



**FIRST  
LUTHERAN  
SCHOOL**

**Family Handbook**

**2025-2026**

**Strengthened by God's grace, we learn.**

**Sharing Christ's love, we grow.**

**Inspired by the Holy Spirit, we serve.**

## ACADEMICS AND CLASSES

**Curriculum** - Our school has been founded on the firm foundation of God's Word and promise. Therefore, children attending our school receive a very thorough course in the Christian faith. The Christian faith is integrated throughout the curriculum. We believe that only in keeping with God's Word can all subjects be properly understood and wisely applied. All subjects achieve their highest meaning and purpose as they are imparted and practiced with the aim of serving one another to the glory of God.

**Textbooks And Workbooks** - Students are issued textbooks, novels, and workbooks at the start of the school year. Students will be charged at the end of the school year for loss, excessive wear, or damage of textbooks or library books.

**Bibles** All 3<sup>rd</sup> grade students and new students 4<sup>th</sup> -8<sup>th</sup> will be given a Bible for use during their time at First Lutheran and to keep with them when they graduate. While the initial Bible is given as a gift from First Lutheran School. If a Bible is lost or damaged beyond use, the student will be charged for the cost of the replacement Bible.

**Homework** - A reasonable amount of homework should be expected. The amount of homework will depend on the child's ability to finish the work in class, the length of the class study period, and the degree of extra help that is required. While frequent opportunities for completing assignments are available during the school day, some home study is necessary. The development of home study skills and schedules is desirable.

**Testing** - One measure of student's progress is their performance on standardized tests. Students in Kindergarten through 8<sup>th</sup> grade take NWEA® tests which are "a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency—and provide insights to help tailor instruction."

All test results will be available to the parents upon request; End of year NWEA test results are mailed as soon as they become available. *Test results will be withheld if financial account is delinquent.*

**Late Work** - Pupils are expected to make up all work not completed due to absence from school. Incomplete work, unless excused, must be made up in a timely manner to receive credit or a grade. Unexcused late work may be penalize by lose of points up to 10% of a grade each day it is late.

**Technology And Internet Use** - Technology at First Lutheran is used to enhance instruction and provide additional learning opportunities for students. Students will receive age appropriate Internet and technology instruction at school. When using the school computer network, student activity must be in support of education and research and consistent with the educational objectives and policies of the school. Student Expectations for Technology and Internet Use will be laid out in the technology agreement that students will be asked to sign each year.

**Choirs** - First Lutheran School has choirs for all grade levels. In each choir, students are introduced to varying levels of music. Choirs perform music at various ability levels and in different languages. Each choir sings for two regular Sunday worship services at First Lutheran Church. The entire school performs at the worship service on the Sunday starting National Lutheran Schools Week, the Christmas program, and the Spring Musical. See calendar for specific dates and grades. Choirs may also perform at civic organizations as part of our school's community outreach.

**Library** -We want students at First Lutheran to be excited about reading. The FLS library has more than 10,000 books. Students visit the library once a week. They are given time to check out books, and may do an activity. All students are instructed on proper library behavior and usage, as well as procedures for checking out and returning books. Students are expected to be responsible when taking library books home. **The cost of lost or damaged books will be borne by the parent.**

## **ACADEMIC MEASUREMENTS AND PROGRESS**

**Reporting Student Progress** - It is hoped that a close relationship will exist between parents/guardians and teachers at all times so they may assist each other in understanding and helping children to meet their educational, social, physical, emotional, and spiritual needs.

Report cards are issued four times a year. One parent/teacher conference per year is scheduled. It is essential that all parents/guardians respond to this conference.

Grading is an essential part of reporting a student's progress. Giving fair and honest grades to pupils for work accomplished is at best difficult and time consuming. The grade key is as follows:

A – Superior Achievement	92-100	A
B – Good Achievement	85-91	B
C – Average Achievement	78-84	C
D – Poor Achievement	70-77	D
F – Failing	below 70	F

An evaluation for “Effort” may also be given, according to the following scale:

- O – Outstanding
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

**PROMOTION and RETENTION POLICY** -\_The retention and promotion of a student is based on a variety of factors including: child's age, ability to work at grade level, attendance and behavior. Students are promoted at all grades if they have meet the established criteria based on grades and developmentally appropriate criteria. It is the goal that every student should be promoted at the end of the year and reasonable interventions will be completed before retaining a student. If a student is retained, the parents, teachers, and principal shall meet to create specific plan to ensure the child's future success.

In grades 5<sup>th</sup> through 8<sup>th</sup> retention or summer school may be recommended if the student's overall grade point average is 1.0 or lower. A student with an “F” in a core subject for 2 academic quarters will be required to demonstrate remedial understanding in the subject area before being promoted to the next grade level. Such work could include but is not limited to tutoring, summer school learning centers, or online programs.

## **ACCREDITATION**

First Lutheran School is accredited by the National Lutheran Schools Association (NLSA) which is recognized by the state of Tennessee as a formidable evaluator of school performance.

## ARRIVAL and PICK-UP PROCEDURES

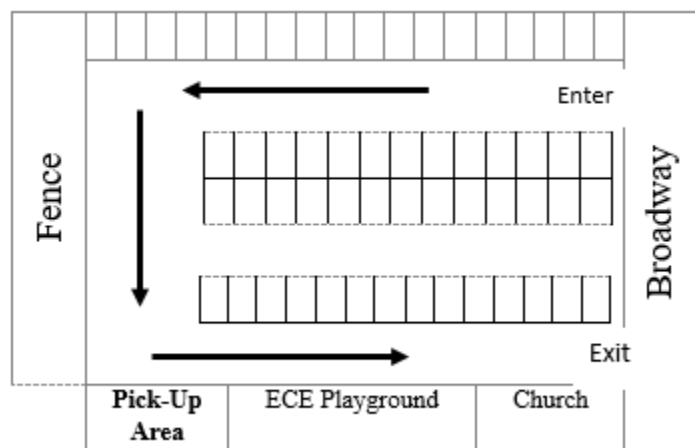
**Arrival:** School begins promptly at 8:15 am. Doors remain locked until 8:00am. For security purposes, students arriving before 7:50 am must report to the Student Services. In the winter months, we encourage ALL children to utilize the Student Services. No charge will apply to those students arriving at SSC after 7:50 am.

Children must be dropped off in the main paved parking lot. Please drive to the side walk to drop off your child. If you are parking, please escort your child to the door. For safety concerns, children must not be left unattended in the parking lot.

**Pick Up/ Dismissal:** For security reasons, the school is not accessible during pick-up times. We cannot allow parents or designees to wait in the hallway for students to be dismissed. If you must pick your child up early, please do so before 3 pm, and do so through the office. Closing devotions are in progress, so we ask your cooperation by remaining outside the main doors until a teacher releases the student to you after 3:15pm. *If your child is going home with another student, a note or email must be given to the office or the teacher at the beginning of the school day.* At dismissal time, please display the name sign included with this handbook on the passenger side windshield of your vehicle so it is visible to our staff! *Students not picked up by 3:35 pm will be sent to Student Services.*

**Students with last names beginning with letters A-M will be picked up on the north side of school in the paved lot.** Drivers picking up students for Kindergarten-8<sup>th</sup> should line up beginning along the fence and curve around to the northern most parking spaces. See Picture\*\*\*

**Students N-Z will be picked up from the Wells Avenue entrance on the south side of the building on Wells Ave.** Drivers are to line up along the school side curb and progress along until your child is summoned. Do not park on the opposite curb as it leaves no room for people to pass. If the line backs up to Broadway, please move to the gravel lot and wait till the line shortens. CHILDREN WILL NOT BE SENT ACROSS THE STREET INTO THE GRAVEL PARKING LOT FOR PICK UP WITHOUT ADULT ASSISTANCE. Please remain in your car until your child can be loaded safely. If you wish to leave your vehicle to pick up your child, please park in the gravel lot so the line can keep moving safely and efficiently.



