

ABSENCE

When you are absent from school, according to law, you must have a note from your parents or have your parents call the school office with the reason for your absence. ***Parents should contact the teacher via Fast Direct before 8:15 to excuse the absence.*** If the school has not been notified before 8:30 the school will contact the parent at home or work to confirm the student's absence. ***Students are responsible for making up the work they have missed.*** The missed work (when absent for a full day(s) must be completed in the number of days you were absent plus one. For example, if you were missing three (3) days you would have four (4) days from the time you return to school to complete the missing work.

If a family vacation must be scheduled while school is in session please be aware, that because circumstances may alter daily plans, assignments are **not** given in advance. **Assignments are on the school website *firstglencoe.org*.**

BAND

The public school allows students in grades 5-8 to take band if they desire. If you are in the band you will be excused for rehearsals and lessons. **You** are responsible for any work you missed at school; when you return, make sure you find out what will be required of you.



BEFORE & AFTER SCHOOL

All students arriving before **7:45** will be admitted into the building (THE FRONT ENTRANCES) during bad weather, but will not be able to go to their classrooms until 7:45 or the if buses arrive before 7:45. *You should not arrive at school until fifteen minutes before the start of school.*

When you arrive, you are to: 1) ***remain orderly and studious, the early morning is a good time to take care of last minute homework and 2) remember the school day begins when you enter the building.***

When school is dismissed you should leave the building. Do not delay in the building or on the school grounds. Buses will leave the school on time and will wait for no one. Make sure you do not miss the bus.

A student who remains in the school building after dismissal must be there to confer with a teacher, at the request of a teacher or for scheduled school activities.

School equipment **may only be used** during regular school hours (7:55-3:00). **Once the bus arrives all equipment must be returned to the school building.**

BICYCLES/SKATEBOARDS/ROLLER-BLADES/HEELYS

You may ride your bicycle to school. However, if you do, it is at your own risk. Bikes are to be parked in the bikes racks. Bikes are not to be ridden on the school grounds at any time. **Once on school grounds, BIKES ARE TO BE WALKED TO AND FROM THE PARKING AREA.** Poor bike riding habits will result in not being able to ride your bike to school for a period of time.

Skateboards/roller-blades/heelys may be brought to school. However, they are to be stored in a designated area in the classroom during the school day. ***They may not be used during the school day.***

BIRTHDAYS/SPECIAL OCCASIONS

Students receiving special delivery balloons, flowers, etc., during the school day will be notified by the office 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 birthday or other parties provided:

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



BUS CONDUCT

Minnesota Law allows students of parochial schools to ride public school buses to school. This is a privilege, which you have, and you must not abuse it. This is a good chance for you to be a strong Christian witness to your public school friends.

You must board the bus at school and are not allowed to walk to the north or south campus or the bus transfer area in the morning or after dismissal. The consequence for failure to follow the

rule will be **Loss of two (2) recess periods in grades 1-4 and one (1) hour detention in grades 5-8.**

The bus driver is in full charge of the bus at all times. You are responsible to him/her while riding the bus. **If you have a problem with other students on the bus you should report it to your driver immediately.** You must remain seated while the bus is moving. Do not change seats or scuffle while on the bus. Any distractions of the driver's attention endanger the safety of every pupil on the bus.

Any misbehavior on the bus will be reported to the bus manager. A note to the parents will inform them of the misconduct on the bus. Upon further actions of disobedience or misbehavior by that student, the privilege of riding may be withdrawn.

YOU ARE TO FOLLOW THE FOLLOWING BUS RULES:

1. **Immediately follow the directions of the driver.**
2. **Sit in your seat facing forward.**
3. **Talk quietly and use appropriate language.**
4. **Keep all parts of your body inside the bus.**
5. **Keep your arms, legs and belongings to yourself.**
6. **No fighting, harassment, intimidation or horseplay.**
7. **Do not throw any object.**
8. **No eating, drinking, or use of tobacco or drugs.**
9. **Do not bring any weapon or dangerous object on the school bus.**
10. **Do not damage the bus.**

DEALING WITH CONFLICT

As with any family, there will be times when we have disagreements or become angry with others. As sinners, we will all make mistakes. We all need to forgive and to be forgiven. When problems do arise we want to solve them in a Christian manner.

Some things that would be good to remember are:

1. **Fighting** is no way to ever solve a problem.
2. We do not **lie** about others or **gossip** about them. This is forbidden in the 8th Commandment.
3. **Name calling** or making fun of others is no way for Christians to act.

