

First Lutheran School

Student - Parent

Handbook

2015 - 2016



**2231 Broadway
Helena, MT 59601
406.442.6913**



School Mascot - First Lutheran Flames

The Flames represent the Spirit of God ablaze,
or burning, in our hearts.

School Colors - Red and White

The Red represents the blood of Jesus that was shed on the
cross for us to remove our sin.

The White represents that Jesus is sinless, forgives our sins,
and makes us pure/white as snow.

FIRST LUTHERAN SCHOOL 2015-2016 CALENDAR

JANUARY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 No School
- 4 First Day of School
- 7 PTL – 6:00
- 15 **Second Quarter Ends**
- 18 Martin Lutheran King Day
- No School
- 19 **Third Quarter Begins**
- 25-29 Lutheran School Week

- 3-7 VBS
 - 17 Teachers Report
 - 27 Open House 6:00-7:00
 - 31 First Day of School
 - Kindergarten-6th
- Grade
- First Quarter Begins**

AUGUST 2015						
S	M	T	W	Th	F	S
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FEBRUARY 2016						
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28	29					

- 1 **Registration**
- Church/Current Enrolled Families
- 4 PTL – 6:00
- 8 Open Enrollment
- 12 **Kindergarten Round-Up**
- 15 President's Day
- No School

- 7 Labor Day
- 8 First Day of Preschool
- T-TH 3 year olds
- Pre-Kindergarten
- 9 First Day of School
- MWF – 4 year olds
- 10 Parent/Teacher League
- 6:00

SEPTEMBER 2015						
S	M	T	W	Th	F	S
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MARCH 2016						
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- 3 PTL – 6:00
- 13 Time Change
- 18 Carnival 5:30-7:00
- 24 **End of Third Quarter**
- 25 Good Friday-No School
- 28-31 Spring Break – No School

- 1 PTL – 6:00
- 15-16 State Conventions
- No School
- 23 Luau/Silent Auction
- Doors open 5:30
- 20-21 School Pictures
- 30 **First Quarter Ends**

OCTOBER 2015						
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APRIL 2016						
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- 1 Spring Break – No School
- 4 **Fourth Quarter Begins**
- 4-8 Parent/Teacher Conference
- 7 PTL – 6:00
- 8 Teacher In-Service
- No School
- 11-15 Iowa Basics

- 1 Time Change
- 2 **Second Quarter Begins**
- 5 PTL – 6:00
- 9-13 Parent/Teacher Conference
- 25-27 Thanksgiving Day

NOVEMBER 2015						
S	M	T	W	Th	F	S
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29	30					

MAY 2016						
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- 5 PTL – 6:00
- 12 Spring Concert 6:30
- 19-20 Spirit Sprint

- 3 PTL – 6:00
- 18 Christmas Program
- 10:00 Early Dismissal
- No After School Care**
- 21-31 Christmas Break
- No School

DECEMBER 2015						
S	M	T	W	Th	F	S
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27	28	29	30	31		

JUNE 2016						
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- 2 Last Day of School
- Tues-Thurs AM/PM Classes
- 3 Last Day of School
- MWF AM Preschool
- Pre-Kindergarten, K-6
- 10:00 Celebration Ceremony
- ALL School Picnic – Early Dismissal. No After Care
- Fourth Quarter Ends**

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GENERAL INFORMATION FOR ALL FIRST LUTHERAN SCHOOL FAMILIES

STAFF

First Lutheran School is accountable to the First Lutheran School Board, the Mission and Ministry Council, and the Congregation. The Director establishes and communicates policy with advice and guidance from the school board. The Director carries out Board policy and supervises day-to-day operation of the school. The teachers are responsible for planning and implementing the program and for daily classroom management. The Director creates a list of qualified substitutes for teachers to call in the case of absence.

School Phone Number: 442-6913 Web site: www.firstlutheranhelena.org

E-mail addresses for First Lutheran School:
flsch03@bresnan.net

SCHOOL BOARD

Dennis Brown	431-9581	Rich Jorgensen	442-8894
Jean Hanson	422-5348	Lisa Olson	227-8656
Pam Koenig	458-5894	Pastor Toombs, Advisor	442-5367
Ruth Stelter	443-6380		

SCHOOL STAFF

Teachers and Staff:

- AM Preschool -- MWF and TTH – Melissa Mousel
- PM Preschool -- TTH – Melissa Mousel
- Prekindergarten AM – Monday-Friday PM-Mon-Tues Thurs – Donna Fischer
- Kindergarten -- Monday through Friday – Heidi Hultin
- First/Second/Third Grade – Stacy Smith
- Fourth/Fifth/Sixth Grade – Monday - Friday Heather McIntosh
- Before and After School Care Provider
- Director –Samantha M. Toombs

MISSION STATEMENT

Sharing God’s Word with Everyone Everywhere:

Empowered by the Holy Spirit, First Lutheran School provides a quality academic education rooted in God’s Word and encourages a personal relationship with Jesus Christ.

PURPOSE

Partnered with the home, First Lutheran School seeks the following goals:

- Imparting Jesus Christ, as Lord and Savior, to children and their parents.
- Teaching God's Word.
- Encouraging responsibility and concern for others out of love for Christ.
- Teaching secular subjects in the light of God's Word.
- Striving for excellence in teaching the curriculum.
- Promoting appreciation and respect for God's gift of nature.
- Fostering the joy of learning.
- Giving children an opportunity to live their faith in daily Christian fellowship and life situations.
- Teaching children to use their time, talents, and treasures to glorify God.
- Building Christian character that values authority, respects our government, and enables children to become responsible citizens and leaders.

STATEMENT OF FAITH

WE BELIEVE:

1. **Scripture Alone:** The Bible is the inspired Word of God. It is His message to all people. The entire Bible points to Jesus as the Savior.
2. **Grace Alone:** People cannot save themselves by their good works or restore themselves to a right relationship with God.
3. **Faith Alone:** God sent His Son, Jesus, into the world. He is both true God and true man. He lived to fulfill God's law for us, died on the cross to pay the penalty our sins deserved, and rose from the dead so that we might have eternal life. He ascended into heaven, where He now sits at the right hand of the Father to intercede for us.
4. We are called as Christians to tell others that the only way of salvation is by faith in Jesus Christ and to show our faith by our deeds of love towards others.

PROGRAM

Child development research and experience has taught us that children develop individually through their play experiences. They develop physically by running, jumping, hopping, squeezing, pouring and manipulating different kinds and sizes of objects. Children develop socially by learning to take turns, share, cooperate, talk, listen, and act out their roles. They develop emotionally by learning to verbalize their feelings and express their feelings through appropriate behavior. Children develop intellectually through new experiences.

Spiritual development is fostered in all of these areas by activities that show God's own love and kindness and in specific ways that are meaningful to children such as prayer, songs, stories and worship, including chapel time with the Pastor.

The daily schedule, weekly activities, and learning units are planned to provide for growth experiences in all areas. Each preschool day includes free play with learning activities and socialization time, teacher and student initiated activities, stories, worship, music, a snack, and outdoor play or indoor large muscle activity. Added to this format in the kindergarten class, and to a lesser extent in the prekindergarten, are readiness activities in reading and math. In the

elementary grades, academics include reading, writing, math, science, and social studies plus creative arts and physical education.

ENROLLMENT PROCEDURES

First Lutheran School admits students of every race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Please see Appendix A for the complete non-discrimination policy.

Each student must be the appropriate age of the class he/she is enrolled in on or before September 10 of that school year. Once the school year has started, children will be accepted on individual cases after speaking with the teacher and director.

Children of members of First Lutheran Church will be given first consideration. Children currently enrolled in First Lutheran School will be given next consideration. Other applicants will be accepted as space permits.

To enroll your child in preschool, pre-kindergarten, and elementary grades complete the enrollment form and the following steps:

1. Complete and return the registration form to the principal and pay the non-refundable enrollment fee.
2. Present a birth certificate and proof of "up to date" immunization for the child.
3. Transfer of student records if your child has been attending another educational program.
4. Complete health and emergency data/treatment forms.

