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1. Introduction

The purpose of this handbook is to acquaint you with First Lutheran Christian School and its policies, so we may work together to serve the needs of your child and further God's Kingdom.

A. History

First Lutheran School is a Christian day school in association with the congregation of First Lutheran Church of the Lutheran Church-Missouri Synod, Holyoke, Massachusetts. The school has been in operation since 1981. As of 1992, Pre-Kindergarten, Kindergarten and Grades 1 through 8 have been offered. After-school care was introduced in 1994.

B. Mission

Our mission is to share the love and forgiveness of Jesus Christ with you and your child. We want to teach your child more about God and the world He made. Our faculty and staff provide a quality Christian education for Pre-Kindergarten age children through eighth grade. We have high academic standards and a loving, safe environment in which your child may learn and grow.

C. Philosophy

“What shall it profit a man if he shall gain the whole world and lose his soul?” (Mark 8:36)

First Lutheran Church has established its Christian day school out of a desire to offer a truly Christian education to its children and the children of the community. It is our belief that the main goal of education should be to develop devotion to God as our Creator, Redeemer, and Sanctifier.

God's love for us moves us to show our love for Him and to show His love to others. Because of this belief, our religious program is at the heart of our curricula.

Using the Word of God, we show our students what God expects of them through His law, as well as sharing a Savior who loves and forgives them, even though they do not live up to His expectations.

This basic philosophy determines the content of the courses and makes up the total teaching and learning environment at First Lutheran Christian School.

A word about our Lutheran doctrinal distinctives...

As Lutheran Christians, we hold most of our doctrine in common with the majority of our Christian brothers and sisters around the world. In two areas, however, our doctrine is distinctive and may differ from Catholic or other mainline Christian doctrines. Those two doctrines are regarding infant baptism and the real presence of the body and blood in the Lord's Supper.

In general, these doctrines are not introduced until Jr. High, although they may be informally discussed at younger ages. When they are presented, they will be taught as true, **but in the context of respect for other Christians who believe differently.** In other words, no students will be made to question his or her family's beliefs regarding these doctrines, nor made to feel ashamed or inadequate if they do not agree. The intent of these lessons will be to inform, not to persuade. For more information regarding these distinctive doctrines, or our approach to teaching the faith, please contact the Principal.

D. Standards and Goals

At First Lutheran Christian School, we work to develop students' bodies and minds to the fullest in order to enable them to live as Christ would have them live. We constantly strive to provide the best possible education in the framework of Christ's teachings, so the children are truly prepared spiritually, intellectually, socially and physically for the changing world around them. In addition to the religious curriculum, the school offers a challenging curricula of elementary education.

E. Administration

The administration of the school rests with the Principal in conjunction with the Board of Christian Education, which is elected by the First Lutheran congregation.

The calling and appointing of teachers, the course of study and all major changes in the school are set by the Board of Christian Education and are subject to approval by the voting body of First Lutheran Church.

The supervision of the school rests with the Principal. He or she, as the executive director, implements the policies and procedures of the Board of Christian Education and suggests changes and policies for the improvement and welfare of the school.

II. Home/School/Church Cooperation

The home, the Christian school and the church can best achieve their goal of guiding children to Jesus by working in close cooperation. The purpose of our school is to strive as an

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important aid to and extension of the home in the vital work of Christian training. The child suffers whenever the school pulls one way and the home another. This condition leads to confusion and emotional disturbance within the child. If both home and school are Christ-centered, the child will receive the best education possible. We wish to work with children and parents who desire a closer walk with the Lord and are willing to walk with us in oneness of spirit and purpose.

A. Admission Policy

Concerning admissions, preference is given to members of First Lutheran Church and siblings of current students. Next to be admitted are members of other Lutheran church bodies. Then, as space is available, all other applications are considered by the Board of Christian Education in the interest of the child and effective education.

The following statements help to indicate grade placement for children enrolled at First Lutheran.

1. The student should be capable of academic subjects at First Lutheran as indicated by school records, standardized tests, and screening tests.
2. The student has been promoted from the preceding year or the parents are willing to have their child repeat, if considered necessary by First Lutheran.
3. The student has a positive record of school discipline and emotional adjustment to insure successful orientation at First Lutheran.
4. The student does not have educational needs which are beyond the resources of First Lutheran.
5. If accepted, the new student's first quarter shall be considered a probation period.

