

# FIRST LUTHERAN CLASSICAL SCHOOL

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## Elementary Parent/Student Handbook

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## I. About Our School

### **Mission Statement**

It is the mission of First Lutheran Classical School first and foremost to assure its students and their families that they are redeemed by Christ, have value in His sight and are loved by Him. Since they are of value to God it is their duty to fully develop their God given faculties to glorify God and serve their fellow man. To effect this end, FLCS will provide an excellent academic program founded on the Word of God to facilitate the emergence of the new person in mind, body, spirit, and character.

*“All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” 2 Timothy 3:16-17*

### **Philosophy**

First Lutheran Classical School (FLCS) has two main distinctions. First of all, it is a Christian school—Lutheran in approach, doctrine, and staff. This means that teaching and philosophy is Gospel-centered, using God’s revealed Word as guide in all things. Secondly, the foundational aspect that characterizes FLCS is the classical approach.

### **Statement of Faith**

The Bible is the inspired Word of God, completely true and without error. It is the only source and authority for all matters of faith and life.

There is only one true God: Father, Son, and Holy Spirit. This revelation of three persons in one God is called the Trinity.

God is the creator of everything that exists. He created all things out of nothing by His all-creative Word, as expressed in Genesis 1 and John 1.

The theory of evolution is to be rejected as a false teaching.

All human life is precious to God and should be protected and supported from conception to natural death.

Adam and Eve, the man and woman created by God in the beginning, disobeyed God’s will and brought sin into the world. Since that time, all people have inherited this sinful condition called original sin.

Sin is disobeying God and transgressing His holy will in thought, word and deed.

People cannot save themselves by their good works or restore themselves to a right relationship with God.

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.

Because of Jesus’ death on the cross, God declares a person righteous and forgiven. This happens not because of human effort, but because the justification won by Jesus is applied to the one who believes in Jesus alone as Savior from sin.

God moves the heart of the believer to repent of sin, to trust in Jesus as Savior, and to receive Him by faith. Faith in Jesus is solely a gift of the Holy Spirit.

We receive God's grace and forgiveness personally by the means of grace: God's Word and Sacraments (Baptism and Holy Communion). By these means, God applies the merits of Jesus' atoning death to all who believe in Jesus as their Savior.

Jesus will come again on Judgment Day. The dead will be raised, and those who are still alive will be bodily transformed. After this, the final judgment will take place. Unbelievers will go into eternal damnation in hell, and believers into eternal life in heaven.

The true Christian Church is made up of all believers of all times who believe in the Triune God and in Jesus Christ as their only Savior.

Christians are called to tell others that the only way of salvation is by faith in Jesus Christ, and to show their faith by deeds of love toward others.

### **Overview of Classical Education**

Classical education involves a three-part process of training the mind. The early years of school are spent in absorbing facts, systematically laying the foundations for advanced study. In the middle grades students learn to reason and relate facts to one another. In the high school years students learn how to analyze and eloquently express knowledge. This classical pattern is called the trivium.

#### **Stages of the trivium:**

The first stage of the trivium, Grammar, corresponds to grades K-5. The building blocks of knowledge and facts are absorbed during this stage. Memorization is a key tool for learning during these years.

The second stage, Logic, corresponds to grades 6-8. During this stage of development students are entering into analytical thought, and move beyond "just the facts" to understanding "why." Cause and effect relationships are understood and the student discovers how facts fit together in a logical framework.

The third stage of classical education, Rhetoric, builds on the foundation established in earlier years of schooling. In the high school years the student uses facts and rules of logic learned in the previous two stages and learns to effectively communicate his knowledge.

To summarize, one must first 1) acquire knowledge, 2) then understanding, 3) and finally develop creative, persuasive oral and written communication.

The classical education model informs not only the curriculum, but also when content is taught and the manner in which it is taught. Classical methods are characterized by direct instruction. It is language-focused; utilizing spoken and written words rather than images. This trains the mind to work harder as it translates symbols into concepts. Mastery of language and reading prepares the student to excel in all other subjects. As students progress through the stages, Socratic methods (guided questioning and discussion intended to develop critical thinking) are utilized. Classical schools expose children to works of excellence: real literature, quality music, and great works of art.

