



Parent/Student Handbook

Faith Lutheran Church and School
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INTRODUCTION

Faith Lutheran School is a Christian Day School maintained solely by the congregation of Faith Lutheran Church. This school has been in operation since 1975. In addition to the religious atmosphere the school offers an enriched curriculum for early childhood, elementary, and middle school education.

MISSION STATEMENT

To Proclaim the Good News of Jesus Christ through academic excellence, while developing physically, spiritually, socially, and emotionally as Children of God.

STATEMENT OF EDUCATION

The purpose of this school shall be to educate while sharing the love of Jesus as expressed in His life and teachings, death and resurrection, as Lord and Savior, among all children and families by:

- personally sharing the love of Christ in all relationships.
- helping them to grow in the understanding and appreciation of God's grace and mercy as taught in God's Word in agreement with what the LCMS officially teaches.
- preparing students for service to mankind according to the educational standards of the Lutheran Church –Missouri Synod and the State of Florida.
- inviting all to share in the worship-fellowship, service and praise of our Glorious God.

PHILOSOPHY

Our philosophy determines our approach to education, the content course of study, and the teaching-learning environment here at Faith Lutheran Church and School.

Faith Lutheran Church

We believe that the mission of the Christian Church is to proclaim repentance and forgiveness of sins through Jesus Christ to all people everywhere and to strengthen and encourage those who do believe so that they ultimately become or remain active members of a Christian Church.

Faith Lutheran School

We believe that a Lutheran Christian education supports, supplements, and complements the religious training of the Christian home. The most successful agency in leading children to a vital Christian life, after the Christian home, is the Christian (Lutheran) school, where every subject is taught, and every activity carried out within the framework of the forgiving love of Jesus Christ.

Mankind

We believe in the Good News as Scripture teaches that all people are conceived and born sinful, eternally lost and condemned, and helpless to save themselves. But God the Father, in His endless love and at an infinite cost to Himself, has won salvation for all people through the death of His one and only Son, Jesus Christ, on the cross, so that anyone who believes in Him is no longer lost, but forgiven and has eternal life.

Children

We believe that the spiritual dimension critically affects every aspect of a child's life, and that spiritual conviction is at the heart of our curriculum. The teaching of the Law and Gospel provides our students with the understanding of both the reality of their inborn sin and their forgiving Savior.

Parents

We believe that the parents/guardians of our students need to play an active role in their children's education. Children learn best when God's Word is an important part of daily life at home as well as at school and the policies of the school are respected and supported by the parents.

OBJECTIVES OF CHRISTIAN EDUCATION

Spiritual

- Acquire a personal knowledge of God's being and His Word as demonstrated through the daily regimen of teaching/learning, religion classes, memorization of Scripture, and weekly chapel services.
- Recognize one's sin and need for salvation by frequent exposure to the Law and have the assurance of forgiveness through the Gospel with the use of materials that properly present the Law and Gospel.
- Rely upon God for both temporal and spiritual blessings by understanding and reciting/repeating several Scriptures, which demonstrate this premise.
- Develop the desire to live according to God's Law by analyzing Biblical persons and their character through the knowledge of Bible stories.
- Utilize the means of grace, namely the Word and the Sacraments, through Bible studies, Worship Service and Sunday School.

Intellectual

- Acquire thorough knowledge and skills in core branches of learning as demonstrated through grade reports, quarterly reports, and annual assessment scores.
- Develop critical thinking by applying learned academic principles to daily problem solving.
- Acquire a wide range of interests by providing rotating elective courses.
- Develop work habits and study skills through daily practice in the classroom setting and the completion of daily homework assignments.
- Evaluate human knowledge in the light of what God says in the Bible through daily discussions as provided in our curriculum.
- Develop an appreciation for the wonders of God's creation through the sciences, music, art and literature.

Physical

- Regard his/her body as the "temple of the Holy Spirit" by participating in smoking and drug awareness classes and be instructed in age-appropriate awareness to safeguard sexual purity.
- Acquire and maintain desirable physical habits through daily cleanliness and weekly exercise program.

Social

- Lead a Godly life by emulating the Lord Jesus Christ through one's daily interactions with peers and adults as observed by the classroom teacher.
- Demonstrate the Lord's commandments through one's daily interactions with peers and adults as observed by the classroom teacher.
- Demonstrate respect, as under God, for authority of school, church, and state as reflected through student behavior.
- Recognize the rights, privileges, and responsibilities of others and oneself as demonstrated through student behavior on conduct grade reports.
- Develop the desire to lead others to the Savior by actively sharing the Gospel message and participating in missionary work.
- Serve the Church through proper stewardship of time, talents, and treasure by participating in annual Church and School activities.

ACCREDITATION

Faith Lutheran School is fully accredited by the National Lutheran School Accreditation {NLSA}. The NLSA Certification Certificate is posted in the school office. Our school meets or exceeds all of the standards established by the State of Florida and strives to maintain standards that are as high or higher than the public schools. Accreditation serves as a disciplinary function in developing and maintaining high standards in basic curricula, teacher preparation, and health and safety programs. Accreditation is an ongoing process of educational improvement through a formal self-evaluation every 5 years. Faith Lutheran School has been accredited since 1983.

PARENT-TEACHER LEAGUE (P.T.L.)

All parents and teachers are members of the P.T.L. and are encouraged to participate to promote better cooperation between home and school. Bi-monthly meetings are listed on the school calendar. Various topics of special interest are discussed, and guest speakers are featured at some meetings. The P.T.L. also promotes fundraisers that provide the school and students with extra educational materials

WORSHIP AND CHAPEL

Since we believe that all parents have the God-given responsibility and privilege for bringing Christ to their children, the child, along with their family is expected to attend church on a regular basis. Parents are encouraged to involve themselves in regular Bible study. Parents are the best example concerning church attendance.

We do not teach that church attendance makes a person a Christian, but that worship is the response of a thankful heart in obedience to God. Through this teaching and parental encouragement, the goal is that the child will have the desire to worship the Lord in His house. It is an opportunity to communicate with God and receive His blessings.

We invite those without church homes to attend services at Faith Lutheran Church. English Worship services begin at 9:30 a.m. and is followed by the Spanish service at 11 a.m.

DEVOTIONS

At the beginning and ending of the school day our students will participate in devotions. A brief prayer thanking God for the blessings of the day or special needs are always in order.

