



# Faith Lutheran School

## Student Handbook

To Know Christ and Make Him Known to All



Welcome to Faith Lutheran School!

We are so excited to welcome you into our family at Faith! Faith Lutheran School is a vibrant community filled with God's love where your child and family can learn, grow, and serve together. It is our hope and prayer that your time at Faith will be filled with relationships that strengthen your faith, academic challenges that will enable your child to grow and develop, and the love of Christ that surrounds all we do as His children.

Blessings as we begin this journey together! My door is always open; you are welcome to stop by!

Krista Barnhouse  
Principal

Faith School Board Members:

Brian Rundquist - President  
Anthony Barrett  
Robb Lierman  
Jamie Martinez  
Lori Romano  
Amy Wendland  
Sarah Wright

Church Council Officers:

Dan McMahan - President  
Shane Sutton - Vice-President  
Todd Reed - Treasurer  
Bev Newton - Secretary

**\*\*Please note - throughout the handbook, the term “parent” will refer to a parent or legal guardian.**

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## **Notice of Non-Discrimination**

This school district does not discriminate on the basis of race, color, national origin, sex disability, or age or in admission or access to its programs and activities.

Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Brian Rundquist, School Board President in writing at 8701 Adams St, Lincoln, NE, by telephone at (402)440-3698, or by email at [brian.rundquist@hotmail.com](mailto:brian.rundquist@hotmail.com).

Any person may also contact the Office for Civil Rights, U.S. Department of Education, by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550 or TDD: 877-521-2172; or by fax at (816) 268-0599, regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws.

## **ACCREDITATION**

Faith Lutheran Elementary School will operate in accordance with Rule 14 of the Nebraska Statute sec. 79.328 in order that it may be classified as an approved school system, which entitles it to the rights and privileges afforded all legally operating school systems.

Faith Lutheran School is accredited by the National Lutheran School Accreditation Commission. Accreditation ensures a quality educational program through a regular periodic evaluation and review of the programs, facilities and staffing.

Faith Lutheran School was awarded Exemplary Status 2013-2014 by The National Lutheran School Accreditation Commission (NLSA). Lutheran Schools that are recognized by the prestigious NLSA Exemplary School Status award are schools that have demonstrated a high level of compliance with NLSA standards and have been cited for a school that is demonstrating innovative leadership through the implementation of "Best Practices."

## **ADMINISTRATION**

The Administration of Faith Lutheran School rests primarily with the Church Council of Faith Lutheran Church. The Council executes its will through the Faith School Board.

The calling and appointment of teachers, the adoption of course of study and textbooks, and all major changes in the school are carried out with the approval of the School Board and and/or the voting assembly of Faith Lutheran Church.

Immediate supervision of the school lies with the principal. The principal acts as the Executive Director, who, with the help of the faculty, suggests changes and policies for the improvement and welfare of the school, and sees to it that the policies are carried out.

## **ADMISSION POLICY**

1. Faith Lutheran School admits students of any race, color, national or ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students at the school.
2. Students transferring to Faith Lutheran School shall be accepted on a trial basis for up to six weeks. Final admission will be determined during the trial period.
3. Families of students attending Faith Lutheran School are encouraged to participate in both Church and School activities including financial giving, weekly services, choir events, fundraisers and other special services.
4. All students participate in the school's total curriculum, which includes religious instruction and worship.
5. Special concerns, such as speech/language concerns, specific health needs, intellectual disability, emotional stress, physical disability, etc., shall be openly discussed with the principal to determine the best environment for the child.
6. Children may be refused admission if it is determined that Faith Lutheran School is unable to provide a successful learning environment for the child.
  - a. The School Board shall act on the refusal of admission of any student based upon the advice of the principal.
7. Faith Lutheran School strives to provide a successful learning environment for all children. In the event that the needs of a child cannot be met, dismissal may occur at the discretion of the principal and School Board.
8. Grade placement recommendations shall be the decision of the principal.
9. Admission to kindergarten shall require a birth certificate as required by the State. The Nebraska state law also requires:
  - a. All kindergartners receive a physical, including dental and vision exams within six (6) months prior to entering school.
  - b. All kindergartners attain the age of five by July 31 of the year for which they are enrolling.
10. Tuition assistance is available for families with children in Kindergarten – 5<sup>th</sup> grade.

The above policies are to be administered by the principal, but any change in policy or exceptions, must be approved by the School Board.

## **CHILD ABUSE**

State law requires all school employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect to make an abuse or neglect report to law enforcement or to the toll-free abuse and neglect number. This report does not in any way indicate judgment on what was reported to or observed by the teacher.

According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his or her life or physical or mental health;
- Cruelly confined or cruelly punished;
- Deprived of necessary food, clothing, shelter, or care;
- Left unattended in a motor vehicle if such minor child is six years of age or younger;
- Sexually abused; or
- Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

All Faith Lutheran School employees will fully cooperate with the law enforcement agencies and the Office of Social Services with regard to alleged abuse or neglect. Under Nebraska Statutes a person making a report under this section is immune from any liability, civil or criminal, that might otherwise be incurred or imposed except for maliciously false statements.

