

FAITH

Faith Lutheran School
Handbook

STATEMENT OF PURPOSE

The purpose of Faith Lutheran School is to train children to be successful disciples and soldiers of our Lord and Savior, Jesus Christ. In our program of study, we feature the gospel of God's Son, Jesus, who died on the cross to take away sins. This "good news" is a unique power at the disposal of these young disciples to conquer personal sin in their lives. The Holy Bible is the primary source and resource of our instruction and the backdrop against which all of their secular studies are presented and learned.

To this end, Faith Lutheran School assists parents with the Christian education of their children. This task involved the application of God's inspired and inerrant Word throughout the school day. Children need to be trained in the way they should go, namely, in the Lord's way. Therefore, children need the correction, guidance, discipline, and security which only God's Word can give.

At Faith it is our goal that children entrusted into our care will grow in the knowledge and love of our Savior from sin and become useful citizens. To serve the Lord with their abilities and talents, the students at Faith are taught they have good reason to learn of God's orderly creation (mathematical, biological, and physical sciences) and of God's continual working in affairs of the world around us (social sciences). What better reason for learning to communicate well (language arts) than to share God's Word of peace and promise with others.

Our chief goal in education is, with the help of God, to strengthen the child in his faith, to increase his knowledge of God's Word offered in the inspired Scriptures, and to enable him to strive out of gratitude to live his life according to God's will. For this reason, the teaching of the Word of God is all important, for it makes us **"wise for salvation through faith which is in Christ Jesus"** (2 Timothy 3:15).

Our Christian teachers will diligently try to help the pupil realize that the exercise of his religion consists not in the mere recitation of doctrinal statements or of the accumulation of Biblical facts, but, more importantly, in the conscious striving towards a thankful imitation of his Savior in real-life situations **"But be doers of the word, and not hearers only, deceiving yourselves"** (James 1:22). For this reason, the entire curriculum is always related to Christ and the Scriptures. Christ's ambition was to do the will of His Father. This the goal of the Christian school to produce a child who wants to always please his heavenly Father by drawing on the strength that is his though Christ. Religion is not simply one of many subjects, but basic to our philosophy of educations. **"The fear (awe) of the Lord is the beginning of knowledge (wisdom)"** (Proverbs 1:7).

ADMINISTRATION

Faith Lutheran congregation is the sponsor of Faith Lutheran School and is responsible for the welfare of the faculty and students and for assuring that the school itself is well-maintained and creates an atmosphere in which Christian learning can take place.

Faith congregation administers the school through a Board of Education, a group of nine men whose task is to develop the policies under which the school is run. The welfare of the teachers and students is part of their concern. They are to provide a decent, safe, and sanitary environment in our school and on the playground. Reference the paper insert to view the members of the Board of Education.

Faith Lutheran congregation has called three fulltime teachers and one part-time teacher to teach grades Pre-School-8th grade along with two aides. Others have volunteered their services in various capacities. The teachers are responsible to the Board of Education and the members of Faith Lutheran congregation. The school is directly administered by the principal, working in a team ministry with the school faculty, pastor, and church staff.

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HOME, SCHOOL, AND CHURCH

Faith Lutheran School is not merely a private school. We consider our Christian education to be the most complete education available, dealing with all aspects of the individual soul, mind, and body. The school cannot take the place of the home, but it can assist parents in their God-given duty of “training” their child “in the way he should go.” We are convinced that the home and school must uphold and reinforce each other in God’s ways. The primary responsibility over the child still rests with the parents. We ask you to take an active part in the education of your child. **“And these words which I command you today shall be in your heart; you should teach them diligently to your children, and when you lie down, and when you rise up”** (Deuteronomy 6:5-7). **“And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord”** (Ephesians 6:4).

We anticipate and expect full support of the parents in **helping their children attend church regularly**. We seek to instill in our children love for preaching of His Word and expect parents to demonstrate this love in their own family.

When problems or concerns arise about school matters, in Christian love the parents should first discuss the situation with the teacher involved. If no resolution is reached, the matter may be brought to the principal. If further action is necessary, it may be brought to the attention of the pastor and the Board of Education. Concerns about overall school policy or procedures are to be brought directly to the principal and the Board of Education.

Because we live in a sin-filled world, mistakes and disagreements in dealing with students or situations arise. When problems develop parents and teachers need to remember their common goal is the welfare of the child. School and work together with patience and kindness. **“Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established”** (Matthew 18:15-16).

We appreciate and encourage interest and inquiries on the part of parents regarding their child. You may feel free to visit the school, but please make prior arrangements. Should you desire a conference with the teacher, please feel free to arrange one.

