

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.

- A student who has three (3) unexcused tardies during one (1) grading period will be given a warning.
- The fourth (4) unexcused tardy will result in a contact by the teacher.
- The fifth (5) unexcused tardy may require the student to serve detention after school. (SSC charges will apply). Student will also be ineligible for Principal's List or Honor Roll. The parent shall pay a **tardy fine of \$5** per occurrence once the child has accumulated 5 unexcused tardies. Excessive tardiness may also result in loss of tuition assistance.

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

***Any student arriving after 8:15 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.***



## Parent Handbook

# 2011-2012

Believing all children are created and loved by God, First Lutheran School, together with family and church, provides a quality academic structure to educate children's spirits, minds and bodies in a Christ-centered environment, preparing them as responsible citizens for Christian service and eternal life.

## **ATHLETICS**

Our athletic program consists of competition with other private schools in our area. A nominal 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 physical skills
- to provide the child with the opportunity to practice Christian ethics within the sphere of athletics
- 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). We offer the following sports to students in grades 5–8:

Fall: Girls Volleyball \*\*\* Winter: Boys and Girls Basketball  
Spring: Soccer (if enough interested students)

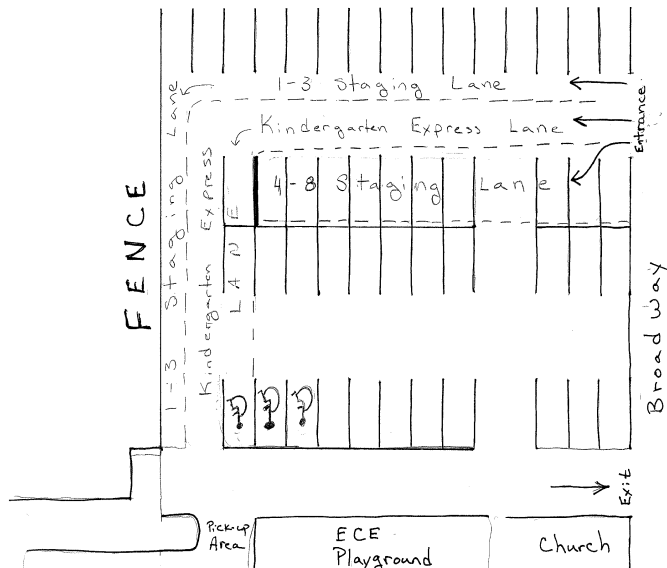
As parents, you play a vital role in the athletic program at First Lutheran. Therefore, we ask that all parents do the following:

- 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

grade line along the fence. ALL KINDERGARTENERS MUST BE PICKED UP ON THE NORTH SIDE OF THE BUILDING.

**Students with last names beginning with letters A–M will be picked up on the north side of school.** Drivers picking up students for grades 1–3, line up beginning along the fence and curve around to the northern most parking spaces. Drivers picking up students for grades 4–8 may stage in the northern half of the double lanes of parking spaces.

**Students N–Z will be picked up from the Wells Avenue entrance on the south side of the building.** Drivers are to line up along the curb and progress along until your child is summoned. CHILDREN WILL NOT BE SENT ACROSS THE STREET INTO THE GRAVEL PARKING LOT FOR PICK UP. *You may see your child waiting, but for safety concerns, please remain in line until your child can be loaded safely. If your child is slow in responding to our call, you may be asked to circle around the parking lot so that we may continue the flow of traffic. If you wish to park and meet your child at the door, please use caution as you walk through the parking lot and do not leave your child unattended once retrieved. Students not picked up by 3:35 will be sent to Student Services.*



### ACADEMIC RECOGNITION

Fourth through eighth grade will be recognized for academic achievement at the levels indicated below. To qualify for the Principal's List or Honor Roll, each student must receive no less than a "B" in any major subject, no less than a "C" in any minor subject. Conduct grade of "B" or better, No minus (-) marks. No more than five unexcused tardies per grading period. Students that have been suspended or receive a detention will not qualify for Principal's List or Honor Roll.

Principal's List = 3.75 – 4.00

Honor Roll = 3.50 – 3.74

Grading Scale:

- A = 92 – 100 Superior
- B = 85 – 91 Good
- C = 78 – 84 Average
- D = 70 – 77 Poor
- F = 69 & below

Major subjects include:

- English/Grammar
- Writing
- Math
- Memory/Religion
- History/Social Studies
- Science
- Reading/Literature
- Spelling

Minor subjects include:

- Music
- Health
- Art
- Physical Education  
(for middle school)

### Valedictorian & Salutatorian

Determination of class rank will be a cumulative GPA of students over all grading periods from their 7th grade year through the first three grading periods of the eighth grade year. The conduct grade must be a "B" or higher for every quarter. 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 eighth grade teacher.