CURRICULUM

The curriculum of Faith Lutheran School meets the Florida Sunshine State Standards and the Board of Parish Education of the Lutheran Church-Missouri Synod.

A. Preschool Course of Study

Religion

Classroom “Jesus Time” provides the opportunity for the children to hear of God’s love for them and teaches that Jesus Christ is a Friend and Savior through the use of Bible stories, songs, weekly Chapel Service, drama and other methods.

Art

Children grow through various stages of art development from the scribbling stages to the more refined forms of art. They have the opportunity to experiment and express themselves with various materials such as clay, paint, crayons, paste, glue, paper, wood, boxes, fabric and the like. They learn colors and shapes such as dots, circles, squares etc... The children will be exposed to a rich art vocabulary. Our focus is on the process as well as the product.

Literature

Children are exposed to various types of literature through story time and a variety of media while simultaneously looking at books individually and in small groups. Students also visit Faith’s Library on a weekly basis for story time.

Verbal Expression

The children learn to express themselves in formal (Show and Tell) and informal class discussions. Interactions between teacher/pupil and pupil/pupil are also encouraged.

Music

Making and listening to music, rhythm, and interpretative movement are a part of the program.

Physical Education and Health

Young children need opportunities to explore, enhance, and challenge their capabilities. Our physical education program helps children develop large and small motor (muscle) skills, confidence in themselves, and gives them the opportunity to play cooperatively in large group activities and to learn about a healthy life.

Science

The children are exposed to the beauty and mystery of God's creation through nature and science-related lessons that are designed to stimulate their sense of discovery.

Social Studies

The preschool program includes awareness and appreciation of the community and others around them.

Math

Children acquire math concepts through activities with materials and interaction with staff and peers. Counting and number recognition is also presented and encouraged.

Show & Tell

Show and Tell is the only time that the children are encouraged to bring from home their favorite toy or interest item from home. This is an experience that fosters verbal communication, expression, and the building of self-confidence. Children are encouraged to talk about their "treasure." The school is not responsible for any personal items that are brought to school.

Preschoolers Transition into Kindergarten

An in-house fieldtrip for the students and their parents will be planned each year in May to provide an opportunity to learn more about our kindergarten program.

B. School's Elementary/Middle School Course of Study

Religion

Bible study, doctrine, church history, chapel, prayer, and memory work.

Language Arts

Reading, literature, grammar, composition, spelling, handwriting, speaking, and creative dramatics.

Mathematics

Arithmetic including the fundamental operations, general mathematics, problem solving, pre-algebra and algebra.

Social Studies

Geography, citizenship, current events, history and map skills.

Science

Life, physical, and earth sciences.

Computers

Reinforcement drills and general computer literacy.

Physical Education

Physical fitness, team and individual game skills, and lifetime sports.

Music

Appreciation, theory, participation, singing, and hand bells.

Art

Appreciation and practice with various media.

Health

Body system, senses, self-concept, exercise, substance abuse prevention, sexuality, hygiene, nutrition, safety, and AIDS education.

Spanish

An introduction to the verbal and written language.

Civics: (7th grade)

Civic skills, citizenship values, principles of democracy, American Government, American economic system and challenges in today's world.

American History: (8th grade)

Geography, Economics, Government, Citizenship, Science, Technology, Societies and Culture, Constitutional Heritage and Global Relations.

GRADING POLICY

Grading is a professional judgment based on the following factors:

1. Achievement—meeting the requirements of the course on the basis of God-given talent. This means satisfactorily completing all assignments, satisfactorily passing tests, and participating in class discussion as required.

- Christian stewardship in work habits—using assigned study time for study, bringing required texts and necessary materials to class, keeping work well organized, paying attention to instructions by the teacher or presentations by peers, doing independent work, spending sufficient time on home study, and completing assignments on time.

Teachers will use the following grade scale as a guideline for assigning their grades:

Grading Scale 1-8 grade

A+ Excellent	97-100%	D+	67-69%
A	95-96 %	D Low	65-66%
A- Very Good	90-94%	D-	60-64%
<hr/>		<hr/>	
B+	87-89%	F Fail	59% and below
B Good	85-86%		
B-	80-84%		
<hr/>		<hr/>	
C+	77-79%		
C Average	75-76%		
C-	70-74%		

Note: Prior to an “F” grade being issued on the report card, for any subject, the parent/guardian is notified by the teacher through email, phone call or parent conference. Parents have access to the student portal and should check grades on a weekly basis. Christian love demands full cooperation between the teacher, parent and student.

We make every effort to assist students individually, so that each student has an opportunity to succeed and to be challenged academically. We encourage parents and students to communicate with teachers about academic difficulties. In order to prevent the continuation of any issues, a cooperative effort is essential. It is the responsibility of both parents and teachers to work together to help our students experience success in school.

CHRISTMAS AND SPRING MUSICALS

Each year, the students have the opportunity for dramatic experience in the school’s Christmas and Spring Musicals. Musical programs are a part of our curriculum. **Students are expected to participate in practices and attend these programs.** Unexcused non-participation in musical programs will result in a negative impact on the music grade.

Once a year each class participates in Sunday Worship as the “Class of the Month”. Students are expected to attend church to participate with their class.

ACADEMIC PROBATION

Students new to Faith Lutheran School are automatically placed on academic probation for a 9-week period. Any students who have exhibited serious academic problems may also be placed on probation for a 9-week probationary period. If any student fails to improve academically

during this period of time the parents may be asked to withdraw their child from Faith Lutheran School.

PROMOTION/RETENTION

First through Eight Grade - To be promoted from one grade level to the next, a student shall attain for the year an overall average of 60% or above in all subjects. This percentage is derived by averaging all the final percentage grades. The student must also meet the attendance requirements.

Students who do not demonstrate competence in their grade level are to be retained in the grade. This action is taken only after consultation and written documentation with the principal, teacher and the parents. Under certain circumstances, summer school attendance may be required at the recommendation of the principal and the teacher.

Kindergarten - children are encouraged to work at their own rate, achieving their individual level of potential. In some cases, it may be determined, that a child would benefit from an additional year in kindergarten. All areas of child development are taken into consideration, including social and emotional growth, academic achievement level and physical development before a decision is made regarding recommended retention. The parents will be informed and have the opportunity to discuss the situation with the classroom teacher and the principal.