Report cards are sent home periodically. If your child is working below his/her ability, a notice will be sent home prior to the report card date. Meetings will be held with the parents in connection with the report cards. These serve to bring school and home closer together in working out problems and fulfilling the task of education for your child. The following report card grading system will be used:

A	98%-100%	Excellent
A-	94%-97%	
B+	91%-93%	
B	88%-90%	Good

B-	85%-87%	
C+	82%-84%	
C	79%-81%	Average
C-	77%-78%	
D+	75%-76%	
D	72%-74%	Below Average
D-	70%-71%	
F	0%-69%	Failure
I		Incomplete

Please keep in mind that a report card is an individual report. The Lord has blessed all students in individual ways. He does not expect them all to be "A" students. He does, however, expect them all to use their abilities faithfully. We ask parents to evaluate each report card carefully and to discuss it with their child for the purpose of encouraging faithfulness in schoolwork. If a problem arises, the parent should contact the teacher directly.

SCHOOL HOURS

The doors to the building are locked except during the worship service. Faculty members may not be able to supervise your children before 7:45 a.m. and after 3:30 p.m. The school day begins at 8:00 a.m. and ends at 3:00 p.m.

ENROLLMENT

All children of Faith Lutheran Church as well as children of neighboring CLC congregations are encouraged to enroll at Faith Lutheran School. Member parents and their enrolled children are expected to do their best to adhere to the following guidelines as adopted by Faith Lutheran School's Board of Education. The board of Education is responsible for determining enrollment and/or dismissal of both member and non-member students.

Guidelines for Members of Faith Lutheran Church or other CLC Congregations

1. Parents will support the work of the teachers and Board of Education.
2. Parents will seek to continue the child's religious instruction at home through regular church and Sunday School attendance, and home Bible-study.
3. All children will be expected to participate in all worship activities of the school, such as Christmas Eve services, singing in church, etc.
4. The children will participate actively in all required religious instruction.
5. The children will attend Pastor's Catechism class when they are in grades 7-8.
6. The children and parents will observe all policies and rules of the school.

NON-MEMBER ENROLLMENT

We welcome the enrollment of non-member students in our school and thank our God that we can share with others that which our Lord has so generously given to us. However, it must always be remembered that we are, above all, a Christian school (rather than a secular or private school) wherein our primary purpose is to impress our students with the blessings of God's love for us in Christ Jesus. It is our prayer that Faith congregation would become the sole provider of each student's formal, religious education. We firmly believe that the doctrines taught at Faith are in accordance with God's Word. The Board of Education feels that it is in the best interest of the students that they be taught the same doctrines at home as they are in school. To avoid confusion, we would encourage families to become members of Faith

It is important to remember that we do not pretend to be a school that is equipped to handle every special student. There may be some that present difficulties which placed them beyond the scope of our staff and faculties.

The children of non-member families will be accepted into and remain students in our school provided that the following guidelines of Faith Lutheran School's Board of Education are being met.

Guidelines for Non-Members

1. The parents will agree to have their children participate actively in all required religious instruction.
2. The children will be expected to attend and participate in Pastor's Catechism class when they are in grades 7-8. Confirmation at Faith is not a requirement.
3. The parents and children will not seek to hinder, disrupt, or oppose the classroom instruction of the confessional Lutheran doctrine being taught. No efforts to promote contradictory religious views will be permitted. This could cause confusion for all concerned. Such efforts might include verbal promotion of another church or its beliefs, participation in activities unbecoming children of God, as well as the wearing of other church bodies' apparel or uniforms representing semi-religious organizations such as the Scouts.
4. The children and parents will observe all rules and policies of the school.
5. The children are expected to participate in all religious activities outside of the classroom, including Christmas Eve services, singing in church, etc. The school realizes this may not always be possible. However, the children will still participate during rehearsals of the activities.
6. The parents of these children will attend a series of meetings with Faith's pastor for a discussion of the doctrine that we will be teaching their children.
7. Regular tuition payments must be made according to a payment schedule agreed upon the Board of Education.
8. Prior to enrollment of a non-member student, the Board of Education will evaluate each application and will decide on acceptance of the application for enrollment.

Each non-member child's status as a student at Faith Lutheran School will be reviewed annually. Factors determining continuance at Faith will be academic standing, interest shown in church and school functions, prompt tuition payments, and cooperation with the students and teachers.

KINDERGARTEN

Faith Lutheran School operates a kindergarten program. Students must be five years old by September 1st to enroll in the program. Kindergarten classes are taught five full (8:00 a.m. – 3:00 p.m.) days per week. Kindergarten is part of our lower grade classroom (K-2). We use an Abeka curriculum for the core kindergarten subjects (reading, math, and phonics).