### **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.



First Lutheran School is accredited by the Southern Association of Colleges and Schools and the National Lutheran Schools Association.

### **ALUMNI VISITS**

First Lutheran School Alumni are permitted to visit the school during the lunchtime only. Permission must be received from the principal prior to the visit. Guests must check in at the office upon arrival to school.

### **ANNOUNCEMENTS**

The office announcements that are heard each morning by the staff and students will be emailed to parents via FastDirect. Please check your FastDirect email DAILY for other important school information.

### **ARRIVAL AND DISMISSAL PROCEDURES**

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 Center (SSC). In the winter months, we encourage ALL children to utilize the Student Services Center. No charge will apply to those students arriving at SSC after 7:50 am.

Children must be dropped off in the main parking lot on the North side of Church. Please drive to where the Principal is standing (or the sidewalk next to the ECE playground) 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.

### **STUDENT PICK-UP PROCEDURES**

**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. 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.***

Please display the name sign included with this handbook. Place it on the passenger side windshield so it is visible to our staff! Extra name signs may be requested in the school office.

In order to avoid traffic congestion on Broadway, we have established the following procedures for student pick-up. **We suggest that if you have children in different grades, arrive and stage for the oldest child.** This will ease in the flow of traffic and avoid waiting for older children to be dismissed. Staging areas are designated below:

**ALL Kindergarten students are dismissed at 3:15 and maybe picked up in the "express lane" located on the north side of the building.** For quick retrieval, drivers should form a line beginning at the handicap spaces. This express lane lasts until 3:20 only, and then drivers must join the other cars in the first

Major Violations will be reported to the child and to the parent/guardian. A change of clothing will be required before the student can return to class. Demerits will be assigned.

ANY dress code demerits earned will prevent student from participating in the next "No UNIdaY". A fresh slate begins after each "NO UNIdaY."

Parents may be called to bring a school uniform for any child not following the guidelines. It is the parents/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.

### Girls K-8

#### SLACKS

Poly/cotton twill, khaki tan or navy. **Blue Jeans not permitted.** 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 pants. No "skinny" or tight fitting pants.

#### SHORTS/CAPRIS/SKORTS

Traditional walking shorts and skorts, same colors as slacks, length no shorter than 3 inches above the kneecap. Capri pants should follow the same guidelines of slacks.

#### SKIRTS/JUMPERS

Follow the same guideline as slacks. If there are belt loops, A BELT MUST BE WORN. Minimum length for skirt/jumpers is 2 inches above the kneecap when standing. **A Peter Pan collar shirt or white turtleneck must be worn under jumper.**

#### SHIRTS

Pullover polo style poly/cotton knit shirts with collar, in white, hunter green, or burgundy, either short or long-sleeved. A button down blouse with Peter Pan collar in white. either short or long-sleeved is to be worn under jumper only. Turtlenecks in white may be worn under standard uniform shirt. All shirts, except button down Peter Pan collar and turtleneck, must have the School logo. **Uniform shirts must be tucked in at all times.** Un-tucked shirts will earn a demerit. *Teachers will give a warning to "tuck it in" before issuing a demerit!*

#### Absences

An absence occurs when a student is not in attendance at First Lutheran School. Absences are discouraged, but will be excused by the principal 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 via FastDirect. You may also call the school at 524-0308 as soon as it is evident the student will be absent or tardy. Please leave a message stating the name of the student, reason for tardiness/absence, and if tardy, should the student be added to the daily lunch count. It is important to leave a message. Since the office is extremely busy in the morning, we may be unable to answer the telephone promptly. *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.*

Irrespective of any student's academic standing or excuses presented 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 five consecutive absences, a note from a professional is required. All excuse notes from parents and professionals

must be given to the teacher or the office manager 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.

#### **BAND**

Band is for students in grades 5–8. Students begin by trying a few different instruments and deciding which one is best for them. We encourage students to play traditional band instruments like flute, clarinet, trumpet, saxophone, trombone, drums/bells, and oboe. Once this process is completed, students rent or purchase an instrument and begin learning the basics. Students are expected to be prepared for band class by bringing instruments and music to school and properly caring for instruments. First Lutheran School does not have facilities for storing instruments, and suggest students take their instruments home at the end of the day. First Lutheran School is not responsible for lost, stolen, or misplaced instruments.