REPORT CARDS

The school year is divided into **four nine-week grading periods**. Report cards are only given to the parents at the **required** parent/teacher conference at the end of each quarter in grades K- 8th or semi-annually for Pre-K. Report cards will not be sent home with the child. Parents should feel free to make appointments with the child's teacher during the school year to discuss the child's progress and adaptation to school life. Parents should check weekly on student's grades through the school portal. Please contact the office if you do not have your login information.

HONOR ROLL

High Honors—Given to students who receive all “A” s on their report card.

A-B Honors--Given to students who receive all “A” s and “B” s on their report card.

“A” Average: Given to students whose yearly average is 90%- 100%.

LIBRARY

Faith Lutheran School maintains a fully functioning Library that contains updated and appropriate grade level reading and other learning materials. Each classroom visits the library on a weekly basis.

TESTING

NWEA MAP Growth assessments are administered to all students in Kindergarten through Grade 8 three times a year. These tests measure and evaluate the child's academic progress and ability. The authorized parent/guardian will be notified of the results of these tests.

GRADUATION

Students must successfully complete each grade level, Kindergarten through Grade 8, and complete all the required courses of study prior to graduation as determined by the State of Florida. It shall be the responsibility of the principal to verify that these standards have been met. The Principal and Board of Education shall have complete discretion to determine extraordinary circumstances.

SUMMER PROGRAMS

An academic summer school may be offered at a cost to the parents if there is an interest. Program information is distributed within the last month of school. Our Preschool Program is open 50 weeks a year. Preschool is closed 2 weeks prior to the first day of the new school year.

PERMANENT RECORDS

A permanent record file is maintained for each student. This record shows yearly progress, test results, grades earned, absences, tardiness, and also a brief outline of family history. In order to keep these records, correct and current, all parents are required to inform the office of changes to address, telephone numbers, email etc.... It is necessary that we have current information in case of any emergency.

NON-DISCRIMINATORY POLICY

Faith Lutheran School welcomes families of all colors, race, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to all students at this school. It does not discriminate on the basis of color, race, national and ethnic origin in the administration of its educational policies, admissions policies, nor any other school administered programs.

ENROLLMENT REQUIREMENTS

All Registration Forms and current Health Forms must be submitted with Registration and Book Fess before a child will be allowed to attend classes. **All fees paid are non-refundable.**

Any **balance due** from a prior term must be **paid in full** before a student may re-register.

Preschool

- Child must be at least 2 ½ years of age to enroll
- Child must be toilet trained
- Preschool 4 – VPK students must be 4 by September 1st
- “Certificate of Eligibility” (VPK only)
- Child must be able to properly feed his/herself
- Requires immunization form HRS 680 annually
- Requires health form HRS 3040 annually
- *Original birth certificate and Social Security Card

Kindergarten – must be at least 5 years of age by September 1st of current academic year.

- requires new immunization form HRS 680 annually
- requires health form HRS 3040 annually
- requires TB screening annually
- *Original birth certificate and Social Security Card
- Individualized Education Plan (IEP) or medical evaluation if applicable (copy acceptable)
- An entrance test is given to all prospective students to determine skill level. {testing fee required}*

Grades 1 thru 8 * applies to new students only

- Must be at least 6 years of age by September 1st.
- must provide last report card and previous school records*
- recommendation letter from previous school*
- an entrance exam (testing fee required) *
- original birth certificate and social security card*
- requires new immunization form HRS 680
- requires new health form HRS 3040
- requires TB screening annually
- ALL STUDENTS COMING FROM A PUBLIC SCHOOL MUST PRESENT AN OFFICIAL NOTICE OF WITHDRAWAL FROM THE PREVIOUS PUBLIC SCHOOL.

All children shall be accepted only after an evaluation by the school. The decision to accept a student shall be based on:

- the child’s attendance having no adverse effect upon other children, either through direct behavior of the child or through requiring staff time needed by other children.
- the school’s ability to meet the needs of the child.

The following criteria are considered in admission decisions:

- The parent(s) indicate a firm desire to educate their child(ren) in a Christ-centered school.
- The family demonstrates a lifestyle in harmony with the purpose and objectives of Faith Lutheran School.

- The student has a satisfactory scholastic history in both academics and behavior. To determine the scholastic level of proficiency, an entrance exam will be given to all new applicants.
- A Letter of Recommendation from the previous school.

TUITION POLICY

All checks must be made payable to Faith Lutheran School. **Postdated checks will not be accepted** any payment.

- Weekly payments are due on the Monday of that week.
- Bi-weekly payments are due on the first Monday of that bi-weekly time period.
- Monthly payments are due on the first day of the month.

Any concerns regarding tuition must be submitted in writing to the *Board of Christian Education*.

PAYMENT OF SCHOOL CHARGES

When paying for tuition, day care, lab fees, field trips, tardy detentions, lunches, etc., please send the correct amount in a sealed envelope.

Cash payments must be for the exact amount due. Change **will not** be provided. Any extra monies that are given will be credited to your account.

Payments for tuition, hot lunch etc... must be made for all weeks of school whether or not the child is in attendance.

TUITION DISCOUNTS

Multiple Child Discount - Please contact the bookkeeper or principal for discount rates. Does not apply to scholarship students.

Advance Discount - Entire school year tuition paid in full prior to the first day of school receives a **(10%) discount**.

Referral Discount – Approved **non-family** member referrals receive credit for “Parent Involvement Hours”. **Quarterly based on the continued enrollment of the referred student.**

LOSS OR DAMAGE OF SCHOOL PROPERTY

Students are responsible for the loss or damage of textbooks, workbooks, library books, as well as the willful and/or careless damage of school property. Parents will be notified of any damage and the cost of such damage will be added to the student’s account.

PAST DUE ACCOUNT POLICY

A tuition account, which remains delinquent past the third week, will result in a **\$20.00 charge** per week until the account is paid in full. A student may be suspended until the balance is paid in full. The Board of Christian Education will decide on exceptions. Faith Lutheran School reserves the right to refer a delinquent account to a collection agency, or to an attorney, or both.

No student may receive a diploma, transcript of grades, or report card until his/her financial account is settled.