## ATHLETICS

Our athletic program consists of competition with other private schools in our area. A fee will be charged for extramural sports to cover the cost of referees and officials. Students in grades 5-8 will have the opportunity to compete against other schools in volleyball and basketball. As part of our goal of developing well-rounded students within the framework of Christian education, First Lutheran School maintains an athletic program with the following objectives with regard to each child:

- to aid the child in understanding and correctly developing his or her physical skills
- to provide the child with the opportunity to practice Christian ethics
- to provide the child with the opportunity to enjoy athletic activity and competition
- To introduce the child to team concepts and emphasize their importance to strengthen school spirit.

Participation in the First Lutheran School athletic program is a privilege! PLEASE REFER TO THE SPORTS PARTICIPATION HANDBOOK FOR MORE DETAILS. FLS is a member of the Knoxville Independent School League (KISL).

As parents, you play a vital role in the athletic program at First Lutheran. Therefore, we ask that all parents do the following:

- Support all students who are playing and encourage them to develop skills
- Demonstrate a positive Christian attitude toward all students, coaches, officials, and opponents
- Drop off and pick up children at the appropriate times
- Assist with necessary transportation arrangements for sports in which your children participate
- Support students in their overall academic and physical health

We appreciate and encourage parents who would like to assist the coaches. If you have an interest in volunteering your time and skills to the First Lutheran athletic program, please contact our Athletic Director or Principal.

***Contact the Athletic Director for a detailed athletic policy, eligibility requirements, and any forms needed for participation***

## ATTENDANCE

All students of First Lutheran School K-8 shall attend school in accordance with the Knox County Schools Attendance Guideline. Tardies affect continuity of instruction and academic success of students; therefore, all students are expected to be on time each school day. Punctuality is a measure of responsibility and First Lutheran School deems it important that all students learn the value of being punctual.

### Tardiness

Students are considered to be tardy if they are not in their seat prepared to work when the bell rings at 8:15 am. We will allow five unexcused tardies in one grading period. However, your account will be charged a \$5 “tardy fine” per occurrence, per student, after you have reached the five tardy limit.

An acceptable excuse from a professional, such as a licensed health practitioner, will be considered an excused tardy upon approval. Parents/guardians are strongly encouraged to schedule medical appointments during non-school hours.

***Any student arriving after 8:15 am must report to the office and pick up a tardy slip. Teachers will send the student back to the office to check in with the Administrative Assistant unless a tardy slip is presented to the teacher upon arrival to class.***

### Absences

An absence occurs when a student is not in attendance at First Lutheran School. Absences are discouraged, but will be excused for personal illness or death in the family. With prior approval, other reasons may be accepted.

***SPECIAL NOTE: Students must be present at school for the entire day to participate in any athletic or other school sponsored activities after school on that particular day.***

If your child will be absent or tardy, please notify the school office. Please leave a message stating the name of the student, reason for tardiness/absence.

*A staff member will attempt to contact a family whose child does not arrive at school and has not been called in as absent or tardy. In questionable cases, the police may be notified.*

Regardless of any student's academic standing or the explanations given for absences, no student shall receive credit for passing any elementary grade when excessive absences have been accumulated. Days present for transfer students will include those obtained from previous school. Elementary (K-8) minimum attendance is established at 90% of the school calendar.

First Lutheran School recognizes that exceptional circumstances beyond a student's control may arise which will result in failure to meet the minimum attendance standards. The parents/guardians of any child who is subject to failure under the provisions of this policy shall be notified. The parents will also be notified of their right to apply for a waiver of the policy. The parents' appeal must be in writing, and must explain in detail why the student was hindered from attending the required number of school days.

### Excuse Notes

Excuse notes from parents should clearly state the reason the student has been absent, will be absent, has been tardy, or will be tardy. Notes from professionals should clearly state the period of time the child was, or will be, required to be absent from school and not simply that the child was seen in the office or other place.

**After more than 3 consecutive absences, a note from a professional is required.** All excuse notes from parents and professionals must be given to the teacher or the Administrative Assistant within two days of absence or tardy.

### Unexcused Absences

Failure on the part of the parent/guardian to explain an absence - either by email, telephone, or by note - will result in the absence being "Unexcused".

### Leaving School

Students will be permitted to leave school only when accompanied by a parent/guardian or other adult as designated by the parent/guardian. Anyone transporting the student must be 18 years of age. Proper identification may be requested. Students must present a written note from the parent or guardian to the

office authorizing them to leave before permission will be granted. If the student is leaving with another student, parental approval must be given to the office in writing prior to dismissal. Student phone calls home requesting this approval will not be accepted.

## **AWARDS AND RECOGNITION**

**Quarterly Awards** – First Lutheran Students will have the opportunity to be recognized quarterly. The students may be recognized because academic achievements or Christian Character.

**End of year Awards** - First Lutheran Students who have demonstrated Academic Excellence and First Lutheran Athletes will be recognize at a special awards ceremony at the end of the year.

**Valedictorian and Salutatorian of the Eighth Grade Graduating Class** - Determination of class rank will be a cumulative GPA of a student's overall grading periods from their 7th grade year and the first three grading periods of their eighth grade year. The conduct grade must be a "B" or higher for every quarter and be present at school 89% of the year or 160 days.

The student with the highest GPA will be the valedictorian and the student with the second-highest GPA will be the salutatorian. Those students may be asked to prepare and present a speech for the graduation ceremony. Speeches will be reviewed by the teacher and principal.

## **CHRISTIAN MISSION**

**Worship & Bible Study Opportunities** - If you have a church home, we encourage you to worship there as a family. If you are looking for a church home or just want to visit, please worship with us on Sunday mornings at 9:30 am. We have a variety of Sunday School classes and adult Bible classes on Sunday mornings at 10:45 am for the entire family. We would love to share God's Love and His forgiveness of sins with your family. Additional Bible classes for adults are available during the week.

**Worship Attendance**– First Lutheran School desires its pupils to become active citizens and consecrated followers of our Lord and Savior, Jesus Christ. All children of the school should be faithful in their church and Sunday School attendance. Teachers are required to keep a record of each child's church and Sunday School attendance. Attendance is recorded on the report card.

**Chapel Services** - A children's chapel service is held weekly. This service provides an excellent opportunity for the development of Christian worship. In the service, the children have the opportunity to give weekly offerings for various mission projects which are selected by the First Lutheran staff. Parents/guardians and friends are welcome and encouraged to attend all chapel services.

**Classroom Devotions and Prayers** – In addition to K-8 Devotions on non-chapel days. Each home room teacher will provide opportunities for prayer, meditation, and devotion. Student will also receive regular Religion instruction.

## **COMMUNICATIONS**

Quality relationships are at the core of good communication. This cannot be underestimated. Quality communication among everyone is essential to providing the best environment for educating young children. Communication is not just one way communication from the school. It also requires parents,

students, and staff to be able to communicate their aspirations, concerns, and ideas. *To minimize the risk of miscommunication, there are some basic principles we ask parents, staff, and students to follow.*

**Miscommunication is usually the number one cause of conflict.** Check before you react. Everyone at First Lutheran wants the best for students and others. Children often see things from their world and perspective. They often do not understand what leads up to a situation and might only communicate part of the story. Our school policy reminds us to follow the structure given to us in Matthew 18; go to the other person privately, do not make it a public matter. Most matters are resolved in this way. At times this method may seem too direct, but it is important to understand it is done out of love, respect, and dignity.

**Go to the staff member closest to the situation.** Speak first to the most appropriate person. Don't escalate (take the issue over that staff members head or behind their back) until you have **spoken** directly to them. Please do not discuss issues or people in the public arena, *including the use of social media*. We want to build community not break down others and their reputations.

**When to communicate can be a difficult issue.** At the beginning of the year when everything is "new" and fresh, people tend to avoid discussing issues. Generally speaking, if it is worrying you, don't wait. Talk to the staff member closest to the situation. We should not aim to solve all of our children's problems for them, but a quiet word to the teacher can alert them to an issue before it gets too big.

Don't try to sort out a problem between your child and another child at school by approaching a child. Speak to the parents privately. No parent has the right to approach a child from another family about a school incident.

