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## **1.0 INTRODUCTION**

### **1.1 Background**

First Lutheran School is one of the more than 2000 schools operated by churches of the Lutheran Church - Missouri Synod.

It has been an integral part of the mission and ministry of First Lutheran Church of Venice since being established in 1948. It is located on the north side of Venice Boulevard, four blocks west of Lincoln Boulevard.

The school offers a program for grades K - 8. We have six classrooms: Kindergarten, Grades 1 - 2, Grades 3 - 4, Grades 5 - 6, Grades 7 - 8, and Small Class Instruction Room. Enrollment is approximately 25 students per classroom (10 to 15 students per grade) except Kindergarten, which has a maximum of 15 students.

### **1.2 Accreditation**

In 2004 our school was accredited for a maximum period of seven years by the National Lutheran Schools Accreditation. We strive to maintain standards that are as high as or higher than California public schools. As a private school registered with the California Department of Education, our school complies with state regulations that apply to private schools, including health and safety standards, emergency preparedness, and the fingerprinting of all school employees. Our graduates successfully matriculate to a variety of public and private high schools in the area. Our teachers are concerned people with unique, God-given talents and abilities. All of our teachers hold a minimum degree of a Bachelor in Education from a state-certified college or university. Our teachers are dedicated men and women who are committed to teaching in a Lutheran school and, as such, are interested in and concerned about the personal and spiritual welfare of each child under their care.

### **1.3 Administration**

The administration of the school is governed by First Lutheran Church. The congregation has delegated the management and administration of the school to the Board of Christian Growth and Education. This board is elected by the congregation. The principal is the executive officer of the board.

### **1.4 Mission Statement**

We believe that we are called to proclaim God's love and God's will for all people. We seek to provide a Christ-centered learning environment where all students can discover and develop their God-given gifts, so that their lives may be a blessing to God, to themselves, and to the world.

## **1.5 School Objectives**

First Lutheran School, seeking to accomplish its mission, has outlined the following objectives:

### **A. Spiritually**

That all children:

- Develop a growing knowledge of God as creator of the universe, of Jesus Christ as their brother and Savior, and of God's Holy Spirit as an ever-present reality in their lives;
- Develop a growing knowledge of God's Word and an increasing ability to apply it to their everyday life;
- Develop an understanding of the role of the church as the community of God's people.

### **B. Academically**

That all children:

- Develop disciplined work habits that will help them to reach their academic potential;
- Develop language arts skills that allow them to read, write, and communicate effectively;
- Develop an understanding of math concepts and proficient skills in computation and its application in problem solving;
- Broaden their understanding and knowledge base in the fields of natural and social sciences;
- Discover and develop their gifts in music, art, and drama
- Develop a proper diet and engage in activities that promote physical health and well being.

### **C. Socially**

That all children:

- Learn courtesy and consideration for the rights and welfare of all of God's people;
- Develop respect for those placed in authority over them, especially parents and teachers;
- Develop an appreciation for the blessings that God gives them and a willingness to share with those in need.

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### **D. Emotionally**

That all children:

- Develop an awareness that everyone experiences similar feelings;
- Grow in their empathy for others, regardless of their differences;
- Are given clearly defined boundaries to guide them in developing appropriate emotional responses to life's vicissitudes;
- Learn that true self-worth comes from knowing God values all people equally.

## **1.6 School Commitments**

What parents and students can expect of our school and staff:

- We will pray for students and their families.
- We will work as team members seeking to provide the best Christian and academic education possible.
- We will do our utmost to keep our students safe and secure.
- We will not lose sight of the individual child's needs even though we must work with groups of children.
- We will be as objective in our treatment of our students as is humanly possible.
- We will help our students learn to be responsible for their own behavior, work, and choices.
- We will challenge our students to reach their highest potential.
- We will make mistakes and will need your understanding and forgiveness.

## **2. ACADEMICS**

### **2.1 Academic School Year**

Our school year typically begins on the Wednesday after Labor Day and continues through mid-June. It follows the public school calendar as closely as possible for holidays and summer vacation. Because we do not run a summer program, it is important that our school follow a schedule in which options for summer camps are available in the community. We frequently have days off that differ from the public schools for such activities as teacher conferences and workshops, parent/teacher conferences, and Easter vacation, which our school always takes off on the week after Easter. The academic year consists of a minimum of 180 days, which may include 3 pupil free days, and the following hours of instruction time:

Gr. 5-8: 980 hours

Gr. 1-4: 930 hours

Kg.: 530 hours

It shall be the responsibility of the principal to develop the school calendar for recommendation, approval, and adoption by the board on or before its May meeting. The board may amend the official school calendar when it considers the change to be in the best interests of the school's educational program.

### **2.2 Attendance Policies**

Regular attendance and punctuality are essential in order for the student to receive the maximum benefit of the educational opportunities the school offers. Regular

attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Frequent absenteeism seriously hampers academic progress.

A child who has been absent, upon returning to school, must bring a written excuse that includes the following:

- Date(s) of absence
- Reason for absence
- Parent's signature

If a child is to leave school before the scheduled closing time, written permission from his/her parent is required.

Teachers are happy to assist students who have been absent due to illness or family emergency. As a general rule, work missed is to be made up and is due the number of days equivalent to the time lost (example: 1 1/2 days out--work due in 1 1/2 days). The classroom teacher may decide about which work must be made up and when the assignments are due. However, they should not be expected to provide detailed assignments in advance.

Upon arrival at school, all students must remain on the school campus at all times, including scheduled sports and other school-sponsored activities until departure for home. The teacher and/or principal must know people who come for children during school hours. Under no circumstances is a child dismissed to an unknown person. Children will be dismissed during day care hours only to persons listed on our Day Care Release form.

The school accepts no liability for any student who fails to arrive at school or leaves school without permission.

Vacation trips and family outings when school is in session are discouraged. If a trip must be taken, classroom teachers must be notified in advance. However, teachers should not be expected to prepare a complete list of assignments in advance.

Students who need to be excused from physical activities either in physical education or during recess must bring a signed note from a physician or parent.

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## **2.3 Curriculum Overview**

The curriculum and course of study for secular subject areas are based on the

requirements of the California Department of Education. Where feasible, textbooks and materials correspond with those used approved and recommended by the state.

In keeping with the philosophy of our school, an attempt is made to relate instruction and other activities to the child's life in Christ (see School Objectives).

High school requirements are satisfied with the curriculum offered to our eighth graders. A Curriculum Manual outlining materials and content standards for each subject area is available for review in the school office.

## **Gr. 1-8**

Areas of instruction include: Bible study, reading, language arts, spelling, mathematics, social studies, science, Spanish, computer, music, art, handwriting, and physical education.

## **Kindergarten**

**Morning:** The morning instruction consists of all of the subject areas and skills development needed for first grade readiness: reading, math, social studies and science, religion, music, art, fine and large motor skills, listening, speaking, handwriting, staying on task, and working and playing appropriately with peers.

**Afternoon:** The afternoon program reinforces many of the skills taught in the morning. The schedule includes lunch, outdoor play activities, story time, quiet time, learning centers for reading, computer, manipulatives, art, music, and educational games.

## **2.4 Grading & Evaluation**

"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." (1 Peter 4:10)

Report cards, or progress reports, measure students' academic achievement, work habits, and social development. Evaluation in each area is based on multiple factors:

1. Academic Achievement--Meeting the requirements of the course by completing assignments, satisfactorily passing tests, and participating in class discussion as required.
2. Work habits—paying attention in class, staying on task, completing assignments on time, presenting neat and careful work, keeping desk and materials organized, returning notes, forms, and papers from home.
3. Social Development—following classroom procedures and schedule, working and playing cooperatively with others, and accepting and respecting authority.

We make every effort to assist students individually, so that each student has an opportunity to succeed, and to be challenged academically. We encourage parents and students to communicate with teachers about academic programs.

The primary student evaluation is based upon a non-traditional marking system.

