

# Parent and Student Handbook

## Faith Lutheran School



FAITH LUTHERAN  
SCHOOL

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## Table of Contents

<b>Organization</b> .....	<b>1</b>
<b>History</b> .....	<b>1</b>
<b>Mission Statement</b> .....	<b>1</b>
<b>Philosophy of Education</b> .....	<b>1</b>
<b>But do I have to be Lutheran?</b> .....	<b>2</b>
<b>The Lutheran Church – Missouri Synod</b> .....	<b>2</b>
<i>Summary of the Beliefs of the Lutheran Church – Missouri Synod</i> .....	2
Grace alone.....	2
Faith alone.....	3
Scripture alone .....	3
<i>Faith into Practice</i> .....	3
<b>Non-Discrimination Policy</b> .....	<b>3</b>
<b>Admissions Policy</b> .....	<b>3</b>
<b>Books and Supplies</b> .....	<b>4</b>
<b>Orientation Day/ First Day of School</b> .....	<b>4</b>
<b>Fees and Tuition</b> .....	<b>4</b>
<i>Testing Fees and Registration Fees</i> .....	4
<i>Tuition Payments</i> .....	4
<i>Penalty Fees</i> .....	5
<i>Sending Money to School</i> .....	5
<i>Terra Nova 3 Fees</i> .....	5
<i>Academic Competition Fees</i> .....	5
<i>Field Trips</i> .....	5
<i>Gifts to the School</i> .....	5
<i>Withdrawals</i> .....	5
<b>School Records</b> .....	<b>5</b>
<b>Illness</b> .....	<b>6</b>
<b>Accidents</b> .....	<b>7</b>
<b>Administration of Medicine</b> .....	<b>7</b>
<i>Prescription</i> .....	7
<i>Over-the-Counter</i> .....	7
<b>Changes on the Emergency/Medical Form</b> .....	<b>7</b>
<b>Excused from Participation in PE Due to Medical Reasons</b> .....	<b>7</b>
<b>Attendance</b> .....	<b>7</b>
<i>Class Hours</i> .....	7
<i>Minimum Attendance Requirements</i> .....	8
<i>Partial day absences</i> .....	8
<i>Classification of absences</i> .....	8
Excused absence.....	8
Pre-excused absence .....	9
Unexcused absence .....	9
<i>Homework for Days Absent</i> .....	9
<b>Tardiness</b> .....	<b>9</b>

<b>Arrival and Departure.....</b>	<b>9</b>
<i>Parking Lot Guidelines .....</i>	9
<i>Building Hours .....</i>	9
<i>Morning Drop-off Policy .....</i>	10
<i>Afternoon Dismissal Policy .....</i>	10
<i>Unattended Students.....</i>	10
<i>Early Pick-Up of a Student and Sign-out During School Hours .....</i>	10
<i>Late Pick-Up.....</i>	11
<i>Restrictions on Child Pick-Up .....</i>	11
<i>Carpool.....</i>	11
<b>Breakfast.....</b>	<b>11</b>
<b>Lunch .....</b>	<b>11</b>
<i>Lunchroom Rules .....</i>	11
<i>Lunch boxes.....</i>	11
<i>Glass Containers.....</i>	12
<i>Use of the Kitchen .....</i>	12
<i>Soda.....</i>	12
<i>Having Lunch with Your Child.....</i>	12
<i>Taking Your Child Out to Lunch.....</i>	12
<b>Dress Code - Personal Appearance.....</b>	<b>12</b>
<i>Purpose.....</i>	12
<i>General Policy.....</i>	12
<i>Boy’s Standard K-5<sup>th</sup> Grades: .....</i>	12
<i>Girl’s Standard K-4<sup>th</sup> Grades:.....</i>	13
<i>Girl’s Standard 5<sup>th</sup> Grades:.....</i>	13
<i>Accessories:.....</i>	13
<i>Guidelines for Hair:.....</i>	14
<i>Footwear .....</i>	14
<i>Dress Code Violations and Exceptions.....</i>	14
<i>PE Uniforms.....</i>	14
<i>Spirit Day Guidelines .....</i>	14
<b>Bringing Toys and Games to School.....</b>	<b>14</b>
<b>School Deliveries .....</b>	<b>14</b>
<b>Personal Business on School Property .....</b>	<b>14</b>
<b>School Phone and Cell Phones.....</b>	<b>15</b>
<b>Parent – Teacher Communication .....</b>	<b>15</b>
<b>Leaving Things for Student or Teacher.....</b>	<b>15</b>
<b>Classroom Visitation and Volunteers.....</b>	<b>15</b>
<b>Seatwork and Homework.....</b>	<b>15</b>
<b>Grading System.....</b>	<b>16</b>
<i>Grading policy for Late Assignments .....</i>	16
<b>Guidelines for Parties .....</b>	<b>16</b>
<b>Library Information .....</b>	<b>16</b>
<b>Bad Weather Days.....</b>	<b>17</b>
<b>Playground Rules.....</b>	<b>17</b>
<b>Field Trips .....</b>	<b>17</b>

<b>Discipline Policy</b> .....	<b>17</b>
<i>Student Management Plan</i> .....	18
<i>Biblical Guidelines for Student Management:</i> .....	18
<i>Rights and Responsibilities of Students:</i> .....	19
<i>Rights and Responsibilities of Parents:</i> .....	19
<i>The Student Code of Conduct</i> .....	20
<i>Discipline Report</i> .....	22
<i>Disciplinary Options</i> .....	22
<i>General Guidelines for Implementing Disciplinary Responses</i> .....	24
<i>Categories of Offenses and Consequences</i> .....	24
Category I Behavior Problems: .....	24
Consequences--Primarily teacher directed: .....	24
Category II Behavior Problems: .....	25
Consequences--Administrator intervention: .....	25
Category III Behavior Problems: .....	25
Consequences--Administrator intervention: .....	26
Category IV Behavior Problems: .....	26
Consequences--Administrator intervention: .....	26

## Organization

Faith Lutheran School and Preschool (FLSP) is owned and operated by Faith Lutheran Church, LCMS, of Sugar Land, Texas. The Articles of Incorporation of Faith Lutheran Church, dated November 1, 1972, states that the church was founded as a nonprofit corporation with perpetual duration for religious worship. Faith Lutheran School and Preschool is administered on behalf of the congregation of Faith Lutheran Church by its Board of School Administration (BOSA). The Board sets the educational and business policies of the school.

Faith Lutheran School and Preschool (FLSP) is funded by income from educational fees (including tuition) and by gifts from our families, alumni, churches, and other friends. The school does not receive any government funds.

## History

Faith Lutheran School and Preschool (FLSP), a religious-educational institution, was founded as a ministry of Faith Lutheran Church in response to Jesus' Great Commission, "Go therefore and spread the Gospel

The Preschool, for Pre-Kindergarten children, ages 2½ through 5 years old, opened in 1975 and the School opened in August 1981 for Kindergarten – 9th grade beginning with 28 students. In later years, the school went back to a Kindergarten – 5th grade school adding 6th grade 1994, 7th grade in 1997, and 8th grade in 1998. In 2011, the school again returned to Kindergarten through 5<sup>th</sup> grade.

## Mission Statement

The mission of FLSP is to disciple children in the ways of God by providing a safe and structured environment where the students can experience a Spirit guided balance of

- † Academic, physical, and spiritual discipline and
- † God's love, grace, and mercy.

It is our goal to help each student reach his or her own level of excellence and to meet and know Jesus Christ as Lord and Savior.

## Philosophy of Education

Faith Lutheran School sees each child as a physical-mental-spiritual being, created by God with unique abilities and skills, and capable of experiencing a deep relationship with Him. Our faculty and staff consider it the highest calling to witness our faith daily by ministering to all children. We desire to work with parents and families to build up the character and academic excellence in each child. We believe in a God-centered academic program that produces strong character and sets the stage for an excellent education. We recognize that our children need to be guided under scriptural principles and that this approach is needed to give our children security within bounds. We therefore make the following statements to clarify our Philosophy of Christian Education. A Christian education

- † Reveals God as He has disclosed Himself in the written Word of God, the Bible.
- † Recognizes that the nature and person of God is seen in the world and the physical laws that have been established by Him.
- † Demonstrates the Love of God in His Son and personhood of Jesus Christ.
- † Introduces the child to the Lord if he/she lacks a personal relationship with Him, and fosters the growth of that relationship.
- † Helps establish the proper perspective and relationship among men, the universe, and the Creator God.
- † Establishes a systematic foundation for understanding and enjoying responsibility, justice, punishment, mercy, reward, forgiveness and restitution.
- † Assist the parents in their God given (Eph. 6:4) responsibility of imparting the faith. Although others may be delegated to minister to the child and administer discipline within a setting outside the home, the basic responsibility and authority remain with the parents.

