising staff member. At times, because of incessant rain making the playground areas inaccessible, students will be allowed outside on the paved areas only. The decision of the staff is final.

Student activity on the play areas should be fair, safe, and in good Christian taste. Activities that include tackling, pushing, grabbing, pretending to fight, and the like are not allowed. All students are expected to obey the person authorized to supervise the play areas. Students are not to come back into the building once they are out for recess. Bathroom visits should take place before or after the recess period. Students will not be allowed to play in the snow unless boots and snow pants are worn. Even when wearing the appropriate clothing, common sense prevails as far as becoming completely wet or snow-covered. Throwing snowballs is not allowed. Failure to obey any of these rules will result in the loss of playground privileges.

### **Off Campus Conduct**

All disciplinary action normally available, with regard to a student for violation of school rules or other clear misconduct on-campus, shall be available for any activity away from campus.

When it is brought to the attention of the school that a student has engaged in such conduct off-campus, the principal shall conduct such investigation as felt necessary and proper under the circumstances and may initiate disciplinary action, up to and including suspension or expulsion, in same fashion as if the action had occurred on campus. In conducting such investigation, the principal or his/her representative may cooperate with law enforcement authorities.

# Faith Lutheran School Board of Education Policies

## Discipline Policy

Christian discipline is a part of the learning process at Faith Lutheran School. When parents enroll their children in the school, they agree to Christian training according to Biblical precepts. As Christians, we believe that God has created each child as a unique individual with unique qualities and characteristics. Each child's actions and reactions to a situation tend to be very personal in nature. Therefore, we approach discipline on an individual basis with Christian love and concern at the heart of the response and any resulting consequences. Consequences will be designed to reflect our desire to enable the child to make more God-pleasing choices in the future.

In order to maintain an atmosphere in the school conducive to learning, sound discipline will be maintained at all times. Parents are to realize that corrective measures are administered in a spirit of love in their stead. Where there is law, there must also be Gospel. Corrective disciplinary measures are used to point out wrong and unacceptable behavior, but these measures are always followed by a Gospel message, assuring the child that he/she is a forgiven child of God and that, although we may not always like what he or she does, we still love him or her. All students are assured of our forgiveness and the forgiveness of his or her Savior, Jesus Christ.

When initial corrective measures are not effective in curbing a wrong behavior, parents will be notified and involved in the disciplinary process. Continued misbehavior may lead to suspension and/or expulsion of the student from school. At times in-school suspensions may be utilized. Students are put in an area where they can be supervised. Suspensions also may be asked to be served at home. After school detentions may also be utilized. Parents will be notified of the date and time prior to the service date of the detention.

Other disciplinary actions may be taken by the Principal, or by a teacher or other staff member in consultation with the Principal, who have students under their charge to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include but are not limited to the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Restricting extracurricular activities.
5. Requiring a student to remain in school after regular school hours to do additional schoolwork or for counseling. (detention)

### **Ladder of Communication**

Please follow these steps when a problem arises:

1. Communicate with the teacher first. It is always important to obtain the teachers perspective. (Too often emotions get the better of our judgment, and we go over somebody's head.)
  2. If the problem has not been resolved after an honest attempt has been made in cooperation with the teacher, then contact the principal.
  3. If a solution has not been found after an honest attempt with the teacher or principal, then contact the Board of Education. Parents need to inform the principal or chair of the board, of the parent's intention to come to the next board meeting.
- An appointment must be made to meet with staff. Your cooperation in this matter is greatly appreciated.

### **Expulsion Policy**

It may be necessary, in light of the above, that a child be expelled from our school. Possible conditions for expulsion could be, but are not limited to:

1. Severe or repeated instances of disciplinary problems.
2. Repeated instances of refusal to complete assigned activities.
3. Repeated instances of refusal to follow school policies as set down by the school board.
4. 20 detentions in a year.
5. Intentional destruction of school property.
6. Lack of parent cooperation in complying with policies and procedures.
7. Alcohol, drugs and weapons violations.
8. Threatening a student or staff member.

Termination or expulsion can only be done by the BOE. The following steps are followed for school expulsion:

1. Teacher and/or Principal consultation with parent(s).
2. School board notified by Principal of possible expulsion.
3. Written notification from the Principal to the parent(s) that possible expulsion may occur. This notification will include an invitation to the parent(s) to come to a meeting with the Faith BOE at which expulsion will be discussed and possibly acted upon.
4. Notification from Principal to parents when the school board will act on possible expulsion (date of meeting, etc.)
5. Action taken by board on expulsion with a Deacon/Pastor present.
6. Appeal of action by parents at a later meeting of the school board or at meeting where expulsion occurs.

