

**Family  
Handbook**

**2015-2016**

Subjects and one B in a Minor Subject. They must earn an A or B Conduct Grade.

Honor Roll: Students must receive all A's and B's in Major Subjects and one C in a Minor or Major Subject. They must earn an A or B Conduct Grade.

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
- Math
- Memory/Religion
- History/Social Studies
- Science
- Reading/Literature

Minor subjects include:

- Music / Choir
- Art
- Enrichment
- Physical Education  
(for middle school)

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

### **ACCIDENT & INJURY PROCEDURES**

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

### **ACCIDENT INSURANCE**

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

## ALUMNI VISITS

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

## ANNOUNCEMENTS

The office announcements are heard each morning by the staff and students. A summary of the weekly announcements will be mailed out on Monday. Please check your FastDirect email DAILY for other important school and class information.

## ARRIVAL and PICK-UP PROCEDURES

**Arrival:** School begins promptly at 8:15 am. Doors remain locked until 8:00am. For security purposes, students arriving before 7:50 am must report to the Student Services 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.

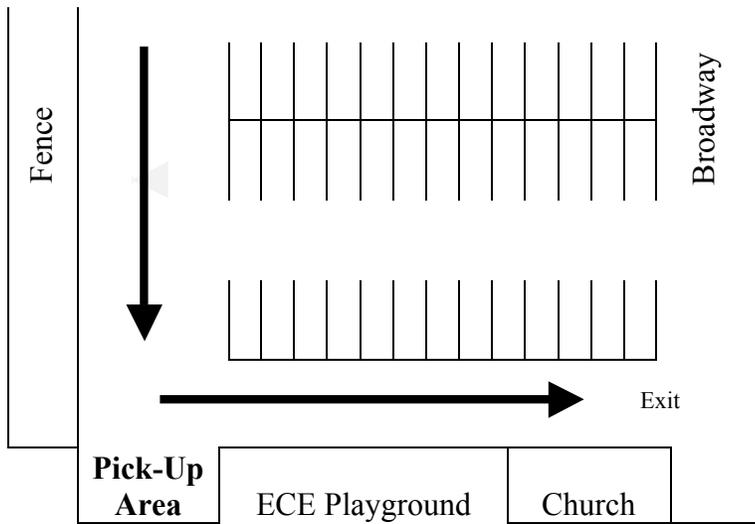
**Pick up:** For security reasons, the school is not accessible during pick-up times. We cannot allow parents or designees to wait in the hallway for students to be dismissed. If you must pick your child up early, please do so before 3 pm, and do so through the office. Closing devotions are in progress, so we ask your cooperation by remaining outside the main

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

**ALL Kindergarten students are dismissed at 3:15 pm and picked up in the "express lane" located on the north building.** For quick retrieval, drivers should form a line beginning in the handicap spaces. This express lane lasts until 3:20 pm only, and all cars must join the other cars in the line along the fence. **ALL KINDERGARTEN STUDENTS 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 should line up beginning along the fence and curve around the northern most parking spaces. See Picture\*\*\*

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



Fall: Girls Volleyball  
 Winter: Boys and Girls Basketball  
 Spring: Track

As parents, you play a vital role in the athletic program at First Lutheran School. 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 coaches, officials, and opponents
- Drop off and pick up children at the appropriate times
- Assist with necessary transportation arrangements for which your children participate
- Support students in their overall academic and physical education

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

**Contact the Athletic Director for a detailed athletic 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 the quality of instruction and academic success of students; therefore, all students are expected to be on time each school day. Punctuality is a responsibility and First Lutheran School deems it important that students learn the value of being punctual.

### ATHLETICS

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

- to aid the child in understanding and correctly developing his physical skills
- to provide the child with the opportunity to practice Christian ethics
- to provide the child with the opportunity to enjoy athletic activities

Excessive tardiness will cause the student to be ineligible for Principal's List or Honor Roll and may also result in loss of tuition assistance. First Lutheran School recognizes that exceptional circumstances or student's control may arise which will result in failure to meet attendance standards. The parents/guardians of any child who

An acceptable excuse from a professional, such as a licensed health failure under the provisions of this policy shall be notified. The practitioner, will be considered an excused tardy upon approval. also be notified of their right to apply for a waiver of the policy. Parents/guardians are strongly encouraged to schedule medical appointments appeal must be in writing, and must explain in detail why the during non-school hours. hindered from attending the required number of school days.