FEE STRUCTURE (revised 8/1/11)

Upon admission to First Lutheran School, a non-refundable registration fee must be paid. This fee reserves space for your child and purchases materials for the upcoming year. A new registration fee will be required each year. There is no reduction of the registration fee regardless of the date of admission.

Tuition is due the 15th of each month for ten months. The first payment is due August 15th and not later than August 15th. The last payment is May 15th. Make checks payable to **First Lutheran School**. Tuition is needed to cover expenses, not the least of which is teachers' salaries, and prompt payment is expected. There will be a \$25.00 late fee assessed on delinquent payments. There will also be a \$25.00 returned check charge. A one-month notice for withdrawal from school will be required. Further details are explained in the Parent Contract.

For any Student whose tuition is seven (7) days delinquent, the Parents will be contacted by the Principal, or her designee, to make payment arrangements. For any Student whose tuition is one month delinquent, and where special arrangements have not been agreed upon in writing by the Principal or her designee, written notice will be sent to the Parents. The notice will indicate that the Student's enrollment and attendance in the School will be discontinued within five (5) business days from the date the notice was sent. The Student will not be allowed to re-enroll or attend or receive the education or other services until full payment of delinquent

amounts, including late fees, have been paid in full, and upon written consent of the School Board and Principal.

The above has been mutually agreed upon as per the Parent Contract.

School records for the student will not be released until all charges are paid in full. Please see Appendix B for the steps in the fees and tuition collection policy.

First Lutheran School offers partial tuition assistance in the form of scholarships and sponsorships which are funded solely through donations. Families can give donations to this program at any time, and you may contact the principal if you wish to donate. If financial assistance is needed, please contact the principal for the required forms. All information is kept confidential. The forms must be completed each school year. There is additional information about this program in Appendix C.

Tuition discounts are available for First Lutheran Church members. Please contact the principal for information. In order to receive the discount as a church member, please see Appendix D regarding that policy.

THE SCHOOL DAY

Preschool (3s)	TTH AM – 8:15 –11:00 AM	TTH PM - 12:15 – 3:00 PM
Preschool (4s)	MWF AM – 8:15 –11:00 AM	
Prekindergarten	M - F AM – 8:15 – 11:00 AM	M T-Th PM – 12:15 – 3:00 PM
Kindergarten	M - F -- Half Day – 8:15 – 11:35 AM Full Day – 8:15 AM – 3:00 PM	
1 st – 6 th Grades	M - F - 8:15 AM – 3:00 PM	

For all classes outside doors and classroom doors will be unlocked 10 minutes before your child’s class begins.

Please give teachers the time to fully prepare for the day. When children arrive before their scheduled time, teachers lose time in preparing for the best experience for your child. Thank you for your help and understanding!

STUDENT SECURITY AND SAFETY

Student safety and security is our concern when your child is in attendance at First Lutheran School. The outside doors will be locked 10-15 minutes after class begins. If you need to access the building at other times during the school day, please enter the building through the church office door. It is important to identify yourself to someone in the office and to state the nature of your business, such as picking up your child early.

Appendix E has more information on student security and safety. Appendix F has the policy for avoiding problems of abuse at First Lutheran School.

ARRIVAL AND AFTER SCHOOL DISMISSAL

Children should be dropped off on time and picked up no later than 5 minutes after class time. No childcare is offered or provided between sessions. Families, who are delayed in picking up their child after 10 minutes, will institute the teaching staff to call a parent or emergency contact person for pickup. Also, the family will be required to pay the \$15 charge as a drop in for after school care if the child needs to be placed there until their transportation arrives. If after school care is not available at the time, families who are late picking up their child will be charged \$1.00 per minute until the transportation arrives.

Please follow the requested traffic flow plan in this document for entering and exiting the church property. The outside entrances to the classrooms are locked from the outside during the school day for your child's safety. Please come to the office when visiting the school.

IMPORTANT: The curb next to the building is designated a fire lane and is a no parking zone. This includes drop off and pick up times. Please park your car and walk your child into the classroom and park your car and walk to the sidewalks to pick up your children.

Because there is no supervision of the playground before or after school, children are expected to leave immediately unless they are waiting for transportation with a staff member of First Lutheran School.

Students will not be permitted to leave the school grounds during school hours without written permission from a parent or guardian. Please notify the office or your child's teacher if someone other than a parent or guardian will be picking up your child. Your child's safety is of highest concern.

AFTER SCHOOL CARE

First Lutheran School will offer after school care on school days. This service is available to First Lutheran School students, their siblings, and congregation members' children first, and if openings are available to children in the community preschool through 6th grade from 3:10 – 5:30 PM each day, excluding school holidays. **There is an additional fee for this program.** Parents sign a contract if they choose monthly enrollment. A child that is picked-up after 5:30 will be charged the \$1.00 per minute late fee until transportation arrives. If payment for After School Care is late one month, the child will not be allowed into After Care until payment is made in full. Please see Appendix G for more information about the after school care program.

ATTENDANCE AND TARDY POLICY

In order for students to receive the most from their educational experience, it is important for them to have regular attendance and arrive at school promptly. Please make every attempt to help your child have daily attendance and arrive on time. This helps develop good habits for your children. Regular attendance and punctuality develop dependability and responsibility in the student and contribute to their academic achievement.

If your child will be absent, please call the office at 442-6913. The teacher can then be notified not to expect your child that day. Please see Appendix K for more information.

ENTERING AND LEAVING SCHOOL

Children can enter through the west outside door, south outside door (west of the office), or main door (east of the office) depending on the location of your child's classroom. During the last few minutes of school, children will get their coats on, put their papers in their bags, and the teacher will bring them to the parking lot for dismissal time. Please wait for them there. If you need to pick up your child early, please come to the office before proceeding to the classroom. If someone else is picking up your child after school, please inform the teacher of this in writing. **Please avoid the outside stairs when ice or snow is present. If the sidewalk is icy, you may use the middle door to enter the west classroom.**

CLOTHING

Please have your child dress for active play in easily washed clothes. We will go outdoors unless the temperature is below zero, so be sure your child is prepared including coats, snow pants, boots, gloves and hats. Names on boots, gloves, hats, etc. are necessary. When children wear boots to school, please bring shoes for them to change into in the classroom. Have **ALL** clothing labeled with your child's name.

Children need to wear shoes suitable for running and climbing outdoors. Flip-flops and shoes with wheels are not safe, so please have your child wear appropriate shoes.

SCHOOL SUPPLIES

Children need a school bag or backpack with name clearly visible. A bag the child can open and close easily is best. Please bring it every day. A plastic grocery bag with handles works as well. An extra change of clothing, including socks is needed. It may be placed in a bag, marked with the child's name and should be left at school. Additional supplies will be needed from time to time. A list will be provided by the teacher as needed.

Elementary grade students will receive a list of needed supplies from their teachers prior to school starting.

HEALTH

Illnesses spread easily in a classroom. If your child develops a fever, stomachache, etc., please keep him/her at home until the symptoms have cleared up. Children should be fever free without medication for 24 hours before returning to school. All cases of contagious diseases should be promptly reported to the teacher. If a child should become ill at school or an accident occurs, parents or emergency contacts will be notified. In case of injury or sudden illness which warrants professional attention, the emergency medical plan will be activated.

Please call our school to notify the teacher of your child's absence when they are ill.

All children entering our school must have evidence of the necessary immunizations or legal exemptions. Medical histories and immunization records will be kept up to date in each child's permanent file. The Department of Public Health has listings of all required immunizations for entrance into school, or you can contact your health care provider about needed immunizations

for entrance into school, or you can contact your health care provider about needed immunizations. Please see Appendix H for the policy on Children's Health and School.

MEDICATION TO STUDENTS

Medication in the form of non-prescription drugs (aspirin, Tylenol, throat lozenges, etc.) will not be dispensed to students through the school office.