Traditional letter grades are used to report academic progress for Grades 3-8. See attached samples of classroom report cards. Letter grades are based on the following percentages:

<u>GRADE</u>	<u>PERCENTAGE</u>
A-Excellent	90%-100%
B-Above Average	80% - 89%
C-Average	70% - 79%
D-Below Average	60% - 69%
F-Failing	59% or lower
I-Incomplete	

Students are given their report cards by the Thursday following the close of each quarter. The fourth quarter report card is mailed home.

Teachers work cooperatively to establish a grading system with consistent standards. The grading system should 1) establish high standards for the academically gifted student, 2) encourage optimum achievement for the average student, and 3) permit the less academically gifted student to maintain a sense of self-esteem. In general the grading will progressively place higher standards on students as they move from the lower grades through the upper grades.

## **2.5 Grade Promotion and Graduation Requirements**

Students whose academic progress does not meet minimum standards at any grade level may be promoted for social and emotional reasons. However, the school may determine for a variety of reasons that a child would benefit from repeating a year at the same grade level. All areas of child development are taken into consideration including social and emotional growth, academic achievement, and physical development before a decision is made. Successful retention requires a consensus of support from parents, student, and school staff. The following plan of action will help to build consensus for the ultimate decision:

Students are promoted to the next grade based on academic progress and developmental growth. To receive a diploma of graduation, students must successfully complete the required courses of study through the 8<sup>th</sup> grade, as determined by the faculty. A certificate of attendance may be issued.

1. Teachers should inform the administration as soon as they entertain thoughts of retention, preferably by November.
2. Parents should be apprised of the possibility of retention by the end of the first semester. When in doubt, teachers should err on the side communicating the possibility of retention.
3. Teachers should keep updated and accurate anecdotal records and reports on the child's behavior and progress, as well as reports of all individual parent conferences during the succeeding weeks.
4. If consensus regarding retention is reached, the student will repeat the grade. If consensus is not reached, the school administrator makes the final decision on grade placement at First Lutheran. Consideration must be given to the impact that the developmentally unprepared student is likely to have on the classroom. In some cases, parents might be required to sign a form indicating that their child should not be retained and that their action is in opposition to the school's professional recommendation. In some cases, the parents might have to find another school that will accept their child at their desired grade level.

## **2.6 Homework**

While frequent opportunities for completing assignments are available during the school day, the curriculum at First Lutheran has always required that some home study is necessary. A reasonable amount of homework is expected of all children.

Parents can help by providing encouragement, appropriate assistance, an enriched home environment, and a quiet place to study. If assignments are consistently burdensome, parents should make an appointment with the teacher to discuss the problem.

It is difficult to adopt a standard rule for the amount of time to be spent on school work at home. The amount of school work that students bring home depends to a great part on their ability, study habits, and grade level. Generally speaking, an average student with satisfactory study habits should expect the following amount of concentrated homework:

Grades K-2: 15-30 minutes

Grades 3-5: 30-45 minutes

Grades 6-8: 45-60 minutes

If students are consistently spending excessive time on assignments at home, it is time for an examination of study habits, use of study time in school, etc. A parent-teacher discussion may be in order. Conversely, when children consistently have less than the above amount of homework to do, it may also be time to ask some questions. It is helpful for teachers, parents, and students to evaluate the academic expectations of a classroom. Teachers ultimately are responsible for setting standards.

## **2.7 Incomplete Work and Makeup Assignments**

Students who do not have assignments finished when they are due, for whatever reason, impede not only their progress, but they also slow down the entire class and increase the workload of the teacher. It takes considerable time in a teacher's daily schedule to keep track of missing assignments, to follow through with making sure that students complete them and turn them in, and then to correct them. Teachers will communicate their classroom policies in this most important area at Back-to-School Night. We expect parents to make finishing school work a priority in the home.

## **2.8 Learning Disabilities**

Learning problems can develop at any grade level. Sometimes the school and home have difficulty in finding the proper approach to help a child. Teachers who suspect that a student has psychological, speech, language, or learning disabilities will recommend to parents that the student be tested by qualified specialists. The principal has a list of diagnostic and therapy specialists in the community. A psychological testing and counseling program is available to our students through the public school system and from other sources. Our students are also eligible for state-funded speech therapy, reading enrichment classes, and special instruction when confined to the hospital or when home sick for an extended period of time.

## **2.9 Probation: Academic and Behavioral**

Students who exhibit academic or behavioral problems which adversely impact the classroom may be put on probation. Students may be placed on probation at any time during the school year. Parents of a student who does not satisfactorily improve during the probationary period will be asked to withdraw their child from the school. If parents refuse to voluntarily withdraw their child, expulsion proceedings will be initiated.

## **2.10 Recognition, Academic**

The following are the guidelines and criteria for selection for academic recognition at our end-of-the-year **Awards Night**:

PURPOSE:

1. To instill within students a desire to learn and reward them for their achievement.
2. To recognize outstanding academic achievement for students in grades 1-8.
3. To encourage other students to apply themselves as best they can in hope of recognition.

Students are evaluated in the following subjects: religion, English, mathematics, science, literature/reading, spelling, social studies, and Spanish (Gr. 7-8 only).

**Honor Roll** - 3.5 Average or above. Average the grades from the 1st, 2nd, and 3rd quarter progress reports. If the student is on the borderline, the teacher may estimate 4th quarter grades. Do not include: Handwriting, Music, Art, Spanish (except (Gr. 7-8), and PE.

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D = 1.0
	B- = 2.7	C- = 1.7	D = 0.7

**Merit Roll** - 3.0 average using the same criteria as the Honor Roll

**Academic Contests** - During the school year, students participate in a number of extra-curricular academic contests. The following contests occur on a yearly basis:

- American Junior High School Mathematics Contest – Gr. 7-8 (November)
- National Geography Bee – Gr. 5-8 (December)
- Reader’s Digest Word Challenge – Gr. 5-8 (January)
- Lutheran Schools Regional Spelling Gr. 3-8 (May)

## **2.11 Student Records, Access To**

A student’s parents may access the student’s educational records. Other than the parents, only authorized certified personnel, the student, authorized government officials and other appropriate authorities in a health or safety emergency may access the student’s educational records without the approval or the notification of the student’s parents.

School public records may be viewed by the public during the regular school hours of the administrative office. The principal shall be the custodian of the First Lutheran School records. It is the principal’s responsibility to respond in a timely manner to requests for viewing public school records.

Parents shall be informed annually about their right to access student records and the procedure for doing so under this policy.

## **2.12 Tardiness Policies**

The beginning of the day is very important for the entire classroom. Being punctual puts a student in a proper frame of mind to begin the day's activities in an orderly fashion. Tardiness disrupts the learning process for the entire classroom. Students are tardy if they are not in their room when the bell for the beginning of classes rings. Only late arrival due to doctor or dental appointments, for which a note is required, is an excused tardy.

Occasional tardiness for circumstances beyond one's control is understandable. However, in an effort to reduce chronic tardiness we have established the following policy:

- 1) Students are allowed 4 tardies per quarter without any consequence. On the 5th tardy, they are required to serve a 30-minute detention after school.
- 2) On the 10th tardy, they are required to serve a 45-minute detention.
- 3) On the 15th tardy for the quarter, students will serve a 60-minute detention.

## **2.13 Specialized Educational Programs**

### **A. Computer Education**

Our school is equipped with 14 classroom computers and a cart of 20 wireless laptops, which are networked to a secure domain and have high-speed access to the Internet. It is our goal that students graduate from FLV with the skills needed to use the computer efficiently for future educational and occupational endeavors. Students in the upper grades are instructed in the features of an operating system and word processing, presentation, spreadsheet, database, and desktop publishing programs. Students in the lower grades receive basic instruction in computer use and programs that enhance instruction in other curricular areas such as language arts, math, and social studies.

### **B. Assemblies**

Two to four times per year touring performing artists and educational programs are scheduled to present assemblies to our student body to supplement our core curriculum, such as theatrical productions, drug prevention, environmental awareness, and dance, musical, cultural and historical presentations. The PTSL budget includes funds for these assemblies.