## **CUSTODIAL PARENT POLICY**

Any natural or adoptive parent has all rights of a parent unless the courts alter his/her rights. Faith Lutheran School will not arbitrarily alter these rights.

Faith Lutheran School shall request copies for all families with court orders related to child custody. These orders shall be kept confidential in the school office, with information being shared only with those in direct contact with children specified in the court orders.

If the parents are divorced and the custodial parent requests that the non-custodial parent be denied any of these rights, the school administration should honor that request only if the custodial parent provides a court order or divorce decree that denies the non-custodial parent these rights. If that written information is not provided, it should be assumed that the court is allowing both parents equal access to the child and the child's records. If a court order is provided, the school administration will follow the directive stated in it and such additional directives regarding access to the child provided by the parent with legal custody and that are consistent with a court order.

## **FAMILY VALUES POLICY**

Faith Lutheran School is operated by Faith Lutheran Church. Faith Lutheran Church is a Member congregation of The Lutheran Church-Missouri Synod (“LCMS”). Faith Lutheran School is a school *with* a mission, but it is more than that. Faith Lutheran Church considers Faith Lutheran School to *be* a mission, one form of Christian mission to its members and to the community. LCMS Christians believe that the purpose of education is not ultimately to prepare people for life in this world, but to “make people wise unto salvation through faith in Jesus Christ.”

(1 Tim. 3:15)

Christian beliefs, as understood and taught in the LCMS, pervade everything that is done at Faith Lutheran School. Christian instruction is not only carried out formally, but it is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, and school employees whose very presence is a testimonial to the Lutheran faith and way of life.

If your family has any questions regarding the beliefs or teachings of the LCMS Church or Faith Lutheran School, please do not hesitate to speak with the principal.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

Faith Lutheran School believes:

- God gives parents the primary responsibility of caring for children and teaching them His Word. Faith Lutheran School works together with parents equipping children and reinforcing the entire family through God’s Word.
- The command by our Lord to go and teach and make disciples of all nations is directed to all people. To carry out this command the Holy Spirit works through the Word, revealing our sins and sinful nature. Jesus Christ offers forgiveness of sins and eternal life in His gospel message.
- The Christian teacher serves as a model, witness, and servant to our families. The teacher adapts curriculum, teaching methods, and structure so that the developmental needs of the whole child are met: physically, emotionally, socially, intellectually, aesthetically, and spiritually.
- Through education, worship, fellowship, and service Faith Lutheran School helps children identify, develop, respect, and use their God-given gifts to the glory of God and for the benefit of humankind.

## **STATEMENT OF PURPOSE**

The congregation of Faith Lutheran Church, Lincoln, Nebraska has established Faith Lutheran Elementary School and Touching Hearts Early Childhood Center to assist parents in the nurturing and training of children in the way God would have them grow and develop (Proverbs 22:6).

The purposes for Faith Lutheran School is to:

1. Provide and maintain the highest possible standards of education, founded in God's Word and guided by the Holy Spirit to cultivate Christian values and stimulate a love of learning.
2. Help all families make independent, informed decisions concerning children's physical, mental, spiritual, emotional, and social well-being.
3. Provide opportunities for students to discover their unique gifts and abilities and use them to benefit God's kingdom.
4. Enhance the students' growth in the grace and knowledge of our Lord and Savior Jesus Christ so that they may personally come to know Jesus as "the way, the truth, and the life."
5. Communicate Christian faith and values through an ongoing study of God's Word.
6. Provide a safe place for children and families where they can be joined with a community of believers.
7. Serve our community through student involvement in leadership and Christian caring, as we carry out our mission statement, "To Know Christ and Make Him Known to All."

## **WHY A CHRISTIAN SCHOOL?**

In order to carry on the command of Jesus, "Teaching them to observe all things whatsoever, I have commanded you..." Faith Lutheran Church, in 1983, established a school. The members of Faith Lutheran Church believe the school to be essential in carrying out God's command regarding the Christian Training of children. They also want to share the blessings God has promised to those who give their children a Christian Education.

## **ATTENDANCE/TARDINESS**

Attendance shall be in accordance with Nebraska School Law (Sec. 79-209). We ask parents to please call Faith if your child is to be absent. Should excessive absenteeism occur, the principal shall contact parents to arrange for a meeting to resolve the problem. Uninterrupted attendance in scheduled classes allows students to obtain maximum benefit from Faith's instruction program. Cooperative efforts of parents/guardians and school staff to promote regular student attendance are encouraged.

**All classes at Faith begin promptly at 8:30 am.** A tardy is given when a student is not in the classroom when school begins at 8:30 am. Any tardy causes students to miss important instructional/educational time with the teacher and classmates. Being on time is an important life skill that Faith partners with parents to foster in students.