After the appeal process has been initiated, the student will not be allowed in school.

## Standards of Dress and Appearance Policy

Christian education is a partnership between home and school. Teachers and parents must work together for the benefit of students. Parents play a pivotal role in the enforcement of the dress code. Please acquaint yourself with the dress code, and support your teachers by making sure your child comes to school dressed properly.

When a student is in violation of the dress code, the student's parents will be called. The student will remain in the office until a replacement for the inappropriate clothing item is brought in. In the event that clothing cannot be brought to school, an article of clothing will be provided for them to wear the remainder of the school day. If the attire is questionable, the staff will make the final decision regarding the acceptability of the clothing.

**Principle #1** - Students should wear apparel and accessories that are inoffensive to our Christian standards.

Shirts or other articles of clothing may not have phrases, sayings, quotations or advertising slogans depicting anything offensive. This would include any clothing that pictures or suggests any connection to violence, race, sex, drugs, alcohol, tobacco, swearing, vulgarity, certain cartoons or musical groups.

**Principle #2** - Students should dress appropriately for school.

1. All clothing must be neat, clean, and must not detract from the Christian atmosphere of the school.
2. Jeans are allowed, but may not be frayed, overly faded, or have holes in them.
3. Shorts that are worn to school need to be neat, clean and hemmed. Nylon, spandex, or tight-fitting shorts may not be worn. Must be fingertip length.
4. Sweat suits and sweatpants are allowed as long as they fit properly and are neat and clean.
5. Students may not wear hats in the school building (unless allowed during a special occasion).

**Principle #3** - Students should dress with modesty and restraint.

1. Any clothing designed as underwear may not be worn as outerwear or visible.
2. Students may not wear halter tops, halter dresses, spaghetti straps, or anything that is less than two fingers wide. Clothing that reveals any part of the midriff or a low-cut neckline is prohibited. Low-rise jeans may require the student to have a top tucked in.
3. Students may not wear any outer clothing that is skin tight.
4. Girls' dresses, skirts, shorts, and tops worn over leggings must extend below the fingertips.
5. Although make-up is discouraged, girls may wear modest amounts of make-up with parental permission, but they may not put make-up on at school.

**Principle #4** - Hairstyles should reflect moderation and careful grooming.

**Principle #5** –Feet must be covered at all times. No bare feet.

1. Beach style and athletic flip-flop type footwear is strongly discouraged.
2. A student wearing any shoe that becomes a nuisance or a safety hazard will be asked to replace them for the remainder of the day with their gym shoes.

**Principle #6** - Students must dress appropriately for weather conditions.

1. Students should understand that regardless of what they're wearing, all students will go outside for recess.
2. Students not dressed appropriately for winter conditions (boots, snow pants, etc.) will not be allowed to play in the snow and will be restricted to the pavement areas. Boots worn for outside play may not be worn throughout the day in the classroom.

Students found in violation or not meeting these standards will be counseled individually and parents will be notified if their child needs special attention in regard to his/her attire and/or appearance. Repeated violations of the dress guidelines or refusal to change will result in disciplinary action. Final judgment as to what is acceptable rests with the school staff.

*"Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight."*

*1 Peter 3:3 & 4*

#### **Student Cell Phone and Electronic Device Policy**

The use of cell phones and electronic devices has become a major part of life in the new century. They are not allowed for use during the school day at all unless specific permission of a staff member has been given. A student will be allowed to bring a cell phone to school under the following conditions:

The cell phone is kept in the locker or backpack; turned off during school hours as well as during school functions in which the student participates. The cell phone is not to be used during school hours. All phone calls during school hours are to be approved through the school office. Parents who need to communicate with their children are asked to do this through the school office during school hours. Cell phones may be used after school (after 3:00 p.m.) or after a school event. Please understand that cell phones/pagers are brought to school at your own risk. These items, as well as other personal items or electronic devices brought to school by students are their responsibility. The school assumes no accountability for lost or stolen personal property.

Students who do not comply with this policy will have the devices confiscated and returned only to a parent or a guardian at the end of the day.

#### **Nuisance Items**

Items such as, but not limited to: toys, soda, electronics, laser pointers, trading cards, etc., are considered nuisance items and are not to be brought to school or teacher-monitored school functions, and may be confiscated. The school is not responsible for the loss or damage of these items brought to school.

