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# Faith Lutheran School

## Parent Handbook

### 2016-17

**Faith Lutheran Church and School**  
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Dear Parent,

It is with great pleasure that we welcome you and your child to Faith Lutheran School! We are appreciative of the confidence you have shown in allowing us to teach and train your children. We eagerly look forward to partnering with you in providing a Christ-centered education that prepares students for life and eternity.

The administration, teachers, and staff of FLS value excellence in education and we hold ourselves accountable for a thorough education of the whole child – mind, body, and spirit. Every aspect of our school conveys dedication to excellence: fully accredited, professional, loving teachers, Christ-centered curriculum, high academic test scores, safe learning environment, low student-to-teacher ratios, and a well-maintained facility with plenty of green space.

This handbook is a useful resource to familiarize you with school policies. Good policies allow for a safe and orderly school day and provide pertinent information to parents regarding school practices. FLS makes every effort to comply with state law and accreditation standards to which the school is subject. We encourage you to carefully read and discuss this handbook with your child and welcome the opportunity to answer any questions you might have.

In His Service,  
Shawn L. Herkstroeter, M.Ed.  
Principal

*Preparing Students for Life and Eternity*  
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# A Tradition of Excellence

The Wisconsin Evangelical Lutheran Synod (WELS) has a rich tradition of academic excellence in its preschool through grade 12 school system. The WELS has operated *highly regarded schools across the United States, the Caribbean, and elsewhere in the world for over 150 years*. Currently, WELS churches and associations operate 410 early childhood centers, 316 elementary schools, and 26 high schools across the nation.

Faith Lutheran School is *part of one of the largest private school systems in America*. The Wisconsin Synod has provided excellent instructors to these schools by training its own teachers since 1884. It is gratifying to report that, on average, students attending WELS schools annually tend to *outperform their peers by a considerable margin on national achievement tests*. We humbly thank God for His blessings upon our schools. Since 1962, Faith Lutheran School has partnered with parents in providing a Christ-centered education that prepares students for life and eternity.

## Mission, Vision, and Objectives

### Mission

Faith Lutheran School partners with parents in providing a Christ-centered education that prepares students for life and eternity.

### Vision

By God's grace, Faith Lutheran School will be a private Christian school of highest excellence in the Fond du Lac area. In doing so, we will...

- Function as an integral arm of the ministry of Faith Lutheran Church
- Remain confessional Lutheran
- Promote Christ-centered academic excellence
- Develop future spiritual leaders for the Church and community
- Maintain a safe learning environment
- Serve as an arm of outreach and strength to our community
- Support and encourage Christian parenting
- Develop master teachers
- Ensure fiscal sustainability
- Build a school for our children's children

### Objectives

1. To encourage and equip parents in their God-given role as spiritual leaders in their home.
2. To foster meaningful relationships between home and school.
3. To provide a Christian education that centers on the Word of God, especially as it reveals God's plan of creation, redemption and sanctification through Jesus Christ.
4. To prepare children for useful and productive lives in church, home and the community.
5. To establish a distinctive identity in our community as a Christian school of excellence.
6. To forge a team of faculty and staff who demonstrate commitment to Christ and Faith Lutheran Church and School through professional and spiritual growth.
7. To pursue academic excellence through a comprehensive curriculum that meets or exceeds Wisconsin State Standards.
8. To provide high quality, Christ-centered co-curricular opportunities for all students.

# Statement of Beliefs

Faith Lutheran School is founded on these eternal truths:

- There is only one true God: Father, Son and Holy Spirit.
- God has revealed himself and his love for us in his errorless Word, the Bible.
- God created all things; he created man and woman as the crown of his creation.
- Mankind's fall into sin has corrupted the entire human race, making all people deserve damnation.
- God, through his grace, love and mercy sent his Son Jesus to live a righteous life for us and to die as payment for every person's sins.
- Everyone who through the work of the Holy Spirit believes that Jesus is his/her Savior receives forgiveness of sins, life and salvation.
- A Christian desires to show his love to God by obeying God's commandments and by helping to spread the Good News of the Savior.

# Non-Profit Organization

Faith Lutheran School is a ministry of Faith Lutheran Church and is recognized by the Internal Revenue Service as a non-profit organization.

# Accreditation

Faith Lutheran School is fully accredited with Wisconsin Religious and Independent Schools Accreditation (WRISA), the National Council of Private School Accreditation, and WELS School Accreditation. As an accredited school, Faith adheres to high standards insuring a high quality Christian education.

# Faculty

The dedication, professionalism, and training of any school's faculty are determining factors in assessing the degree of excellence of that educational institution. In order to facilitate the exceptional academic quality for which Faith Lutheran School was established, teachers at Faith hold a minimum degree of a Bachelor of Science in Education. In addition, all teachers are WELS certified and are encouraged to attain state certification. Professional development is a priority as teachers are encouraged to earn advanced degrees, take additional college courses, attend workshops and seminars, and grow through professional reading.

# Curriculum

*"The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline."  
Proverbs 1:7*

The curriculum at Faith Lutheran seeks to enrich the mind and enlighten the heart through the timeless truths of God's Word. Faith's curricular framework is balanced and comprehensive as Christian principles are applied to all subject areas. Its design promotes cognitive growth in all of its objectives, activities,

strategies, and resources. The curriculum takes into account the wide range of learning styles of its students, offering flexibility to remediate the struggling student while at the same time enrich the gifted learner. The Faith Lutheran student will be fully equipped with the tools needed to succeed in and out of the classroom.

## Religion

The foundation of Faith's religion curriculum is the study of the Bible. Old and New Testament stories are read, meaningfully discussed and applied to the children's lives. This experience gives students a strongly rooted foundation in God's Word equipping them to live as children of God. Students in grades 5-8 have catechism two days each week. Catechism is an in depth study of the Ten Commandments, Baptism, Holy Communion, Lord's Prayer, Apostles' Creed, and Keys and Confession. The religion curriculum for students in grades 7-8 also includes topical Bible studies, Christian apologetics, and a study of world religions. Memorization skills are enhanced as all students commit to memory Bible passages. Every Friday morning the student body gathers for a school chapel in the church sanctuary. Parents and friends are invited to join the students for chapel.

## Language Arts

A clear understanding of the English language is imperative for success in all areas of the curriculum and everyday life. Faith Lutheran's language arts curriculum accomplishes this through its integration of reading, phonics programs, writing, spelling, grammar, and oral expression in a sequential and developmentally appropriate order.