### **C. Field Trips**

Teachers take their classes on several field trips during the year. Field trips are a part of the school's educational program. Teachers coordinate field trips with the instruction in the classroom. Two classrooms often combine to share the cost of bus transportation. The wide variety of cultural and educational attractions in the Los Angeles area provides unique opportunities to broaden the students' learning experience. Because these trips are away from school property, parents must sign a permission slip before the child may participate. The PTSL has a budget that pays for a portion of each classroom's field trips. Transportation and admission fees, when needed, are collected from each student in advance.

**D. Outdoor Education**

Every other year students in Grades 3-8 attend an outdoor education camp. Third through sixth graders participate in a 3-day program at El Camino Pines Camp near Frazier Park. Seventh and eighth graders participate in a 5-day program at the Catalina Island Marine Institute. Teachers accompany the classes. Parents pay for the additional costs.

**2.14 Standardized Testing**

All students from grades 2-8 take a battery of standardized tests during the spring of the year. Students in Gr. 3, 5, and 7 also take an ability test. The testing dates are publicized in the yearly activities calendar. It is most important that students have adequate rest, a good breakfast, and a positive frame of mind for the results to have reliability.

The achievement and ability tests provide a reference for evaluating student progress. The results become part of the child's permanent records. They are also used to help us to pinpoint strengths and weaknesses in our program and materials and to identify areas requiring more attention for individuals or groups.

### **3. ACTIVITIES & PROGRAMS, SUPPLEMENTAL**

#### **3.1 After-School Enrichment Classes**

Art, Music, Drama, Dance, Gymnastics, Sports, Science, Cooking, Crafts, Poetry, Writing: Classes are offered to students in various grades throughout the year. For some classes, instructors from the community teach the classes for four to ten-week periods of time. Parents pay registration fees directly to the instructors. For some classes, parents volunteer to lead an activity for parent service hours. Students who attend are charged for an occasional day care block of time. Classes usually begin after school and last about an hour.

#### **3.2 Band**

Students in Grades 4-8 have the opportunity to participate in the band program. A beginning band and an advanced band each meet after school for one hour twice weekly. The advanced band normally meets on Mondays and Wednesdays, and the beginning band meets on Tuesdays and Thursdays. An extra fee is charged for this instruction. Students may choose a wind, brass, or percussion instrument, which they are responsible for purchasing or renting.

#### **3.3 Hot Lunch**

Hot lunches are available on a daily basis soon after the year begins. A menu is distributed at the beginning of each month. Students can choose to order hot lunches or bring their own lunch on a day-by-day basis. Each hot lunch comes with a choice of low-fat white milk, non-fat chocolate milk, or orange juice. Students can order an extra entrée for an additional charge.

At the beginning of each day teachers take a lunch and beverage count and record it on a chart. Students who are ordering a lunch must be present at school at the beginning of the day. An exact count of lunches is purchased for the day's meals. If a child will be arriving after 8:45 AM for any reason, the school office must be contacted to add him/her to the final lunch count.

Students who bring a sack lunch can purchase beverages without ordering the hot lunch. They may not use our kitchen facilities to heat or refrigerate food brought from home.

The cost for hot lunches and beverages is publicized at the beginning of each school year. Our hot lunch director keeps record of lunches and beverages ordered using the charts. Parents are billed at the end of each month along with tuition and day care charges. Students who order a lunch at the beginning of the day but leave school before lunch time are still be billed for the lunch.

### **3.4 Library & Research Resources**

- A. Classroom Libraries:** Each classroom is stocked with a selection of books appropriate for the grade levels of the room. The books have varying levels of difficulty with a diversity of appeal. The libraries are updated yearly with books purchased through a book fair sponsored by the school. Selecting materials is the responsibility of the classroom teacher. Materials selected for the library will be chosen with thoughtful attention as to their appropriateness for a Christian day school. However, it is not the function or intent of the school to unrealistically insulate students from all controversial subject matter. Rather, as opportunities arise, our goal is to teach students to deal with such subject matter as Christians. Therefore, the principal and faculty will not agree with or endorse every idea contained in books available in the classroom libraries; every book may not be in accord with church doctrine. Any parent or student wishing to express concern about the appropriateness of a work in a classroom may express this concern to the teacher. Concerns will be reviewed by professional staff, administration, and the Board of Education. We will make every effort to seek mutually agreeable resolution
- B. Venice Public Library:** Students in Grades K-6 also make regular trips to nearby Venice Public Library to check out books for classroom assignments or for their reading pleasure.
- C. Internet:** The availability of information on the Internet has diminished the need of extensive printed reference materials in the classroom. All students have high-speed access to the Internet through classroom computers and wireless laptops.

### **3.5 Music and Drama**

Our school's music program gives each child an opportunity to learn about an element of life that gives people enjoyment. All students in Gr. K-2 are part of our Cherub Choir, which is scheduled to sing 4 or 5 times per year for Sunday morning worship services at First Lutheran Church. Students in Gr. 3-4 are part of our upper grade choir, the Chapel Choir, which also sings 4-5 times per year at Sunday morning worship. Students in Grades 5-8 are given the choice of participating in the Chapel Choir, playing an instrument in our school band, or learning the language of music through playing recorders. Students are expected to be present at the worship services during which their choir is scheduled to sing.

Students also have the opportunity to participate in Christmas Programs, Spring Musicals, and Talent Nights to develop their performing arts skills and talents.

### 3.6 Parties

- A. Classroom Parties:** Parties are usually planned to celebrate Christmas, Valentine's Day, and the last day of school. Each class plans its own activities. Room parents help to organize and bring food items. Each child may be assessed a small fee to repay costs.
- B. Birthdays:** Though by no means mandatory, students have made it a tradition to bring their classmates a treat in honor of their birthdays. Parents are asked to speak with their child's teacher as to convenient times and appropriate snacks for such events. As a rule, students are requested to bring treats that they can easily distribute without making a mess.
- C. Private Parties:** One of the main principles we strive to instill in the children at our school is learning to be kind and considerate to all people. Insensitivity about who is invited to parties and who is excluded leads to social tension and conflict in a classroom. The learning environment at school can be profoundly impacted. Parents are encouraged to extend party invitations to one of the following:
- A small number of special friends
  - All of the girls or boys in a grade or classroom
  - All students in a grade or the classroom
- In no case should just one or two students in one of the above groups be excluded. Invitations to parties may not be distributed on school grounds unless every student in a grade or the classroom is being invited to attend.

### 3.7 Sports

Students in grades 5-8 are eligible to participate in our volleyball and basketball sports program. The volleyball season begins in September and lasts through November. The basketball season begins either in December or right after Christmas vacation and lasts through March. Practices and games for both sports are normally scheduled on Tuesdays and Thursdays after school.

**Eligibility:** To participate in our school's athletic program, a student must:

- work to one's ability in the classroom
- conduct oneself in a Christ-like manner at school and at games
- participate in all practices and games, unless excused
- pay a registration fee, which is added to the monthly school billing

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- Team members will develop their skills of the sport to the best of their ability. We were all created with varying degrees of talents. Making a commitment to be on a team means doing one's best to develop one's God-given potential.
- Each team member will gain a deeper understanding of working together as a team. Team play means recognizing the importance of every team member and promoting the welfare of the team above personal goals.
- Each team member will learn to compete while at the same time maintaining high standards of good sportsmanship. All teams play to win. Your opponents expect you to play to win. You expect the same from them. However, the result of the games should be neither boasting in victory nor bitterness in defeat. Rather, one must learn to win with humility and lose with graciousness.

### **3.8 Transportation**

#### **A. Bicycles**

Students may ride bicycles to school. The bicycles must be walked on school grounds and left on the bike rack until school is dismissed. First Lutheran School is not responsible for any damage to or loss of a bicycle parked at the school. Thus, students are encouraged to purchase locks for their bicycles.

#### **B. Bus Service**

First Lutheran does not operate buses. However, the school office will assist parents who wish to form car pools. Children who ride the RTD buses may secure an application for a student bus pass from the principal.