Returned Checks

First Returned Check - a \$40.00 charge will be added to your account.

Second Returned Check - a \$40.00 charge will be added to your account and the school will require **cash** or **money orders** for the remaining payments for the year.

ATTENDANCE POLICY

Parents must notify the school office of absences no later than 8:30 a.m. The school office phone number is 305- 885-2845.

Excused Absences:

- All absences, **two days or less**, require a written note prepared by the parent, submitted to the teacher prior to 8:30 a.m. in order to be considered an excused absence.
- All absences, three or more days, require that a written note prepared by the child's physician be submitted to the teacher by 8:30 a.m. in order for the child to be admitted to class and to be considered an excused absence.
- VPK students who are excessively absent may be removed from the VPK state funded program. (VPK students may not miss more than 20% of the 180 days) (SR students may only be absent 3 days a month).

Excused absences are acknowledged for sickness, death in the family, or other extreme emergency circumstances necessitating a student's absence. A written explanation for the absence must be turned into the front office for documentation purposes.

Vacation trips will result in unexcused absences. Work will **NOT** be made up in advance or after the student returns to school.

Absences not documented by a written note **will be considered unexcused** and make-up work will not be permitted. Your child will receive "zero percent" in all subjects for the day.

This does not apply when a vacation is planned during school days.

SCHOLARSHIP RULES FOR EXCESSIVE ABSENCES:

From the Scholarship Handbook for Step Up For Students:

“Student Attendance”

“Students must abide by the policy of the participating private school in which they are enrolled. Failure to do so may result in a loss of scholarship. Should extenuating circumstances exist that cause a student to be absent for an excessive amount of days, during which no education is being provided by the school to the student, the school should submit an Exit Confirmation Form (ECF) for this student. Once the student has returned to the participating private school, a School Commitment Form (SCF) should be submitted to reactivate scholarship funding.”

If this is the case, parents are responsible for tuition for the time the child is absent \$ 184 weekly. Whether it is a partial or full week.

Early Dismissal:

Appointments should be made outside of the school hours.

If a student has to leave school for an appointment, **the parent must provide a written note to the teacher, 24 hours prior to the time of the appointment.** In order for the child to receive class assignments and be considered an EXCUSED early dismissal it **MUST** be documented with a doctor’s note. As a courtesy, we would greatly appreciate notification of any foreseeable absence as soon as possible.

An authorized parent/guardian **must sign a student out through the school office** when taking him/her from the campus during school hours. No one other than the authorized parent/guardian may take the student from the campus unless definite prior arrangements have been made and the office has been notified of such arrangements.

Unless there is an emergency, you are asked not to pick up your child until the end of the school day. Emergency situations will be dealt with at the school’s discretion. **Constant classroom interruptions can cause frustration for both the children and the teacher.**

Excessive absences:

A student who has absences (excused or unexcused) for more than eight (8) days in a semester will fail, (pending review) the year. Upon the fifth absence a letter from the principal will be sent to the parent (s) of the student informing them of the number of absences and that a student who misses more than eight days per semester will fail the year unless these absences have been for medical or extremely unusual reasons (see **Appendix A**). Documentation of the reasons concerning these absences will be reviewed. In most cases, verification from a doctor will be required. A meeting will be held with the teacher, parent and the principal after the fifth absences to determine if the reasons will be allowed. A parent may appeal this decision to the Board of Christian Education. This written appeal must be received by the chairperson at least three days prior to the regularly scheduled meeting.

TARDY POLICY

It is very important that your child come to school on time. We recommend that your child be at school **no later than 8:20 a.m.**

A student who is not in his/her seat when class begins at 8:30 a.m. is considered tardy. These Policies include Pre-K 4 yr olds (VPK) thru grade 8.

Excused Tardies:

The only excused tardy is an uncontrollable circumstance. Uncontrollable circumstances will be at the discretion of the school.

Unexcused Tardies:

Every three (3) unexcused tardies will result in **one unexcused absence**. Nine (9) unexcused tardies will result in a letter from the principal and will require that the authorized parent/guardian meet with the principal or Board of Education.

Note: A student with three (3) or more unexcused tardies in a school year will **not** be considered to have perfect attendance.

SCHOOL HOURS

School hours are from 8:30 a.m. to 3:30 p.m., Monday through Friday.
You may bring your child by 8:15 and pick up before 3:45 and not be charged daycare fees.

SCHOOL CALENDAR

Each family will receive a school calendar at the beginning of the school year. This calendar will closely follow the Dade County Public Schools' calendar.

BEFORE AND AFTER SCHOOL CARE POLICIES

Standard school rules will apply during before and aftercare hours. Students are expected to listen and cooperate with their supervisors. Students are expected to show respect at all times. Before and after school care is available from 7:00 - 8:15 a.m. and 3:45 - 6:00 p.m. Students who are picked up after 6:00 pm will be charged \$15 per 15 minutes or any portion of 15 minutes thereof.

EXTRA CURRICULAR ACTIVITIES

To participate in activities or competitive sports, provided after school, a student must maintain an acceptable academic average and behavioral record and must be approved by the classroom teacher.

Note: Students who do not meet academic and behavioral standards may become ineligible to participate in extra curricular activities at the sole discretion of the Principal.

CHRISTIAN DISCIPLINE POLICY

The point of Christian discipline is to lead the student to repentance and reconciliation with those around him, and more importantly, God. Discipline will be administered with love and fairness, according to the Fourth Commandment which states: *“We should fear and love God so that we do not despise or anger our parents and other authorities but honor them, serve and obey them, love and cherish them”*.

The methods used in such discipline may include “time out” from the rest of the class, loss of recess time, talking to the child, calling the parent(s), and as last resort, suspension or expulsion of the child from school.

The teacher is responsible for the control of the classroom and providing the appropriate environment for successful instruction. Students are to be taught proper classroom behavior, classroom attitudes, self-control, and respect for teachers, authorities, and the rights of others.

For all grades (preschool through grade 8): Severe disruptive or violent behavior, i.e., fighting, abusive language, or extreme disrespect will be cause for suspension and may include expulsion.

The Principal, in cooperation with the Board of Education, reserves the right to dismiss {expel} any child who does not comply with the rules and regulations for the school. Such actions will not be taken until all stipulated disciplinary procedures have been followed, and the parents have been notified.