**Don't speak on behalf of others.** Please speak on behalf of your needs only. Do not use phrases such as "other parents or others believe as I do." Speak for yourself only and bring it to the staff person closest to the situation. Supporting the school does not always mean agreement, but does require using the communication channels and processes that respect all members of the community. This will support and build up our community. Gossip is usually misinformed and never resolves issues.

**Electronic Communication Policy** Fast Direct is the primary and preferred means of communications regarding students and school topics. Fast Direct is a convenient and helpful way to communicate with your child's teacher, but parents and teachers should follow the same guidelines as any other professional communication.

Parents and guardians are encouraged to check Fast Direct often as regular communications from the school and teachers provided important information.

When messaging teachers and staff, please be aware teachers get many messages daily. They will also be teaching your child and have many other responsibilities during their day. He/She may not be able to respond immediately to your message. Some teachers do not have time to address message until well after school finishes and others will address email in the morning. Staff will check their messages daily on school days (or each day that they work). Response time to email from a staff member will be within 48 hours of the initial contact, excluding holidays, weekends, or planned personal days off. (If it is an emergency please contact the staff member directly by phone or in person.)

Some issues are too complex to resolve via email or can't be conveyed properly through email. In this case, either the parent or staff member should request a meeting to discuss. It can be difficult to determine when to do this. However, if the email becomes very lengthy or begins to cover multiple topics, it would be best to communicate concerns in person or via a phone call. Complex or recurring issues should not be addressed via email but rather in person or via telephone.

**Communication Tips** - A poorly worded or aggressive email can lead to a breakdown in communication. Neither parents or staff members want this. Following proper email etiquette can enhance communication:

- Be positive, courteous, and diplomatic. You cannot take back an email message. Be calm and choose your words carefully. Do not write and send an email when you are angry. Take some time to digest the situation first.
- Open up your communication to the other person with phrases such as "Can we talk about...?" or "I need to check...". Avoid comments such as "You should have..." or "You must be mistaken...". You may not have all the details you need to support those statements.
- Make respectful requests such as: "Could you please send home the information about..." Avoid giving orders by saying things like: "You have to..." or "You need to..." Be brief and stick to the point. Use kind words rather than fighting phrases. For example, "Please could you..." and "Thank you for all you did" go a long way to building good relationships.

**CELL PHONES, SMART WATCHES, & ELECTRONIC DEVICES** - Cell phones and smart watches may **not** be kept in the possession of the student. Any cell phones or smart watches seen or heard by any staff member during "school hours" including student services will be taken and must be retrieved by a parent/guardian only. Any other electronic devices are not permitted for use during the school day and must remain out of sight and turned off.

Students are encouraged not to bring these items to school. First Lutheran School is not responsible for any loss, theft, or damage of such devices. Any devices seen during the school day by any staff member will be confiscated and released only to a parent/guardian.

**TELEPHONE** - Teachers or students will not be called from class to accept personal phone calls during the school day. *Students will not be allowed to make calls for forgotten items, after-school plans with friends, etc.* Office personnel will call parents if children become ill at school, or if they need to be notified for any other reason. Likewise, parents should refrain from calling school between 3:00 and 3:35 pm. to arrange after-school plans with their child. It is difficult for the office personnel to answer the phone and relay messages during this busy time of day. You may leave a voice message, but it may not be heard until after 3:45 pm. You may send an email message if there is a change in after-school plans, but keep in mind that email are checked periodically, so please allow time for messages to be seen.

**GRIEVANCE PROCEDURES** - When a parent has a grievance of one kind or another over/against a member of the faculty or staff, he or she shall follow the Christian guidelines from Matthew 18 and shall first voice this grievance in person to that specific individual. If, after this personal meeting, the parent feels that the problem has not been resolved, he or she shall discuss the matter with the principal in a private, personal conference. If the matter still has not been resolved after following the above two steps, speak to the Pastor.

Please refrain from sharing these concerns outside of the immediate household before fulfilling the above steps.

### Grievance Procedures for Students:

- Talk to your teacher about any school problems as soon as possible. Discuss the problem and concern with your parents at home.
- Ask your parents to meet with you and your teacher to discuss the problem or concern.
- Ask the principal to talk with you and your parents. Your teacher can also attend the conference.
- Ask the Pastor to provide guidance or advice with your concerns. This may be a private conference or your teacher, principal, and/or parents may attend.
- If a problem or concern is still unresolved, ask your parents to follow their lines of proper communication with the school.

## **DISCIPLINE**

The goal of discipline at First Lutheran School is to teach students Christian attitudes and self-control rather than to punish them. We want our classrooms to be engaging and fun, while maintaining a Christ-centered, safe, nurturing, and learning atmosphere. When students do not act appropriately, it takes away from other students' experiences and academic success.

The teacher is to be guided by the Word of God in enforcing discipline. If a student is unable to behave appropriately, consequence will be given for infractions.

**Minor infractions** are handled by the classroom teacher and their individual disciplinary guidelines. These could result in verbal warnings, loss of privileges, or reparations.

*Examples:*

- Inappropriate Christian behavior*
- Talking out of turn*
- Unprepared for class*
- Inappropriate use or procession of materials or belongings*
- Inappropriate hallway behavior*
- Disrespecting other students*
- Name calling/teasing*

**Moderate Infractions** are handled by the classroom teacher and/or Principal. These will result in 1-5 demerits, loss of privileges, removal from class, after-school detention, and/or parent conferences.

*Examples:*

- Chronic minor infractions*
- Non-compliance*
- Cheating of any kind*
- Public displays of affection*
- Inappropriate physical contact*
- Inappropriate language: swearing, excessive name calling, racial/sexual slurs*
- Theft of any kind*
- Defacing school property*
- Lying*
- Disrespecting teacher's belongings*
- Disrespect shown to teachers or staff*

**Major Infractions** are handled by the Principal. These will result in 6 or more demerits, removal from class out-of-school discipline and could lead to possible expulsion)

*Examples:*

- Chronic minor infractions*
- Fighting/Physical aggression*
- Defiance*
- Off campus w/o permission*
- Sexual behavior/harassment*
- Inappropriate internet sites and/or print material*
- Bullying*
- Weapons*
- Destruction of property*
- Smoking, drugs, or alcohol use*
- Serious threat/intimidation of others*

*-Not representing our school in athletics, field trips, performances, etc. in a Christian, appropriate way*

As in all things, every situation is addressed uniquely and consequences may deviate from those listed. Our teachers and Principal will do our best to handle any disciplinary infractions in a Christian and fair way. Our goal is to be able to work side by side with our parents to provide a safe, educational, Christian environment.

**Demerit System** - A "demerit system" is used by the Principal to help maintain consistency in discipline. Demerits may result in detention, suspension, or expulsion.

- ✓ 3 Demerits - Detention, in-school or after-school detention
- ✓ 9 Demerits - Parent-Student Conference with Teacher & Principal
- ✓ 12 Demerits - 1 Day Suspension, in or out of school
- ✓ 15 Demerits - 2 Day Suspension
- ✓ 18 Demerits - 3 Day Suspension
- ✓ 21 Demerits - Consideration for Expulsion

NOTE:

- A record of each student's demerits will be kept for the entire year; however, any student with fewer than 6 demerits at the end of the first semester will have these demerits removed.
- The Board of Christian Education, in cooperation with the Principal, reserves the right to insist upon the immediate withdrawal of any student whose presence is considered detrimental to the school.

**DETENTION** - After-school detentions will be served on an assigned date. Parents/guardians will be notified if their student must serve detention. Detentions will be spent with the student quietly reflecting on the reason for their presence. Other appropriate consequences may include a "work detail" or a special assignment. Any detention or disciplinary action is solely at the discretion of the principal. Parents will be charged the standard student services fee, plus an additional \$20 for the time students spend in detention.

**SUSPENSION** - During an in-school suspension, students will be supervised, if necessary, by a substitute teacher WITH THE COST OF THIS TEACHER BEING CHARGED TO THE PARENTS/GUARDIANS. Suspended students are not allowed contact with other children. The suspended student will stay in the designated area with provisions made for an appropriate number of restroom and drink visits. The suspended student will eat lunch in the suspension area.

During Out-of-School Suspension the total responsibility for the student on suspension rests with the parents/guardians.