PARENTS: PLEASE MAKE EVERY EFFORT TO ADJUST DOSAGE TIMES SO THAT THEY DO NOT OCCUR DURING SCHOOL (i.e. before school, after school and at bed time). If it is absolutely not possible, please consider coming to school to administer the needed medication yourself, as parent/guardian. Thanks for your cooperation.

If your child requires an inhaler during the school day, please bring a doctor's note and a written, signed permission slip from you for the use of the inhaler and submit it to the teacher and notify the principal.

EMERGENCY PROCEDURES

Safety of the children is our concern at First Lutheran School. It is important to be prepared in case of an emergency. Regular fire drills and earthquake drills are held throughout the year. Other emergency preparations include how to handle hazardous leaks, loss of power, and government alerts. Please see Appendix I for First Lutheran School Emergency Procedures.

SCHOOL CLOSING FOR INCLEMENT WEATHER (revised 8/1/11)

For the safety of all of our students, we may need to close the school due to inclement weather.

If the public schools make the decision to close due to inclement weather, First Lutheran School will follow that lead and also close our school. Parents are advised to check local media for closure announcements.

If the weather turns severe once the children are at school and it is necessary to close the school, the families will be called and asked to pick up their children as soon as possible. The children will be kept safe in the building until families arrive for them.

HOLIDAYS AND CLASSROOM CELEBRATIONS

At First Lutheran School, we strive to honor our children and families. This includes how we may celebrate certain holidays.

The most important holidays to our Christian faith are Christmas and Easter. These holidays will be an integral part of the classroom teachings.

Some holidays, such as Halloween, may raise questions as to how, or if, we celebrate them. The Lutheran Church Missouri Synod (LCMS) has no official statement or resolution about the observance of Halloween.

First Lutheran School believes that the parents or guardians have a vested interest in how each classroom celebrates holidays. The classroom teacher will contact the parents or guardians well in advance of a holiday to inform them of the classroom plans for that holiday. After receiving this information, families will need to contact the classroom teacher of their feelings about the classroom plans. This also needs to be done well in advance of the holiday. After hearing from the families and taking into consideration the views of all, the teacher will decide how or if the class will celebrate the holiday.

WEAPONS POLICY

Students are not allowed to bring weapons or instruments of any kind to school that may inflict injury to fellow students. Any infraction in this regard will receive suitable disciplinary action, including confiscation of the item. This restriction includes pocket knives or Leathermen. Please leave them at home.

GUIDANCE

A positive approach to discipline is followed. Children are familiarized with classroom expectations and learn acceptable behaviors. This is accomplished through positive reinforcements, redirection, natural and logical consequences, setting limits, giving choices and time-outs. Focus is placed on the action rather than the child in order to build self-esteem and a healthy self-concept. Through these methods, the children are learning life-long skills of decision making, expression of feelings, socialization with others, resolution of conflict and the acceptance of each other.

We have the wonderful opportunity to share Christ's love and forgiveness in our classrooms. From carrying on a conversation to settling a dispute, we are able to share how much God loves us and that through Jesus we may ask for and receive forgiveness. We like to share Christ's love when talking about feelings as well. Examples of this are: "God has given us so many wonderful things to share. It seems that Mary is sad that there are no blocks left for her to play with." Or, if a child says "You can't play with us. No girls allowed." We can respond, "God made all of us and God loves all of us." We want the children to know that God's love is unconditional and that one only needs to ask for forgiveness.

If conflict should occur between children, and the children cannot resolve the conflict amicably themselves, staff will:

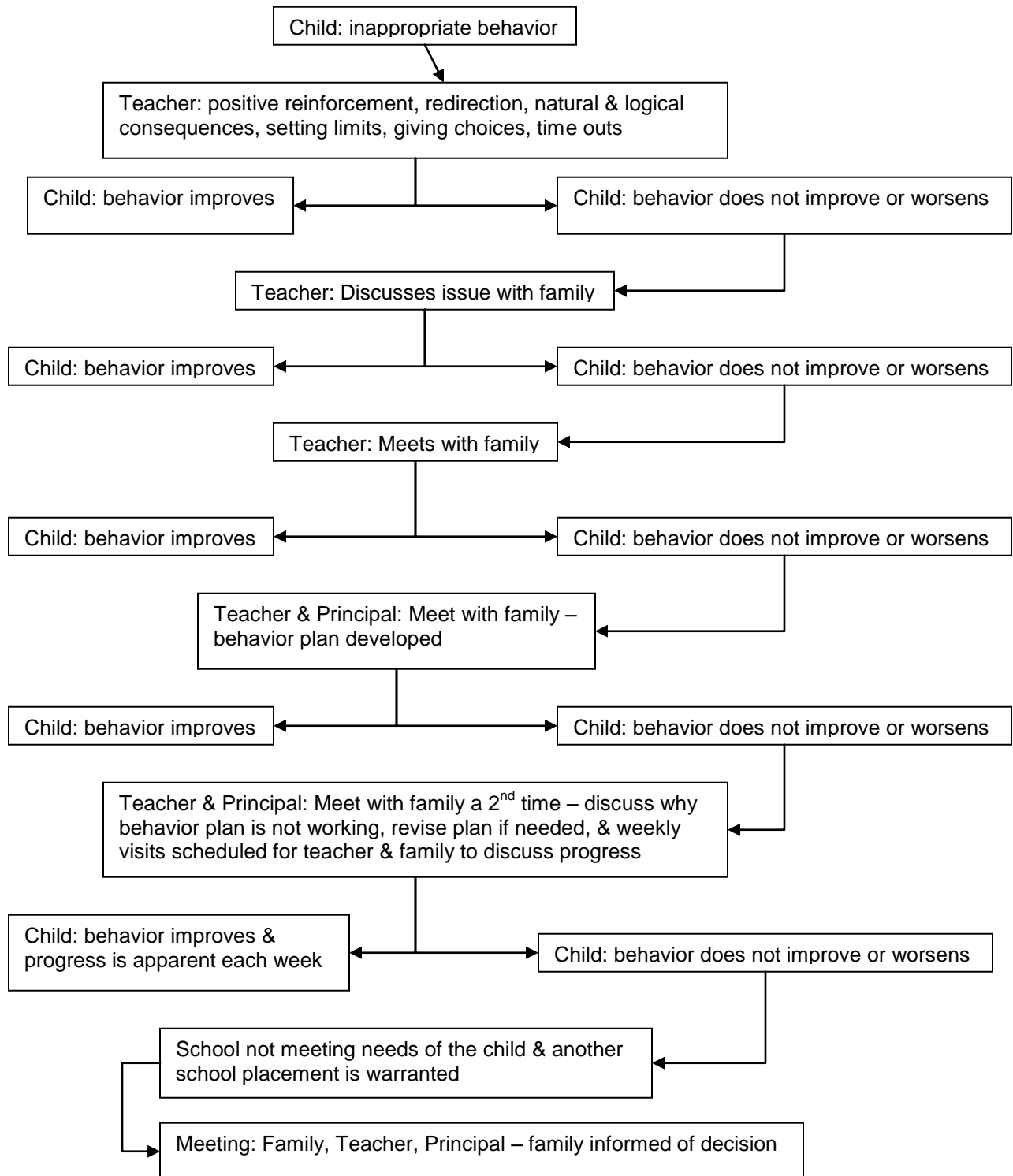
- help the children identify their feelings and express them appropriately.
- help children listen to each other.
- assist children in problem-solving techniques.

Disciplinary matters will be shared with parents in a timely manner. Also, the school board will be involved and informed as needed. Following is a flow chart that outlines the basic procedures in handling inappropriate behavior.

Some behavior matters may require other intervention. Severe aggression towards other children and /or staff will not be tolerated. At the first incidence of severe aggression, parents, teachers and the principal will meet to develop a behavior plan to deal with the inappropriate behavior. If additional incidents occur, that group and a board member will meet to determine

the next course of action.