Children will not be subjected to discipline that is severe, humiliating, or frightening.

SEARCH AND SEIZURE

Faith Lutheran Church and School has the right to search and seize any item belonging to the school or brought on to school property. This right may be exercised at any activities associated with Faith Lutheran School, on or off {i.e. Field Trips} school property. Routine searches may be conducted.

INSURANCE

Insurance is provided as a part of your Registration Fee. Your child is covered by our accident insurance policy the moment your child is signed in until they are signed out. **This policy is written as excess coverage.** This means that benefits will not be paid for expenses, which are covered by any other valid and collectable insurance.

Note: Once a child is signed out, the accident insurance coverage **does not apply.** Responsibility for the child's safety on school grounds rests on the person who signed the student out.

SAFETY CODE

Faith Lutheran Church and School is in compliance with regulations set forth by Miami-Dade County, City of Hialeah and the Florida Department of Health. Monthly fire drills and lockdown drills are practiced.

HYGIENE

Students should always be neat and clean in regard to their hair, body, and clothing. Noticeable hygiene problems will be brought to the attention of the parents.

HEARING, SPEECH AND VISION SCREENING

Students in the **VPK Class, Fourth Grade all new students** are screened yearly for hearing, speech, and vision free of charge. Screening for all other students will be available for a fee.

It is the responsibility of the parent/guardian to follow up on any negative screening results. Documentation of follow up must be submitted to the School Office before the end of the current school year.

ACCIDENTS AND FIRST AID

First aid supplies are maintained in all classrooms. In case of minor scrapes or cuts, the teacher will see that the wound is washed (soap and water only) and bandaged. In the case of a more serious injury, the parent and/or 911 will be called. All incidents will be documented by the teacher on the Accident Report Form. All faculty and staff will maintain CPR and First Aid Certification.

ILLNESS

If a student exhibits symptoms such as a temperature, vomiting, discolored mucous discharge, etc, the parents will be notified to pick up their child. The student shall not return until he/she is well. In the case **of a highly contagious disease** such as pink eye or ringworm the child will be removed from the school environment and shall not return without a **signed note from a physician.**

HEAD LICE

Any child displaying signs of head lice will be removed from the classroom environment. The parent will be contacted and the child will be immediately removed from the school environment. The child will not be allowed to return until the parents have taken the necessary steps to eradicate all lice and nits from the child's hair and home environment. School personnel will verify that the child is free from nits. Information for effective treatment of head lice can be obtained from the school office.

MEDICATION

Teachers will not dispense any medication. Only under special circumstances, permission may be granted by the administration. Parents must complete an **“Authorization for Medication”** form filled out by the doctor with written instructions for any child who is to receive medication. The medication must be in its original container with the child's name printed on the label. This **“Authorization for Medication”** form is available in the school office. No child is allowed to self-medicate (this includes cough drops.)

EMERGENCY NOTIFICATION

Parents are required to furnish the office with two alternate emergency contact names and phone numbers. These will be used in the event that the parent cannot be contacted. The school should be able to reach the authorized parent/guardian within a few minutes of any emergency.

REPORTING OF ABUSE OR NEGLECT

There are three main types of abuse. Physical, Sexual and Emotional/Psychological.

Faith Lutheran School is a caring place where teachers are concerned about what happens to their students both at school and away. Our faculty, staff and administration are legally required to report suspected cases of child abuse of any kind to the proper authority and will do so.

CLOSED CAMPUS

Faith Lutheran School maintains a “closed” campus. A closed campus means that our gates are locked from 7:00 a.m. until 6:00 p.m. Unauthorized individuals are not allowed on campus. All parents and visitors must report to the school office and sign in. (This includes volunteers - please see Volunteer Policy.)

CHAPEL SERVICE

Services are held every Wednesday morning at 9:00 a.m. and led by the pastor, principal, or a designated teacher. It is expected that the students sit quietly and respectfully in the church sanctuary as they worship. During chapel services an offering is taken, which goes to a selected mission project. Offering envelopes are sent home each Tuesday. Parents are always invited to and encouraged to worship with us.

DROP OFF AND PICK UP

Please exercise caution in the parking lot or driveway when dropping off and picking up your child.

- Drop off will be at the front entrance of the school between 8:00-8:30 AM.
- Dismissal will be at 3:30 PM for the students not participating in the Enrichment Program.
- The 3:30 PM pick up will be divided into two groups. Preschool through second grade students will be picked up at the front entrance. Third through eighth grade will be dismissed at the side gate. Parents will need to park and come to gate to get your child. Younger siblings will be dismissed with the older child. After 3:45 PM all students will be dismissed at the front entrance.
- Drive slowly through the parking lot.
- Roll up slowly to the front gate to drop off or pick up your child, then continue driving ahead.
- Please respect staff and follow his/her instructions.
- The parking lot gate entrance is locked. The front entrance must be used during school hours.
- The front entrance on Hialeah Drive is for drop off and pick up only. No parking allowed.
- Please enter the driveway from E 3rd Avenue not Hialeah Drive. The driveway is one-way.

DRESS CODE & UNIFORM POLICY

All students are required to wear uniforms. Other clothing may not be worn over the uniform. Uniforms must be purchased from All Uniform Wear. Our teachers and staff follow these guidelines:

- Teachers will review the dress code with students in class on the first day of the new school year.

- When a teacher identifies a student who is improperly dressed, the teacher will bring it to the student's attention and the parent will be notified. The student may have to call home and wait in the office until the proper clothing is brought to the school.
- Boys may not wear earrings.
- Girls may not wear hoop earrings, only small stud earrings.
- No bracelets or necklaces of any kind are allowed.
- Hair must be neat and clean and off the face.
- No ponytails, hats, bandannas, or headbands may be worn.
- Make-up and colored nail polish are not allowed.
- Students must wear plain sneakers or shoes. Shoes must have closed toe and closed heels and must be worn with black or white socks.
- P.E. uniforms will be worn only during P.E. day.
- Spirit shirt may only be worn on Fridays. Jeans may be worn on Fridays for \$1.00 donation. Money must be given to teacher during homeroom.