- **READING** – Students develop a love for reading through phonics-based instruction that incorporates thematic units of high quality literature, poetry, short stories, and plays. The curriculum emphasizes listening and comprehension skills, while developing the ability to read critically. It provides opportunities for independent reading that assess the learner's reading comprehension and progress, while stimulating and rewarding the reader.
- **WRITING** – Students are taught to be proficient writers in a step-by-step composition process that includes phrases, sentences, paragraphs, reports, letters, poetry, journals, and short stories. Grammar is taught and stressed in all writing lessons.
- **SPELLING** – The spelling component of the curriculum for students in K-5 develops the sound/spelling connection in language, provides dictation practice, and incorporates and reviews vocabulary words in weekly units.
- **VOCABULARY** – Students in grades 6-8 build word knowledge through a high level vocabulary curriculum that introduces words in context, provides practice in close reading and uses multiple means to develop a deep understanding of words.
- **ORAL EXPRESSION** – Students develop public speaking skills through experiences in show-and-tell, oral reports, and class presentations.

## Mathematics

A thorough mathematics curriculum is critical for success in our ever-changing world. The traditional math approach at Faith gives students a firm foundation in computation, math concepts, problem solving strategies, and data interpretation. This foundation is constructed through daily instruction and review in a cumulative manner. Ample time is provided to grant individual assistance until the concepts are mastered. The math program is experiential in nature and employs manipulative and real life situations to build

mathematical knowledge. Students in the middle school who demonstrate above-average aptitude in mathematics will be placed into an accelerated math program.

## Technology

The development and use of modern technology continues to evolve and shape our lives. Technology is a God-given tool that can enhance student learning. Faith is committed to incorporating technology into its classrooms and curriculum. Currently each classroom is equipped with a Smartboard. Students have access to computers for safe and secure online research and project construction. Our teachers strive to incorporate technology into lessons and student projects.

## Science

We believe science, an ever-changing body of knowledge, is the investigation and appreciation of God's ordered creation. Our science curriculum allows children to see the wisdom and skill of our Creator. Unit lessons include the following four domains: physical sciences, life sciences, earth and space sciences, engineering, technology and applications of science. Through hands-on learning the students will be actively engaged in experiments, projects and presentations. These opportunities use practices such as observing, comparing, hypothesizing, predicting, measuring, testing and interpreting for a better understanding of the world our Lord created.

## Social Studies

The scope of study in Faith's social studies curriculum includes exposure to a variety of social science disciplines: world cultures, values and customs, history, geography, sociology, current events, economics, and civics. Instruction and activities in these areas are structured to help young students develop skills such as critical thinking, decision-making, cause-and-effect relationships, and reading charts, maps, and graphs. This curriculum aspires to give students the necessary tools to be active, well-adjusted citizens and leaders in today's world.

## Music

Faith's music curriculum contains the integrated components of music theory, voice development, and music appreciation. Basic elements such as notation, rhythm, and music terminology prepare the children to read music and explore musical instruments. Vocal skills are developed through pitch exploration, ear training, and daily classroom singing. Students are introduced to famous composers and some of their works. In an effort to develop and use God-given musical talents, students have the opportunity to perform vocally and instrumentally throughout the year. Band and individual piano lessons are also offered for a fee.

## Art

Concepts such as line, shape, form, color, pattern, design, and composition are developed in an art curriculum that allows children to express their creativity and discover their talents. Young artists learn to value not only the product, but also the process. The children also enjoy exposure to well-known artists, their unique styles, and classical works. Other goals include development of fine motor skills, improvement of hand-eye coordination, and experiences in collaborative learning. Faith's Fine Arts Fair also allows children to receive recognition for their favorite "masterpieces."

## Physical Education

The goals of Faith's physical education program include: skill development, instruction of sport specific rules, strategies of team and individual sports, physical fitness and cardiovascular development, practical experiences in leadership, teamwork, and sportsmanship, and development of a positive self-image in a safe, structured environment. Expectations include participation in all games and activities, respect for

peers and instructors, proper care of equipment, and cooperation. The P.E. program is designed to enable each child to achieve success while developing an interest in life-long physical activity. Participation in P.E. for students with medical problems or physical limitations will be modified as needed. Children in grade 7 will also receive certification in CPR and the use of the AED taught by qualified instructors as part of the overall P.E. curriculum.

## Recess

Faith Lutheran School recognizes the value of recess for all students in grades K-8. Recess provides a mental break from academic studies and promotes physical fitness. The following recess guidelines have been established to promote student safety:

1. Recess is supervised by a teacher and/or teacher aide at all times.
2. Children are expected to participate in recess activities unless a written excuse is sent by a parent, guardian, or doctor.
3. Playground and athletic equipment is to be treated with care and respect.
4. Rough and dangerous play is not allowed.
5. Students will not be allowed outside for recess if the air temperature or wind chill temperature drops to or below 0 degrees Fahrenheit.

# Academic Assessment

Assessing student progress is perhaps the most critical element of the teaching process. Accurate evaluation of learning directs and guides teaching. Teachers engage in daily on-going assessment of student's understanding and proficiency as the basis for choosing and moving into the next instructional sequence.

## Online Grading

Academic progress for students in grades 2-8 can easily be monitored through Engrade, our online grading system. Engrade is a safe secure site that is easy to navigate and provides real time information. At the beginning of the school year, teachers provide login instructions.

## Report Cards

Academic progress is graded and officially recorded on the quarterly report card. Report cards are sent home at the conclusion of each quarter.

## Grading Scale

Academic progress in grades 2-8 is mainly assessed with letter grades. Students in kindergarten and grade 1 are assessed with a number system.

### Grading Scale for Grades K-1

1	2	3	4	*
Beginning	Developing	Proficient		Not Yet Assessed

### Grading Scale for Grades 2-8

99-100%	A+
98-94%	A
93-92%	A-



91-90%	B+
89-85%	B
84-83%	B-
82-81%	C+
80-76%	C
75-74%	C-
73-72%	D+
71-67%	D
66-65%	D-
64-0%	F

### Honor Roll and High Honor Roll

Faith’s Honor Roll and High Honor Roll system is a way to recognize exceptional academic effort and achievement on behalf of students in grades 2-8. At the end of each quarter students will be recognized for their academic achievement. Students who earn all A’s and B’s in every subject earn “Honor Roll” status. Students who earn all A’s in every subject earn “High Honor Roll” status.

### Presidential Award for Educational Excellence

Students in grade 8 have the opportunity to earn the Presidential Award for Excellence. To earn this award, students must score above average on the 8<sup>th</sup> grade standardized test in the areas of reading and/or math and maintain a 90% in all subjects during 7<sup>th</sup> grade and quarters one, two and three of 8<sup>th</sup> grade year.