All absences and/or tardies will be documented in the school office. When absences and/or tardies occur, the following practices will be followed:

1. 5<sup>th</sup> documented absence or hourly equivalent – An initial attendance letter is mailed home informing parents of absences.
2. 10<sup>th</sup> documented absence or hourly equivalent – Attendance letter #2 is sent to the family providing updated absence information, along with information from Nebraska State Law 79-209.
3. 15<sup>th</sup> absence or hourly equivalent – Attendance letter #3 is sent to the family. Principal may make contact with family to see if any school assistance is needed to ensure student is present at school.
4. 20 absences or hourly equivalent - The principal contacts the county attorney according to Nebraska State Law 79-209. Parents are notified of referral.

## **BIRTHDAY CELEBRATIONS**

Students are welcome to bring treats for each child in their classroom. The classroom teacher will distribute treats to children during the school day. Please consider food allergies that might exist within your child's classroom. Invitations to parties outside of the school day may only be passed out at school if ALL children in the class are invited.

## **CHAPEL**

Chapel services shall be held on a weekly basis. Children are encouraged to take an active part in presenting parts of the service, whenever possible. Offerings are taken for special mission projects as decided upon by the 5th grade class each year.

## **COMMUNICATION**

Communication is an important part of every school program. As issues or concerns develop throughout the year, please communicate with the appropriate school individual, (i.e. teacher, administrative assistant, principal) in order for the issue to be resolved in forgiveness and understanding.

When dealing with a problem the principles for resolutions are set forth by our Lord. The following steps are to be taken for the benefit of all.

1. The problem or concern should be taken up with the teacher of the child.
2. If no agreement can be made, please see the principal, the School Board, then the pastor, and finally the Church Council.

## **DISCIPLINE GUIDELINES AND PROCEDURES**

Every attempt shall be made to maintain Christian discipline at all times. Teachers shall make every effort to treat all children fairly and in accordance with God's Word. Each discipline case must be handled independently of others. If students or parents wish to discuss any situation with the teachers, please make an appointment with them after school hours. Faith School is a Christian school taught by faithful servants of God who can also err, but who also live under the grace and forgiveness of our Lord. These teachers also share the same grace and forgiveness that they experience.

Firmness and impartiality rooted in kindness and love should bring about the desired results. God's Word and the example of our kind, gentle, and loving Savior, will always be our guide.

### **DEFINITION OF TERMS**

A. **Misconduct** – Misconduct is an inappropriate behavior. It is offensive in some way, or is disruptive to the learning process and is never considered acceptable. The nature of the consequence is left to the discretion of the staff member involved. Behaviors labeled misconduct include, but are not limited to, the following:

- Cheating – deliberately misrepresenting any assignment as one's own work; receiving unfair help; allowing one's work to be copied by another.
- Classroom Misconduct – Any behavior that throws a classroom into disorder, disrupts, prevents or otherwise interferes with the objectives of the teacher or the environment of the learner.
- Chewing gum - Chewing gum is never permitted during school hours.
- Gambling - Betting money or property on the outcome of an activity.
- Hallway Misconduct – Any behavior in the halls or rest room that is disruptive, dangerous or abusive, including running, jostling, excessive noise, etc.
- Improper Language – Any language involving the use of profanity, vulgarity or vulgar slang, directing language or gestures at any person that intimidates, insults, or embarrasses, speaking in a disrespectful manner or lying to any staff member.
- Insubordination - Willfully disobeying any reasonable written or oral request of a staff member or the demonstration of disrespect towards any staff member.

- Lunchroom Misconduct – Any behavior in the lunchroom that is disruptive, dangerous, or abusive, including failure to follow lunchroom rules given by the lunchroom supervisor.
- Property Damage/Misuse - Thoughtlessly or carelessly destroying, defacing or damaging congregational or personal property; misusing property in a way that could result in damage; littering.

B. **Chronic Misconduct** – A chronic misconduct is an inappropriate behavior or a combination of behaviors repeated so as to disturb class time and/or the children’s ability to learn.

C. **Disciplinary Misconduct** – A disciplinary misconduct is a behavior of a more serious nature, primarily because of real or potential harm to the student or to others affected by the behavior. Therefore, disciplinary misconducts carry more serious consequences. Warnings are not considered adequate consequences under any circumstances for disciplinary misconduct. Disciplinary misconduct includes, but is not limited to, the following:

1. Leaving School Without Permission - Leaving the school or grounds without permission before being excused for day.
2. Fighting/Physical Abuse - Intentionally using physical force on someone or to cause physical harm to another person.
3. Stealing - Taking property by force or unjust means.
4. Use/possession of controlled substances – Unlawfully using, possession, selling or dispensing any controlled substance, alcoholic beverage, tobacco product, prescribed drug or medicine, or any imitation substance any time or being under the influence of such substances. Such unlawful possessions will be reported to the police.
5. Vandalism - Maliciously and deliberately destroying, defacing or damaging school or personal property.
6. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
7. Weapons - Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon
8. Bullying – engaging in any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.
9. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.