***Any student arriving after 8:15 am must report to the office and pick up a tardy slip. Teachers will send the student back to the office to check in with the Administrative Assistant unless a tardy slip is presented to the teacher upon arrival to class.*** Excuse Notes  
Excuse notes from parents should clearly state the reason the professional has been absent, will be absent, has been tardy, or will be tardy. professionals should clearly state the period of time the child was required to be absent from school and not simply that the child was at the office or other place. After more than 3 consecutive absences from a professional is required. All excuse notes from

Absences  
An absence occurs when a student is not in attendance at First Lutheran School. Absences are discouraged, but will be excused for personal illness or death in the family. With prior approval, other reasons may be accepted. professionals must be given to the teacher or the administrator within two days of absence or tardy.

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

If your child will be absent or tardy, please notify the school office via Leaving School 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. Students will be permitted to leave school only when accompanied by a parent/guardian or other adult as designated by the parent. Anyone transporting the student must be 18 years of age or older. Identification may be requested. Students must present a written note from the parent or guardian to the office authorizing them to leave. If the student is leaving with another adult, parental approval must be given to the office in writing prior to the student leaving.

**Payments are due on the 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 if you cannot make your monthly payment on time.*

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

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

When a negative balance of \$200 in Lunch charges has been reached, the Cafeteria will be informed, and the student will no longer be served hot lunch. If a packed lunch is not provided by the parent/guardian, the student will be served a light, cold lunch (such as a pack of crackers and a piece of fruit with water) by the cafeteria and be charged \$1.00 for each meal.

Once all or part of the balance is paid or the office has been contacted, services will resume. Please remember you can check your current balance on FastDirect so that you know where your account stands; moreover, you have the option to pay ahead on your Lunch or Student Services account.

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

Cell phone money can be sent to the possession of the student. All cell

### **CHAPEL SERVICES**

A school-wide chapel service is held every Wednesday morning. This service provides an excellent opportunity for the devotional Christian worship. In the service, children have the opportunity to offer offerings for various mission projects. Each class from Pre-K-5th Grade will also present a chapel service. Please check the calendar for class presentations. Parents, grandparents, and friends are 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 school choir, students are split into parts to learn harmony and to perform music at various ability levels and in different languages. The choir is composed of Kindergarten through 1st grade, 2nd grade through 4th grade, and middle school. (Choirs will be developed based on class sizes and 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 first day of starting National Lutheran Schools Week, the Christmas program, and the Spring Musical. See calendar for specific dates and grades. Choirs also perform at civic organizations, such as senior citizen's centers, and participate in the school's community outreach.

### **CLASS TRIPS**

Class trips are mandatory. Students in 5<sup>th</sup>-8<sup>th</sup> grades have the opportunity to participate in overnight class trips. The fifth and sixth grade classes participate in an overnight educational environmental excursion to River Ridge

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

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, verbal or physical, 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
- 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

- 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.

environment where students from Kindergarten to Eighth grade are uniformly dressed. Uniforms help in the following ways:

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

## 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 assigned date. Parents/guardians will be notified if their student must serve detention. Detentions will be spent in the Principal's office or a classroom, 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. *Parents will be charged the standard student services fee, plus an additional \$20* for the time students spend in detention.

Minor Violations: (missing belt, un-tucked shirt, etc.) will be reported to the principal. A demerit slip will be given to the student.

Major Violations: will be reported to the child and to the parent. A change of clothing will be required before the student can re-enter school. Demerits will be assigned.

## DISCIPLINE

The goal of discipline at First Lutheran School is to teach students Christian attitudes, self-control, 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.

ANY dress code demerits earned will prevent the 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 who does not follow the guidelines. It is the parent's/guardian's responsibility to ensure their child is dressed appropriately for school. The principal will determine if the clothing is appropriate. The principal's decision is final.

## Girls K-8

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

### SHORTS/CAPRIS/SKORTS

Traditional walking shorts and skorts, same colors as slack

## Notes:

- A Peter Pan collar shirt or white turtleneck must be worn under Athletic shoes may be worn in a traditional low top (ankle exp jumper. solid white, black, brown, or navy with limited stripes or orna
- Leggings or opaque tights in white, blue, or black may be worn the approved shoe color. Shoestrings must be of original style ; under skirts, skorts, and jumpers must be laced and tied. Mary Jane or deck style shoes are also
- First Lutheran Plaid is also acceptable for skirts, skorts, and jumpers. the above-stated colors. An exception will be made for prescri Please provide the principal's office with a note from yc requesting an exception.