4. It is not always important to be first, so **pushing** and **shoving** to be first in line, **taking cuts** in line, saving places, demanding our own way when playing together are things we will want to avoid.
5. Because we want to follow Jesus's way, we will follow His directions in Matthew 18 for handling a problem we have with other students, teachers, or other persons at school.
 - a. If you have a problem, talk to the person about it before telling the teacher or other students.
 - b. If the person will listen to you and the problem is solved, forget about it.
 - c. If the person will not listen to you and the problem continues, try to get someone else to help solve the problem.
 - d. If this solves the problem, forget the incident. If not, get help from the teacher or the principal.
 - e. **If the problem is something which could cause harm to the student, other students, or which might damage the property of others, you should tell a teacher or another adult immediately.**

DESKS

You are expected to keep your desk clean at all times, this includes the area around the desk. You are expected to have the floor area clean at all times during the school day and especially at the end of the day. You should not expect someone to clean up after you. Your desk and chairs will be inspected at the end of the year for any unnecessary damage. **Chairs are not** to be leaned backwards. Should your chair break due to this habit, you will be charged to replace the chair or the cost of repair. Help by doing your part to keep the building clean and orderly.

DISCIPLINE/BEHAVIOR

As students and teachers in a Christian school we understand that we all make mistakes. Despite our mistakes we can come to God in prayer, asking for forgiveness for our wrong with complete confidence that we are forgiven. Your 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.

To obtain the best situation possible in our school, certain rules and behavior must be followed

for the good of all. You are expected to conform to these rules. Where there is **willful refusal to conform, a student at First Lutheran School shall be subject to suspension, expulsion for any one or more of the following reasons:**

(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.**

In-School Suspension...Students may be assigned in-school suspension for any of the above reasons. Students assigned to in-school suspension will be required to work or sit quietly for the day. The work that they are missing for the day will be made available and is subject to timelines set by the teachers.

Out of School Suspension...Students may be assigned out of school suspension for any of the previously stated reasons. Out of school suspension will be assigned most often in cases where student safety is involved. The work that they are missing for the day will be made available and is subject to time lines.

DRESS

Students are expected to be in proper and suitable attire at all times. Students going for band or for classes at other schools must be dressed for weather conditions. Personal appearance reflects self-esteem as well as school pride. Therefore, clothing worn by students should be in good taste for school living. All clothing is to be modest, clean, and neat.

1. Students who wear clothing that is **questionable in the opinion of the teacher** must change that clothing. If the student wishes a clarification of the dress code, that clarification should take place later in the day. For the time being the student must change that item of clothing. Coverings will be provided if no change is available.
2. Clothing is **not** to advertise **alcoholic** beverages or **tobacco** products.
3. Clothing must not have slogans or pictures that in any way can be offensive or go against our Christian faith.
4. **Hats** and **sunglasses** are not to be worn in the building during school hours.
5. Students may wear shorts, dresses or skirts. They must be "finger length". (Finger length means all the hem area falls within the fingers when standing and arms are at his/her sides.) It is a good idea to follow the weather forecast.
6. Ripped jeans are allowed as long as undergarments are not exposed. Rips, tears, or holes must be fingertip length or below. Holes must not exceed 3" in diameter.
7. Shoes **must** be worn at all times.
8. Shirts and tops are to be long enough so that no midriffs show at any time, including when arms are raised.
9. No spaghetti strap tank tops, halter or midriff (crop) tops.
10. **NO** visible undergarments (e.g. boxers or bra straps) are allowed.

The dress code is in effect at all school functions Including: Sport Activities, Concerts, Christmas Service, etc.

FIGHTING

Fighting or acts of physical violence are not acceptable. Parental contact will be followed by detentions, suspensions, expulsion or other discipline appropriate to the situation.

FIRE/SEVERE WEATHER PROCEDURES

Upon hearing the first alarm all students will rise and remain beside their desks. The teacher, when ready, will indicate when students should exit from the room. **According to State Law the teacher is the last person to leave the classroom and all doors and windows are closed.**

Grade PK - exit out the main school entrance on the south (right) side.

Grade K - exit out the emergency door on the east side.

Grade 1 - exit on the west (right) side of the Church main entrance.

Grade 2 - exit on the east (left) side of the Church main entrance.

Grade 3 - down the east stairway, out the east door to the front sidewalk.

Grade 4 - down the west stairway, out the west door across to south playground.

Grade 8 - down the west stairway, out the west door across to the south playground.

Grade 6 – exit the east entrance to the south playground.

Grade 7 - exit main entrance stay left to the south playground.

Grade 5 - exit main entrance stay right across street to the south playground.

Computer Room & Gym - exit east door across the street to the south playground.

Music/Choir (church) exit the northeast (COMMON CUP).

MAKE SURE YOU KNOW AN ALTERNATE ROUTE (S) FROM EACH CLASSROOM, GYM, ETC.

