



# Parent & Student Handbook 2022-2023

Faith Lutheran School  
7075 Pacific Avenue SE  
(360) 491-1733  
[www.fl.school.org](http://www.fl.school.org)  
[office@fl.school.org](mailto:office@fl.school.org)



# Contents

Purpose Statement.....	4
Accreditation.....	4
Administration .....	4
Admissions Policy .....	4
Enrollment.....	5
Academic & Behavioral Requirements .....	5
Age Requirements .....	5
Tuition and Fees .....	6
Registration Fee .....	6
Tuition .....	6
Tuition Discounts .....	6
Activity Fee .....	7
Capital Use Fee .....	7
Chromebooks.....	7
Outdoor School.....	8
Scholarships .....	8
Non-Payment.....	8
School Hours & Attendance .....	8
School Hours.....	8
Arrival & Departure .....	8
Tardiness .....	11
Attendance .....	12
Illness & Medication.....	12
Medication.....	13
Academic Progress.....	13
Evaluation .....	13
Honor Roll.....	14
Homework .....	14
Late work.....	15
Expectations of Students and Discipline .....	15
FLS Philosophy .....	15
Standards for Student Behavior.....	16
General Rules and Guidelines .....	16
Classroom Discipline.....	17
The Principal’s Office .....	17
Anti-Bullying Overview.....	19
Dress & Grooming.....	20
Student Dress/Grooming .....	20
Appropriate Dress .....	20
Christian Growth.....	21

Chapel & Devotions .....	21
Worship & Sunday School Attendance.....	21
Faith Lutheran Church Events.....	21
Stewardship Program.....	22
Philosophy.....	22
Required Hours .....	22
Process .....	22
Things to Know.....	22
Stewardship Opportunities.....	23
Snacks and Lunch.....	24
Food Allergies.....	24
Hot Lunch .....	24
Field Trips .....	24
Miscellaneous .....	25
Birthday Parties .....	25
Photograph Permission.....	25
Cell Phones/Other Electronic Devices.....	25
Childcare Center .....	26
L.E.S.T.....	26
Nuisance Items.....	26
Parking .....	26
Partners in Education (P.I.E.).....	26
School Auction.....	27
Sports .....	27
The Arts.....	27
Music .....	28
Updating Information .....	28
Weather Closures.....	29
Student Safety .....	29
Visitors.....	29
No Smoking .....	29
No Alcohol or Illegal Drugs.....	29
Weapon Free School Policy.....	29
Reporting Child Abuse.....	30
Emergency Procedures.....	30
Natural Disasters .....	30
Fire and Disaster Drills.....	30
Grievance Policy .....	31
School Success.....	31

Parents & Students,

**Welcome to a new school year at Faith Lutheran School (FLS).** We are excited to serve you and your family through our church, school, childcare, and community center. The main goal of the Faith community is to share the gospel of Jesus Christ with families. Specifically, at FLS we want every student to know that he/she has a friend in Jesus and that He is their savior from sin. This salvation is a free gift, available to all who believe that Jesus is their savior. You will be reminded of this often as you learn, grow, and play at our school and childcare.

As Christians, we are to share the love of Jesus with others through our words and actions. In doing so, we show our appreciation for what God has done for us through the sacrifice of His Son, Jesus. We are guided by God's Holy Word, the Bible, as His Spirit works in each of us. As students go through classes here at Faith Lutheran, they will study and learn from the Bible, curriculum content, and the living examples of Faith teachers and staff, fellow students, and all members of the Faith community.

Our prayer is that students will have many special memories of their school days and that families will be blessed by the seeds that are planted here at Faith Lutheran School.

Please note that many policies and procedures found in this Parent & Student Handbook have been or will be adjusted to meet the required guidance mitigation standards for us to meet on campus for in-person learning. Many items have been left written as they would be handled during school years not impacted by the pandemic. We want you to know what life in our community is like under more normal circumstances as we hope you will be with us for many years to come! God's Peace to you and your family this year!

In His service,



Craig C. Neumiller  
Principal

# Faith Lutheran School

**Mission Statement:** *Raising up families and followers through Jesus Christ.*

**School Colors:** Blue and red

**Mascot:** Eagles

**Principal:** Craig Neumiller

## Purpose Statement

We believe the purpose for Christian education is based on Christ's words in Matthew 28:19, "Go ye therefore and teach all nations, baptizing them in the name of the Father and of the Son and of the Holy Ghost." The Christian school is a part of the Church's mission to teach about the Triune God—Father, Son, and Holy Spirit.

## Accreditation

Faith Lutheran School is fully accredited by National Lutheran School Accreditation (NLSA).

## Administration

The school is governed by the Faith Lutheran Church school board. Board members are volunteers selected by Faith Lutheran Church for the purpose of policymaking. The school principal carries out board policy and oversees the day-to-day operation of the school.

## Admissions Policy

We admit students of any race, color, or national/ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. We do not discriminate on the basis of race, color, or national/ethnic origin in administration of our policies.

## Enrollment

We enroll students according to the following priorities:

1. Members of Faith Lutheran Church and students who are currently enrolled, then
2. Siblings of enrolled students who have not previously attended FLS, then
3. Students new to FLS.

We have classroom size limits. Early registration is a designated time of enrollment for our current families. When early registration ends and open enrollment begins, families new to FLS may enroll on a first-come, first-served basis.

To enroll, the online Sycamore application needs to be completed with all required documentation uploaded and the registration fee paid. A conference with the principal may be required before the child is officially enrolled.

## Academic & Behavioral Requirements

FLS wants every child to be successful. Because of staff limitations, students with special needs *may* be accepted on a 30-day trial basis. Final acceptance is determined by the principal on the basis of parent-teacher conferences, classroom observation, testing, and analysis of records from a previous school.

In order to minister effectively to all students, we reserve the right to deny admission or continuation of any student for the following reasons:

1. The student would have/has great difficulty growing and learning within our school program;
2. The student has had continued, unresolved behavior problems;
3. The parents have shown significant lack of cooperation in working with the teacher and administration toward the growth of their child; or
4. A family has a poor record of payment or an outstanding school debt.

## Age Requirements

In order to enroll, students must meet the following age requirements:

Preschool	3 years old by September 1
Pre-kindergarten	4 years old by September 1
Jr. Kindergarten	4 years old by September 1
Kindergarten	5 years old by September 1
First Grade	6 years old by September 1

# Tuition and Fees

The school board sets tuition and fee amounts annually and publishes them in Faith's online enrollment materials and on the school website.