The 6–8 grade band performs at the Christmas Program, Spring Musical, drama productions, and several basketball games throughout the year. Grades in the band program are based on class participation, performances, individual playing tests, and weekly practice records.

#### **BILLING**

All billing is done through the FastDirect system. Please refer to your enrollment contract for your specific tuition rates. If you do not have internet access, a hard copy will be mailed to you. Any billing questions or payments may be directed to the Administrative Assistant. Payments are due on the

#### **DISCIPLINE**

The goal of discipline at First Lutheran School is to teach students self-control, Christian attitudes, orderliness, and efficiency rather than to punish them. Therefore, teachers are to deal with pupils in accordance with the teachings and philosophy of Christ. Teachers are to tolerate actions acceptable for certain levels of growth, channel actions when necessary, and finally stop any behavior or conduct that interferes with learning activities. Pupils are to be taught to love one another, serve one another, and respect one another's rights and privileges.

The teacher is to be guided by the Word of God in enforcing discipline. In case the teacher is unable to obtain good conduct from a student, they will report such disobedience to the student's parents. If this does not produce the desired results, the matter will be referred to the principal. In all cases of discipline, the spirit of Matthew 18 shall prevail. In the event a student is ejected from the classroom due to a severe disruption, a parent/guardian will be called to retrieve the student from the school. SSC charges will begin at double rate 30 minutes from the time parent was notified to pick up the student.

#### **DRESS CODE AND "NO-UNIDAY"**

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. Uniforms help in the following ways.

- Simplify dressing
- Reduce peer pressure and social stigmas
- Encourage distinctions of character and personality instead of appearance
- 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 demerit slip will be given to the student.

- Cheating (no academic credit)
- Concealing or damaging property of others

#### 9 Demerits

- Stealing

#### 12 Demerits

- Fighting or hurting others

#### 21 Demerits

- Willful disregard for student safety
- Violence directed at staff/faculty member or another student
- Improper use of internet regarding disrespectful comments concerning staff or students of First Lutheran School
- Possession of tobacco, drugs, alcohol, or a weapon

#### **NOTE:**

- Demerits received may differ from the above list
- A larger number of demerits may be received for flagrant, willful discipline violations.
- 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 may be given to students who repeatedly choose to violate school policy in areas of tardiness, uniform infractions, and classroom disturbance. These detentions will be served on an as-needed basis. Parents/guardians will be notified if their student must serve detention. Most detentions will be spent in the Principal's office, with the student quietly reflecting on the reason for their presence. Other appropriate consequences may include a "work detail" or special assignment. Any detention or disciplinary action is solely at the discretion of the principal.

first of each month, and are considered late after the 15<sup>th</sup>. *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>. If you are having financial difficulties, please contact the Administrative Assistant.*

#### **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones may be kept in the possession of the student, *PROVIDED* the phone is off and out of sight. Any cell phones SEEN by any staff member during "school hours" will be seized and must be retrieved by a parent/guardian only. MP3 Players or any other electronic devices are not permitted for use during the school day and must remain out of sight and turned off. *Students are not encouraged 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.*

#### **CHAPEL SERVICES**

A school-wide chapel service is held every Wednesday morning at 8:30 am. This service provides an excellent opportunity for the development of Christian worship. In the service, children have the opportunity to give weekly offerings for various mission projects. Offering envelopes will be provided by the teachers for your convenience! Each class from Pre-K through Grade Eight will also present a chapel service. Please check the calendar for specific class presentations. Parents, grandparents and friends are welcome and encouraged to attend chapel services.

#### **CHOIRS**

First Lutheran School has three choirs in which all K-8 students participate. In each choir, students are introduced to varying levels of music. In the middle school choir, students are split into parts to learn harmony and chords. Choirs perform music at various ability levels and in different languages. Choirs are composed of Kindergarten through second grade, third grade through fifth grade, and middle school. (Choirs will be developed based on class size and may vary from the above guidelines)

- 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. Attendance for these special events is counted towards the student's grade.
- Choirs may also perform at civic organizations, such as senior citizen's centers, as part of our school's community outreach.

### **CLASS TRIPS**

Students in grades five through eight have the opportunity to participate in overnight class trips. The fifth and sixth grade class will take an overnight educational environmental excursion to River Ridge on Watts Bar Lake, usually during October. The seventh grade class will visit Nashville, TN for two nights and three days, and the eighth grade students will visit Washington DC for a four day, three night stay.