FLCS selected the classical Christian model because it has been proven to be the excellent, logical model for quality education. All subjects are studied through the lens of an explicitly Christian worldview. Modern subjects based in science and technology are taught in classical schools, with classical methods. The following are some classical curriculum examples:

**Reading:** A strong emphasis is placed on reading skills. A strong phonetic approach is used, based on learning parts to whole—not whole to parts. The student is immersed in great literature, with carefully selected reading lists.

**Writing:** A systematic writing process is crucial in all grades in order to develop eloquent writers.

**History:** History and geography are taught. The learning of chronological history using primary sources and living books (books that include firsthand sources, classics, and contain imaginative, inspiring ideas) and the thorough study of geography is emphasized.

**Latin:** Latin is not a dead language—it is historical. It lives on in almost all major western languages, including English. Studying Latin not only gives the student a better understanding of the roots of the English language, but it forms the foundation for the study of other languages such as Spanish, French, and Italian. Well over 50% of English words find their roots in Latin. The study of Latin grammar trains young minds to think logically like no other subject. It is helpful in understanding the history and writings of Western Civilization.

**Logic:** Logic is the science of the formal principals of reasoning. It aims to reveal the laws that may be used to distinguish good reasoning from poor reasoning. Logic is an aid to improved reasoning, and it helps in understanding God and His revelation.

### **School Governance**

FLCS is a ministry of First Lutheran Church. The voters of First Lutheran Church elect seven to nine members to serve as the School Board of FLCS. This board establishes school policies that are carried out by the FLCS administrator. The FLCS board reports regularly to the First Lutheran Church Parish Planning Council and to congregational voter's meetings.

## **II. Admissions**

### **Admissions Requirements**

FLCS recognizes that the teaching of spiritual truth requires much reinforcement from the home and church; therefore, the following requirements are necessary for all student admissions:

- The parent(s) have read the purpose, philosophy, doctrinal statements and standards of FLCS and will support the same.
- Pupils admitted from other schools to FLCS must have a good conduct record and have put forth acceptable effort academically. The purpose of the school does not include correction or rehabilitation of children with severe behavioral problems. Children who have been refused admission or asked to leave by any other school must be reviewed by the Board before they are admitted.
- Kindergarten students must be five years old by September 10 of the year in which the child is enrolling. All students must provide evidence of immunization.

### **Admissions Standards**

Students seeking admission following suspension, expulsion, or severe behavior or academic problems at another school will not be permitted to enroll until they have proven themselves elsewhere. At this time, FLCS does not have the facilities or staff for the education of children with significant special needs and/or severe behavioral problems.

### **Entrance Testing**

Entrance testing may be required for new students to assess a student's academic potential, assure proper grade placement, and to identify educational conditions or handicaps which the school is unable to address. Final decisions regarding grade placement are made by the administrator with parental input.

### **Transfer Students**

Due to the nature of the classical curriculum of FLCS, it may be difficult for a student to transfer from another school once the school year has begun. For this reason students who seek to transfer after the second quarter (first semester) are not assured enrollment without the prior consideration of the teacher(s) and/or administrator.

### **Admissions Procedures**

Parents interested in enrolling their children at FLCS shall use the following process:

1. Complete an Enrollment Application. An Enrollment Application can be requested by mail, phone, or at the school or church office. Students are placed on class rosters in order of the date in which their Enrollment Applications are received.
2. Parents and student(s) must sign a Handbook Pledge indicating they have read, understood, and agree to abide by the policies and procedures of FLCS. Parents must submit the following forms (included with Admissions Packet) before the student can begin classes:
  1. Authorization of Emergency Care & Health Record
  2. Immunization Records
  3. Annual Family Tuition Worksheet
  3. Receive Notification of Admissions/Acceptance Letter.
3. Final acceptance of student admission is provided by written notification.

### **Re-Enrollment for Returning Students**

Re-enrollment for current students who intend to return the following year typically occurs on or near April 1. To ensure admission for the next year, returning students must submit all required re-enrollment forms and registration fees at the time of re-enrollment. Classes with limited space are filled in order of the following preferences:

1. Children of faculty/staff.
2. Current students.
3. Siblings of returning students.
4. Members of the congregation.
5. Former students.

Students who fail to enroll at the time of re-enrollment shall forfeit the above preferences.