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B. Non-Discriminatory Policy

First Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. The school does not discriminate on the basis of race, color, national or ethnic origin in admission policies, or of other school-administered programs.

C. Multi-Cultural Policy

It is the policy of First Lutheran Christian School to utilize the resources of curricula, instruction, in-service, counseling and guidance to reflect the racial, ethnic, linguistic and cultural heritage of both historical and modern-day United States of America.

D. Enrollment Policy

A child may apply for enrollment in Pre-Kindergarten upon reaching the age of four by September 1st. Children 3 years 10 months to 3 years 11 months may be considered. In addition, children enrolling for Pre-Kindergarten must be toilet-trained and able to use the bathroom with no assistance.

A child applying for enrollment in Kindergarten must attain the age of five by September 1st of that year.

Kindergarten applicants must be willing to participate in screening tests.

Parents enrolling their child/children in 1st through 8th grades must present their last report card and be willing to participate in a battery of screening tests. Records from the previous

school are required to be transferred directly from the school to First Lutheran. Home school parents need to provide testing results and a portfolio of their child's work.

III. Attendance

Because responsibility and self-discipline are so important to the growth of each child, parents are asked to cooperate with the school by seeing that children attend regularly and arrive at school on time. While assignments can be done by students who have been absent, the child/children miss the important class discussions, hands-on activities, simulations, and group work, which are integral parts of a well-rounded education. It is the intent of First Lutheran Christian School that all students attend school one-hundred percent of the time.

A. School Hours

School hours are from 8:30 a.m. until 2:45 p.m., Monday through Friday. Students may enter the classroom at 8:15 a.m.

B. Arrival/Tardies

Students may be dropped off as early as 7:30 a.m. Morning Care is held in the fellowship hall with an adult supervising the children. (See the Morning Care portions of the Handbook for information regarding the program and fees.)

Any student not ready for instruction at 8:30 a.m. will be considered tardy.

When a student is tardy, the teacher will notify the office on the daily attendance sheet.

It is given that students will be tardy occasionally. For our purpose, “occasionally” is defined as 4 unexcused tardies a year or once per marking period. More than that amount is considered excessive. The teacher will report excessive tardiness to the Principal.

Beginning with the fifth tardy, and for every tardy thereafter there will be a \$10.00 fee per family. The school secretary will notify the parents of the tardiness and the fee will be paid to the office on the day following notification. The Principal will meet with the family to inform them that their child’s enrollment is being jeopardized by the continual tardiness.

C. Absences

Excused absences are acknowledged for sickness, death in the family or other extreme circumstances necessitating absences. When a student is absent, the teacher will notify the office on the daily attendance sheet.

Parents must notify the office of absences, ideally, before 8:45 a.m. If there is no notification, it will be considered an unexcused absence. AN EXPLANATION OF THE STUDENT’S ABSENCE, SIGNED BY THE PARENTS, MUST BE SENT TO THE TEACHER IMMEDIATELY UPON THE CHILD’S RETURN TO SCHOOL.

Documentation of illness will be required from a doctor for 3 consecutive days of absence due to illness. If there is no documentation, the student will be considered unexcused.

Foreseeable absences should be cleared with the Principal as soon as possible. Doctor, dental and other discretionary appointments should be made outside of school hours. If a student has to leave school for such an appointment, the parent needs to send a note to the teacher the day before the

day of the appointment. If not, it will be considered an unexcused absence.

Make-up work for an unexcused absence will be allowed at the teacher’s discretion.

More than 15 unexcused absences will result in evaluation for retention.

The practice of taking students out of school for family vacations and other events causes a disruption in the child’s classroom learning, causes extra work for the teacher, and is strongly

discouraged. If a vacation must occur during school time, please notify the teacher in advance of the trip. Schoolwork will not be given in advance of the trip. The teacher will keep all schoolwork, assignments, tests, and quizzes for the student on a daily basis. Upon return, the student will have as many school days to make-up all work as school days missed. Work not completed within the specified time will be marked with a zero.

If necessary instruction is needed to be able to do the make-up work, a teacher may charge \$25.00 an hour for that instructional time outside of the classroom schedule.

