

# School Application and Handbook



## K-8<sup>th</sup> Grades 2021-2022

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“

*Train a Child in the way he should go, and when he is  
old he will not depart from it.”*

*Proverbs 22:6*

#### **MISSION STATEMENT**

As a ministry of Faith Lutheran Church, the mission of the school is to prepare students to proclaim the Gospel of Jesus Christ with one another, the community and the world while providing them with an education that will equip them with knowledge and skills; allowing them to succeed as productive citizens.

#### **FAITH LUTHERAN SCHOOL STATEMENT OF FAITH**

We believe in the Triune God as revealed by His inspired Word.

We believe that we are saved from our sinful condition and receive eternal life only by God's grace, through faith in Christ Jesus, on account of His death and resurrection.

In response to God's love, we follow the example of Christ by loving, serving, and forgiving others.

We are called to share God's message of hope and salvation.

Faith Lutheran Church and School are affiliated with the Lutheran Church Missouri Synod.

#### **SCHOOL BOARD AND STAFF**

The school program is operated by Faith Lutheran Church and is administered by elected members of the congregation through the School Board. The School Board is responsible for setting policies for the school in consultation with the teaching staff and for all decisions concerning tuition and fees. The school staff consists of trained and certified teachers under contract to the congregation as well as approved assistants and volunteers. Teachers, the school director and school board members are available to discuss concerns or recommendations.

#### **NON-DISCRIMINATION POLICY**

Faith Lutheran School does not discriminate on the basis of race, color, ethnic origin or faith in administration of its educational and admission policies.

Faith Lutheran Church and Faith Lutheran School use the ESV (English Standard Version) of the Bible.

## **CURRICULUM & PHILOSOPHY**

Faith Lutheran School's Elementary and Middle school use the curriculum established by the Lutheran Elementary School Association in Missouri as a guideline. We meet or exceed all Missouri State standards.

Elementary and Middle school students all study Reading, English, Math, Social Studies, Health, Science, Music, Art, and participate in Physical Education. Students have the option to play an instrument in band beginning in 6th grade. All Faith Lutheran School students attend chapel on Wednesdays and participate in daily Bible study. FLS uses Concordia's *One in Christ* curriculum to supplement our Christ-centered education.

The purpose of the elementary and middle school program at Faith Lutheran School is to encourage spiritual, emotional, academic, and physical development in students. Students are encouraged to develop self-motivation and self-discipline in a Christian environment. An integrated curriculum that promotes higher level thinking, questioning, and problem solving standards is implemented to foster a strong academic foundation for all students. This is combined with teaching about God the Father, Jesus His Son, the Holy Spirit, the Holy Bible, and Christian values. These experiences provide students the opportunity to build a closer relationship with God, to succeed and build self-confidence, and to develop the ability to work with others and be part of a Christian learning community.

## **APPLICATION AND BOOK FEES**

The enrollment fee is payable at the time of school registration. The fee covers the cost of registration and supplies. Please make checks payable to Faith Lutheran School. This fee will not be refundable. No applications will be accepted for the following year until January 1<sup>st</sup>. The enrollment/book fee for elementary and middle school students is \$150. An additional \$100 book fee for the second semester is due by January 1<sup>st</sup>.

## **TUITION AND FEES SCHEDULE**

Tuition will be nine monthly payments of \$375 plus an August tuition fee of \$100. (partial month) which is due on the first day of school. Monthly tuition payments are due by the 1<sup>st</sup> of the month, September-May. There will be a \$10 late fee after the 10<sup>th</sup> of each month and a \$20 late fee after the 20<sup>th</sup>. **Unpaid tuition and/or unpaid late fees for two consecutive months may result in the termination of enrollment.** Tuition will be invoiced through Quick Books Online and may be paid online or with check or cash. Please make checks payable to Faith Lutheran School. There will be a service charge of \$20 for any check returned for insufficient funds. **All 1<sup>st</sup> semester fees must be current before a student(s) will be allowed to attend the second semester. Before enrollment fees for the next year can be accepted, accounts must be current.**

## **TUITION REFUNDS**

As a non-profit organization, Faith Lutheran School operates on tuition from enrolled students. The budget is dependent on all enrolled students completing the academic year. Only in the case that someone pays for the semester or year and due to extreme circumstances is unable to finish the semester or year will the board consider a tuition refund. Refunds will be pro-rated. **Sickness and vacations do not constitute tuition waivers.** No refund or tuition waiver will be given for students leaving the last month of school.