### Standardized Testing

As a private school, Faith is exempt from taking the WI state standardized tests. However, each fall students in grades 3-8 take the Terra Nova Standardized Tests published by McGraw-Hill. Standardized testing results help teachers and parents to better understand a child’s academic ability and current classroom performance. They also help the faculty of Faith to evaluate and assess current curriculum and methods of teaching. Faith recognizes that standardized testing is not a “magical” assessment tool; rather, it is simply another means of assessment and needs to be considered in relation to a child’s daily work, teacher observations, progress reports, and parental observations. Terra Nova Tests seek to provide an indicator of student performance in reading, language, math, science, and social studies compared to other children of the same age and grade across the United States. Individual results are made available to parents and placed in each student’s permanent academic file.

### Permanent Cumulative Records

Permanent cumulative records for each student are maintained, stored, and shared as appropriate and according to the *Family Educational Rights and Privacy Act*. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations; to comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

## Homework

Homework is a valuable part of the educational experience - an extension and enrichment of the material taught in the classroom. It is the link between one lesson and the next. The benefits of homework can be summarized as follows. Homework:

- Reinforces skills taught previously in the classroom
- Prepares students for new information
- Promotes creative thinking and independent research
- Communicates with parents the ongoing classroom learning
- Instills a sense of responsibility and personal accountability
- Helps to develop productive study habits and self-discipline

Parents should help their child set aside a quiet place and regular time for study each evening. Additionally, parents are encouraged to monitor their child's homework. Scheduling a quiet reading time and limiting television viewing will also help to improve overall school performance. As a rule of thumb, students can expect to have up to 10 minutes x their grade level of homework each evening.

## Co-Curricular Activities

*"So whether you eat or drink or whatever you do, do it all for the glory of God." I Corinthians 10:31*

### Band

Faith Lutheran School, in cooperation with Winnebago Lutheran Academy, offers band for a fee to students in grades 5-8. Weekly lessons build up to participation in the WELS Area Grade School Band concerts at Winnebago Lutheran Academy.

## Drama

Students in K-8 participate in Faith's drama program. Annual musical/play productions provide students with opportunities to act, sing, dance, and work behind the scenes. Young performers reap many benefits from their involvement in theater while at the same time delighting appreciative audiences.

## Piano

Piano lessons are available for a fee to students in grades 4-8. Lessons are primarily conducted during and after the school day. Students are responsible for completing missed class work. Students in grade K-3 are able to take lessons outside the school day.

## Athletics

Faith's athletic program provides opportunities for students to learn teamwork, good sportsmanship, and sport specific skills. Faith Lutheran offers after school volleyball (5-8), soccer (5-8), basketball (3-8), cheer (5-8), track (K-8) and softball (7-8). Active participation in athletics strengthens friendships, enhances teambuilding skills, improves coordination and strength, and promotes physical well-being. Children ultimately learn to view sports competition as both fun and rewarding. Dates and times are released seasonally.

## Other

Students have opportunities to participate in other co-curricular activities such as the fine arts fair, forensics, spelling bee, geography bee, science fair, music competitions, hand chimes and math contests.

## Eligibility

Students participating in after school sports activities must demonstrate a commitment to their school work. After school participation will be limited when a student fails to work to his/her academic potential. Home and school will work together to make the determination on eligibility. For more detailed information see the Athletic Handbook.

# Learning Environment

Respect and seriousness of purpose characterize the classroom environment at Faith Lutheran School. The Faith code of conduct promotes Christian love, responsibility, respect, civility and academic excellence in a safe learning and teaching environment. This learning atmosphere is relaxed but orderly – a place where Christ-centered instruction can take place and the joy of academic accomplishment can be experienced. Classrooms that are quiet and conducive to learning are the norm. Students are asked to raise their hands and wait for the teacher to call on them before giving an answer. As a mark of respect, students will be taught how to greet adults properly. They will learn to look classroom guests in the eye and give a proper response. In maintaining structured, disciplined classrooms, the teachers provide an educational setting where children can focus more readily, apply themselves better, and realize greater success in their quest to learn.

# Christian Discipline

*“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness.” II Timothy 3:16*

In keeping with Faith's mission to provide a Christ-centered education that prepares students for life and eternity, faculty and staff members strive to clearly communicate all school rules and classroom procedures regarding student conduct. These rules and procedures are shared with parents and students at the beginning of each school year. Conformity to these rules is expected at all times, whether in the classroom, on the playground, or in the community on a field trip. Discipline at Faith is rooted in Christian love and is carried out with proper application of Law and Gospel. Appropriate consequences are administered for misbehavior. No form of physical, corporal, or emotionally abusive discipline is used at any time.

## School Rules

The following school rules have been established so that everything is done in a fitting and orderly manner (I Corinthians 14:40). Teachers may have additional classroom rules for the benefit and well being of their students.

- Demonstrating respect to teachers, staff, and fellow students is expected at all times.
- Inappropriate, vulgar, or obscene language is not allowed.
- Students are to walk quietly in hallways.
- Chewing gum is not allowed.
- Carbonated and caffeinated drinks are not allowed during the school day or after school practices.
- Nuisance items such as toys, candy, and hand held games are not allowed in the classroom.
- Cell phones and personal electronic devices must be turned in to the classroom teacher at the beginning of the day.
- Students are only allowed in the gym during teacher supervision.
- Students are expected to help keep our facilities in good order by putting garbage into specified containers, keeping their desk and shelf area orderly, and reporting any defacing of school property to a teacher.
- School telephones are generally not for student use. Calls related to sickness and emergencies are handled by the office staff and faculty.
- Bicycles are to be parked in the bike rack at arrival time and are not to be ridden during the school day. Once on school property, bikes shall be walked for student safety.
- The use of playground and gym equipment is only allowed during the school day under teacher supervision. After school use of playground is not permitted before 3:15pm.

## Alcohol, Tobacco and Drugs

God's Word is a guide for all areas of our life. God commands us in the Fourth Commandment to obey those placed in authority above us. Government laws strictly forbid the illegal use of drugs, tobacco, and alcohol. In the Fifth Commandment, God commands us to be concerned about the physical welfare of our neighbors as well as our own. Impaired judgment, lack of self-control and possible permanent injury to the individual or others are the results of drug, tobacco, and alcohol use and abuse. Therefore, the possession, use, or being under the influence of, alcohol, tobacco, or any kind of illegal drug is strictly forbidden by any student attending Faith Lutheran School. This policy includes any church/school property or any church/school related activity. Proper law enforcement involvement and disciplinary action, which could lead to expulsion, will be enforced for the welfare of the student body.