- ✚ Seeks to instill in the student Christian values and ideas. This training and education of the child should include much more than the imparting of external facts; it is the imparting of a life by those who have come to know and experience that life and accept it as their own way of living. This should bring a proper balance between the student's intellectual ability and his spiritual needs.
- ✚ Provides an integrated teaching system that emphasizes the active recognition of how God's plan has worked in the past, where the child fits into the plan now, and how he/she can be part of it as it continually unfolds.
- ✚ Prepares the child for service in the Body of Christ through the teaching of basic educational skills.
- ✚ Helps the student recognize his gifts and their importance in the Body of Christ, and challenges him to use them in service to God to the fullest.

## **But do I have to be Lutheran?**

*"But do I have to be Lutheran?"* is a question often asked by people seeking enrollment in our schools, but who are not members of a Lutheran Church. The answer is "no". It is not mandatory to be a member of a Lutheran Church. It is our wish however, that you understand the meaning of "being a Lutheran" before committing to enrollment.

Lutheran schools are used by their operating congregations to serve all Christian communities and to focus on outreach to non-Christian communities. With this fact in mind, most Lutheran Schools keep track of church attendance to indicate which families are currently being served by another local church, and which families may benefit from or be open to the outreach and care of our operational congregation (Faith Lutheran Church).

## **The Lutheran Church – Missouri Synod**

Faith Lutheran Church has been a part of the Sugar Land community since 1972. It is also part of a "Lutheran community" that we call the Missouri Synod. The Lutheran Church - Missouri Synod (LCMS) is a "family" of 2.4 million Christians, gathered in more than 6,150 congregations throughout the United States. Our church body was founded more than 150 years ago by a small group of immigrants in America who were dedicated to preaching and teaching the Gospel of the forgiveness of sins through Christ alone. Many of these immigrants settled in central Missouri, hence the word "Missouri" in our church's name. The LCMS has always had a strong commitment to Christian education, establishing the first parochial school in 1847.

For further information regarding the beliefs and practices of the LCMS, please visit [www.lcms.org](http://www.lcms.org) or speak with the Pastor of Faith Lutheran Church, 281-242-4453.

### ***Summary of the Beliefs of the Lutheran Church – Missouri Synod***

With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God: the Father, creator of all that exists; Jesus Christ, the Son, who became human to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God's Word and Sacraments. The three persons of the Trinity are coequal and coeternal, one God.

Being "Lutheran," our congregations accept and teach Bible-based teachings of Martin Luther that inspired the reformation of the Christian Church in the 16th century. The teaching of Luther and the reformers can be summarized in three short phrases: **Grace alone, Faith alone, Scripture alone.**

#### **GRACE ALONE**

God loves the people of the world, even though they are sinful, rebel against Him and do not deserve His love. He sent Jesus, His Son, to love the unlovable and save the ungodly.

## **FAITH ALONE**

By His suffering and death as the substitute for all people of all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life that it offers. God creates faith in Christ and gives people forgiveness through Him.

## **SCRIPTURE ALONE**

The Bible is God's inerrant and infallible Word, in which He reveals His Law and His Gospel of salvation in Jesus Christ. It is the sole rule and norm for Christian doctrine.

## ***Faith into Practice***

The LCMS and Faith Lutheran Church and Schools can be described as **Christ-centered** and **people-sensitive**. We place great emphasis on caring and nurturing people of all ages and nationalities. Collectively the LCMS operates several relief programs in which provide not only spiritual care but care for physical and emotional needs for people who suffer from natural disasters or personal tragedies. The LCMS maintains a large network of hospitals and nursing homes, missions (in nearly 70 countries), and human-care agencies. We are a respected leader in the field of Christian education, operating almost 2,500 early childhood centers, elementary and high schools serving more than 280,000 children synod-wide.

## **Non-Discrimination Policy**

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

## **Admissions Policy**

Faith Lutheran School seeks to admit students whose parents desire a partner in the Christian education of their children. In addition, the following requirements must be met:

**Age:** Kindergarten students must be five years old on or before October 15<sup>th</sup> of the school year. First grade students must be six years old on or before October 15<sup>th</sup> of the school year.

**Academics:** All student admissions are subject to consideration of their previous performance in school. This is based on academic achievements and standardized test records. For entrance to Kindergarten through eighth grade, the school will administer an entrance exam to evaluate the student's grade level and to identify any remedial needs. It is important for every child to succeed. If there is an indication that the student may have difficulty achieving reasonable scholastic goals in our program, the child may not be accepted.

**Health:** Students must meet the health requirements established by the Texas Department of Human Services and the Department of Health. In order to meet the health standards, we need:

- ✚ The results of a tuberculosis test (at least one since his/her first birthday.)
- ✚ A written and dated immunization record. The child must meet the vaccine requirements incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code (TAC) [see attachment at end of handbook]; or a written and dated statement from a licensed physician or other authorized health personnel that the required immunizations have begun. This immunization cycle shall be completed as soon as is medically feasible. A current immunization record shall be on file at school; or a certificate signed by a physician, duly registered and licensed under the Medical Practice Act, stating the physician's opinion that the required immunization would be injurious to the health and well-being of the child or a member of his family or household.

## Books and Supplies

All schoolbooks necessary for the student to begin the school year are included in the tuition payments. Consumable school supplies are NOT provided and are the responsibility of the student and parents to provide on an ongoing basis. A list of required supplies will be available by August 1. Students are responsible for having these necessary supplies in class. Please be sure that any supplies (backpack, notebooks, etc.) purchased for use in the school do not portray ungodly characters or themes that involve violence or the occult.

The following items are not included in tuition payments: PE uniforms, vision/hearing screenings, school pictures, sports fees, cap and gown, and yearbooks. We will collect fees for these items as necessary.

All hardback textbooks and Bibles are the property of Faith Lutheran School and are not owned by the students. Students are not allowed to highlight or write in these books in any way. The student will pay for lost or damaged books.

## Orientation Day/ First Day of School

It is very important that at least one parent of all new and returning students be present for Orientation. Therefore, we will charge \$25 to the account of each student who does not have a parent in attendance. During orientation, important points of this Handbook will be reviewed and other information concerning parking, student drop-off, sports, etc. will be covered.

The first day of school will be a regular school day with uniforms required. We will not allow parents to visit school the first day of school.

## Fees and Tuition

### *Testing Fees and Registration Fees*

There is a testing fee for each new student which is non-refundable. All new students must complete the Application Forms and submit to the office with a non-refundable registration fee in accordance with the current Fee Schedule. Returning students must complete the Re-enrollment Forms and submit to the office with a non-refundable registration fee in accordance with the current Fee Schedule.

### *Tuition Payments*

**Auto-draft payments through Simply Giving is preferred** and the form for setting up the auto draft payments is included in the Application Forms and Enrollment Forms. Tuition payments may be mailed or delivered in person to the black mailbox by the day school office. **DO NOT SEND A PAYMENT WITH A STUDENT OR DELIVER IT TO A TEACHER.** Form of payment may be cash (correct change only), money orders or personal checks. In the event that a check is returned to us for "insufficient funds", a fee will be incurred in accordance with the current Fee Schedule.

Tuition payments that are paid by cash or check are due on the first day of each month. Payments made after the tenth (10th) day of the month will incur a late fee in accordance with the current Fee Schedule.

NOTE: A student may be denied admission to class if payments are 30 days in arrears. Report cards will be held until accounts are current. (This includes tuition, library, tardy and dress code fees, lunch money, extended care, etc.)

No refunds on tuition are made because of absences,

## ***Penalty Fees***

Penalty Fees will be added to your account for the following:

Tuition payments made after the tenth (10th) day of the month will incur a late fee in accordance with the current Fee Schedule.

A **\$25.00** fee will be assessed for not attending the Opening Orientation before classes begin in the fall.

A **\$10.00** fee will be assessed for possession and use of a cell phone by a student without permission from a faculty or staff personnel. The phone will be given to the Administrator who will keep possession of the phone until the fee has been paid.

A **\$5.00** TARDY FEE will be assessed for the **SIXTH** tardy, and each tardy thereafter per **NINE WEEKS**.

A **\$5.00** UNIFORM VIOLATION FEE will be assessed for the **FOURTH** uniform violation, and each one thereafter per **SEMESTER**.

## ***Sending Money to School***

All payments, if not an auto-draft payment, should be sent to the office in a sealed envelope with the following information on the outside:

- † Child's name and teacher's name
- † Amount and purpose (Example: \$40.00 for athletic fee)
- † DO NOT SEND A PAYMENT WITH A STUDENT OR DELIVER IT TO A TEACHER.

## ***Terra Nova 3 Fees***

If we have to have a Terra Nova 3 processed late due to vacation or illness, that expense will be passed on to the parents.

## ***Academic Competition Fees***

Faith Lutheran School will pay the cost for students to compete in the ACSI competitions. If a student qualifies and agrees to participate in a competition but later (after the school has paid their fee) drops out, that expense will be passed on to the parent.

## ***Field Trips***

The cost of field trips is not covered by any of the fees or tuition. The cost of field trips is in addition to registration fee and tuition and is collected at the time of the field trip.

## ***Gifts to the School***

Gifts to the school are welcome and are income tax deductible. The Administration can provide a suggested list of needed items and a letter outlining the gift(s) given for income tax purposes.