## **EXTENDED CARE**

Extended care is offered from 6:30 a.m. until 8:00 a.m. Monday-Friday for \$2.00 per day. Extended care is available in the afternoons from 3:15 until 5:30 Monday-Friday for Kindergarten through 8<sup>th</sup> grade. All K-8<sup>th</sup> grade students who arrive before 7:45 a.m. will be billed for morning extended care. Afternoon extended care fee is \$6.00 per day. All K-8<sup>th</sup> grade students who are picked up after 3:15 p.m. will be billed for afternoon extended care. **There is a late fee of \$5.00 for students who are not picked up by 5:30 p.m. with a \$1.00 per minute thereafter.** On non-school days, day care will be available for \$25 per day for Faith Lutheran School students and \$30 per day for non-Faith Lutheran School students.

## ARRIVAL & PICK-UP

The school day for students in K-8th grade begins at 8:00 and students may arrive between 7:45 a.m. and 8 a.m. Students should not arrive prior to 7:45 a.m. unless they are using the before-school extended care program. Students should be promptly picked up at 3:00 p.m. unless enrolled in the after-school extended care program. If due to unavoidable circumstances a student cannot be picked up on time, a courtesy call is expected. If a child's departure consistently exceeds scheduled time, the School Board may consider dismissing the student from the program.

If you arrive at school after 8:00 a.m., **you must check in at the office and fill out a tardy slip before signing your child into class.** Both the parent and an office staff member must sign the tardy slip. If a student is consistently tardy, a meeting with the classroom teacher, and school director will be set up.


## PICK-UP AUTHORIZATION FORM

Names of individuals authorized to pick up your child are included on the application form. Written permission is required for anyone other than parents to pick up a child.

## DROP-OFF AND PICK-UP PROCEDURE

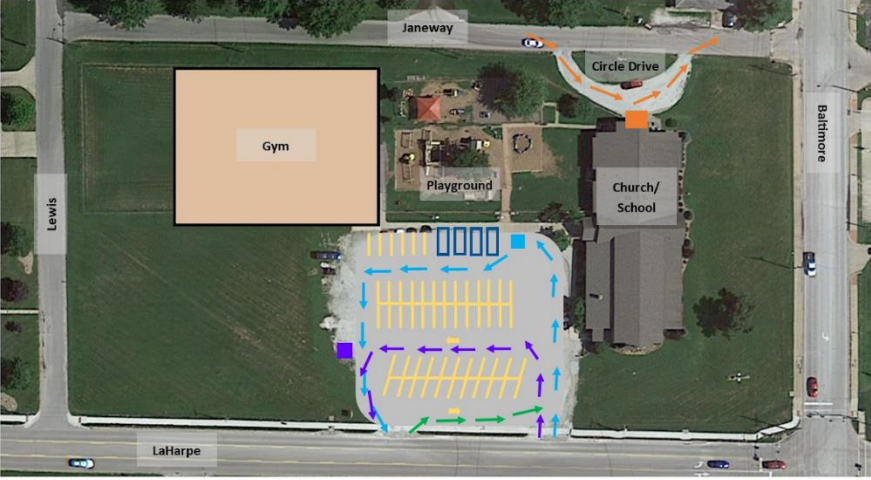
Drop off will take place in the Narthex, the front entrance. Grades 7/8 will drop off at the new building. As you enter there will be markings on the floor to help with social distancing. At the double doors inside a temperature check will be taken before the child enters as long as Covid is an issue.

Pick-up will be done with a drive through concept. Please see map below. School dismissal time is 3:00.



KIRKSVILLE  
**FAITH LUTHERAN**  
SCHOOL

### Student Drop Off and Pick Up Plan



**Morning Drop Off**

**Preschool**  
Drop off in Narthex upon arrival

**K - 4th Grades**  
Drop off in Narthex 8:00 am - 8:15 am

**5th - 8th Grades**  
Drop off in Narthex 7:50 am - 8:00 am

Please wear a mask when entering the building.  
All temperatures will be checked prior to school.

**Drive Through Pick Up 3:00 pm**

**Pre School - 1st Grade**  
Follow orange path to pick up zone on the circle drive.

**2nd - 6th Grades**  
Follow blue path to pick up zone near playground entrance.

**7th - 8th Grades**  
Follow purple path to pick up zone near the dumpster area.

**Backed up Traffic**  
If the pick up line is full continue to line up in parking lot using west entrance, not the street.