## Bullying

Romans 12:10 reminds us, *"Be devoted to one another in brotherly love. Honor one another above yourselves."* It is the policy of Faith Lutheran School to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves

in a respectful, Christian manner, and demonstrate a level of respect and dignity toward others. All forms of bullying are prohibited.

### **Definition**

Bullying is intentional, harmful and repetitive behavior initiated by one or more students that is directed toward another student.

### **Examples**

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sarcasm, inappropriate (violent, sexual, malicious, etc.) messages via any paper or digital medium.
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces, rude gestures, and initiating or forcing inappropriate touching
- Social: ostracism or exclusion, ignoring, being unfriendly, alienating
- Psychological: acts that instill a sense of fear or anxiety
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

### **Awareness**

- The principal will annually review bullying policy with teachers. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs by closely supervising students on the campus, in the classrooms, hallways, rest rooms, gym, etc.
- Students will annually be educated on bullying issues.
- Students will understand that without reporting a bullying incident, the situation will not improve.
- Students will be trained each year in reporting options: verbal, written, or anonymous.

### **Reporting**

- Any teacher that witnesses a suspected bullying incident shall address the matter immediately. The faculty/staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved immediately. Not all conflict constitutes bullying.
- If behavior meets criteria for bullying, the teacher will document the incident, notify the principal, and contact the parents of all concerned parties. Appropriate disciplinary action will be taken.

## **Disciplinary Procedures**

In the event of student misbehavior, a discipline process is initiated as follows:

1. Minor disciplinary matters will be handled by the classroom teacher.
2. In the event of a serious infraction or persistent behavior problem, parents will be contacted and a course of disciplinary action will be determined.
3. If the classroom teacher is unsuccessful in dealing with a serious infraction or persistent behavior problem, the issue will be handled according to the following steps:
  - a. The principal, teacher, and parent(s) will meet to discuss the issue. The principal will take fitting measures, including possible suspension, to eliminate the problem.
  - b. If it becomes necessary, due to the seriousness of the problem, the student may be expelled. However, this action must have Board of Christian Education approval.

## After-School Detention

It is important for a student to accept responsibility for his/her actions. The purpose of after school detention is to correct behavior problems. Detention slips are given to the students to take home to their parents for notification, signature and return. We realize that students may unwillingly misplace or forget to take the notice home, so we will make reasonable efforts in following up with an email or phone call.

### Reasons for Detention Include:

- Five late work slips during the same quarter of the school year.
- Cheating
- Persistent behavior problem
- Inappropriate language
- Bullying
- Destruction of property
- Repeated violations of dress code
- Infraction in which the classroom teacher and principal deem a detention is appropriate

### After School Detention Procedure

- Student is to report to his/her classroom at 3:15pm on specified day according to detention slip.
- Detention ends at 3:45pm.
- Parents will be given at least two days notice before a detention is to be served. Example: A detention given on a Monday would be served no earlier than Wednesday.
- Detention period activities will be restricted to the completion of homework or reading. Talking, eating, and sleeping are not allowed.
- The first infraction of detention hall rules will add ten minutes on to that detention. The second infraction will result in an additional detention, which will also count towards a possible suspension.

## Suspension and Expulsion Policy

In-School Suspension (ISS) –The principal may institute an ISS for discipline purposes. The student will be placed in a physical setting where there will be appropriate supervision by a designated person. Any disruption by the student in this setting will result in the student being sent home.

Out-of School Suspension (OSS) – The principal may suspend any student from attendance at school or any school-related activity on or off campus or from attendance at a specified class or classes.

### Reasons for Suspension Include:

- Fighting or assault
- Stealing
- Three detentions during one semester of the school year
- Pulling of the fire alarm
- Serious infraction in which the classroom teacher and principal deem a suspension appropriate

### Reasons for Expulsion Include:

- Possession of a firearm, explosive, or other weapon deemed dangerous by the principal
- The deliberate intent to seriously harm a student or teacher
- Chronic misbehavior
- Possession of tobacco, tobacco products, illegal drugs or alcohol
- Persistent lack of cooperation as indicated by an unwilling spirit or unacceptable attitude

## Dress Code

It is important that all children come to school neat, clean, and well groomed. Clean clothes and a clean body have a definite influence on student attitude and work ethic. As Christians, we recognize that our bodies are temples of the Holy Spirit and what we wear is a reflection of who we are. In questionable situations, the principal shall have the final decision on what is appropriate. However, the following guidelines have been established to promote a Christ-centered atmosphere at Faith Lutheran School.

### **Grooming and Dress Code for Boys and Girls**

- Hair must be neat, clean and well-groomed.
- No extreme lengths, cuts, shaved, sculpted designs or hair colors are allowed.
- Facial hair is not permitted.
- No tattoos, decals, pencil or pen markings on the body are allowed.
- Girls may wear earrings. However, cartilage ear piercing, body piercing, and facial piercing are not allowed.
- Boys are not allowed to wear earrings.
- Make-up should reflect Christian modesty.
- Clothing must be clean, fit properly and be free of holes or tears. All clothing must be properly hemmed.
- No cut-offs are permitted.
- All lettering, logos, slogans, and printing must conform to Christian principles. Wording and logos that promote disrespect, poor habits, alcohol, tobacco, and unwholesome language are not permitted.
- Halter tops, tank tops, muscle shirts and spaghetti strap tops are not allowed without an additional shirt, either under or over it.
- Neck lines can be no lower than one inch below the collar bone.
- Shirts must be long enough to cover the midriff area.
- Shorts are to be at or below the tips of the fingers when arms are hanging naturally at the side.
- Skirts and skorts can be no shorter than two inches above the knees.
- Unduly faded, torn, sloppy, or otherwise ragged looking clothes are out of place for boys and girls.
- No sagging of shorts, pants, or jeans is allowed.

## Social Media

The use of social media by teachers and students during school hours, such as Facebook, Instagram, Snapchat and Twitter, is strictly prohibited. In addition, Faith teachers are prohibited to “friend” students enrolled at Faith through social media. Text messaging and/or emailing will only be used as part of a documented classroom procedure that is publicized to parents. Parents should closely monitor their child’s social media sites. Should a student post derogatory comments about Faith Lutheran School, its faculty or students, school disciplinary action will be taken.

# Grievance Procedure

*“Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble.” I Peter 3:8*

Faith Lutheran School’s principal, teachers, and school staff work very hard to maintain an environment that nurtures Christian love and academic excellence for our students. Differences of opinions need not create a divisive relationship between school and home. For the sake of the children, there is a mutual benefit if these differences can be resolved through communication and understanding.