## ***Withdrawals***

Withdrawals from school must be made through the school office. Students having attended one day or more of any month will owe the full month's tuition. Refunds on prepaid tuition will be prorated accordingly (refunds on prepaid tuition will be calculated based on the full tuition rate, not the discounted rate).

Student's records will not be released until all accounts are paid in full.

Student's scholastic records will be mailed to the new school following a written request.

## ***School Records***

Parents are responsible for notifying the Preschool Office of new immunizations or changes in the health of your child.

Parents are responsible for notifying the Preschool Office of changes in address, telephone numbers, e-mails, or other data on your child's Emergency and Transportation Form. **Current information is vital in case of emergencies.**

## Illness

Children should be kept at home if they show any indication of illness or infection. A child with an elevated temperature (100.0 degrees or higher) will not be admitted to the classroom. Your child should remain at home for an additional 24 hours from their last signs of illness (vomiting, diarrhea, fever). Specifically, children must be free of fever, **unsuppressed by my medication**, for 24 hours before returning to school. Although we recognize the importance of school and the difficulties associated with an absence, we also recognize the need to protect your child as well as the other students from illness and infection.

Children who arrive ill, or become ill, while at school, will be sent home. You will be notified and asked to pick up your child if he/she exhibits any of the following:

- † Fever of 100° or more.
- † Suspected contagious disease.
- † Vomiting due to illness
- † Diarrhea

Please notify the school office if your child contracts a contagious infection or illness, so that exposure notices may be sent home to your child's classmates. If your child is hospitalized for any reason, please notify the office. The child must have a doctor's release before returning to school. No student who is known to have a contagious or infectious disease may attend school. If your child should contract one of the following illnesses, please do not send him/her to school unless the following conditions have been met.

- † **Chicken Pox** - Have a doctor's permit to re-enter school or wait 7 days after the first crop of spots.
- † **Fifth Disease** - Readmit when fever subsides and have a doctor's permit to re-enter school.
- † **Flu** - Readmit when fever is gone.
- † **Gastroenteritis** - Readmit when diarrhea subsides.
- † **Hepatitis** - Have a doctor's permit to re-enter school. Parents of classroom contacts will be notified on recommendation of attending physician.
- † **Impetigo** - Have a doctor's permit to re-enter school or wait until all sores are well.
- † **Measles** - Have a doctor's permit to re-enter school or until rash is gone. Must be reported since measles may be mistaken for other illness.
- † **Meningitis** - Have a doctor's permit to re-enter school.
- † **Mononucleosis** - Have a doctor's permit to re-enter school or exclude until free of symptoms.
- † **Mumps** - Have a doctor's permit to re-enter school or wait until all swelling is gone. Must be reported since mumps may be mistaken for other illness.
- † **Pediculosis/Head Lice** - Exclude from classroom until free of lice and nits. Extreme or recurring cases may require doctor's permit to re-enter school.
- † **Pink Eye** - Have doctor's permit to re-enter school or until eyes are clear.
- † **Poison Ivy** - Treat and keep covered. Extreme cases must have a doctor's permit to re-enter school.
- † **Ringworm of Skin** - May attend with doctor's permit following prescribed treatment and area is covered.
- † **Scabies** - Have doctor's permit to re-enter school.
- † **Strep Throat / (Scarlet Fever)** - May attend with doctor's permit to re-enter school and free of symptoms.
- † **Tuberculosis** - Have a doctor's permit to re-enter school.
- † **Whooping Cough** - Doctor's permit to re-enter school or exclude until free of cough, (3-5) weeks.

## Accidents

First aid supplies are kept on hand for cuts, scratches, and minor injuries only. In an emergency, it will be your responsibility to get medical attention, unless the emergency is so great that your child must be **taken immediately from school to a doctor.** In case of such an emergency, you will be notified as soon as possible and a school employee will remain with your child until you arrive at school or the treatment site.

## Administration of Medicine

If your child needs to have medication, prescription or non-prescription, administered while at school, the following conditions must be met:

### Prescription

- ✦ The medication must be in the original container, complete with child's name, date, physician's name and directions.
- ✦ Medication may not be given if expired.
- ✦ Parent must complete and sign a "Request for the Administration of Medication" form and give it to the school office. You may pick up a copy of the "Request for the Administration of Medication" form from the school office or request that the form be e-mailed to you.
- ✦ Bring the medicine with the "Request for the Administration of Medication" form to the office before school. If possible, we prefer the students take medication at their planned lunch times (11:00-12:45).

### Over-the-Counter

- ✦ The medication must be in the original container, complete with child's name, date, parent's name and directions.(This includes cough drops)
- ✦ Medication may not be given if expired.
- ✦ Parent must complete and sign a "Request for the Administration of Medication" form and give it to the school office. You may pick up a copy of the "Request for the Administration of Medication" form from the school office or request that the form be e-mailed to you.
- ✦ Bring the medicine and with the "Request for the Administration of Medication" form to the office before school. If possible, we prefer the students take medication at their planned lunch times (11:00-12:45).

## Changes on the Emergency/Medical Form

When any of the information on the Emergency/Medical form changes, please notify the school office. This would include a change of address, home phone, work phone, place of business, insurance information, or doctor. We need to stay current in case of emergency.

## Excused from Participation in PE Due to Medical Reasons

If your child needs to be excused from participating in PE for any medical reason for more than 3 days, we must have a note from their doctor.

## Attendance

### Class Hours

Kindergarten	8:30 AM to 3:15 PM
Grades 1 - 2	8:30 AM to 3:20 PM
Grades 3 - 5	8:30 AM to 3:30 PM

## ***Minimum Attendance Requirements***

Regular attendance is required. Excessive and/or unexcused absenteeism can have a detrimental effect upon a student's academic performance. Satisfactory attendance must be maintained at Faith Lutheran School in order to be considered for promotion. The maximum days per semester (two 9 week marking periods) a student can be absent is **nine (9)**. The school cooperates with authorities by enforcing the compulsory attendance statutes of the State of Texas as follows:

TEXAS EDUCATION CODE CHAPTER 25, Sec.A25.092.

MINIMUM ATTENDANCE FOR CLASS CREDIT.

- ✦ Except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.
- ✦ A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit for the class if the student completes a plan approved by the school's principal that provides for the student to meet the instructional requirements of the class.

Students in attendance for fewer than 90% of the days in a semester (9 days) shall not be given credit for the class unless the absences are the result of extenuating circumstances. If a student has failed to show extenuating circumstances for the absences, the child may be denied credit for the class.

**If a student is absent more than 3 consecutive days, or absent more than 10% of the total semester days due to illness, a written doctor's excuse is required.**

### ***Partial day absences***

A student arriving after 10:30 AM will be counted as absent for 1/2 day and a student leaving before 1:30 PM will be counted absent for 1/2 day.

If a student is absent one-half day or more from class, the student will **not** be able to participate in extracurricular school activities that same day. These activities include but are not limited to: sports, cheerleading and the Christmas program.

### ***Classification of absences***

If a student is absent from school, a written excuse must be provided. **All** excuses are to be brought to the teacher or the front office upon arrival at school. You may pick up a copy of the "Excused and Pre-excused Absence" form from the school office or request that the form be e-mailed to you. There are three types of absences recognized:

#### **EXCUSED ABSENCE**

An excused absence is one due to personal illness, medical appointments, or death in the immediate family. This type of absence is excused if a written excuse is provided on the day the student returns to school. We prefer that you use the "Excused and Pre-excused Absence" form. Students will have 1 day for make-up for each day absent. The excuse should contain all the following information:

- ✦ Name of student
- ✦ Date of absence
- ✦ Reason for absence
- ✦ Signature of parent or guardian

## **PRE-EXCUSED ABSENCE**

A pre-excused is an absence in which the parent knows in advance that the student will miss school. In this case, the "Excused and Pre-excused Absence" form should be used. Please submit the form one week in advance for the teacher and administrator to evaluate the situation. If the absence is approved, Students are given two days for each day of excused absence to complete their assignments, or no credit will be given for the work. If the absence is not approved, the missed day(s) will be considered unexcused. A special plan will be arranged for a student who has had an extended absence.

## **UNEXCUSED ABSENCE**

Any absence that does not qualify as an excused or pre-excused absences will be considered unexcused. No credit is given for work missed during unexcused absences. "Zeros" will be given for missed work. **Unexcused absences may result in dismissal from school.**

## ***Homework for Days Absent***

If you would like to pick up your child's homework on the day s/he is absent, please notify the school office by **10 AM**. This is especially important in the Middle School because they change class and teachers every period.

## **Tardiness**

It is the parents' responsibility to ensure that their children arrive at school on time. Tardiness is strongly discouraged due to the distraction for teachers and the waste of classroom time. **All students need to be in their classrooms, seated and ready to begin school work when the 8:30 bell rings.** Students NOT IN THEIR SEATS, READY TO BEGIN BY 8:30 AM will be marked as tardy..