BEHAVIOR INTERVENTION FLOW CHART



COMMUNICATION

In Matthew 18:15, we are admonished by the Lord to follow certain procedures when we have a disagreement with our brothers and sisters in the Body of Christ. Consequently, we expect parents and students to communicate forthrightly any problems or concerns regarding policies established at First Lutheran School. Please follow the proper line of authority in all dealings: Teacher, Principal, School Board (as stated below in our grievance policy.)

GRIEVANCE POLICY

If any parent has a concern about a classroom or school matter, they should first take their concern in private to the person involved. Every attempt should be made to resolve whatever differences there may be at this step. The principal may be involved as a third party only if the matter fails to be resolved at this point. If the first two steps fail to reach a satisfactory conclusion, disputes of a serious nature may be referred to the School Board by the school principal. As with any disputes among Christians, all discussions should be kept on a professional and high spiritual level. All parts of our school program, Church, School and Home should strive for harmony and unity of purpose.

THE GOLDEN RULE

First Lutheran School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. The school is prepared to take suitable action to prevent and correct any violations of this policy.

FUND RAISERS

Ongoing fund raising activities are held each year. This is done to maintain the lower cost of tuition and to provide funds for special events and purchases. Annual fund raising events occur throughout the school year. The work of staff, school families and congregation members make these events successful.

PARENT TEACHER LEAGUE (Adopted 7/18/11)

First Lutheran School has an active Parent Teacher League. Every parent with a child in our school is automatically a member of this organization, and every parent is expected to actively participate. PTL helps to raise necessary funds for the school's operation.

PTL meets once a month. Please get involved and help our students and school excel! Meeting times and events will be posted on the bulletin boards outside your child's classroom. A letter will also be sent home with your child. Please check your child's backpack **DAILY** for PTL information and other important information including weekly newsletters from your child's teacher.

VOLUNTEERING EXPECTATION (Revised 4/12)

At First Lutheran School, we firmly believe in the importance of parental involvement in a child's school life above and beyond financial support. Parents of full-time students (Full day Kindergarten – fifth grade) are required to serve a minimum of 20 hours per family to the school during the school term. Parents of part-time students (Preschool – half day Kindergarten) are required to serve a minimum of 10 hours per family to the school during the school term. Parents who are unable to fulfill their commitment are required to make a donation (\$20 per hour) to aid in maintaining the efforts of First Lutheran School and the Parent Teacher League.

First Lutheran School has a few fundraisers that need your help! Your involvement is key to making these events a success: **Annual dinner/auction, School Carnival, First Lutheran Spirit Sprint. A Volunteer sign in/out book is in each of the classrooms. Every time you come to volunteer, please sign in and out to keep track of your hours for the school year.**

Other volunteer activities are also very important and necessary.

Suggestions include but are not limited to:

- 1) Reading in the classroom
- 2) Making photocopies
- 3) Driving to and chaperoning on field trips
- 4) Organizing "Box Tops" and "Soup Labels"
- 5) Folding letters for mailings
- 6) Helping in the children's library
- 7) Cleaning toys and other classroom implements.
- 8) Bulletin Boards

The Tuesday-Thursday 3 year old preschool classroom and the M-W-F 4 year old preschool classroom expects to have a family member help/volunteer one day a month. For every 3 hours of volunteering in the classroom, 1 hour will be documented and go towards the 10 hours of volunteer hours needed for the school year.

PRESCHOOL – SPECIFIC INFORMATION FOR PRESCHOOL FAMILIES

TOILETING

Children attending preschool classes at First Lutheran School shall be independent in their ability to toilet themselves. This means that they know when they need to use the toilet, get themselves to the bathroom in a timely manner, are able to successfully manipulate their clothing to accomplish toileting, and clean themselves. Teachers and parent helpers are available to assist in the process and help with the occasional accident but cannot provide continual one-on-one help. Parents are encouraged to discuss special concerns with staff.

SNACKS (revised 8/1/11)

Parents will daily provide a nutritious snack for their child. Contact the teacher if you have questions. The snack choices reinforce the work teachers do in emphasizing healthy food. Teachers will begin to teach proper hand washing techniques before snack time. Children also learn various mealtime prayers which are prayed prior to eating snacks. **Chewing gum is not allowed on the school campus.**

Every effort will be taken by the teaching staff to accommodate children with food allergies. It is important that parents inform their teacher of any food allergies and work as a team to protect their child.

HELPERS

Family helpers are a vital part of our program. Each family in the part week preschool is encouraged to assist in his/her child's class an average of once a month. A calendar is maintained in the classroom for families to write in their helping days. Should a family find that they cannot be at school on their day, they must arrange for an adult substitute. Helpers are asked not to bring extra children. Please make prior arrangements for these children. The helper is an extra pair of hands and eyes. The teacher will give the helper any specific directions needed. Interact with the children as you feel comfortable. Put yourself at the physical level of the children. Speak in a calm, confident, positive manner. (Say, "This is a walking place," rather than "Don't run!" and "Please use your words to let him/her know you want the red crayon," rather than "Don't grab the crayon!") This monthly experience gives families an opportunity to be a part of their child's preschool experience.

FIELD TRIPS

Field trip details will be included on the monthly calendar and an authorization for each trip will be sent home with the children. Parent volunteers may be asked to drive. It is each parent's responsibility to see that his/her child has the appropriate, and legally necessary, child safety

seat installed in the vehicle in which his/her child will ride. Montana state law requires children under age six or weighing less than 60 pounds to ride in a federally approved car seat or booster seat that is properly installed and used. The law in Montana further requires that all other people in the vehicle must be wearing a seat belt if they are not required to be in a car seat. The driver of the vehicle assumes the primary liability.

Parents' jobs and interests are a good resource for field trips. Please let the teacher know if you have ideas. Each family should plan on helping with at least one field trip per year. If you are the driver for a field trip, please refrain from using a cell phone when the children are in your vehicle.

If a larger group is going on the field trip, the school bus may be used.

PARENT/TEACHER CONFERENCES (revised 8/1/11)

In the fall, children will receive progress reports. In January, the teachers will complete the second progress report for your child and schedule a conference with you at the school. The conferences will occur by the last week in February. In the spring, the teacher will, as needed, contact you by phone conference to discuss your child's placement for the next school term.

Teachers are also available at other times to meet with you. If you would like to visit with your child's teacher at any other time, please make arrangements with them at a convenient time for each party. Please avoid mornings, as most teachers are making final preparations and greeting their students at this time. Calling ahead will insure that the staff person you wish to visit with is not already committed to another appointment.

ELEMENTARY SCHOOL – SPECIFIC INFORMATION FOR K-6TH GRADE FAMILIES

BOOKS

All textbooks are the property of the school. Students will be expected to pay for damages which result from negligence, willful destruction or wear and tear beyond normal usage.

If a library book is not returned or is damaged, parents will be notified of the price a book to replace it on Amazon would cost. The parent will be notified and expected to pay for the damaged or lost book.

CELL PHONE (revised 8/12/2013)

Cell Phones will not be activated in the classroom. A child may bring their cell phone into the classroom, turned off, and placed in their cubby for the day. It is the child's responsibility to take their phone home with them at the end of the day. This also

applies to Before/After Care. There are telephones in each classroom. If a parent needs to be contacted the teacher will be happy to do so.

CHAPEL (revised 8/1/11)

A regular school Chapel time will be held each Wednesday with a Pastor or the School Director. Pre-K and Kindergarteners will meet at 10:45 AM. Students in grades one through six will meet at 2:45 PM. This is a special time to gather together and praise the Lord.

DRESS CODE FOR ELEMENTARY STUDENTS

Uniforms are NOT required at First Lutheran School; however, students are required to wear clothing that is clean and neat in appearance. Extremes in hair style or personal attire will not be permitted. Parents should assist their students in making wise choices for school clothing. **Any clothing that is considered distracting or inappropriate for the school setting will be dealt with by the classroom teacher or the principal as the need arises.** As always, we expect our students to follow a higher standard of both behavior and achievement. In an effort to achieve that, our students' appearance also must meet those expectations. Chapel attire on Wednesday should also reflect an attitude of respect for worship. Students should wear appropriate clothing.