## Registration Fee

Payment of the registration fee holds your child's place in the selected class. It is neither refundable nor transferable except in cases of military deployment. The registration fee is designated for books and instructional materials.

## Tuition

- The annual tuition is divided into nine (September through May) or 10 (September through June) equal installments **due by the 5th of each month**.
- Tuition is an **annual fee**, so the monthly installments (9 or 10) are equal in amounts, regardless of the number of school days in each month.
- Late payments will result in a \$10.00 late fee. Please contact the financial administrator or principal, if your tuition payment will be late.
- Monthly tuition payments may be automatically charged to your credit/debit card by completing a Credit Card Authorization form found in the school office or on the school website under Parents, Forms. **This form must be completed each year.**
- A convenience fee will be charged for this service. This fee will be 3% for payments made with credit card and .75% for payments made by automatic bank withdraw (ACH) and will be added to the amount of the charge. Faith is not able to incur these costs while keeping tuition as affordable as possible.
- A \$25.00 fee is assessed to non-sufficient funds (NSF) checks. The school may require cash or credit card after one NSF check.

## Tuition Discounts

- A 5% discount is applied if your balance is paid in full by September 30.
- A discount is given for families enrolling more than one child.
- A 20% tuition subsidy is given by Faith Lutheran Church to *active members* of Faith Lutheran Church. Membership in Faith Lutheran Church is based on criteria such as:
  1. Worshipping and communing regularly
  2. Involvement in Sunday school and/or other Bible study
  3. Financial support of the congregation
  4. General involvement in the church's affairs



- “Active membership” is reviewed quarterly by the pastor and/or the elders of the congregation, based on the above.
- Active church members must fill out a form (provided in the church office) requesting their member support subsidy.
- The 20% tuition subsidy can be denied or canceled if families do not remain active. Denial may be monthly or quarterly and may be appealed to the elders.
- If a family formally joins Faith Lutheran Church after the school year begins, they will receive the subsidy at the beginning of the next month. Unique circumstances may be presented to the board of elders for consideration.

## Activity Fee

The activity fee is designated for field trips, class parties, and other classroom experiences. This is an annual fee and is nonrefundable after the first day of school.

## Capital Use Fee

The capital use fee is an annual fee designated for technology and playground, as well as classroom improvements and equipment. This fee is charged *once per family*, and is assessed to the oldest child. This is a nonrefundable fee after the first day of school.

## Chromebooks / Tablets

Kindergarten through grade eight (8) students new to FLS will be required to pay a \$150 device fee toward the purchase of a Chromebook. This is a one-time fee to ensure every student has a compatible device for use both in the classroom as well as for remote learning should that be needed.

All students in grades K-8 will use either Chromebook tablets or Chromebooks. The technology fee covers the cost of the Chromebook license and associated WIFI usage for each student. When a student graduates from 8<sup>th</sup> grade or leaves Faith before graduating, the Chromebook can either be purchased by paying any remaining balance the school incurred when it was purchased, or, if there is no remaining balance, become the property of the student.

Students Kindergarten through grade two (2) will use compatible Chromebook tablets. These devices will allow all Faith students to engage in the Google Educational Suite of software programs available through the license purchased each year. This will allow Faith staff to train students in class how to use both the devices and the software so they become more familiar each year.

## Outdoor School

Students in 5<sup>th</sup> and 6<sup>th</sup> grade have an opportunity to go to outdoor education camp for two nights and three days. The cost is \$50 per student this year due to the COVID-19 pandemic. The usual cost of \$150 has been reduced since this event will be run “in house” with only Faith students.

## Scholarships

Scholarships are evaluated and awarded each spring by the School Board. Deadlines are published in official school communication email notices and through the Student Information System (SIS). Forms are available in the school office or on the school’s website. Scholarships are awarded based on demonstrated need and availability of funds.

## Non-Payment

FLS reserves the right to turn accounts over to a collection agency due to nonpayment of financial obligations. All financial obligations are to be met by the end of July which marks the end of the fiscal year. Lack of payment may prevent re-enrollment for the following school year.

# School Hours & Attendance

## School Hours

Preschool (AM)	8:30 – 11:15	(T/Th)
Pre-kindergarten (AM)	8:30 – 11:15	(M/W/F)
Pre-kindergarten (PM)	12:30 – 3:15	(M/W/F)
Jr. Kindergarten (PM)	12:30 – 3:15	(M-F)
K – 8 <sup>th</sup> Grade	8:30 – 3:15	(M-F)

Classroom doors open 15 minutes before the start of class.

## Arrival & Departure

School begins at 8:30am. **Please do not attempt to drop your student(s) off before 8:15.** The faculty and staff are not available before then to assist with the procedures listed below until this time.

Refer to the diagram on the following page for a visual guide to these procedures.

**Vehicles with multiple students:** Drop-off AND Pick-up ALL students at the oldest student's bus stop unless one student is in middle school. These vehicles drop off ALL students at the middle school bus stop. All older-age students will escort younger siblings to and from their classrooms.

**Procedures common to both drop-off and pick-up:**

- Enter campus from David Street
- Enter the Faith Parking lot at the *SECOND* entrance. Look for the "Entrance" sign. (**GOLD ROUTE LINE** on map)
- Form **five** lanes at the cone markers using the appropriate lane for your youngest student's grade.
  - Lane 1 – Kind - Grade 4
  - Lane 2 – Kind - Grade 4
  - Lane 3 - Kind - Grade 4
  - Lane 4 – ONLY Preschool, Pre-K & Jr K
  - Lane 5 – ONLY Grades 5-8
- HAVE "NAME" SIGNS CLEARLY DISPLAYED!
- At the second set of cone markers: (**Aqua dot** on map)
  - AM Drop-Off: Temperature Checks will be conducted in lanes 1-4
    - Middle school vehicle temp checks will be conducted at the middle school sidewalk (**Aqua dot** on map).
  - PM Pick-Up: Radio call will be made to signal your student(s) to move to their assigned bus stop(s)
- If you must park, please use the designated **green area** on the map and use the **associated crosswalk**.