### **COMMUNICATIONS**

In an effort to promote positive relationships within the school, it is important to establish guidelines for communication. We welcome and encourage communication between our teachers and parents using the FastDirect system. Please remember that appropriate setting and time are important for discussing a student's progress or expressing a concern. Confidentiality is important for all of us. If you need to meet with a teacher, please email the teacher or send in a note to request a mutually convenient time to meet. Teachers are unable to take phone calls during the school day, but will be available after 3:45 pm.

### **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.

### **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. Please refer to the *Medications* section of this handbook regarding bringing approved medication to school.

### **DEMERIT SYSTEM**

A "demerit system" is used by the principal to help maintain consistency in discipline. Demerits may result in detention, suspension, or expulsion. There are two kinds of Demerits, a Discipline Demerit and a Dress Code Demerit. Dress Code Demerits do not accumulate and are removed after each "NO UNIDAY."

- ✓ 3 Demerits – One-hour Detention or a work crew period.
- ✓ 6 Demerits – Parent-Student Conference with Teacher
- ✓ 9 Demerits – Parent-Student Conference with Teacher & Principal
- ✓ 12 Demerits – 1 Day Suspension
- ✓ 15 Demerits – 2 Day Suspension
- ✓ 18 Demerits – 3 Day Suspension
- ✓ 21 Demerits – Consideration for Expulsion

Some examples of behaviors resulting in demerits are:

#### 1 Demerit

- Problems in completing homework assignments
- Dress code violations or improper dress for PE class

#### 3 Demerits

- Lying
- Use of profane or vulgar language
- Refusal to cooperate with a staff member
- Harassment of another student
- Concealing, or damaging property of others
- Disrespectful comments toward or about any staff member
- Disrespectful behavior toward or about any staff member
- Damage to school property

- Vacuum wherever your child has been (including furniture, in the car) and then discard the vacuum bag.

- 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.** *First Lutheran School has a no nit policy*

### **IMMUNIZATIONS AND HEALTH EXAMS**

The Tennessee Department of Health (TDOH) has issued new immunization rules, along with a new official certificate that is required for entry into school effective July 1, 2010. There will now be only one official TDOH certificate of immunization that must be filled out by medical providers for delivery to schools prior to entry of their child into **pre-school, pre-k, kindergarten, 7th grade, or as a new student.** This form will only be available from a private healthcare provider or local health department. No students entering school, including those entering Pre-School, Kindergarten, Grade Seven 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*

### **SWEATERS**

Long-sleeved cardigan (button down front), or pullover sweater or vest in solid navy blue. Standard uniform shirt must be worn under sweaters, with collar exposed.

### **SWEATSHIRTS**

Sweatshirts must be crew neck style only, in burgundy, white or hunter green. *A school logo must be on the sweatshirt.* **A uniform shirt must be worn underneath, with the collar exposed.** A school hoodie is available from Educational Outfitters in hunter green only. A uniform shirt must be worn under the hoodie. *Lion sports team warm-ups or hoodies may be worn by the athletes on game day only!*

### **SOCKS**

Any solid color navy blue, black, tan or white. Socks must be visible in shoes.

### **SHOES**

Athletic shoes may be worn in a traditional low top (ankle exposed) style in solid white, black, brown or navy with limited stripes or ornamentations. Shoestrings must be of original style and color and must be laced and tied. Mary Jane style shoes are also acceptable in the above-stated colors. Rain or snow boots may be worn outside on days of inclement weather.

\*An exception will be made for prescription shoes. Please provide the principal's office with a note from your physician requesting an exception.

### **BELTS**

Any SOLID color traditional belt in black, brown, khaki or navy. No studs, grommets, ornamentations, patterns, or large buckles. Kindergarten students are exempt from the belt rule.

### **HAIR STYLES & ACCESSORIES**

Hair color is not to be in contrasting colors or any unnatural shades. Radical, punk, or trendy hair styles that cause a distraction are not permitted. Any color hair bow or headband may be worn.

### **JEWELRY**

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.

MAKE-UP IS DISCOURAGED. Light colored nail polish is permitted.

## **Boys K-8**

### **SLACKS**

Poly/cotton twill, khaki tan or navy. Blue Jeans not permitted. If pants have belt loops, belt must be worn inside the loops Slacks must be straight legged and touch the ankle and be hemmed or cuffed. Pants must have no visible studs or rivets. NO cargo pants. Kindergarten student's belt use is optional.