#### **C. Private Vehicles**

Most commonly, students are transported to and from school in cars. We urge parents to use the eastbound lane of Victoria Avenue to drop off and pick up their children at our back gate. A staff member is on duty at the 3:00 PM dismissal time to facilitate a quick and safe pickup of children.

#### **D. School Trips**

- **Buses:** Our school usually charters buses for trips beyond a 10-mile radius.
- **Private vehicles:** Cars are used to transport students on some local field trips, volleyball and basketball games, and the school picnic in the spring. All persons transporting children, other than their own, to any school-related activity in a private vehicle must complete a Vehicle and Driver Information Form that attest to the following:
  - Drivers have valid licenses and are age 21 or older.
  - Vehicles are fully insured to meet California requirements
  - All passengers will be required to be buckled in a safety belt at all times.
  - Children under the age of 6 or weighing less than 60 pounds will be secured in an approved safety restraint seat.

### **3.9 Worship Life**

- **Student Worship Life:** An important part of the Christian education that

we offer to a child is the opportunity to participate in a rich worship life. A child is to become aware that his or her entire life should itself be an act of worship.

- **Chapel:** The entire student body meets weekly for a corporate worship service. Students offer personal prayers of petition and thanksgiving. We collect an offering for a special quarterly mission project to give students an opportunity to share their material blessings with those in need in our community and around the world. Members of the staff take turns leading chapel services. Periodically classrooms lead chapel.
- **Classroom Devotions:** School days at First Lutheran always start with a brief devotion. Students are often given the opportunity to either lead or be a major part of these opening devotions. At noon we ask God's blessing on our meal. The end of the day we offer a prayer thanking God for the blessings of the day.
- **School Advent Program:** Each year, in preparation of our remembrance of the coming of Christ's birth, classrooms are scheduled to lead or participate in a Wednesday evening Advent service.
- **Choir Singing:** Our school has two choirs: Cherub Choir, Gr. K-2, and Chapel Choir, Gr. 3-8. As one way of thanking our congregation for its ongoing support of the school, students are asked to sing at one of our Sunday morning worship services four or five times each year.

## **4.0 COMMUNICATION**

### **4.1 Back-To-School Night**

Depending on the classroom and grade level, teachers establish procedures to communicate student progress to the parent by sending home a packet of papers on a weekly, monthly, or mid-quarter basis. At Back-to-School Night soon after the start of the school year, teachers explain their system to parents.

### **4.2 Directory, School**

At the beginning of the school year a school directory is published and distributed to school parents, staff, and church personnel. It includes, but may not be limited to, the student's name, siblings, parent's names, address, telephone number, and e-mail addresses. It is designed to be used internally for communication between school constituencies. Parents will have an opportunity to deny the inclusion of their address, telephone number, and email address in the directory.

### **4.3 Newsletter**

On the first day of each school week, a newsletter, *The Weekly Pilot*, is distributed to the students to keep parents informed of upcoming school activities.

### **4.4 Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled in the fall during the week following the end of the first quarter of the school year. Prior to the conferences, notices are sent home to set up times that are the most convenient for parents on the days that they are being scheduled. Other conferences are scheduled throughout the year at the request of parent or teacher. Minor problems and simple questions usually can be handled by a note or a phone call. If parents wish to discuss something in person, they are encouraged to make an appointment to meet with the teacher.

Teachers need the mornings to prepare themselves and their students for the day's activities. Therefore, parents are requested to refrain from bringing up serious concerns, which might require thoughtful, private discussion with a teacher, at the beginning of the school day. Learning about concerns and problems that cannot be satisfactorily addressed while a teacher is responsible for a classroom of students can have an adverse effect on the entire day.

### **4.5 Phones, Cell**

Students are permitted to bring cell phones to school. Because they can be used to send text messages, play games, access the Internet, and take pictures, they can be disruptive to the learning process. Therefore, they may not be used on school grounds at any time except with a teacher's permission. Students must keep them in their lockers throughout the day.

#### **4.6 Telephone, School**

Students may not use the office telephone except in case of an emergency and with a teacher's permission. In most cases, forgetting books, assignments, lunches, etc. are not considered emergencies. It is requested that incoming calls for teachers and students are limited to emergency calls only. Students will not be excused from their classrooms to speak on the phone. Important messages will be conveyed to the teacher or student when disruption to the class can be minimized.

#### **4.7 Conflict Resolution**

Our primary goal in situations of disagreement or dispute is to restore relationships through constructive communication, forgiveness, and renewed efforts to live together in mutual harmony. Jesus' instructions in Matthew 18:15-17 give us a framework for resolving conflicts. A person who seeks to redress a grievance is counseled to take the following steps:

- Speak directly to the person with whom you have a conflict.
- If there is no resolution, speak to the person who is in direct authority over the person with whom you have the conflict.
- If there is still no resolution, bring your grievance through the following chains of authority:
  1. Teacher – principal – Board of Christian Growth and Education
  2. Day Care Supervisor – Day Care Director – Principal – Board of Christian Growth and Education

The school administration has ultimate authority to resolve conflicts that arise while our staff has supervisory responsibilities either on or off school grounds during school time or after-school activities.

When parents have primary responsibility for supervision at after-school or evening activities, they are expected to uphold school policies regarding their children's conduct.

Problems between children can originate from incidents that occur during non-school hours and activities. Conflicted relationships can damage the social fabric of a classroom, resulting in a diminished learning environment for the entire group of students. Parents are encouraged to consult with school staff to reduce such occurrences and mitigate their impact.

## **5.0 CONDUCT AND DISCIPLINE**

### **5.1 Standards of Behavior**

Students at First Lutheran are expected to conduct themselves at all times in a manner that exemplifies the teachings of Jesus Christ. God expects us to love Him, our fellow man, and ourselves as creatures of His handiwork. When we fail to do so (and we all do), God wants us to recognize our wrongdoing, be truly sorry for it, and seek forgiveness. It is through this process that relationships are healed and nurtured.

Parents and teachers have been given the responsibility to discipline children when their actions are detrimental to themselves and to the group of which they are a part.

### **5.2 School Rules**

Our school rules have been designed for the safety and welfare of our whole school community:

1. The school gates are opened at 8:00 AM for students in Gr. 5-8 (Siblings may be placed in our day care center at no charge.) Students in Grades K-4 may enter the grounds when the 8:15 bell rings. We are not responsible for students who arrive early and are not checked into Extended Day Care.
2. Students must report to their classroom teacher upon arrival and remain in the classroom.
3. Upon arrival at school, all students must remain on the premises until the final bell. Those who remain after school for scheduled sports or other school-sponsored activities may not leave the campus until departure for home.
4. Students who arrive after the 8:30 bell must enter the schoolyard via the Venice Boulevard gate. Students who are tardy more than 4 times in a quarter will serve a detention. (See the School Handbook or General Information sheet for further details.)
5. The Parish Hall, the kitchen, the church, and the area west and north of the classrooms are off limits without teacher permission.
6. For health and safety reasons, parents and guests may not use the kitchen door to enter or leave the campus between 11:00 AM and 1:00 PM.
7. The following rules apply to indoor behavior:
  - No running.
  - No throwing any object.
  - No loud noises.
  - Keep hands and feet to oneself.
8. Snacks and food items may not be eaten on the playground, including after-school and

evening school activities.