*From this point on, think "Airport loading and unloading zones".*

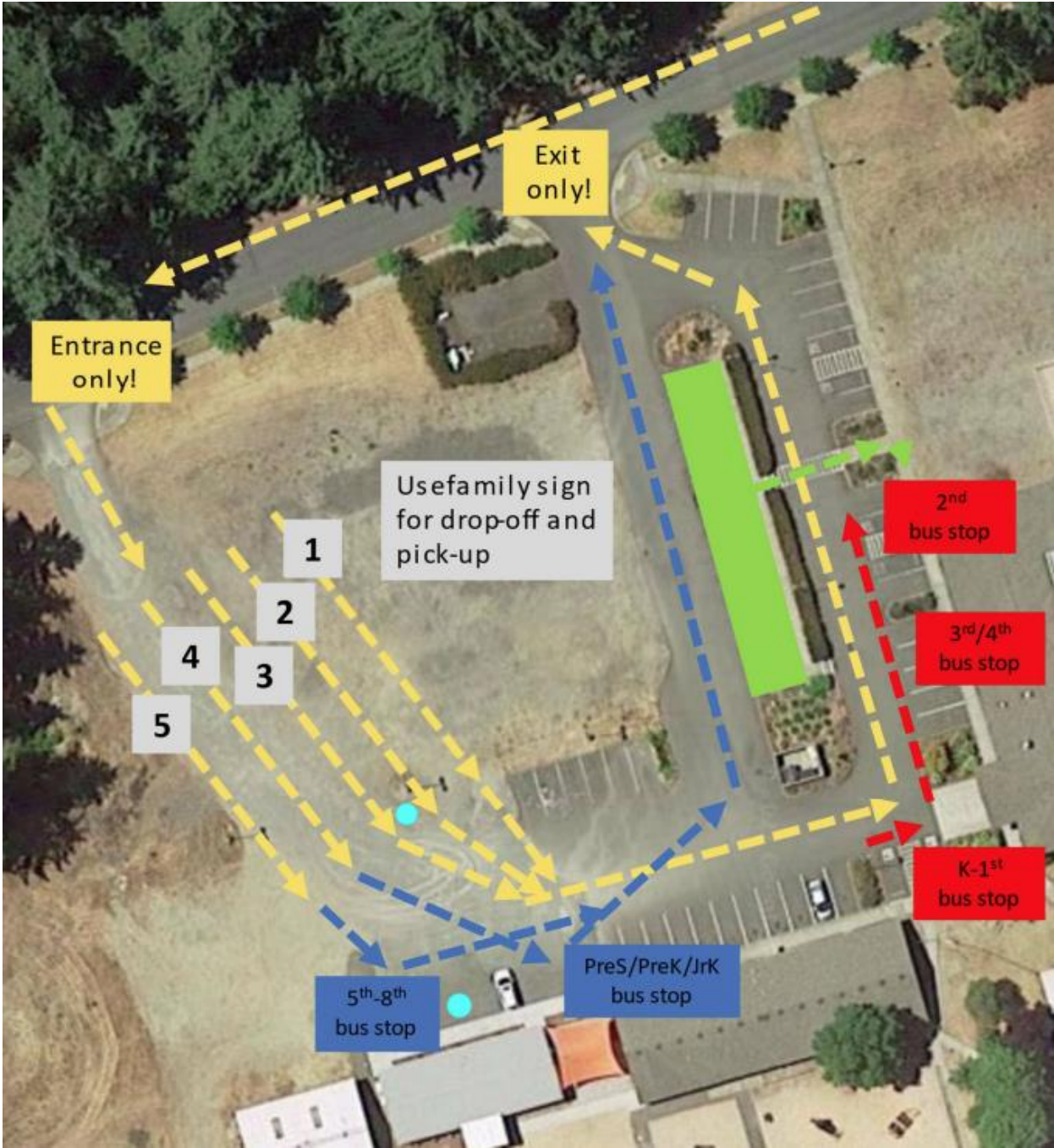
Imagine two lanes continuing on to the various "bus stops".

- Use the left lane (**gold** route) to travel around the loop.
- Use the right lane (**blue** and **red** routes) to stop where needed to load or unload students.
  - **Vehicles with multiple students:** Drop-off AND Pick-up *ALL* students at the **oldest** student's bus stop *unless* one student is in middle school. These vehicles drop off at the middle school bus stop. All older-age students will escort younger siblings to and from their classrooms.

If your only stop is at a **blue** bus stop (grades 5-8 or Preschool / PreK / Jr K), then exit the parking lot using the shorter loop (**blue route**) to David Street.

If you need to stop at a **red** bus stop (K through grade 4), then use the left lane (**gold** route) to proceed to the **ONLY** exit from the parking lot.

Your child will not be allowed to leave with another person (even a relative) unless permission is given by the primary custodial parent.



### **Childcare Families:**

The need to sign Childcare students in and out of the program necessitates the need for these drivers to park. The scenarios and suggested actions for drop-off and pick-up are listed below:

- Families with only Childcare student(s):
  - Avoid dropping off children between 8:00 and 8:30AM and picking up children between 3:00 and 3:30PM.
  - If it is absolutely necessary to come during the times listed above, then please park in the Pacific Ave entrance parking lot to avoid the school traffic flow procedure.
- Families with students in both Childcare and school:
  - Drop-off:
    - Arrive before 8:00AM to drop-off all students at Childcare.
    - Arrive at 8:15AM or after, park in the Pacific Ave entrance parking lot and escort school students to appropriate bus-stop and sign-in Childcare students.
    - Arrive at 8:15AM or after, go through the normal school drop-off procedures listed above, then park in Pacific Ave lot to walk students to Childcare.
  - Pick-up:
    - Arrive after 3:30PM to pick-up all students at Childcare and Homework Club.
    - Arrive at 3:15PM or after, park in the Pacific Ave entrance parking lot. Pick-up Childcare students and inform school staff where grade school students should connect with driver.
    - Arrive at 3:15PM or after, go through the normal school pick-up procedures listed above, then park in Pacific Ave lot to sign out children from Childcare.
- If you must park, please use the designated **green area** on the map and use the **associated crosswalk**. **Or park in the Pacific Ave parking lot.**

### **Tardiness**

Students in K-8 who arrive late must stop at the office for a tardy pass. The number of tardy days is indicated on report cards. Three or more tardies will disqualify students from receiving an end-of-the-year perfect attendance award.