**PROBATION POLICY** - Probation is defined as the requirement of an individual to meet certain criteria, or to abstain from certain actions for a determined period of time. If such requirements are not met during the probation period, the person may be suspended from school at the discretion of the Principal.

**BEHAVIOR PROBATION** – Realizing that attitudes influence behavior, the student but also his/her peers, First Lutheran School reserves the right to dismiss a student for negative attitudes, if counseling

and discipline have failed to make a positive change. The length of probation is at the discretion of the Principal. While on behavior probation a daily disciplinary report will be sent home to be signed and returned.

**DISMISSAL POLICY-** The philosophy of instruction is that Christian values be taught in the home as well as in the classroom. When conflicts arise between the school and the home and it is evident that the child is being led in two separate directions by differing philosophies, discussions will take place which will involve the teacher(s), student(s), parent(s)/guardian(s), and Principal. When a problem cannot be resolved, the Board of Christian Education will take action to dismiss the student from First Lutheran School. This philosophy is agreed to by parents/guardians upon the enrollment of their child into First Lutheran School.

Where such philosophies and/or values differ greatly, criteria for removal of the student have been outlined by the Board of Christian Education. Any one or combination of the following criteria becomes cause for such removal:

1. The values taught in the home are noticeably different from those taught in the school.
2. The child exhibits unwillingness to effectively use the academic talents which the Lord has provided. This includes poor attitudes toward school work or toward people with whom the child associates.
3. The child exhibits unwillingness to live the Christian life as part of the body of Christ. This may be exhibited by unusual or excessive amount of time and effort which the teacher must use in presenting warnings, admonitions, and corrections to the student's manner of behavior.

## **DRESS CODE**

The dress code at First Lutheran School is intended to create a school environment where students from Kindergarten to Eighth grade are neatly and uniformly dressed. Many of these uniform expectations are for the comfort and safety of students. Clothes that are too short or too tight can become uncomfortable or interfere with play. Students should be able to run and climb safely in their shoes. Jewelry or accessories can catch on things or become a distraction. Furthermore, uniforms help in the following ways:

- Simplify dressing
- Reduce peer pressure and social stigmas
- Encourage distinctions of character and personality
- Place emphasis on learning, not clothing
- Equalize economic diversity
- Lower long-term clothing costs
- Allow for cohesive presentation as a group

**Minor Violations** (missing belt, un-tucked shirt, etc.) will be reported and a Dress Code Write-Up will be given to the student.

**Major or repeated, deliberate violations** will be reported. A change of clothing may be required before the student can return to class. Dress Code Write-Up will be assigned, and possible discipline action may be taken.

ANY Dress Code Write-Up earned will prevent the student from participating in the next “No UNIdaY”. A fresh slate begins after each “NO UNIdaY”.

It is the parent’s/guardian's responsibility to be sure their child is dressed appropriately for school. The principal will determine whether the clothing is appropriate. The principal's decision is final.

### **Girls K-8 Dress Code**

#### **SLACKS**

Slacks should be relaxed fit, poly/cotton twill in khaki, tan, or navy. Denim and Corduroy are not permitted. Pants must have no visible studs or rivets. If pants have belt loops, a belt must be worn inside the loops. Slacks must be straight legged and touch the ankle and be hemmed or cuffed. NO cargo or jogger pants. NO “skinny” or tight fitting pants.

#### **SHORTS/ SKORTS/ SKIRTS**

Traditional walking shorts and skorts, same colors as slacks, length no shorter than fingertip length front and back. Skirts follow the same guideline as shorts. If there are belt loops, a belt must be worn. Minimum length for skirts/jumpers is fingertip length front and back when standing

#### **JUMPERS/ POLO DRESS**

Jumpers and Polo dresses are allowed in navy. Polo dresses must be embroidered with the school logo. A Peter Pan collar shirt, white oxford or white turtleneck must be worn under jumper. Minimum length for dresses/jumpers is fingertip length front and back when standing.

Notes:

- A Leggings or opaque tights in white, blue, or black may be worn under skirts, skorts, and jumpers
- First Lutheran Plaid is also acceptable for skirts, skorts, and jumpers.

#### **SHIRTS**

Shirts should be pullover polo style poly/cotton knit shirts with a collar, in white, hunter green, navy blue, or burgundy, either short or long-sleeved. A button down white Oxford or blouse with Peter Pan collar, in either short or long sleeves, is to be worn under a jumper only. Turtlenecks or long sleeves in white may be worn under a standard uniform shirt. All shirts, except those worn under jumpers or polos must have the School logo. Third grade and above must have Uniform shirts must be tucked in at all times. Shirts that are not tucked in will earn a Dress Code Write-Up. *Teachers will give a warning to “tuck it in” before issuing a Dress Code Write-Up.*

#### **SWEATERS**

Sweaters should be long-sleeved cardigan (button down front), or a pullover sweater or vest in solid navy blue, hunter green, or burgundy. Standard uniform shirt must be worn under sweaters, with the collar exposed.

#### **SWEATSHIRTS**

Sweatshirts must be crew neck or cadet collar, quarter zip style only, in navy blue, burgundy, white, or hunter green. *A school logo must be on the sweatshirt.* A uniform shirt must be worn underneath, with the collar exposed. FLS sweatshirts with hoods, zip front, and/or pockets may be worn outdoors only.

#### SOCKS

Socks should be solid color in navy blue, gray, black, tan/brown, or white. Socks must be visible (see shoe rules).

#### SHOES

Athletic shoes may be worn in a traditional style in solid white, black, gray, brown, or navy with limited stripes or ornamentations in the approved shoe color. Shoestrings must be of original style and color and must be laced and tied. Mary Jane or deck style shoes are also acceptable in the above-stated colors. An exception will be made for prescription shoes. Please provide the principal's office with a note from your physician requesting an exception. Boots or heeled shoes are not allowed.

#### BELTS

Belts should be any traditional style, SOLID color traditional in black, brown, khaki, or navy. No studs, grommets, ornamentations, patterns, or large buckles are allowed. Kindergarten through second grade students are exempt from the belt rule.

#### HAIR STYLES & ACCESSORIES

Hair color is not to be in any unnatural shades. Radical, punk, or trendy hair styles that cause a distraction are not permitted. Hair is to be kept at a neat. Hair is not permitted to interfere with a student's vision. Any color close profile, simple, hair bow or headband may be worn.

#### JEWELRY and ACCESSORIES

All jewelry must be appropriate for a Christian school. Post earrings only, **no hoops or dangles**. One earring per ear, one ring per hand, one short necklace, and/or three bracelets per arm are allowed. Scarves and hats may be worn outside only.

### **Boys K-8 Dress Code**

#### SLACKS

All slacks should be poly/cotton twill, in khaki, tan, or navy. **Blue Jeans and Corduroy are not permitted.** Pants must have no visible studs or rivets. If pants have belt loops, a belt must be worn inside the loops. Slacks must be straight legged and touch the ankle and be hemmed or cuffed. NO cargo or jogger pants. NO "skinny" or tight fitting pants.

#### SHORTS

Shorts should be traditional walking short style, in the same colors as slacks. The length should be at the knee and fingertip length front and back.

#### SHIRTS

Shirts should be pullover polo style poly/cotton knit shirts with a collar, in white, hunter green, navy blue, or burgundy, either short or long-sleeved. A button down white Oxford in either short or long sleeves is also acceptable. Turtlenecks or long sleeves in white may be worn under a standard uniform shirt. All

shirts, except those worn under polos must have the School logo. Third grade and above must have Uniform shirts must be tucked in at all times. Shirts that are not tucked in will earn a Dress Code Write-Up. Teachers will give a warning to “tuck it in” before issuing a Dress Code Write-Up.

### SWEATERS

Sweaters should be a long-sleeved cardigan (buttons down front), or a pullover sweater or vest in solid solid navy blue, hunter green, or burgundy. Standard uniform shirt must be worn under sweaters, with the collar exposed.