9. The chewing of gum is not permitted on campus at any time, including evening and weekend activities.
10. Students may not use cell phones, beepers, iPods, CD players, etc., on school grounds.
11. The school telephone may be used with teacher permission for emergency situations only. Students should get parental permission for after-school plans with classmates the day before.
12. Pianos, CD players, TVs, and other specialized school equipment are designated for teacher use only.
13. Parents are responsible for replacement of any books, materials, and property of the school due to loss or destruction.
14. Rental textbooks must be covered. Covers may not be taped directly to books. Sticky film book covers, which leave a residue on books, may not be used.
15. No student is allowed to go on or across the street to retrieve objects that go over the fence.
16. Students must walk bicycles and carry skateboards and scooters while on school grounds.
17. The following items will be confiscated and held for return to parents:
  - a) Toys, electronics, and other items that are used inappropriately or without teacher permission.
  - b) Pocketknives, matches, or any other items that could endanger the welfare of the students.
18. Playground rules include the following:
  - a) Running or playing active games is not permitted on all concrete walkways.
  - b) Soccer balls only may be used for kicking games.
  - c) Acrobatics and sitting on the railing by the kindergarten room are not allowed.
  - d) The following rules apply to the play structure: no going over or under the blue guard rails, no going up the slides, no sitting on or jumping over the edges of the slides, no jumping off the high platforms, and no sitting or standing on the hanging bars.
  - e) Equipment must be signed out and returned to the ball closet.
19. We expect our students to dress according to the school dress policy. Lack of compliance will result in restrictions during the day, demerits, detention, and/or refusal to enter the classroom. Parents will be billed for detentions. (See School Handbook or General Information Sheet for further details.)
20. Parents must notify the school if their child contracts any contagious illness or condition. Parents should periodically check their children for head lice. Students must be treated and nit-free before returning to school.

21. All medication brought to school must be left with the teacher. A signed note must accompany it with specific instructions for administering.
22. It is a state law that a child who is absent from school must bring a WRITTEN excuse upon returning to school. The note must include the child's name, the date(s) of absence, the reason for the absence, and the signature of the parent or guardian. Students who return to school without an absence note will be subject to disciplinary measures, including detention.
23. Between 3:00 – 3:15 PM students are not allowed to play on the playground. All students who are being picked up must wait within a designated area by the back gate. Children who are not picked up by 3:15 will be placed in Extended Day Care, and parents will be billed for occasional use.
24. Students may not return to the classroom after 3:15 PM.
25. During after-school pick-up, parents who cannot find a parking space must circle the school clockwise unless your children are ready to hop in the car at the Victoria Avenue gate. Do not double park in the street in either direction or park at the curb facing the wrong direction. Students are not allowed to cross the street unaccompanied by an adult, except at the marked crosswalk. Everyone's cooperation with these procedures will help to protect the physical welfare of students and the mental wellbeing of other parents, motorists, and staff during this hectic time of day.

### **5.3 Discipline**

Depending on the nature and seriousness of an unacceptable behavior, the frequency that it occurs, and the attitude of the student, the following disciplinary procedures will be in force at First Lutheran:

- Verbal reminder or reprimand
- Private consultation
- Assigned tasks, such as picking up trash or writing out school rules
- Restrictions
  - Seating restrictions in the classroom
  - "Time out" on a bench during outdoor activities
  - "Time out" in the principal's office or another supervised location
- Consultation with the principal
- Parental assistance in dealing with the problem
- Parent, teacher, and principal conference
- After-school Detention
- Suspension from school
- Expulsion from school

### **5.4 Detention**

After-school detentions are issued to students for the following reasons: tardiness, dress code infractions, incomplete homework, and unacceptable behavior. Students receive a notification at least one day in advance of the date that the detention must be served. Parents are billed at a rate of \$10 per half-hour of detention time.

## **5.5 Suspension and Expulsion**

Students who are chronically noncompliant with our school's policies and standards of behavior will be subject to suspension or expulsion. In the event of gross misconduct, such as blatant disrespect, violent behavior, possession or use of illegal substances, etc., suspension or expulsion may be automatically imposed. The principal has the authority to impose suspension of one or more days of school attendance. The Board of Christian Growth and Education solely has the authority to impose expulsion.

## **5.6 Sexual Harassment Policies**

First Lutheran School strictly prohibits any conduct that constitutes sexual harassment by a student, employee, or non-employee and will take action against any person guilty of such conduct. This policy is based upon Title VII of the 1964 Civil Rights Act and related court decisions. Sexual harassment in any form toward a student or employee by another student, employee, or non-employee will not be tolerated.

Students or employees who believe that they have been or are being sexually harassed will inform the offender that the behavior must stop immediately, and, if continued, will be reported to the school authorities. Any student or employee who believes that he or she has been subjected to repeated or abusive harassment shall report the conduct to the school administrator who will thoroughly investigate the incident and will present the investigated incident to the Board of Christian Education. The Board will decide the appropriate disciplinary action, which may include termination of enrollment or employment.

Sexual harassment has the purpose or effect of creating a negative impact on an individual's performance or of creating an intimidating, hostile, or offensive environment and includes but is not limited to:

Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, etc.

- Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
- Physical conduct such as leering, assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.
- Threats and demands to submit to sexual request.
- Retaliation for reporting a violation or participating in an investigation.

Teachers are required to discuss this policy with their students at the beginning of the school year in age-appropriate ways and will assure them that they need not endure any form of sexual harassment.

Anyone at First Lutheran School who is subject to or witnesses sexual harassment should immediately report such conduct to the teacher, day care director, the principal, or the pastor.

## 6. DRESS CODE

### 6.1 Purpose

Our school dress code was developed by our Board of Christian Growth and Education response to parent requests and staff concerns. It has been our school's philosophy to encourage the expression of individuality through the development of character rather than through appearance. School uniforms reduce the emphasis our society places on dressing in the latest fashions and brand-named clothing. Our staff has discerned a noticeable correlation between student dress and appearance and student behavior and learning. Students in uniforms tend to be more serious about their responsibilities. Parents have overwhelmingly supported standardized school attire for financial, safety, and convenience reasons.

### 6.2 General Guidelines

It is our philosophy to encourage the expression of individuality through the development of character rather than through appearance. Students are expected to be neat, clean and appropriate in their grooming and dress at all times, including off-campus, school-sponsored activities. The administration reserves the right to determine if students' attire or appearance complies with the established policy.

A complete line of school clothing and accessories is available through three school uniform companies. **Mills Uniforms, Michael's Uniforms, and Lands' End.** Due to differences in family budgets and shopping preferences, some items may be purchased from any store with a school uniform department, provided they conform to our school dress code on the reverse side.

- Consult **Mills** website at [www.millswear.com](http://www.millswear.com) for styles. Our Mills school code number is **4712**. The closest Mills store is located at 5844 Sepulveda Blvd. in Van Nuys, or call 818.779.1111 for store hours.
- **Michael's** is the closest and most economical company that carries our entire line of school uniform apparel. Michaels is located at 225 S. Market St. in Inglewood. Go to [www.michaelsschooluniforms.com](http://www.michaelsschooluniforms.com) for store hours, or call 310.672.2170.
- Contact the school office if you would like a **Lands' End** catalogue. You can also order online at [www.landsend.com/school](http://www.landsend.com/school). Lands' End donates 3% of your purchase to the school if you submit our school ID number, which is **9000-2734-3**.

**The following are general guidelines:**

- **Navy, forest (dark) green, white, and khaki apparel**, with the exception of skirts and jumpers, can be purchased at any store, as long as they conform to the style shown on the **Mills** brochure.
- **Navy and khaki skirts, skorts, and jumpers** can be purchased only through any clothing store that has a uniform department.
- **Plaid skirts and jumpers** can be purchased only at **Michael's, Mills, or Lands' End**.

- Cargo pants, jean-style pants (patch pockets and double stitching down the legs), bell bottoms, zipper legs, low-waist pant styles such as *Dickies* for girls, or the latest fashions that stray from the basic uniform styles are not allowed.
- **Apparel with our school logo can be ordered only through the school.** An order form is enclosed. Samples are available in the school office. Shirts and jackets with logos are not mandatory, but they look nice. **Mills, Michael's, and Lands' End** do not carry our uniform items with a logo.

If you are in doubt about an article of clothing, check with the school office before removing tags and wearing it.

### **6.3 Student Uniforms**

#### **Boys Uniform**

Uniform-style navy or khaki cotton twill pants (Gr. 3-8 must wear belts.)

Uniform-style navy or khaki cotton twill walking shorts (Gr. 3-8 must wear belts.)