SHORTS: During the months of August, September, May, and June appropriate shorts may be worn in the interest of comfort. The length of the shorts will be determined by the pupil in a standing position extending the arms in a downward position. The shorts need to be below the finger tips. Unhemmed cut off shorts, spandex and shorts with split sides are not permitted.

PLAYGROUND RULES – KINDERGARTEN THROUGH SIXTH GRADE

In order to provide a fun and safe outdoor environment, the elementary school has specific playground rules. These rules are listed in Appendix J. If you have any questions, please contact your child's teacher.

FIELD TRIPS

Field trip details will be included on the monthly calendar and an authorization for each trip will be sent home with the children. Parent volunteers may be asked to drive. It is each parent's responsibility to see that his/her child has the appropriate, and legally necessary, child safety seat installed in the vehicle in which his/her child will ride. Montana state law requires children under age six or weighing less than 60 pounds to ride in a federally approved car seat or booster seat that is properly installed and used. The law in Montana further requires that all other people in the vehicle must be wearing a seat belt if they are not required to be in a car seat. The driver of the vehicle assumes the primary liability.

Parents' jobs and interests are a good resource for field trips. Please let the teacher know if you have ideas. Each family should plan on helping with at least one field trip per year. If you are the

driver for a field trip, please refrain from using a cell phone when the children are in your vehicle. If a larger group is going on the field trip, the school bus may be used.

If a child is registered for half day kindergarten and wishes to attend an afternoon field trip/activity, the parent or guardian will need to transport the child to the site of the field trip and stay for the duration of the trip. Then, the parent needs to transport the child home.

SCHOOL LUNCH TIME

First Lutheran School will use the fellowship hall area near the kitchen for our lunch room. Parents are asked to send their child with a nutritious sack lunch along with a drink. The bottom shelf of a refrigerator in the kitchen is reserved for school snacks and lunches.

LUNCH OFF-CAMPUS

Students will not be released for off campus lunch during school hours, except to go with their parents or a close family member. Other students are not allowed to accompany classmates on these outings. Also, when it becomes necessary to remove a child for lunch, please be conscious of the lunch/recess times and make every effort to work within these time parameters.

SNACKS

Students in Kindergarten through 6th grade will be allowed to have a snack with morning recess or before recess. All other “snack items” should be reserved for lunch hour. Parents, please help us in providing a nutritious lunch for your students. Pop, candy bars, etc. are strongly discouraged. **Chewing gum is not allowed on the school campus!**

REPORT CARDS/EVALUATION

Grading is a professional judgment based on achievement, work habits, and conduct. Every effort is made to assist students individually, so that each student has an opportunity to succeed and to be challenged academically. Parents and students are encouraged to communicate with teachers about academic programs. It is the responsibility of parents and teachers to work together to help the students find success in school.

Report cards will be issued quarterly. The dates for the 2015-2016 school year are:

- October 30, 2015
- January 15, 2016
- March 24, 2016
- June 3, 2016

TESTING

Standardized testing will be administered in April. All students in grade three and above will take a standardized test. The test will be one that tests skills that a third grader or above would have. Standardized tests enable the school to pinpoint weaknesses in our program and materials, and to locate areas requiring more attention for individuals and groups.

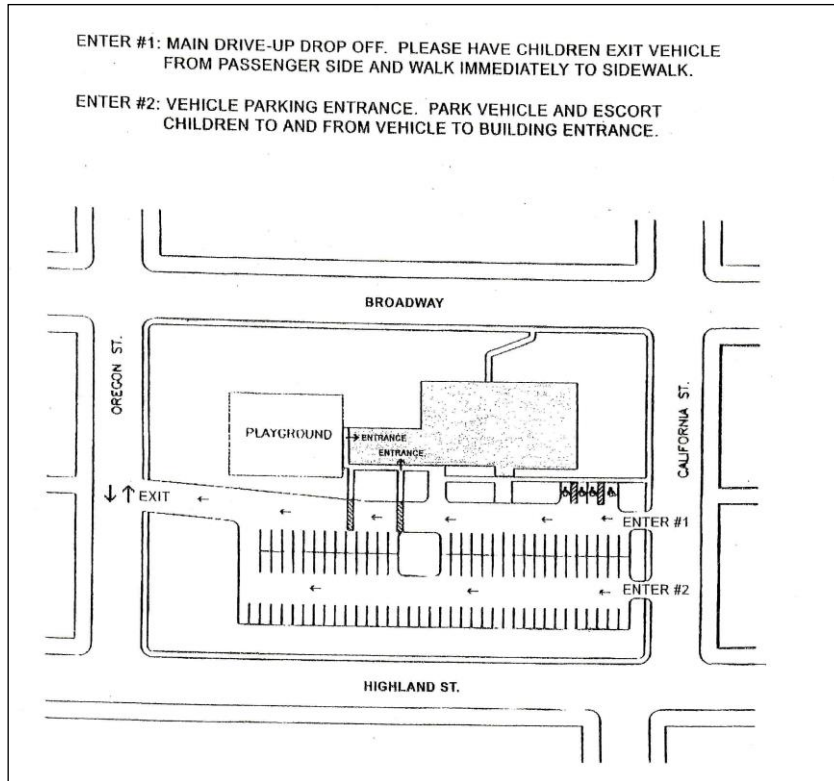
PARENT/TEACHER CONFERENCES

Each year Parent/Teacher conferences will be scheduled to meet at the school in the fall and spring to discuss your child's progress. If you would like to visit with your child's teacher at any other time, please make arrangements with them at a convenient time for each party. Please avoid mornings, as most teachers are making final preparations and greeting their students at this time. Calling ahead will insure that the staff person you wish to visit with is not already committed to another appointment.

PARENT/ROOM VISITS

Parents are welcome to observe in their child's classroom; however, please contact the School office to set up a time for you to see your child. It will be up to the Principal or Teacher as to the convenience of the visit. This will allow the visit to be scheduled for a day and time that will not conflict with other activities in the classroom. If you come to the school without making prior arrangements, your child will be brought to the office area for you to see.

TRAFFIC FLOW



APPENDICES

Appendix A – Non-Discrimination Policy

Appendix B – Fees and Tuition Collection Policy

Appendix C – Tuition Assistance

Appendix D – Church Membership

Appendix E – Student Security and Safety

Appendix F – Reducing the Risk of Child Abuse

Appendix G – After School Care

Appendix H – Children’s Health and School

Appendix I – Emergency Procedures

Appendix J – Playground – Kindergarten through Sixth Grade

Appendix K - Tardy and Absentee

APPENDIX A – NON-DISCRIMINATION POLICY

In compliance with the Internal Revenue Service, First Lutheran School admits students of any race, color, or nationality and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

First Lutheran does not discriminate on the basis of race, color, or nationality or ethnic origin in administration of its educational policies, tuition assistance programs, and other school administered programs.

APPENDIX B – FEES AND TUITION COLLECTION POLICY

Tuition and fees are determined by the school board with the approval of the First Lutheran Church. Our school is dependent upon fees and tuition to provide the best educational experiences for the children and families. Prompt payments are necessary to ensure the quality functioning of the school, not the least of which includes teachers' salaries. A Parent Contract is signed to demonstrate agreement with this policy.

1. Upon admission, **a non-refundable** registration fee must be paid to reserve the space for your child and purchase materials. There is a new fee every year, and there is no reduction of this fee.
2. Tuition is due the 15th of each month for ten months, August – May. A \$25.00 fee will be assessed for returned checks. A one-month withdrawal notice from school will be required.
3. For elementary students, there are book fees and an activity fees which are due with the August payment.
4. If no arrangements are made and the account becomes delinquent, a \$25.00 late fee will be assessed.
5. If an account becomes more than seven (7) days delinquent, the family will be contacted by the principal, or her designee, to make payment arrangements. Families will be expected to reply to this request promptly and agree in writing about any payment arrangements.
6. If the amount is not fully paid by the first school day of the following month or arrangements made that are acceptable to First Lutheran School, enrollment of that student will not be continued on the second school day of that month. Families will be notified with the last day the student will be allowed in class.
7. School records for the student will not be released until all charges are paid in full.
8. Parents shall provide the Principal written notice of the Parent's intent to withdraw their child from enrollment in the school. This written notice must be provided 30 days prior to the student's leaving. The parent's financial obligation for the current month will discontinue 30 days after receipt of the written notification.