To work towards this common goal, the following procedure is to be followed:

1. When bringing a grievance, parents and/or students should maintain a calm and respectful attitude. This will set a tone where real listening can occur and understanding can emerge.
2. Parents and/or students with grievances regarding academics or general classroom matters should schedule a meeting with the teacher to discuss matters of concern. If the matter is not resolved, a meeting should then be scheduled with parent and/or student, teacher and principal for further discussion and resolution.
3. Parents and/or students with grievances regarding general school policies or procedures should schedule a meeting with the principal to discuss matters of concern. The principal will work with parents and/or students to determine proper course of action. The principal may consult with the School Board before a final course of action is taken.
4. If the matter is not satisfactorily resolved with teacher or principal through above procedures, parents and/or students may bring their grievance to the School Board for consideration.

## Home/School Communication

Faith Lutheran School desires to build a culture where parents and teachers partner in providing the finest Christian education possible for the young people entrusted to their care. To that end, the staff of Faith is truly committed to maintaining open channels of communication with parents and or guardians. The following list outlines some of the important avenues designed to promote efficient and effective home/school communication:

### School Office

The school office is open Monday through Friday from 7:30am to 4:00pm. Our secretaries are ready to help parents with questions, student pick-ups, medications, paperwork, and school communications.

### Teacher Availability

If at any time during the school year parents have questions or concerns regarding their child’s progress or behavior, they are encouraged to contact their child’s teacher via personal conversation, email, or phone call. Teachers will make every effort to return calls or respond to emails within 24 hours.



## Parent-Teacher Conferences

Following the first quarter, parents meet with their child's teacher for a 20 minute conference. Discussion items include the child's academic progress, school disposition, and interaction with teacher and classmates.

## Faith Website

Faith Lutheran Church and School maintains a website where a wealth of current information is presented on all the various ministries of Faith Lutheran Church and School. School handbooks, school year/athletic calendars, a picture gallery and many more items are posted on our website at [www.faithlutheranfdl.org](http://www.faithlutheranfdl.org).

## Faith Update

Each Thursday the Faith Update, a weekly school newsletter, is published and distributed electronically and in paper form. The Faith Update provides general school information, parenting articles, athletic news, and calendar reminders.

## FLS Facebook Page

Faith Lutheran School maintains a Facebook page that provides up to date information and pictures from school related activities and events. This is an easy way to stay connected to FLS.

## One Call Now

Faith Lutheran School utilizes One Call Now as a message notification provider. Parents can request to be a part of this text message system. Texts may include school closing announcements, athletic calendar changes, and general school announcements.

## Volunteering

Parents are encouraged to volunteer at Faith Lutheran School. Volunteering is a great way to contribute to a child's educational experience and stay connected to teachers and parents. Opportunities are plentiful at Faith. Volunteer opportunities include hot lunch serving, chaperoning for field trips, assisting with Scrip program, serving as a room parent, listening to students read, coaching athletics, and helping maintain our facility. At all times we keep the safety of our students at the forefront of our minds. Therefore, all volunteers must submit a volunteer application that includes a background check.

## Classroom Blogs

Faith teachers regularly maintain classroom blogs that provide information on homework and classroom happenings.

# Spiritual Growth

Spiritual growth for students and parents is a primary objective at Faith Lutheran School. We want to encourage and equip parents in their God-given role as spiritual leaders in their home and teach the love of Jesus to our students on a daily basis.

## Worship Life

*"I rejoiced with those who said to me, 'Let us go to the house of the Lord'." (Psalm 122:1)* Consistent with the principles for which Faith Lutheran was established, all pupils are expected to regularly attend church. This is expected inasmuch as church is the normal extension of the school program in the lives of the children. Church attendance is taken on a quarterly basis and recorded on each report card. Pupils and

their families are expected to attend a minimum of 75% of worship services each quarter.

## Singing in Church

The students of Faith are expected to sing with the school choir and classroom choirs on occasion at Faith Lutheran Church. This is an opportunity to put their faith into action through song. Parents are always notified of singing times via worship calendar and weekly newsletter. In the event a child is unable to attend a scheduled singing date, parents are to notify the classroom teacher. Failure to notify the classroom teacher results in a student detention.

## Weekly Chapel

Weekly chapel services are held every Friday morning at 8:10am in the church sanctuary. This is an opportunity for the student body, faculty, and parents to gather together for worship, singing, and prayer. In addition, students are encouraged to bring an offering to chapel as a way to show their love to God. Chapel offerings are used to support mission projects in the United States and around the world

## Parents Crosslink

Parents Crosslink is a WELS publication that provides Christian parenting articles and advice. It is sent electronically to parents on a quarterly basis.

## Other Resources for the Christian Home

[www.wels.net](http://www.wels.net) - The official website of the Wisconsin Evangelical Lutheran Synod. Devotions and spiritual resources are readily available.

[www.nph.net](http://www.nph.net) - The WELS publishing house that provides spiritual printed materials.

[www.kremerpublications.com](http://www.kremerpublications.com) - Another source for printed devotional and spiritual materials

[www.biblegateway.com](http://www.biblegateway.com) - Online Bible

# Enrollment

## Statement of Non-Discrimination

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

## Enrollment Requirements

Faith Lutheran School is open to all member families of Faith Lutheran Church and families from the community who desire a Christian education for their children. Specific enrollment requirements include:

1. Parents must be willing to have their child instructed in the doctrines of the Bible as taught by Faith Lutheran School.
2. All new parents to Faith Lutheran School (member and non-member) are required to complete ***Faith Fit Class 101***. This is a five week course held on Sunday mornings during Bible Class

hour. This class includes discussions on God-given parenting responsibilities, the WELS, Faith Church ministry, and Faith School ministry.

3. All new non-member parents are required to complete the *Adult Bible Information Class* within the first year of enrollment. Classes are usually held on Sunday mornings during Bible Class hour. This course acquaints participants with the teachings of Holy Scripture as taught and believed by Faith Lutheran Church. Parents will thus be informed of the instruction given their children in school and may better reinforce this instruction in the home.
4. All parents with a child in 5<sup>th</sup> grade are required to complete *Faith Fit Class 201*. This is a five week course held on Sunday mornings during Bible Class hour. This class emphasizes Christian parenting for pre-teens and teens, high school planning and family spiritual growth.
5. Students are required to sing in their respective choir throughout the school year and participate in the Children's Christmas Service.
6. All students are expected to attend weekly church services at Faith or their home congregation.
7. Children are expected to participate in Faith's religion curriculum. This includes daily devotions and prayer, weekly chapel services, Bible History lessons, Catechism classes, and the memorization of Bible verses, hymns, and parts of the Lutheran Catechism.