Solid white, navy, or forest (dark) green polo shirt

#### **Girls Uniform**

Michael's, Mills', or Lands' End navy and dark green plaid skirts or jumpers

Navy or khaki skirts, skorts, or jumpers from a clothing store with a uniform department

Uniform-style navy or khaki cotton twill slacks (Gr. 3-8 must wear belts.)

Uniform-style navy or khaki cotton twill walking shorts (Gr. 3-8 must wear belts.)

White middie or puffed-sleeve blouse

Solid white, navy, or forest (dark) green polo shirt

#### **Boys and Girls**

Navy or forest (dark) green crewneck sweatshirts

Navy, white, or forest (dark) green sweaters or sweater vests

For Students in Gr. 7-8 only, Mills, Michael's, Lands' End, or First Lutheran burgundy polo shirts, sweatshirts, or sweaters

White button-down oxford shirt

Standard white or navy long-sleeve turtleneck

Solid navy jackets for outdoor wear only

All school clothing, with the exception of shoes, may have no logo or the First Lutheran logo only.

All shirts must be tucked in.

Shorts, skirts, and dresses may vary in length from the knee to approximately 2 inches above the knee.

Students in Gr. K-2 may wear pants or shorts with elastic waistband.

Clothing must be clean without rips, holes, or fraying.

Baggy or oversized clothing may not be worn.

Solid white, black, navy, or forest (dark) green socks must be worn. (Girls may wear tights of same colors.)

Shoes must be rubber-soled, closed-toed, closed-heeled, and secured with laces or alternate fasteners.

Jewelry that is unsafe or excessive may not be worn. Pierced jewelry is limited to one stud earring per lobe.

Grade 7-8 girls only may wear light facial cosmetics (no eye makeup) and clear nail polish.

Hair must be worn to not cover the eyes.

Dyed or bleached hair, including highlighting, and artificial skin coloring are not allowed.

## **6.4 Enforcement**

The administration reserves the right to determine if students' attire or appearance complies with the established policy. A lack of cooperation will result in the following measures:

- Students will be given demerits for noncompliance. On every 5th demerit each quarter, students will be required to serve a 30-minute detention for which parents will be billed.
- Students could receive restrictions during the school day.
- Students could be refused attendance.

## **7.0 ENROLLMENT and ORIENTATION**

### **7.1 Enrollment Policies**

First Lutheran School is open to serve the whole community and 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 at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

The education program shall be free of such discrimination and provide equal opportunity for the participants. The education program shall foster knowledge of, respect, and appreciation for the historical, contemporary, and Christian contributions to society of diverse cultural groups. It shall provide equal education opportunity to both sexes.

Children who are members of First Lutheran Church are encouraged to enroll and are given first priority. Other children already attending First Lutheran and their brothers and sisters are given second priority. Space permitting, others who desire a Christian education are invited to submit applications for enrollment.

### **7.2 Enrollment Procedures**

#### **A. New Student Enrollment**

##### **1) Printed Information**

Parents interested in enrollment are invited to contact the school for a mailing which contains enrollment information, a brochure, and an application form. Parents may also go online to our website, [www.flvenice.org](http://www.flvenice.org), where they will find a pictorial tour of the school, enrollment information, school handbook, and the application form.

##### **2) Personal Visit**

- Parents are encouraged to make an appointment to visit the school in person at their convenience, preferably when classes are in session. They may sit in during a lesson, take a tour of the campus, and, when feasible, speak with the principal and/or teachers.
- Parents are also invited to a special Open House on the second Thursday of March beginning at 7:00 PM. (Contact the school office to verify the date.) Student projects and artwork are on display.

##### **3) Admissions (see below)**

Parents must complete the application and provide copies of previous academic records (report cards and standardized tests). When the school receives an application, the principal will make an appointment:

- to meet the prospective student
- to assess skill level through testing, if necessary,
- to discuss with parents the student's background
- to share mutual expectation

Appointments for kindergarten admissions begin in the end of January. Admissions in the other grades depend on current enrollment. If an application is accepted and space is available, the family is asked to submit the registration fee to hold the child's place in the class for the coming school year. Registration fees are non-refundable.

#### **4) Orientation**

- At the end of August, new parents are invited to an evening New Parent Social, where they have the opportunity to meet staff, officers of our Parent Teacher Student league, and other parents new to the school.
- Also at the end of August we have a Registration Day, parents are invited to stop in at their children's classrooms and talk to the teachers, purchase uniform items with our school logo, sign up for parent volunteer opportunities, and meet other parents.
- At the beginning of the first day of school, the PTSL holds a coffee hour. Parents are also invited to join the student body at our opening chapel service for the year.
- Within the first two weeks of school, parents are requested to attend our PTSL "Back-to-School Night". Programs sponsored by the PTSL are explained. Teachers share with parents their classroom curriculum, expectations, and procedures.

### **B. Returning Student Enrollment**

- Children are accepted for enrollment at First Lutheran for one school year. Re-enrollment procedures must be completed every year for placement to be maintained for the following year.
- In February of each year, materials for re-enrollment are distributed to school families whose children are eligible to attend. To reserve a place for the child(ren), parents must submit the re-enrollment form and non-refundable registration fee.
- After March 15th, enrollment is open to both new and returning students on a first come-first serve basis. When a class is filled, a waiting list is formed for future enrollment consideration.

### **7.3 Admission Requirements**

#### **Kindergarten:**

1. The child must be five years old on or before September 1 of the current year.
2. Verification of age by birth certificate.
3. A developmental readiness survey is administered to applicants. The survey assesses cognitive readiness, auditory memory, perceptual discrimination, as well as fine motor, large motor, and physical development.
4. State-mandated immunizations (required before the first day of attendance).

#### **Grade 1:**

1. The child must be six years old on or before September 1 of the current year.
2. Verification of age by birth certificate.
3. Kindergarten progress report.
4. A readiness survey may be administered to assess verbal and nonverbal development.
5. State-mandated immunizations.
6. State-mandated health screening within the past 18 months.

#### **Grades 2-8:**

1. Previous year's report card
2. Standardized testing results
3. State-mandated immunizations
4. Children transferring to First Lutheran School are usually accepted at their present grade level. However, the school reserves the right to place a student in the grade which best serves his/her needs.

### **7.4 Acceleration**

In general, it is our school philosophy to place students at a grade level in which their emotional, social, and physical maturity will provide them with the best opportunities for growth and development.

Students who have shown the ability to excel in math through 6<sup>th</sup> grade are accelerated into Pre-Algebra at the beginning of the 7<sup>th</sup> grade and continue with Algebra I in 8<sup>th</sup> grade.

## 7.5 Parent Commitments

We believe that the home bears the primary responsibility in the upbringing of a child. Time, energy, and sacrifice are needed from parents to insure that the proper nurturing of character, formation of God-pleasing values, and development of good habits are realized in a child. We at First Lutheran are dedicated to providing a school environment where positive spiritual, academic, social, and emotional growth can take place in each child. We stand committed to helping you fulfill your parental responsibilities within the framework of our school philosophy.

To promote understanding and provide the support needed to make our school the best possible growing environment for your child, we believe that your commitment in the following areas is necessary:

- A. **Lutheran Information Class:** For new parents, attend a one-session class on the Christian faith as it is taught and practiced at First Lutheran.
- B. **Parent Service Program:**
  - Provide 12 hours of parental involvement in some area of service to the school during the year.
  - Participate in our Parent Teacher Student League (PTSL) fundraisers.
- C. **School Fees:** Fulfill financial obligations.

In addition to the above commitments, we encourage all families to strengthen their relationship with God and each other by worshipping at the church of their choice.

Parents who do not fulfill the above commitments forfeit their children's priority enrollment status. However, a child will not automatically be excluded for enrollment consideration when parents do not fulfill these commitments.

### **A. Lutheran Information Class for New Parents**

Parents new to First Lutheran are required to attend a one-session information class that outlines our beliefs. While respecting the diverse religious backgrounds from which our students come, we believe that it is essential for parents to have a basic understanding of the Christian faith as it is taught and practiced at First Lutheran Church and School. Our goal is to establish a foundation in which the home and the school will be able to walk together in the Christian training of their children. The class is offered several times during the year.