PRE-SCHOOL

Faith Lutheran School operates a pre-school program. The pre-school meets five mornings a week from 8:00 a.m. – 11:00 a.m. during the school year. The morning is filled with many activities centered around the Word of God. The children are taught a bible lesson, they also participate in art, alphabet, number, singing, and science activities. They also enjoy running and playing during a recess period. Students must be four years old by September 1st to enroll. Three-year-olds are accepted if space is available. Tuition for non-members is \$650 for the first child in the family and \$350 for each additional child in the family. Families are asked to help supply snacks for the pre-school class. Our pre-school is currently being taught by Miriam Bernthal.

CURRICULUM

Our curriculum meets the academic requirements of general education as well as those requirements set down by the state of Wisconsin. In addition, our curriculum emphasizes Christ and God's saving love. A systematic study of Bible history, or fundamental Christian doctrines, of prayer, of hymns, and Bible verses help make God more meaningful in the life of the child.

Graduates of the school are admitted to the schools in the area on the same basis as those from the public schools. The teachers and the Board of Education seek to maintain high standards in the school. The curriculum is approved by the Board of Education.

OFFERINGS

“So let each one give as he purposed in his heart, not grudgingly or of necessity; for God loves a cheerful giver. And God is able to make all grace abound toward you, that

you, always having all sufficiency in all things, may have an abundance for every good work” (2 Corinthians 9:7-8).

Parents and members of Faith Lutheran Congregation are reminded that Faith School is funded solely on offerings.

TUITION

Tuition for non-members students is charged at the rate of \$650.00 per year for the first child in the family and \$350.00 for each additional child in the family. One half of the tuition is payable in advance at registration. The balance is due February 1st. Fees and tuition rates will be reviewed by the Board of Education yearly.

HEALTH CARE

The state of Wisconsin and Green Lake County requires the students have a complete physical examination and submit a record of the examination and immunizations before being admitted to school. Health records are maintained in the school. The Immunization Checkpoint Law in Wisconsin requires minimum immunization for first-time admission in any elementary school. No child can be admitted into our school who does not meet those minimum immunization requirements or has not made arrangements to do so by October 1st. There are also immunization requirements for all school children through grade 12. The school is required to maintain the immunization histories of children in attendance on file. Our school receives public health services through Green Lake County like those offered for public schools.

A child who becomes ill or receives minor injury while at school receives first aid from the teachers. If the student requires additional medical services, his/her parent(s) or guardian(s) will be notified immediately. If they cannot be reached, the student will be taken to the family doctor or to the emergency room of a local area hospital (Waupun, Ripon, Berlin). Parents are required to provide pertinent information regarding their family's health care providers at the time of registration. Parents will be asked to sign to give permission for emergency treatment so that school personnel may act on behalf of the child in case we are unable to contact the parents immediately.

THE STATE – CONCERNING SOCIAL WORKERS AND YOUR CHILDREN

It is important for your families to be informed and aware of current governmental requirements placed upon our faculty and school concerning social workers and child welfare services. Should a social worker ask to interview a child during the school day, school faculty may not object to or hinder the interview. By law, school faculty is also not permitted to inform parents that such an interview is taking place. [Per Wisconsin Children's Code Chapter 48.981 (6)]

ABSENCE

Parents should notify the school by a call or text message on the morning that a student is going to be absent. Absence for sickness should be explained in a note from the parent and brought by the returning student to the teacher. Extended absence should be reported by phone. Absence for reasons other than illness should be brought to the attention of the student's teacher by a parent in advance. Absence for school-time vacations is not in the best interest of most students and therefore is discouraged. It is a matter of good order that these absence policies be followed.

ATTENDANCE POLICY

In accordance with State Statute, a child may be excused by a parent/guardian for not more than all or part of ten (10) days in the school year. The child is required to complete the course work missed during the absence.

The Board of Education recognizes the following as approved excuses beyond the approved ten (10) parent excused days:

1. Illness **with** a written medical excuse provided by the licensed physician, dentist, chiropractor, optometrist, or psychologist
2. A death or funeral in the immediate family or for close relatives
3. A court appearance or other legal proceedings
4. School ordered suspensions
5. Professional appointments (ex: dental, physician, optometrist, etc.)
6. Emergency in the family
7. Approved school activity
8. Special circumstances approved by the principal

ATTENDANCE AT WORSHIP SERVICES

Worship is the joyful response of the believer to the good news of salvation and is an important part of the Christian's sanctified life. While a family's attendance at worship service is primarily the responsibility of the parents, the faculty will be diligent in encouraging faithful attendance of its pupils. We believe God when He tells us that **"faith comes by hearing, and hearing by the Word of God"** (Romans 10:17).