D. **Consequences** – Consequences are imposed as a result of inappropriate behaviors. Each time misconduct occurs, certain consequences, as prescribed by the pattern of Christian discipline, are administered at the teacher’s discretion. It is hoped that through the use of consequences as an automatic result of certain behaviors, a student is helped to learn that he/she must bear the consequence of his/her action. Ideally, this will lead to ownership of a behavior problem, including learning responsibility for one’s own actions. Therefore, it should help a student grow in learning self-discipline and repentance. Any one or combination of the following consequences may be applied:

- **Level One Consequences - Misconduct**

1. Apology by the student
2. Confiscation of inappropriate material
3. Loss of privilege (recess, free-time, etc.)
4. Time-out
5. Specific duty relating to misconduct as determined by the teacher.
6. Parent notification (written or oral)
7. Remain after school (detention)
  - a. If requested, the student must notify his/her parents before the close of the school day.
8. If such misconduct continues, a conference with the parents and appropriate school staff may result.

- **Level Two Consequences – Chronic and/or Disciplinary Misconduct**

- **Documentation will be kept for all Level Two Consequences**
- 1. Call to Parents
  - The staff member involved will call the parents of the students to inform them of the chronic misconduct. This call will be documented with a copy sent to the parents, principal and one kept with the teacher.
- 2. Principal/student visit
  - If notifying the parents of the chronic misconduct does not bring about needed results, the principal and student will have a conference regarding the misconduct. The documentation will continue. The principal/student conference may include:
    - Phone call by the student to his/her parents.
    - Letter written to parents by student.
- 3. Parent/teacher/student/principal conference
  - If chronic misconduct persists, a conference will be scheduled with the student, his/her parents, the teacher and principal will be required.
- 4. Notification of situation
  - Before Step 5 is implemented, the principal shall inform and continue to update the senior pastor and the Chair of the School Board of the situation as it is being handled. The pastor and/or Chair of the School Board will become involved as the individual case warrants.
- 5. Referral
  - A referral for counseling and/or testing as determined by principal and teacher will be recommended at this point.
- 6. Suspension
  - Refusal of counseling and/or testing will result in suspension of the student until counseling and/or testing is initiated.
- 7. Dismissal
  - If counseling is ineffective or if testing shows a need for an alternate educational program, the student will be referred to a class or program best suited to meet his or her need.

Because of the seriousness of a disciplinary misconduct and/or chronic misconduct, consequences will begin at level two. Temporary suspension may occur during any of the steps listed above.

**E. Suspension and Re-Admission**

- If a child refuses to abide by the rules and regulations of the school, and does not make an effort to conform to the rule of God's Word and the ordinance of the civil government, the principal may suspend the student. When the principal suspends a student, he/she shall inform the parents and the Chair of the School Board.
- A family may apply for re-admission only after adequate and appropriate steps are taken in concurrence with the school administration to assure of child's compliance to school rules, regulations and standards of behavior.

Failure of such assurances will result in denial for re-admission.

**DRESS CODE**

The purpose of a dress code is to remind students that their body is the temple of the Spirit. It therefore follows that we present that body in a decent and respectable fashion. If a child is inappropriately dressed for school the parent/guardian will be contacted and will be asked to bring appropriate clothing. Items of clothing not to be worn to school include "flip flops", spaghetti strap tops, halter tops and clothing exposing the midriff; T-shirts or other garments with inappropriate language, gang identification, alcohol, smoking, controlled substances and related pictures or words. Except for designated Caps/Hats day, caps/or hats are not to be worn in school.

**FIELD TRIPS**

Field trips are considered part of the curriculum of the school because they contribute directly to the teaching of the child. In all cases, children are prepared for field trips in advance and parents are informed. Parents are requested to cooperate by driving, providing necessary materials, clothes, or donations for the field trip. A written explanation of the event will be sent before the date of the trip. The return of a signed acknowledgment form is required before the child may go on the field trip.

**HEAD LICE**

Children will be dismissed from school immediately in the case of head lice on their scalp. Children with head lice may not return until the hair is "nit" free.

## **HEALTH & WELLNESS**

State law requires that all students entering kindergarten must have a physical & dental examination within six (6) months prior to entering school. A waiver must be signed if parents do not wish to have their child receive a physical examination. Every child shall be current on their required immunizations before entering school. Faith Lutheran School works in cooperation with the Lancaster County Health Department.

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school will comply with the Nebraska Medication Aide Act and all applicable state and federal laws and regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

**Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

**Non-prescription medication.** (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

Faith Lutheran Church and School reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The school may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Faith understands that children may come to our school with health concerns, such as allergies and asthma. Please communicate with school administration and classroom teachers, and complete all necessary paperwork related to those health concerns.

Faith Lutheran School will maintain information about the child's doctor and will have an emergency phone number other than the parents' available. The teacher and/or administrative staff will use emergency procedure care when more than first aid is needed. A note signed by the doctor must be received before a child can return to school after any major illness, injury or surgery. A note is required after recovering from a contagious disease except for chicken pox or measles.

Through the services of the Lancaster County Health Department, vision and hearing tests will be administered annually by Faith Lutheran School. Parents are required to obtain regular dental care for their children and annually submit a Report of Dental Examination to the school office.

All students attending Faith Lutheran School are encouraged to have medical, accident and injury insurance.