## LUNCHES

Lunches are not provided by the school. Students may bring their lunch from home or purchase from the Colton's school menu for \$3.00 a day. Refrigerators and microwaves are available for student use. Please do not send lunch items that require a microwave time greater than 2 minutes. Lunch menus are sent home every two weeks. **Lunch menus MUST be returned by the scheduled return date as we order all meals two weeks in advance.** Please do NOT send soda or energy drinks with your child to school. Soda and energy drinks will be confiscated and returned to the parent at the end of the day.

### **LUNCH MILK FEE**

The lunch milk fee is \$25 per semester, or \$50 a year. If a child drinks milk with lunches purchased through the school, they must pay the milk fee.

### **PROMOTION POLICY**

Beginning in 3<sup>rd</sup> grade, the following guidelines are in place for promotion to the next grade. A student must pass 7 out of 8 semesters of classes in core subjects (math, reading/language arts, social studies, and science). At least one semester of each required class must be passed. Students will receive grades in Math, Reading, Language Arts (which includes language, spelling, and writing), Science, and Social Studies (which includes geography and history). Students will also receive grades (letter or pass/fail) for their participation in P.E., Band/Music, middle school electives, and Religious Education. Participation in other classes such as Art and Spanish will be indicated on grade cards. The following scale is to be used for all letter grades.

95%-100%	A
90%-94%	A-
87%-89%	B+
83%-86%	B
80%-82%	B-
77%-79%	C+
73%-76%	C
70%-72%	C-
67%-69%	D+
63%-66%	D
60%-62%	D-
0%-59%	F

### **REPORT CARDS & PARENT/TEACHER CONFERENCES**

Report cards are issued at the end of each quarter. Parent-Teacher conferences are held twice yearly. Parents are also welcome to set up conferences with their child's teacher at any time during the year.

### **HONOR ROLL**

Each quarter the classroom teachers will calculate which students in Grades 3-8 have earned A and B honor roll recognition. Students on the "A" honor roll have an overall average of 90% or higher and have no D's or F's. Students on the "B" honor roll have an overall average of 80% or higher and no D's or F's.

### **ACADEMIC EXPECTATIONS**

Students at Faith Lutheran School are expected to put out their best academic effort at all times. If a student consistently fails to turn in homework and/or turn in late work (5 or more missing or late assignments), a conference with the teacher, guidance counselor, and school director will be set up and a plan put in place to help the student succeed. If the problem is not resolved and a student is failing classes due to lack of effort and/or failure to complete schoolwork, they will be put on Academic Probation for one month. If grades do not improve after one month, a decision will be made by the School Board regarding the student's continued enrollment.

### **ADMISSION AND DISMISSAL POLICY**

Space permitting, a student is officially considered enrolled upon receiving the completed application form, immunization records, and the enrollment fee. No space in a class will be held for a child until the enrollment fee and immunization records are received. Student will be enrolled on a 1 month probationary period or until records have been received from the previous school attended. The school director and school board reserve the right to deny admittance in situations where there have been ongoing behavior problems in a previous school or if Faith Lutheran School cannot adequately meet the needs of the student. In the event that the School Board or the parent feel enrollment of a current student should be terminated, a two week courtesy notice will be given by either party when possible.

Dismissal can result from the following:

- Immunizations not up to date and on file by September 1<sup>st</sup> according to state law.
- Non-payment of tuition for two consecutive months.
- Consistent displays of behavior inappropriate for a school situation.
- Failure to follow the school honor code (see page 11)

### **DISCIPLINE POLICY**

Christ is the center of all activity at Faith Lutheran School. The school discipline policy will be consistent with Biblical teaching, helping each student to understand the consequences of sin, experience forgiveness for their misdeeds and forgive their fellow classmates. Students will understand and contribute to a Christian learning environment that is respectful, safe, and driven by intrinsic integrity. Teaching appropriate behaviors allows students to achieve autonomy with their personal actions and responsibilities. Redirection of inappropriate behavior is the first step taken with students, teaching them the correct way to respond and act. If redirecting does not resolve the issue, the student may lose privileges, walk laps, or receive another appropriate consequence. Parent contact and a conference for proactive intervention may also be requested.

If the student is an immediate danger to self or others, the parent will be called and the student may be sent home. Local authorities may also be called, if warranted. A conference will be held with the teacher, principal, and parent and an intervention plan for the student put into place.

Bullying (either physical or verbal) or intimidation of another student or staff member is never tolerated. In extreme cases, parents may be notified and asked to remove their child from the school setting.

### **CLASSROOM BEHAVIOR POLICY**

All students are expected to follow the behavior guidelines for their classrooms established by their individual teachers. Student behavior may not interrupt the learning environment for other students.