1. The first student to leave should hold the door open.
2. THERE IS TO BE NO TALKING WHILE THE DRILL IS IN PROGRESS.
3. Re-entry is made when the outside bell is turned off.
4. Teachers will take roll as soon as his/her class has been lined up in the assigned area.
5. All doors must be closed and turn all lights off.

During inclement weather (winter) classes should proceed to the OTHER SCHOOL LOCATION after taking roll and everyone is accounted for.

Students will walk single file to the boys or girls restroom on the side of the steps that their class came down. **Grades PS - 2** exit to the lower level to the Storage room. The State annually conducts a drill each April. Due to the trouble we have in the school building hearing the warning siren (sirens are set to be heard outdoors only) an announcement will be made on the intercom that classes are to immediately follow the disaster precaution.

GUM AND POP

There is to be **NO** gum chewing by anyone in the school building or on school property. Gum causes sanitary problems and can be a real problem to clean up. This includes after school hours, during athletic practices. Soda (pop) is never to be brought into the building except for class parties, etc., under the direction of your teacher.

HARASSMENT/BULLYING

Harassment is defined as unwelcome verbal or physical conduct, which has the purpose, or effect of interfering with another individual's performance, or creates an intimidating, hostile, or offensive environment; or which adversely affects an individual's academic opportunity. The basis for harassment includes, but is not limited to: *age, creed, color, disability, national origin, race ancestry, familial status, religion, or gender.*

Sexual harassment means unwelcome sexual advances, either **verbal or physical conduct** of a sexual nature. It may include, but is not limited to, verbal harassment or abuse, repeated remarks to a person with sexual or demeaning implications. Information should be immediately shared with the principal regarding incidents of possible sexual harassment. First Lutheran will respect the privacy of the complaint, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, etc.

All forms of harassment are strictly prohibited. This policy applies to students, faculty, staff, administration, parents, vendors, and guests whenever and wherever a school related activity takes place. First Lutheran will take any necessary action to promote and uphold this policy and comply with local, state, and federal laws. Anyone found to have acted in violation of this

policy would be subject to disciplinary action, which may include suspension, expulsion, termination, or transfer.

Bullying by a student or a group of students is prohibited on school property or at school-related functions. A person is bullied when he or she is exposed repeatedly, on purpose and over time, to hurtful actions by one or more persons, and he or she has difficulty defending himself/herself. **Bullying can be verbal/nonverbal and/or physical** and may also include the use of technology.

This policy applies not only to students who directly engage in bullying but also to students, who by their indirect behavior, condone or support another student's act of bullying.

Reports of bullying should be made to an adult at school and to a parent/guardian.

Consequences for bullying are listed on a rubric that is available from the classroom teacher or the principal. Possible consequences will vary by age and number of offenses

This bullying policy was made in accordance with Holy Scripture and Lutheran doctrine of the Lutheran Church Missouri Synod, as well as the Olweus Bullying Prevention Program (OBPP). First Lutheran School strives to prevent bullying behavior through activities and classroom meetings.

HOMEWORK

You are expected to have your assignments completed on time, there are few legitimate reasons for not having your work finished. Stay organized and plan ahead.

Students in grades 3-8 will be issued "Homework Planners". The "Planners" will be completed with directions from your teacher(s).

If you receive an "I" (INCOMPLETE) on your Report Card, the teacher must remove that grade within three (3) weeks following the close of the quarter. If the work is still not completed the grade becomes a 0. Special cases, due to illness, do not fall under this category. These cases are worked out in consultation with parents, teacher, and the principal.

The following scale is used for grading by percentage:

- A = 90-100
- B = 80-89
- C = 70-80
- D = 60-69

F = 59 and below



HONOR ROLL

ALL CLASSES ARE USED TO DETERMINE THE HONOR ROLLS IN GRADES FIVE THROUGH EIGHT. GPA will be computed by taking each class grade, multiplying its numeral equivalent by the number of times the class meets per week, finding the average of ALL classes, then returning the numerals to their letter equivalent.

Example: an English grade of B+ would numerically equal 45, B+ = 9, class meeting five (5) times per week; while a PE grade of B+ would equal 18, B+ = 9, class meeting two times a week.

The Honor Rolls would then be figured using this system.

"A" Honor Roll 10.0-11.0 GPA
"B" Honor Roll 8.0-9.9 GPA

Students with a 10.0 and above at the end of the year and an 85% or higher on their composite ITBS receive the President's Academic Award.

LIBRARY

Students may check out a maximum of **two (2)** library books on a scheduled visit. You are responsible for all books checked out in your name. You are not allowed to check out a book if you have one overdue. Should you lose a book from the library you will be assessed a fine to replace the lost book. *Assessments for missing books will be made when a book is **three (3) weeks overdue.***

LOST AND FOUND

In case you lose an article of clothing, look in the lost and found display in the hallway by the kitchen. All “found” items should be brought to the “Lost and Found” area located in the hallway next to the kitchen..