### **Policy of Non-Discrimination**

First Lutheran Classical School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, or national origin in administration of its educational policies, scholarship and tuition assistance programs, or athletic and other school-administered programs. FLCS reserves the right to admit students on the basis of academic performance, philosophical compatibility, and willingness to cooperate with and abide by school policies.

## **III. Tuition and Fees**

### **Tuition**

Student tuition is \$4200 per student. Parents may choose from three payment plans: payment in full, ten equal payments, or twelve equal payments.

### **Payment Plans**

**Plan A** - Payment paid in full on or before August 1st. Families choosing this payment option will receive a \$200 reduction in tuition per student.

**Plan B** - Ten equal payments of \$420 per student due on the first of each month, August through May.

**Plan C** - Twelve equal payments of \$350 per student due on the first of each month, June through May.

### **Billing Schedule/Delinquent Accounts Policy**

Families choosing the monthly payment plan will be provided a payment coupon book for their convenience. Payment is due on the first of every month. To help parents keep up regular payments, prevent occurrence of an insurmountable past due balance, and to enable FLCS to meet its financial obligations in a responsible fashion, the following delinquent account process has been established:

15 days past due: These accounts are considered delinquent and a service charge of \$20 will be assessed each month the account remains past due. As a reminder a phone call will be made by the administrator.

30 days past due: The administrator will refer these accounts to the Board.

45 days past due: The student may be suspended and student records held until the account is made current.

*All accounts must be paid in full by May 15 of the current school year.*

### **Early Withdrawal/Student Absence Policy**

Tuition is prorated in monthly increments for students who withdraw from school for any reason. Tuition will be refunded beginning with the month following the withdrawal. All withdrawals, whether before or during the school year, must be made in writing and shall be effective when received by the school. Because tuition is calculated on the basis of the entire year, reductions cannot be made for family vacations or holidays. Tuition will be prorated beginning with the date of enrollment for students who enroll in school after the school year begins.

### **Application Fee**

An initial application fee of \$50 is required to process each student's application. This fee is non-refundable unless admission is denied.

### **Enrollment Fee**

Upon notice of admission/acceptance, a \$100 initial enrollment fee is required. This ensures the child's place in the class and is used for the administration of textbook and materials purchases. This amount will be applied toward the student's tuition at the beginning of the school year.

### **Book Fee**

A book fee of \$200 per student is required at the time of enrollment.

### **Financial Assistance**

FLCS desires to offer a variety of tuition-reducing options to its families as funds become available for this purpose.

### **Donations**

Because tuition and fees do not always cover the entire cost of operating a Lutheran school, FLCS welcomes individuals to contribute in the following ways: gifts to the general and endowment funds, gifts for special equipment, donations of labor and materials, and contributions to the scholarship\* fund. FLCS is a ministry of First Lutheran Church and as such all gifts are tax deductible per IRS regulations.

\*Donations to the scholarship fund must be made without family designation to qualify for a tax deduction. Individuals wishing to donate to a particular family's tuition are encouraged to do so but do not qualify for a tax deduction.

### **Fund-raising**

FLCS permits school and parent organizations, classes and clubs to sponsor various fund-raisers throughout the year to finance field trips, activities, and special projects. While students and parents are encouraged to support the school by participating in fund-raising, student and parent involvement is voluntary.

## **IV. Attendance**

### **Attendance Policy**

School attendance is required by FLCS and by Montana law. Research has found that a high correlation exists between regular attendance and student success at school. For the general welfare of all students, for each to do well, and for all to benefit from the educational opportunities available, a student must be in school and have a good attendance record. Students are expected to be present and punctual at school each day.

### **Absences**

A record of attendance is taken at the beginning of each school day. Parents are requested to please notify the school office between 8:15 and 9:00 a.m. if your child is absent unless the absence has been previously approved. Due to safety concerns, the school enforces this provision of accounting for all children to the fullest extent possible, including attempting to contact parents at home by 11 a.m. to verify a child's absence if no notice has been received.

If the school is not notified, students will be required upon their return to school to provide a note from the parent stating the reason for the absence. If no notice is received the absence will be considered unexcused.

### **Excused and Unexcused Absences**

Absences will be considered excused for the following reasons only:

1. Illness or injury.
2. Bereavement/funeral.
3. Medical appointments.
4. Participation in school-approved programs outside the school.
5. Pre-arranged absences for which administrative approval has been given.

