

MISSION STATEMENT

FIRST LUTHERAN MISSION STATEMENT: ***NURTURING SPIRITUAL & ACADEMIC GROWTH!***

In order to accomplish this in an educational setting, First Lutheran provides a Christ-centered education for the children of First Lutheran congregation and for the churched and unchurched children without distinction to race, social-economic status or religious creed.

Our aim is to provide an education:

- A. that is in agreement with the Old and New Testaments which we call the Holy Scriptures and believe to be the inspired Word of God, the only rule of faith and practice;
- B. that promotes academic excellence, spiritual depth, and moral integrity, and enables the whole child to develop in a nurturing environment.
- C. that trains students in the knowledge of and commitment to the Holy Scriptures as evidenced in word and deed, and enables them to share the Good News with others;
- D. that prepares pupils for Godly participation in our society and world through stewardship of God's creation, serving fellowman, responsible citizenship, and the like.

First Lutheran acknowledges the trust placed in the school by its families. First Lutheran holds in high regard the privilege it has been given of ministering to these families and assisting them in the Christian training and nurturing of their children.

The goal of the school is then, to lead each student to develop a strong relationship with his/her Lord and Savior; to develop each student's God-given spiritual, physical, mental, social and artistic gifts to his/her fullest potential; to help each student apply the wisdom of God's kingdom; to exercise Godly dominion over God's creation, and thereby glorify God and enjoy Him forever.

ADMINISTRATION

First Ev. Lutheran School is owned and operated by First Ev. Lutheran Church, Glencoe, Minnesota. The school is at all times under the

authority of the congregation. The pastors of the congregation are the spiritual advisors of the school. The principal is the administrator of the school itself.

For efficiency the Voter's Assembly elects a Day School Board and delegates certain authority to this body. This Board consists of five (5) members and is responsible to the congregation. The principal is the liaison officer between the congregation, Voter's Assembly, and Day School Board on the one hand, and the faculty and the students on the other. The principal is responsible for carrying out policies made by the Board and for making student and faculty requests to the Day School Board.

CURRICULUM

First Ev. Lutheran School offers subjects commonly taught at the kindergarten, elementary, and junior high levels.

Kindergartens through fourth grade are basically self-contained. In grades 5-8, departmental teaching is done in math, science, English, social studies, and physical education.

All the courses taught meet the educational requirements of the State of Minnesota and the Glencoe-Silver Lake Public School District. Graduates are admitted to high schools on the same basis as those who graduate from the public schools.

In keeping with the philosophy of the school, all subjects are taught in the light of God's Word. The subject of all religious instruction is the Word of God, both the Law and the Gospel, as revealed in the God-inspired sacred scriptures, the source and norm of Christian faith.

All students enrolled at First Lutheran take both the confirmation and the homeroom religion classes during 7th and 8th grade, although being confirmed at First Lutheran Church is a decision made by the student and parent.

Each child takes part in daily devotions, weekly chapel services and other religious projects.

Qualified teachers who have been trained in accredited teacher's colleges staff the school.

Another strength of the school's curriculum is its on-going review and updating. The faculty studies an area of the academic program each year and then adopts new

materials that fit the school's aims and objectives. Normally, the subjects are updated in a five-year cycle, more frequently if needed. Through a textbook loan program to students, we are able to maintain an academic program of excellent quality taught in a Christian environment.

The areas of learning are:

RELIGION - Worship, Bible Study, catechism, Church History, Life of Christ, Christian Doctrine, Confirmation Instruction, and Church Liturgy.

SOCIAL STUDIES -- geography, citizenship, American History, government, current events, and community life.

LANGUAGE ARTS -- phonics, English, grammar, spelling, literature, handwriting, speaking, and creative writing, and listening.

GENERAL SCIENCE/COMPUTER - the physical world, physiology, plant and animal life, human anatomy, astronomy, ecology, energy, and computer programming.

