

# Faribault Lutheran School

## Faribault, Minnesota



### **2018-2019**

## Parent and Student Handbook

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## **FARIBAULT LUTHERAN SCHOOL MISSION STATEMENT**

# **To empower and equip students for Christian Discipleship and Academic Success to serve others for Christ.**

### Philosophy

Faribault Lutheran School, along with the ministries of Peace Lutheran and Trinity Lutheran Churches, has its primary purpose, to instruct all children in the Lutheran faith in keeping with the teachings of the Lutheran Church Missouri Synod.

Faribault Lutheran School also seeks to be an outreach ministry to our community offering scriptural teachings, Christian values, and the love of Christ who has the power to transform lives. This takes place in an academic setting that is challenging and prepares students to successfully engage learning at the secondary level of education.

Faribault Lutheran School upholds that . . .

- Children are a gift of God and a focus of his love
- Parents are the primary educators of their children and our school serves to partner and support them in the Christian education of their children
- Each child is designed and created by God with his/her own intellect, capacity to learn, and unique talents
- Our goal is to help children successfully achieve their potential, embrace their talents, and perform to the best of their ability
- Children perform best in an environment where students are loved, respected, and socially accepted
- Children achieve academic success when instruction is age appropriate and gives attention to the needs and differences of the individual learner
- Children should know and experience God's grace, read and study God's Word, and be encouraged in their relationship with Christ and His church.

### Vision

Faribault Lutheran School prepares students to be Christian leaders recognized for their discipleship, academic achievement, and service to others.

Faribault Lutheran School values . . .

- Christ at the center of all we do academically, spiritually, socially, emotionally, and physically
- An educational process that supports standards of academic excellence and achievement
- A safe Christian environment where students are loved, respected, and socially accepted
- The partnership between home, school and the Church
- Forgiveness, grace, and the hope that is ours in Christ our Lord

## **GENERAL INFORMATION**

### **Admissions**

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

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

#### **Enrollment Policy**

To enroll in Faribault Lutheran School, students must be 5 years of age or more by September 1<sup>st</sup>. Students that are not age 5 before September 1<sup>st</sup> may be admitted, at the school's discretion, if they show that they are capable of kindergarten work as assessed by one of the teachers on staff and/or by the principal.

Each child seeking enrollment must provide the necessary state required health information. Students entering FLS from another educational institution must provide for the release of academic records to Faribault Lutheran School. Evaluation of an applicant student may need to take place before admission is allowed; severe grade-level discrepancies, learning disabilities, or social, emotional, or behavioral problems that may prevent FLS from developing a student to the best of his/her ability, will be taken into consideration, in addition to other factors. Help from professionals outside our school may be needed to determine whether FLS can provide an appropriate learning environment for the student. All new enrollments are subject to an academic and conduct probationary period of 2 months. All enrollments are for a one-year period and must be renewed each year.

The following priority system is used in accepting students:

- Children of members of Peace or Trinity Churches
- Children enrolled from the previous year and their siblings
- Children who are members through baptism of either Peace or Trinity Congregations
- Children of sister Missouri-Synod Lutheran Churches
- All other children are enrolled on a first come basis

#### **Enrollment Application**

Each child enrolling at Faribault Lutheran School must fill out an Enrollment Application and submit with the applicable application fee. The Application form and fee will ensure each child's place on the school's class lists. Additional forms may be necessary to complete a student's informational file; these forms are to be submitted to the school office prior to the first day of school.

### **Home and School Partnership**

An essential element in educating the whole child is the strong partnership between the school and the home. The school and home must work together for the benefit of the child. The spiritual, academic, emotional, physical and social growth of children begins at home. Parents are the primary educators and role models for their children. The FLS staff is committed to working with families to help nurture the development of the whole child. It is the firm belief of Faribault Lutheran School that development is best achieved with cooperation, respect, and support for each other based on a common value system.

### **Church and School Partnership**

Faribault Lutheran School understands that it is a vital component of the total ministry of Peace and Trinity congregations; that its first priority is to share the gospel message of our Lord and Savior to our entire school family and with all whom we come in contact. Our association congregations play an essential role spiritually and financially supporting all of the students and families of our school. The school shares in the partnership with the church by helping in the work of the church through its chapel offerings, encouraging faithful church attendance, and by participating in worship services.

### **Board of Directors**

The Board of Directors consists of members from the school's association congregations: from Peace Lutheran Church and from Trinity Lutheran Church. Members of the Board are elected by the Voter's Assembly of their home congregations. Their duty is to oversee the educational businesses of Faribault Lutheran School, and to make and set policy. The Board of Directors meets monthly, alternating meeting places between Peace Lutheran Church and Trinity Lutheran Church. Board of Directors meetings are open meetings. Meeting times are announced in the church bulletins, and in the school newsletter. Minutes of each meeting are available. An Association Meeting and/or Stakeholder meeting is held at least once during each school year. All parents are strongly encouraged to attend.