## SLACKS

Slacks should be relaxed fit, poly/cotton twill in khaki, tan, or navy. **Blue**

**Jeans and Corduroy are not permitted.** If pants have belt loops, a belt BELTS

must be worn inside the loops. Slacks must be straight legged and touch the Belts should be any traditional style SOLID color in black, bro ankle and be hemmed or cuffed. NO cargo pants. NO "skinny" or tight fitting navy. No studs, grommets, ornamentations, patterns, or large pants. allowed. Kindergarten and First Grade students are exempt 1 rule.

## SHIRTS

Shirts should be pullover polo style poly/cotton knit shirts with a collar, in HAIR STYLES & ACCESSORIES white, hunter green, navy blue, or burgundy, either short or long-sleeved. A Hair color is not to be in **contrasting colors or any unnatu** button down white blouse with Peter Pan collar, in either short or This includes clip-ins or extensions. Radical, punk, or trendy h long-sleeves, is to be worn under a jumper only. Turtlenecks in white may because a distraction are not permitted. Any color close profile worn under a standard uniform shirt. All shirts, except button down Peter Pan headband may be worn. collar and turtleneck, must have the School logo. **Uniform shirts must be**

**tucked in at all times.** Shirts that are not tucked in will earn a demerit. JEWELRY and ACCESSORIES

*Teachers will give a warning to "tuck it in" before issuing a demerit!*

All jewelry must be appropriate for a Christian school. Post earring **hoops or dangles.** One earring per ear, one ring per hand, one necklace, and/or one bracelet per arm are allowed. Scarves and h

## SWEATERS

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

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

## SWEATSHIRTS

Sweatshirts must be crew neck style only, in burgundy, white, or hunter

**Boys K-8**

The length should be at the knee and fingertip length front and back.

### SHIRTS

Shirts should be pullover, polo style poly/cotton knit shirts with a collar, in white, hunter green, or burgundy. A white short or long-sleeved button down oxford shirt is also allowed. 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. Shirts that are not tucked in will earn a demerit. *Teachers will give a warning to "tuck it in" before issuing a demerit!*

### SWEATERS

Sweaters should be a long-sleeved cardigan (buttons down front), or pullover sweater or vest in solid navy blue. Standard uniform shirt worn under sweaters, with the 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.** FLS sweatshirts with hoods, zip front, and/or pockets may be worn outdoors only.

### SOCKS

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

### 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 in the approved shoe color. Shoestrings must be of original style and color and must be laced and tied. The only exception in shoes is prescription shoes. Please provide the principal's office with a note from your physician that this

### HAIR STYLES & ACCESSORIES

Hair color is not to be in **contrasting colors or any unnatural** Radical, punk, or trendy hair styles that cause a distraction are not permitted. Hair is to be kept at a neat and trim length. Hair is not permitted long enough to touch the shirt collar or interfere with a student's uniform. **NO EARRINGS ARE ALLOWED!** Boys may wear one ring, one neck and/or one bracelet per arm. All jewelry must be appropriate for school. Scarves and hats may be worn outside only.

### DRESS CODE FOR "NO UNIFORMS"

"No-UNIFORMS" are a fun way to attend school without the standard restrictions. This is a fundraiser for different projects. participation is \$1 if students follow the selected theme, or \$2 if not to. Themes will be announced prior to the event. Students wear a Christian shirt instead of following the theme and pay \$1 that participation is optional; students may wear their uniforms. Please turn in your participation fee to the teacher. If a student but does not pay, the parent's account will be billed.

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

- Students will not be allowed to wear sundresses, tank cut, or midriff tops. Shirts MUST have sleeves.
- Skirts/shorts must be no shorter than 2 inches above when standing. NO spandex shorts or "short" shorts allowed.
- T-shirts with reference to beer or alcohol, inappropriate

- No sandals, Crocs, open-toed shoes, or high heels.
- Students coming dressed inappropriately are subject to the same procedure as stated in Standardized dress policy.

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

### **EMERGENCY SCHOOL CLOSING**

First Lutheran School and ECE follow 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 office will notify parents via the FastDirect System.