MATHEMATICS -- fundamental concepts, general math, basic computation, functional math, algebra, and geometry.

FINE ARTS -- singing, choirs, band, music, art appreciation, drawing, sketching, painting, and crafts.

PHYSICAL EDUCATION AND HEALTH -- physical fitness, game knowledge, rhythm skills, first aid, sportsmanship, and team games.

CHRISTIAN PRESCHOOL

First Ev. Lutheran Church operates a Christian Preschool program. The Christian Preschool is supported by tuition paid by those enrolled.

Classes for the four-year-olds are held four mornings per week and the three-year-old class meets once during the week. The purpose of preschool is to provide a transition for young students into formal education as well as to develop the child's desire to learn and socialize with other students his or her age.

SCHOOL ENTRANCE AND ATTENDANCE

A. ENTRANCE REQUIREMENTS

All children entering Kindergarten at First Ev. Lutheran School **must** have reached the **age of 5 by September 1.**

Children entering later than the first grade are to present a transcript or the latest report card from the school previously attended. Parents also must fill out an ENROLLMENT APPLICATION prior to enrollment being granted. **Students who transfer will automatically be placed on a nine-week period of probation prior to permanent acceptance.** Probation is the action of subjecting to a period of testing and trial to determine his/her fitness for continued enrollment at First Lutheran. During the probationary time the student must consciously avoid such behavior that constitutes major infractions of rules or policies at school or school activities. Specific restrictions may be placed on a student during probation.

Special education backgrounds or needs must be shared with the principal before registration as First Lutheran is not equipped to help all students with academic emotional or social needs.

B. ENROLLMENT POLICY

First Lutheran School was established primarily for the Christian education of children of the congregation. Children of members will be admitted at all times. Board approval is required whenever enrollment of new non-members would cause class size to exceed the prescribed limit. Subsequent children of non-members who have a child already enrolled will be admitted subject to space and class size limitations. No student (including those attending the Christian Preschool) who attended First Lutheran School the prior school term will be forced to discontinue his or her education at First Lutheran even if the class exceeds the prescribed limit.

Exceptions to enrollment may be encountered which might involve a child who presents a problem for which the school is not equipped and/or the teachers have not been trained.

First Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its education policies, athletic and other school administered programs.

Class Size: First Lutheran School is committed to maintaining a student/teacher ratio that helps achieve academic excellence. The school will seek to maintain the following maximum class size ratio:

Preschool: No more than twenty (20) students may be enrolled for a preschool class.

Grades K-8: Twenty-two (22) students for every one teacher.

Procedure: *When enrollments get above the maximum number in grades K-8, the school will seek alternative staffing arrangements which may include: hiring a part time or full time teacher, adding clerical support, hiring an additional teacher aide and/or dividing the class into two sections. Voters Assembly approval will be requested when an adjusted staffing pattern would cause an increase in the church budget.*

C. SCHOOL ATTENDANCE

Minnesota Law requires that all children between the ages of 7-16 must attend school regularly each day that the school is open and in session, except when excused by school authorities. Parents cannot excuse their children from school attendance, but only ask for permission for their child to be excused by school officials.

The classroom teacher handles all cases of absence, and maintains records. **Parents should call the school office before 8:15 to excuse the absence. If the school has not been notified before 8:30, the school may contact the parent at home or work to confirm the student's absence.**

The principal and/or Day School Board will handle frequent and seemingly inexcusable absences. This is done through consultations with the student's parents or legal guardian.

D. OBLIGATIONS OF ENROLLED CHILDREN

Children may be enrolled in First Ev. Lutheran School as long as they:

- 1 -- Conduct themselves as Christian children, so that under the instruction, training, and admonition of the faculty, they will present no menace to the spiritual welfare of the children.
- 2 -- Comply with all the rules and regulations of the school so as to insure operation of the school in an efficient manner.