**All other absences will be counted as unexcused.**

**Excessive absences and/or tardiness will be dealt with on an individual basis.**

### **Make-Up Work**

A student absent for any reason should promptly make up assignments missed. Students with excused absences are given two days for each day of absence to make up missed work for credit. For extended absences, special arrangements for make up of missed assignments can be made with the teacher. If parents wish to obtain assignments, please notify the school office early in the day. Teachers will then have the assignments ready for pick up or phone notification by the end of the day.

### **Leaving Early**

Parents who wish to remove their child during the school day are required to report to the office to notify staff of their intent and sign their child out before departure. No child may be removed from any classroom, building, grounds, or school event except by a parent having legal custody or a legal guardian. In the event that a parent

needs to designate another person to pick up a child during or after school, a written note or telephone call verifying the change is required.

### **Truancy**

A student absent from school without permission will be considered truant and will be subject to disciplinary action. Truancy is a serious matter, and state law requires that a student between the ages of 7 and 16 must attend school unless excused.

## **V. Student Conduct/Discipline Policy**

### **Discipline Policy**

FLCS is committed to providing a safe, nurturing learning environment for all its students. This includes an atmosphere conducive to studies and free from disruption, as well as making school a place where students feel loved and accepted. FLCS strives to train students in Christ-likeness by encouraging them to consider one another precious and to esteem others above themselves. (Philippians 2:3-5; John 13:34-35; Proverbs 22:6)

### **Principles of Discipline**

First Lutheran Classical School has adopted the following principles for the discipline of its students:

1. Discipline is defined as the training process to help young people mature into godly Christians. It is not just a punishment system. Discipline involves teaching, nurturing, counseling, training, planning, praying, introspection and family commitment, all of which are as important, if not more important, than any consequence. (Proverbs 22:6; Hebrews 12:5-11)
2. Respect and love are taught throughout the scriptures as being required by God, both to Himself, to those men and women in authority, and to those around us. (Mark 12:30-31)
3. Decency and order are clearly commanded as a priority in the Christian's life. (1 Corinthians 14:40)
4. Obedience and submission to God and those in authority should be a given assumption in any system used by Christians. (Hebrews 13:17)
5. Proper motives, not just proper actions, are crucial in the scriptural priority system. (James 4:1-3)
6. Hearsay, rumors, or unsubstantiated reports are not a scriptural basis as the sole rationale of any discipline. Teacher observation (or student confession) is the best basis for discipline. (Deuteronomy 19:15)
7. Because of our natural inclination to sin, we don't automatically love, respect, and honor each other. Therefore, discipline is administered in the context of scripture with repentance, forgiveness, and restoration as our three-fold goal. (Philippians 2:14-16a; 2 Corinthians 7:9-11)

### **Parental Involvement**

The FLCS discipline policy is a continuation of the philosophy and desire that school is an extension of the biblically based Christian home. Since FLCS works with parents to disciple young people outside the home, it is vital that parents support the school in discipline issues involving their children. It is almost impossible to be of any real help to a child unless the parents are in active, harmonious participation with and support of the school.

Parents will be informed when unusual circumstances involving their child arise that require disciplinary action. The school expects that there will be godly parental follow-through at home regarding disciplinary actions taken at school. In situations where the disciplinary care given by the school staff is not fruitful, it may be recommended that parents seek professional help (i.e., pastoral counselor or other biblically trained personnel).

### **Rules For Student Conduct**

It is impossible to make rules to govern every type of infraction. Appropriate behavior should come from the

heart in love and obedience to Jesus Christ. Accordingly, it is expected that students observe the following behaviors:

1. Students will demonstrate respect for teachers and all school staff at all times.
2. Improper language will not be tolerated.
3. Students will be considerate of other students in attitudes, words and actions.
4. Total abstinence (use and possession) from alcohol, non-prescribed drugs, and tobacco shall be expected of all students at all times.
5. Students will not in any way deface or damage school buildings, furnishings, vehicles, property, and equipment and will be liable for damages to the extent of replacement or repair costs.
6. Students will follow classroom, playground, vehicle, and building procedures and rules.
7. Students will practice truthfulness and honesty in word and life.
8. Students will practice biblical love, respect, decency and order in regard to themselves and others.