### **School Hours**

All grades are in session daily from 8:15 a.m. until 3:00 p.m. and the school office is open from 7:30 am until 4:00 pm. Students who do not ride the bus should not arrive before 7:45 a.m. and must report to the gym where they can be supervised. Students who eat breakfast are expected to arrive early enough so they can finish their breakfast and be in classrooms prior to the 8:15 starting bell. Failure to do so may result in being marked tardy.

If students are not picked up by 3:10 p.m., they will wait for their parents at After School Care. There is a fee for this service. It is expected that the only students remaining after school are those involved in extra-curricular activities or those whose presence is sanctioned by a staff person.

### **Tuition and Fees**

Throughout the years, FLS has been blessed by the provision of funds from Peace Lutheran and Trinity Lutheran Congregations, community support, fundraising and interest earned from financial assets. These financial blessings allow FLS to keep its tuition set far below the actual per student cost.

Each year the Board of Directors reviews the needs of the school and sets tuition accordingly. Families register for the next school year knowing the amount of tuition needed to be paid for the year. All families enrolling more than two children will receive a 50% discount on the third child's tuition and any child thereafter. The FLS school board is sensitive to the fact that people have different needs in fulfilling their financial obligations, so we are providing the following payment options:

- Tuition for the entire year can be prepaid. Those who choose this option and pay with either cash or check will receive a 5% discount to their total tuition. If tuition is prepaid via credit card, the discount will be 5 minus the credit card fee %.
- Tuition may be paid on a monthly payment system, amortized over 10 or 12 months. With this option, parents/guardians may choose to pay by automatic payments, personal check, money

order, or cash. A 1.5% finance charge will be applied to ANY account past 60 days. The late fee will be \$15.00 per month for any payment not made by the last day of each month.

- All tuition must be paid in full prior to the start of the next school year in order to re-enroll your student.

\$50 of the registration fee goes to each respective classroom in order to cover the additional costs of fieldtrips and additional learning opportunities. The remainder of the fee is used to offset registration costs.

Technology fees are assessed on a per student basis and are used for continued maintenance of the FLS infrastructure.

### **Scholarships**

A scholarship fund has been established to aid students who wish to attend FLS but are unable to afford the cost of full tuition. All applications for financial assistance are processed by Tuition Aid Data Services (TADS). TADS will conduct fair and confidential financial needs assessments for families that may need assistance paying tuition. To access the TADS online application, applicants may visit [www.mytads.com](http://www.mytads.com) and click on 'Financial Aid Assessment'. If any questions arise, TADS can be reached at 800-477-8237, Monday through Friday, 8:00 AM to 8:00 PM Central Time.

Scholarships, when awarded, will be prorated throughout the year. The scholarship will remain in effect as long as the student's account is current. If an account is not kept current, the school reserves the right to withdraw the scholarship.

Since our school is financed through tuition, all families are required to participate in some way in the financial costs of the school. Families are encouraged to contact their home congregations for additional funding, if needed.

### **Scrip**

When you purchase scrip, you're purchasing negotiable gift certificates and prepaid cards that are used just like cash. You can use scrip to purchase everyday items like food, clothing, gas and other essentials, and with every purchase, you earn revenue for our organization.

The Great Lakes Scrip Center acts on behalf of Faribault Lutheran School to purchase large amounts of scrip from grocery stores, department stores, and other retailers - because the scrip is purchased with cash up front, the participating retailers offer a substantial discount. Our local grocery stores, department stores, and other retailers give great discounts as well. Faribault Lutheran School orders the scrip from the Great Lakes Scrip Center and local retailers and restaurants at a discount, and re-sells the certificates to families like yours for full face value. The discount is from two to fifteen percent or more and that is our school's revenue.

The families of our school easily spend between one and two million dollars per year on food, clothing and other essentials. If these families use scrip for these purchases, they can raise as much as \$40,000 to \$80,000 per year -- without spending an additional penny.

When parents purchase Scrip, 75% of the profit is credited directly to their tuition account. Scrip that is purchased by those that do not have a student attending Faribault Lutheran School, may designate the profit to benefit a current student or ask that the profit be given for scholarship assistance. Any

undesigned funds are applied to the scholarship assistance account. The additional 25% of the profit helps to fund the school's Scrip program.

Scrip is sold at Peace Lutheran Church or Trinity Lutheran Church on Sunday mornings. Large quantities of certificates and certificates not kept in stock may be ordered. Order forms are available at the school office. Completed order forms are due to the school office by 9:00 am on Monday to be processed that week. Late orders will be held over to the next week. Orders are processed every Monday and will usually be available by Friday. On Monday holidays, the processing will be done on Tuesday. Exceptions may apply at certain times of the year. Scrip must be purchased with cash or check and the payment must be made at the time the order is placed. Checks must be made payable to Faribault Lutheran School.