### SWEATSHIRTS

Sweatshirts must be crew neck or cadet collar, quarter zip style only, in navy blue, burgundy, white, or hunter green. **A school logo must be on the sweatshirt.** A uniform shirt must be worn underneath, with the collar exposed. FLS sweatshirts with hoods, zip front, and/or pockets may be worn outdoors only.

### SOCKS

Socks should be solid color in navy blue, gray, black, tan/brown, or white. Socks must be visible (see shoe rules).

### SHOES

Athletic shoes may be worn in a traditional low top style in solid white, black, gray, brown, or navy with limited stripes or ornamentations in the approved shoe color. Loafers or deck style shoes are also acceptable in the above-stated colors. Shoestrings must be of original style and color and must be laced and tied. The only exception in shoes is prescription shoes. Please provide the principal's office with a note from your physician that this is the case.

### BELTS

Belts should be any traditional style, SOLID color traditional in black, brown, khaki, or navy. No studs, grommets, ornamentations, patterns, or large buckles are allowed. Kindergarten through second grade students are exempt from the belt rule.

### HAIR STYLES & ACCESSORIES

Hair color is not to be in any unnatural shades. Radical, punk, or trendy hair styles that cause a distraction are not permitted. Hair is to be kept at a neat. Hair is not permitted to interfere with a student’s vision.

### JEWELRY and ACCESSORIES

All jewelry must be appropriate for a Christian school. Post earrings only, no hoops or dangles. One earring per ear, one ring per hand, one short necklace, and/or three bracelets per arm are allowed. Scarves and hats may be worn outside only.

## **Dress Code for “No Unidays”**

“No-Unidays” are a fun way to attend school without the standard uniform restrictions. This is a fundraiser for different projects. The cost of participation is \$2 if students follow the selected theme or wear a Christian or First Lutheran shirt. Remember that participation is optional; students may wear their

uniform if desired. Please turn in your participation fee to the teacher. If a student participates but does not pay, the parent's account will be billed.

On "No-Unidays," students are expected to dress appropriately for the school environment and maintain the same level of professionalism and neatness that is required throughout the school year.

- Students will not be allowed to wear tank tops, low-cut, or crop tops. Shirts must have sleeves.
- Skirts/shorts must be longer than fingertip length front and back. NO spandex, bike shorts or "short" shorts will be allowed.
- T-shirts with reference to illegal substances, inappropriate slogans, or cartoons may not be worn.
- Nice jeans are permitted but they must not be patched, torn, have holes, or be frayed; even if purchased new in a "destroyed" condition, these types of jeans are not allowed. No sagging or tight-fitting "skinny" jeans, leggings, or pants are allowed.
- NO sweatpants or athletic apparel.
- No sandals, Crocs, open-toed shoes, or high heels.
- Students coming dressed inappropriately are subject to the same procedure as stated in Standardized dress policy.

It is the parent's/guardian's responsibility to be sure that their child is dressed appropriately for school. The principal will determine whether the clothing is appropriate. The principal's decision is final.

**UNIFORMS and UNIFORM STORE** - Donations of used uniforms will be accepted at the school office. A year-round Uniform Store is available to parents to purchase gently used uniform items for a \$1 donation per piece. Payment is expected at the time of purchase or can be billed to your account. Please support our school store!

New uniforms may be purchased from several local retailers. Check with the school office for a list. All shirts must meet school requirements (see Dress Code section).

**ATHLETES SPECIAL DRESS-** At time athletes will be asked to dress up at school before games. Appropriate dress for boys these days is a solid white Oxford button down (with or without a school logo), a solid Green, Maroon, or Navy Blue Tie for boys with Khaki slacks. Appropriate dress for girls these days is a solid white Oxford button down (with or without a school logo) and Khaki skirts, skorts or slacks. Girls may wear solid Green, Maroon, or Navy Blue if they wish.

## **EMERGENCY SCHOOL CLOSING**

Closure due to Weather: The vast majority of the time First Lutheran School and ECE follow the Knox County Schools emergency school closure schedule for weather concerns. Please watch the local news or listen to local radio broadcasts for school closing updates. If possible, the office will notify parents via the Fast Direct System and via Social Media.

If school closure is called after 7:00am, students in before-school Student Services are to be picked up by their parents as soon as possible.

In the event of inclement weather and school closure while school is in session, *please refrain from calling the school*. Student Services will be available for a limited time after school dismissal. We

encourage parents to pick your child up as soon as possible once school is closed to allow our staff to get home safely.

Since some students may live outside of Knox County, we suggest that you use your best judgment if travel is treacherous. Please notify the school if you are unable to travel because of hazardous road conditions.

Closure due to Illness: In the event that 20% of students are absent because of illness or extreme staffing absences, First Lutheran School and/or ECE will close to prevent further spread and to allow time to sanitize the facilities.

In the event of a government mandate requiring school closure, First Lutheran will take the required steps necessary to ensure the health and safety of our community.

## ENROLLMENT

**CONTINUOUS ENROLLMENT-** The vast majority of First Lutheran students re-enroll each year, and we work hard to make the re-enrollment process as simple as possible every year. Continuous Enrollment is an efficient way to conduct the re-enrollment process for current students. Your child will be automatically enrolled each year at First Lutheran School from ECE through 8th grade graduation unless you indicate to us directly that you are not planning to return. It affirms our partnership between home and school for years to come.

All current students in Preschool-7th Grade will be automatically enrolled for next school year on February 28th. This places your child in priority status over any new families applying for admissions. With this continuous re-enrollment, your next school year enrollment fee will be billed to Fast Direct in early March. If you are not planning to return the next school year, you must notify the Office via email or Fast Direct before February 28 to avoid the enrollment fee being charged.

### Essential Dates and Penalties

- Families that notify First Lutheran by February 28 may withdraw their child for the next school year without penalty; no enrollment fee will be charged. Our school families that withdraw their child for the next school year after February 28th will be assessed **the full enrollment fee**.
- Once your child has been re-enrolled, and enrollment fees have been charged, if your plans change and you no longer intend to send your child to First Lutheran, you are responsible to notify the school of your intention to withdraw as soon as possible, but no later than July 1st.
- For preschoolers, changes in schedule must also be communicated by July 1st to ensure there is space available in the class your child will attend.
- Any family who elects to un-enroll after July 1st will be charged a **withdrawal fee of one month of tuition in addition to the previously charged enrollment fees**. As always, if

there are unique or extenuating circumstances, please include that information in the email notification to the school.

**CONTRACT** - Parents must sign a contract to secure their child's enrollment each school year. Your contract will contain tuition costs and payment details as well as other important information. A copy will be provided to you.

**ENROLLMENT REQUIREMENTS.** - Upon entering First Lutheran, students will be placed at the grade level which is most appropriate to their age, academic ability, and social skills. First Lutheran School, in line with the state guidelines, requires that children entering Kindergarten shall be no less than five years of age on or before August 15.

**ENROLLMENT PROBATION** - Automatically placed on probation are all new students applying for enrollment in First Lutheran School. This probation will remain in effect for two (2) grading periods. This will allow the Board of Christian Education and the faculty the opportunity to review records, application forms, family background, or other circumstances.

**CONSENT STATEMENT** - First Lutheran School utilizes a detailed consent form regarding such topics as medicine/first aid, student services, field trips, and sports. This form is included in the registration package and is a convenient way to eliminate the need for returning individualized forms for special events.

## **FASTDIRECT SYSTEM**

First Lutheran School utilizes an online system for grading and reporting called FastDirect. This service allows parents to view their child's progress online as teachers update the grades from week to week. Parents can access the system at [www.fastdir.com/firstlutherschool](http://www.fastdir.com/firstlutherschool). The data you view is kept 100% confidential and is only accessible to the parents who have a personal login ID and password. By checking FastDirect, you can:

- view student's grades and report cards
- communicate with your child's teacher
- see important reminders
- make payments with Credit Card or ACH
- read daily announcements
- view financial accounts

It is important that you acquaint yourself with the FastDirect system. Most communication is done through this system, and failure to check it regularly may cause you to miss important information. Help is available online, or simply call the school office if you need assistance. If you do not have internet access, you must notify the school!