If school is closed for the day after 6:30am, students in before school Student Services are to be picked up by their parents as soon as possible.

In the event of snow while school is in session, *please refrain from calling the school.* Instead please follow the Knox County dismissal times or pick your child up as soon as possible. Student Services will be available for a limited time after school dismissal. We encourage parents to pick your child up as soon as possible once school is closed to allow our staff to get home safely.

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

### **ENROLLMENT CONTRACT**

Parents must sign a contract to secure their child's enrollment each school

online as teachers update the grades from week to week. Parent the system at [www.fastdir.com/firstlutherschool](http://www.fastdir.com/firstlutherschool). The data you 100% confidential and is only accessible to the parents who ha login ID and password. By checking FastDirect, you can:

- view student's grades and report cards
- communicate with your child's teacher
- see important reminders
- read daily announcements
- view financial accounts

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

### **FIELD TRIPS**

Students in each grade level have the opportunity to participate during the year. These trips can be both educational and service Parent drivers and chaperones must have a completed DRIVER FC the school office. Along with this form, a copy of the driver's lic 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 given on the CONSENT STATEMENT. Parents will be notified location, and date of the trip along with any other pertinent info

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.

**GRADUATION**

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

**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:

- Talk to your teacher about any school problems as soon as possible.
- Discuss the problem and concern with your parents at home.
- Ask your parents to meet with you and your teacher to discuss the

**HEAD LICE**

Head lice are very common in school-aged children. Anyone can have head lice and has nothing to do with cleanliness or length of hair. Head lice spread from person to person through direct contact. Head lice are not dangerous and they do not transmit diseases, but they can be irritating and 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 carefully.**

- Use a nit comb to comb out as many nits as possible. They are usually killed by the treatment and those that remain may hatch later. A second treatment is necessary to re-treat in two weeks. *First Lutheran School has a lice kit available for purchase.*
- You should wash all hats, clothes, sheets, pillowcases, towels, etc. that might have come in contact with your child. Wash items in hot water and 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 and lice shampoo. Leave in the hot water for at least 10 minutes.
- Vacuum EVERYWHERE your child has been and discard the vacuum bag.

*Children sent home from school must be lice and nit free in order to return.*

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 **INTERNET**

schools prior to entry of their child into Preschool, Kindergarten, 7th grade, or The internet has become an essential tool of today's world. W as a new student. This form will only be available from a private healthcare and other social media, care and caution must be used by provider or local health department. No students entering school, including parents when utilizing these forums. Although use of these we those entering Preschool, Kindergarten, 7th grade or those students from out-of school is not discouraged, derogatory remarks concerning f of-state and nonpublic schools, shall be permitted to enroll (or attend) School, its student body, staff, or faculty is not acceptable. We without proof of immunization, as determined by the Commissioner of Public screened and reviewed by First Lutheran staff. In the event a que Health.

has been discovered, the appropriate action will be taken and possible suspension or expulsion.

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 A separate "school internet use agreement" for students in Grade sent home at the start of the school year.

thereof, shall be granted to any child whose parent or guardian shall file with **LIBRARY** school authorities a signed Refusal Due to Personal Religious Beliefs

document; or due to medical reasons if such child has a written statement We want students at First Lutheran to be excited about reading library has more than 10,000 books. Students attend a library d from a medical provider excusing him/her from such immunizations. Proof of library The librarian has an activity or book to share (usually pertaining exceptions shall be in writing and filed in the same manner as other they're studying in class), and they are given time to check o immunization records. An immunization certificate containing documentation students are instructed on proper library behavior and usage of other required health information (physical examination, vision/hearing procedures for checking out and returning books. Student screening) must be provided in addition to the religious exemption form or allowed to come into the library during open periods to return a the written statement due to medical reasons from a medical provider. new books.

*First Lutheran School follows all HIPAA regulations. The HIPAA Privacy Rule regulates the use and disclosure of certain information held by "covered entities" (generally, health All students participate in the Accelerated Reader program. I care clearinghouses, employer sponsored health plans, health insurers, and medical testing reading comprehension on the books students read, and service providers that engage in certain transactions). It establishes regulations for the students to read more. Students take a STAR test, which is use and disclosure of Protected Health Information (PHI). PHI is any information held by a reading test. (PHI shows their reading ability and at which level th covered entity which concerns health status, provision of health care, or payment for reading. The librarian then assigns students an Accelerated health care that can be linked to an individual. This is interpreted rather broadly and based on that score. The Accelerated Reader (AR) program is includes any part of an individual's medical record or payment history. encourage reading. It is a fun program where a child can wo*

Students are expected to be responsible when taking library books home. The cost of lost or damaged books will be borne by the parent.