Please encourage your child to be settled and prepared when school starts. If your child's tardiness is frequent or disruptive, the principal will contact parents to schedule a conference to discuss the situation.

## Attendance

The Becca Bill requires FLS to petition the juvenile court to assume jurisdiction when students eight years of age and older are absent *without compelling reason* for seven (7) days in any given 30-day period.

Chronic absenteeism, defined as missing 18 or more days of school during a school year, significantly affects student learning. For more on this, visit the OSPI Student Attendance and Chronic Absenteeism page. <https://www.k12.wa.us/student-success/support-programs/attendance-chronic-absenteeism-and-truancy>

Excused absences include: illness, health conditions, family emergency, or religious purposes.

Parent/guardians are expected to notify the school office on the morning of the absence. For absences to be excused, a phone call, note, or email from the parent/guardian must be received within two school days to report the reason for the absence.

Missed assignments will be made up in accordance with the teacher's directions.

Please schedule personal appointments and activities around the school day and school calendar.

If you pick up or drop off your child in the middle of the school day, please sign him/her in or out at the school office (K-8 only). Students are not permitted to wait outside for early pick up.

## Illness & Medication

In general, if your child is unable to participate comfortably in normal school activities, he or she should not be in school. To minimize the danger of infection to other children, your child should stay home if any of the following symptoms are present:

- 100° or higher fever
- Vomiting
- Diarrhea
- Draining rash
- Eye discharge or pink eye
- Fatigue or nausea that prevents regular activity
- Head lice or nits from head lice

Your child should not return to school until 24 hours after a fever, diarrhea, or vomiting.



The above guidelines are used when determining whether or not to send your child home from school.

In case of serious illness or injury, two attempts will be made to contact parents. If parents cannot be reached, another individual listed on the emergency contact list will be contacted. In all cases, 911 is called in an emergency.

## Medication

By State Law RCW 28A.31.150 and RCW 69.41 Legend Drugs, prescription medications given at school must have written permission from a physician. All prescription medications must be in the original container. Non-prescriptive medications brought from home must be kept in the school office. Non-narcotic cough suppressants must have written parental permission.

If your child needs to take medication during the school day, a medical authorization form needs to be submitted to the school office, along with the medicine (in its original container). Medical authorization forms are in the school office or on the school website under Parents, Forms.

## Academic Progress

### Sycamore School

Sycamore School is an online Student Information System (SIS) Faith uses for data management and communication. You are able to access a variety of information in Sycamore, like your student's grades, missing assignments, upcoming school events, school calendar, photos, and much more.

It is vital that each family set up their account, enter all pertinent information, and keep it up to date so the school office and Faith staff can serve in the most effective manner possible. Contact the school office with questions or information concerning Sycamore School.

### Evaluation

- *Electronic* report cards are given in all grades at the end of each trimester. These reports include attendance records, evaluation of work in each subject, and evaluation of classroom habits and attitudes.
- Parent-teacher conferences are held at the end of the 1<sup>st</sup> and 2<sup>nd</sup> trimesters (see school calendar).

- Mid-trimester reports are given to students in grades 3-8. Parents are encouraged to keep in touch with their child’s classroom teacher throughout each trimester to track their child’s progress.

Each spring, students in grades 2-8 take the Iowa Test of Basic Skills (ITBS). This test allows for national comparisons and tracks student knowledge in math, language, reading, social studies, and science. Grade 1 students take only the cognitive abilities or “reasoning” portion of this test. Parents will receive their child’s scores before the end of the school year. Grade-level summaries are available upon request.

## Honor Roll

Middle school students (grades 5-8) will be acknowledged for academic excellence.

High honor roll is 4.0 or all A’s

Honor roll is 3.5 and above

Students who are on the honor roll will receive a certificate at the end of the school year.

<b>Grading Scale:</b>	<b>GPA</b>		
A = 92%-100%	(4.0)	C+ = 78%-79%	(2.33)
A- = 90%-91%	(3.67)	C = 72%-77%	(2.0)
B+ = 88%-89%	(3.33)	C- = 70%-71%	(1.67)
B = 82%-87%	(3.0)	D+ = 68%-69%	(1.33)
B- = 80%-81%	(2.67)	D = 65%-67%	(1.0)
		F = 0%-64%	(0)

## Homework

The purpose of homework is:

- To extend and reinforce what has been taught in class,
- To teach study skills,
- To teach personal responsibility, and
- To allow students time to think independently.

Homework varies according to:

- Age level,
- Teacher expectations,
- The day of the week, and
- How students use his/her available time during the day.



A general guideline for homework is ten minutes of homework per grade. For example, a first grader would have about 10 minutes per night, a second grader 20 minutes, a third grader 30 minutes, and so on.

If you would like to pick up homework for your absent child, please call ahead so that the teacher has time to assemble materials.

Please keep in touch with your teacher regarding specific homework issues.

## **Late work**

It is important for school work to be completed and turned in to the teacher on time.

Late work from students in grades 5-8 will not be given full credit. The grade on the late assignment will be reduced by 10% for each day the assignment is late. After the assignment is more than 5 days late the assignment will no longer receive credit.

Students who have late work because of an absence, will be given one day for each day of absence to make up this work.

Extenuating circumstances can be discussed with and will be decided upon by the appropriate teacher.

# **Expectations of Students and Discipline**

## **FLS Philosophy**

Discipline is a teaching process. We believe that Christian discipline strives to apply a good balance of Law and Gospel. The Law identifies the actions that are sinful and not acceptable. The Gospel leads us to repentance: a sorrow over sin, a spirit that desires change and forgiveness through Jesus Christ. We discipline in order to:

1. Stop inappropriate behavior
2. Teach appropriate behavior
3. Assign responsibility (accountability)

The ultimate goal is to teach children to be self-disciplined, and to accept the consequences when they are not self-disciplined. Fait staff care for Fait students and therefore, will not allow them to behave inappropriately, we desire to help students learn appropriate behaviors.

Certain types of behavior are in obvious violation of Christian conduct. Such behavior will result in appropriate disciplinary action. Examples include:

1. Willful disobedience toward a teacher, other staff members, or of school rules
2. Use of profanity, vulgarity, or obscenity
3. Destruction or damage to school property
4. Stealing
5. Fighting, physical assault or the threat to commit such assault, and all acts of revenge
6. Disruptive behavior that destroys effective learning conditions in the classroom

## **Standards for Student Behavior**

These standards set the tone for the school and the classroom environment. At FLS we expect all students to:

### **1. Respect God**

We want to honor God in our thoughts, words, and actions in response to the love and respect He has shown for us. We want to show reverence for Him and His name and apply His Word to our daily living.