**NOTE:** WE WILL CHARGE A \$5.00 TARDY FEE FOR THE **SIXTH** TARDY, AND EACH TARDY THEREAFTER PER NINE WEEKS. This allows for traffic and construction delays. **Parents will be billed for tardies at the end of each nine-week period. Report cards and school records will be held until tardy fees are paid.**

## **Arrival and Departure**

### ***Parking Lot Guidelines***

- † Drive straight in and circle around the parking lot counter-clockwise, following the arrows. When backing out of a parking spot, please continue around the parking lot counter-clockwise, following the arrows. Please do not back out of the parking space and go back the way you pulled in.
- † Do not drive while talking on a CELL PHONE
- † Drive slowly and cautiously through the parking lot
- † Do not pass cars unloading
- † **DO NOT PARK IN FIRE LANE. VEHICLES MUST BE PARKED IN A DESIGNATED PARKING SPACE.**

For the safety of all students, pedestrian traffic in the parking lot needs to be minimized. Therefore, all students are to be dropped off and picked up from vehicles in the designated loading/unloading zones. The only pedestrian pick-up allowed is for volunteer workers who are leaving the building at the conclusion of a volunteer session.

### ***Building Hours***

Outside of extended care, the building is not open to students before 8:15 AM and closes to students at 3:40 PM. Unattended children may not enter the building before 8:15 AM or remain in the building after 3:40 PM. **Students are not allowed on the school property unattended after they have been dismissed.** This rule will be enforced. Students are not permitted to purchase soft drinks after school

unless accompanied by their parents. **Extended care is offered to students beginning at 6:30 a.m. until 6:30 p.m.**

### ***Morning Drop-off Policy***

**8:00 - 8:15:** Drop off **ALL students** from the **main parking** lot. Between 8:00 and 8:15, drop off is on to the sidewalk leading through the courtyard into the main building. For their safety, **ALL** students should **exit the car from the right side of the vehicle** onto the sidewalk and enter the main building through the "front" door and go into the fellowship/cafeteria room.

**8:15 - 8:30: KINDERGARTEN THROUGH 5TH GRADE:** Drop off on the **Camellia Street cul-de-sac** and enter through the Camellia Street door.

**DO not drop off lower grade students from the main parking lot between 8:15 and 8:30.** Do not stop in the main parking lot in front of the main building (approaching the mail-box) between 8:15 and 8:30. ALL students from Kindergarten through 5th grade should be entering the main building through the Camellia Street door during this time period.

AT ALL TIMES, CHILDREN SHOULD EXIT THE CAR FROM THE RIGHT SIDE OF THE VEHICLE ONTO THE SIDEWALK.

PLEASE SLOW DOWN in the parking lot.

Do not pass cars unloading children. For the safety of the children, please be patient and follow the car in front of you out of the parking lot.

Please follow the arrow indications at the entrance to the main parking lot. Do not cut the corner and enter the lot over the exit lane.

DO NOT PARK AND EXIT YOUR CAR IN THE UNLOADING ZONE/FIRE LANE AT ANYTIME! If you are volunteering, or have other business in the building, let your children out at the unloading zone, then park your car in the central parking area and go alone into the building. DO NOT park first and allow your child run across the parking lot.

You may park your car and **escort your child** into the building if you desire.

### ***Afternoon Dismissal Policy***

- ⊕ We have staggered dismissal at the end of the day to help reduce parking lot congestion. In order to speed the loading procedure, plan to arrive in the line no later than the scheduled dismissal time.
- ⊕ Specific instructions given by the administration must be followed.

While waiting in the load-out zones, PLEASE DO NOT PARK AND EXIT YOUR CAR IN THE LOADING ZONE. PLEASE DO NOT ALLOW SIBLINGS TO EXIT THE CAR AND PLAY IN OR NEAR THE LOADING ZONE.

### ***Unattended Students***

Students may not be dropped off or left unattended at any after school event (sporting events, PTL meetings, etc.) except the Middle School dance. A parent/adult must remain in attendance with the student at these events

### ***Early Pick-Up of a Student and Sign-out During School Hours***

If you have to pick up a student during school hours, as in the case of a doctor or dental appointment, **DO NOT GO DIRECTLY TO THE CLASSROOM.** If you know in advance that you must pick your child up early, a note should be written to the teacher. This provides the teacher time to give any make up or

homework assignment before the child leaves for the day. If you cannot notify the teacher by note, please call the office so that we can notify the teacher before the scheduled pick up time. At the time of pick-up, come in and sign the student out **at the office window**.

### ***Late Pick-Up***

Students who are not picked up within ten minutes after dismissal will be placed **INTO EXTENDED CARE. THERE WILL BE A FEE FOR THIS CARE.**

### ***Restrictions on Child Pick-Up***

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file a certified copy of the court order or final judgment by the court.

### ***Carpool***

On the Application and Re-enrollment forms we ask you to list all persons who may be responsible for picking up your child (the **Emergency Medical, Transformation and Release Form**). If there is a change, please update this form immediately, as your child may only be released to his/her parent, or another adult listed by the parent. Please include any person who you permit to pick up your child. The form to update is the page titled **Emergency Medical, Transformation and Release Form** in the Re-enrollment forms. The school office can e-mail the Re-enrollment forms to you, or you can go to our web site and fill out the form on line, print and bring to the school office.

### **Breakfast**

It is requested that you not send your child to school without eating breakfast. It is very important that children eat a healthy breakfast with a balance of carbohydrates, fats and proteins. Failure to eat breakfast results in behavioral problems, especially in younger children and disrupted class time, with children complaining of headaches or hunger and having to take class time to get snacks or go to the office for Tylenol.

### **Lunch**

All students in grades K-5, and all Extended Care children present during lunchtime, should have a nutritious lunch each day. The students may bring a lunch from home, or purchase a lunch from the hot lunch vendor designated by the school.

### ***Lunchroom Rules***

- † Students will enter the lunchroom in an orderly manner and be seated at designated tables.
- † Students may talk quietly during lunch time talking only to students sitting next to or across from them.
- † During cleanup time, students are responsible for the area in which they ate.
- † Students must raise hand for permission to be out of seat.
- † After students have been reminded to use a quiet voice while eating, a time out will be given to them if they persist in loud talking.
- † After being excused, students must go to area designated by the lunchroom monitor.

### ***Lunch boxes***

In order to maintain a Christian atmosphere in all aspects, we must insist that lunch boxes with ungodly characters or themes such as violence, magic or the occult NOT be brought to school. If you have any questions reg a specific character, please contact the office before purchasing the lunch box.

## ***Glass Containers***

Do not send food or beverages in glass containers due to danger from breakage.

## ***Use of the Kitchen***

Students will not be allowed in the kitchen at any time and, if bringing their own lunch from home, must bring a lunch that will **NOT** need heating on the stove or in the microwave.

## ***Soda***

Please do not send or bring carbonated beverages for lunch. Students are also not allowed to purchase soft drinks/soda from the vending machines for lunch or during school hours. Water bottles may be purchased from the vending machines.

## ***Having Lunch with Your Child***

Parents are allowed to have lunch with their child from time to time. You may purchase your lunch from our caterer or bring your lunch as you choose.

## ***Taking Your Child Out to Lunch***

This is strongly discouraged.

## **Dress Code - Personal Appearance**

### ***Purpose***

In order to help eliminate student competition, fads in clothing, and the consequent distraction from studies, we require uniforms at Faith Lutheran School. Uniforms set acceptable clothing standards for all students. In addition, uniforms contribute to the overall identity of the school.

As a Christian school, we expect our students to meet a high standard of cleanliness and neatness. While every student is responsible for adhering to regulations regarding uniform and personal appearance, parents are ultimately responsible. Personal appearance is an indication of the student's willingness to abide by school regulations.

### ***General Policy***

Complete compliance with the dress code is required. Uniforms must be worn to class and all school functions unless otherwise specified by administration. All uniforms must be from Parker Uniform Company. The Faith Lutheran faculty will see that uniform regulations are met. The final decision on all questions relating to appearance shall be made by the administration. Students must arrive and leave in proper school uniform. When the students dress out for PE, they are required to change back into their school uniforms after PE class. **All uniforms and PE clothes should be clearly marked with the student's name** SO THAT WHEN THEY END UP IN LOST-AND-FOUND, WE CAN RETURN THEM. Uniform shirts must be tucked in at all times while on school property. Undershirts may be worn under the school uniform shirt and **MUST** be white or match the color of the uniform shirt.