Steps to correct ongoing distracting and unacceptable behaviors in the classroom:

1. The teacher will meet with parents and student to review concerns.

After that meeting, the following guidelines will be put in place:

2. Student will receive verbal warning to stop the behavior.
3. If the behavior does not resolve after warning, the student will receive an appropriate consequence at the teacher's discretion.
4. If the behavior does not resolve after warning and consequence, the parent will be contacted by the teacher. A meeting with the school guidance counselor and/or principal will take place.
5. If the behavior still persists, the student will be sent home from school for one day. If this takes place after noon, the student may not return to school the following day.
6. If a student is sent home three times, the school board will review the case and the student may be permanently dismissed from enrollment at Faith Lutheran School.

## **AFTER SCHOOL CONDUCT**

Positive, Christian behavior after school hours is also important as students leave the building or proceed to an extracurricular activity. With access to cell phones and social media, sexual harassment of another student has the potential to take place after school hours. The Faith Lutheran School Honor Code and Policy of Personal Conduct expects that students and staff will not engage in sexual harassment or misconduct either on or off campus. Such behavior can affect the school environment, and therefore school consequences may result, even if the behavior takes place off of school property.

## **TECHNOLOGY AND CELL PHONE USE POLICY**

Students in grades K-8 make use of iPads and computers during the school day. Parents should discuss internet safety with their child. Students must follow safe-use guidelines. If a student uses technology inappropriately, they will lose the privilege of using iPads and/or computers. Students may not delete the history on school devices at any time. Staff will periodically check devices to ensure appropriate use.

Cell phones may be brought to school but must be turned off and put away once a student arrives on campus. They may only be used during school hours with staff permission. A first offense will result in the teacher confiscating the phone, and the student may collect it at the end of the day. A second offense will result in the phone being given to the principal, and a parent can collect it from the principal. Any further offenses will face disciplinary action. On field trips, teachers will keep student cell phones in their possession until students return to school. Student cell phones may be allowed on field trips at the teacher's discretion when used as cameras or to contact parents. Any inappropriate use of a cell phone on a field trip will result in confiscation and disciplinary action. Students should not use social media (Instagram, Facebook, Twitter, etc.) at any time during the school day or on field trips.

## **FAITH LUTHERAN SCHOOL WEAPONS, VIOLENCE, DRUG & ALCOHOL POLICIES**

### **STUDENT REPORTING OF PROBLEM BEHAVIOR**

Throughout the school year, students may either see, overhear, or be told by their classmates about emotional and / or behavioral problems students are having. These problems may involve drastic changes in a student's behavior or students making threats to do harm to themselves, other students, or to the school. These types of issues should all be taken seriously. Any student or parent who becomes aware of such problems should notify a school staff member or administrator immediately (contact the classroom teacher and/or guidance counselor first, and the school director or the director's assistant second). All such information will be kept as confidential as possible for the protection of all parties involved. Only by knowing the information can school personnel provide necessary services.

### **WEAPONS**

Weapons are not allowed on school grounds or at school activities. Exceptions are made by the principal when weapons are in the control of law enforcement officials, designated security officers, or are being displayed for educational purposes. If students bring any weapons to school, the parents will be contacted and/or law enforcement officials may be called. Appropriate disciplinary actions will be taken, if necessary. School policy will determine the definition of a weapon.

### **Consequences for Possession/Use of a Non-Firearm Weapon:**

1<sup>st</sup> Offense: 10 Days Out of School Suspension or Expulsion

2<sup>nd</sup> Offense: Long Term Suspension or Expulsion

### **SAFE SCHOOLS**

Missouri legislators passed The Safe Schools Act (House Bill 1301 and 1298) outlining several policy requirements focusing on promoting a safe school environment. Student/parent notification is extremely important and a requirement. Listed below are key elements to this law:

- Pupils and their parents or guardians must be provided a copy of the school discipline policy.
- Administrators are required to report acts of school violence to teachers and school employees who have direct responsibility for the child's education
- A student shall be suspended or expelled a minimum of one year for bringing a firearm to school.
- Schools are required to compile and maintain records of serious violations of school policy. These records shall also be sent to any school/district the student subsequently attends.