Boys Uniform Policy:

- Navy blue long or short pants {may not be rolled, cuffed or dropped}
- Light blue or white polo shirt with school insignia
- Belts **must** be worn, shirts **must** be tucked in

Girls Uniform Policy - Pre-school through 2nd grade:

- Navy blue uniform skorts or pants worn with a belt
- Light blue or white polo shirt with school insignia
- Shirt must be tucked in

Girls Uniform Policy - 3rd through 8th grade

- Navy blue uniform skirt, no more that 3 inches above the knee with shorts underneath
- Blue uniform pants worn with a belt
- Light blue or white polo shirt with school insignia,
- Shirt must be tucked in

Cold Weather Policy:

The following articles may be worn when the weather is cool:

- Only uniform sweaters and jackets with embroidered school logos purchased at **All Uniform Wear** must be worn.

Special Days Dress Policy:

On special days when uniforms are not required, students must wear clothing and shoes appropriate for school. T-shirts with logos inappropriate for a Christian School may not be worn. Girls may wear skirts or dresses no more than 3 inches above the knee. Shorts cannot be

shorter than 5 inches above the knee. In interest of modesty, tank tops may not be worn. Sandals are not permitted for safety reasons.

PERSONAL POSSESSIONS

No student shall be permitted to have in their possession any article deemed by school authorities to be disruptive to the school day. Such items include toys, games, knives, radios, calculators, magazines, cell phones, etc. Any such item in the possession of a child shall be taken away and returned to the parents at the discretion of the individual teacher. If there is a question concerning any item to be brought to school, contact your child's teacher in advance.

MEALS, SNACKS, AND MILK

Hot lunch is available at an additional cost. This cost must be **paid in advance** and is non-refundable. **A parent must notify the school office one week in advance** if a child will be added or removed from the hot lunch program. Milk is provided with the hot lunch program.

All lunches must be brought with the child to school and be ready to eat. Parents providing lunch for their child are expected to provide nutritious, well-balanced meals. Meals not meeting USDA requirements will be brought to the attention of the parent.

Note:

- Healthy snacks are allowed for students who stay for our after-school day care program.
- No lunches are to be brought to the school after 8:30 a.m.
- No refrigerator or microwave is available for student use.

PRESCHOOL BLANKET AND PILLOW REQUIREMENTS

Parents must provide a blanket and pillow for their preschool child. Blankets and pillows are mandatory in order for Faith Lutheran School to remain in compliance with the Department of Children and Family Services (DCF). No exceptions. Blankets and pillows must be taken home and returned weekly or more often if needed, for cleaning.

PRESCHOOL – KINDERGARTEN CHANGE OF CLOTHING

All parents of Preschool and Kindergarten children should provide a change of clothing for their child. These clothes should be taken home, periodically, for cleaning.

LOST AND FOUND

Lost and found items can be claimed at the school office. Reminder..... all personal items should be labeled with your child's name.

BEHAVIOR GUIDELINES

The children attending Faith Lutheran School are expected to conduct themselves in a manner that will give glory to God and create an atmosphere of harmony with others. Faith Lutheran School will confront all incidents of disobedience in the spirit of Christian love and discipline. Any acts that are inappropriate will result in disciplinary action.

A. Arrival:

Any child arriving before 8:30 a.m. must go directly to their classrooms.

B. Dismissal: Students who have not been picked up by 3:45pm will be placed in the aftercare program. Aftercare fees will apply.

C. General Rules:

- Students should walk on the sidewalk not the grass.
- No pushing or horseplay is allowed.
- Students are not allowed to buy or sell personal items on school property.
- Every teacher has the right to discipline any student on school property
- Students must request permission from a staff member to use a telephone.
- Gum and candy are not permitted.
- Fighting, talking back, using God's name in vain, or foul language will result in disciplinary action.
- Students must obey the rules and honor the requests of all teachers, pastors, and other individuals in a position of authority.
- Students must abide by all civil laws (no stealing, no drinking of alcoholic beverages, no drugs, etc.)
- Students will conduct themselves in a manner that does not disrupt the teaching/learning process by keeping their hands, feet, and objects to themselves.
- Students and Parents are not allowed to remain in the classroom without a teacher present.
- All cellphones must be kept in the student's backpack at all times and be turned off during the school day. The school is not responsible for loss or damage.

D. Chapel Rules:

- Students should enter and exit the church quietly and remain quiet.
- Students should give undivided attention to persons leading the service.
- Students are to use the songbooks appropriately.

E. Lunch Rules:

- Use utensils appropriately.
- Speak quietly and only to neighbors.
- Use good manners.
- Stay seated until dismissed.
- Leave eating area clean.

F. Playground Rules:

- Students are not allowed to climb or to hang on fences.
- Students will stay in the fenced in area of the school grounds.
- Students are not allowed on the school roof.
- Students are not allowed to scream excessively on school property.
- Students must swing one at a time. No jumping from swings. No twisting or swinging sideways on swings.
- Students in grades 1-8 are not permitted in preschool play area.
- Students are required to be responsible for equipment used. Balls and other play equipment must not be left on the playground after recess.
- Students are not allowed to stand on top of the slide. (Students must climb up the ladder—and proceed down the slide.)
- Students are required to have respect for natural surroundings of the playground.
- Students are required to ignore all animals.
- Students may not speak to anyone outside the fence.

VOLUNTEER PARTICIPATION

Faith Lutheran School appreciates the help of volunteers. We understand that the service provided by a volunteer compliments our education program while helping to keep costs at a reasonable level. Our volunteer program provides an opportunity for individuals to use their God-given talents to further the mission of our school. Faith Lutheran School provides a general orientation for all volunteers.

Volunteers are sometimes party to privileged information, which needs to remain confidential. Communication with parents concerning either behavior problems or academic needs should

come only from a school staff member, not from a volunteer. It is a breach of ethics to discuss confidential school situations with other individuals. **(For more information on volunteering please see the Volunteer Policy attached at the end of the handbook.)**

PARENT - GUARDIAN RIGHTS

Situations, questionable occurrences or rumors dealing with the administration of the school, should be brought to the attention of the principal. Questions concerning the education of your child, classroom procedure, or disciplinary matters, should be directed to your child's teacher.

Any unresolved issues can be addressed by scheduling an appointment with the teacher and the principal. A parent's last resort in any unresolved situation is to contact the Board of Education. Should an authorized parent/guardian wish to bring a concern to the Board of Education, the authorized parent/guardian must submit a written request to the principal and an appointment will be made for the next Board of Education meeting.