E. OBLIGATIONS OF PARENTS

- 1 -- It is understood that parents will do nothing to counteract or frustrate the Christian instruction given to their children at First Lutheran School.
- 2 - Parents are expected to practice Christian discipline at home, and to discuss school discipline problems first of all with the classroom teacher, then, if necessary, with the principal and the Board of Christian Education.
- 3 - Parents are urged to set a good example for their children by worshipping and communing regularly at the Lord's Table and by practicing Christian stewardship of time, talents, and money for the promotion of the church and the school.
- 4 -- Unchurched parents should be sincerely interested in the Christian training of their children, and to permit their enrolled children to attend First Ev. Lutheran Church services, take confirmation instruction, and become members of First Lutheran.

REGISTRATION AND FEES

In spring, a kindergarten pre-registration is held to register eligible children. At that time family and personal information about the child is gathered. Additionally, health and other important information about the child's first year of formal education are presented.

All students are to be officially registered on a special registration day about a week to ten days before the fall term begins. At that time student information is updated, various fees will be explained and school assessments made.

Parents who are not members of First Lutheran Church pay tuition. The amount to be paid is set by the Day School Board. Tuition paid by non-members may be paid in

installments arranged through the school office. One-half of the tuition total should be paid by December 21 and the balance **by the end of the third quarter.**

All education fees for members of First Lutheran Church are to be paid by the end of the third quarter, unless some special arrangements have been made.

All members and non-members are required to pay a Registration Fee, **which is non-refundable.** The fee is **\$60** before May 1 and **\$70** after for all returning students.

Financial assistance is available for those in need. Parents should contact the school principal or Administrative pastor if assistance is needed. **ALL FEES MUST BE PAID, OR ASSISTANCE REQUESTED, BY AUGUST 14, OR REGISTRATION WILL BE DENIED.**

GRADES AND PROMOTION

A. GRADING POLICY

If the school and the home are to work together effectively for the welfare of the pupils, then it is essential that there be good communication between the teachers, pupils, and parents. Report cards, as a means of reporting pupil progress, are given four times during the year. The grade gives an overall evaluation of the pupil's work in the course.

The school seeks to challenge the student to the best of his ability, yet all students cannot be held to identical standards. Thus when evaluating progress, instructors take into consideration the actual achievement, effort exerted, and potential achievement.

It is hoped that parents would always feel free to discuss any problems that they may detect with the teacher involved. Communication is important between all parties involved in the education process.

At the end of the first quarter, parents are given specific appointment times to discuss student progress.

There will be semester "**final**" tests in grades 5-8 in English, math, science, and social studies. These tests will be given in January, at the end of the first semester, and at the end of the school year.

B. PROMOTION

Generally, a student who has received passing grades in all subjects will receive

promotion to the next grade. However, if for various reasons a student did not receive passing grades, the faculty of First Lutheran School may decide one of the three alternate actions:

1. Conditionally promoted to the next grade, (the condition may or may not be stated),
2. Retained in the present grade
3. Placed in the next grade that would indicate that academic progress is too poor for promotion, but age or other factors make retention ill advised.

If one of the above actions is being considered, the teacher will advise the parents as well in advance of implementing the action.

POLICY ON SUSPENSION AND EXPULSION

A student may be suspended from school for serious or repeated behavioral or moral offenses. In such cases, the principal shall meet with the student and parents to discuss the problem and get all pertinent information from those who might be involved. The principal shall then decide whether to suspend the student, and if so, the length of the suspension (not to exceed 3 days).

If the student is suspended, the teachers and the Day School Board shall be notified, and notice giving reasons and length of suspension shall be sent to the student's parents and shall be recorded in his/her cumulative record folder.

Suspension constitutes a house arrest during the school day (by law) and is an effort by the school to correct whatever behavior was in error.

The First Ev. Lutheran Day School Board reserves the right to expel any student for persistent or flagrant disregard for its rules and regulations.