C1. Homework Policy for Excused Absent Students

It is in the student’s best interest to be present for each school day. There are many lessons in the course of a school day which build the foundation for future lessons. In the event that a student must be absent due to illness, the student will have one day to make up work for each day of excused absence before it is considered late. No homework will be given to the student or a family member on the first day of an absence. Late assignments will result in a reduction of points for that assignment. (See Late Assignment Notice)

D. Dismissal

A written note is necessary if a student is to leave school in a way other than the usual means of transportation.

Dismissal is at 2:45 p.m. Carline is usually over by 3:00 p.m. Students not picked up by 3:00 p.m. are sent immediately to the Eagles' Nest (after school care program). The cost for Eagles' Nest is \$5.00 per hour per child. Please note that you will be charged the full \$5.00 per hour regardless of whatever portion of the hour is spent at Eagles' Nest.

If you arrive early and find cones blocking the parking lot entrance because of a gym class, please park on the street and wait until the cones are removed. Do not enter the parking lot using the other entrance.

E. Carline Dismissal Procedure

Enter the carline from **Northampton Street and Forer Street**. Enter the school parking lot from the North side only. Parents are to stay in the car line and remain in their car. As you approach the children, pull your car up to the farthest available cone. There your child will be delivered to your car. Exit out the South side of the parking lot. **Turning right** as you exit allows for the least amount of congestion.

For safety, remain in your car and wait in the carline. Parking and walking in front of the carline to retrieve your children is very dangerous and should only happen on rare occasions. Parents that have a legitimate time constraint at dismissal are to speak with the Principal ahead of time and make other arrangements.

F. School Closings or Cancellations

School closing, cancellations, or delays due to inclement weather are broadcast on television stations WWLP Channel 22 and Western Mass News WGGB ABC 5), WSHM CBS 3, EGGB FOX 6. There is NO Morning Care when we have delayed openings. Students may enter classrooms 15 minutes prior to the delayed start time.

IV. Health

A. Notice of Privacy Practices-Health Information

This notice describes how medical information about your child/children may be used and disclosed and how you can get access to this information. Please review it carefully.

You may request access to your child's/children's health records in order to inspect and request copies of the records. All requests for access must be made in writing. Under limited circumstances, we may deny you access to your child's/children's health records. There is a reasonable cost-based charge for copies of student health records, plus the cost of postage if you request that we mail copies to you.

Your child's/children's health information may be used by and disclosed to the entire First Lutheran Christian School workforce to facilitate treatment and to manage the business operations of the school. Examples of how health information may be used for treatment and business operations include:

Treatment: The First Lutheran Christian School workforce has access to student health records to facilitate care and treatment of

students in event of bee sting, cut, scrape, injury, emergency, etc.

Business operations: A school nurse maintains student health records. The office staff collects the health forms. The First Lutheran Christian School workforce has access to your child's/children's Health Records for class trips, field trips, class parties (food allergies) and Emergency Contact Information, etc.

Uses and Disclosures Required or permitted by Law

Your protected health information may be used or disclosed without your authorization to the extent required or permitted by law. We will limit such use or disclosure of your protected health information to the relevant requirements of the law. Uses and disclosures which are required or permitted by law include:

- To a public health authority for the purpose of monitoring and controlling disease, injury or disability.
- To report child, elder or disabled persons' abuse or neglect; or to report rape or sexual assault to public health or other government authorities authorized by law to receive such reports; and to protect victims of abuse, neglect or domestic violence.

- To health oversight agencies that oversee the health care system, government programs and civil rights laws and for health oversight activities such as inspections, audits and investigations.
- For judicial or administrative proceedings, in response to a subpoena, legal order or other lawful process.

B. Records

An immunization form and a health form must be provided for each student. Immunization records & health forms must be on file by the first day of school for the student to be admitted to class.

C. Illness/Emergencies

The parents of a child exhibiting symptoms of a contagious disease (e.g. high temperature, vomiting, discolored mucus discharge) will be notified to pick up their child from school. The child shall not return until the child has a normal temperature for 24 hours. Please have a plan in place so your child can be picked up shortly after the phone call.

Any child exhibiting symptoms of a highly contagious disease (pink eye, chicken pox, measles, etc.) will be removed from the school environment and will not be allowed to return without a signed note from a physician indicating the child is no longer contagious.