APPENDIX C – TUITION ASSISTANCE (revised 8/1/11)

Partial tuition assistance is available and will be granted according to need and funds availability. This program is funded primarily through donations. Assistance requests are reviewed by the principal and approved by the school board. All requests and information are kept confidential. Notification for granted assistance will be made by letter.

ACE Scholarships available to families who qualify. Please speak to the School Director for more information.

FACTS Grant & Aid Assessment will be conducting the financial need analysis for First Lutheran School. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment. Applicants can apply online at www.factstuitionaid.com. Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your W-2 forms for both applicant and co-applicant.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
- Payment of the \$25 application fee

All supporting documentation can be faxed to 1-866-315-9264 or mailed to the address below:

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

APPENDIX D – CHURCH MEMBERSHIP (revised 8/1/11)

In order to receive the church membership discount for their child’s enrollment in the First Lutheran School, member parents and/or grandparents need to actively participate in First Lutheran Church and its activities. If a member’s account becomes delinquent the 25% discount could be discontinued and only reinstated by the approval of the School Board.

Congregation families are assessed a tuition fee that is less than the tuition rate for non-members. In addition, they are expected to support the total work and mission of the church through their gifts of time, talent and money. When our families give a percentage of their blessings back to the Lord through their work and offerings, we give witness to our faith by helping to spread Christ's love to others. As a ministry of First Lutheran Church, expenses of the school are partially financed by these gifts and offerings.

Use the *Giving Response Tool* for self-evaluation and to help you determine how you can be an active member. Prayerfully consider how you will use your gifts of time, talent, and money to further the work of the Kingdom of God.

LIMIT ONE DISCOUNT PER FAMILY (revised 7/1/14)

There is a limit of one school discount per family per year with one exception. If a member pays for the entire year at the beginning of the school year in August, they will also receive the 5% discount. If a member pays their tuition in 2 installments, August and January, they will receive an additional 2.5% discount.

GIVING RESPONSE TOOL

As a member of the First Lutheran Church, how will you actively participate in the church?

_____ Attend church services and partake in the sacraments at least twice monthly

_____ Regularly attend Sunday school or Bible Class

_____ Monetary giving to the church

_____ Special monetary gifts to the school

_____ Regularly volunteer in church activities

APPENDIX E – STUDENT SECURITY AND SAFETY

School Families:

1. Outside doors for classroom access will be open 10 minutes before the class is scheduled to begin.
2. Outside doors will be locked 10-15 minutes after the class is scheduled to begin.
3. The church office door will remain unlocked during business and school hours, so access to classrooms can be made after other outside doors are locked.
4. If you access the building through the church office door, please identify yourself to office personnel and state the nature of your business (e.g. picking up a child early).
5. No student will be released to the custody of any person who is not recognized as the child's legal guardian or a person designated by the legal guardian to pick up the child.
6. No teacher will 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 will be referred to the office.

*** IMPORTANT NOTE – The outside doors do not have to be unlocked in order to exit the building. After the times the outside doors should be locked, all people exiting the building are requested to test the door to ensure it is locked after exiting.

Visitors:

1. All visitors to the building must access the building through the church office door.
2. There is a bell on the church office door that sounds when it is opened to inform office personnel that someone has entered the office. Office personnel can then inquire, as necessary, as to the nature of that person's visit.
3. If church or school staff observes anyone in the building that is not recognized, staff members will ask that person to identify themselves and assure that the person has checked-in at the school office.

APPENDIX F – REDUCING THE RISK OF CHILD ABUSE **AT FIRST LUTHERAN SCHOOL**

Introduction: Recognizing God’s tender love and concern for children, we believe it is our responsibility to do all that is reasonably possible to protect the children of this school from being abused while they are under our care. It is therefore our responsibility to inform those who work with our children concerning guidelines for maintaining a safe environment for all.

As Christians we know that sin permeates the world in which we live. “Be self-controlled and alert. Your enemy the devil prowls around like a roaring lion looking for someone to devour.” (2 Peter 5:8) Unfortunately, as a result of sin there have been situations in congregations where there has been abuse of children. We owe it to the children and families of our school to provide an environment safe from such behaviors.

Purpose: The purpose of this policy is an effort to avoid problems of abuse from occurring at First Lutheran School. We are attempting to accomplish the following:

- To protect the children in our school from such inappropriate behaviors occurring.
- To protect our employees, both paid and volunteer, to avoid such misconduct from occurring and/or from being falsely accused of such behaviors.
- To help the school from becoming involved in lawsuits regarding such misconduct.
- To protect and help us to guard the honor and reputation of our Lord Jesus Christ. Inevitably, if such abuses occur, they will bring dishonor on the head of the church, Christ Himself.

Definitions of Child Abuse - Summary of State of Montana Laws:

- **Physical Abuse:** *Physical abuse* means an intentional or omission or gross negligence resulting in substantial skin bruising, internal bleeding, substantial injury to skin, subdural hematoma, burns, bone fractures, extreme pain, permanent or temporary disfigurement, impairment of any bodily organ or function, or death. Generally, physical abuse is any non-accidental injury. This includes hitting, kicking, slapping, shaking, burning, pinching, hair pulling, biting, choking, throwing, shoving, whipping, paddling, and the like.
- **Sexual Abuse:** *Sexual abuse* means the commission of sexual assault, sexual intercourse without consent, indecent exposure, deviate sexual conduct, ritual abuse, or incest. Sexual misconduct or sexual molestation is any activity which is sexual in nature whether permitted or not permitted, including but not limited to, sexual assault, sexual batter, sexual handling, sexual massage, sexual exploitation, sexual exhibition, photographic, video or other reproduction of sexual activity, sexual stimulation, fondling, intimacy, exposure of sexual organs, lewd or lascivious behavior or indecent exposure, fornication, undue familiarity, or unauthorized touching.
- **Emotional Abuse:** Psychological abuse or neglect means severe maltreatment through acts or omissions that are injurious to the child’s emotional, intellectual, or psychological capacity to function, including acts of violence against another person residing in the child’s home. Emotional abuse might include verbal abuse, belittling, and violence to others in the child’s presence.

- **Mandatory Reporters of Child Abuse:**

- Physicians, residents, interns, members of hospital staffs, nurses, osteopaths, chiropractors, podiatrists, medical examiners, coroners, dentists, optometrists, or any other health professionals
- School teachers, other school officials, employees who work during regular school hours, operators or employees of any registered or licensed day-care or substitute care facility, or any other operators or employees of child care facilities
- Mental health professionals or social workers
- Christian Science practitioners or religious healers
- Foster care, residential, or institutional workers
- Members of clergy
- Guardians *ad litem* or court appointed advocates authorized to investigate a report
- Peace officers or other law enforcement officials

Reporting: Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child. Anyone aware of or suspecting abuse is to report such conduct to their supervisor. All cases shall be reported to the Pastor, who will, in turn, confidentially report each case to the President of the Montana District of the Lutheran Church Missouri Synod and to the Department of Family Services of the State of Montana.

Preventative Measures at First Lutheran School:

- **Screening of Paid Employees:** Paid employees of First Lutheran School, including substitutes, are required to have a background check. Before 2009, these have included a criminal background check through the Montana Department of Justice, and a background check through the Montana Department of Health and Human Services Child Care Licensing Program. Starting in 2009, background checks are conducted through an online service called Protect My Ministry that is approved by the Lutheran Church – Missouri Synod. This includes a social security number trace, a national criminal record trace, and a national sex offender trace. A person must pass the background check before a job offer is made.
- **Screening of Volunteers:** Volunteers who serve only a few hours in the classroom each year are expected to complete a volunteer screening form. A sample is on the next page, however, the teacher will provide you with the screening form.