### **B. Parent Service Program**

Parent involvement is a key ingredient of a good school. In addition to improved quality of educational environment, parent involvement also helps to keep school fees down. Parents are expected to be involved in the school in two ways: parent service hours and fundraising.

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- 1) **Parent Service Hours** - Parents are expected to provide 12 hours of service to the school during the year. Prior to the start of the school year, an information form listing service hour opportunities is distributed to parents and returned to the school office. When parents help the school, its programs, or classroom activities, they fill out a Parent Service Form and return it to the school office. Parents do not receive credit for service hours for merely attending student-centered activities, such as Back-to-school Night, Christmas programs, Art and Science Fairs, Picnics, etc., unless a specific contribution, like serving refreshments, was provided. One hour per family is credited for attending a regular PTSL business meeting. Parents who do not fulfill the required hours are billed \$15 per uncompleted hour to maintain enrollment eligibility.
- 2) **Fundraisers** - It is with fundraising dollars that specialized equipment, computer hardware and software, playground equipment, field trips, assemblies, and much more are purchased to enhance our students' education. Parents are required to submit the fundraising fee prior to the start of the school year. Profit earned by each family for our school during the year is credited to their account. If the minimum requirement is met each year, the deposit is returned at the completion of their children's last year of enrollment. If the minimum requirement is not met in a given year, the unfulfilled amount is billed during the summer for the next school year.

Our Parent Teacher Student League (PTSL) sponsors the following fundraisers during the year:

- **Year-Round Scrip**: Many merchants from grocery stores, department stores, and drug stores to movie theaters, record stores, restaurants, gas stations, and airlines provide a way for individuals to earn money for schools year round. One of the easiest ways is to participate in grocery store fundraising. The three main stores in Southern California that have programs are Albertson's, Von's, and Ralph's. Relatives, friends, neighbors and co-workers can also register to help you meet your fundraising commitment. Forms are available in the school office
- **Magazine Drive**: Sponsored by the PTSL in late September through mid October the Magazine Drive brings in a significant percentage of fundraiser dollars. The school retains 50 % of all magazines sold, and each family is credited with 50 % of the total amount of personal sales. Information will be handed out in September.
- **Spring Fundraiser**: This fundraiser can vary from year to year.
- **Fund Run**: Students enlist sponsors to contribute to a "run/jog/walk-athon" in May.

### C. Fees

First Lutheran School is blessed to have the support of a congregation extremely committed to the Christian upbringing of the children in our community. Its members give freely of their time, talents, and treasures to keep the school program operating. Members of First Lutheran Church pay reduced tuition rates. However, as school parents decide on their monthly church offerings, they should be mindful of the fact that the cost of operating First Lutheran School exceeds member tuition rates and contribute accordingly.

- **Tuition:** The primary source of funding for First Lutheran School is tuition. Our teachers and staff depend upon the timely payment of tuition for their salaries and hence their livelihood. Most of our staff work on a ten-month schedule beginning in mid-August and ending in mid-June. To meet payroll expenses, parents are billed for tuition from August through May. We expect all parents to demonstrate their recognition of the value of the education their children are receiving and respect for the staff who are providing that education by fulfilling their financial obligations. Families in need of financial assistance may make a written request to the Board of Christian Education.
- **Admissions Fee:** A nominal fee is charged for processing new students who enroll.
- **Registration Fee:** An annual registration fee is required of all students. The fee covers various items, including book rental, workbooks, curricular supplies, testing, a school yearbook, and emergency earthquake provisions.
- **Fundraising Fee:** The fee is included with registration and equals the amount of profit that our PTSL can expect each year from participation in fundraising projects. For parents who support our fundraisers, this fee is refunded at the end of the school year in one of two ways: as credit toward the fundraising fee for the following school year or, if children will not be re-enrolling, as credit toward the last month's tuition payment.

### D. Fee Policies

1. A 2% discount will be given if tuition for the full year or for the first semester is paid by August 15<sup>th</sup>. The second semester discount applies if payment is made by January 15<sup>th</sup>.
2. Tuition paid in ten monthly installments is due on the fifteen day of each month, beginning on August 15<sup>th</sup>. Tuition envelopes are distributed approximately one week in advance of the due date.
3. Accounts become delinquent if payment is not made by the end of the month. A late fee of \$15 is charged to each account that has a balance due at the end of the month. The late fee is raised to \$30 for accounts that are an additional month delinquent.
4. Extended day care fees and hot lunch charges are billed monthly following services rendered. Children on monthly rates for May will be billed monthly rates for June.

5. The refundable fundraising fee is billed in July before the start of the school year. Charges for up to nine uncompleted parent service hours are billed during the second semester and the final three hours at the end of the school year.
6. All billed fees are non-refundable, except the amount of profit the parents have earned through their support of PTSL fundraisers.
7. Parents withdrawing students during the school year must give the school office a 30-day written notification, or an additional month's tuition charge will be added to their account.
8. Students may be refused attendance if accounts become two months delinquent.
9. The school charges \$25 for each returned NSF check and may require all future payments in cash or money order.
10. School payments will be considered a priority in the family budget.
11. Should it be necessary, after-school enrichment programs, hot lunches, and other "extras" will be reduced or eliminated in order that tuition payments can be made.
12. Should a family have difficulty meeting a payment deadline, they are required to inform the school principal of the reason for the delay and the expected date of payment. If no contact is made within the first week of delinquency, the family will receive a phone call from a member of the Board of Education requesting this information.

## 8.0 EXTENDED SCHOOL DAY

### 8.1 Attendance and Fees

Only students enrolled at First Lutheran School are eligible to attend our Extended Day Care program. Our Extended Day Care Center is open from 7:00 a.m. until 6:00 p.m. on all days when school is in session. On most holidays and during the summer months our Extended Day Care Center is closed.

**Regular Basis:** Students may enroll in extended day care on a regular basis before or after school hours. The rates for regular attendance are based on the average anticipated expenses per month for the entire school year and not on the number of school days in a particular month. Extended day care time is divided into one and one-half hour time blocks. For students who attend the entire time block, the cost is approximately half of the charges for occasional use. Parents may choose the following time blocks at which their children will be in attendance:

7:00-8:15 AM  
12:00-1:30 PM  
1:30-3:00 PM  
3:00-4:30 PM  
4:30-6:00 PM

- Changes in regular monthly enrollment must be submitted prior to the 1st of the month.
- Changes remain effective until further notification.
- Regular afternoon rates can be requested for a different combination of five 1½-hour time blocks per week, (e.g. Tuesday & Thursday 3:00 – 6:00 PM and Friday 3:00 – 4:30 PM.)
- Regular enrollment may not be changed to occasional use for the month of June.

**Occasional Use:** Students may attend Extended Day Care on an occasional basis. Parents are billed for a time block for any portion in which their children are in attendance. Children who are not picked up within 15 minutes of dismissal time are automatically placed in Extended Day Care for their safety, and parents are billed for occasional use. Fees are publicized in our yearly Schedule of Fees.

**Late Pick-up Charges:** Parents are billed by the minute for children who are picked up after our regular 6:00 PM closing time. See the Schedule of Fees for late charges.

## Sec. 8.2

**Holiday Attendance:** Several days during the year, school is closed for teacher conference days. When our Day Care Center is open, special holiday fees are charged for attendance. Parents can sign their children up for half days or full days. Parents are notified in the weekly newsletter when the Day Care Center will be open.

**Billing:** Extended day care fees are billed monthly following services rendered. Children on monthly rates for May will be billed monthly rates for June.

## **8.2 Record Keeping Procedures**

1. As children arrive for extended day care, the parent or supervisor signs them in on the master list.
2. When a parent or a person authorized by them picks up a child from afternoon extended care, he/she is responsible for signing the child out.
3. Supervisors are responsible for verifying that the child is released to an authorized person. If the person is not on the Emergency and Day Care Release form, a school staff member must contact a parent by phone to give verbal authorization before the child can be released.
4. At the end of each month, the director submits a summary of day care attendance to the school office.