The library hosts a Book Fair to raise funds to buy new books for the library, and to fund Accelerated Reader tests, parties, and prizes. Donations to the library are always welcome!

### LOCKERS/DESKS

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

### Locker guidelines

- Only the following items may be attached to the inside of the locker: photos of family and friends if mounted with magnets, magnet-mounted mirrors, or other small magnet items. NO rock star/movie star pictures/posters or other similar items may be mounted. NO adhesive material is to be used in locker.
- The outside of the locker may have nothing attached to it unless instructed by the teacher.
- No open food or beverages are allowed in the locker. Water bottles are permitted.
- Students are expected to keep the inside of their locker neat, clean, and orderly. Periodic locker checks may occur.
- If a combination lock is used, the combination must be given to the teacher, just in case!

round. Please check this area for any items that you are missing. Items will be donated to charity after a reasonable amount of time to check the box periodically for lost or missing items. No emailed via FastDirect to let parents know when the box will be e

### LUNCHES

First Lutheran School offers daily hot, nutritious, kid-friendly offer a varied menu which includes an entree with side items, a fruit daily, plus occasional desserts. Lunch may also be brought. *Microwaves are not available for student use.* A monthly lunch posted on the FastDirect system and will be sent home with Lunches are \$3.00 per day and include a choice of 2% or ch Additional milk may be purchased for 35¢ each and must be purchased. See "Billing" for more information about Lunch Billing available for purchase during breaks for 5<sup>th</sup>-8<sup>th</sup> grades. Sn purchased in the cafeteria, cost 25¢ or 50¢, and must be paid for of purchase.

### MEDICATIONS

In an attempt to provide safe and efficient administration of students at First Lutheran School, we will follow the policy and outlined below. Many of these guidelines are recommended by the Department of Health and the Knox County Schools. Students with a doctor's care and need to take prescribed medicine during the school day must follow the Medication Policy of the school. Many children are at school because of the effective use of medication in the treatment of illnesses. It is most desirable for medication to be administered at 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***

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

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

Occasionally, a student will come to the office complaining of a stomach ache, headache, etc. Although the student may not feel well, it may not be necessary to go home. The school office keeps a limited supply of OTC medications on hand in the event of these minor ailments. Every parent has the option to complete the medication consent form granting permission to dispense certain over-the-counter medications to students. Only those medications indicated on the consent form will be given to the student. Parents will be notified via email or a note sent home with the student if their

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

### **PARENT-TEACHER CONFERENCES**

Time is scheduled for Parent-Teacher Conferences for students in 1<sup>st</sup> grade following the first grading period. Parents are expected to attend in these conferences. Additional conferences may be held during the year as desired by the parent or the 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, structure, etc. of this group to benefit our teachers, children, and the school. Please take the time to be involved in this group for the benefit of our children. Volunteers are always welcome.

### **PHYSICAL EDUCATION & RECESS**

Students in Pre-K through 8<sup>th</sup> grade participate in outdoor activities 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 a 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 5-8 will wear a gym uniform consisting of black, or white athletic shorts (following the dress code requirements for length) and an FLS T-shirt or a solid grey, green, black, or white t-shirt. Athletic shoes that do not leave marks on the gym floor are required.

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

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

## SCHOOL SECURITY

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

- Parents must leave the school building by 8:15 am unless conducting school business.
- Students or parents must not open an exterior door for anyone

and back vehicle gate will be locked after school begins. Please refrain from parking in the back lot to avoid being locked out.

- Students are not allowed to leave the school with anyone who is listed on your contact sheet. In the event the student is riding home with someone else, please notify the school in writing prior to the event. Children will not be allowed to leave without asking permission to leave with someone other than their parent or guardian. Please refrain from calling the school to make arrangements unless it is an emergency. All requests for arrangements should be made in advance so that proper documentation is available.

## SICKNESS

Students who are not in good health cannot learn to the best of their ability. If your child is ill or has symptoms of illness please keep them home. Parents and guardians will be notified if a student becomes ill at school. Illness includes, but is not limited to, fevers 99 degrees or over, vomiting, and diarrhea. Before returning to school, students must be completely free **without medication** for 24 hours.