### **Attendance/Tardiness**

Regular attendance is important if students are to do their best work in school. If students show signs of illness, have an elevated temperature, or have been vomiting, they are not to come to school. Children need to have a normal temperature and must be free of symptoms and fever for 24 hours before returning to school.

Parents are to call the school office between 7:45 and 8:15 a.m. to inform the school that their child will not be in attendance or will be tardy.

Parents are to try to schedule doctor and dentist appointments after school or on days that school is not in session, if possible. If students need to be dismissed before the regular dismissal time for any reason, the parents must contact the school office and when possible provide the classroom teacher with written notice.

In the event that a family knows in advance of a prolonged student absence (three days or more), it is the responsibility of parents to notify the teacher(s) prior to the absence, at a minimum of one week or more if possible. Homework should be requested from the appropriate teachers with the assumption that children will return to school, having completed all available work with the exception of any additional work and testing that may need to be done. Missing school for prolonged periods of time may affect a child's progress, so parents must be prepared to accept responsibility for any extra time necessary to keep school work current.

Students missing from school more than 7 days in a row without an excuse will be considered truant and must be reported to Social Services. Students missing more than ¼ of the school year may be in jeopardy of repeating that grade.

### **CLASSROOM INFORMATION**

#### **Curriculum**

Faribault Lutheran School creates a challenging curriculum based on state curriculum standards and standards set by our staff and Board to create a curriculum which maximizes the potential of each child. In keeping with the goals of Christian education, as established by the Board of Directors, all curriculums reflect the Word of God and is used in developing Christian attitudes and conduct. We strive not just to "educate" each child but to equip each child for life in body, mind, and soul. All curriculums are routinely reviewed and updated as necessary.



**Areas of Instruction at FLS**

	K	1	2	3	4	5	6	7	8
Christian Faith and Values	X	X	X	X	X	X	X	X	X
Algebra									X
Art	X	X	X	X	X	X	X	X	X
Band/Bells/Tone Chimes					E	E	E	E	E
Computer Education	X	X	X	X	X	X	X	X	X
Geography				X	X			X	
Handwriting		X	X	X	X				
Language/English	X	X	X	X	X	X	X	X	X
Mathematics	X	X	X	X	X	X	X	X	X
Memory Work	X	X	X	X	X	X	X	X	X
Music/Choir	X	X	X	X	X	X	X	X	X
Physical Education	X	X	X	X	X	X	X	X	X
Phonics	X	X	X						
Reading/Literature	X	X	X	X	X	X	X	X	X
Science/Health	X	X	X	X	X	X	X	X	X
Social Studies	X	X	X	X	X	X	X	X	X
Speech						X	X	X	X
Spelling		X	X	X	X	X			
U.S. and MN History		X				X	X		X
Writing	X	X	X	X	X	X	X	X	X
Spanish	X	X	X						
E = Elective									

**Christian Faith Instruction**

Religious instruction is a part of the curriculum at Faribault Lutheran School and is taught in every classroom on a daily basis. Instruction is based on the teachings of the Lutheran Church Missouri-Synod. Each child, regardless of their family's religious affiliation, is expected to fully participate in all aspects of the religion classes taught in school.

**Report Cards and Mid-Quarter Progress Reports**

Report cards are issued after each quarter.

For grades K-2 the following grading scale is used:

E = excellent

S = Satisfactory

P = Progressing

N = Needs Improvement

For grades 3-8 the following grading scale is used:

94 - 100% = A

85 - 93% = B

74 - 84% = C

65 - 73% = D

Below 65% = F

The teachers of grades 3-8 post mid-quarter progress reports on line, via Sycamore, at the half-way point of each quarter. This enables parents and students to determine if it is necessary to improve in a subject before the end of the grading period.

### **Honor Roll**

Students in grades 5-8 are eligible for the Honor Roll. Students whose grades in the core subjects (Reading, Math, Spelling, English, Science and Social Studies) who average 94% or higher are placed on the "A Honor Roll," and those students whose grades in the core subjects average 85% or higher are placed on the "B Honor Roll" at the end of each quarter. At the end of the year honor roll awards are given. Students in grades 4 & 8 who meet the requirements are also eligible for the Presidents Academic Fitness Award at the end of the year. 8<sup>th</sup> Grade students who throughout the year have shown academic success are given the honors of Salutatorian and Valedictorian of their class at their graduation ceremony.

### **Communication/Parent-Teacher Conferences**

Good communication between the school and home concerning a child's progress is essential in making education the best it can be. It is expected that families show a strong interest in school progress by attending scheduled conferences and consulting with the teacher whenever the need arises.