- Threats or acts of violence against students, teachers and administrators will be treated very seriously. These threats may result in suspension by the principal. It is our hope that Faith Lutheran School students and personnel will feel safe on our campus at all times.
- Keeping schools safe is a responsibility for all staff, students, and patrons. If you learn of/or suspect a school violence incident, please help prevent the act before it happens. You can report incidents anonymously by calling: Missouri School Violence Hotline, 1-866-748-7047 or by reporting online at [www.schoolviolencehotline.com](http://www.schoolviolencehotline.com)

#### Consequences for Threat/Verbal Assault

##### First Offense:

Minimum action: Conference with parents

Maximum action: Referral for long term suspension or dismissal at school board's discretion.

##### Subsequent Offense:

Minimum action: 3 days in school suspension

Maximum action: Referral for long term suspension or dismissal at school board's discretion.

Faith Lutheran School is committed to your child's safety. We have safety and security protocols in place. Security doors are locked during the school day. The downstairs (south) door and upstairs (north) doors will remain locked at all times. All students and parents need to use the secured double doors upstairs to enter the building. All visitors need to buzz in for admission between 8:15 a.m. and 3:00 p.m.

**Parents should wait for classes to dismiss at 3 p.m. before entering the classroom hallways.** If your child has an appointment, please make arrangements with the school office and your child's teacher ahead of time.

A copy of the school security policy is available in the school office. All staff are trained in emergency procedures and conduct annual staff intruder training. Regularly scheduled fire and tornado drills will be conducted school-wide each semester.

## DRUGS AND ALCOHOL

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and/or being under the influence of alcohol, drugs, or lookalike substances, and possessing or using tobacco, tobacco products or lookalike substances.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, on persons reasonably suspected to be in violation of Board Policy. If drugs are found, parent/guardians will be notified and appropriate discipline measures will be taken.

#### Consequences for Possession or Use of Tobacco:

##### First Offense:

Minimum action: Confiscation of Product, parents notified

Maximum action: 3 days out of school suspension

##### Subsequent Offense:

Minimum action: Confiscation of Product, parents notified

Maximum action: 1-10 days out of school suspension

#### Consequences for Possession, Use, or Distribution of Alcohol/Drugs

Minimum action: 3 days out of school suspension

Maximum action: Referral for long-term suspension or dismissal at school board's discretion.



## **FAITH LUTHERAN SCHOOL SEXUAL HARASSMENT & SEXUAL MISCONDUCT POLICY**

Sexual violence, sexual advances or other forms of sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Sexual harassment and misconduct may include, but is not limited to:

- Verbal harassment or abuse; in person, in writing or by texting/via social media.
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Inappropriate gestures
- Intentional brushing against a student's or employee's body
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or implied or overt threats (social, physical, or otherwise) for not complying
- Demanding participation in a conversation or other activity that is accompanied by implied or overt promises of preferential treatment; or implied or overt threats (social, physical, or otherwise) for not complying
- Accessing or sharing pornographic material in print or digital form
- Any sexually motivated, unwelcome touching
- Sexual violence, which is a physical act of aggression that includes a sexual act or sexual purpose

Students are expected to abide by the Faith Lutheran School Honor Code, as outlined in the school handbook and to conduct themselves in speech and behavior by Christian principles. Students represent Faith Lutheran School both on and off campus. Staff members are expected to abide by the Faith Lutheran School Policy of Personal Conduct as outlined in the staff handbook.

### **Consequences for behavior:**

Minimum action: Conference with parents and behavior plan put in place, removal from classroom (in or out of school suspension)

Maximum action: Referral for long term suspension or dismissal at school board's discretion.

## **REPORTING SUSPECTED NEGLECT AND ABUSE**

It is a policy of Faith Lutheran School that all employees shall cooperate in full with the Child Abuse and Neglect Reporting Act, as mandated by the state of Missouri Section 210.115.1. Any teacher or employee of Faith Lutheran School who has knowledge of or reason to suspect abuse or neglect shall report to Missouri Children's Division Child Abuse and Neglect hotline and the school principal. If this report is made orally, it will be followed by a written report to be submitted to Missouri Department of Social Services. The principal will be responsible for conferences, parent contact or any other action taken in an abuse or neglect case. Excessive tardies or absences may be deemed as negligence.

## **PARKING**

Parents and drivers are asked not to park along the sidewalk on the west side of the church to ensure the safety of our students. Students should not be outside without adult supervision. Please make sure you do not block another vehicle or the mailbox when parking.

## **COMMUNICATION PROCEDURES**

Teachers will communicate regularly with parents via newsletter. Newsletters may be printed or sent by email. The school also communicates with parents through the "Parent Express." This is sent out by email unless the parent or guardian does not provide an email address. Please make sure to check your email regularly. News is also announced on the school Facebook page ([www.facebook.com/faithlutherankv](http://www.facebook.com/faithlutherankv)), school website ([www.faithlutherschoolkv.org](http://www.faithlutherschoolkv.org)) and messaging system. If a parent has a concern they should speak directly to their child's teacher. If the parent does not feel the concern has been adequately addressed, they should then go to the school director.