## Enrollment Procedure

1. Principal meets with family, introduces them to potential classroom teacher, gives a tour of the facility, and discusses possible enrollment. In our attempt to accommodate the needs of all our students, parents are expected to openly discuss any special needs and concerns regarding their child.
2. Once the family has reviewed all informational materials and is in agreement with school guidelines as stated in the parent handbook, an application for admission shall be completed and returned to the principal or school office accompanied by a copy of the applicant's birth certificate, current immunization records, previous standardized test results, and most recent report card.
3. Final admission to Faith Lutheran School is determined by the principal and School Board. Parents will promptly be notified of the decision.
4. Upon acceptance, the family completes online registration form, begins school fee payments, schedules a time with pastors to begin the Bible Information Course (non-members) and submits official custody agreement (if applicable).

## Kindergarten Entrance Requirements

Children entering kindergarten must be five years of age on or before September 1.

## Classroom Capacity

The following classroom capacity guidelines have been established in order to provide a quality Christ-centered education that maintains appropriate student-to-teacher ratios in a safe learning environment:

4K: 18 students (one teacher/one assistant)

5K: 24 students (one teacher/one assistant)

- A kindergarten class of 15 or less shall have one full time called teacher.

- A kindergarten class of 16-24 shall have one full time called teacher and one full time paid assistant. If the kindergarten class reduces to 15 or less in the afternoon, then the assistant shall be half time.

Grade 1: 24 students (one teacher/one assistant)

- A first grade class of 15 or less shall have one full time called teacher.
- A first grade class of 16-24 shall have one full time called teacher and one full time paid assistant.

Grades 2-8: 24 students (one teacher)

*\* Exceptions to classroom capacities may be made with principal and School Board approval.*

### Enrollment Preference

Enrollment shall be based on the following preferences:

1. Member families who register for the upcoming school year by May 15.
2. Returning community school and preschool families who register for the upcoming school year by May 15.
3. Community families.

*\*After May 15, open seats will be filled on a first come first serve basis regardless of preference status*

### Home Based Education Requirements

Students who have been home schooled must submit the following items with student application:

1. A copy of the Home-Based Private Education Program form [Wisconsin DPI – Form P1 – 1206 as amended (Rev. 5/96)];
2. A copy of the school calendar that verifies that each school term of Home-Based Private Education Instruction consisted of a minimum of 875 hours [Wisconsin Statutes 118.165 (1) as amended];
3. Copies of the sequential curriculum that was taught in the six (6) mandated subject areas [Section 118.165 (1)(d) as amended];
4. Records of satisfactory student performance for each course taken.

### **Upon receipt of the above documentation the principal will determine the following:**

1. If other assessment tests are needed for proper placement at Faith Lutheran School.
2. In what educational setting the student will be placed due to his or her academic performance during the time of home schooling.
3. The evaluation process will include an interview with the parent or legal guardian before becoming effective.
4. The placement recommendation shall be in writing, signed by the principal and placed in the student's record.

### **In the event that a student seeks enrollment at Faith Lutheran School who is currently in a Home-Based Educational Program and does not have the proper documentation the following needs to occur:**

1. The parents or guardians will seek an outside educational agency (or the services of a qualified educator) approved by the principal of Faith Lutheran School to conduct assessment test in the six mandated subject areas established by the state of Wisconsin: [Section 118.165 (1)(d) as amended];
2. Once the testing is completed, the principal will review the results and present them to the Faith School Board for review.
3. In making the placement decision the principal together with the Faith School Board may consider the age, the length of time in the Home-Based Private Education Program, mental ability, social and emotional adjustment, physical development, academic progress of the student and any other appropriate factors.

4. The evaluation process will include an interview with the parent or legal guardian before becoming effective.
5. The placement recommendation shall be in writing, signed by the principal and placed in the student's record.

## School Fees

Faith Lutheran School is a non-profit organization. It is not our intention or policy to realize financial gain from our institution. The cost of educating one child at Faith Lutheran School is \$4657 per year. The majority of this cost is subsidized through church offerings. The remainder is paid directly to Faith Lutheran School as school fees. School fees help to defray the cost of textbooks, workbooks, art supplies, testing materials, accreditation fees, school assemblies and school-related activities.

### School Fees for the 2016-17 School Year

Member Full Day Kindergarten- Grade 8:	\$650.00 (14% of student cost)
Member Half day Kindergarten:	\$390.00 (60% of full day cost)
Non-member Full Day Kindergarten-Grade 8:	\$3725.00 (80% of student cost)
Non-member Half Day Kindergarten:	\$2235.00 (60% of full day non-member cost)

\* The cost for incidentals such as extended care, hot lunch, recess milk, band, piano lessons, and athletic fees are not covered by school fees.

### School Fee Payment Plans

Families may choose from the following payment plans when registering their child online:

- Full payment by August 1
- Bi-annual plan
- 10 month plan
- 9 month plan

### ACH School Fee Program

Families who chose the bi-annual plan, ten month plan or nine month plan are required to participate in the Automated Clearing House (ACH) School Fee Program through National Exchange in Fond du Lac. Registration for this program must be completed by August 1. There is no service fee to school families for participation in this program.

### School Fee Policy

- Accounts must be paid in full by the end of the school year per chosen payment plan.
- Report cards, records, and diplomas will be held at the end of the school year until school fees are paid in full.
- Families with unpaid school fees from a previous school year are not allowed to return for a new school year until balance is paid in full.

### Financial Assistance

Financial assistance is available to member families of Faith. A financial assistance application must be completed by May 1 for assistance for the new school year. The financial assistance application is found on the school website at [www.faithlutheranfdl.org](http://www.faithlutheranfdl.org).

# Arrival and Dismissal

## School Arrival

- School door opens at 7:40am. Students who arrive before 7:30am are to report to Extended Care through door #2.
- Parents are to use the designated drop-off area on the east side of the building. Children are to enter the building through door #3. Specific parking lot procedure is as follows:
  - Enter Faith parking lot by way of Prairie Road
  - Think “safety first.” Passing of other vehicles and the use of cell phones is strictly prohibited.
  - Children are to unload in front of school doors on east end of building. Parents who wish to walk their children into school should park on the south side of the building.
  - Slowly exit onto Mariearl keeping an eye open for pedestrians and bicycles.
- Classes begin promptly each day at 8:00am.
- Outside doors are locked shortly after 8:00am.

## School Dismissal

- Students are dismissed at 3:05pm and led outside by their teacher.
- Extended Care students will line up for check-in just outside of the cafeteria.
- Parents are to use the designated pick-up area on the south side of the building near flag pole. Specific parking lot procedure is as follows:
  - Enter Faith parking lot by way of Prairie Road.
  - Park in the south lot outside of coned area by backing into a parking space.
  - Think “safety first.” As you exit the parking lot along the playground area and onto Mariearl Lane, please drive slowly and keep your eye open for pedestrians and bicycles.
- Students who are not picked up by 3:15pm will be placed in Extended Care at the parent’s expense.