### ***Boy's Standard K-5<sup>th</sup> Grades:***

- ✚ REQUIRED Chapel Uniform to be worn every chapel day: monogrammed short-sleeved or long-sleeved blue Oxford shirt and navy pleated pants. K –8th grade boys may wear navy shorts to chapel.
- ✚ On days other than chapel day, boys may choose from the following:
  - navy pleated pants or shorts
  - khaki pleated pants or shorts

- monogrammed pique short-sleeved or long-sleeved knit shirts in red, white or navy
  - short-sleeved or long-sleeved monogrammed blue Oxford shirt
- † Pants/shorts must fit properly, and if they have belt loops, a belt must be worn.
- † The length of all shorts may be no shorter than 3 inches above the knee.
- † Shirts must fit properly and be tucked in at all times.
- † Inside the classroom, students may wear the monogrammed navy fleece jacket, the monogrammed navy cardigan or the FLS hoodie. No other outer wear will be allowed INSIDE the classroom.
- † For PE, grades 1 - 5 must purchase from Faith Lutheran School red mesh gym shorts and grey silk-screened gym shirts

### ***Girl's Standard K-4<sup>th</sup> Grades:***

- † REQUIRED Chapel Uniform to be worn every chapel day: monogrammed short-sleeved or long-sleeved blue Oxford shirt with navy skirt, navy slacks or navy culottes.
- † On days other than chapel day, K-4<sup>th</sup> girls may choose from:
- plaid skirt, shorts, jumper, or culottes
  - monogrammed over blouse
  - khaki pleated slacks or shorts
  - navy skirt, culottes, pleated slacks or shorts
  - short-sleeved or long-sleeved monogrammed blue Oxford shirt
  - monogrammed pique short-sleeved or long-sleeved knit shirts in red, white, or navy
- † The length of all shorts and skirts may be no shorter than 3 inches above the mid- knee.
- † Inside the classroom, students may wear the monogrammed navy fleece jacket, the monogrammed navy cardigan or the FLS hoodie. No other outer wear will be allowed INSIDE the classroom.
- † For PE, grades K - 4 must purchase from Faith Lutheran School red mesh gym shorts and grey silk-screened gym shirts.

### ***Girl's Standard 5<sup>th</sup> Grades:***

- † REQUIRED Chapel Uniform to be worn every chapel day: monogrammed short-sleeve or long-sleeve blue Oxford shirt with navy skirt, slacks or culottes.
- † On days other than chapel day, 5th-8th grade girls may choose from:
- plaid skirt, shorts, jumper, or culottes
  - khaki pleated or flat-front slacks or shorts
  - navy skirt, culottes, pleated slacks or shorts
  - monogrammed pique short sleeve or long sleeve knit shirts in red, white, or navy
  - short-sleeved or long-sleeved monogrammed blue Oxford shirt
- † The length of all shorts and skirts may be no shorter than 3 inches above the mid-knee.
- † Inside the classroom, students may wear the monogrammed navy fleece jacket, the monogrammed navy cardigan or the FLS hoodie. No other outer wear will be allowed INSIDE the classroom.
- † Grades 5 - 8 must purchase from Faith Lutheran School red mesh gym shorts and grey silk-screened gym shirts.

### ***Accessories:***

- † Earrings are acceptable for girls, unacceptable for boys.
- † Other body piercing is unacceptable for all students.
- † Hats/caps/scarves may not be worn in the building.
- † All pants/shorts with belt loops must be worn with a belt.
- † Make-up may not be worn by girls until 6th grade.
- † Girls may wear red, white or navy socks with skirts or jumpers.
- † Solid colored leggings are permitted.

### ***Guidelines for Hair:***

- ✦ Hair must be neat, clean, well-groomed and moderate in length.
- ✦ Boys' hair must be above the eyebrows and collar.
- ✦ Students are not permitted to color or streak their hair with markers, dye, etc.
- ✦ Facial hair is not allowed.
- ✦ Acceptability of hair styles will be at the discretion of the Administrator.

### ***Footwear***

- ✦ Students should wear comfortable shoes that are appropriate for recess and the classroom. We suggest athletic shoes.
- ✦ Students may not wear shoes without backs, or sandals to school.
- ✦ Students may not wear shoes with wheels.
- ✦ Students may not wear flip-flops.

### ***Dress Code Violations and Exceptions***

- ✦ Students who are out of uniform will receive a note from their teacher. Each violation will result in a reprimand to be signed by parent.
- ✦ NOTE: WE WILL CHARGE A \$5.00 UNIFORM VIOLATION FEE FOR THE **FOURTH** UNIFORM VIOLATION, AND EACH ONE THEREAFTER PER SEMESTER.

### ***PE Uniforms***

Students are expected to wear their PE uniforms for every PE class unless otherwise notified by their instructor. Failure to bring PE clothes could result in disciplinary measures. Grades 1-8 must purchase PE clothing from Faith Lutheran School. During cold weather, students may wear plain red sweat pants and sweatshirts to PE class. The sweat pants and shirts are not provided by the school and should be free from any designs or writing.

### ***Spirit Day Guidelines***

On the days that have been approved by the Administrator as "spirit shirt" days, the following guidelines are to be followed:

- ✦ Nice blue jeans (no rips, holes or tears), capris, long shorts, or regulation length skirts
- ✦ The school logo T-shirt.
- ✦ Footwear, accessories, hair and skirt length guidelines as stated above will apply.

### ***Bringing Toys and Games to School***

Students may not bring toys, cards, games, radios, iPods or recording devices to school without special permission from the teacher. The teacher and the school will not be responsible for any damage to or loss of any item brought to school by a student, even if the student has permission from the teacher to bring it. Any item brought to school without the teacher's permission will be taken away from the student and returned on the last day of school.

### ***School Deliveries***

Flowers, etc. will be given at the end of the school day as not to disrupt the education process.

### ***Personal Business on School Property***

No personal business or advertising is allowed by students or parents on the school property. This includes but is not limited to Avon, Amway, Mary Kay and Pampered Chef.

## School Phone and Cell Phones

Student use of school telephones is by permission only from the office staff.

If a student owns a cell phone, it must be turned “off” and not used during school hours. If a student is found playing with or using a cell phone, it will be confiscated and held by a teacher and turned into the principal. **There will be a \$25 charge to retrieve the phone.** Students must have teacher permission to use cell phones during school or extended care hours.

## Parent – Teacher Communication

Faith Lutheran School desires close communication between teachers and students. We offer the following means of communication

- ✦ Notes written in the daily homework spiral notebook
- ✦ An e-mail to the teacher
- ✦ A request for a phone call from the teacher

If you wish to schedule an appointment for a conference with a teacher, please call the school office. We will ask the teacher to return your call promptly. **DO NOT TRY TO DISCUSS YOUR CHILD’S PROGRESS WITH THE TEACHER BEFORE OR DURING LOAD OUT.** In the mornings, the teachers are preparing for the day, and in the afternoons the teachers are responsible for over-seeing the children’s departure and should not be distracted from this duty for the safety and protection of all the students. If you have a short, quick message for the teacher in the morning, write a note and send it to class, write your note in your child’s homework spiral notebook

You may track your child’s grades, attendance records, classroom behavior through [www.teacherease.com](http://www.teacherease.com). The school office will send you a user name and password so that you may access your child’s daily records. Teachers are required to keep this information up to date and you are encouraged to log in on a regular basis to view your child’s personal information.

In keeping with the spirit of Matthew 18:15-17 if an issue arises concerning your child the appropriate chain of command is to first talk to the teacher. If the issue cannot be resolved, then and only then, the School Administrator should be notified.

## Leaving Things for Student or Teacher

Parents are required to stop by the office if they need to leave something for a student or teacher. **DO NOT GO DIRECTLY TO THE CLASSROOM.** If you are asked by the office to deliver something to a classroom directly, please sign-in before entering the double doors. In most cases, the office personnel will make deliveries to the classrooms.

## Classroom Visitation and Volunteers

All volunteers and visitors, including parents, must sign in at the school office before entering the double doors or proceeding to the gymnasium building. This is required for security reasons.

**Classroom visits will NOT be allowed on the first day of school.**

## Seatwork and Homework

Homework is given for several reasons:

- ✦ For drill. We believe that most students require solid drilling to master material essential to their educational process.
- ✦ For practice. Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- ✦ For remedial activity. If there are weaknesses, homework, following instruction is given to overcome such difficulties.

- † For special projects. Book reports, compositions, special research assignments, and projects are some of the activities that are sometimes the subject of homework attention.

Homework is an integral part of the school program; therefore, teachers are at liberty to assign homework to aid the students in their studies. Each student is required to complete his homework assignments on time. For First through Fifth grade, this work is always listed in the spiral notebooks. The parents are to sign the book on the appropriate page every night. Parental involvement in the students' schoolwork is strongly encouraged. Seatwork is the daily assignments that are to be done in class. If the student does not finish the seatwork in class, he/she is expected to finish it at home.

## Grading System

Faith Lutheran observes the nine-week grading system. See the school calendar for these dates. Report cards are usually sent home with students on the Tuesday following the end of each nine-week period. It is the philosophy of Faith Lutheran that each student, from Kindergarten on, should be graded according to their product, and not according to effort. The reason for this is that grading the product gives a truthful picture of the child's progress and capabilities, and allows the parent and staff to assist the child in realizing that his/her worth does not lie in what he/she can do, but in who he/she is in God's eyes.

### Numeric Grades:

A+	=	<b>98 - 100</b>	C+	=	80 - 82
A	=	95 - 97	C	=	77 - 79
A-	=	92 - 94	C-	=	74 - 76
B+	=	89 - 91	D+	=	71 - 73
B	=	86 - 88	D	=	68 - 70
B-	=	83 - 85	D-	=	65 - 67
			F	=	64 or below
			I	=	Incomplete

### Subjective Grades:

Grading of some subjects is subjective and in these cases we typically use the followings subjective grading systems.