Parents are encouraged to contact teachers by calling or sending an email if a concern arises. If a meeting is desired parents should set up an appointment with the teacher. Parents are welcome to visit any of the classrooms during the school day if arrangements are made with the teacher at least one day prior to the visit.

Twice each year parents are given the opportunity to meet with their child's teacher. Typically, the first conference time falls in mid-October. It is strongly advised that ALL parents take advantage of this opportunity to discuss their child's progress. The second opportunity for conferences comes during the 3<sup>rd</sup> quarter.

It is assumed that a parent of custody will communicate with a non-custodial parent about the appointed conference time for their child.

### **Music Program**

Faribault Lutheran School offers many opportunities for the students to use and enjoy their skills in music. Music is taught as a part of the regular curriculum. Choirs are also established by grade level to help develop sight-reading, voicing, and a listening ear.

Students also share the music they have learned, both secular and sacred, in musicals, plays, concerts and by singing in chapel or church worship services.

### **Drama**

FLS provides theater or drama experience for all students, in all grades. Children can be involved in mini plays, musicals or in larger more professional productions. Students can experience various jobs in the theater such as costuming, staging, lighting and sound and acting in front of an audience. The students also are exposed to more professional drama through field trips to the Twin Cities and to the area high school for their Children's Theater.

### **Physical Education**

All students are expected to participate in physical education classes. All excuses for non-participation or limited participation in P.E. must be written, signed by the parent and given to the P.E. instructor prior to class. The excuse must state the reason for limited participation or non-participation and the number of days requested. Being excused for more than one week, due to extended illness or injury, requires a doctor's excuse with the return date listed and any special instructions.

All students need a pair of athletic shoes for participating in P.E. class outside and have an extra pair of athletic shoes for gym use only. Jewelry of any sort is not to be worn during P.E. class. Students need to dress appropriately in the fall and spring for outdoor P.E.

Students in grades 4-8 must wear a basic uniform (white or FLS T-shirt, black shorts, socks). These students will receive more specific information regarding their classes during the beginning of the school year.

### **Technology**

All students in grades K-8 are instructed on the use of technology. Faribault Lutheran School is equipped with a portable computer lab and a computer curriculum that instructs students at various levels of skill. Classrooms are also equipped with computers. Internet capabilities are accessible throughout the school. Our labs and classroom computers are complete with restrictions or blocks so that students are not exposed to questionable internet sites. Students in grades four through eight may bring their own device (BYOD) for school use. Students are not allowed in the computer lab or allowed to use an electronic device without teacher supervision. All students must sign a responsible use contract every year. In addition, students and parents in grades four through eight are required to sign a BYOD contract before the student brings a personal electronic device for school use.

### **Field Trips and Outside the Classroom Experiences**

Each class is encouraged to experience opportunities outside the classroom. Each classroom teacher is responsible for making the arrangements for those experiences. Parents will be given notification of any special needs for these experiences. Blanket travel permission is included with the registration material signed by parents and guardians. Parents are encouraged to attend these events with limitations at the discretion of the teacher, and as transportation and other considerations allow. River Bend Nature Center schedules educational nature trips or speakers for Kindergarten through grade six during the school year.

Transportation for field trips or other events can sometimes be provided by parent drivers. Should parents volunteer to drive for a field trip or other event, a copy of their driver's license and current insurance must be on file at the school office.

### **Educational Assistance Programs**

Title One - Faribault Public Schools offer this program to Kindergarten, first, and second grade students in the #656 district who need remedial help in reading. A Title One teacher tests each referred student to see if they qualify for this extra help. If the student qualifies, they receive instruction outside of the classroom as the school district provides.

Special Education – This program is open for any child K-8 in the #656 district through Faribault Public Schools. The students receive this service either at FLS or at a public school facility and are bussed to the proper location.

Speech Assistance – Any students K-8 in the #656 school district who qualify for this program will receive services based on their individual need from the Faribault Public Schools.

\*\*If parents feel their child is in need of any of these services, they should contact the child’s teacher.

FLS Resource Room – Any student in grades K-8 in need or additional help or advanced instruction will have an opportunity to engage in those services on the recommendation of the student’s teacher and staff. Time and length of resource room utilization will vary.

### **Homework Expectations**

It is important that parents play a role in their child’s school work and progress.

It is the responsibility of the student to keep a record of daily assignments. FLS has all students in grades 2-6 use an assignment notebook, which is to be checked by parents daily. If a child is consistently having excessive homework, it is imperative that parents notify the child’s teacher immediately to ascertain the reason and to design an appropriate homework plan.