1. Head Lice

A child with head lice must be picked up from school and not return until all necessary steps have been taken to eradicate lice and nits from the child's hair and home environment.

Parents must bring a doctor's note to the school office on the first day back before they can resume classes. Information regarding effective treatment of head lice can be obtained from the school.

2. Hygiene

Students will always have clean hair and bodies and neat clothing. Noticeable hygiene problems will be brought to the attention of the child's parent by the teacher and/or Principal.

3. Medication Release

Teachers and Secretaries will not be administering medications in accordance with the Dept. of Public Health.

4. Emergency Notification

Parents will furnish the office with two alternative emergency numbers to be used in the event that the parent cannot be contacted when an accident or illness occurs. If a parent is planning to be at a location other than that specified on the Student Emergency form for an extended period of time, the parent **must** provide a phone number where he or she can be reached. Medical Emergency Information forms must be current at all times. Changes of address, phone numbers, etc. are to be given to the office.

5. Testing

Testing ascertaining postural defects and sight and hearing are not done at First Lutheran Christian School. It is recommended that the parent consult with the child's health care provider to ensure that these examinations are conducted.

V. Media Release Policy

By enrolling your child/children at First Lutheran Christian School, parents are granting permission to the school to use their child's/children's photograph, image, drawings, writings, and the like in various media presentations not limited to but including commercials, videos, DVD's, contests, pamphlets and publications.

Enrolling at First Lutheran Christian School also authorizes the school to use the child's and or family's home address and or e-mail address for church and school information purposes.

In addition, by enrolling your child/children at First Lutheran School, parents authorize the school to release the names and/or photos of award winners to various media.

Teachers will not give out phone numbers to other families in the class, but students' addresses may be shared for birthday party invitations, etc.

VI. Dress Code and Appearance Standards

It is the desire of First Lutheran Christian School that as a Lutheran Christian School the student body should do everything in such a way as to bring glory to God. "Whatever you do, do it all for the glory of God. Do not cause anyone to stumble." I Corinthians 10:31-32, and "...dress modestly, with decency and propriety..." I Timothy 2:9.

Since First Lutheran Christian School is an institution of Christian learning, the school should maintain a quality of dress that complements our general school and academic standards. The basic consideration for school dress is that clothing should be decent, in good taste, neat, clean, functional, and should not be distracting to the learning situation.

Boys: solid colored pants, cargo pants, or appropriate jeans that fit properly with a neat shirt.

Girls: dress, skirt, skorts (skirts with shorts attached), jumper, appropriate slacks or appropriate jeans with a neat shirt or blouse that fits properly. Leggings worn with tunic tops. Skirts or dresses can be no shorter than mid-thigh. Blouses with sleeves or cap sleeves are allowed.

Both:

Shorts may be worn in May through October. Shorts are not to be shorter than mid-thigh in length.

All students must wear properly fitting sneakers on gym days.

Sneakers must fit securely on the feet for gym activities.

For the child's safety – shoes must have closed toes and heels.

Appearance:

- No hats may be worn in the building
- No tank tops
- No skinny strap tops for girls grades 4-8 or skinny straps showing
- No cleavage showing
- No excessively baggy or lengthy pants.
- Frayed or ripped clothing is not to be worn.
- Solid color shirts are preferred with or without collar.
- No non-Christian or inappropriate words or pictures on clothing.
- No sweatpants.
- T-shirts or shirts with large or distracting images or sayings are not allowed. In addition, pants with words on the back of them are not allowed.
- Clothing that is too tight or too baggy are not acceptable
- Underwear must not be visible
- Waistline of pants must coincide with the waistline of the student's body.
- No bare midriff on boys or girls.
- Body piercing is not acceptable except on girls' ears
- No tattoos of any kind
- Hair must be kept neat, clean, and not dyed in any unusual way. No feather attachments in hair.

The Board has designated the Principal to be the final authority on student attire. Students who are in violation will be referred to the Principal. Parents will be called immediately and arrangements made to bring a change of clothes to correct inappropriate dress. Students that dye their hair will be sent home.

They may be readmitted to class once they comply with the dress code. See Discipline Policy for more information.

If you question whether your child's clothing is appropriate, do not let them wear it to school.

VII. Discipline

“Do all to the glory of God.” Is the basic philosophy of the school's rules. St. Paul wrote, “Love...does not behave itself unseemingly, that is, it is mannerly.”