# Attendance

Regular school attendance is both a right and responsibility of the parent and student. Faith recognizes that consistent school attendance is essential for academic success and that all absences affect learning. The primary legal and moral responsibility for student attendance rests with the parent (Wis. Statute 2118.15).

## Reporting Absences

In the event of a child absence, parents are to call the school office (920-923-6313) and leave a voicemail or message with the secretary before 8:00am. Parents are to specify reason for absence and indicate arrangements for homework pick up. Students who are not excused by a parent will be marked as unexcused (truant).

## Excused Absences

Excused absenteeism shall be granted for the following reasons:

- Illness of the student, physically or mentally
- Severe illness in immediate family
- Death within immediate family
- Unforeseen emergency

- Ordered quarantine by the Health Department

Prior notification, in writing or electronic communication, for the following absences:

- Legal proceedings that require the student's presence
- Family trips
- Medical or dental appointments that cannot be arranged outside of the school day
- Funeral attendance of a relative
- Other absences approved by the principal

### Half-Day Absence

Students arriving to school after 9:30am will be marked absent for half a day. A student leaving school before 1:30pm will be marked absent for half a day. Mid-day absences (9:30am-1:30pm) of 1.5 hours will also be marked as half-day absences.

### Excessive Absences

Ten absences are considered excessive. Once a student reaches ten excused absences in a year, a note from a physician is required for any additional absences. Failure to provide a physician's note will result in an unexcused absence.

### Unexcused Absences and Truancy

Any absence from school for an entire day or any part of a day without acceptable excuse from parent or guardian and/or approval of the principal is considered unexcused. An unexcused absence is considered truancy. Truancy/unexcused absences are deliberate disregard for the educational program and are considered a serious matter.

Parents/guardians shall be notified when a student has an unexcused absence and subsequent unexcused absences. Notices shall be made by mail and attempted personal contact or telephone call.

If a student misses part or all of five or more days without an acceptable excuse in a school semester, the student is "habitually truant." The principal shall notify the parent or guardian of a child who is a habitual truant, by registered or certified mail, when the child initially becomes a habitual truant. The notice shall include all of the following:

- A statement of the parent's or guardian's responsibility, under Wis. Stat. sec. 118.15(1)(a), to cause the child to attend school regularly.
- A statement that the parent, guardian, or child may request program or curriculum modifications for the child under Wis. Stat. sec. 118.15(1)(d).
- A request that the parent or guardian meet with principal to discuss the child's truancy. The notice shall include a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five school days after the date that the notice is sent, except that with the consent of the child's parent or guardian the date for the meeting may be extended for an additional five school days.
- A statement of the penalties, under Wis. Stat. sec. 118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under Wis. Stat. sec. 118.15(1)(a) and 118.16(2)(cg).

## Tardiness

A student who enters his/her classroom after the 8:00am bell is considered tardy. When tardy, students must report immediately to school office and be signed in by parent or guardian to receive excuse form and update hot lunch preference. The student may enter his/her classroom only with excuse form in hand.

Three tardies during a quarter constitutes one absence. Habitual tardiness will result in principal referral. A plan of action will be developed with parent or guardian to resolve the problem.

A student will not be marked tardy in the event of unforeseen circumstances such as severe weather or accidents.

## Make-up Work

All school work missed due to an excused or unexcused absence is required to be completed. Students are given one day longer than the number of days absent to complete their homework before it is considered late.

# Extended Care

## Before School

Supervised care is available for Faith students before school beginning at 6:45am. Parents are to use the designated drop-off at door #2 located on southeast corner of school building. Students may use this time to read, review assignments, or eat a light breakfast (provided by the parents). Students are escorted to their respective classrooms at 7:40am.

## After School

Supervised care is available for Faith students from 3:00-5:30pm. After school care is designed to provide children of working parents and those with late afternoon commitments with a safe caring environment. The schedule provides opportunities for homework completion, outdoor play, gym play, puzzles and board games, group activities, and quiet time. Students may bring a snack and/or purchase recess milk. Parents are to pick up children by parking on the south side of the building and entering door #2.

## Early Dismissal

Supervised care is also available for Faith students on early dismissal days until 5:30pm.

## Enrollment and Costs

For complete details on registration and costs, please visit the school website at [www.faithlutheranfdl.org](http://www.faithlutheranfdl.org). Click on the Extended Care tab for enrollment form and handbook.

# Field Trips

Field trips are planned during the school year to enrich experiences for the children and expand their educational horizons. Careful thought goes into planning each activity to ensure its educational value and the safety of the children. Examples include trips to theaters, farms, museums, the local library and other special events. These educational trips are planned as a supplement to our curriculum; therefore, all pupils are expected to attend such trips as part of the regular school day. Attendance is taken for field trips and recorded accordingly on report cards.



Parent volunteers are needed to assist with student supervision; consequently, all volunteers must adhere to all school policies and are under the direct authority of the classroom teacher and have a completed volunteer application on file prior to scheduled field trip. Trip information and permission slips are sent home to the parents prior to each field trip.

## Health and Safety

*“Emergencies present themselves without announcement.”*

### School Visitor Procedure

Faith Lutheran School maintains a closed campus during school hours. For the safety of students, all visitors, including parents and relatives of students, are required to check in at the main office before entering the school portion of the building.

### First Aid and CPR Certification

All Faith teachers are CPR and First Aid certified. Knowledge obtained through these courses permits Faith teachers to be ready to handle emergencies due to sudden illness or injury to students.

### Immunizations

Faith Lutheran School requires up-to-date immunization records for each child. State law requires compliance with immunization guidelines within 30 days of the beginning of the school year. After 30 days, students in noncompliance may not attend school.

### Waiver

Immunization waivers are available through the WI Department of Health Service for personal conviction, religious or medical/health reasons. Children for whom waivers are filed are compliant. However, they may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized. A history of chickenpox is not a waiver. If a waiver is selected, all vaccines the child has already received should be listed on the Student Immunization Record by the parent or guardian.

### Communicable Diseases

From time to time there are health concerns that arise that require guidelines as to when a child can return to school. The following is a general listing. However, your physician may advise differently for individual conditions and should be consulted if you have any questions.

**Conjunctivitis** (pinkeye) -Child should be kept home until there is no more discharge from the eye.

**Head Lice** -Child should be kept home until a treatment of medicated shampoo or lotion has been applied and there are no nits (eggs of a lice) to be found.