E	=	excellent
S+	=	satisfactory plus
S	=	satisfactory
S-	=	satisfactory minus
N	=	needs improvement
U	=	unsatisfactory

Subjects such as Bible, penmanship, art music and conduct are typically marked this way and frequently will reflect improvement and effort more than innate ability as in the case of penmanship, art and music.

### Grading policy for Late Assignments

For any graded assignment, 10 points will be deducted from the grade the first late day, and 10 points off for each successive day late until five days. After five days, the grade will be a zero. (This is a policy for all grades.)

## Guidelines for Parties

Invitations for off-campus parties may NOT be brought to school and therefore, not distributed at school. Classroom parties held during school hours must be approved by and coordinated with the staff. All classroom parties shall be at the end of the school day after 3:00 p.m.

## Library Information

If a student abuses his/her library privileges, either through behavior or mistreatment of the library books or classroom library books, these privileges may be revoked.

**Overdue Books:** To teach our students responsibility and help them “remember” to turn in their library books, a fine system has been implemented. A fine of five cents per book per day will be charged for late or overdue books. In the case of an absence on library day, the books are due on the day the student returns to school. Parents will be notified of fines by a slip sent home with the student. Fines may be paid by sending the money in a sealed envelope marked with the STUDENT’S NAME and LIBRARY on the outside. Until the overdue books are returned and the fine is paid, the student will lose the privilege of checking out books.

**Lost or Damaged Books:** Parents, please encourage your children to be responsible with their library books and make every effort to keep them in good condition. Parents will be charged for any books lost or damaged.

NOTE: Academic records will not be released until all library books are returned or paid for in full.

## Bad Weather Days

When **Fort Bend Independent School District** closes due to inclement weather, Faith Lutheran will also close and your child will not have to report to school that day. A list of school closings will be announced on radio station KTRH 740 AM and on the following local television stations, NBC Ch.2, CBS Ch.11, ABC Ch.13 and Fox 26.

Faith Lutheran School will be allowed two inclement weather days that result in school closing; but the third inclement weather day will require an “Instruction Make-Up Day” to be determined by the administrator.

## Playground Rules

Please observe the following rules for playground safety:

Students may not use the playground before or after school unless supervised by a teacher/staff member. Parents are responsible for making child care arrangements during parent-teacher conferences.

## Field Trips

Field trips are designed to be part of the Faith Lutheran School curriculum in addition to our Christian classroom studies. Students will be transported to and from field trips by volunteer parents. School staff will not drive students for off campus trips. It is required that all students be secured in the vehicle with a seat belt. Teachers will notify parents of field trips by sending home permission slips. Students must attend all field trips unless there are health reasons or extenuating circumstances involved. If a student does not attend, he/she will be considered absent from school for that day. **Permission slips will be sent home and must be signed and returned for children to be able to go on the trip.**

NOTE: Due to insurance issues, we ask parent volunteers to make childcare arrangements for younger siblings when planning to chaperone a field trip. Please do not bring a sibling along on our student field trips.

## Discipline Policy

It is the intent of Faith Lutheran School to assist parents in their God-given (Ephesians 6:4) responsibility of imparting the faith to their children. We recognize that the basic responsibility and authority remains with the parents. Discipline and guidance shall be consistent and shall be based on an understanding of individual needs and development, and shall promote self-discipline, self-acceptance, and godly behavior. To assist the school in gaining an understanding of individual needs, parents will be notified and consulted when there is an unusual or continued behavior problem. When a student exhibits behavioral problems, we will look first at the classroom environment for the source. Then we will examine possible causes at home with the help and counsel of the parents. We will always contact the parent to discuss the problem, searching for a cause and solution within the home.

We encourage good behavior in the following ways:

- ✚ Children that exhibit good behavior are recognized and encouraged.
- ✚ Children are taught good behavior through use of fair and consistent rules.
- ✚ Children are taught by persons showing an attitude of understanding and firmness.
- ✚ When their behavior is unacceptable, children are redirected by stating alternatives
- ✚ Children are helped to understand why their conduct is unacceptable and what is acceptable in a given situation.

For minor infractions (such as running in halls, talking without permission, not completing seat-work or homework) various disciplinary alternatives may be used. For major or repeated infractions suspension or expulsion may be recommended. The school staff will not administer corporal discipline. This discipline is left to the discretion of the parent to be administered at home.

If at any time the school feels that the cooperation of the parents is lacking, the student may be requested to withdraw. If the behavior of the student indicates an uncooperative spirit, he/she may be requested to withdraw.

### ***Student Management Plan***

Certain fundamental principles apply at Faith Lutheran School that directly impact this area of student management.

- ✚ Faith Lutheran is committed to the philosophy that education is the product of a fully cooperative relationship between the home and the school.
- ✚ As a private Christian school, Faith Lutheran School reserves the right and indeed assumes the obligation to establish rigorous academic standards and disciplinary standards. Admission and attendance is a matter of privilege, not right.
- ✚ Faith Lutheran School will not in any way discriminate on the basis of race, sex, color, or national origin.
- ✚ While we must be firm in maintaining an academically sound, safe and effective environment for learning, Faith Lutheran School is also extremely sensitive to the well being of each child and family.
- ✚ The ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at Faith Lutheran School.

Neither this Student Management Plan nor the Student Handbook is intended to be all-inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to formulate rules and regulations in all matters of student management not otherwise specified.

While Faith Lutheran School acknowledges that the education of the child is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of the school. Therefore, in adherence to our purpose, philosophy, and mission statement, we will not hesitate to require appropriate behavior and academic discipline from each child.

### ***Biblical Guidelines for Student Management:***

- ✚ Respect Authority: "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. God has established the authorities that exist. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold not terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." Romans 13:1-4
- ✚ Be An Example: "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." I Timothy 4:12

- ✚ Seek Excellence: "I can do everything through Christ who gives me strength." Philippians 4:13
- ✚ Be Honest: "Providing for honest things not only in the sight of the Lord, but also in the sight of man." 2 Cor. 8:21
- ✚ Be Truthful: "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." Ephesians 4:25
- ✚ Practice Clean Speech: "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:29
- ✚ Reflect Jesus: "Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable - if anything is excellent or praiseworthy - think about such things." Philippians 4:8

### ***Rights and Responsibilities of Students:***

All students at Faith Lutheran School have the right to be treated with fundamental fairness, dignity, compassion, and Christian love. Each student, in turn, is expected to respect the rights and privileges of other students, teachers, and Faith Lutheran School staff. Each student then is obligated to exercise his/her own rights responsibly and in compliance with rules established for the orderly conduct of the school's mission. The school's rules of conduct and discipline exist to achieve and maintain order in the school. Any student who, by his/her conduct, deprives another of his/her rights, or who violates campus or Faith Lutheran School rules, shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of Christian school citizenship.

Specific student responsibilities for achieving a positive and productive learning environment at school or school-related activities shall include:

- ✚ Attending all classes daily and on time.
- ✚ Being prepared for each class with appropriate materials and assignments.
- ✚ Being properly attired.
- ✚ Exhibiting respect toward others and toward church and school property.
- ✚ Refraining from violations of the Student Code of Conduct (see below).
- ✚ Adhering to the expectations of the Student Code of Academic Standards.
- ✚ Obeying all school rules, including safety rules.
- ✚ Pursuing changes in school rules in an orderly manner through appropriate channels.
- ✚ Cooperating with staff in the investigation of disciplinary cases and volunteering information related to serious offenses.
- ✚ Taking home all school-related communications.

### ***Rights and Responsibilities of Parents:***

Every parent of a Faith Lutheran School student has the right to expect:

- ✚ A safe and nurturing atmosphere for their child(ren)
- ✚ Fair and equal treatment of their child(ren)
- ✚ Appropriate and timely communication from the school and the teachers
- ✚ Participation in all appropriate school functions
- ✚ Conferences with the appropriate school personnel in matters relating to their children

Every parent of a Faith Lutheran School student has the responsibility to:

- ✚ Actively support the philosophy, mission statement, and goals of Faith Lutheran School
- ✚ Make every effort to provide for the physical and medical needs of their child
- ✚ Be sure their child attends school regularly and promptly report and account for absences and tardies
- ✚ Teach their child to pay attention and obey the rules
- ✚ Encourage and lead their child to develop proper study habits at home
- ✚ Participate in parent/teacher conferences to discuss their child's school progress and welfare
- ✚ Sign and return academic and disciplinary communications from the school
- ✚ Keep informed of school policies and academic requirements of school programs

- ✚ Participate in school-related organizations
- ✚ To insure their child is appropriately attired for school and for school-related activities in observance all dress code requirements (i.e. hair length, etc.)
- ✚ Discuss behavior reports, progress reports, report cards and school assignments with their child
- ✚ Bring to the attention of school personnel any learning problem or condition that may relate to their child's education.
- ✚ Maintain up-to-date home, work and emergency information at the school
- ✚ Follow the prescribed "chain of command"--teacher, principal, school board – in pursuing issues or seeking to resolve disputes
- ✚ Pay tuition and fees on a timely basis

## ***The Student Code of Conduct***

**Authority of the School:** Faith Lutheran school shall exercise authority over its students from the time they arrive on campus each morning until they depart the campus at the end of each day. This authority encompasses any activity during the school day on school or church grounds, attendance at any school related activity regardless of time or location, any school-related misconduct regardless of time or location, and any misconduct while the student is wearing the uniform of Faith Lutheran School. When students are admitted to F.L.S, they become identified with the school, and the school is judged by the way they conduct themselves. As Faith Lutheran School seeks to produce responsible citizens and ambassadors for Christ, it is expected that student conduct will reflect favorably on the students themselves and on the school at all times. Therefore, the authority of the school with respect to student conduct must extend to any occurrence which reflects adversely on the good name or reputation of Faith Lutheran School.