### **SHORTS**

Traditional walking short style, same colors as slacks, length no shorter than 3 inches above the kneecap.

### **SHIRTS**

Pullover polo style poly/cotton knit shirts with collar, in white, hunter green, or burgundy. Short or long-sleeved. Button down oxford shirts in white. Turtlenecks in white may be worn under standard uniform shirt. All shirts (except turtleneck) must have the school logo. Uniform shirts must be tucked in at all times. Un-tucked shirts will earn a demerit. *Teachers will give a warning to "tuck it in" before issuing a demerit!*

### **SWEATERS**

Long-sleeved cardigan (buttons down front), or pullover sweater/vest in solid navy blue. Standard uniform shirt must be worn under sweaters, with collar exposed.

### **SWEATSHIRTS**

Sweatshirts must be crew neck style only, in burgundy, white, or hunter green. *Sweatshirt must have the school logo. A uniform shirt must be worn underneath, with the collar exposed.* A school hoodie is available from Educational Outfitters in hunter green only. A uniform shirt must be worn under the hoodie. *Lion sports team warm-ups or hoodies may be worn by the athletes on game day only!*

### **SOCKS**

Solid color in navy blue, black, tan or white. Socks must be visible inside shoes.

- Talk to your teacher about any school problem before or after school. Your parents may be able to help you in knowing what to say.
- Ask your parents to meet with you and your teacher to talk about 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.

## **HEAD LICE**

Head lice are very common in school-aged children. Anyone can get head lice, and getting head lice have 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.**

Treatment of Head Lice:

- Choose an over-the-counter lice treatment, available without a prescription (NIX, RID, Clear, etc). **Follow the instructions on the package very carefully.**
- Use a nit comb to comb out as many nits as possible. The nits are not always killed by the treatment and those that cannot be removed may hatch later. It is usually necessary to re-treat in two weeks. *First Lutheran School has a no nit policy.*
- You should wash all hats, clothes, sheets, pillowcases, towels, etc. which might have come in contact with your child. Wash items in hot water, and/or dry in the dryer for at least 20 minutes. Any item that cannot be washed should be sealed in a plastic bag for two weeks.
- Clean all combs, brushes, picks, hair bows, etc. in very hot soapy water or lice shampoo. Leave in the hot water for at least 10 minutes.

## **FUNDRAISING**

In conjunction with Knox County schools, FLS participates in the sale of "School Coupon Books". FLS sells the East Tennessee version of the book which also includes coupons for the Pigeon Forge area in addition to the Knoxville area. Depending upon the amount of books sold, we have a potential to retain approximately 75% of the proceeds. More information will follow as the sale date approaches. This is one of our main fundraisers for school materials and to aid in funding middle school field trips. Money raised by each class will stay with the class, even as they advance grades.

The PTL may also host fundraising events during the school year. An Otis Spunkmeyer Cookie sale is being planned in time for the holidays, possibly a fall festival, and the annual Spring Silent Auction.

## **GRADUATION**

A formal graduation is held for the Kindergarten and 8<sup>th</sup> Grade class during the closing ceremonies on the evening of the last day of school. The 8<sup>th</sup> grade class also has a special banquet after the last day of school for family and friends. Information will be sent as the date and details become finalized. 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 have been made with the principal.

## **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 Guidelines for a Student

- Discuss the problem and concern with your parents at home.

## **SHOES**

Athletic style shoes may be worn in a traditional low top (ankle exposed) style in solid white, black, navy or brown with limited stripes or ornamentations. Shoestrings must be of original style and color and must be laced and tied. Rain or snow boots may be worn outside on days of inclement weather. \*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**

SOLID color traditional style belt in black, brown, khaki or navy. Belts should have no studs, grommets, ornamentations, patterns, or large buckles.

## **HAIR STYLES & ACCESSORIES**

Hair color is not to be in contrasting colors or any unnatural shades. Radical, punk, or trendy hair styles that cause a distraction are not permitted. No ball caps.

**NO EARRINGS!** Boys may wear one ring and/or one neck chain. All jewelry must be appropriate for a Christian school.

## **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 \$1 if students follow the selected theme or \$2 if they choose not to. Themes will be announced prior to the event. Students may also wear a Christian shirt instead of following the theme and pay \$1. 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 account will be billed.

On NO UNIDaYS, students are expected to dress appropriately for the school environment and maintain the same level of modesty and neatness that is required throughout the school year.