#### **Incomplete Work: (Not related to excused student absence)**

- All assigned work should be completed on or before the date and time requested.
- Assignments will be completed to the satisfaction of the student, the parents and the teacher.
- Each teacher will have a policy for dealing with tardy work and that policy will be shared with students and parents. Subjects in which a student has not completed assigned work by the end of the quarter may receive an “incomplete” on their report card. Advancement to the next grade level cannot be awarded if an “incomplete” remains on the record.

#### **Make-up Work: (Related to excused student absence)**

- Students will be allowed one day to make up work missed for each day’s absence. If there is an extended absence, a reasonable amount of time will be given to complete work which will be agreed upon by the student, parents and teachers.
- If the student knows, in advance, that he/she will be absent for an extended period of time, every effort should be made to request and complete assignments prior to the absence.

### **GENERAL BEHAVIOR GUIDELINES**

Students are expected to practice a life of Christian conduct. This includes respect for God, others, and themselves. Students are responsible for their own behavior.

Parental support of the school’s discipline policy is essential.

School expectations create a safe and loving school culture. Expectations that apply to the entire student body are taught to the students and posted in the appropriate locations. Those expectations are the following:

- Follow directions the first time they are given.
- Keep, hands, feet and other objects to themselves.
- Respect all members of our school community.

- Be prepared for class.
- Value all learning opportunities.

Each teacher establishes a classroom behavior management plan, that is approved by the principal and is in line with school expectations, that is taught to students and communicated to parents at the beginning of the school year.

### **Minor Misconduct**

Guidelines for classroom behavior will be established by the child's teacher and discipline for minor misconduct or infractions will be managed by the teachers. Repeated occurrences may result in detention, suspension or a conference involving the student's parents, the teacher, and/or the principal. Because students in grades 3-8 have many teachers, a universal discipline plan is in place for those grades for purposes of consistency.

### **Major Misconduct**

Major misconduct will result in detention, removal from class, in or out of school suspension, or expulsion. Major misconduct includes, but is not limited to the following:

- Willful conduct which endangers or injures the student, other students, or the property of the school.
- Possession, use and/or transmission (including being under the influence) of any unauthorized drug, alcohol or tobacco.
- Possession, use and /or transmission of a weapon or any object that can reasonably be considered a weapon, whether loaded or unloaded, in any working or non-working conditions.
- Violations against persons such as verbal threats, harassment, and fighting. (See Harassment Policy)
- Violations of school procedures, rules or acts that disrupt the educational process, including disobedience, disruptive or disrespectful behavior and defiance of authority.
- The habitual use of profanity or obscene language.

### **Consequences of Actions**

The motivation to change comes from owning the consequences of actions. Becoming conscious of these consequences is the key to changing behavior. Reflecting the love of Jesus for all of our school family, FLS strives to use consequences effectively so students, parents, and teachers can partner to assist students in taking responsibility and learning from mistakes.

Students will be held accountable for their behavior, and forgiven just as Christ has forgiven us.

To this end, we use natural consequences when safety issues are not immediate. We use logical consequences to help motivate children to make the choices and changes needed to promote the safety and respect of our school family. Finally, we may create individual behavioral plans to increase safety, connection, and problem-solving skills when misbehaviors become a chronic issue.

### **Disciplinary Action**

Disciplinary action or consequences may include but are not limited to the following:

- Verbal warning.
- Removal from class or activities.

- Student conference.
- Parent contact.
- Parent conference.
- Detention.
- In-school suspension.
- Suspension from school.
- Expulsion or exclusion from school.
- If deemed necessary, referral to outside agencies will be pursued.

#### **Definitions for Disciplinary Action:**

**Detention:** Student serves a period of time outside the regular school day (after school, or on a Saturday) at the request of a specific teacher to remedy a problem.

**In-school Suspension:** At the direction of the administrator, the student is prohibited from attending peer group classes and interacting with other students for a definite period of time. Parents will be notified if a student is put on in-school suspension. The student will not be allowed to return to their classroom or school activities until the student and the parents/guardian have had a conference with the administrator.

**Out-of-school Suspension:** At the direction of the administrator, out-of-school suspension is an action taken by the school to prohibit a student from attending school for a period of time of not more than 10 days. While at home, work will be assigned, and must be completed by the student. The student will not be allowed to return to school or school activities until the student and the parents/guardians have had a conference with the administrator. Appropriate faculty members, Board members or pastors will be notified of any child needing to be suspended.

**Expulsion:** Expulsion is the final result of student's inability to follow conduct policies in this handbook. The final decision to expel a student from Faribault Lutheran School is the decision of the Board of Directors and the administrator. Appropriate faculty members, Board and pastors will be notified of any child expelled.

#### **FLS Suspension/Expulsion Procedure**

The following procedures will take place when a student's action results in out-of-school suspension or expulsion from FLS:

- The student will be notified of the violation.
- The parents/guardians of the student will be notified of the violation.
- A conference with the student, parent/guardians, teacher, administrator, and if necessary, a pastor and the Board of Directors will be scheduled to discuss the incident.