First Lutheran School Volunteer Screening Form

The disturbing and dramatic rise of abuse of children has claimed the attention of our nation and society. The following policies reflect our commitment to provide protective care of all children in our school.

- Adults who have been convicted of either child sexual abuse or child physical abuse will not be allowed to volunteer service in our school.
- Adult volunteers should immediately report any behaviors which seem abusive or inappropriate to the teacher and/ or principal.

Please complete the following and return this form to the school:

1. As a volunteer, do you agree to observe all church and school policies regarding working with our children?

_____ Yes _____ No

2. Have you ever been charged, convicted of, or pled guilty to a crime involving child abuse of any type?

_____ Yes _____ No

If yes, please explain:

3. In the past decade, have you ever been charged, convicted of, or pled guilty to any crime, other than minor traffic offenses? (This is including but not limited to drug-related charges, and other crimes of violence, or theft.)

_____ Yes _____ No

If yes, please explain:

Signature of Volunteer

Date

Print Name

Thank you for helping us at First Lutheran School in keeping all children safe!

APPENDIX G – AFTER SCHOOL CARE (revised 8/1/11)

First Lutheran School will offer after school care during school days. Families will need to sign a contract for after school care.

This service is available to all First Lutheran School students, their siblings, and congregation members' children, and to community children who are in preschool through 6th grade from 3:10 PM – 5:30 PM each day, excluding school holidays. Acceptance into the after school care program depends upon space availability.

Parents agree to comply with the conditions and responsibilities described in the *First Lutheran Student – Parent Handbook*. The fee and collection policy as set forth in this handbook will also be the policy for after school care payments.

APPENDIX H – CHILDREN'S HEALTH AND SCHOOL

Sources: Lewis & Clark County Health Department, Helena School District #1, Wisconsin Code, headlice.org, keepkidshealthy.com, kidshealth.org, medicinenet.com

SCHOOL & ATTENDANCE

It is often frustrating how often children are sick. It is normal for young children to have six to eight upper respiratory tract infections and two or three gastrointestinal infections each year.

Although children with contagious illnesses do need to be excluded from school, most children with mild illnesses can still attend. Excluding children with mild illnesses when it isn't necessary, or requiring a visit to the child's pediatrician, can result in parents missing work and children being treated with antibiotics unnecessarily.

It is sometimes hard to know when you should keep your children home from school. Reasons for keeping your child home from school (and usually taking your child to see your pediatrician) if he isn't able to participate in regular activities or having any of the following symptoms:

- fever (Keep in mind that if a child with a fever is given Tylenol before school the fever may come down temporarily only to return during the school day. It may be best to keep a child home for a day if you suspect this might happen.)
- lethargy or a very decreased activity
- irritability or persistent crying
- trouble breathing
- rash, if it is associated with a fever
- diarrhea that has blood or mucus in it
- vomiting more than two times in a twenty four hour period
- mouth sores (like from gingivostomatitis and hand foot and mouth disease) in younger children that are still drooling a lot.
- eye infections (conjunctivitis or pink eye)

With many bacterial infections, it is safe to go back to school after appropriate treatments, including:

- twenty four hours of antibiotic therapy for strep throat and impetigo
- a single treatment for scabies and head lice
- five days of antibiotics for pertussis infections

Viral infections, which usually do not have any treatments, are usually contagious until after a certain period of time, including:

- chickenpox is contagious until all of the lesions have dried and are crusted over (usually six or seven days after the infection began).
- Hepatitis A is contagious until at least a week after the infection and jaundice began.

Children do not need to be excluded if they have a mild upper respiratory tract infection, even if it is associated with green or yellow nasal discharge, as long as the child does not have a fever or any of the other symptoms described above.

Also children do not need to be excluded if they have fifth disease (Parvovirus B19 infection), because they are no longer contagious once the rash appears, and you usually don't know they have it until the rash appears, a rash without a fever, a red eye without a yellow or green discharge, fever or matting, or warts.

Other infections include prolonged exclusion from school, including tuberculosis (children should be excluded until properly treated and the health dept. says they are no longer contagious), and E. coli and Shigella infections (until diarrhea resolves and the child has two stool cultures that don't show an infection).

To prevent infections, you should teach your children to practice frequent handwashing, especially after using the bathroom and before eating.

HEAD LICE

One of the most annoying occurrences can be head lice. They are tiny, wingless, parasitic insects that live among human hairs and feed on small amounts of blood drawn from the scalp. Lice are a very common problem, aren't dangerous, don't spread disease, but can be downright annoying.

Having head lice is not a sign of uncleanliness and can be a problem for anyone. Symptoms may include:

- scalp itching
- sensation of something moving in the hair
- red sores on the scalp caused by scratching
- swollen lymph nodes in the front and back of the neck

To check your child's hair for lice, part it in small sections and check on the scalp, behind the ears, and around the nape of the neck. Lice eggs, or nits, may look like dandruff but can't be removed by brushing or shaking them off. Lice lay nits on hair shafts close to the skin's surface. It's more common to see nits in a child's hair than to see live lice crawling on the scalp.

For treatment of lice, your child's doctor can recommend a medicated shampoo, cream, or lotion to kill the lice. These may be over-the-counter or prescription medication. Other steps to follow:

- use a fine tooth comb on your child's hair to help break apart lice

- wet the hair beforehand to immobilize the lice and make them easier to comb out
- wash all bed linens and clothing that has been recently worn
- vacuum carpets and upholstered furniture
- examine members of your household who have had close contact with a person who has lice every 3 or 4 days
- treat anyone in household found to have lice or nits

If you discover that your child has lice and in order to handle the situation as discreetly as possible, here are guidelines:

- notify the school principal about the lice and the treatment you've followed - this notification is anonymous and confidential
- treat your child before the child returns to the classroom
- treat your household accordingly – see information above

If the school principal receives a report about lice, the school will follow these guidelines:

- principal notifies all teachers that there is a case of lice in the school
- principal verifies that treatment has been followed
- anonymous note sent home with all students that there is an identified case of lice at school so that all parents can screen their children
- teachers notify any individual parents if the teacher notices excessive scratching or complaints from a child concerning itching of the scalp
- a child is not excluded from school for lice
- each case treated individually and discreetly
- school floors, rugs, etc. thoroughly vacuumed
- shared clothing (i.e. dramatic play clothing) and other cloth items washed

The best way to keep this annoying pest away is to regularly check your child and members of your household. That way treatment may be faster at the earlier stages.

PINK EYE

Another common issue in school children is pink eye, or conjunctivitis. It is an inflammation of the thin, transparent membrane covering the inner eyelid and the white part of the eye. Symptoms of pink eye may include:

- redness of the eyes
- eye pain
- blurred vision
- sensitivity to light
- burning or itching of the eye
- a scratchy feeling in the eye
- a discharge that may be watery or may contain pus

Any one who develops a case of pink eye should see a doctor to see if antibiotic treatment is necessary. Pink eye caused by viruses will not respond to antibiotic treatment. In these cases, the eye discharge is clear and watery with symptoms of a cold present. Viral pink eye may last from 7-10 days.

Bacterial pink eye generally results in a large amount of discharge that is green to yellow in color. This can accumulate at night and make it difficult to open the eye in the morning. Bacterial

pink eye requires treatment with antibiotic eye drops and sometimes oral antibiotics. Generally, the infection is cured in 3-5 days.

If you suspect that your child has pink eye, here are some guidelines:

- contact your child's doctor to discuss prescribed treatment
- notify the school principal about the pink eye and the treatment you've followed - this notification is anonymous and confidential
- wash hands frequently to prevent the spread of infection
- application of warm washcloths will remove discharge
- after 24 hours of prescribed treatment, it's safe for your child to attend school

If a case of pink eye is reported to the principal, all teachers will be notified that there is a case in the school. Teachers will notify any individual parents if the teacher notices unusual eye redness or discharge. Each case will be handled individually.