## **FINANCIAL POLICIES**

**BILLING, TUITION, and FEES** - Parents will pay tuition for each student enrolled in First Lutheran School either on a monthly basis (10 payments per school year), or annually, as outlined in your enrollment contract.

All billing is done through the FastDirect system. Please refer to your enrollment contract for your specific tuition rates. Please remember you can check your current balance on FastDirect, and can pay ahead on any account. Billing questions may be directed to the Office or Bookkeeper.

**Means of Payment:**

- Payments can be made in cash or check to the office.
- Payments using a credit card or ACH, can be done on Fast Direct by going into the finance section and clicking "Make a Payment."
- Joyful Response can be used to set up automatic withdrawals for tuition payments.

**Penalties:**

- Returned checks will be charged a fee of \$25.
- A \$20 late fee will be added for payments received after the 15<sup>th</sup>.
- Accounts that are delinquent for 2 months will be required to sign up for Joyful Response.
- Any account that becomes more than 60 days delinquent risks student termination.
- After 90 days, the account can be sent for legal collection, and attorney fees of \$250 will be added to your balance.
- Report cards, test results, diplomas, or transcripts will not be released until accounts are paid in full.

**If you are having financial difficulties or cannot make the payment on time, please contact the Office. Every effort will be made to work with parents concerning delinquent accounts, provided payment arrangements are fulfilled as promised.**

**Each family** is allowed a maximum negative balance of only **\$200** on Lunch charges and Student Services charges separately.

When a negative balance of \$200 in Student Services charges has been reached, Student Services will be informed, and the child will be sent to the office to be supervised by an adult. A parent/guardian will be informed of the situation, and a prompt response will be expected in the form of payment or the child being picked up. The student will be charged the standard Student Services fee for time spent in the office.

When a negative balance of \$200 in Lunch charges has been reached, the Cafeteria will be informed, and the student will no longer be served hot lunch. If a packed lunch is not provided, the student will be served a light, cold lunch by the cafeteria and be charged \$1.00 for each meal.

**Once all or part of the balance is paid or the office has been contacted, services will resume.**

**TUITION ASSISTANCE PROGRAM** - Tuition assistance is available to families of First Lutheran School. Confidential Financial Analysis or CFA is an outside firm utilized by First Lutheran School to assess and compile a financial analysis in a confidential report that is submitted to First Lutheran School for review.

First Lutheran will not have access to your personal information, and relies strictly on the information provided to us by CFA. A separate form provided by First Lutheran School is also required as part of the assistance request, along with a recommendation from your home church or spiritual leader, or a scheduled meeting with the Principal.

Tuition Assistance applications for current First Lutheran Families should be in by May 15<sup>th</sup>. Applications submitted after that date will be considered as they come, but the amount of Tuition Assistance awarded is dependent to on the Resources available.

Additional stipulations also apply to maintain assistance once it is acquired.

- Families who receive assistance will be required to fulfill a set number of volunteer hours during the school year.
- Academic expectations must be met as determined by Principal.
- Excessive disciplinary demerits and/or school suspension may result in loss of assistance.
- Disrespect or disregard for school property may result in loss of assistance.
- Christian conduct must be maintained at all on- and off-campus events.
- Account balance must be paid in full every month or payment arrangements kept as determined by the Committee.

Also note there are expectations that scholarship recipients volunteer some of their time to support to the church and school. There will be a variety of opportunities to do so throughout the year such as work days, volunteering during the school day, and helping with PTL events. All families are expected to work at GermanFest. Guidelines for service hours required are as follows:

Families with one child: 15 hours

Families with two children: 20 hours

Families with three or more children: 25 hours

Failure to complete service hours will result in the forfeit of tuition assistance.

***FINANCIAL ASSISTANCE IS NOT AVAILABLE FOR EARLY CHILDHOOD EDUCATION, LUNCHESES, STUDENT SERVICES, FIELD TRIPS, OR ANY OTHER FEES AS REQUIRED.***

## **Health and Safety**

**ACCIDENT & INJURY PROCEDURES-** Accidents and injuries happen. School staff will tend to minor injuries such as scrapes, cuts, bruises, and bumps. For more serious injuries, the student's parent or designee will be contacted for instructions. In emergencies, the appropriate emergency medical personnel will be summoned and the student's parent or designee will be contacted. In all cases, the student's health and safety are our primary concern. Procedures will be followed as indicated on the Medical Release consent form.

**ACCIDENT INSURANCE** - All students enrolled at First Lutheran School are covered by the student accident insurance policy held by the Church and School. This policy covers only those accidents which occur at school during the school day or during school sponsored activities. THIS POLICY IS SECONDARY COVERAGE and ONLY BECOMES AVAILABLE AFTER PARENTS/GUARDIANS OWN PERSONAL INSURANCE COVERAGE HAS BEEN FILED AND A CLAIM HAS BEEN COMPLETED. It is the responsibility of the student and/or parent to promptly report any and all accidents to the child's teacher and principal. Student athletes should particularly be aware of the limitation of the school accident coverage prior to participation in any events. While the school has attempted to provide some degree of supplemental insurance coverage, this description is not intended to

provide precise advice as to the extent and limitations of coverage, and should not be relied upon in determining the insurance needs of your child.

**CONTROLLED SUBSTANCES** - First Lutheran School is a drug-free school. Student possession or use of alcohol, non-prescribed drugs, over-the-counter drugs, chemical substances, or tobacco is not permitted during the school day or at school events. Students who make the decision to possess or use these substances may forfeit their enrollment at First Lutheran School.

**CODED ENTRY** - Each FLS family will be given a 4 digit code to use to enter the building during school hours. After entering the code, press star, and you will be able to enter the building.

- 7:00am-8:30am – Coded entry through ECE Main Entrance
- 8:30am-3:45 pm - Coded entry through Main School Door
- 3:45pm - 6:00pm Coded entry through ECE Main Entrance

Those without code will need to ring the doorbell and wait for verbal confirmation that they are allowed to enter and that the door is unlocked. From 8:00-3:45 visitors must enter through the main school door. Codes are not to be given to students or those who do not regularly pick up. If a code is shared or misused, it can be turned off and entry will need to be through the main office.

**HEAD LICE** - Head lice are very common in school-aged children. Anyone can get head lice, and has nothing to do with cleanliness or length of hair. Head lice are passed from person to person through direct contact. Head lice are not dangerous, and they do not transmit diseases, but they can be irritating and sometimes can lead to minor skin infections from scratching. To prevent the spread of head lice, instruct your child never to borrow personal items such as combs, brushes, hats, head phones, clothing, or towels from other people. **First Lutheran School has a no nit policy.** Children sent home from school must be lice and nit free upon return to school. Your child may return to school following treatment and inspection by school staff confirming that the student is free of nits. Any absences resulting from head lice after 24 hours will be unexcused.

**IMMUNIZATIONS AND HEALTH EXAMS** - An official Tennessee Department of Health (TDOH) certificate of immunization that must be filled out by medical providers for delivery to school prior to entry of a student into Preschool, Kindergarten, 7<sup>th</sup> grade, or as a new student. This form is only be available from a private healthcare provider or local health department. No students entering school, including those entering Preschool, Kindergarten, 7<sup>th</sup> grade or those students from out-of-state and nonpublic schools, shall be permitted to enroll (or attend) without proof of immunization, as determined by the Commissioner of Public Health.

It is the responsibility of the parents or guardians to have their children immunized and to provide such proof to the school which the student is to attend. Exceptions, in the absence of an epidemic or immediate threat thereof, shall be granted to any child whose parent or guardian shall file with school authorities a signed Refusal Due to Personal Religious Beliefs document; or due to medical reasons if such child has a written statement from a medical provider excusing him/her from such immunizations. Proof of exceptions shall be in writing and filed in the same manner as other immunization records. An immunization certificate containing documentation of other required health information (physical examination, vision/hearing screening) must be provided in addition to the religious exemption form or the written statement due to medical reasons from a medical provider.

First Lutheran School follows all HIPPA regulations. The HIPAA Privacy Rule regulates the use and disclosure of certain information held by "covered entities" (generally, health care clearinghouses, employer sponsored health plans, health insurers, and medical service providers that engage in certain transactions). It establishes regulations for the use and disclosure of Protected Health Information (PHI). PHI is any information held by a covered entity which concerns health status, provision of health care, or payment for health care that can be linked to an individual. This is interpreted rather broadly and includes any part of an individual's medical record or payment history.