PARENTAL RESPONSIBILITIES

Home and school must work together to ensure the best education for every child. There are many ways in which parents can provide assistance and support.

- Take an active part in school affairs and participate in the Parent-Teacher League (P.T.L.).
- Set up a healthy routine at home, including plenty of sleep and a nutritional diet. Parental control of your child's use of technology is essential.
- Create a positive climate for your child by not pressuring them about obtaining higher grades than they are capable of obtaining.
- Encourage wide interests in reading materials, sports, music, hobbies, current events, and other desirable activities.
- Talk positively about the educational program, teachers, and racial and religious matters.
- Provide stimulating and readable materials at home, such as fictional and historical books and biographies. Encourage your children to join and use your local library.
- Show confidence in your child and their ability to make age-appropriate decisions.
- Build a sense of responsibility by providing ever-widening experiences for your children by allowing them to assist in household chores, to run errands, and by giving them their share of obligations, duties, and privileges as family members.
- Encourage children to take pride in their appearance, practice good hygiene and to conform to proper dress code for school and school-related activities.
- If possible, volunteer your service when help is needed for various school functions.

- Exhibit and encourage your child to follow good role models in manners and etiquette.
- Make every effort to provide for the physical needs of your child.
- Teach your child to pay attention to his/her teacher's instructions and obey school rules.
- Encourage and lead your children in developing proper study habits at home.
- Participate in meaningful parent-teacher conferences to discuss your child's school progress and welfare.
- Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives.
- Keep informed of school policies and academic requirements.
- Discuss report cards, progress reports, and school assignments with your child.
- Bring to the attention of the teacher and/or principal any learning problem or condition that may relate to your child's education.
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
- Be sure your child attend school tutorials when required or as needed.

You are the primary person responsible for the education of your child and so it is very important that you participate in and support the school's programs for their benefit. See copy of Parent Pledge in your blue Open House folder.

PARENT INVOLVEMENT PROGRAM

Faith Lutheran School is committed to providing an excellent education for your child. Studies have shown that parent involvement is key.

Therefore, all Parents and Caregivers are required to participate in the Parent Involvement Program. You are making a commitment to invest 20 Involvement Hours in your school this year at the rate of at least 5 hours per Quarter. Examples of Involvement Hours are:

- Helping in the classroom
- Helping in the Office
- Working on the facilities or the property
- Providing special services to the School or Church
- Helping at events, picnics, activities
- Attending Parent-Teacher League meetings

Please note: The requirement is 20 hours per *household*. This means that hours contributed by *either* parent (or relatives or friends) count toward the total of 20.

Each time you perform an approved service, you must sign in and out on the Volunteer clipboard to receive credit for your hours.

At the end of each Quarter, your hours will be totaled by the Office. Hours not completed or improperly documented will be billed at a rate of \$10 per hour. You have gifts and abilities that will help create an effective school environment for your child. We look forward to working together with you!

PROGRAMA DE PADRES COMPROMETIDOS

La Escuela Luterana Faith se compromete con usted para darle a su hijo una excelente educación. Se ha comprobado que los padres envueltos en la educación de sus hijos es una de las claves al éxito.

Por lo tanto, todos los padres y cuidadores deben participar en el Programa de Padres Comprometidos. Usted se compromete a invertir 20 horas de participación en su escuela este año a razón de al menos 5 horas por trimestre. Sugerencias:

- Ayudar en las aulas o la oficina
- Trabajar, pintar, limpiar, arreglar, etc. en los terrenos de la escuela
- Aportar algún servicio especial a la escuela o a la iglesia
- Ayudar en los eventos, actividades, convivencias, etc.
- Asistir a las reuniones de la Liga de Padres y Maestros (PTL)

Tome Nota: Se requieren 20 hours *por familia/hogar*. Eso significa que tanto el padre como la madre como cualquier otro pariente o amistad familiar puede ayudar a cumplir las 20 horas.

Cada vez que cumpla una hora, llenará un Vale de lo Elaborado y se lo entregará a la oficina.

Debe haber cumplido un mínimo de 5 horas al trimestre. Si faltan horas, se las cobrarán a \$10 la hora. Usted tiene dones y habilidades que servirán para crear un ambiente más feliz y efectivo para su niño. ¡Estamos ansiosos de trabajar juntos con usted!

STUDENT RESPONSIBILITIES

Each student is expected to take responsibility for his or her own education. Students are expected to conduct themselves in a Christian manner at all times.

TEACHER PLEDGE

We will do our very best to challenge your child to reach their highest level of potential, spiritually, academically and socially, in a loving Christian environment.

ADMINISTRATOR’S PREROGATIVE

The administration reserves the right to interpret policy in the best interest of the students, parents or school. An interpretive decision will be addressed as a “Exception to Policy Issue” at the Board of Education meeting.

FAITH LUTHERAN SCHOOL VOLUNTEER SCREENING POLICY

POLICY STATEMENT

All employees and volunteers who work with children at Faith Lutheran School must comply with the screening procedures as listed in this volunteer screening policy. This policy includes, but is not limited to establishing a volunteer application, procedures for reporting abuse, signed statements from the applicant stating that the applicant has never been formally accused, found guilty, or entered a guilty plea in a court of law to any form of child abuse or neglect, and background checks on the applicant.

PURPOSE

It is the goal of Faith Lutheran School to provide:

1. A safe environment for all children involved in any school sponsored program or activity.
2. Comfortable working conditions for all employees and volunteers working with children.

OBJECTIVES:

1. That all children be treated with courtesy, respect, and Christian love while attending the programs and activities of Faith Lutheran School.
2. That the activities and programs of Faith Lutheran School are conducted in a safe and secure environment and the children are properly supervised while participating in these activities and programs.
3. That volunteers and employees who work with children receive appropriate training to properly supervise and conduct the activities and programs and respond to and report dangerous or inappropriate situations.

VOLUNTEER SCREENING REQUIREMENTS

Faith Lutheran School welcomes and encourages involvement from parents, grandparents, community members, businesses, community organizations, and representatives of other educational institutions. In order to provide students with a safe environment and allow for a variety of opportunities for volunteering, volunteer participation is classified into four categories. (Depending upon the category), certain processes must be completed by Faith Lutheran prior to volunteering. All volunteers will be screened annually.