## 9.0 SAFETY/SECURITY POLICIES

### 9.1 Student Safety

Our school takes seriously the responsibility for establishing policies and maintaining standards for student safety.

1.	Students are expected to comply with school rules and policies at all times.
2.	Provisions are made for the adult supervision of all students at all times during school hours.
3.	If a student has symptoms of illness, such as fever, upset stomach, or headache, or is injured, except for, parents are contacted to determine if the child needs to be picked up.
4.	In the event of minor injuries, such as superficial cuts and abrasions, wounds may be cleaned only with soap and water. No other ointments or medicine may be used. Medical supplies are located in the school office. Ice and ice packs are available in the freezer in the kitchen.
5.	In the event of a serious injury, paramedics will be called first and then parents.
6.	All faculty members receive instruction in emergency response procedures. All staff members shall be made aware of the location and type of emergency equipment available on the school grounds.
7.	Staff and students will be instructed in and practice drills in accordance with city ordinances pertaining to emergency response, such as fire, earthquake, and endangerment.
8.	If a stranger approaches the school fence, students are to inform to a staff member on duty to respond to the stranger's queries, comments, or behaviors.
9.	Playground equipment is inspected annually and as needed during the school year.
10.	Students are not to be given a task or assignment which poses any type of danger or possible risk to that student.
11.	Students are expected to use furniture as intended by manufacturer. For example, students may not sit on tables or desk tops, stand on chairs, etc.
12.	Broken glass (windows, light bulbs, etc.), spilled liquids, vomit, or other unhealthful and dangerous materials should be cleaned up immediately. This cleaning should not be done by students.
13.	Defective machinery, electrical outlets, broken desks, etc., should be set aside and reported to the principal as soon as possible. Leaking toilets and faucets, burned out light bulbs, and broken playground equipment should also be reported.
14.	No student is to be released to the custody of any person who is not recognized by the teacher, school secretary, or principal as the child's legal guardian or a person designated by the legal guardian to pick up the child.
15.	No staff member is to confirm the presence of any child in the school to any unidentified and/or undesignated person who might inquire as to that child's presence in the school. All such inquiries are to be referred to the school office.

## 9.2 Earthquake Preparedness

Our school maintains a shed stocked with medical supplies, emergency equipment, solar blankets, and a 72-hour supply of food and water. Our staff has been trained in earthquake preparedness. We have established response procedures should such a disaster occur. Members of our staff are prepared to remain on campus until all children have been picked up.

In the event of an earthquake or any major disaster when your child is at First Lutheran School, the following list of procedures will be imperative for their safety and well being:

- Parents are encouraged to bring to school a 3-day supply of any medication your child must take along with instructions from your doctor and a signed permission note for the school staff to administer it.
- **DO NOT PANIC!** Children will recover from their trauma much more readily if they feel that the adults in their lives are in control, even in an emergency situation. Please be assured that your child will be well cared for here at school.
- **DO NOT** under any circumstances, call the school. Local phone lines, if available, are to be used only by local emergency response units. If you are delayed in being able to pick up your child, we will call your out-of-state phone contact as soon as service is available.
- Children will only be released to persons authorized on our Extended Day Care release forms.

## 9.3 Emergency School Closure

Should conditions be such that school will not be able to open on a scheduled school day, the principal is empowered to cancel classes for the day. As a general policy, whenever the public schools in the area close for emergency purposes, First Lutheran will also close. Should conditions during the night make school closure the following day necessary, parents will be notified by telephone chain between 6:30 and 7:30 a.m., beginning with room parents. If conditions during a school day make early dismissal necessary, all parents will be notified to pick up their children earlier than the scheduled dismissal time. Children whose parents cannot be reached will be kept at school until arrangements for pick-up can be made.

## 9.4 Student Insurance Policy

Students are included for coverage under a student accident policy while participating in a scheduled, sponsored, and supervised school activity, including travel to and from the activity.

**Coverage is excess over any other insurance available to you.** Claims should be submitted to both your personal health insurance provider and our carrier, Life Insurance Company of North America. All medical bills are submitted first to your personal provider. Items not covered by them may then be submitted to our carrier. You may contact the school office for further information.

## 9.5 State Regulations Compliance

**Private School Certification:** First Lutheran School is registered with the State of California Department of Education, Private School # 19 64733 6962211. As such, our school is inspected regularly by local fire and health departments to receive certification for compliance with state regulations regarding health and safety.

## **9.6 Unhealthful Air**

When the air quality of the Santa Monica Bay area reaches unhealthful as determined by AQMD, no one will be allowed to play outdoors.

## **10.0 VOLUNTEER PROGRAM**

### **10.1 Objectives**

As volunteer workers fulfill various school functions, teachers are freed to plan more thoroughly and to provide a more effective learning environment for the students in their classroom.

Volunteers can provide individual attention to students who need help.

Volunteerism provides a means by which parents and others can participate in the education of our children.

Volunteerism provides opportunities for individuals to use their God-given talents to help others.

Those who benefit from volunteer help will come to understand the blessings God showers upon them through the generous, caring efforts of others.

The service provided by volunteers helps to reduce school operating costs. We simply could not afford to maintain our present level of school programming without volunteer help. Relationships are strengthened as school staff and volunteers work together.

Support for our ministry will grow.

Volunteers will gain a greater understanding of and a greater appreciation for the mission of the school.

### **10.2 Policies**

We want all our school programs and activities to be conducted in accordance to the mission and objectives of our school. It is imperative, then, that all volunteer helpers carry out their responsibilities in a manner consistent with them.

#### **A. Being Chosen As a Volunteer**

Volunteers are asked to fill roles or perform tasks for no longer than the duration of one school year. We ask that people continue to volunteer each year, as we are continuously seeking names of helpers for various positions. In some instances, more volunteer workers are available than there are positions to fill. We hope that the volunteers understand that we are grateful for their willingness to serve and are not offended when not called upon to help with a task in successive years. When a new person is asked fill a role formerly performed by another volunteer helper, it should not be assumed a volunteer's services in the past were not appreciated or not satisfactory. In many cases, we try to spread out responsibilities to a larger number of people or to train more people to serve in different capacities.

#### **B. General Qualifications**

Volunteers working with children must be able to establish a positive relationship of mutual respect, where students are responsive to the volunteer's authority.

Volunteers are expected to maintain the privacy of children and to comply with school policies, even those with which they may disagree.

#### **C. Commitment**

We will be most grateful to our volunteers for making every effort to honor the commitments they have made. If, for some reason, a volunteer cannot fulfill a commitment, we ask that he or she inform the teacher or other staff person as early as possible, so that alternate arrangements can be made.

#### **D. Confidentiality**

Volunteer school helpers often have opportunity to observe interaction among students, among teachers, or between teachers and students. They can sometimes become party to privileged information which needs to remain confidential. It is also a breach of ethics for volunteers to discuss confidential school situations with other parents. In addition, a volunteer's concerns about either student behavior problems or academic needs should be addressed to our professional staff only, who in turn are responsible for communicating with the student's parents.

#### **E. Responsibilities**

- Volunteers serve under the direction of our school staff. Teachers, under the supervision of the principal and Board of Christian Education, retain the responsibility for the direction of the school's educational program and extracurricular activities.
- Volunteers are encouraged to share ideas or concerns with the teachers or other staff persons under whom they work. We hope that such ideas and concerns will always be received in a spirit of openness and teamwork.
- Volunteers who work with children are expected to maintain standards of student behavior consistent with our school's policies. Under most circumstances, it will not be necessary or expected that our volunteer helpers impose disciplinary measures upon any of our students.
- Concerns about behavior problems are to be discussed with the teacher or principal for disciplinary response.
- Scheduling of events or activities, such as meetings, classes, rehearsals, fund-raising programs, athletic practices or games, etc., may be done only with prior approval from the staff person responsible for leadership of the particular program. When in doubt of who is responsible, speak with the principal.
- Volunteers who wish to present students with any gifts or awards may do so only with prior staff approval.