## Bullying Prevention Policy

At Faith Lutheran School we acknowledge that children have been entrusted to our care. With that care comes the responsibility of providing a safe environment so that the physical, social, emotional, intellectual and spiritual growth can take place. The mandate to care for one another comes from our Lord Jesus. Jesus commands us to love God and to love one another. Jesus replied: *“Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself.”* Matthew 22:37-39

At the heart of following Jesus’ command is a commitment by the faculty and staff of Faith Lutheran to model the love that Jesus has shown to us, to validate the pain caused by bullying behavior(s) and to take action in stopping that behavior. We acknowledge that sin is a part of our human condition. One manifestation of sin is that of bullying behavior(s). Because of the grace shown to us in Christ Jesus, we embrace an emphasis on accepting responsibility for our actions and forgiving one another.

*“If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness.”* 1 John 1:9 *“Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.”* Colossians 3:13

So what is bullying? Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is repeated over time. A child who is being bullied has a hard time defending him/ herself. Bullying can take many forms such as: Physical bullying (i.e. hitting or punching), Verbal bullying (i.e. teasing or name calling), Nonverbal bullying or emotional bullying (i.e. intimidation, using unkind or threatening gestures or social exclusion), Cyber bullying or bullying through note writing (i.e. sending insulting messages by e-mail, texting, or other social networks and sending insulting notes to others in the classroom). With a definition in place as well as our commitment to address the issues as they arise, please be aware that we want to work together to resolve bullying issues. Misconceptions regarding bullying behavior create problems in providing a safe environment and in restoring peace to the classroom. Excusing a bullying behavior only prolongs or heightens the behavior.

Excuses for bullying:

Bullying is a normal part of growing up, a life stage that everyone needs to live through.

Bullying has no serious consequences.

Those who are bullied —ask for it.

Bullying only involves physical attacks.

Adult intervention causes the bullying to escalate.

Students can resolve bullying problems on their own.

Bullies have this type of personality (reality – they are often victims of bullying).

Bullies have an overly strong self-concept (reality – they bully because of fear and insecurity).

Discipline procedures can vary depending on the situation. However, the following are actions that have or will be taken to address the situation:

1. Address the situation with appropriate apologies given and parents of children involved notified by classroom teacher by phone.
2. Loss of privileges: such as recess, free time, etc. with parents of children involved notified by classroom teacher by phone or face to face.
3. Teacher discussion with the principal with appropriate consequences and parents of children

involved notified by staff.

4. Parent/teacher/student/pastor conference scheduled and parents of children involved notified by staff.
5. Referral for counseling with parents of children involved notified by principal.
6. Suspension with parents of children involved notified by principal.
7. Severe or repeated episodes may result in expulsion with parents of children involved notified by principal that recommendations for expulsion will be taken to the Board of Education.
8. Notification of authorities if the situation warrants with parents of children involved notified by principal.

Parent strategies are an important aspect of the situation:

1. As parents, examine your behavior. What do you model?
2. Consistently confront inappropriate comments, jokes, and gestures that your child(ren) might be making.
3. Be open to information and training regarding anti-bullying and assertiveness skills.
4. Model good behavior by using good communication, anger management, and conflict resolution skills.
5. Help your child(ren) learn how to express themselves in a positive way.
6. Make expectations clear.
7. When children are present in your home, recognize the importance of supervision.
8. Respond immediately to incidences of bullying by first visiting with the appropriate staff person.
9. Help your child take ownership of his/her behavior.
10. Empower children to report bullying.
11. Differentiate between reporting and gossiping. Reporting is necessary to conflict resolution.
12. Gossiping prevents conflict resolution.

In every school, situations will arise that need to be addressed. The benefit of a Christian school is that we do not only rely on our efforts, we rely on and use the models presented by Christ. The school also incorporates an anti-bullying curriculum in the classroom throughout the year. Every bullying situation will be documented. Severe repeated offenses will be documented in the students file.

#### **Threatening of Students**

Any physical, verbal, non-verbal, cyber or written threat to seriously harm a student or staff member will not be tolerated and will result in a detention, suspension, or expulsion of that student at the staff and BOE discretion. The decision is final.

## **Sexual Harassment Policy**

### **I. Introduction**

We believe that it is necessary to provide an environment in which all employees, volunteers and students are respected. The sexual harassment of any employee, volunteer or student is not in harmony with the Christian environment we desire to maintain. It is our intention to take all steps necessary to prevent sexual harassment from occurring. The following policy is established, therefore, to make it clear that sexually harassing conduct shall not be tolerated and is unprofessional conduct subject to disciplinary action.