First Lutheran exists for the education and welfare of children. Classrooms must be places where students can learn and teachers can teach. The building must be a place where student, teachers, and other personnel can live together in harmony.

The faculty strives toward positive relationships. Learning involves the whole child, and a child who makes a mistake must be dealt with in a loving, caring manner. The repentant child must be forgiven and given a chance to start anew. This kind of caring will make behavior change and self-discipline possible. It is essential that the faculty and administration have the understanding and whole-hearted support of all parents in the area of behavior and discipline. Parents are encouraged to contact the school with questions whenever children report something questionable as having taken place at school. Parents should take questions or concerns about the

classroom, students or teacher directly and privately to that teacher. Unresolved issues can be brought to the attention of the Principal. The Board of Christian Education will not entertain problems which have not been filed through the Principal.

It is most important as a Christian example that all disputes are not allowed to become part of community discussion. Chapter 18 of the Gospel of Matthew will be our guiding principle in all disputes.

For the safety of students and staff and to protect the learning environment of the school, students who do not respond to correction may be encouraged or required to transfer to another school. The actions of a few cannot be allowed to detract from the opportunities for many.

It is our policy that students are NEVER disciplined with corporal punishment (i.e., striking, hitting, spanking, laying hands on, grabbing, pushing, pulling, or any inappropriate action that could cause physical harm). Teachers are expected to admonish in a loving, Christian, kind and caring manner.

Appropriate consequences for misbehavior help students learn from their mistakes and develop self-discipline. Consequences include the loss of privileges and free time, contact of parents, detention, a visit to the Principal.

Detention of Pupils

Parents are apprised of this consequence. At the direction of the Principal and with proper parent notification a student will serve a detention from 2:45 p.m. – 3:45 p.m. in one of the classrooms. Each student serving detention is charged a \$10.00 detention

fee, and that fee goes directly to the staff member to cover the staff person's time and expense in staying after school. The \$10.00 fee is due at pickup. Parents are responsible for arranging the child's transportation home.

Appropriate behavior is to respect peers and adults. The classroom teachers are encouraged to handle problems to the best of their abilities, applying Christian principles and are encouraged to consult the parents and Principal when problems occur.

In order to show respect and gratitude for the properties of First Lutheran students will not chew gum.

All students are expected to keep their hands to themselves.

No fighting, wrestling, or physical combat of any nature.

Students are not permitted to take pictures of any sort without the permission of the teacher supervising the lesson.

Students are not allowed to bring listening devices and/or equipment, such as CD players, I-pods, etc. to school.

Students in grades 5-8 are permitted to carry a cell phone to school. Cell phones must remain in the student's backpack in the "off" position.

Students will use words that glorify Jesus Christ our Lord and show respect for authorities and peers.

Marked, defaced, or lost property will be replaced at the expense of the student who did the damage.

No toys are to be brought to school for play purposes. Toys brought for Show 'N Tell or under teacher direction for educational purposes are permitted.

Teachers will refer problem students to the Principal due to repeated infractions or to the seriousness of the problem.

Also, there are some behaviors, which constitute a threat to the other students and cannot be tolerated. In such situations, and after due consideration and consultation with all parties involved, the Principal may suspend students from school for up to three days. During suspension, schoolwork must be completed.

The following misbehaviors shall result in an automatic suspension from school for up to three days and the consideration of expulsion from the school by the Board of Christian education:

1. The possession, sale, or use of alcohol, drugs, or related substances at school or during school events; in such a case, the Police will be contacted.
2. The possession or use of any weapon at school or during school events; in such a case, the Police will be contacted.
3. The threat to do harm, the physical attack, sexual harassment, or verbal harassment on any person at school or during school events.

The definition and consequences for bullying/harassment and cyber bullying/harassment are being written in accordance with the state law and a copy of the policy will be given to each family in addition to this Parent Handbook.

Internet Use Policy will be given out as a separate document.

VIII. Lunch Program

There is no hot lunch program offered. Students will bring their own lunches. Children are encouraged to bring nutritious lunches with no soda or energy drinks.