### **ILLNESS INFORMATION / LINCOLN-LANCASTER PROGRAM**

The Lincoln-Lancaster County Health Department encourages every parent to check your child(ren) over each morning for these symptoms:

Feverish appearance (if needed take temperature)	
Coughing and sneezing	Red and running eyes
Nausea, vomiting or diarrhea	Dizziness or faintness
Rash swelling about the neck	Sore throat
Earache or running ears	Severe pains
Other changes in child's usual behavior	Signs of head lice

If your child shows abnormal symptoms, **keep him/her home from school**. The child should be kept quiet and apart from others who may become exposed to his/her potentially communicable illness.

All children with the above symptoms or elevated temperature are to be excluded from school.

**Children are not to return to school until they have been free of symptoms for at least 24 hours.**

Should a child need to remain inside during recess upon return to school, a note from the doctor indicating such is required. Faith believes healthy children need time outside. **A written doctor's note will be required for a student requesting to remain inside during recess or to refrain from PE class.**

It is always safest to notify a doctor early when your child is sick. Any child in school who is not well is more susceptible to exposure to all illnesses. For the good of our child and others, we solicit your cooperation in keeping your child home when ill.

### **NO BULLYING POLICY**

The School Board has adopted a **“No Bullying Policy”** which is made available to families each fall. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.”

Students are prohibited from engaging in any form of bullying behavior. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity, and effect of the behavior.

Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying or suspected bullying behavior. School employees are required to inform the principal of all such reports. The principal or his or her designee will promptly investigate all such reports.

Faith Lutheran School strives to have an environment where undesirable behaviors are eliminated and replaced by an environment where students help one another. We have a tremendous opportunity in which that can happen with God's Word, and His guidance.

### **PARENT –TEACHER CONFERENCES**

Parent Teacher conferences will be held once each semester. At these times, the progress of the child is discussed and both the parents and the teacher share their observations regarding the child. Parents will schedule times through as requested through an online format provided by the school office.

Other than the regularly scheduled conferences, parents are always encouraged to discuss problems that arise concerning their child in school with the teacher first and then the Principal if needed. Please feel free to use this "open door policy".

Additional conferences may be scheduled to discuss concerns about children's academic, emotional or physical needs that need special attention for the success of the student in the educational program of our school. Faith Lutheran School works with Lincoln Public Schools in meeting any special needs of our students.

### **SAFETY AND SECURITY**

Faith Lutheran School is a secure building with all exterior doors being locked until evening hours. Entrances at the school office, church office, and Touching Hearts office are equipped with buzzers and cameras to allow entrance into the building. All visitors are required to check in and out at the appropriate office and receive a visitor badge during their time in the building.

Faith Lutheran School follows the Standard Response Protocol in case of an emergency or crisis situation. All teachers shall receive training, and posters are located throughout the building with information for all visitors. Lockout and lockdown drills will be practiced a minimum of once per semester.

Children are not to leave the school property during school hours without the accompaniment of a parent or guardian. If a child will be picked up by someone other than a parent/guardian, or is going home with another family, please notify the school office.

Children are not to bring weapons or toys to school. The teacher or principal will collect things of this nature.

Where the willful destruction of school property occurs, the parent shall be notified and be held liable to pay all repair and/or replacement cost. Play equipment is to be used in the manner designated by the faculty.

Students at Faith Lutheran School are asked to leave electronic devices and cell phones at home. Children should not have these items in their possession at school at any time. Teachers will collect

all electronic devices and/or cell phones and parents will be notified. Parents will be required to pick up any devices or phones after school.

Phones are located throughout the school building for security purposes. Children are not allowed to use phones without teacher permission, and may only use a classroom or office phone with an adult present.

## **SCHOOL HOURS**

School hours at Faith Lutheran School will be from 8:30 am to 3:30 pm for grades Kindergarten-5. Drop off times are from 8:15 – 8:30 am and pick up from 3:30 – 3:45 pm. Students dropped off before 8:15 am or being picked up after 3:45 will be clocked into Extended School Day (ESD) care. ESD is available from 6:30 am – 6:00 pm at an additional charge for families needing care for their child(ren). Registration forms for ESD are available from the Touching Hearts desk and are provided to families via email.

## **STUDENT RECORDS**

The Family Education Rights and Privacy Act (“FERPA”) provides parents certain rights with respect to their student’s education records. These rights include the right to inspect and review the student’s education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student’s education records that you believe to be inaccurate.

If parents believe one of their student’s records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

**Directory Information.** FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The following has been designated as directory information:

student name and grade, name of parent and/or guardian, address, telephone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student’s social

security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that sell student photographs or publish student yearbooks.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released.

### **Non-Directory Information**

All of the other personally identifiable information about students that is maintained in the school's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## **TEXTBOOK AND SUPPLIES**

Students are expected to take care of all books and supplies. Parents will be required to replace lost or damaged textbooks. A supply list will be provided to parents each summer indicating the supplies children will need for the upcoming school year.