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

## STANDARDIZED TESTING

One measure of student's progress is their 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 take the OLSAT, and all students in Grades 3, 5, and 7 take a cognitive achievement test called the OLSAT. All test results will be available to the parent upon request. Stanford test results are mailed as soon as they have been received.

to accommodate a work schedule, or as needed when your child has sports, drama practice, or study hall, we are happy to have your children join us.

### **TOYS & GAMES**

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

Students are not permitted to bring their personal toys and game. Please refrain from bringing these items to school, unless requested by the child's teacher. These items may be confiscated by the teacher and must be retrieved by the parent/guardian.

***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.*

### **TUITION ASSISTANCE PROGRAM**

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. Please see "Billing" for more information about Student Services Charges.

Tuition assistance is available to families of First Lutheran School to assess and compile a financial analysis in a report that is submitted to First Lutheran School for review. I will not have access to your personal information, and relies solely on information provided to us by CFA. A separate form provided by Lutheran School is also required as part of the assistance request: a recommendation from your home church or spiritual leader, or a meeting with the Principal. Additional stipulations also apply to assistance once it is acquired.

### **TELEPHONE**

Teachers or students will not be called from class to accept personal phone calls during the school day. *Students will not be allowed to make calls for forgotten items, after-school plans with friends, etc.* Office personnel will call parents if children become ill at school, or if they need to be notified for any other reason. Likewise, parents should refrain from calling school between 3:00 and 3:35 pm. to arrange after-school plans with their child. 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

- Student must maintain a 75% church attendance record. church attendance may be requested.
- Families who receive assistance will be required to fulfill number of volunteer hours during the school year.
- Academic expectations must be met as determined by P
- Excessive disciplinary demerits and/or school suspension in loss of assistance.
- Disrespect or disregard for school property may result in assistance.
- Christian conduct must be maintained at all on and off-events

## **TUITION AND FEES**

Parents will pay tuition for each student enrolled in First Lutheran School either on a monthly basis (10 payments per school year), or annually, as outlined in your enrollment contract. All other billed fees such as lunch, field trips, etc. will be included on your monthly tuition statement and are 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>. Lunch and Student Services accounts will not be permitted to exceed \$200. 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 Classic Alterations and Monograms, 9309-A Kingston Pike. Their phone number is (865) 690-8466. You provide the shirts and they apply the logo. The cost is \$5.00 per shirt. All shirts must meet school requirements (see Dress Code Policy).

child's teacher. Any volunteers may be subject to a criminal check if application has been approved.

## **WORSHIP & BIBLE STUDY OPPORTUNITIES**

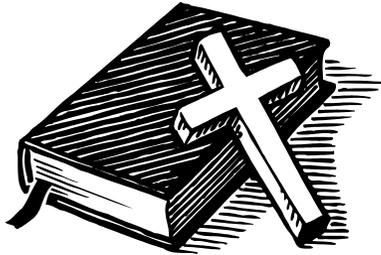
If you have a church home, we encourage you to worship there if you are looking for a church home or just want to visit, please call us on Wednesday evenings at 6:30 pm, or Sunday mornings at 10:00 am. We have a variety of Sunday School classes and adult Bible classes on Sunday mornings at 9:15 am for the entire family. We would love to share God's Word and His forgiveness of sins with your family. Additional Bible studies for adults are available during the week. Call our Church office for more information.

## **BULLYING POLICY**

First Lutheran School adopted the following policy and procedure for bullying in 2010:

1. First Lutheran School will practice a zero bullying tolerance standard of behavior. Teachers will actively and consistently model positive behavior(s), and have zero tolerance for aggressive or harassing behavior(s).
2. Students demonstrating bullying behaviors will be subject to the discipline policy outlined in the handbook. Below is a summary.
  - A. Address the situation with appropriate apologies given to the victim.
  - B. Loss of privileges: (recess, free time, etc.) or time out.
  - C. Visit to the principal's or director's office.
  - D. Inform parents.

The teachers have detailed steps and procedures for helping students identify if they are experiencing a bullying situation, and help the students through these steps, as well as reviewing the policy with their class each year. If a parent wishes to see copies of any of this material, please contact the main office or the principal and these things will be provided for you.



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