### **General Objectives for Student Conduct**

1. Be honest and kind in actions.
2. Respect all people and treat them honorably.
3. Respect all personal and school property because it belongs to God and is cared for by people.
4. Keep the mind, speech, and actions clean and above reproach.
5. Be on time and in the right place at the right time.
6. Follow all the teachers' instructions right away, all the way, with a good attitude every day.

Following Christian principles, specific disciplinary measures will be determined on an individual basis by the school faculty. Disciplinary measures up to and including suspension and expulsion may be utilized. Corporal punishment will not be utilized. Physical force will only be used in extreme circumstances in order to prevent harm to the student, to other students, to school personnel or others present, and to prevent serious vandalism or destruction of school property.

## **VI. Academic Policies**

### **Academic Excellence**

FLCS is committed to providing its students with a high quality, well-rounded education from a Lutheran perspective. Instruction at FLCS emphasizes the mastery of a core body of knowledge, but adds the higher goal of exposing students to the depth and breadth of learning that comes only from recognizing God as the source of all knowledge.

Core academic subjects include math, language arts, science, history, and Bible. Students also receive instruction in Latin, music, art, physical education, and more. Each student is challenged to excel academically and to grow spiritually to the glory of God, with the expectation that all can succeed. Students have the opportunity to be creative and to think in an innovative and independent manner in a broad range of subjects. A love of learning is fostered in each child.

Believing that a quality, classical education is one of the most effective tools for influencing the world for Christ, children are trained to think critically from God's perspective, now and for the rest of their lives. Students are taught a biblical worldview to discern the values of the present culture and to navigate it successfully as Christians.

### **Class Size**

Because research indicates that small classes contribute positively to student achievement, especially in the

primary grades, as well as student behavior and teacher effectiveness, FLCS shall limit its elementary classes to the following sizes: Kindergarten–first grade, 16 students; second–sixth grade, 20 students. Exceptions may be made at the discretion of the administrator and shall not exceed the above limits by more than two students per class.

### **Curriculum**

FLCS maintains the highest standards possible in developing and implementing a quality curriculum that aligns with state and national standards. All curriculum materials are selected for research-proven effectiveness at producing student achievement as well as for their alignment with a Christian worldview. Emphasis is placed on using materials from Christian publishers that assist students in developing Christian values, although some secular textbooks may be used for instruction and/or for comparative analysis.

### **Instruction**

Instruction at FLCS is based on a cognitive-developmental model commonly referred to as the classical model. This model teaches a core of knowledge that goes beyond the assimilation of facts to the teaching of values, truth, decision-making, and critical thinking. The structure of the classical model is traditional with a strong emphasis on the “basics”: subjects such as mathematics, history, language studies, science, Latin, and logic. Teachers employ a variety of creative teaching methods that complement the natural stages of child development to maximize student achievement. This model was used almost exclusively in American schools until the early to middle part of the twentieth century and educated most of the great thinkers and artists of the Renaissance and Reformation periods.

### **Homework**

FLCS believes homework is a valuable aid in helping students make the most of their experience in school and, therefore, considers homework an integral part of the educational program. Homework may be assigned for one or more of the following reasons:

1. Preparation: Assignments completed before class enhance a student’s learning capacity and enable him/her to profit from discussion of subject matter during class. Preparation homework is designed to get students interested in a topic or prepared for the work to be done in class.
2. Practice: Following classroom explanations and illustrations, homework helps a student to master material covered in class.
3. Remediation: As instruction progresses, various weak points in a student’s grasp of a subject may become evident. Homework may be assigned to aid in overcoming such difficulties.
4. Extension: An assignment may be given for the student to complete at home with a parent or adult other than the teacher. Sometimes this includes carrying the concepts learned in class to a real-life situation at home.
5. Special Projects: Compositions, research assignments, book reports, and projects are examples of homework activities necessary for the student to develop crucial independent study skills.

### **Guidelines for Homework**

Homework commonly consists of unfinished daily work and/or work specifically assigned to be completed at home. Parents are requested to assist their children in making homework a priority. In no case should a parent do the homework for the student. All homework assignments must be turned in on time, completed to the best of the student’s ability, and made up promptly when absent. Failure to complete homework may affect the student’s grades as well as his/her mastery of the subject.