## **WEATHER/SCHOOL CLOSING INFORMATION**

It is the practice of Faith Lutheran School to have children play outdoors unless obvious weather conditions prevent us from going outside to play. Please be sure children are prepared to play outside with appropriate clothing for the weather conditions.

In the event that school must be closed due to inclement weather or other emergencies, an announcement will be carried over KOLN-TV in Lincoln, as well as KLIN and KFOR radio stations by 7:00am. Faith will also notify parents via text and information will be shared on the Faith School Facebook page. Should school close while in session the radio and TV stations will be notified and school closure will be announced. In case of inclement weather please tune in to one of your local radio or TV stations. Parents will always need to consider the health and safety of their child(ren) regardless of announcements.

## **CURRICULUM**

In keeping with the philosophy of the school, all subjects are taught in the light of God's Word.

\*Literacy (includes: Reading, Writing, Language, Spelling, Handwriting, Speaking and Listening)

\*Religion      \*Mathematics      \*Social Studies      \*Science

\*Art      \*Music      \*Technology      \*Physical Education (includes Health)

## **HOMEWORK**

Students at all levels may expect to be assigned work from time to time, which will require some effort outside the regular school hours. This may happen more frequently as the child progresses through the elementary school program. The amount of homework will vary also with the student's ability. Students are to be responsible for completing assignments. All students have time during the day when they can work on given assignments. Excessive work brought home is reason for discussion with the teacher.

## **LIBRARY**

Children need a parent's permission to check books out of the library. Any child may use the library but may not check out books without a parent's permission. Permission will be requested during the enrollment process.

1. A limit of (2) two books can be checked out per student.
2. Books may be checked out for a period of (2) two weeks.
3. Renewals may be made.
4. Reference books may not leave the library.
5. Magazines and DVD's may be checked out following the same procedures as that of books.
6. Students may not check out additional books from the library until all overdue books are returned.
7. If a library book is lost or damaged a minimum \$20.00 replacement fee will be charged. If the book is returned after replacement fee is paid, there will be no refund.
8. Replacement fees not paid by the last day of school will be invoiced through TADS.
9. Students will be informed when books have become overdue.
10. The library is to be considered a place of quiet leisure and student study. Excessive noise will not be permitted.

## **MUSIC PROGRAM**

### **Choirs**

As a part of the school's curriculum all children participate in school choir. The choirs primarily sing for Sunday worship, in addition to various functions of Faith Lutheran Church and School. The singing times or occasional services and functions will be shared with parents in advance so arrangements can be made to have your child present. If, on occasion, your child is unable to be present for a choir event, parents are to inform our Music Director in advance of the scheduled event.

### **Recorders**

As a part of the school's curriculum all children in the fourth grade participate in recorder classes. The children will purchase a recorder and book to be used for the recorder lessons.

### **Band – Instrumental Music**

Instrumental music classes are offered as an option to children in the 5<sup>th</sup> grade. Students will rent/purchase his/her own instrument and book.

## **PROMOTION AND RETENTION**

The principal, in consultation with the teacher and parents, shall be responsible for the final decisions regarding promotion or retention of all students. Promotion or retention shall be based on academic ability and achievement, mental and physical maturity, as well as parental attitude toward the situation in question.

An individual program will be established through the cooperative effort of the student, parent, teacher and principal for individual students when promotion is questionable.

## **PUBLISHING OF STUDENT WORK OR IMAGE**

Photographs are often captured during school and classroom activities. These images are used for the sole purpose of informing parents, educating students or the public, and promoting Faith Lutheran School. Videos are taken during the Christmas music program to allow parents to purchase DVD's of the programs to share. Videos may also be taken in the classroom of special class projects.

Faith Lutheran School does maintain a Facebook page and a web site which shares photos and occasionally videos from school events. Photos are occasionally printed in the school newsletter and/or local newspapers.

Parental permission regarding use of a child's photo will be requested during the enrollment process.

## **RESPONSIBLE COMPUTER USE POLICY**

At Faith Lutheran School, teachers, parents, and students work together to ensure that the best possible learning environment and climate exists. New methods of presenting material and information are part of that environment and climate including the use of technology during the school day.

All computers and iPads at Faith Lutheran School have access to the Internet. While the Internet provides tremendous learning opportunities and a wealth of information, there may also be some concerns that you have as a parent and that we have as a school. Our main concern, as always, is for child safety. While children will be supervised while working on the internet there is still a need for instruction of proper use and etiquette, safety issues, and the law online for students to be aware of at all times.

Faith Lutheran school's Responsible Use Policy documents include:

- \*The Law Online
- \*Faith Lutheran School Technology and Internet Usage
  - (Parental permission regarding child's use of internet will be requested during the enrollment process)
- \*Staying Safe Online: A Young Persons Contract (to be completed with teacher)

The "Young Person's Contract" document needs discussion with children and signatures. Teachers will have the appropriate discussions to ensure, not alarm, students of the appropriate use, etiquette, safety issues, and do's and don'ts of Internet use. Please feel free to call your child's teacher about questions you may have regarding your child's use of the Internet.