### **2. Respect the learning process**

We want to ensure that the teaching/learning process is not disrupted and that students are not prevented from learning by the actions of other students.

### **3. Respect authority**

We want to follow the directions of those God has placed over us for our and others' well-being. By honoring those in authority, we honor God.

### **4. Respect people**

God has commanded us to love one another without limitation. We must strive to demonstrate our love for others in our thoughts, words, and actions.

### **5. Respect property**

We are protective of school property and property that belongs to our neighbors.

## **General Rules and Guidelines**

Three broad rules are followed by the students at Faith Lutheran:

1. Be Caring
2. Be Responsible
3. Be Safe

On occasion, students may need to take time to reflect on these expectations.

The “Make it Right” form that students fill out is also used as a form of documentation for the student’s behavior.

While procedures deal with routines, rules focus on the kind of behavior one expects while carrying out the routines. FLS has adopted a number of rules that cover certain routines. These are presented to students at the beginning of the school year. Specific classroom rules will be shared at Back-to-School Night by the classroom teacher.

## Classroom Discipline

Discipline always starts with the teacher. Teachers use positive and negative consequences. Each teacher has techniques and ideas that have worked successfully in the past and are appropriate for the grade level he or she teaches.

## The Principal’s Office

Sometimes a teacher will refer a child to the principal. When a child is sent to the principal’s office, the parent will receive a note and/or a phone call explaining the circumstances of the visit.

The principal will have a discussion with the child and may assign consequences for inappropriate behavior.

The following are explanations of the administrative disciplinary actions that may be taken when discipline issues are deemed by the principal to be *extreme or recurring*.

- **Administrative Intervention.** The school principal will talk with the student and his/her parent/guardian to reach an agreement regarding the student’s behavior. This intervention will be documented, and a copy will go into the student’s permanent file.
- **Loss of Privileges.** The student may lose classroom privileges or recess time, as determined by the principal. Parents will be notified of this loss of privilege, and documentation will go into the student’s permanent file.
- **Probation.** The student is on notice for a period of time regarding a past academic or behavior record where improvement is to be observed. In other words, it is a period of grace where the student works to exhibit a change of behavior and demonstrate a respect for authority. Failure most certainly leads to suspension or expulsion. The details of the probation will be documented, and a copy will be placed in the student’s permanent file.

- **Suspension.** The student is assigned to at-home or in-school suspension. The student will be excluded from regularly scheduled classes and all co-curricular activities. Suspension is for a period of up to ten days. The school board and principal reserve the right to refuse re-enrollment to a student who has had repeated suspensions.
- **Expulsion.** The decision to expel a student is made by the school principal and the school board. The school board and principal will review all cases of expulsion and reserve the right to refuse re-enrollment to any student who has had a previous expulsion. All fees are non-refundable.

In all of these actions, parents will be notified immediately and a conference arranged to discuss further action. The conference may involve the teacher, parents/guardians, student, and principal.

Depending on the nature of the situation, the principal may choose to accelerate the steps outlined above.

If a firearm is brought to school, parents of the offending student will be notified immediately, and the student will be referred to the criminal justice or juvenile delinquency systems.

**The following is a list of actions that will involve disciplinary action. This list is not all inclusive.**

**Alcohol/ Drugs.** Using, possessing, selling, distributing, or being under the influence of drugs or alcohol. A drug is defined as any drug obtainable with or without a prescription that is used in a dangerous manner to the health of the user. This also includes the use of any prescription drug by a person the drug is not intended for.

*Disciplinary action ranging from: Suspension to Expulsion*

**Bullying/Harassment/Sexual Harassment.** This includes language or behavior that insults, ridicules, or torments another person. This also includes intentional and repeated threat by word or act.

*Disciplinary action ranging from: Administrative Intervention to Expulsion*

**Closed Campus/Loitering.** Faith Lutheran School is a closed campus and students are not allowed to leave the school campus during school hours without approved pre-arranged permission. Students may not loiter on the school campus after 3:30 p.m. Students involved with afterschool activities should report to the coach or supervisor in charge of the activity. Students not picked up after 3:30 p.m. will be checked into childcare or homework club.

*Disciplinary action ranging from: Administrative Intervention to Suspension*

**Defiance of Authority.** Refusal to follow the reasonable requests of school staff or designated authority.

*Disciplinary action ranging from: Administrative Intervention to Expulsion*

**Disruptive Conduct.** Language or behavior that disrupts and/or interferes with the educational environment or process.

*Disciplinary action ranging from Administrative Intervention to Suspension*

**Fighting:** A hostile physical encounter between two or more individuals.

*Discipline action ranging from: Administrative Intervention to– Suspension or Expulsion*

**Forgery, Lying, Academic Integrity or Technology Misuse and Theft.** Writing or giving false or misleading information to school officials by forging parent's/guardian's or any other person's signature on any letter or other school document; cheating; plagiarizing; turning in another person's paper, project, computer program, etc., as the student's own; any other misrepresentation of the truth and/or being in possession of things that don't belong to you.

*Disciplinary action ranging from: Administrative Intervention to Suspension*

**Weapons.** A dangerous weapon is defined in Washington state law as any weapon, device, instrument, material, any look-a-like device or substance that, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious injury. Deadly weapons are defined as any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury. Violation shall result in a referral to an appropriate law enforcement agency.

*Disciplinary action ranging from: Suspension to Expulsion*

## **Anti-Bullying Overview**

Faith Lutheran School is committed to providing a safe educational environment for all students, free from harassment, intimidation, and bullying. "Harassment, intimidation, or bullying" are defined as any intentional written, verbal, or physical act, when it is determined by school administration that such action:

- Physically or emotionally harms a student
- Damages a student's property
- Interferes with a student's education
- Creates an intimidating or threatening educational environment
- Disrupts the orderly operation of the school

Harassment, intimidation, or bullying can take many forms, including but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings or cartoons, pranks, gestures,

physical attacks, threats, exclusion, text messages, emails, internet postings, and other written, oral, or physical acts.