## **STAFF CONTACT GUIDELINES**

Faith Lutheran School has an open door policy. This enables parents with concerns to schedule a time with the teacher to discuss the matter. If further discussion is needed, it should come before the school director. If the concern is not resolved here, it is to be brought before a meeting of the School Board for discussion. Christian education functions best when harmony exists. It is our hope that this harmony can be maintained throughout the year.

In conflict situations or where there is a grievance, the persons involved should take the steps to resolve the problem by following our Lord's direction as found in Matthew 18: 15-17. *'If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.'*

## **SCHOOL CALENDAR**

A detailed schedule of the school year will be given the first week of school. Snow days will correspond to the Kirksville R-III school system, although we will still be open for daycare if possible. Please listen for announcements on KIRX, KLTE, KTUF, and KTVO. Parents can also sign up for notices through Remind 101, our text messaging system. Simply text @760be to 660-956-4843 to start receiving Remind 101 updates from the school.

## **MEDICATION**

Required medication forms must be filled out by parents before any medication will be administered. All medications need to be given to teachers and will be returned to the parent(s) at the end of the class session. Students may not keep medication with them without permission from the teacher and school director. Students may not access medication at school without staff assistance.

## **ILLNESS POLICY**

If your child has been ill in the past twenty-four hours (i.e. vomiting, diarrhea, fever of 100 degrees or higher, inability to participate in routine activities), we ask that you do not bring him/her to school. It is important to us that all the students and teachers remain healthy. If your child becomes ill during the day, parents will be notified to pick up the child. It may become necessary to contact the emergency backup if the parent is not available.

Please remember to keep emergency phone numbers, work, and home numbers current with the school. If children attend school, they are expected to participate in outdoor activities when weather permits. If your child will be absent from school due to illness, a courtesy call is appreciated.

## **ALLERGIES**

Please alert staff members to any allergies your child may have. We will do our best to accommodate these special needs.

## **SPORTS**

Faith Lutheran School is a MSHAA member school partnered with William Matthew Middle School in Kirksville. This allows our 7<sup>th</sup>-8<sup>th</sup> grade students to participate in the sports teams and other clubs in the Kirksville R-III school district. FLS also partners with Mary Immaculate School for 4<sup>th</sup>-6<sup>th</sup> grade basketball.

## **EXTRACURRICULAR POLICY**

The extracurricular program of Faith Lutheran School is a part of the students' total development—spiritual, physical, emotional, mental and social. Participation in the Faith Lutheran school extracurricular program is a privilege students earn and must maintain.

All students at Faith Lutheran School who want to participate in extracurricular programs must follow these regulations:

1. Grades of C or higher must be maintained in all classes.
2. All conduct/citizenship grades must be satisfactory.

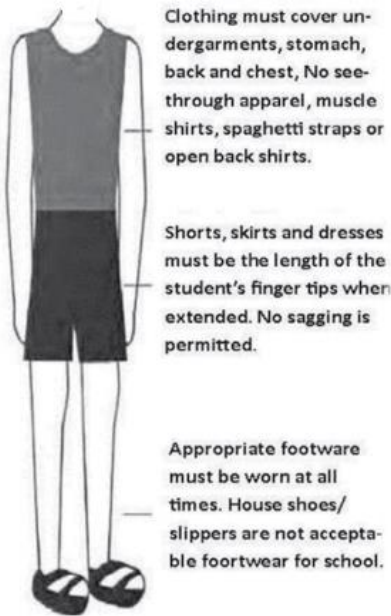
Students may not participate in practice or an event if they are absent from school that day due to illness. Leaders/coaches will be notified by the school director or classroom teacher if any student is ineligible to participate.

### **DRESS CODE**

Students are to come to school properly dressed. Sleeveless shirts and dresses must cover shoulders. (No spaghetti straps for 1<sup>st</sup> grade and up.) The wearing of miniskirts, see-through apparel or open-back shirts, tight shorts or under shirts as outer garments in school is not allowed. If leggings or yoga pants are worn, they must be worn with skirts, shorts, or long shirts. Shorts or bloomers should be worn under dresses. Clothing with negative slogans or inappropriate symbols may not be worn. Length of shorts, skirts, and dresses should be as long as child's fingertip when their arm is extended. Bare midriff shirts are inappropriate. Flip flops are not considered safe footwear for students. Hats may not be worn in the building except for on specially designated "spirit days."