### **Grading**

Grades are numerical indicators of mastery of the curriculum and overall performance within a designated time period. While letter or number grades do not represent the entire assessment of a student’s progress, they do offer information about the student’s overall achievement. Grades are also a succinct method of reporting that

information to both students and parents.

### **Progress Reports**

FLCS issues report cards four times each year, once per quarter. A copy of the report card is sent home approximately one week after each quarter ends or given directly to parents at Parent-Teacher Conferences. Report cards must be signed by a parent and returned to the school. Mid-term progress reports are also issued quarterly at the midpoint of the marking period. Grading scales used to report achievement on report cards and mid-term reports are as follows:

#### **Grade Scale (K-2)**

E Excellent  
S+ Above Average  
S Satisfactory  
S- Needs improvement  
U Unsatisfactory

#### **Grade Scale (3-8)**

A+ 98-100%  
A 94-97  
A- 90-93  
B+ 87-89  
B 84-87  
B- 80-83  
C+ 78-79  
C 74-77  
C- 70-73  
D+ 68-69  
D 64-67  
D- 60-63  
F 59 and below

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled twice a year at the end of the first and third quarters. Conferences serve as an opportunity to discuss students' educational, emotional, and spiritual growth. Information concerning conference times is disseminated after the end of the first quarter in October and at the end of the third quarter in March. Parents are encouraged to call any time they believe a conference is necessary with any or all of their child's teachers.

### **Standardized Achievement Tests**

Standardized tests are often appreciated by parents as one method of checking student progress and of evaluating the effectiveness of the school. FLCS faculty, in consultation with the Board, will determine test selection and frequency of administration.

### **Promotion and Retention**

Grade promotions and retentions are based on an average of a student's academic, physical, social, and emotional growth. In cases of retention parents will be involved directly in the decision to retain from the first consideration. Unless retention was proposed during the school year, parents can safely assume that their child will be promoted to the next grade.

## **VII. Dress Code**

### **Student Dress Standards**

FLCS is committed to creating an atmosphere that promotes positive and appropriate behavior and attitudes, maximizes learning, and fosters life learning in Christian character, spiritual wisdom, knowledge, and understanding. Appropriate dress contributes to the maintenance of this environment.

## **Student Dress Code**

In order to maintain dignity, modesty, and humility in dress, FLCS requires students to wear standard uniforms unless otherwise directed by school faculty. A sheet detailing uniform and dress code information will be presented upon enrollment.

## **VIII. Schedule**

### **Hours**

FLCS is in session daily Monday through Friday except for scheduled holidays, breaks, and conferences. Classes for all grades begin at 8:30 a.m. The Missoula Public School District calendar will generally be followed for starting and ending dates, breaks, and holidays unless otherwise notified. Early release days may be included on the school calendar in order to facilitate staff development needs.

### **Arrival and Dismissal**

Parents are responsible for the daily transportation of their children to and from school. Students are not permitted to enter the building until 8:15 a.m.; thus parents are requested to not drop off their children until then. No adult supervision will be provided before school. Please drop your children off at the education wing entrance.

Dismissal at the end of the day is from the education wing entrance. Class dismissal times are as follows: kindergarten through third grade at 3:00 p.m.; fourth through eighth grade at 3:30 p.m.

Parents should make every effort to pick up their children by their dismissal time. In the event that a student needs to stay later than their class dismissal time, parents should make prior arrangements with the teacher. In such cases the student will be expected to stay in his/her classroom under the teacher's supervision until the child is picked up. Parents must notify the office whenever a student will ride home with someone other than his/her parent.

### **Chapel**

Each week FLCS devotes one hour to chapel—a time of singing, worship, and a devotional message by a First Lutheran Church pastor or an invited guest speaker.

Parents are encouraged to attend and participate in any and all chapel services.

### **Field Trips**

Periodically classes take field trips to interesting and educational places. Teachers arrange field trips and will send information home notifying parents of field trips in advance. A permission form signed by a parent or legal guardian is required before a student may leave school grounds. On occasion, small fees may be requested to cover special expenses.