**Identification of Offenses:** The following offenses, as defined, represent violations of the Faith Lutheran School Student Code of Conduct. This list is representative only and not necessarily exhaustive of all areas of student conduct the school will find it necessary to regulate.

- ✚ Tardies: Students are expected to be in their seats ready to work when the school day or classroom period begins.
- ✚ Gum Chewing/Eating in Class: Gum chewing is prohibited on school or church property due to potential property damage. As a means of promoting campus cleanliness, the consumption of food or drink outside designated areas is forbidden without specific administrative authorization.
- ✚ Disruptions: Conduct by student (in or out of class) that materially disrupts class work or school assembly, or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.
- ✚ Throwing Objects: The throwing or projecting of any objects that may cause bodily injury, property damage, or disruption is prohibited.
- ✚ Dress and Grooming: The school's dress code is designed to foster pride in appearance, instill discipline, prevent disruption, avoid safety hazards, and assert authority. Students shall come to school looking clean, neat, and attired in the appropriate Faith Lutheran School uniform.
- ✚ Failure to Obey Classroom Rules: In addition to the general rules outlined in the Student Code of Conduct, each teacher has classroom rules specific to the efficient operation of his/her classroom. Students are expected to comply with these classroom rules. Repeated, especially willful or premeditated violations of this expectation are addressed under the entry entitled "Insubordination/Defiance".
- ✚ Forbidden Items: Any items which would detract from the spiritual and academic mission of the school or which have the potential for significant disruption or distraction are forbidden at school or at any school-sponsored activity. Such items include, but are not limited to fireworks, matches, lighters, iPods, radios, tape/CD players, cards, inappropriate reading material, games, and toys.
- ✚ Forgery: Students are not to sign their parent's (or guardian's) name to school-related documents. Forgery is serious and may result in suspension.
- ✚ Cheating: Cheating may take many forms. It includes copying homework, handing in another's work as one's own, plagiarism in research papers and compositions, and unauthorized

assistance on tests or quizzes. Cheating involves both the components of stealing and lying and obviously has no place at Faith Lutheran School. The consequences of cheating will result in loss of credit on the assignment in question as well as other disciplinary responses.

- † Swearing/Abusive Language: Written or verbal name-calling, curse words, swear words, put-downs, suggestive language or gestures, and innuendo are not acceptable in the academic and spiritual environment of Faith Lutheran School.
- † Truancy: Being absent from school without an acceptable reason, or leaving school without permission, are both examples of truancy. The student who is truant will suffer an inevitable academic penalty from having missed instruction, as well as be subject to disciplinary consequences.
- † Inappropriate Publications: The possession or distribution of any materials--written, visual, or aural-- that would interfere with normal school operations is prohibited. Prohibited materials would include, but not be limited to:
  - Those that are sexually suggestive or otherwise inappropriate
  - Those that endorse actions endangering the health or safety of students
  - Those that are profane or blasphemous
  - Libelous material
  - Publications that criticize or demean school or church officials or staff
  - Materials that scurrilously attack or demean ethnic, religious, gender, or racial groups
- † Pornographic Materials: The possession, writing/drawing, or delivery of any licentious, sexually offensive material, as defined by the Administrator, whether written, visual, or aural, is strictly prohibited.
- † Tobacco Use: The student possession, delivery, or use of tobacco products, or paraphernalia including, but not limited, to cigarettes, cigars, snuff, chewing tobacco, pipes, or lighters, is absolutely prohibited. This prohibition extends to the school and church premises, to attendance at any school-related activity or event and to any locale when the student is in the uniform of Faith Lutheran School.
- † Insubordination/Defiance: Insubordination or defiance includes willful failure to comply with the rules and regulations of the school and/or classroom or willful failure to comply with the directives of school personnel. Such rejection of authority undermines the very mission of the school, is a denial of basic Biblical principles, and cannot go uncorrected.
- † Theft: The taking of another's property, whether by force, deceit, or stealing is never acceptable at Faith Lutheran School. When appropriate, law enforcement officials will be notified.
- † Extortion: Obtaining money or other objects of value from an unwilling person, or compelling another to act against his/her conscience or his/her own best interest through the use of coercion, blackmail, or force is a violation of the Student Code of Conduct and may be, depending on the circumstances, a violation of the law.
- † Destruction of Property: Students shall not vandalize or otherwise damage or deface any property belonging to or used by Faith Lutheran School. This prohibition shall extend as well to any private property on the premises of the school or the church. Parents of students found guilty of such damage or destruction shall be liable in accordance with state law. Law enforcement agents may be notified at the discretion of Faith Lutheran School officials and students may be subject to criminal penalties if damage exceeds \$750.
- † Assaults/Fighting: Fighting is absolutely prohibited, and where the safety or welfare of other students is involved, can result in a suspension.
- † Weapons: No student shall enter the premises of Faith Lutheran School or Faith Lutheran Church (or attend a school-related activity) in possession of a firearm, explosive weapon, or knife. Neither shall the student interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, or knife. Students are also prohibited from bringing to school or a school-related activity any other weapons such as, but not limited to, fireworks of any kind, clubs or night sticks, razors, metallic knuckles, martial arts paraphernalia, chains, or any other object used in a way that threaten to inflict bodily injury. NOTE: The possession or use of articles not generally considered weapons may be prohibited when, in the administration's judgment, a reasonable

apprehension of danger exists to the student in possession, other students, staff, or property by virtue of possession or use.

### ***Discipline Report***

A Discipline Report is a written communication by a teacher or administrator to outline the nature of the offense and serve as official documentation of misconduct. A discipline report requires a parent signature and must be returned to the teacher or administrator. One copy is for the parent, one copy is for the teacher's files and one copy goes into the student's file.

### ***Disciplinary Options***

The following disciplinary options, as defined, constitute an array of responses available to the teachers and administrators at Faith Lutheran School. It is obvious that nearly all these responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. It should also be obvious that certain Conduct Code violations, including but not limited to tardies, truancies, suspensions and cheating, carry inevitable academic consequences as well as the disciplinary consequences imposed by Faith Lutheran School.

- † Reprimand: Many infractions of an unintentional or immature nature or even volitional infractions of a minor nature can and should be handled by gentle reprimand or remonstrance. Only when such infractions become repetitive or defiant should they be handled in more aggressive ways.
- † Redirection: Redirection is a logical extension of the reprimand. It seeks to replace an inappropriate behavior with one that is appropriate.
- † Warning: A warning is not only a reprimand but also a formal notice of consequences to follow should the inappropriate behavior not be corrected.
- † Demerit: A demerit (or behavior check) is normally issued by the teacher not only to identify specifically the nature of the offense but to serve as official documentation of misconduct.
- † Time Out: Some students need a temporary respite from those factors stimulating misbehavior, such as "cooling off" time to regain control. A temporary period of isolation and silence normally not to exceed fifteen minutes can often provide this "cooling off" opportunity.
- † Loss of Play Time or Class Privilege (Elementary): Normally, the loss of play time should not exceed thirty minutes. Class privileges include such activities as serving as line leader, table monitor, door holder, teacher helper, etc.
- † Separation in the Classroom: On occasion, teachers may find it necessary to separate an offending student from another student or even from the entire class for a longer period of time, ranging from a single class period up to several days. In the case of one student being separated from another, that separation may be permanent. Separation or preferred seating in the classroom may result from the need simply to refocus a student on academic tasks or from the need to protect the class from disturbances or distractions.
- † Student-Principal Conference: Students may be referred to the Administrator's office directly for especially severe offenses or when teacher-directed disciplinary responses prove inadequate to control the discipline problems a student is having. The Student-Principal Conference is a warning to the student that the offense is serious and continuation of such behavior could incur more severe consequences.
- † Teacher-Parent or Principal-Parent Conference: Such a conference may be requested by the school or by the parent and is a reflection of the premise of home and school cooperation on which the educational program of Faith Lutheran School is built. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem so that the kinds of discipline processes that follow may be avoided.
- † Removal from Class: Immediate removal from the classroom for the duration of the class period is a response available to Faith Lutheran School teachers to discourage improper classroom behavior. In unusual situations, the principal may choose to extend such an individual classroom removal to no more than five consecutive days. For any removal exceeding one day, the teachers shall make available to the student a supervised opportunity to remain current on the assignments from that classroom.