Most behaviors do not rise to the level of harassment, intimidation, or bullying, such as conflict, disrespect, poor choices, and many other inappropriate behaviors. However, these behaviors may still be prohibited by other school policies or classroom rules.

Counseling and corrective discipline are used to effect a change in the behavior of a misbehaving student. All appropriate interventions will have the goal of restoring a positive school climate and providing support and protection for the victims who have been impacted by such behavior. Any retaliatory behavior on the part of either the perpetrator or the victim will also constitute a violation of this policy and will result in consequences.

## Dress & Grooming

### Student Dress/Grooming

Student dress and jewelry should be non-disruptive to learning and should reflect a Christian model of modesty and values.

1. FLS faculty are to make decisions of what is disruptive to the learning environment, what does not reflect our Christian values, and what is considered immodest.
2. Disagreements with the dress codes will be brought to the attention of the principal. The teacher and the principal will make the decision on appropriate and inappropriate dress and grooming.
3. Changing customs that require modifications to the policy will be brought to the principal who will take the concern to the School Board.
4. The School Board will follow our grievance policy (see page 23) in matters regarding dress and grooming.

### Appropriate Dress

- Denim jeans may be worn. Jeans should be clean and have no holes.
- Sweatpants and sweatshirts are allowed.
- Spaghetti straps are only allowed if there is an appropriate shirt worn under/over it.
- Tank top (shirt) straps need to be at least four fingers wide.
- T-shirts with appropriate pictures or language.
- Shirts/blouses must cover mid-riff and cleavage. No undergarments should be visible.

- Fingertip length or longer shorts or skirts and no cut offs. (Bike shorts or other similar shorts should be worn underneath skirts.)
- Sturdy shoes appropriate for physical activity on the playground. Shoes must have a back or ankle strap for the purpose of safe evacuation, in an emergency.
- Body piercing only for earrings.

The dress code is in effect for all school functions. Your child's teacher may establish exceptions to the dress code for special events or a particular activity.

## **Christian Growth**

### **Chapel & Devotions**

School chapel for all grades is held on Wednesdays at 2:30 p.m. The chapel is led by the teachers, principal, pastor, or a guest speaker from local churches or organizations. Families are welcome to attend. The offerings that are collected throughout the year go to various mission projects. Students are encouraged to bring mission offerings as an expression of thankfulness to our Lord and to help care for others. Devotions and religion lessons are part of the daily curriculum in each classroom.

### **Worship & Sunday School Attendance**

Faith staff encourage a student's attendance at the church to which he/she belongs. Parents set an example by attending church, Bible class, or Sunday school regularly with their children. This shows the importance placed upon worship, study, and fellowship with our Lord and Savior.

Faith Lutheran has a traditional service at 8:15 a.m. and a contemporary service at 10:30 a.m. Please contact the church office if you are interested in membership.

### **Faith Lutheran Church Events**

A few times each year our students participate in special programs at Faith Lutheran Church. For example, the students put on Christmas programs and occasionally sing at worship services. Student attendance at these events is required and is part of the music grade for students in kindergarten – 8<sup>th</sup> grade.

# Stewardship Program

## Philosophy

FLS thrives when families are involved in our school. Many studies have verified that when families are involved in education, there are many benefits! In all communities, whether rural or urban, affluent or poor, parental involvement has been shown to raise academic achievement and self-esteem. It teaches children to value education and demonstrates that school is worthy of their time and attention. Furthermore, when families volunteer, schools are able to better support the teachers and *do more with less*. Here at Faith, we refer to “volunteer hours” as “stewardship hours.”

## Required Hours

Stewardship hours are required as follows:

Preschool	4 hours per school year
Pre-kindergarten	6 hours per school year
Jr. Kindergarten	10 hours per school year
Kindergarten – 8 <sup>th</sup> grade	15 hours per school year

## Process

1. Decide what you’d like to do. There are some jobs you can sign up for *now* (“Put me down to help with art projects.”). Other opportunities will come up later, and you can volunteer *then* (“I see you’re going to the pumpkin patch. I’ll drive.”).
2. Talk to the right person (usually the teacher or the school office).
3. Complete the work.
4. Report your hours by:
  - a. Completing a time sheet (available from the school office) and ask a staff member to sign the form, or
  - b. Report your hours on the FLS website ([www.flschool.org](http://www.flschool.org), Parents, Report Stewardship Hours).

## Things to Know

- **Families with multiple children work only the hours required for the oldest student.**
- You must complete at least half of your hours by January 31. Remaining hours must be completed by the last day of school.



- **Hours not completed by these dates will be billed at \$10/hr.**
- Excess hours *cannot* be held over to the next school year.
- All stewardship hours performed during the summer apply to the next school year.
- This program works best when we know, in advance, what you are going to help with. If you can, please talk to someone before plunging in!

## Stewardship Opportunities

*For a specific teacher, you can:*

- Transport and supervise on field trips
- Help with parties and other classroom events
- Help with a classroom art project
- Redecorate bulletin boards
- Prepare project materials at home (cut out shapes, make craft dough, etc.)
- File student work
- Be a room parent
- Organize class auction projects

*For the school at large, you can:*

- Assist with the school auction and solicit donation items from local businesses
- Fix computer issues (tell us who you are, if this is your expertise!)
- Work in the library (shelving books, etc.)
- Redecorate the school office bulletin boards
- Quiz students on our Passport Club testing days (Tuesday mornings, once per month)
- Attend monthly Partners in Education (P.I.E.) meetings (1 hour granted for each meeting)
- Work on P.I.E. fundraisers (promoting, assembling materials, etc.)
- Attend monthly “Men of Faith” meetings. (For our men, these are held the 2<sup>nd</sup> Saturday of each month, 7:00 a.m. - noon. Church and school men have breakfast and Bible study, and then do repair and maintenance work on the facilities. Ask for more information.)
- Work at the October Harvest Carnival

Other ideas? Please share them with us!

# Snacks and Lunch

## Preschool, Pre-kindergarten, Jr. Kindergarten, and Kindergarten

Students in these classes take turns providing a healthy snack for the entire class. Your child's teacher will send home a snack schedule.

## 1<sup>st</sup> – 8<sup>th</sup> Grade

These students should bring a small, healthy morning snack. This snack can be kept in the student's backpack until morning break.