### **DRESS CODE (CONT...)**

Please make sure students have shoes appropriate for P.E. and recess. Children should dress comfortably to be active, participate in P.E., and go outside. Students go outside for recess and P.E. when temperatures are 20 degrees F or above and need to have appropriate cold weather gear.



## **MULTICILD DISCOUNT**

The first child in a family with the highest tuition will be billed at the full rate. The second child in the family, enrolled full-time for the same school year, will receive a 10% discount off their tuition. Each subsequent child, full-time, will receive a 20% discount on tuition. This applies only to full-time school tuition, not to part-time enrollment or extended care. Either this discount or the Lutheran Rate Discount can be applied, but not both.

## **LUTHERAN RATE DISCOUNT**

Active Faith Lutheran Church members will receive a 10% discount off tuition rates for the first two children enrolled and 20% for each after that.

If you opt not to take your child's discount, you may choose to direct the funds to your child's classroom, school operations, or wherever it is needed most.

## **FUNDRAISING**

Tuition does not cover the entire cost of education your child and teacher salaries. You are expected to donate time and/or participate in the annual Fall Festival, Spring BINGO fundraiser, or any classroom designated donation assignment. If you choose not to participate in any fundraising, a donation (suggested amount \$500) is expected.

**DONATIONS**

Faith Lutheran School functions in part from donations from congregation members and school parents. Please consider a tax-deductible donation to support purchasing of supplies, tuition assistance, or other expenses.

**CHURCH ATTENDANCE**

All Faith Lutheran School students and their families are encouraged to attend worship services on Sundays. All FLS students are required to participate at special Faith Lutheran Church services three times per year: the school Christmas service in December, Lutheran School Sunday in January/February, and one other time to sing with their class (dates will be included on school calendar).

**Faith Lutheran Church Worship Service**

Sunday School & Bible Classes (at school).....9:00 a.m.  
Worship.....10:15 a.m.

**STUDENT HONOR CODE**

Having a desire to honor God, my school, my family, and my friends, I willingly commit myself to a daily lifestyle that reflects honesty, integrity, trust, and respect for God, peers, authorities over me, and all property. This includes using appropriate language and behavior at school, and treating others with kindness. I willingly acknowledge that this lifestyle does not condone lying, cheating, stealing, and other dishonorable acts that would bring grief to God, my school, my family, and myself. Committing myself to the Honor Code demonstrates my appreciation and respect for Faith Lutheran School and its teachers, my family, my friends, and most of all, Jesus Christ.

**PARENT & APPLICATION AGREEMENT**

In signing this application I agree that (please initial by each statement):

- I have read all the policies and procedures in this application book.
- I have provided the school my student’s complete immunization records.
- All of the information provided is accurate and complete.
- I agree with the school’s Statement of Faith and Purpose and will adhere to the same standards of moral conduct to which Faith Lutheran School students are held as detailed in our handbook in the student honor code. (Parents, please review and discuss the honor code and behavior expectations with your child.)
- My child will follow the rules stated in the handbook and established by their teacher.
- My child will participate in school activities.
- The administration and faculty have discretion and support in appropriate classroom discipline of my child.
- I understand that any matter of dispute between my student or family with Faith Lutheran School will be resolved with Christian conflict resolution. Under no circumstances will I seek monetary or physical damages from the faculty/staff or school board.
- I agree to follow the extracurricular and absence policy and understand that if grades do not meet the requirements, they may not participate in extracurricular activities sponsored by Faith Lutheran School or our partner schools. If a student is absent due to illness, they may not participate in extracurricular activities that day.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

**If you have any questions regarding the policies, please be sure to speak to the teacher, school director, or any School Board member before signing.**

**APPLICATION FOR ELEMENTARY AND MIDDLE GRADES**

Student will be enrolled in \_\_\_\_\_ (K, 1, 2, 3, 4, 5, 6, 7, 8<sup>th</sup> grade)

Please complete this form and return it to the school along with immunization records and the registration fee of \$150.00 There is an additional \$100 book fee due in January.