### **7th Grade Immunization Requirements:**

Children entering the 7th grade are required to provide an updated immunization record with proof of the two new immunizations on the certificate.

- Tetanus-diphtheria-pertussis booster ("Tdap")
- Verification of immunity to varicella

**MEDICATIONS** - In an attempt to provide safe and efficient administration of medication to students at First Lutheran School, we will follow the policy and procedures as outlined below. Many of these guidelines are recommended by the Department of Health and the Knox County Schools. Students who are under a doctor's care and need to take prescribed medicine during the school day follow the Medication Policy of the school.

It is most desirable for medication to be administered in the home rather than at school. However, any student who is required to take medication during the regular school day must comply with the following regulations:

- ***Complete the Physician form for administration of Medication***
- Medication may be brought to the school office by the parent, guardian, or student. If a parent allows a student to bring medication to school, that parent shall notify the school office to expect the medication. The medication shall be in a container appropriately labeled by the pharmacy or physician. Means of dispensing the medication must also be provided by the parent or guardian when appropriate (spoon, measuring cup, etc.).
- The student shall report to the school office in order to receive the medication.
- The teaching staff shall not administer medication to students, nor allow students to self-administer medication without the prior consent of the administration and the parents.
- Aspirin or aspirin products will not be administered.
- All medication will be kept secure by the school office, not on the child's person, in a desk or locker, or by the teacher. A prescribed asthmatic inhaler is the one exception to this rule.
- Parents are responsible for retrieving any unused medication from the school office at the end of the treatment regime or the school year. Medications remaining in the school office after July 1<sup>st</sup> will be properly discarded.

**OVER-THE-COUNTER (OTC) MEDICATIONS** - Occasionally, a student will come to the office complaining of a stomach ache, headache, etc. Although the student may not feel well, it may not be necessary to go home. The school office keeps a limited supply of OTC medications on hand in the event of these minor ailments. Every parent has the option to complete the medication consent form granting permission to dispense certain over-the-counter medications to students. Only those medications indicated on the consent form will be given to the student. Parents will be notified via email or a note sent home with the student if their student has received any medication. ***PHONE VERIFICATION WILL NOT BE ACCEPTED AS PERMISSION TO DISPENSE MEDICATIONS.*** Only the following OTC medications will be available: *acetaminophen, ibuprofen, and Blistex (lip treatment)*. This medication is

supplied by donation only and is of no charge to the student. In the event the student has chronic headaches or other ailments, please supply medication for the child to be kept in the school office.

**PHYSICAL EDUCATION & RECESS** - Students in Pre-K through 8<sup>th</sup> grade participate in outdoor activity periods during the school day. Please see that your child is dressed appropriately for the outside temperature. It is assumed that if children are healthy enough to attend school, they are healthy enough to participate in PE activities. If your child cannot participate in recess or PE, please provide a written note from your doctor stating the reason. If you are concerned about sun exposure for your child, please apply sunscreen at home before coming to school.

**PLAYGROUND RULES** - These are the common playground rules. Each teacher may have their own additional rules. Students are asked to please share the equipment with other students, and to treat others as you wish to be treated. Playground time is an opportunity to have fun during the day, but the privilege may be removed or restricted if rules are consistently broken.

- Swing rules: Sit properly on the swings. Do not jump from a moving swing. Do not climb on the A frame. Do not throw the swings over the top of the frame to make them higher.
- Slide rules: Feet first, slide forward only. Do not climb up the slide. Use the steps and wait your turn.
- Zip Slide rules: One rider at a time. Zip across hanging on with both hands. No running under the zip slide.
- Monkey Bar rules: No standing or sitting on top of the monkey bars. No walking, sitting or climbing on the bridge bars. Cross by swinging and hanging with hands.
- Basketball rules: No middle school students can use the smaller basketball net. No one is allowed to hang from the hoop or net.

**SCHOOL SECURITY** - The safety of our students is our primary concern. Cooperation of students and parents is expected in order to maintain a safe environment for our students.

- Parents must leave the school building by 8:15 am unless conducting school business.
- Students or parents must not open an exterior door for anyone unless instructed by school staff to do so.
- ALL VISITORS MUST CHECK IN AT THE OFFICE. *Notify the office if you see a unfamiliar person in the school*
- Doors remained locked during school hours. The playground gate and back vehicle gate will be locked after school begins. Please refrain from parking in the back lot to avoid being locked in
- Students are not allowed to leave the school with anyone other than who is listed on your contact sheet. In the event the student will be riding home with someone else, please notify the school in writing prior to the event. Children will not be allowed to call and ask permission to leave with someone other than their designated party. After-school arrangements should be made in advance so that written documentation is available.
- Video cameras may be installed and used on First Lutheran property primarily for the purposes of establishing and maintaining a safe and orderly environment Monitoring entrances and exits, and for enforcing school rules. Video cameras may be used in any place on the campus where public, student, and staff have no reasonable expectation of privacy, such as, but not limited to, entrances, hallways, classrooms, and office spaces. Footage from school cameras may be reviewed by school & church leaders and other authorities to better understand the circumstances of a concern or situation. Footage is not available for public viewing.

**SICKNESS** - Students who are not in good health cannot learn to the best of their abilities. If your child is ill or has symptoms of illness please keep them home.

Parents and guardians will be notified if a student becomes ill at school. This includes, but is not limited to, fevers 99 degrees or over, vomiting, and diarrhea. If a child has a fever in excess of 100°, a parent or other designee will be notified to retrieve the child.

Before returning to school, students must be completely symptom free *without medication* for 24 hours. Before returning to school, students with a fever over 100°, must be Fever free without medication for 24 hours.

Students who are absent because of illness for 3 or more days must have a doctor's note when they return to school. Please see the "Attendance" section for further information about absences.

## **LUNCH PROGRAM**

First Lutheran School offers daily hot, nutritious, kid-friendly lunches. We offer a varied menu which includes an entree with side items, a vegetable and fruit daily, plus occasional desserts. Lunch may also be brought from home. *Microwaves are not available for student use.*

A monthly lunch menu will be posted on the FastDirect system. Lunches are \$4.25 per day and include a choice of 2% or chocolate milk. Additional milk may be purchased for 50¢ each. After lunch, Middle School students may purchase snacks in the cafeteria for a cost 50¢ or 75¢ which must be paid for at the time of purchase.

Students are expected to eat the lunches they are provided either from home or the cafeteria. This means students are not permitted to trade food with others. We respect the judgment of parents/guardians in providing an adequate, healthy, and desirable meal for their children.

Children who desire to bring their own lunch may purchase milk. Any foods which cannot be eaten due to allergies will not be served to your child upon written notification by a physician.

## **SCHOOL SPONSORED EVENTS**

Curricular and extra-curricular student events at First Lutheran School are a vital part of the total educational program and should be used as a means of achieving such goals as developing wholesome Christian attitudes and good human relations and enhancing general knowledge and skill. School pride, as reflected in staging of and participation in school events, is a measure of the achievement of these important school goals. These goals are best met and school pride most fully developed when students, parents/guardians, and school staff work together in staging school events.

Occasionally students are required to attend a worship service or other school event in which they perform or serve a specific function. Attendance is mandatory, and an absence requires a proper written excuse.

**Assemblies and Programs** - The faculty will work cooperatively to determine time, dates, and content of school assemblies and programs. The purpose of these is to enhance the curriculum and provide positive experiences for our school family.

**Field Trips** - Many worthwhile opportunities for educational trips are available in the school area. Careful planning is always necessary before leaving the school grounds. Each teacher is responsible for his or her pupils. Chaperones must sign a volunteer driver form before driving students on field trips. This form will be kept on file in the office.

Students in each grade level have the opportunity to participate in field trips during the year. These trips can be both educational and service oriented. Parent drivers and chaperones must have a completed DRIVER FORM on file in the school office. Along with this form, a copy of the driver's license and auto insurance card must also be on file in the school office.