Please plan snacks and lunches with good nutrition in mind. Healthy choices include fruit, veggies, cheese, or crackers. Students may not bring cans of soda or purchase soda from a soda machine.

## Food Allergies

Please talk to your child's teacher about food allergies. Parents are also asked to note all allergies on registration paperwork.

## Hot Lunch

We offer hot lunch and milk five days a week. Chocolate milk is offered on Fridays. Hot lunches are not available on early-release days.

Menus and order forms are sent home monthly with a published **deadline for ordering**. Lunch menus are also available on the school website. Hot lunches must be ordered in advance using the order form. Last-minute hot lunch requests usually cannot be granted since food is purchased in specific quantities based on advance orders. Refunds are **not** given for absence or a snow day.

The purchase of hot lunches is available for students in full-day kindergarten – 8<sup>th</sup> grade. Hot lunch is provided for preschool, pre-kindergarten, and Jr. kindergarten students who are part of Faith Lutheran childcare.

## Field Trips

Classes will take several field trips each year to locations determined by the teachers. Teachers notify parents in advance of field trips. At the beginning of each year, parents give field trip permission using the form in the registration packet.

Faith Lutheran School relies on parent drivers for these trips. In accordance with law, children under age eight or under 4'9" tall must travel in car seats or booster seats and sit in the back seat, whenever practical. Children without required car seats will not be allowed to ride with volunteers and will be checked into childcare. Childcare charges may result.

Students may not use electronic media while traveling to and from field trip locations. These devices close students off from one another and hinder the learning that takes place when we talk to and assist each other.

## **Miscellaneous**

### **Birthday Parties**

If your child is going to have a party, please consider the feelings of all the children in the class. Invitations may be handed out at school, if they are being given to the entire class or all students of the same gender (e.g., all the boys, if your child is a boy, or all the girls, if your child is a girl). If your child cannot invite all classmates, or all the students of their gender, then please mail the invitations.

### **Photograph Permission**

Parental/guardian permission to use photographs of their child(ren) is communicated using the "Permissions" form found in the FLS enrollment procedure in Sycamore School or obtained from the school office. Permission pertaining to use of photos in promotional/marketing materials and use on social media (i.e., FLS Facebook page) is communicated using this form.

The FLS board, administration, faculty, and staff expect that FLS families respect the rights of fellow members of the Faith community by making sure that photographs of family members posted to personal social media sites do not include other students or their family members without their consent. Cropping the photo or obscuring the faces of other students or people you do not know or have not communicated with would be the respectful, caring approach to sharing your excitement about Faith events and activities.

### **Cell Phones/Other Electronic Devices**

Cell phones and hand-held video games may not be used during school hours. Important calls must be made with staff permission from the school office land line. Kindles or other reading devices may be used to read books with teacher permission.

## Childcare Center

Faith Lutheran's childcare center is open on school days from 6:00 a.m. to 6:00 p.m. The center is also open some additional days when school is not in session. An example of this would be during parent/teacher conferences. For more information, please contact Faith's Childcare Director, Mrs. Julie Miller, at 360-491-1118, [j.miller@faithcampus.org](mailto:j.miller@faithcampus.org).

Many activities listed below will be "to be determined" this year due to possible continued COVID-19 mitigation limitations

## L.E.S.T.

The annual Lutheran Elementary School Tournament (LEST) is held each February. Faith Lutheran School brings 5<sup>th</sup> – 8<sup>th</sup> grade students to this event. The tournament begins on a Thursday and closes on Saturday. Competition includes basketball, chess, math, knowledge bowl, writing, swimming, spelling, art, music, drama, cheerleading, and dance drill teams.

Parents are responsible for students' transportation, housing and supervision during this event.

## Nuisance Items

Faith staff requests that students leave toys and other items that may cause a distraction at home. These items could include: candy, gum, electronic devices and games, knives, matches, squirt or toy guns, trading cards, or other items which might become a nuisance in the classroom. Such items will be confiscated and returned only at the request of the parents.

Cell phones should be left in a student's locker/ cubby and turned off during school hours. Any electronic device brought to school is at your own risk, including loss, damage, or theft.

## Parking

Please park in the large parking lot off David Street. This is the parking lot from which all students (Preschool-8) will be dropped off and picked up.

## Partners In Education (P.I.E.)

Faith Lutheran's parent group is called Partners in Education (P.I.E.). The purpose of P.I.E. is to promote a positive educational experience for students and to support teachers through a variety of activities. P.I.E. meets once per month during the school year to address the needs of teachers and the school, support fundraising activities, and provide fellowship for parents. Meetings, fundraisers, and activities are reported in the school newsletter. One stewardship hour is credited for each meeting you attend.

## School Auction

FLS holds an annual auction each spring. The purpose of the auction is to supplement the budget in order to keep tuition at an affordable rate.

Each family is asked to get involved with the school auction by:

- Donating to the auction. It is suggested that each family donate to their child's class project as well as one item for the general auction.
- Purchasing tickets and attending.
- Promoting the event in the community.
- Volunteering.

## Sports

Students in grades 5-8 have the opportunity to participate in an after-school sports program. The athletic program at Faith is a ministry to students and families, and all students are encouraged to participate. Enjoyment; fellowship; and a positive, enthusiastic attitude are important aspects of the athletic program for the development of each student participating.

- Sports that are offered:
  - Volleyball (girls)
  - Basketball (girls and boys)
  - Track (girls and boys)
- Students are charged \$50.00 per sport.
- To be eligible for participation on a team at FLS, a student must demonstrate that he/she is working to their full academic potential.
- Christian sportsmanship and classroom behavior may also affect participation on an athletic team. An unsportsmanlike attitude, whether at practice or at games, will result in suspension from the team.
- Students who have been absent from school one full day may not participate in practice or a game on that day.

## The Arts

The arts are a core content area and part of a well-rounded education. Here at Faith, we provide two arts disciplines, music and visual arts, to enrich educational learning opportunities for our students that are both purposeful and enjoyable.

## Music

All students in preschool through grade 8 participate in Faith's music program.

Students in preschool and pre-k participate in music class every other week. Jr. K and kindergarten participate in a once-a-week general music class. Students in 1<sup>st</sup> – 8<sup>th</sup> enjoy two music classes each week: one choir class and one general music class.