Since there are no hot lunches, we offer Chick-fil-A nuggets that will be served on Mondays; Domino's pizza on Wednesdays; and hot dog sandwich on Fridays. Monies for Chick-fil-A (\$3.00 for six nuggets) is collected on Fridays along with hot dog money (\$1.00 a hot dog sandwich). Monies for Domino's pizza (\$1.00 a slice) is collected on Tuesday mornings.

Cards can also be purchased from the office, as follows:

\$30.00 for a Chick-fil-A card = 10 servings

\$20.00 for a Pizza card = 20 servings

\$20.00 for a Hot Dog card = 20 servings.

A complication arises when orders have been placed for Chick-fil-A or domino's Pizza, and the student is absent the day of the delivery. The money will no longer be refunded.

Another complication arises if the student does not pay to place an order for Chick-fil-A or Domino's Pizza on the days scheduled. (See the weekly Messenger.) No orders can be placed on the day of delivery.

Because Chick-fil-A and Domino's Pizza have to be pre-ordered, the student will need to bring a lunch on the day of the delivery.

A lunch cart is available to supplement a lunch or provide a treat after the provided lunch has been eaten. The lunch cart consists of various chips, cookies, juice pouches, and water, ranging in price from 25 cents to 50 cents.

Ice Cream is available during the last 15 minutes of the lunch period, when used as part of fundraising for special trips. Ice cream is only available during the fundraising periods.

Lunch Periods

11:00 a.m. – 11:30 a.m. – Pre-Kindergarten and Kindergarten
11:45 a.m. – 12:15 p.m. – 1st through 4th grades
12:25 p.m. - 1:00 p.m. – 5th through 8th grades

Teachers escort their classes to the lunchroom and are responsible for the class during the lunch period. The teachers will teach the children the proper manners for this time. Five minutes before the

end of lunch, the teacher will announce clean-up time. At the end of the lunch period, the teacher will line up the class for dismissal from the lunchroom.

Students are not permitted to use the microwave, nor ask the staff to microwave food for them. Students will be expected to help the lunch supervisor clean up any spills or mess that may have been made. If a lunch is forgotten, the child will be given something to eat and drink in order to be able to continue learning throughout the afternoon. If it becomes a pattern, the parent will be contacted, so that the appropriate nutrition is available for the child.

IX. Late Assignment Notice

It is important that assignments are done on time in order to build the foundation for the lessons that are coming in the future. A “late assignment notice,” issued by the teacher may be attached to late assignments.

The parent’s signature is required on this notice, and it must be attached to the assignment and handed in the next school day.

Grades 6-8

First time...

1) If homework is not finished, incomplete, or not acceptable, a homework slip will be given to the student to be returned with a parent’s signature and the completed homework the next day. If incomplete or unacceptable, the homework slip will be stapled to the incomplete or unacceptable homework paper.

2) If not returned the next day, a note will be written in the assignment book of a sixth grader, concerning the missing slip and homework.

The seventh or eighth grade student will be verbally reminded that the work is due the next day.

3) On the third day, if the slip and completed homework are still not given to the teacher, the student receives a “0”. This fact will be written in the assignment book of a sixth grade student. It will be a verbal announcement to the seventh and eighth grade student.

Second time homework is not done or is incomplete or unacceptable and/or the slip is not signed by a parent...

For a sixth grader – The student will lose gym time to complete the homework.

For seventh or eighth grader – The student will have a detention (see p. 18 *Detention of Pupils*)

Third time homework is not done or is incomplete or unacceptable and/or the slip is not signed by a parent...

For a sixth grader – The student will have a detention (see p. 18 *Detention of Pupils*)

For a seventh or eighth grader – The student will have a one day suspension.

Fourth time homework is not done or is incomplete or unacceptable and /or the slip is not signed by a parent...
For a sixth grader – The student will have a one day suspension.

If a “Below 70% Slip” is not returned the next day with a parent’s signature. The following steps will be followed...

The first time...

The teacher will write in the sixth grade assignment book that a slip was not returned. The seventh and eighth grade student’s parent will receive a courtesy call from the teacher that the student received a grade below 70% and did not return the slip signed from the parent.

The second time...

The sixth grade student will lose the next gym class.
The seventh and eighth student will have a detention.

The third time...

The sixth grade student will have a detention.
The seventh and eighth student will have a one day suspension.

The fourth time...

The sixth grade student will have a one day suspension.