APPENDIX I – EMERGENCY PROCEDURES

Classroom Notebooks for Emergency Contact Information

The notebooks containing emergency contact information for the children will be kept in a file by the exit door of each classroom. Teachers will take these notebooks with them during an evacuation. The notebook in the west classroom has the key to Covenant United Methodist Church, our emergency evacuation site. Staff will stay with their students until they can be released to an authorized adult or they receive other instructions from the administration.

Fire

Regular fire drills are held throughout the year. In case of an actual fire, children will be walked to Covenant United Methodist Church on Broadway by their teachers. Children will remain there until it is safe to return to the school or until they are picked up by their families or authorized person.

Earthquake

Regular earthquake drills are held throughout the year. In case of an actual earthquake, as soon as possible the children will be evacuated outside the building and gather on the south side of the parking lot. Teachers will stay with the children until it is determined to be safe for them to return to the building or determined that it is safe to walk the children to Covenant United Methodist Church on Broadway. Children will remain with staff until they are picked up by their families or authorized person.

Hazardous Materials – Leaks, Odors

Teachers will evacuate children from the building and gather on the south side of the parking lot. In inclement weather, the bus is available to use. Teachers will stay with the children until it is determined to be safe for them to return to the building or determined that it is safe to walk the children to Covenant United Methodist Church on Broadway. Children will remain with staff until they are picked up by their families or authorized person.

Loss of Power or Heat in Building

Children will stay in the building unless the loss of services results in a hazardous environment. If the environment is determined to be hazardous by the administration, the teachers will walk the children to Covenant United Methodist Church on Broadway. If the situation is not hazardous, the children will remain with their teachers until the end of their school session. Administration may choose to call families to pick up their children.

Government Alerts and Instructions

Upon being informed, administration will give directions to teachers. School will comply with instructions, keeping foremost in mind the safety and well-being of the children.

APPENDIX J - PLAYGROUND RULES FOR K-6TH GRADE

1. Students are expected to follow all playground rules, showing respect for their fellow students at all times.
2. **Swings:** No swinging side to side on regular swings
3. **Slide:** Children must wait for the first child to go down before they start to slide. No going down on the stomach face first. No pushing anyone or butting in line on the ladder. There will be no running down the slide.
4. **Monkey bars:** Children will not be allowed to stand on or walk on top of the bars. Children will not swing from the top of the monkey bars using the rope. No pushing or pulling each other on the bars.
5. **Sandbox:** Only teachers may remove lid from sandbox. No jumping or running on sandbox lid. Sand must be kept in the sandbox and toys need to be returned to proper baskets in the hallway at the end of recess.
6. Students will need permission from a teacher to get a ball that has gone out of the fence. **Students may not leave the fenced in area without direct permission from a teacher at any time.**
7. Students will line up when called or when whistle is blown. No pushing in line and students will not open the gate. Students need to have voices off when entering the building and going to their classrooms.
8. During the winter the students must wear snow boots and appropriate clothing. **We will go outside unless it is below zero.** There will be no snowball throwing at each other
9. There will be no rock or gravel throwing at anytime. The rocks need to stay in the framed in area.

APPENDIX K - ELEMENTARY SCHOOL ATTENDANCE / TARDIES

Attending class is a critical component of any student's education. Missing class means that a student misses the important instruction and interpretation given by the teacher and the give-and-take between other students and their teacher. Therefore, a minimum attendance policy has been established which determines whether credit is earned in the classroom.

A student who misses more than ten (10) days of school per semester may not receive credit for that semester unless the teacher/principal allows it. You will be required to come before the School Board to explain the reasons for being absent. Students accruing more than 20 absences during the year may be required to repeat the year.

Any student that arrives to school after 8:15 will be considered tardy.

Absences:

When a student is absent from school, the parent/guardian should call the office before 9:00 a.m. to verify the absence. **A call must be made for each day a student is absent.**

Please remember that a student arriving after 10:00 a.m. will be considered absent for a half day. Arrival after 11:30 a.m. will receive a full day's absence. To avoid misunderstanding and confusion, call the school office

Parents/guardians need to avoid allowing students to sleep in and come to school later in the morning. If they are too sick to come to school, please take them to a physician or keep them home for the day. **Sleeping in is unacceptable. NOTE: All Absences will count toward the 10 permitted days for each semester.**

If a student's work was clearly assigned prior to the absence, the student should be prepared to turn in/take tests the day he/she returns. A student has the same number of days to make up an assignment as the number of days he/she was absent, to a maximum of five (5) days. It is the **student's responsibility** to ask for and make up missed work.

Absence without permission from parents/guardians or school authorities is considered truancy. The student will be held responsible for making up all work, with possible penalties at the discretion of the teacher. **A doctor's note is required upon returning to school**

Note: Concerning attendance in conjunction with field trips:

A student must be in school by 8:15 the day of the field trip in order to participate with their classmates in the scheduled field trip for that day. Students late or tardy may be denied participating in the field trip.

Tardies:

1. Tardies to school: Students arriving after school begins, apart from excused medical or emergency reasons as determined by the Teacher/Principal's office, will be recorded as tardy.

2. Tardies to class: (Kindergarten-6th Grade) Students will be allowed seven (7) tardies per quarter. The 8th tardy in a quarter will automatically count as one (1) day absent from school.

If at all possible, DO NOT call your child's teacher on their cell phone. Call the school in regards to your child's absence, tardiness, or any concerns you may have. If the principal is not in, you can leave a message on the school phone. Your child's teacher will get back with you as soon as possible.

APPENDIX L - PARENT TEACHER LEAGUE CONSTITUTION

I. NAME

The name of this organization shall be The Parent/Teacher League of First Lutheran Church/School, Helena, Montana

II. OBJECTIVES

- A. To promote cooperative efforts between the school board, parents, and teachers by supporting the plans and programs of the school.
- B. P.T.L. helps to raise necessary funds for the school's operation.
- C. P.T.L. meets once a month. Meeting times and events will be posted on the bulletin boards outside your child's classroom. A reminder flyer will also be sent home with your child.

III. SCOPE

The P.T.L. shall concern itself primarily with providing socially to the children and their parents. It shall never become a policy making body for the school. It may make suggestions in writing to the School Board at any time. All monies raised by the P.T.L. will go toward the day to day operations of the school including teacher's salaries and subsidizing tuition fees paid by the families.

IV. MEMBERSHIP

Every parent with a child in our school is automatically a member of the P.T.L. and every parent is encouraged to actively participate. Active participation with the P.T.L. meetings will be counted as **30 minutes of volunteer time per meeting** attended.

V. OFFICERS/DUTIES

The officers of the P.T.L. shall be President, Vice-President and Secretary. All offices are elective, with two year term limits except under extenuating circumstances.

- A. The president shall preside at all meetings of the Parent Teacher League. The president must be in good standing with the school and be a parent/guardian of a student attending First Lutheran School.
- B. The vice-president shall perform the duties of the president when the president is absent. She/he shall endeavor to enroll all parents and encourage their participation and support.
- C. The secretary shall keep accurate minutes of all P.T.L. meetings and report what was discussed and decided at the previous meeting. The minutes will be submitted in writing to the school board. Minutes will include a list and signature of all that were in attendance at the meeting. The secretary will also help with P.T.L. correspondence to the school families.

VI. ORDER OF BUSINESS

- A. Call to Order
- B. Opening Prayer/Devotion
- C. Minutes read from last meeting
- D. Unfinished Business
- E. New business
- F. Adjournment with prayer

- VI. The Parent/Teacher League will assist in the areas listed below:
- A. Fundraising
 - B. Wish List for Classrooms
 - C. School
 - D. Teacher
 - E. Bulletin boards
 - F. Information for the newsletter and webpage
 - G. Getting flyers in each classroom and placed in the cubbies of students to be sent home