### **II. Procedure**

#### **A. Prohibited Behavior**

Sexually harassing conduct prohibited by this policy is defined to include, but not limited to:

1. Making sexual advances, requests or physical advances in a work-related or learning setting if the conduct is unwanted or flagrant or repeated enough to make the environment hostile, intimidating or offensive to a person of average sensibilities.
2. Making or threatening to make an employee's submission to or related decision such as hiring, firing, promotion recommendation, work assignment, etc.
3. Making sexual gestures or sexually explicit comments if they are demeaning and/or create a hostile or offensive work setting to a person of average sensibilities.
4. Displaying visual materials such as slogans, posters, etc. in a commonly considered demeaning, hostile or intimidating way if such display interferes with work performance or the work/learning environment.
5. Distributing sexually harassing written comments, memos, letters, pictures, books, etc. to employees, volunteers, or students.

#### **B. Examples of Prohibited Behavior**

The preceding behaviors may be subject to individual interpretation; therefore, it is imperative that any employee, volunteer or student avoids any behavior, regardless of intent or presence of malice, which may be perceived or interpreted as being sexually or professionally inappropriate.

Examples of such behavior which may be wrongly interpreted include, but are not limited to:

1. Unwelcome, inappropriate or unnecessary touching of employees or students.
2. Use of suggestive language and/or stories (jokes).
3. Potentially offensive comments regarding dress outside of the context of the school dress code.
4. Potentially offensive inquiries into personal affairs of employees/students when such inquiries are not required to address a performance problem.

#### **C. Reporting Sexually Harassing Behavior**

Sexual harassment is often interpreted as being personally directed. Therefore, this policy shall be effective only if appropriate personnel are informed of any such alleged incident of sexually harassing behavior. Any employee/student shall have a duty and a right to immediately notify the principal or member of the Faith School Board of that employee's or student's knowledge of the occurrence of any behavior prohibited by this policy.

The complaint may be oral or written but must contain sufficient details as to allow proper investigation. Appropriate steps shall be taken to assure there will be no negative effect on the reporting employee or student resulting from the fact that such a report was made. Investigations will be handled with as much confidentiality as practicable. The employee or student will be notified as to the action taken after the investigation has been completed.

**Handling a Report of Sexually Harassing Behavior:**

The person receiving a report of sexually harassing behavior shall initiate a narrative report and a thorough and timely investigation. In conducting such an investigation and in determining whether any improper behavior occurred, all relevant information in the context in which the alleged incident occurred shall be considered and appropriately recorded. Written statements from co-workers and/or other students with knowledge shall be secured. The accused harasser will be informed of the complaint and given the opportunity to respond to the complaint. If, after investigation, it is determined that sexually harassing behavior occurred, immediate and appropriate steps shall be taken by the principal or the Board of Education to (1) discipline the person(s) engaged in such conduct, (2) prevent such behavior from recurring, and (3) notify the complainant of the action taken to eliminate the sexually harassing conduct.

The disciplinary action taken shall be in accord with the circumstances surrounding the situation, the severity of the sexually harassing behavior, the levels of responsibility within the action may include verbal warning, demotion, delaying wage increase, decreasing responsibility, suspension or discharge.

**D. Report Investigation**

Any report which is submitted per section C above shall be communicated to the Faith School Board who shall determine whether to seek legal counsel as appropriate, what efforts shall be made to investigate and substantiate the complaint and in what form and to whom the results of the investigations are to be disclosed.

**III. Appeal of Investigatory Decisions**

In the event that an employee or student is not satisfied with the decision stemming from the investigation of a sexual harassment complaint and wants to pursue the matter, the employee or student must contact the Board of Education within 7 days, either verbally or in writing. The Board shall meet with the person for purposes of determining the specific areas of dispute and/or dissatisfaction with the investigatory decision. The Board will decide if the investigatory decision should be upheld or modified after the Board's own investigation. The Board will convey this to the employee or student. This decision shall be final.

### **Alcohol/Drug/Weapon Policy**

Because of the Christian nature of our school and functions, it is the policy of the BOE that no alcohol or illegal drugs will be consumed on the church or school grounds before, during, or after school functions.

The following are grounds for discipline and/or including possible suspension or expulsion:

1. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. Any object includes any item that is considered a weapon but is not a firearm as defined in the Firearm Policy below.
2. Possessing, using, transmitting, or being under the influence of any narcotic drug, tobacco substance, matches or lighters, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, glue sniffing or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule. All medication including prescription drugs must be kept in the possession of the teacher or principal.
3. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an education function.

### **Firearm Policy**

No student shall possess, handle or transmit any firearm on school property.

The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any weapon described above.
3. Any firearm muffler or firearm silencer.
4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The penalty for possession of a firearm shall be expulsion from school for one calendar year. The length of the expulsion may be reduced by the BOE if the circumstances warrant such reduction. The Principal shall notify the county prosecuting attorney's office when a student is expelled under this rule.