SINGING FOR WORSHIP SERVICES

As a part of the worship life of Faith congregation, students are regularly scheduled to sing for services. A singing schedule is sent home at the beginning of the school year. Parents are encouraged and expected to have their child present at these services. If it will be impossible for your child to attend, please send a written notice before the service as a courtesy to your child's teacher.

AHTLETIC POLICY

A student shall be ineligible for Faith sports if he/she has had many failures per quarter. Grades will be compiled and reviewed by the teacher and principal at mid-quarter and again at the end of each quarter. A students will also be ineligible for Faith sprots if he/she has a grade point average of less than 2.0.

The student shall be ineligible for practices and competition for fifteen (15) scheduled school days starting with the day the list has been compiled and reviewed. The principal shall be responsible for informing the coach concerning any ineligible players.

These standards are for Faith sports only.

For sports played through the Markesan School system, the Markesan District eligibility standards shall apply. The principal will be responsible for informing the Athletic Director of Markesan Public Schools concerning any ineligible players.

Athletes must attend school for at least one-half day on the day of an athletic contest to be eligible to participate in that contest. Pre-excused absences are exceptions.

The faculty/coaching staff reserves the right to exclude from participation or limit an athlete's participation in athletic contests for training violations or unacceptable conduct.

MILK

Your child may obtain white or chocolate milk through the school beginning with the first day of school. The cost is \$30.00 per student per year. This fee is payable at the beginning of the school year.

SCHOOL PICTURES

The students are photographed professionally in the fall of each school year. Parents are under no obligation to buy the picture package but may do so if they wish. Special envelopes are used to make your order and payment.

An all-school picture is sometimes taken at the end of the year by one of our members and is offered at cost to those who order them.

DRESS CODE

The following dress code has been approved by the Board of Education as appropriate for our school at this time.

1. All emblems, designs, or printing on the clothing should meet demands of Christian propriety.
2. Clothing should be neat, clean, and modest. Torn, tattered, dirty, or tight clothing is not allowed.
3. Shorts may be worn when it is appropriate and if they meet the demands of Christian propriety (shorts which are too short or tight will not be allowed).

The faculty or the Board of Education reserves the right to counsel any students or parents regarding inappropriate or immodest dress or unacceptable hygiene and grooming.

DISCIPLINE

The faculty of Faith Lutheran School seeks to apply the highest standards of Christian education and discipline for our students.

1. The teachers will handle most normal and routine disciplinary matters including reasonable punishment.
2. When there is a serious infraction, the principal, and in some cases the pastor, will become involved. Types of serious infractions include, but are not limited to, disrespect, violent behavior, persistent obscene or profane language or conduct, bullying classmates, fighting, and so on.
3. A second infraction of a serious nature will bring a three-day suspension. The Board of Education will be notified.
4. Any further serious infraction will be handed over to the Board of Education for disposition.

EMERGENCY SCHOOL CLOSINGS

Faith Lutheran School follows the protocols of Markesan School District and Laper's Bus Company for all weather-related closures.

In case of special events (funerals, etc.), teachers will notify all parents.

LUNCH

Each student will have to supply his own lunch. The students eat their lunch in the cafeteria. Microwaves are available for their use. The students may bring a snack to eat during first recess. Hot lunch is served each Friday by volunteer parents at a cost of \$1.50 per meal.

TRANSPORTATION

Students of Faith may use the Markesan public school's busses for transportation to and from school

FIELD TRIPS

Classes may take field trips in connection with their schoolwork. Trips to the local park may also be held from time to time. Parents will be asked to complete a written consent form before the children go on any trip. We encourage parents and members of the congregation to propose and plan an approved field trip.

ASBESTOS

An asbestos inspection has been performed and filed with the state. Existing asbestos in some of our floor tiles (located under the carpeted areas) is under an approved management plan. There is no hazardous asbestos in our building.

Anyone having questions regarding our asbestos and management plan should speak to the principal.

SUPPLIES

All textbooks and workbooks are provided by the school. Any book that is damaged or lost by a student will be replaced at the family's expense.

Pre-school and Kindergartners will also need an extra shirt, pants, and underwear to store in their box for use as the situation may require.

Students in grades 3-8 are required to have their own bibles and catechisms. These items may be purchased from the school at cost.

The bible for 6th, 7th, and 8th grade students should contain cross-references, a concordance, and maps. We recommend that the bible translation be the New King

James Version.

An additional shopping list for school supplies needed throughout the year will be provided. Supplies such as paper, pencils, glue, crayons, and markers are always on hand and provided by the school to replace student supplies.