### **The Law Online**

Many laws that pertain to information in other forms like books, magazines and television may apply in cyberspace, but have not yet been tested. Although the law is changing and lawmakers are struggling to find ways to regulate this challenging medium, some rules do apply. In some cases, you or your child could inadvertently run into trouble with the law, including prosecution, prison, and fines for breaking the law. Here are some basic guidelines about frequently asked legal questions.

### **Copyright or Copying or Distributing Software**

Copying photographs, music, stories, films, and other artistic works is not allowed online without obtaining the proper permission from the owner or the copyright. Typing a story from a magazine and distributing it or scanning a photograph for posting is illegal unless you obtain permission from the original publisher. However, many photographs and graphics have been approved for public use (they are considered in the public domain).

### **Privacy**

E-mail is generally afforded privacy rights if it is sent between individuals. Information or messages posted to a public location are not considered private. Children should be aware that no legitimate service provider would ever request information about them. Some web sites, however, will request your address or phone number for marketing purposes or to add you to a mailing list. This is not illegal, but there is no obligation for your child to give the information.

### **Hacking**

It is generally considered illegal to access or attempt to access a private information system, such as a company's internal network. This is called hacking. Children will explore the Internet out of curiosity. They should be warned that if they ever encounter a private system that asks them for a used ID (or user ID) and password, they should leave the site immediately.

### **Internet Use**

Faith Lutheran School works to integrate the use of the Internet into the school system with the best of all it has to offer. This will take a team effort. We are asking for all who are involved to take responsibility to make this a wonderful learning experience for everyone.

We ask that the parent/guardian and student set a good example when using the Internet by supporting the ideals and goals of the school set forth herein.

### **These are the ideals and goals of Faith Lutheran School as pertaining to use of the Internet:**

1. Respect Faith Lutheran School by using professional and acceptable language in all transmissions.
2. Respect copyrighted and licensed programs and ideas on the Internet.
3. Respect the Internet and its users by keeping all vital and damaging material off the Internet, and/or intentionally downloading such materials.
4. Represent your school in a professional manner. Make sure the material you ask for reflects the ideals and goals of your school.
5. Requesting or downloading inappropriate material is prohibited.
6. Commercial use of the Internet or your Internet account is prohibited.
7. The school reserves the right to access, review, delete or use any information downloaded from the Internet to the school's network.

Failure to follow these guidelines will result in restricted or banned use of the Internet and in some cases may be grounds for prosecution.

### **All Students will sign a young person's contract for staying safe online in the classroom. A copy will be sent home.**

### **STUDENT PROGRESS REPORTING**

Student Reports will be issued quarterly for grades K – 5. Parents are urged to consult the teacher whenever the progress of their child seems unsatisfactory. The grading scale is as follows:

92 - 100	= A	72 - 77	= C
90 - 91	= A-	70 - 71	= C-
88 - 89	= B+	68 - 69	= D+
82 - 87	= B	62 - 67	= D
80 - 81	= B-	60 - 61	= D-
78 - 79	= C+	0 - 59	= F

## **TESTING/ASSESSMENT**

The testing program for Faith Lutheran School is administered for the benefit of students, teachers, parents, and administrators. By evaluating the achievement and progress of each student, the overall quality of curriculum, staff, and administration may be better assessed and improved.

The classroom teachers, in addition to observation and classroom performance, will administer subject matter testing regularly to aid in assessing and reporting progress to parents and students.

Students in grades 3-5 will be given the Measure of Academic Performance (MAP) tests twice each year, in the fall and spring. The tests are standardized and allow teachers to see the growth and potential in each student, and tailor teaching to individual needs.

If upon the observation and recommendation of the teacher or request of the parents additional testing (i.e. psychological, speech, learning disabilities) is deemed necessary or desirable following State Dept. of Education Rule 51, arrangements will be made with Lincoln Public Schools for evaluation and if necessary, additional services. Such arrangements shall be made with the support of the principal.

The principal and the School Board must approve any other testing or observation for purposes of research or evaluation.

## **BILLING POLICY**

By registering your child(ren) in Faith Lutheran School you agree to pay for any and all services provided to you at the rates in effect and agreed upon during the time services are rendered. You understand and agree that your bill for services rendered is due and payable at the time of service and that you are ultimately responsible for any unpaid balances. By enrolling you agree and authorize that Faith Lutheran School or Touching Hearts Childcare Center offices and any third party used for the purpose of billing collection and/or collection calling may use any and all means (emails, text messages, phone calls) to all phone numbers you have provided to Faith Lutheran School or Touching Hearts Childcare Center for the purpose of contacting you and/or collecting on services rendered on their behalf.

## **CHECK RETURN POLICY**

Payment of tuition and fees via check shall constitute legal tender. Checks being returned due to insufficient funds shall warrant the following action:

1. Parents will be contacted and asked to immediately bring cash for the Insufficient Funds check.
2. Failure to do so will result in child(ren) being dropped from enrollment.
3. A \$35.00 fee will be charged to a family's account for NSF's (or Insufficient funds).

Outstanding Accounts – Accounts not paid by June 30<sup>th</sup> are turned over to an agency for collection.