- Students will not be allowed to wear sundresses, tank tops, low-cut, or mid-riff tops. Shirts MUST have sleeves.
- Skirts/shorts must be no shorter than 2 inches above the kneecap when standing. NO spandex shorts or "short" shorts will be allowed.

- T-shirts with reference to beer or alcohol, inappropriate slogans or cartoons, is considered inappropriate for a Christian School and 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 type of jeans are not allowed. No sagging or tight-fitting “skinny” jeans are allowed.
- NO sweatpants or work-out 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 parents/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.**

### **EMERGENCY SCHOOL CLOSING**

First Lutheran School follows the Knox County Schools emergency school closure schedule. Please watch the local news or listen to local radio broadcasts for school closing updates. If possible, the Principal will notify parents via the Fast Direct System. In the event of snow 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. Since some of 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.

### **ENROLLMENT CONTRACT**

Parents must sign a contract to secure their child’s enrollment every school year. Your contract will contain tuition costs and payment information as well as other important information. A copy will be provided to you.

### **FAST DIRECT SYSTEM**

First Lutheran School utilizes an online system for grading and reporting called Fast Direct. 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/firstlutheralschool](http://www.fastdir.com/firstlutheralschool). The data you view is kept

100% confidential and only accessible to the parents who have a personal login ID and password. By checking FastDirect, you can:

- Online viewing of student grade book and report cards
- Communicate with your child’s teacher.
- See important reminders
- Read daily announcements
- View financial account

**It is important that you acquaint yourself with the Fast Direct 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!**

### **FIELD TRIPS**

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 drivers’ 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.

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.

REMEMBER THE FOLLOWING RULES:

- 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.

party. Please refrain from calling the school to make after-school arrangements unless it is an emergency. After-school arrangements should be made in advance so that written documentation is available.

### **STANDARDIZED TESTING**

One measure of progress is the student's performance on standardized tests. Students in Kindergarten through 8<sup>th</sup> grade take the Stanford Achievement Test in the early spring. In the fall, new students in grades 4 and up, and current students in Grades 3, 5 and 7 take a cognitive ability test called the Olsat. Our 8<sup>th</sup> grade class takes the High School Gateway assessment tests in Language and Algebra in the spring. All test results will be available to the parents upon request; Stanford test results are mailed as soon as they become available. *Test results will be withheld if financial account is delinquent.*

### **STUDENT SERVICES CENTER (SSC)**

#### **BEFORE & AFTER SCHOOL CARE**

Busy parents of K-8 students can take advantage of our student services center from 6:30 to 8:00 a.m. and from 3:35 to 6:00 p.m. on school days, and from 6:30 a.m. to 6 p.m. on pre-determined non-school days. Whether you use the program on a regular basis to accommodate a work schedule, as needed when your child has sports, drama practice, or study hall, we are happy to have your children join us.

The student services program is managed by Penny Wright, 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.

*On 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 6:30 a.m. to 6 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.*

*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.*

### **PHYSICAL EXAMINATIONS: Pre-School and Kindergarten Requirements:**

Proof of a physical examination completed by a medical provider and dated within 12 months prior to the first day of school is required for entry into the ECE program or Kindergarten. A completed Tennessee School Immunization Certificate may be obtained from a local physician or the Health Department. The official TSIR will satisfy both the medical exam (if checked by physician) and the immunization requirements. A student may be enrolled without this information, but it must be submitted to First Lutheran School within 30 calendar days of attendance or risk dismissal. Cost of the examination shall be borne by parent or guardian of the student. All physical and immunization records shall be kept on file in the student's cumulative record.

### **First – Sixth Grade Requirements for new students:**

Written proof of a medical examination completed by a medical provider is required for **new** students. This includes proof brought in person or provided in records from the previous school. A student may be enrolled in school without this information but must file it with the school within 30 calendar days or risk dismissal. Physical examinations contained in records from students transferring from other school systems may be accepted if stated guidelines are met. Cost of the examination shall be borne by parent or guardian of the student. All physical and immunization records shall be kept on file in the student's cumulative record.

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

**Children entering the 7th grade**, who are already enrolled, no longer are required to show proof of hepatitis B vaccine, but must show proof of two new immunizations. For 7th grade students already enrolled in Tennessee schools, only one proof of the two new immunizations is required on the **new immunization certificate**.