ADDITIONAL SCHOOL INFORMATION AND POLICIES

ACADEMIC PROGRAM

First Lutheran School is proud of its academic program. Students have done well as their education advances to Glencoe-Silver Lake High School or Lutheran High Mayer after graduation.

Assignments are given which may require time outside the regular school day. This provides the student with an opportunity to develop self-discipline in his work. Generally the

homework increases as the grade level increases.

In cases where children give the appearance of having an excessive amount of homework, parents should arrange for a conference with the teacher in order to determine the cause of the problem and arrive at a possible solution.

ACHIEVEMENT TESTING

In September during **odd** numbered years, students in grades four through eight will be given the **complete Iowa Basics Test**. During **even** numbered **years** students take the **basic battery Iowa Basics Test**. Second and Third graders take the basic Survey (reading, math, and language) test. The tests are designed to measure how a child is learning and compares with other children, nationally and locally, in the same grade. The results are shared with parent(s) at the fall Parent-Conferences.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

First Lutheran School offers a program of athletics to its students in the upper four grades. The school competes in an organized league of area Lutheran Schools. The program normally includes basketball, track, and Cheerleading.

Extra-curricular activities, by definition, are activities outside the normal course of study. Activities such as these are to be considered a privilege.

Parents and students will be given the ***“Philosophy of Game Experience Contract and Athletic Policy”*** for athletic participation before each sport season.

BEGINNING & CLOSING OF SCHOOL DAYS

All classes begin at **7:55 AM** and close at **3:00 PM**. The Christian Preschool classes begin at **8:00 AM** and dismiss at **11:00 AM**.

Students are not to arrive at school before 7:45 in the morning unless special arrangements have been made through the school office. Pupils are to leave school at the time of dismissal unless there is a special reason for detainment.

No students will be permitted to leave the school grounds between 7:55 and 3:00 without written permission or personal request from the parents.

When students stay after school for any activity they are not to leave the building for any reason without permission from their teacher or the principal.

BUS TRANSPORTATION

Minnesota Law states that all school age children requiring transportation must be given free transportation to the school of their choice, this includes kindergarten.

CHAPEL AND CHURCH SERVICES

Chapel services are conducted each Thursday in the church. Chapel time is at **8:05 AM**. Chapel attendance is not considered a substitute for regular church attendance. As part of the learning good stewardship, regular offerings are taken during the service.

In keeping with the program of Christian education and training in our church and school, all parents are expected to attend church services regularly with their children.

Church attendance is taken by the classroom teacher and recorded on the report card.

TITLE I

Supplemental instruction for students who have difficulties in reading and math is available through the Federal Government. **Students in all grades may be serviced through para-educators hired by the congregation. The amount of time the school receives is determined by the number of free and reduce price lunches the school has during the previous year.** Therefore parents are encouraged to apply for these lunches if at all possible.

DISCIPLINE

First Lutheran functions under the assumption that all teachers and students are Christian. However, because of sin, both teachers and students make mistakes. Despite our mistakes we can come to God in prayer, asking for forgiveness for our wrong. Teachers are in complete charge in the building, playground, and all school-related activities. All

students are to respect their teachers as their God given superiors as stated in the Fourth Commandment.

The Day School Board has adopted the following consequences. These consequences will be in effect when a staff member of First Lutheran School determines that policies and rules regarding behavior have been violated to the point where additional action is necessary.

On the first day of new school year, each teacher goes over all classroom rules and behavior guidelines. It will be understood that all students understand the rules, guidelines, and consequences as described in the student handbook. It will also be made clear to the students that the discipline consequences explained below, are reserved for situations where a teacher might feel that the circumstances warrant additional attention above and beyond classroom intervention. In other words, if a staff member feels that a student requires a more severe plan to deal with a behavioral problem, that student will be sent to the principal's office and the student may be placed on this discipline program.

With each additional reported and confirmed violation, the student will proceed to the next step.

STEP 1 -- (First Violation) Repentance and forgiveness will be exchanged in the presence of the principal. Parents will be notified. (In the event that forgiveness is not demonstrated, the student(s) will automatically move to step 2.)