## **ENROLLMENT FEE**

An enrollment fee is assessed to all students enrolling at Faith Lutheran School. This fee is not refundable, unless Faith Lutheran School is unable to complete enrollment of the student. Enrollment fees are set annually by the School Board.

The enrollment fee is to be paid at the time of enrollment. The enrollment fee will increase after April 1<sup>st</sup>.

## **HOT LUNCH PROGRAM**

Hot lunch will be made available to students at Faith Lutheran School. Cost of hot lunch meals are established each year and approved by the School Board. Forms for signing up for the free and the reduced lunch program are made available to all parents.

Hot lunch is prepared and served at Faith. Milk is available for those who bring their lunch. Menus are available on the Faith website, and will be included in the school newsletter. Lunches and milks are charged to the students' accounts as they take them. Payments for lunches and milks may be made through TADS. Parents are asked to keep the lunch account current.

Faith's **Wellness Policy** encourages students to make healthy food choices and exercise regularly. Parents are encouraged to bring nutritious snacks when providing treats.

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## **HOT LUNCH CHARGE POLICY**

It is the responsibility of each family to keep their child's hot lunch/milk account current and with a positive balance. Any unpaid meal charges will be considered delinquent debt. Delinquent debt lunch charges must be paid in full by June 30 each year.

Every Tuesday, families will receive an email and/or text with their child(ren)'s lunch balance. Families are asked to make payments through TADS or bring a check to the office in a timely fashion. Any accounts with a negative balance will receive a billing statement on the first of each month. Payment will be due by the 15th of the month. If payment is not received by the 15th of the month, a late charge will be incurred.

Once a child's lunch account has a negative balance of \$50.00, the child will not be allowed to purchase any separate milks or add an additional entree until the balance is positive. Once payment has been made and the balance is positive, second entrees and additional milk may be received.

Delinquent lunch charges may not be carried over from school year to school year. Any delinquent lunch debt not collected by June 30 of each year will be turned over to a third party collection agency. Should an account be turned over to a collection agency, students will not be allowed the option of hot lunches the following year.

## **TUITION**

Financial support for Faith Lutheran School comes from the entire membership of Faith Lutheran Church. Members of Faith Lutheran Church unite in their efforts follow Christ's great commission, "To make disciples of all nations". By this means the parents are also enabled to "bring up their children in the nurture and admonition of the Lord".

All students attending Faith Lutheran School will be assessed tuition. For members of Faith congregation, this will be in addition to their contribution to the general congregation treasury as God has blessed them.

The tuition rate is reviewed annually and set by the School Board prior to the beginning of the school year. Fees and tuition for the total program are figured for an entire school year and then paid for by the month, semester, or year. If a child is absent for illness, vacation, etc. tuition rates remain the same.

Families with more than one child enrolled in Kindergarten – grade 5 at Faith Lutheran School will receive the following discounts:

- The tuition rate for the second child will include a discounted rate.
- The third+ child of the same family will receive a 100% discounted rate.

Families have the following options for tuition payments:

1. One Payment for the full year - to be paid prior to the first day of school
  - Families choosing this option receive a 4% discount on total tuition
2. Semester Payments
  - First payment required prior to the first day of school
  - Second payment due in January
  - Families choosing this option receive a 2% discount on total tuition at the time of the January payment
3. Monthly Payments
  - Choice of 10 or 12 month payments
  - 10 month: Payments made August - May
  - 12 month: Payments made July - June
  - Families choosing this option will be required to establish monthly automatic payments through TADS

Continued enrollment will be at the discretion of the School Board upon examination of plans to prepay future tuition costs. Exceptional cases are to be considered and adjudicated by the School Board on an individual basis.

During the course of the year, other incidental costs may arise, such as school pictures, books for personal enjoyment, etc. These purchases are voluntary.

Should a child be absent from school for any length of time for whatever reason, tuition fees will be assessed unless notice is given in writing to Faith Lutheran School by the parents or guardian of termination of enrollment.

In the event that enrollment is terminated, initiated by either school or the parents/guardians for whatever reason, the enrollment fee is not refundable.

In the event that enrollment is terminated by school or the parents/guardians, tuition will be assessed for the calendar month. Should parents/guardians have paid beyond the month enrollment is terminated, the balance of the paid tuition after all fees and/or all bills have been settled will be refunded.

## **TUITION ASSISTANCE**

Faith Lutheran Church & School provides a program that assists families with tuition. If financial circumstances exist, families may complete the application for financial aid through the TADS website.

# RECEIPT

**Parents (or guardians) and students are required to sign and return the receipt form below before August 16, 2019.**

## **PARENT/STUDENT AGREEMENT**

I have received and read the Student Handbook that describes Faith Lutheran School's discipline policies, regulations, rules, and expectations to be followed by students enrolled at the school. My child and I have discussed these policies and understand that we must comply with them.

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Student's Signature

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Date

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Parent/Guardian's Signature

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Date

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Cell Phone Number (Optional)

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Parent's Email Address (Optional)

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Parent's Email Address (Optional)