The student will not be allowed to return to school or school activities until this conference has taken place.

#### **EXTRA-CURRICULAR ACTIVITIES**

Faribault Lutheran School offers a wide range of extra-curricular activities. Participation in these activities is encouraged in keeping with the mission of our school that we educate body, mind and spirit. Priorities for participation in these activities are as follows:

- God
- Family
- Academics
- Extra-Curricular Activities

Some of the activities available are musical groups both vocal and instrumental, drama, student council, and various athletic teams. Some of these opportunities require a fee to participate. All FLS related fees are due by the first official game or activity. Other opportunities not offered by FLS are available through association with the Faribault Community Recreation Program or other local public and private schools. Any sport co-oped with the Faribault Public School may be subject to additional fees which are the responsibility of the family. The family will be charged the historical co-op fee from the year prior. Student eligibility information is forwarded to the appropriate persons at those institutions.

To remain eligible for these activities, students must demonstrate appropriate Christian conduct, stay current with their school-work and maintain grades as specified.

### **Eligibility**

Students must maintain a current grade point average of 79% in all subjects. A failing grade of below 65% in any subject can result in ineligibility. Ineligible students may neither participate nor practice in the extra-curricular activity. Students may resume eligibility status by correcting the grade or conduct deficiency.

Teachers are to inform the student of his/her ineligible status. Teachers are also responsible for notifying the parents and the coaches or activity advisor of the student's ineligibility before the first day of ineligibility.

If a student is working diligently and cannot achieve the required grade average, a waiver will be signed by both the teacher and the parent in order for that student to participate. The waiver must also be approved by an athletic committee member or activity advisor.

During the school week, a student is eligible to participate in an extra-curricular activity on a given day, if that student has been in school for at least half a day.

### **Athletics Program**

The objectives of the athletic program are:

- Provide opportunities to use God-given talents as a student athlete.
- Help the student-athlete become a more mature Christian.
- Provide Christian leadership for emotional and social growth.
- Provide experiences to display appropriate responsible behaviors.
- Teach skills needed to participate in each sport.

The athletic department and coaches will provide for the student-athlete:

- Adequate amount of practice.
- Drills suited to the sport to prepare both physically and mentally.

- Playing time for everyone – to be determined by the player’s ability to be coached, dependability, effort in practice, and skill level.
- Duties and opportunities to develop responsibility including helping set up and cleanup for games, carrying equipment, scoring, timing, etc.
- A Christian example on and off the field/court.
- A schedule of practices and games and any changes in the schedule.
- Adequate information for parent drivers to away games.
- Communication of any injuries incurred during practices or at games.

The student-athlete will be expected to:

- Use the talents and skills that God has given him/her to the best of his/her ability in both practices and games.
- Be at practices and games on time, and to personally inform the coach of a planned absence at least one day in advance.
- Show respect to game officials.
- Assist the coach with tasks including set up and cleanup for games, carrying equipment, scoring, timing, keeping the locker rooms clean etc.
- Take good care of the equipment and facilities.
- Remain on campus during all practices or games and to inform the coach or athletic director prior to leaving campus.
- Abide by any other specific guidelines as designated by the coach or athletic director.

The parent of an athlete will be expected to:

- Display a Christian example on and off the field/court.
- Support the coach’s attempts to help the student-athlete mature.
- Show respect to game officials and coaches.
- Provide positive comments and encouragement to all team members.

### **Sportsmanship Policy**

As representatives of our Lord, we want our words and actions to bring glory to God, on and off the playing field. We want to promote good sportsmanship among everyone present and encourage and support everyone to the best of their ability. We want to remind coaches, athletes and fans that our words and actions reflect the reputation and good name of Faribault Lutheran School.

### **Zero Tolerance Policy at Games**

Faribault Lutheran School enforces a “zero tolerance policy” at all games which states that “anyone not respecting other players, officials, coaches, spectators, or the facility may be asked to leave.” FLS will be looked upon as a great place for Christian fellowship as long as Christian sportsmanship of coaches, players and fans is a top priority.

### **Music**

The following music opportunities are offered in addition to classroom music:

- Students in grades 5-8 can voluntarily participate in special music groups to learn more challenging music.
- Tone Chimes and Bells practice during the school day approximately once a week.
- Band is offered for students in grades 5-8 choosing to play an instrument. Our band program is in association with Bethlehem Academy and Divine Mercy Catholic School. The band instructor



from BA and DCMS directs the band. Each student receives private band instruction at FLS. Students in grade 5, participate in a group band setting at DCMS once a week. For students in grades 6- 8, group band is held two or three times a week. Parents of band students are responsible for finding transportation to BA.