STEP 2 -- (Second Violation) The principal will meet with the student to rectify the problem. Repentance and forgiveness will be exchanged in the presence of the principal. The principal will alert the parents of their child's status in the program by phone and letter.

STEP 3 -- (Third Violation) The principal will meet with the student to discuss the problem. The principal will set up a meeting that will include the student, parents, and administrative pastor. A one-day suspension will occur, and the student will be placed on probationary status for the remainder of the year. The Day School Board will be officially notified. Parents will receive a summary letter.

STEP 4 -- (Fourth Violation) The principal will meet with the student to discuss the problem. **The student will be temporarily suspended pending Day School Board action.** The principal will notify the parents by phone and letter, and the Day School Board will meet in special session. The Board will listen to any concerns expressed by the parents before a final decision on expulsion is made. A final report will be sent to the parents.

Note: Additional consequences may be required in some cases. Consequences may be increased or modified at the principal's discretion. All actions will be generated in a Christian spirit, with equal use of Law and Gospel.

EXAMPLES OF UNACCEPTABLE BEHAVIORS THAT COULD AUTOMATICALLY PLACE A STUDENT ON STEP 4 ARE:

(Minnesota Pupil Fair Dismissal Act).

1. Excessive unexcused-excused absences or tardiness from school.
2. Loitering or creating a disturbance in the school building or on school property.
3. Acts of vandalism or theft.
4. Use of, possession of or under the influence of, intoxicating alcoholic beverages, narcotics, or controlled substances at school or at any school sponsored event.
5. Use of, or possession of, tobacco on school property or at any school sponsored event.
6. Abusive or vile language directed at any pupil or adult.
7. Willful conduct which disrupts the rights of others to an education.
8. Willful conduct which endangers people or property.
9. Insubordination to any employee of First Lutheran Congregation.

EARLY DISMISSALS AND CANCELLATIONS

Particularly during the winter months, there may be times school will need to be canceled or dismissed early. Please do not call teachers to find out whether or not school will be held.

Our closing policy is the same as the Glencoe-Silver Lake Public School. When early dismissal is necessary or postponement is decided, the announcements will be made over radio stations WCCO, KARP, and KDUZ. **If school has been canceled, all activities for that day will be canceled or postponed.**

You may dial the number listed below for cancellation or postponement of the Glencoe-Silver Lake School District.

864-2499 (1)

FIELD TRIPS

Children learn a great deal from well-planned field trips and tours. Parental permission for the pupils to participate will be obtained in writing prior to the trip, in order for the students to attend. Should permission not be received, the classroom teacher along with the school principal must work out a system of supervision for that student(s).

For trips not leaving Glencoe, teachers will make a **one time permission slip** early in the school term outlining as many of the trips that the class may be taking during the school year (ex. library, Glencoe Area Health Center, Orchard Estates, Manor, etc.) as known. During the school year parents are to be informed by school newsletter or teacher newsletter of the exact date and times of the event or trip.

Students may **not** ride in parents or teachers cars because of liability during the school day (regular hours 7:55-3:00). Exceptions to this may be scheduled athletic events, Spelling Contests, Lutheran High Mayer Visitation, etc.

HEALTH SERVICE

Through Minnesota Law 396, First Lutheran School is fortunate to have a school health nurse available. Besides conducting screenings, the nurse maintains the student's health records, and handles all emergencies.

A state regulation encourages all pupils to have a pre-school physical examination before entering kindergarten. They must also present a certificate of vaccination against diphtheria, tetanus, pertussis, polio, measles, and mumps. Without the certification of vaccination, according to law, the child may not be admitted to school.

McLeod County Health Association conducts an immunization clinic in the fall that is available to all students.

Even with flu and colds with fever, parents should remember to keep children home until the temperature has been normal for a 24-hour period.