- ✓ Tetanus-diphtheria-pertussis booster ("Tdap")
- ✓ Verification of immunity to varicella (2 doses or history of disease)

### **INTERNET**

The internet has become an essential tool of today's world. With Face Book, MySpace and other public forums of communication, care and caution must

be used by students when utilizing these forums. Although student use of these websites is not discouraged, derogatory remarks concerning First Lutheran School, its student body, staff or faculty is not acceptable. Websites may be screened and reviewed by First Lutheran staff and, in the event a questionable site has been discovered, the appropriate action will be taken and may result in possible suspension or expulsion.

A separate "school internet use agreement" for students in Grades 5 - 8 will be sent home at the start of the school year. More details will be provided by the Computer Lab instructor.

### **LIBRARY**

We want students at First Lutheran to be excited about reading. The FLS library has more than 10,000 books. Students attend a library day each week, when the librarian reads a story (usually pertaining to something they're studying in class) and they are given time to check out books. All students are instructed on proper library behavior and usage as well as checkout and return procedures. Students are always allowed to come into the library during open periods to return and check out new books.

In the middle school, **Accelerated Reader** tests are a part of students' literature grades. All students participate in the Accelerated Reader program. It is a way of testing reading comprehension on the books students read and to encourage students to read more. Students take a STAR test, a diagnostic test that shows their reading ability and which book level they should be reading. The librarian then assigns students an Accelerated Reading goal based on that score. The Accelerated reader (AR) Program is designed to encourage reading. It is a fun program where a child can work at his own pace to achieve individual and group goals. A non-threatening environment motivates and encourages the student to excel. AR books in the First Lutheran library are marked with a data sticker indicating the reading level and point value of the book. To earn points, students read an AR book, then take and pass a quiz on the computer. As they continue to read and pass quizzes, they accumulate points toward an individual goal. Class parties and/or prizes are awarded when certain goals are reached.

The library hosts two Scholastic Book Fairs to raise funds to buy new books for the library, Accelerated Reader tests, parties, and prizes. Donations to the library are always welcome! Students are expected to be responsible when

### **PLAYGROUND RULES**

These are just a few of the playground rules. Each teacher may have their own rules. Please share the equipment with other students and treat others as you wish to be treated. Playground time is an opportunity to have a little fun during the day, but 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.
- Slide rules: Feet first, slide forward only. Do not climb back up the slide, use the steps or 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.
- Snake rules: No standing

### **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 PARENTS, GUESTS AND VISITORS MUST SIGN IN AT THE OFFICE AND RECEIVE A VISITOR BADGE. *Notify the office if you see a non-staff member in the building without a VISITOR badge.* Please return the badge to the office upon leaving the building.
- 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

school inventory. In the event the student has chronic headaches or other ailments, please supply medication for the child to be kept in the school office.

### **PARENT-TEACHER CONFERENCES**

Time is scheduled for Parent-Teacher Conferences for student in grades Kindergarten through grade eight following the first grading period. Parents are expected to participate in these conferences. Additional conferences may be held during the year as desired by the parent and teacher.

### **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 children and families. Please take the time to be involved in this group for the benefit of your children. The annual fee for the PTL dues per family is \$20 and will be billed to your account. The PTL holds periodic General Meetings that you are encouraged to attend and hosts several events during the school year, including the Fall Festival and the Spring Silent Auction. Volunteers are always welcome.

### **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.

### **PHYSICAL EDUCATION UNIFORM IN MIDDLE SCHOOL**

Students in grades 6-8 will wear a gym uniform consisting of gray athletic shorts (following the dress code requirements) and a FLS T-shirt as approved by the principal. Athletic shoes that do not leave marks on the gym floor are recommended. Gym shorts may be purchased at most discount or department stores. Sofi shorts, lycra or bike shorts are not appropriate gym wear. A limited supply of gym clothes is available in the school uniform store. You may purchase t-shirts in the school office for \$5.

taking library books home. The cost of lost or damaged books will be borne by the parent.

### **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 friend if mounted with magnets. Magnet-mounted mirrors or other small magnet items. NO rock star/movie star pictures/posters or other similar 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.
- We suggest a combination lock if you so choose... make sure to give the combination 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 belonging so they may be identified and returned. Unclaimed items will be collected and brought to the Lost and Found area located outside the office. 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 often for lost or missing items. Notices will be emailed via FastDirect when the box will be emptied.