### **Student Council**

The Student Council consists of 11 students who are elected by their classmates. In general the representation on the student council is as follows:

- one student from 4<sup>th</sup>
- two students from 5<sup>th</sup> and 6<sup>th</sup>
- three students from 7<sup>th</sup> and 8<sup>th</sup>

The students elect their own president, vice-president, secretary, and treasurer. They also decide when during the school day their meetings will be held. A faculty advisor supervises the group.

## **SCHOOL COMMUNICATION**

### **Telephone**

Students, with their teacher's permission, will be allowed to use the phone. Each classroom has a phone which may be used by students during the school day. If parents call with a message for their child, it will be delivered to the student as quickly as possible. Arrangements should be made ahead of time for after-school activities or students' personal schedules. Students may bring a cell phone to school. Cell phones will be collected by the teacher and will be returned at the end of the day.

### **Wild Cat Roar**

The school newspaper is called the WILDCAT'S ROAR. It is through this media that news is communicated to each family. It is published and distributed in paper form and electronically monthly.

### **School Web Site and Social Media**

All families are encouraged to visit the school website often ([www.flsweb.org](http://www.flsweb.org)). Calendars, schedules, news, and information will be updated frequently on the website. Families are also encouraged to "like" and follow FLS on our Facebook page, @FaribaultLutheranSchool.

### **Sycamore**

Sycamore is the official means of communicating to and from teachers at FLS. Information posted on this site includes:

- Classroom grades
- Classroom bulletin boards & schedules
- Lunch account balances
- Tuition Balances
- Classroom rosters
- Email access to all FLS Families and Staff
- Some assignments and additional information may be available.

Parents are encouraged to become familiar with this site (). The Sycamore link is also available on the school website.

### **Snow Days and Inclement Weather**

## **Faribault Lutheran School is closed if Faribault Public Schools are closed because of inclement**

**weather.** When it becomes necessary to close school or have a late start due to stormy weather or others emergencies, such announcements will be broadcast over radio stations KDHL 920 AM or WCCO 830 AM or any of several stations including KSTP Channel 5, WCCO Channel 4, or KARE Channel 11. This information will also be sent out via Sycamore. Early dismissal procedures for your family, due to severe weather, need to be on file with the school office via Sycamore.

## **POLICIES AND PROCEDURES**

### **Grievances**

There are many parts of the Bible that speak to the issue of conflict resolution. Matthew 18 might be the most popular, but Paul's letters to the Romans and Corinthians also speak to the topic of living as a Christian community. In the interest of growing in our Christian lives and reflecting Christ's love in the community we must continually strive to resolve our conflicts in a way that glorifies God. Faribault Lutheran School asks that all students, parents, and faculty members adhere to the following steps when resolving conflict:

**First**, the participants have an obligation to communicate honestly and directly with each other. Discussing a grievance or conflict with others who are not directly involved constitutes gossip which is in direct opposition to God's word and extremely detrimental to the Christian community. As Christian brothers and sisters, every effort should be made to understand the other person's perspective. Open and honest communication between the involved parties will promote the most direct and effective solution.

**Second**, if the concern is not resolved satisfactorily through one-on-one communication, the matter should be brought to the school's administrator. The administrator will serve as a mediator to bring resolution to the matter. If the initial grievance involves the administrator, then the involved parties should consult the Chairperson of the FLS Board of Directors.

**Third**, if the concern remains unresolved, the grievance should be brought to the Board of Directors. The Board along with the administrator and all involved parties, will process the grievance until the best possible resolution can be made.

It is essential to maintain an atmosphere of mutual respect, trust, and open communication in this situation. Discussions with other persons concerning grievances, without a full understanding of the pertinent facts, promote misunderstanding, misrepresentation, and gossip. All persons have the right to be respected and treated as forgiven as children of God.

Faribault Lutheran School believes that complaints received by parents should be directed to and handled by the faculty member involved, per the Matthew 18 format. All parent complaints should be documented, with an action plan that seeks resolution and follow-up described. The faculty should retain the original, with a copy to the parent, and a copy to the complaint file in administration until resolution occurs.

\*Any questions or concerns about a child's schooling or events within FLS should be directed to the classroom teacher **first**. If a teacher is unable to answer a question he/she will direct parents to the proper sources.

## Harassment Policy

Faribault Lutheran School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by another student, faculty member, or school employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students being found to have filed false charges of harassment will also be subjected to disciplinary action.

Harassment occurs when an individual is subjected to treatment or an environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related events. Harassment includes, but is not limited to, any or all of the following:

- Verbal Harassment: Derogatory comments and jokes, threatening words spoken to another person.
- Physical Harassment: Unwanted physical touching, contact or assault, debilitating attempts to block or impede an individual's ability to move normally or any physical attempts to intimidate another person.
- Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures.
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors; or any other verbal or physical conduct or actions of a sexual nature. Specific examples of sexual harassment include, but are not limited to:
  1. Making unsolicited sexual advances and/or propositions.
  2. Using sexually degrading words to describe an individual or an individual's body.
  3. Displaying sexually suggestive objects, pictures or gestures.
  4. Telling inappropriate or sexually related jokes.