Assignment books (given to the students/no fee): Each Monday (day the school week begins), the assignments for the work for the week will be written on the white board of each class for the students to copy. The assignment is written in the assignment book on the day it’s due. Pages in the assignment book must be dated at the beginning of the month for the whole month. It’s only dated for the days that the school is in session.

If there is no assignment book for class, it will result in writing the assignment on the “Temporary Assignment Book” form, which will be given by the teacher of that class.

The form will need a parent signature. Assignments on the form will need to be copied

in the assignment book. The form will be returned to the teacher the next day.

If the assignment book is lost, a student has 24 hours to locate it or be charged a replacement fee of \$5.00.

Writing: Everything is written in cursive. Teachers may instruct when printing would be acceptable.

Headings on papers – When a student needs to write a heading on notebook paper, it should be set up as follows:

NAME FIRST AND LAST NAME

DATE

SUBJECT

GRADE

ASSIGNMENT

It should be written in the upper right hand corner of the paper in cursive in blue/black erasable pen. If there is any information missing it is -5 points.

X. Grading System

A. Grades

A grade is a professional judgment by a trained teacher of a pupil’s progress and represents an evaluation of primarily three factors:

1. *Achievements*: completion of assignments, tests, quizzes, participation in class discussions and activities.

2. *Work habits*: required texts and necessary working tools brought to class, work organization, attention paid to instruction by the teacher or a presentation by a classmate, accomplishment of assignments and completion of work on time, on-time preparedness for class.

3. *Conduct*: classroom behavior, correction accepted in a Christian spirit, courtesy and respect shown for the teacher and classmates.

The key to your child's success as a Christian steward depends upon the attitudes, study and work habits your child establishes. Regular and conscientious study in the classroom and at home will result in a God-pleasing use of the talent with which He has blessed your child.

B. Grading Scale

97 – 100 = A+	94 – 96 = A
90 - 93 = A-	87 – 89 = B+
84 - 86 = B	80 – 83 = B-
77 - 79 = C+	74 – 76 = C
70 - 73 = C-	67 – 69 = D+
64 - 66 = D	60 – 63 = D-
0 - 59 = F	

In non-core subjects such as music, memory, handwriting, art and physical education, letter grades may not always be given. In these classes, the child may receive a pass or fail grade.

Honor Roll awards are given in grades 4 through 8.
Honor Roll = 84% and above in every subject area
High Honor Roll = 94% and above in every subject area

Achievement testing is done in Kindergarten through 8th grade in the spring of the school year.

XI. Spiritual Life

A. Sunday Services

Since we believe all parents have the God-given responsibility for bringing Christ to their children, the child, along with his/her family is encouraged to regularly attend church services and Sunday School.

Parents are encouraged to involve themselves in regular Bible study and worship attendance, as children do not understand why they should be in church and Sunday School if their parents do not attend. You are invited to First Lutheran Church.

Our traditional service is at 9:00 a.m., the contemporary service is at 11:15 a.m., and Sunday School and Adult Bible Class begin at 10:15 a.m.

B. Chapel Services

Chapel services are held every Wednesday from 9:00 a.m. to 9:25 a.m. The Pastor, Principal, Teacher, or a guest leads chapel. Christian songs are sung, Scripture is read, and a Bible message is given. Offerings are collected by the students to give glory to God as we help with a special mission project. Offering envelopes are available from the teachers.

Pastor Bessette also offers "Feed My Faith" the last Monday of the month (except December and May). This is an evening Chapel service from 6:00 p.m. – 6:30 p.m. held in the church sanctuary. A light meal is provided immediately following the service. Everyone is welcome.

Students are encouraged to dress up for chapel days. Parents, family, friends, and visitors are always welcome to attend chapel.

XII. Library

Each student (grades 1 through 5) will visit the library weekly and have the opportunity to check out books. Any selections damaged or lost are subject to a replacement cost. Overdue books are subject to a fine.

XIII. Morning Care and Eagles' Nest

Morning Care

Morning Care is held in the fellowship hall with an adult

supervising the children. It is open at 7:30 a.m. Parents whose child may need Morning Care must get a fob from the School Secretary in order to enter the building from 7:30 a.m. to 8:10 a.m. There is a \$5.00 deposit for the fob. A Morning Care Card must be purchased for \$30.00; that covers 15 days. Morning Care is \$2.00 per day per child.