### **LUNCHES**

First Lutheran School offers a daily hot lunch of nutritious, kid-friendly

lunches. We offer a varied menu which includes an entree with side items, a vegetable and fruit daily, plus occasional desserts. Of course, lunch may be brought from home. *Microwaves are not available for student use.* A monthly lunch menu will be posted on the FastDirect system or available in the school office. Lunches are \$3.00 per day and include a choice of 2% or chocolate milk. Additional milk may be purchased for 35¢ each and must be paid for when purchased. Healthy snacks are available during breaks for 3<sup>rd</sup>–8<sup>th</sup> graders only! Snacks may be purchased in the cafeteria, usually 25¢ or 50¢, and must be paid for at time of purchase. Vending machines are available for use *after* school. Cost is 60¢ per item from the vending machines.

Lunch payments should be made on a pre-paid basis. Your balance will show at the bottom of the FastDirect screen after you sign in. A negative balance means it is time to pay your lunch bill. **No lunch account will be allowed to exceed \$60 per student. Lunches will be denied until the balance is paid.**

### **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 for administration of medication to students 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. Many children are able to attend school because of the effective use of medication in the treatment of illnesses. 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: ***All prescription medications must be physician prescribed with written orders detailing the name of the student, date, name of the medication, dosage, and the time interval the medication is to be taken.*** The parent or guardian must request in writing, via the medication form, that the school comply with the physician's medication order. This note should include phone number(s) in case of a question or emergency. Be sure to sign the permission note.

- 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, i.e. 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, desk, locker, or by the teacher. (prescribed asthmatic inhaler is the 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 destroyed.

### **OVER -THE-COUNTER (OTC) MEDICATIONS**

Occasionally, a student will come to the office complaining of a tummy 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. If a child has a fever in excess of 100°, a parent or other designee will be notified to retrieve the child. ***PHONE VERIFICATION WILL NOT BE ACCEPTED AS PERMISSION TO DISPENSE MEDICATIONS.*** Only the following OTC medications will be available: *acetaminophen, ibuprofen, sore throat lozenges, antacid tablets, Blistex (lip treatment) and cough drops.* This medication is supplied by donation only and is of no charge to the student. Periodically, when supplies run low, parents may be asked to contribute what is needed in order to replenish the

Regular before and after school care is \$1 per 15 minutes from 6:30–8 a.m. and from 3:35–6 p.m. Late charges begin at 6:01 p.m. and are \$1 per minute and any part thereafter.

### **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 parents need to be notified for any reason. Likewise, parents should refrain from calling school between 3:00 and 3:35 pm. to arrange after-school plans with their child. Please make these arrangements BEFORE school unless it is an emergency. 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. 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.

### **TEXTBOOKS AND WORKBOOKS**

Students are issued textbooks 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.

### **TOYS & GAMES**

Students are not permitted to bring their personal toys and games 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.

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

- Student must maintain a 75% church attendance record. Evidence of church attendance may be requested.
- 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 campus and off-campus events.
- Account balance must be paid in full every month or payment arrangements kept as determined by the Committee.

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

### **TUITION AND FEES**

Each student enrolled in First Lutheran School will pay tuition on a monthly basis (either 10 or 12 payments per school year) or annually, as outlined in your enrollment contract. All other billed fees such as lunch, field trips, etc will be included on your monthly tuition statement and is due on the first of each month, with a grace period of 15 days. A late fee of \$20 will be billed to your account on the 16<sup>th</sup>. Accounts will be considered delinquent after 30 days of non-payment. Any account that becomes more than 45 days delinquent risks student termination. After 90 days, the account will be sent for legal collection and attorney fees of \$250 will be added to your balance. Every effort will be made to work with parents concerning delinquent accounts, provided payment arrangements are fulfilled as promised. *Report cards, test results, diplomas or transcripts will not be released until accounts are paid in full.*

### **UNIFORMS and UNIFORM STORE**

Donations of used uniforms will be accepted at the school office. A year-round used uniform store is available to parents to purchase gently used uniform items for a \$1 donation per piece. Please do not swap or trade your

old uniforms for new. 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. You may also purchase polo shirts and drop them off at the school office to be embroidered with the school logo. Cost of each logo is \$4.50. Shirts must meet school requirements. Orders are processed on Friday with two week (or so) turn around. Once returned, shirts will be sent home with the student unless otherwise requested. Your account will be billed for embroidery services.

### **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.

### **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 Wednesday evenings at 6:30 or Sunday mornings at 9:00 and 10:30 a.m.. We have a variety of Sunday School classes and adult Bible classes 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. Call Ceci Steele at our Church office for more information.



# NOTES

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 discretion. Any additions or amendments to this handbook will be given to parents to include with this handbook\*\**

*August 2011*