## **IX. School Policies and Procedures**

### **Parent Involvement**

The success of FLCS is directly related to the involvement of its parents. The Board, administration, and staff are highly committed in their ministry to each child and expect that parents likewise will make a commitment to that ministry. Once they enroll their children parents are encouraged to make a genuine commitment to the work of godly parenting, as evidenced by their support of the school through words, actions, and prayer, attendance at school functions, pursuit of financial obligations to the school, and by adhering to the following expectations:

### **1. Become familiar with and pledge to uphold the school's policies.**

Parents are required to read and support the policies and school rules as expressed in this handbook. Additional information about school policies is available in the school office.

### **2. Commit to frequent parent/teacher communication.**

Each teacher at FLCS makes an effort to keep lines of communication open with parents. To strengthen this vital connection, parents are encouraged to build a trusting relationship with their child's teacher(s). Parents are encouraged to contact teachers with questions, voice concerns, or to maintain communication by contacting them at school during regular business hours. Staff members may be reached by telephone, e-mail or by appointment. All parents are expected to attend bi-annual Parent-Teacher Conferences.

### **3. Volunteer.**

FLCS encourages parents to become actively involved in their child's classroom. Parents often have talents, abilities, and experiences that can benefit the students and school as a whole. Information regarding opportunities to volunteer may be obtained by contacting the classroom teacher(s) or school office.

*In addition, FLCS families are strongly encouraged and invited to attend weekly church services as a family. Believing that the school's role is to assist the Christian home in the task of training young people, it is of utmost importance that all families regularly attend their local church.*

## **Parent-Teacher Organizations**

FLCS welcomes parents to organize and participate in an association that will benefit the students and the school as a whole. School faculty will provide information and assistance as needed to facilitate this collaboration.

## **Lunch**

Students eat lunches brought from home.

## **Gum and Candy**

Gum and candy are not permitted unless otherwise stated by a teacher. Sunflower seeds are not permitted on campus.

## **Recess**

Recess is a scheduled part of the regular elementary school day. Recess provides students with the time to expend energy, stretch, activate their bodies, and develop social skills. All students should be adequately dressed for Montana weather. Students will go outside for recess unless staff determines that weather conditions prohibit it.

## **Library**

Students will use FLCS and Church literary and media resources extensively. These resources are located in the First Lutheran Church Christian Resource Center (CRC) and in the classrooms. Church and school family members may also check out resources, except for reference materials. Policies and procedures are posted in the CRC. All lost or damaged books must be paid for. Report cards will not be released until library materials are returned or paid for.

## **Computer/Network Use Policy**

FLCS considers technology to have legitimate educational value and has committed to using computers to improve the quality of its educational program. While it is impossible for the school to eliminate all potential to access controversial material, we are committed to maintaining biblical standards of morality. FLCS will take

every reasonable precaution to mitigate threats found in the use of this resource.

Use of computers is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a User Agreement (separate from this handbook) regarding computer use. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

### **School Pictures**

Each fall FLCS secures a photographer to take individual and class photographs for a visual record of the student body. Students and parents will receive advance notice in order to select a photo package that meets their needs, as well as have time to dress and groom their children accordingly. Students are not obliged to purchase a photo package, but are requested to sit for a photo record.

### **Visitors**

Parents, family, and prospective students are welcome to visit FLCS to observe classes with prior notice to the teacher/administrator. All visitors are required to report to the school office upon entering the premises.

Unauthorized visitors will not be permitted to access classrooms without an appointment or to see students without a parent's permission. In the case of divorced or separated parents, the school cannot grant a non-custodial parent the right to see his/her child without a court order.

Visitors are not permitted during the administration of standardized tests. Student-age visitors interested in FLCS may observe classes, but must follow all rules and procedures in effect for enrolled students. FLCS faculty and staff reserve the right to deny visiting privileges if they believe the visit would be disruptive or not in the best interests of the school.

### **Background Checks**

Background checks are required for all faculty, staff, volunteers, or individuals working with or in the vicinity of students.

### **Telephone Use**

Students may use school phones in case of emergency and/or only with staff permission. Parents are encouraged to leave messages for their children during school hours only when absolutely necessary.

### **Electronic Devices**

Electronic devices such as cellular phones and pagers are prohibited during the school day. If a student brings one to school, it must be turned off and left outside the classroom. If an electronic device is found in the possession of a student during school hours, the item will be confiscated and stored in the school office until school is dismissed. The use of electronic or digital devices is prohibited.