A vital component of a music program is performance, and Faith students have many opportunities to share their musical gifts during the school year. All students sing during a Sunday church service at Faith twice a year. Our two main performances are at Christmas, as part of a musical or concert, and our spring music concert. Our 5<sup>th</sup> – 8<sup>th</sup> grade choir also competes at LEST in the choral division and sings at 8<sup>th</sup> grade graduation. Student attendance at these events is mandatory and makes up a portion of each student's music grade.

Students will come prepared to class with their instrument (where applicable), music, and an attitude that is ready to learn.

Recorders are provided for the 3<sup>rd</sup> and 4<sup>th</sup> grade students and are theirs to keep at the end of the year.

Ukuleles are school owned and checked out to students for one year.

## Updating Information

Please help us keep records up-to-date. Contact the office if you need to update immunization forms, have a change of address or telephone number, or if you want to add or remove someone from your emergency contact list.

## WA State Immunization Requirements

As of August 1, 2020, the revised rule requires medically verified immunization records for school and child care entry. Medically verified record includes one or more of the following:

- A Certificate of Immunization Status (CIS) form printed with the vaccination dates from the Washington State Immunization Information System (IIS), MyIR, or another state's IIS.
- A completed hardcopy CIS with a health care provider validation signature.
- A completed hardcopy CIS with attached vaccination records printed from a health care provider's electronic health record with a health care provider signature or stamp. The school administrator, nurse, or designee must verify the dates on the CIS have been accurately transcribed and provide a signature on the form

Please go the WA State Department of Health website at:  
<https://www.doh.wa.gov/YouandYourFamily/Immunization/SchoolandChildCare/RuleChanges>  
to get details on this requirement.

## **Weather Closures**

Faith Lutheran follows North Thurston School District's decisions on school weather closures and delays. You should assume that our weather closures and delays are the same as those of North Thurston. It is easiest to check the North Thurston website at [www.nthurston.k12.wa.us](http://www.nthurston.k12.wa.us). Parents can also check Faith's webpage, the Faith Lutheran Facebook page, King5 News, or school closures at [www.schoolclosures.com](http://www.schoolclosures.com). The cancellations or closings are applicable only for the day being announced.

## **Student Safety**

### **Visitors**

All parents and visitors are required to sign-in at the school office. Upon signing in, all visitor's will be given a visitor's lanyard, which is required to be worn for the duration of their time on campus. This lanyard will be returned to the school office when signing out. Exclusions to this include school programs, athletic events, parent/teacher conferences, and dropping off and picking up for school.

For field trips, please check in directly with your child's teacher and sign the Chaperone Sign-In sheet. You will be given a Faith Lutheran School sticker "badge" to wear while with the class for the field trip.

### **No Smoking**

The Revised Code of Washington (RCW) 28A.210.310 strictly prohibits the use of tobacco products on school property and at school events.

### **No Alcohol or Illegal Drugs**

To ensure the safety of every student, all parents, drivers, and chaperones in direct supervision of students are to remain alcohol and drug free while they fulfill their role.

### **Weapon Free School Policy**

Firearms and other weapons are prohibited on school property and at school events.

## Reporting Child Abuse

All personnel at FLS and the childcare center are required by Washington state law to immediately report to Child Protective Services any instances where there is reason to suspect the occurrence of physical, sexual, or emotional abuse; child neglect; or exploitation. The notification and recommendations of this agency will be followed in all instances.

## Emergency Procedures

### Natural Disasters

In the event of a natural disaster:

1. No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
2. Your child will not be allowed to leave with another person (even a relative), unless we have permission from the primary custodial parent.
3. All parents, or designated parties, must sign students out at the office or at the temporary student release station. Signs will be posted if an alternative office location is required.
4. We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. The Faith faculty and staff are first-aid certified. We will also be in communication with various local emergency services. We do ask for your help in the following areas:
  - Please do not call the school—we must have the lines open for emergency calls. Calling the school will greatly hinder our emergency procedures.
  - Following an earthquake or other emergency, do not immediately drive to the school as streets and access to our school may be cluttered with debris. The school's access route and street entrance areas must remain clear for emergency vehicles.
  - North Thurston Public Schools website ([www.nthurston.k12.wa.us](http://www.nthurston.k12.wa.us)) can also be checked for updates.

### Fire and Disaster Drills

At the sound of the fire alarm bell, students are to walk single file quickly, quietly, and in an orderly manner to their predetermined staging area. At that point, the presence or absence and location of unaccounted-for students can be determined.

Fire or disaster drills will be held each month of the school year. After such drills, the students are to return to the classroom in the same orderly manner as they exited.



# Grievance Policy

If you have a grievance with a teacher or a classroom situation, please contact the teacher directly. Sometimes an appointment is necessary to ensure the proper environment and time for the discussion.

For school grievances or unresolved teacher grievances, please contact the principal.

If a grievance is not settled within a mutually-agreed-upon timeframe, you may contact the school board chairperson. The board chair may refer the matter back to the principal or set up a meeting with the appropriate parties.

If a grievance is still not settled, you may request, in writing, a meeting with the entire school board. The board will meet with all parties of interest. The school board's decision is the final step in the procedure.

Grievances will be processed as rapidly as possible and will be regarded as confidential.

## School Success

### *Your child should:*

1. Be ready for school on time, so they don't miss special announcements and assignments.
2. Be responsible for all items that need to get to school. This may include a lunch, a coat, homework to be turned in, and library books.
3. Be responsible for books. Textbooks, workbooks, and library books are expensive and should be taken care of.
4. Show you everything the teacher sends home. This may include newsletters, notes about field trips, or graded work.
5. Show you daily homework, then complete it promptly and thoroughly.
6. Keep toys and electronics at home, unless they are for show-and-tell time.

### *Parent responsibility:*

1. Ask your child daily if they have school work to show you.
2. Double-check backpacks for school work!
3. Expect your child to do assigned homework, even if they don't feel like it.
4. Set aside a time and an area in your home for your child to do homework.

5. Help with homework, but make sure it's your child's work.
6. Contact your child's teacher if you have a concern.
7. Teach your child to respect and admire his/her teacher as one who is helping him/her to be a responsible child of God. Speaking negatively about your child's teacher in front of your child can injure the teacher-child relationship.
8. Read Faith emails, classroom communication, and stay informed about what's going on.

*Thank you for enrolling your child at Faith Lutheran School  
and joining the Faith community!*