CATEGORY A

Volunteers with unrestricted exposure, who work with children and may be unsupervised by school staff.

This volunteer likely will have direct and unsupervised interaction with children. Typical examples could include athletic coaches and assistants, classroom aides, and substitute teachers.

Screening requirements:

- Be sponsored by a school employee.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Complete and submit for approval the School Volunteer Application.
- Submit to a criminal background check via the national criminal & sex offender registry.
- Signed and notarized "Attestation of Good Moral Character" on file.
- Local Criminal Background check completed on file.
- During school hours, sign in on the school approved "Volunteer/Visitor sign-in sheet" in the main office.
- It is the responsibility of the applicant to inform the School Office immediately of any changes regarding the information provided on this Volunteer Form.

CATEGORY B

Volunteers with classroom exposure, who work with children and are generally supervised by school staff.

This could include direct contact with supervision. Typical examples could include tutors, classroom assistants, media center helpers, and field trip drivers. Conditions typically are classrooms or areas where staff or other adults can observe at most times. These occasionally include short solitary time with children and short duration of obstructed view.

Screening requirements:

- Be sponsored by a school employee.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Complete and submit for approval the School Volunteer Application.
- Submit to a criminal background check via the national criminal & sex offender registry.
- Signed and notarized "Attestation of Good Moral Character" on file.
- Local Criminal Background check completed on file (yearly with this application).
- Sign in on the school approved "Volunteer/Visitor sign-in sheet" in the main office, which includes a criminal disclosure.
- Be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.
- It is the responsibility of the applicant to inform the School Office immediately of any changes regarding the information provided on this Volunteer Form.

CATEGORY C

Volunteers with group exposure who have little or no direct unsupervised exposure or contact with children.

Typical examples could include non-classroom volunteers such as office helpers, copy parents, non-classroom assistants, organized functions associated with organizations such as PTL, Athletic Council and certified teachers of public schools.

Screening requirements:

- Be sponsored by a school employee.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Complete and submit for approval the School Volunteer Application.
- Sign in on the school approved "Volunteer/Visitor sign-in sheet" in the main office, which includes a criminal disclosure.
- Be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.
- It is the responsibility of the applicant to inform the School Office immediately of any changes regarding the information provided on this Volunteer Form.

CATEGORY D

Volunteers or guests who enter a school for a one-time visit.

This person has no unsupervised exposure or contact with children. Typical examples could include guest readers, guest speakers, and service personnel.

Screening requirements:

- Be sponsored by a school employee.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Sign in on the school approved "Volunteer/Visitor sign-in sheet" in the main office, which includes a criminal disclosure.
- Be required to display a visitor identification badge to be surrendered at the conclusion of the day's activity.

TRAINING

Volunteer training is the responsibility of the immediate supervisor within the functional area (i.e. athletic director and coach, office help and secretary, classroom aide and teacher). It is expected that the duties and responsibilities of the volunteer activity be clearly communicated to the volunteer by the supervisor.

RULES FOR VOLUNTEERS WORKING WITH CHILDREN

General rules which apply to all volunteers working with children, and included in any volunteer training manuals, include,

1. All volunteers must submit to the rules, recommendations, and requests of the immediate supervisor. The supervisor is ultimately responsible for all occurrences and must be allowed to use his experience to preclude any detrimental situations.
2. Lights are to remain on and door windows are not to be covered. Should lights need to be turned off for video viewing, the immediate supervisor will be present.
3. All volunteers should use good judgment when needing to speak to a student alone. Doors and window blinds should be open at all times. It is always preferable to have a second adult in the room when a one on one conversation is needed with a student.
4. Topics, vocabulary and attire should not be used/worn which may portray a negative message to students or parents.
5. Adult volunteers should not use alcohol during a scheduled activity or prior to it.
6. All volunteers should use good judgment when having physical contact with students. Do not pat them on the bottom or touch them in any way that would seem intimate, threatening, or frightening. Students should not sit on your lap or be kissed. Under no circumstances should you treat a child roughly. Do not yell at him/her, intimidate him/her, threaten him/her, grab him/her by the arm firmly, shake him/her, forcibly sit him/her in a chair or strike him/her. Not only would such occurrences be inappropriate to FLS atmosphere but cause of legal action could be argued.
7. Volunteers will always maintain a professional posture in dealing with students, avoiding emotional attachment and aware of the powerful attraction of adults in positions of authority and trust. If the development of personal or physical attraction is developing, the supervisor will be notified immediately.
8. If a volunteer believes that a student is in an unsafe or abusive home, he shall report it to the immediate supervisor.

Volunteer Application

Thank you for your interest in volunteering at Faith Lutheran School. Your volunteer contribution is valued by Faith Lutheran School. At Faith, our first commitment is to our students. We take very seriously our responsibility to safeguard students while they are in our care. Unfortunately, in this day and age, not everyone has good intentions, and we cannot in good conscience overlook the possible threat to student safety that could be posed by some people.

To protect against that risk, the school has implemented a volunteer screening program. The program involves potential school volunteers completing a brief questionnaire online or in the office and in some cases agreeing to allow a background check.

All personal information involved in this process, including birth date, social security number, driver's license number and the results of the background check are held in the strictest confidence. Information is not released beyond the school office.

This form should only take a few moments of your time. We regret the inconvenience this may cause, but believe it is a necessary aspect of ensuring student safety.

After completing the form, (if a category A or B volunteer) you must submit to a local background check each year through the Metro Dade Police Dept. Only criminal matters will be flagged. Credit and financial information will not be checked. You will be contacted by the school office once the screening process is complete.

We appreciate your help in helping us care for our students.

Name: _____ Full Date of birth _____

Home Address: _____ City: _____ Zip: _____

Volunteering activity at Faith Lutheran School _____

List all present or previous work, either paid or volunteer, involving children/youth. Identify the institution and type of work.

Have you belonged or do you belong to any groups, organizations or clubs in your church or outside community?

_____ Y _____ N

If yes, list them

Y or N

_____ Have you ever been convicted of a felony? _____ Do you use controlled substances?

_____ Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or physically abused any minor?

_____ Have you ever been found by a court in any disciplinary board final decision to have sexually or

physically abused or exploited any minor or developmentally disabled person or to have abused or financially

exploited any vulnerable adult?