YOU CAN KEEP LOSSES DOWN BY MARKING YOUR CLOTHING AND PERSONAL ITEMS. Carelessness is the biggest cause for lost items. Students in grades 5-8 should make sure their gym clothing is properly marked and your gym basket **locked**. Do not leave personal belongings in the hallway once school has been dismissed. This is another way items are lost and it clutters the building.

LUNCH

Students **must** remain on the school grounds whether or not they participate in the hot lunch program. You are to enter the lunchroom in an orderly fashion. No more than **two (2)** students should be at the receiving window at any given time, and then proceed to your assigned table. While at the tables polite conversation is allowed. Classes are to wait at the tables until dismissed by the classroom teacher. All food is to be eaten in the lunchroom.

Students in grades 5-8 will assist with the lunch program taking turns helping serve the meals.

Students without purchased balance will **not** be allowed to have extra milk at lunch or at milk break. All drinks must be non-carbonated (glass or canned products are not allowed).

Families with a negative balance will be notified and students may be denied a hot lunch and be given a cold sandwich instead.

Students are encouraged to try all foods served. If you want seconds you may purchase “SECONDS”.

In 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.

MOVING THROUGH THE SCHOOL

You are always expected to walk while in the school building. There is **NEVER** a reason to run. Walk down stairways and through the hallways, always keeping to the right. Go quietly through the halls so you will not disturb others. Talking, if any, should be a whisper. Students are not to be in the halls during class time, this includes inappropriate

use of bathroom breaks. Failure to follow the above will result in loss of recess privilege and/or detention.

NUISANCE ITEMS

Any item that leads to unnecessary disturbances should not be at school and may be taken away without warning! This includes items such as “toys”, squirt guns, radios (headsets), cell phones, I-pods, “handheld games”, etc. **Students are not to use cell phones during the school hours of 7:45am to 3:00pm without teacher permission.** Nuisance items will be turned in to the principal and **may** or **may not** be returned.

PHYSICAL EDUCATION

Physical Education classes are considered a vital part of the school curriculum. Students are expected to be:

1. **respectful** --- practice sportsmanship, be quiet listeners;
2. **responsible** --- take proper care of equipment
3. **ready** --- appropriately, dressed for class and on time.

In all grades tennis shoes are required for participation in physical education class.

Students may be excused from class if you present one of the following in writing:

1. **Doctor’s excuse** --- This note **must** include the length of time for nonparticipation for the excuse and **must** be signed by the doctor.
2. **Parental excuse** --- This is valid for one class period in case where you have just returned to school after an illness or accident or a similar circumstance.

Procedure: The student must present the excuse to the Physical Education teacher. **The excused absence from physical education class means the student shall not participate in after school athletic activities.**

Baskets are available for student use.



PLAYGROUND

You are to use the designated areas of the playground during your recess times. You are responsible for all playground equipment you take

outside: kickballs, softballs, bats, bases, etc. “Ball Tag”, “Dodgeball” etc. games ***are not allowed*** unless organized and supervised by a teacher **in a designated area**. Students are not allowed to kick playground balls within the designated marks (*Four – Square area*) on the north side of the building.

School equipment **may only be used** during regular school hours (7:55-3:00). **Once the bus arrives all equipment must be returned to the school building.**

SNOWBALLING

SNOWBALLING is **NEVER** allowed on the school or church property. “**King-on-the Hill**” may **not** be played without teacher supervision.



STEALING/VANDALISM

The first violation will result in parent notification, restitution, and a six-week probation. If a second violation occurs while on probation, restitution, and recommendation to the Board will occur. If a second offense occurs while not on probation, the student will be placed on permanent probation and be required to make restitution.

TELEPHONE USE

You are not to use a telephone unless a special emergency comes up. Before you make any call **before, during, or after school** you **MUST** have permission from your teacher! **Cell phones must be turned off and are not to be used without permission from your teacher.**

You are not allowed to use a telephone to call home for permission to stay after school for a scheduled event such as a basketball game or practice. This should be taken care of before you come to school in the morning. Not making arrangements ahead of time is poor planning on your part.

TEXTBOOKS, USE AND CARE

Your textbooks are important and expensive tools of learning. You will want and will be expected

to take care of them. Textbooks are required to be covered in grades 5-8. Any damaged or lost books will be assessed a fine to the user. We use the books for several years so it is important that they be kept in good condition for future users.

Textbooks are inspected before and after the school year. It is important that you report any damage to your teacher when you are issued your book.

VISITORS

From time to time we will have visitors in our building. We are glad to have them and want them to feel welcome. Please be kind and courteous at all times.

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.

WEAPONS

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.