**Impetigo, Scabies, Ringworm** -Child should be kept home until treatment has begun and measures are taken to cover the affected areas from coming in contact with others.

**Strep Throat** -Child should be kept home until body temperature is within normal range and antibiotic treatment is in its second day.

**Bacterial, Viral, Influenza** (or illnesses affecting respiratory or digestive systems) -Child should be kept home until body temperature is within normal range and no vomiting has occurred for 24 hours.

**Fevers and Vomiting** -Child should be kept home until body temperature is within normal range (nothing higher than 100.4 degrees Fahrenheit) without medication and no vomiting has occurred for 24 hours.

Other illnesses lasting longer than three days should be treated by a doctor with a recommendation on when to return to school.

## Health Services

The Fond du Lac County Public Health Nursing Service serves our school in an advisory capacity. A health nurse makes visits to our school to keep our faculty informed and to check on any health related problems.

## Vision and Hearing Screening

Vision screening is conducted annually for each student. Hearing screening is conducted annually with students in grades K-3. Follow-up screening is available for those who demonstrate vision or hearing difficulty in the classroom.

## Scoliosis

Girls in grades 6-8 and boys in grade 8 are screened annually for scoliosis (curvature of the spine).

## Minor Medical Attention

All minor accidents – cuts, scratches, bumps, and bites are given First Aid treatment and recorded in the school medical log. Parents will be notified of injury at end of school day via personal conversation, phone call, or email.

## Emergency Medical Attention

In the event of a serious student injury, teachers will:

- A. Give immediate attention to the child, caring for both physical and emotional trauma.
- B. Contact a parent and provide details on situation. Upon no response from a parent, teachers will call emergency contact person listed on student's registration form.
- C. Begin observation of child as long as the child remains on school premises. The teacher's responsibility for the child will continue until a parent or emergency contact person arrives at school. In the event that a parent or emergency contact person cannot be reached the responsibility of medical care will be given to the principal.
- D. In the event of a life-threatening situation, 911 will be called for immediate medical attention.

## Medication

All medications, prescription and non-prescription, must be checked into the school office by parent or guardian.

## Prescription Medication

A Medical Provider Authorization Form shall be completed by parent or guardian before any prescription medication is administered by authorized person. Any change in dosage or directions will require

completion of a new authorization by the parent. A physician's signature will be required if the prescription date is more than 12 days old. Medication is stored in locked cabinet in school office.

### **Non-Prescription Medication**

A Medication Authorization Form shall be completed by parent or guardian before any non-prescription medication is administered by authorized person. Medication must be in original package. Medication is stored in locked cabinet in school office.

### **Cough Drops**

Cough drops are allowed to be brought to school by students and need not be checked in.

### **Professional Christian Counseling**

Professional Christian Counseling is available to school families through Wisconsin Lutheran Child and Family Services. Contact Principal Herkstroeter for further details.

### **Faith Wellness Plan**

Faith Lutheran School recognizes its responsibility to contribute to the general well-being of its students. FLS is committed to promoting and providing proper nutrition and physical activity for its students and also promoting general health and wellness education and opportunities to school families, faculty, and staff. The entire Faith Wellness Plan can be viewed on the school website at [www.faithlutheranfdl.org](http://www.faithlutheranfdl.org)

### **Emergency Procedures**

Safety is a priority at Faith Lutheran School. A School Safety and Management Plan is in place and reviewed annually by faculty and staff. This multi-hazard plan includes procedures for fire evacuation, tornadoes, lockdowns, school evacuations, and bomb threats. In compliance with state regulations, evacuation drills are conducted and documented in the school office. Details on drill procedures can be reviewed in the School Safety and Management Plan on the school website at [www.faithlutheranfdl.org](http://www.faithlutheranfdl.org).

### **Inclement Weather**

In the event of inclement weather, Faith Lutheran School follows Fond du Lac School District closings and delays. Please carefully monitor the radio, television, and internet for information. If cancellations occur when Faith is in session and the Fond du Lac School District is not, notification will occur via school website, One Call Now, Facebook and radio (KFIZ AM1450 and K107- FM). Notification of cancelled school-related weekend events such as athletic contests will occur in the same manner.

## **Lunch and Snacks**

### **Lunchtime**

Faith Lutheran School offers hot lunch for students in grades K-8. One carton of milk is included with each lunch. Students also have the option to bring a lunch from home. Parents and child are responsible for the proper care of food brought to school for consumption.

### **Free and Reduced Hot Lunch**

Faith's school lunch program provides free and reduced hot lunches for qualifying families. Applications for free and reduced hot lunch are available in the school office.

### **Non-Discrimination**

In the operation of our child nutrition program no child will be discriminated against because of race, color, sex, national origin, age or disability. If any member of a household believes they have been discriminated against, they should write immediately to the USDA, Director, Office of Civil rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington DC 20250-9410.

### **Lunch and Recess Milk**

Students who bring bag lunches from home may purchase milk. Students may also purchase milk for morning snack time.

### **Snack Time**

At the start of each morning recess, students are provided a short snack break. Parents and students are encouraged to pack nutritious, low-sugar snacks for optimal energy, nutrition and academic performance.

### **Milk and Lunch Tickets**

Milk and lunch tickets may be purchased on Monday and Thursday mornings in the cafeteria. They may also be purchased on a day following a school break. Costs are reviewed and set annually by the School Board. Reimbursement requests for any unused milk and/or lunch tickets must be made in writing to the school office by last day of school.

### **Birthday Treats**

Students may bring a birthday treat to share with his/her class. Parents should consider healthy options for treats.

## **Parenting Tips**

Parental involvement is critical for a child's enjoyment of school. The following tips will help you and your child to enjoy school and experience success:

1. Let God's Word guide your family in all phases of daily life.
2. Attend church regularly as a family.
3. Have regular family devotions and prayers.
4. Encourage your child to be respectful and courteous to teachers and fellow students
5. Exercise Christian discipline and support Christian discipline exercised at school.
6. Secure a proper place in your home for study time and the completion of home work.
7. Project a positive attitude toward education, particularly Christian education.
8. Make sure your child is regular and prompt in attendance.
9. Ensure sufficient hours sleep for your child and encourage well-balanced meals.
10. Discourage your child from bringing any distracting items to school.
11. By refraining from being critical of school procedures in the presence of the child.
12. Show your child through your own involvement and concern that school is important

## **Final Thoughts**

Faith Lutheran School is committed to providing your child with a quality Christ-centered education. Above all, we pray that your child will grow in faith and love of Jesus Christ as his/her Savior. May home and school work together to this end!