According to the law, the school is unable to administer any medication to the student including aspirin. Any medication to be given must have a note attached from the doctor prescribing the time, amount, and reason for taking. Students who need regular medication should receive a permission slip from the office or school nurse. Only a licensed school nurse may administer medications that are not

taken orally or that have the potential of dangerous side effects.

First Lutheran School will accept any student with AIDS, pursuant to the doctor's permission and provided proper precautions have been taken to prevent the spread of the infection.

HOT LUNCH PROGRAM

With the cooperation of the United States Department of Agriculture, First Lutheran School is able to operate a successful hot lunch program. The goal is to provide each student the opportunity to receive a well-balanced, hot meal each day.

Tickets for the lunches are available in the school office. Students may purchase their hot lunch tickets before school.

The school also offers free and reduce price meals to those families who file an application and qualify for such assistance under the government's standards.

An accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Av., SW, Washington, D.C. 20250-94 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

LOST, STOLEN, MISUSED TICKET POLICY

A minimum of three ticket replacements (**free of charge**), or special meal arrangements resulting from three **occurrences** of lost, stolen or misused tickets, is allowed each student with the school year.

The school will maintain a list of students who have reported missing original tickets(s) in the current school year and the number of occurrences for each student. Prior to denying a meal to any student without a ticket, **or charging that student for a meal**, the list is always reviewed to determine if the student has already had at least three replacements for lost, stolen or misused tickets within that school year.

At least one advance written warning must be given to the student and the parent prior to refusal to allow **additional free or reduced price** meals or tickets replacements. The written warning, which is sent after the second occurrence of a missing ticket or **misuse of** tickets, must include an explanation that the student has repeatedly **misused** tickets or **requested** replacement tickets and the ticket will be replaced one more time. After the **fourth occurrence** in one year, the student may be

expected to bring either meal **from home** or pay for meals **until** the next ticket issuance period.

Meals **must** always be provided to K-3 students or for handicapped who may be unable to take full responsibility for a meal ticket, **even if they have experienced four or more missing tickets.**

The **above** policy does not include Lost, Stolen, or misused **“Milk”** or **“Seconds”** tickets.

PARENT NOTES

All notes from home concerning your child should be dated for your and the school’s protection. These include all notes for illness, doctor’s appointments, routine of going home, etc.

Students receiving special delivery balloons, flowers, etc., during the school day will be notified by the principal or secretary of their arrival and may pick them up from the school office at the end of the school day.

Students may pass out invitations for birthdays or other parties provided:

- ⇒ *all students in the grade are invited*
- or**
- ⇒ *all students (either boys or girls) are invited*

Birthday treats should be small individual size that they may distribute in the classroom.

SCHOOL VISITS

Because close contact with the home is important, parents are encouraged to visit the classroom. Feel free to visit, but please notify the school office in advance so that the teacher may know of your visit.

SPECIAL SERVICES

Our school is fortunate to receive a variety of help for students with difficulties through the Glencoe-Silver Lake Public School District. This program gives the opportunity for special help in such problems as speech, hearing, visual problems, emotional adjustments, learning disabilities, and other areas. These services must be requested by the parents.

WEAPONS

It is the policy of First Lutheran School to maintain a Christ-centered, positive, and safe learning environment for the children and staff in which to live and work.

All weapons or instruments, which have the appearance of a weapon, are prohibited within the school or school environment, which includes school buses, field trips, or any other school-related activity.

No student shall be permitted to bring any knife, fireworks, gun of any sort, or **anything**, which may cause injury to another person for any reason. Furthermore, no student shall use any instrument, legal or illegal, to threaten, intimidate or harass another person in any way. Any violation shall result in at least a parent conference with the principal and up to a possible two-day out-of-school suspension.

If any form of intimidation or threat accompanies the device or weapon, a two-day out of school suspension will automatically be assessed. In addition, any **state laws** applicable will be followed. Possession of a weapon may also lead to immediate expulsion in an extreme case of intimidation or threat.