### **Lost & Found**

The school cannot overemphasize the importance of students assuming personal responsibility for the safekeeping of their personal articles and those assigned to them by the school. Students are encouraged to label items of value with their first and last names. Articles thought to be lost or stolen should be reported to school staff immediately. Found items will be reported to the staff and placed in the "Lost & Found" bin until the end of the year. Unclaimed articles will be given to a worthy cause at the end of the year.

### **Fire and Disaster Drills**

The school will participate in monthly fire and emergency drills using procedures approved by the board and local fire authorities. A fire alarm is sounded for the purpose of a fire or disaster, either a drill or an actual emergency. At that time, students are to evacuate the building as rapidly as possible in an orderly manner as

directed by their classroom teacher. Fire exit routes are posted in each classroom.

### **Emergency School Closures**

Emergency conditions may make it necessary to close the school at times. In most cases this will be due to severe weather conditions such as snow or icy conditions which make the roads impassable or unsafe. In case of an emergency closing, information will be communicated to the public media for broadcast. Every effort will be made to give notice of the decision to cancel school as early as possible in the morning or even the night before. The decision to close school rests with the administrator and/or Board.

### **Illness**

While consistent attendance is generally encouraged, the school recognizes the threat of spreading illness through children who are sick at school. Parents who suspect that their child is sick with a contagious illness are encouraged to keep their child at home. If a child does not feel well enough to participate in the full school program, which includes recess and P.E., he/she would probably be more comfortable staying at home. Students with physical impediments and/or illness preventing them from participating in P.E. and/or recess may be excused with a parent's note.

If a student becomes ill at school the child will be removed from class and the parents notified. Every attempt will be made to keep the sick child comfortable until a parent arrives.

### **Injury**

In the event of a student injury at school, a member of the school staff will administer first aid treatment to the best of their ability. If emergency medical treatment is necessary, 9-1-1 will precede all other telephone calls. In such cases the school will call medical and emergency personnel and follow their instructions. The school will then notify parents.

If a parent cannot be contacted immediately, the school will make an effort to find out which physician is to be contacted or where the child should be taken. This information must be on file in the office for each student in the event that parents cannot be reached. A representative of the school, faculty, or staff will stay with the child until parents can assume responsibility.

### **Medication**

Although FLCS strongly encourages the administration of medication at times other than during the school day, the school recognizes the need for exceptions when students must take medicine during school hours. (Medication is defined as all drugs, whether prescription or over the counter.) In such cases, parents must notify the classroom teacher and register the medication with the school office by completing a Notification of Medication Use form. This form authorizes school office personnel or faculty to assist with the administration of medicine to the student during the school day. These forms will be kept on file in the office and new forms must be submitted each year.

All medications must be brought to the school in their original containers in only the quantity necessary for the day's doses and given to the office staff immediately upon arrival at school for storage. Students are not to carry or store medication, with the exception of children with asthma who may carry and self-administer asthma medication while in school or at a school-sponsored activity. Asthma inhalers must also be registered at the school office.

School personnel will not directly administer medication with the exception of life-threatening conditions such as allergic reactions to bee stings or other pre-existing conditions requiring school personnel to administer medication. No student may at any time give medications to another student.

### **Student Records**

FLCS maintains records on each student in order to facilitate the instruction, guidance and educational progress of its students. These records contain information about the student and his/her education, which may include but is not limited to the following types of data: identification data, attendance data, record of achievement, family background, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings, observations, and external agency reports. The records of each student are located in secured, fireproof files in the school's office and remain confidential in accordance with the Family Educational Rights and Privacy Act.

### **Directory Information**

A school directory may be published for the benefit of the FLCS community. If you do not want your and your child's name, grade, address, and telephone number published in this directory, please contact the school office.

From time to time news articles and photographs about our school and students may be published to highlight special activities and/or to publicize/market our school. If you do not want your child included, please contact the school office.

### **Contact Information Changes**

It is important that the school office maintain up-to-date address and telephone records for each student in case of illness, emergency, or accident. Parents are requested to contact the school office immediately should a change of address, telephone number, etc., occur during the year.

### **Transfer of Records**

Student records cannot be transferred to another school unless a Transfer of Records Request form has been properly submitted by a parent or legal guardian to the school office. All tuition accounts must be paid in full before records can be mailed to the receiving school.