A breakfast cart is available to purchase items such as granola bars and juice pouches for 50 cents to a dollar. If there is any school delay, there is no Morning Care.

Eagles' Nest

The Eagles' Nest is First Lutheran Christian School's after school care program. It is offered from 2:45-5:30 p.m. each day school is in session. A snack is provided for the children. Eagles' Nest service is not available on snow days or early dismissal days.

Parents whose child may need to use Eagles' Nest or anyone picking up a student from Eagles' Nest must get a fob from the School Secretary in order to enter the building from 3:00 p.m. to 5:30 p.m. There is a \$5.00 deposit per fob. Students in Preschool through eighth grade may attend Eagles' Nest.

The cost for Eagles' Nest is as follows:

1 student	=	\$5.00 per hour
2 students	=	\$10.00 per hour
3 students	=	\$15.00 per hour

Please note that you will be charged the full amount per hour regardless of whatever portion of the hour is spent at Eagles' Nest.

Late Fee: Eagles' Nest hours of operation are from 2:45-5:30 p.m. Children must be picked up no later than 5:30 p.m.

After the 5:30 p.m. deadline, a late fee of \$1.00 per minute will be charged. This is to encourage the prompt pick up of children being cared for in the Eagles' Nest.

Payment Policy: Eagles' Nest bills are sent home with the children at the end of each month. Prompt payment must be made to the school office. Children are removed from the Eagles' Nest program for non-payment or overdue bills of over \$100.00.

XIV. Finances and Tuition

A. Parents' Financial Commitment

For First Lutheran Christian School to be a success and offer to the children the best possible Christian education, your pledge of financial commitment is needed and necessary. Your example of financial support will clearly show to the children the importance of their education at First Lutheran Christian School.

B. Registration Fees and Tuition

Tuition collection for the 2017-2018 school year will be handled by Vanco Services in association with Thrivent for Lutherans. All payments must be current at the time of enrollment. In addition, no child will be allowed to start classes in September if his/her family has a past due account from the previous school year.

C. Delinquent Accounts

If a student's account is delinquent, a telephone call will be

made and/or a notice will be mailed to the parents. Failure to bring the account up to date within 7 days may result in the child's suspension from school.

D. Other Charges and Fees

A \$25.00 fee will be charged for every check that is returned.

The cost for replacement of school property (textbooks, etc.) resulting from misuse, neglect or vandalism will be charged to the student. The Principal will determine this charge.

XVI. School Activities

Field Trips

Each class may experience trips away from the school grounds. These trips are for the extension of the learning process. Since field trips are part of the school day, students are expected to attend. Teachers will make parents aware of opportunities to chaperone. School rules, including dress code, apply.

Outdoor Education

When a class participates in a program of outdoor education, it is usually held as a four day three-night trip. Its purpose is for the study of God's Word and His creation. Monies for this event is raised by the families of the class participating.

Seventh Grade Honors the Eighth Grade

Each year the seventh grade class provides and hosts a breakfast for the eighth graders during the week of graduation. They are also responsible for the eighth grade graduation reception.

Eighth Grade Class Trip

The eighth grade enjoys a trip in May. The class works on various fundraisers to provide funding for their trip. The trip is considered a part of the school's curriculum and all students participate, unless excused by the Board of Christian Education.

Halloween, Christmas, and Easter

Halloween – We do not celebrate Halloween with the students in the classroom. Our focus is on the Reformation of the church when Martin Luther nailed the 95 Theses on the Wittenburg church door.

Christmas and Easter – Our focus is on the birth of Jesus Christ our Savior and His resurrection.

XVII. Asbestos Management Policy

This notification is required by the Asbestos Hazard Emergency Response Act (AMERA, 40 CFA Part 763 of Title II of the Toxic Substances Control Act).

Management plans have been developed for First Lutheran Christian School. These plans are available and accessible to the public at the school office.

PARENT HANDBOOK

Please read the Parent Handbook carefully, as this book is revised and updated annually.

Please sign the agreement form indicating that you have read the handbook with your child and agree to comply with the policies of First Lutheran School. Please return this form to your child’s teacher by Friday, September 8th.

AGREEMENT FORM

We have read the First Lutheran School Parent Handbook for the 2017-2018 school year.

Parent Signature: _____

Date: _____

Names of Children: _____