- † Counseling: Counseling is recognition by the teacher, counselor, or other Faith Lutheran School staff member that the conduct the student is exhibiting may be as much a symptom as it is a problem. The purpose of counseling is to identify and address causes, not just address symptoms.
- † Disciplinary Probation: A student placed on disciplinary probation is in imminent danger of losing the right to remain at Faith Lutheran School. Moreover, a student's behavior that is so unsatisfactory as to cause him/her to be placed on probation will forfeit any class office or official position held in any school-related organization. A student placed on probation will not represent the school in any contest, participate in any public program, or belong to any athletic team nor be eligible to receive any honors or be granted any privileges. When a student is placed on probation, the principal will notify the parents immediately. The administrator and other appropriate staff members will review the probationary status of a student at the end of the semester. If sufficient correction of behavior is evidenced at that time, the student is removed from probationary status. If not, the Administrator will determine whether or not the student will continue to attend Faith Lutheran School. Further disciplinary actions, which place a student on probation for the second time within a year's time, eliminate an offer of re-enrollment for the next school year or continued enrollment for the following semester.
- † Suspension: Only the administrator may assign this, and the following specific provisions shall apply:
  - Parents will be notified the day the student is suspended/removed from class.
  - The student will not be permitted at school.
  - The term of the in-school suspension will not exceed five consecutive school days.
  - Academic work will be required to be completed and tests will be made up at the teacher's convenience within the period of time established by the Teacher/Administration at time of suspension. All grades will be zeros.
- † Expulsion: If extensive documented attempts to correct a student's behavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant Faith Lutheran School's most drastic sanction, then the administrator may recommend to the Board that a student be expelled. The following serious offenses are potential grounds for expulsion:
  - Defiance or direct confrontation with school authorities.
  - A second suspension
  - Failure to comply with the terms of disciplinary probation
  - Repeated instances of stealing, cheating, or other serious moral offenses
  - Chronic violations of Faith Lutheran School rules and regulations not corrected by lesser measures
  - Activities outside the school which call for police intervention
  - Any off-campus misconduct seriously detrimental to the reputation and Christian witness of the school
  - Assault of a teacher or other individual
  - Extortion
  - Arson
  - Intentional destruction of Faith Lutheran School or church property
  - Possessing, delivering, using, or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; abusable glue, paint, or other chemical substance; any mood-changing, mind-altering, or behavior-altering drugs as well as any prescription medication not prescribed for that student while on school premises or while in attendance at any school-related activity or event.
  - Possessing, delivering, or using any firearm, explosive, knife, or other weapon while on school premises or while in attendance at any school-related activity or event.
- † Legal Proceedings: In the event a student offense involves a violation of the law, Faith Lutheran School officials will not only institute an appropriate disciplinary response within the context of this Student Code of Conduct, but will normally refer the offense to law enforcement officials as well. Any decision to refer a matter to civil authorities will be made immediately known to the student's parents.

## **General Guidelines for Implementing Disciplinary Responses**

As Faith Lutheran School personnel determine the appropriate action to take in response to student misconduct, they will follow these guidelines:

- ✦ The purpose of discipline is two-fold: to correct and to maintain order.
- ✦ Any discipline effort, to be successful, should bring the student closer to the goal of self-discipline.
- ✦ Disciplinary measures are much more effective if the school and the home are supportive of each other's efforts.
- ✦ Discipline is not an act of malice or vengeance, but of love.
- ✦ The disciplinary response chosen must be appropriate to the age and maturity level of the student.
- ✦ The disciplinary response chosen must be the least aggressive response adequate to correcting the undesired behavior.
- ✦ Discipline in a Christian context should result not only in a change of behavior but ultimately in a change of heart. Thus; as appropriate, each teacher, administrator, or other staff member who disciplines a child shall attempt to not only point out Biblical principles dealing with the offense.

## **Categories of Offenses and Consequences**

The offenses listed below are to be considered examples of the various classes or categories of offenses; no claim is made that these constitute an inclusive list. The disciplinary consequences listed as appropriate for each category of offenses are not listed in the order in which they are to be employed by school staff. Rather, the consequences listed merely constitute a range of responses, within each category, from which school authorities may choose based on their judgment of the seriousness of the offense. The appropriate Faith Lutheran School staff member will categorize any offense not specified below.

### **CATEGORY I BEHAVIOR PROBLEMS:**

Offenses:

- ✦ Tardiness to class
- ✦ Chewing gum on school or church property
- ✦ Drinking or eating in undesignated areas
- ✦ Talking in class without permission
- ✦ Scuffling and/or horseplay
- ✦ Running and/or making excessive noise where or when prohibited
- ✦ Failure to bring required materials and/or assigned work to class
- ✦ Failure to take school communications home
- ✦ Refusal to participate in classroom activities
- ✦ Refusal to sit in an assigned seat
- ✦ Rudeness to school staff
- ✦ Throwing or projecting objects
- ✦ Dress or grooming code violations
- ✦ Failure to obey classroom or lunchroom rules
- ✦ Being in a restricted area on the church campus without permission

### **CONSEQUENCES--PRIMARILY TEACHER DIRECTED:**

- ✦ Verbal reprimand
- ✦ Redirection
- ✦ Verbal warning
- ✦ Time Out
- ✦ Behavior check
- ✦ Conference with student
- ✦ Change in seat assignment
- ✦ Separation in the classroom (temporary)
- ✦ Loss of play time or class privilege

- ⊕ Written or telephone communication to parent
- ⊕ Conference with parent at school
- ⊕ Lowering of conduct grade
- ⊕ Disciplinary work assignment
- ⊕ Lunch detention
- ⊕ Other disciplinary techniques deemed appropriate by the principal

**CATEGORY II BEHAVIOR PROBLEMS:**

Offenses:

- ⊕ Category I Offenses not corrected by Category I consequences
- ⊕ Possession of distracting items
- ⊕ Leaving the classroom without permission
- ⊕ Lying
- ⊕ Unacceptable displays of affection
- ⊕ Forgery
- ⊕ Minor vandalism
- ⊕ Lunchroom disturbance
- ⊕ Cursing, abusive language, or obscene gestures between students

**CONSEQUENCES--ADMINISTRATOR INTERVENTION:**

- ⊕ Verbal reprimand
- ⊕ Verbal warning
- ⊕ Behavior check
- ⊕ Conference with student
- ⊕ Written or telephone communication to the parent
- ⊕ Conference with the parents
- ⊕ Removal from class
- ⊕ Disciplinary work assignment
- ⊕ Exclusion from extracurricular activities
- ⊕ Assignment to in-school suspension (ISS) for 1 to 3 days
- ⊕ Disciplinary probation
- ⊕ After school detention
- ⊕ Other disciplinary techniques deemed appropriate by the principal

**CATEGORY III BEHAVIOR PROBLEMS:**

Offenses:

- ⊕ Category II offenses not corrected by Category II consequences
- ⊕ Truancy or leaving campus without approval
- ⊕ Fighting
- ⊕ Stealing
- ⊕ Cheating, lying, and/or copying the work of another student
- ⊕ Possession or use of any tobacco product
- ⊕ Gambling
- ⊕ Possession or use of fireworks or explosives
- ⊕ Hazing
- ⊕ Joining or soliciting membership in any group or organization unauthorized by the principal
- ⊕ Possession or distribution of pornography or other inappropriate publications
- ⊕ Extortion
- ⊕ A threat or attempt to do bodily harm
- ⊕ Insubordination or defiance
- ⊕ Cursing, abusive language, or obscene gestures directed toward school representatives

**CONSEQUENCES--ADMINISTRATOR INTERVENTION:**

- † Communication to parent by note or telephone
- † Conference with parent at school
- † Exclusion from extracurricular activities
- † Out of school suspension
- † Disciplinary probation
- † Expulsion
- † Other disciplinary techniques deemed appropriate by the principal

**CATEGORY IV BEHAVIOR PROBLEMS:**

Offenses:

- † Category III offenses not corrected by Category III consequences.
- † Arson or attempted arson.
- † Assault on another student or staff member.
- † Burglary or attempted burglary of a school or church facility.
- † Activities outside the school which call for police intervention
- † Off-campus misconduct seriously detrimental to the reputation of Faith Lutheran School.
- † Major vandalism or criminal mischief.
- † Possessing, delivering, using, or being under the influence of alcohol or drugs.
- † Possessing, delivering, or using any fireworks, explosives, knives, or other weapons.

**CONSEQUENCES--ADMINISTRATOR INTERVENTION:**

- † Communication to the parent by note or telephone
- † Conference with parent at the school
- † Exclusion from extracurricular activities
- † Restitution, or restoration of damage
- † Out of school suspension
- † Disciplinary probation
- † Expulsion
- † Referral to law enforcement agencies
- † Other disciplinary techniques deemed appropriate by the principal