Permission slips for each class trip *will not be sent home* if prior consent was given on the CONSENT STATEMENT. Parents will be notified of the cost, location, and date of the trip along with any other pertinent information. Any fees due will be charged to your financial account. Please DO NOT send field trip money to school unless specifically requested by the teacher.

**Student Expectations:**

All students are expected to act responsibly during any field trip. Any student that chooses not to participate in the class field trip must be in attendance at First Lutheran School. Failure to attend school or participate in the field trip will result in an unexcused absence.

- Students should behave in a manner displaying Christian attitude.
- Students should remain with their group, as designated by the supervising teacher.
- Students who do not cooperate on a field trip may forfeit future field trip privileges.

**Chaperone/Driver Expectations:**

- All students need to wear seatbelts.
- All children whose weight or height exceeds the forward-facing limit for their car seat should use a belt-positioning booster seat until the vehicle seat belt fits properly, typically when they have reached 4 feet 9 inches in height and are 8 through 12 years of age
- Stay with the assigned group at all times, and following the all safety and behavior guidelines laid out by the teacher
- Follow travel plans/directions carefully as given by the teacher.
- Please follow any special instructions for this planned educational experience. If it is necessary, for you to deviate please let the teacher know.
- Give your cell phone number to the teacher in charge.
- In car entertainment: music, movies, or technology, needs to be appropriate for a Christian School. Remember every family is unique in their expectations.
- Please do not buy souvenirs or treats for students other than your child. Similarly, do not stop at any unplanned destinations such as restaurants, stores etc. when you are driving students on a field trip. This can lead to hurt feelings and confusion. Teachers will have planned for such opportunities and instructed parents if additional funds are needed.
- This will be a good opportunity to visit with other parents. However, remember you will be given a group of students to supervise during the trip. Furthermore, refrain from using your cellphone as it can distract from this valuable time with students.
- Do not bring infants or siblings on field trips; this may be a distraction for you or the students.
- If a child in your group is too challenging for you to supervise, tell the teacher immediately, and the teacher will take charge of that child.
- Food brought for lunches or class snacks should be healthy; we discourage food items such as candy, soda, chips, or other items high in sugar or fat.

**Class Trips** - Class trips are an important part of the student's educational experience. Students in 6th-8th grades have the opportunity to participate in overnight class trips. Class trips are mandatory; however, if extenuating circumstances occur and students cannot attend, they will be given an alternate assignment and are expected to attend school those days.

Students who are not in good standing, academically or behaviorally, can be denied the opportunity to participate in the class trip. In such a situation, students will be given an alternate assignment and school attendance is required. Failure to attend the trip or complete the assignment will affect the student's grade.

**Other Activities** Other activities of church, school, or civic nature will be available to the students who are interested. Students and parents/guardians will be advised of these activities by the school office as they occur. Such activities include, but are not limited to various Bees and Academic Fairs.

**Birthday Parties** - Appropriate treats are welcome but not mandatory. Treats with lower sugar content are suggested. Treats should be simple in nature so that the children can pass out the treats by themselves. Birthday parties are fun but disrupt the school environment. Thus, no birthday parties are allowed at school.

**Graduation** -A formal graduation is held for the Kindergarten and 8<sup>th</sup> Grade classes the last week of school. The Kindergarten and 8<sup>th</sup> grade class also has a special reception for family and friends before the ceremony. Information will be sent with the date and details. Account balances must be paid in full before students will receive their diploma; a blank diploma will be given at the ceremony unless prior arrangements regarding past due accounts have been made with the principal.

## SERVICE OPPORTUNITIES

**PARENT-TEACHER LEAGUE (PTL)** -First Lutheran School has an active and supportive Parent-Teacher League. Parents and teachers work together to determine the purpose, format, structure, etc. of this group to benefit our teachers, children, and families. Please take the time to be involved in this group for the benefit of your children. Volunteers are always welcome.

**VOLUNTEERS** - There are numerous opportunities to volunteer your time and talents at First Lutheran School. All volunteers serve under the supervision of a staff member or other designated person. If you have an area of interest as a volunteer, please communicate this to the Parent-Teacher League or your child's teacher. Any volunteers may be subject to a criminal background check if application has been approved. Volunteers under the age of 18 will be required to complete High School Volunteer Form signed by their parent.

## STUDENT BELONGINGS

**LOCKERS/DESKS** - The school provides desks and lockers for student use in designated grades. Students may not enter another student's desk or locker without permission from that student or a teacher. **School personnel have the authority to enter a locker or desk without a student's permission.**

### **Locker guidelines**

- Only the following items may be attached to the inside of the locker: photos of family and friends if mounted with magnets, magnet-mounted mirrors, or other small magnet items. NO adhesive material is to be used in locker.

- The outside of the locker may have nothing attached to it unless instructed by the teacher.
- No open food or beverages are allowed in the locker. Water bottles are permitted.
- Students are expected to keep the inside of their locker neat, clean, and orderly. Periodic locker checks may occur.
- If a combination lock is used, the combination must be given to the teacher, just in case!
- Any additional decision/judgments regarding lockers will be made at the discretion of the teaching staff and/or administration.

**LOST & FOUND** - Please label your children's personal belongings, so they may be identified and returned. Unclaimed items will be collected and brought to the Lost and Found. Please check this area for any items that you are missing. Unclaimed items will be donated to charity after a reasonable amount of time, so be sure to check the box periodically for lost or missing items.

**TOYS & GAMES**- Students are **not** permitted to bring their personal toys, sports equipment, and games including cards like Pokémon to school. Please refrain from bringing these items to school, unless requested by your child's teacher. These items may be confiscated by the teacher or Principal, and must be retrieved by the parent/guardian.

## **STUDENT SERVICES**

The Student Services program is managed by our Early Childhood Education Director. During morning hours, all students are together in the ECE area. After school, older students go to the cafeteria, playground, and/or study hall, and younger students may play outside or in the Childhood Center.

**Before- and After-school Care** - Parents of K-8 students can take advantage of our Student Services center from 7:00 to 8:00 a.m. and from 3:30 to 5:30 p.m. on school days, and from 7:00 a.m. to 5:30 p.m. on pre-determined non-school days. Whether you use the program on a regular basis to accommodate a work schedule, or as needed when your child has after school activities, we are happy to have your children join us.

Regular before and after school care is \$2 per 15 minutes from 7:00-8 a.m. and from 3:35-5:30p.m. Students left at school outside of the times provided will be charged \$2 per minute and any part thereafter. Please see "Billing" for more information about Student Services Charges.

Non-school days: You must register your child in advance so that we can provide the appropriate staff needed. A flat fee of \$35 covers the hours of 7:00 a.m. to 5:30 p.m. The cost is \$45 per day if the student has not been registered in advance. If the cafeteria is closed, you will need to send a lunch, drink, and utensils with your child. You will be informed if lunch is required.

## **VISITOR POLICY**

All visitors must report to the office immediately upon arrival. Visitors should contact the school office prior to any visit. This policy should not be interpreted as a deterrent to visitors. It is intended to help keep the best educational atmosphere possible for our students. Any teacher who encounters a visitor in the building should be as friendly and helpful as possible, do not

ignore their presence. Should you encounter a visitor not wearing a badge direct them to the office to find get a badge, or locate the principal to assist the visitor. First Lutheran School reserves the right to ask any visitor to leave.

**Alumni visits** - First Lutheran School Alumni are permitted to visit the school during lunchtime only. Permission must be received from the principal prior to the visit. Guests under 18 must be accompanied by a parent or guardian. All guests must check in at the office upon arrival to school.

**Parent visits** - Parents/guardians are welcome to come to the school and visit the classroom or eat lunch with the students, but prior arrangements should be made with the child's teacher and the Principal.

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

*\*\*\*Information in this handbook was compiled from records of First Lutheran School. Although we have worked diligently to make the contents as accurate as possible, we are human. We regret any inconvenience caused by errors or omissions. Any part of this handbook may be amended by the Principal at his/her discretion. Any additions or amendments to this handbook will be given to parents to include with this handbook\*\*\**

*August 2025*

## NOTES