**STUDENT'S NAME** \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip)

Phone \_\_\_\_\_

Birth day \_\_\_\_\_ Baptized \_\_\_\_\_ Denomination \_\_\_\_\_  
(mo/day/yr) (date)

**FATHER'S NAME** \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Where Employed \_\_\_\_\_ Occupation \_\_\_\_\_

Church (name) \_\_\_\_\_

Pastor \_\_\_\_\_ Member  Yes  No

Father's Address (if different than student's) \_\_\_\_\_

Marital Status:  Married  Separated  Divorced  Single

**MOTHER'S NAME** \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Where Employed \_\_\_\_\_ Occupation \_\_\_\_\_

Church (name) \_\_\_\_\_

Pastor \_\_\_\_\_ Member  Yes  No

Mother's Address (if different than student's) \_\_\_\_\_

Marital Status:  Married  Separated  Divorced  Single

**Parent(s) e-mail address:** \_\_\_\_\_

**OTHER CHILDREN IN FAMILY:** Name(s) and age(s)

\_\_\_\_\_

If there has been a separation and divorce, with whom is child living? \_\_\_\_\_

Is the non-custodial parent to receive correspondence? Yes \_\_\_\_\_ No \_\_\_\_\_

Who is financially responsible for the applicant's education? \_\_\_\_\_

If child is living with someone other than parents, please complete the following:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Church Membership \_\_\_\_\_



**Student Information (This information needs to be filled out only if you are new to our school)**

Applicant's primary language: \_\_\_\_\_

Languages spoken in applicant's household: \_\_\_\_\_

If enrolling in Kindergarten, you may skip this section and continue to next page.

Has the applicant ever repeated a grade: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain:

\_\_\_\_\_

Has student ever received an in-school or out-of-school suspension? Yes \_\_\_\_\_ No \_\_\_\_\_

Has student ever been placed on probation at any school? Yes \_\_\_\_\_ No \_\_\_\_\_

Has student ever been expelled or asked to withdraw from any school? Yes \_\_\_\_\_ No \_\_\_\_\_

Has student ever encountered any other form of disciplinary action in school?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Has the student ever received counseling for personal, family, or event---oriented issues? Yes \_\_\_\_\_  
No \_\_\_\_\_

If you have answered yes on any of the above questions, provide a brief explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the student have any of the following? (Please check all that apply)

\_\_\_\_\_ Learning disability

\_\_\_\_\_ I.E.P

\_\_\_\_\_ Speech evaluation

\_\_\_\_\_ Remediation report

\_\_\_\_\_ Psychological evaluation

\_\_\_\_\_ Any other individual test (please explain)

**\*If the student has ever received any of the above mentioned tests, please include a copy of the complete assessment with this application.**

Does your child support the decision to apply to Faith Lutheran School? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Parent Questionnaire:** Only required for students new to Faith Lutheran School

All information is held in the strictest confidence.

Please describe your child's personality, interests, or talents:

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Are there any factors that you would like to share with us that have had an impact on your child's academic or social progress to date? (This may include health, learning challenges, or changes of home, school or family situation.)

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Is there anything else you would like us to know about your child?

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Why do you want your child to attend Faith Lutheran School?

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How did you hear about Faith Lutheran School?

Referred by: \_\_\_\_\_

- |                                     |                                 |                                    |                                   |
|-------------------------------------|---------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Website    | <input type="checkbox"/> Church | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Flyer    |
| <input type="checkbox"/> Phone book | <input type="checkbox"/> Other  | <input type="checkbox"/> Radio     | <input type="checkbox"/> Facebook |





## **Faith Lutheran School Photo Release**

Throughout the school year, photos may be taken of classes and individual students in the classroom, on field trips, and at various school-related activities by school staff or local media (Kirksville Daily Express and KTVO). These photos may be used for promotional purposes, including in the local newspaper, on our school website, and on the school Facebook page.

Child's Name: \_\_\_\_\_

\_\_\_ I give permission for my child's photo to be used for school purposes and publicity.

\_\_\_ I request that my child's photo not be used for school purposes and publicity.

\_\_\_\_\_  
Parent Signature Date



## **Faith Lutheran School Field Trip Permission**

My child \_\_\_\_\_ has my permission to go on all field trips that are planned throughout the school year.

\_\_\_\_\_  
Parent Signature Date

## VOLUNTEER QUESTIONNAIRE

Please fill out and return with application:

School Year: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

Your Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I am interested in helping with or would like more information about the following areas:

- Fall Festival planning committee \_\_\_\_\_
- Parent Teacher Organization \_\_\_\_\_
- Serving lunches \_\_\_\_\_
- School library \_\_\_\_\_
- Book fairs \_\_\_\_\_
- Teacher appreciation luncheon \_\_\_\_\_
- Please contact me – I have other talents I would like to share \_\_\_\_\_