The student's responsibility is to:

- Conduct himself/herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Report all incidents of harassment to the teacher/administrator.
- Discontinue immediately the discriminatory, intimidating, harassing, or unwelcome conduct, in which he/she is perceived to be engaged.

This is the procedure that will be followed when a claim of harassment is filed:

- The person feeling harassed will report the incident to a teacher or to the administrator.
- If the administrator is the subject of the harassment, the person will bring the complaint to the Board of Directors or pastor.
- If the person alleging harassment is a student, with his/her parents present, he/she will be asked to complete a formal, written complaint. The complaint will be investigated thoroughly, involving only the necessary parties.
- A meeting will take place where the two parties will share to each other the nature of the allegation.

- The alleged harasser will be placed on out-of-school suspension during the course of the investigating. In the event the alleged harasser is a faculty member, that person will be placed on leave.
- Once the facts of the case have been gathered, the administrator and the Board of Directors will decide what, if any, disciplinary action is warranted. The disciplinary action will be in accordance with the nature, context, and seriousness of the harassment, and can include any disciplinary actions up to and including immediate expulsion or termination of employment.
- If the complaint is lodged against a non-employee or non-student, the school will take steps to investigate and involve other law enforcement if necessary.
- Law enforcement will be notified in any situation for which it is warranted.

#### **Neglect/Abuse Accountability**

It is the legal responsibility of the staff to report to the police or welfare agency anything that appears to be neglect or abuse. The staff will be held liable if they choose not to report something that is determined neglect or abuse by the proper authorities.

#### **Child Custody: Court Documentation**

Faribault Lutheran School must have a photocopy of any official court documents that outline the terms and conditions of any child custody. Please submit any updated information to the school office.

#### **Dress Code**

It is the parents' responsibility to ensure that their child dresses neatly, cleanly and in a manner that displays that they are God's children and His disciples on earth. Whether in school or a school sponsored activity, they are to exemplify a God pleasing appearance. Our goal is to establish the best learning environment we can with the least amount of distractions. Sometimes children can get caught up in the latest fads and fashions; therefore, we have set some guidelines to help parents choose clothing that is appropriate for school:

- Students are encouraged to "dress up" for chapel.
- Shorts may be worn for physical education classes. They may also be worn until October 15th in the fall and after April 15th in the spring.
- The hems of shorts, skirts and dresses must hang below the finger tips when arms are hanging straight at a student's sides.
- No bare midriffs or low cut tops will be allowed. Tank top straps must be at least three inches wide and all undergarments must be covered.
- Frayed, ripped, excessively loose, baggy, or tight fitting clothing may not be worn.
- Leggings are allowed, but tops must hang at or below fingertip length.
- Clothing with slogans, sayings, graphics, or advertisements, which are contradictory to our Christian faith, may not be worn. (Examples: alcohol, tobacco, weapons, etc.)
- Appropriate footwear must be worn for safety reasons. Shoes must include a strap or backing that surrounds the heel. Flip-flops are not allowed.
- If students in grades K-5 wish to play in the snow at recess time they must have boots and snow pants, in grades 6-8 students should have a change of footwear other than their gym shoes. Gloves, hats, mittens, and scarves should be worn during the winter.
- No hats, caps, hair coverings, or sunglasses are to be worn inside the building unless worn for specially designated dress days.
- Body piercing with the exception of ears is prohibited. Body art is also prohibited.

- Hair must be well groomed and clean. Boys must be clean-shaven. Extreme hair styles, haircuts, shaved images, designs or lines are not allowed.
- Exceptions to the dress code for specific events, celebrations, or Lutheran Schools Week must be approved by the principal.

If the dress code is violated students may be sent home or will be asked to change clothes into something more appropriate or given something from our “school wardrobe.”

If the student continues to wear clothing that he/she has been told is not appropriate for school, parents will be called immediately to bring a change of clothing for the student, or the student must be taken home.

As Christians, we are representatives of Christ in His kingdom; those seeing us should have no doubt about whom or what we represent.

### **Lunch & Snacks**

Our school participates in the National School Hot Lunch and Breakfast Programs. Breakfast, lunch and milk prices will be set at the beginning of the school year. Parents are asked to keep money in their child’s lunch or breakfast account at all times. A record of each student’s breakfast and lunch consumption is kept on Sycamore.

If a parent would like to eat with their child, the school office should be informed before 9:00 a.m. Adults are charged at an adult rate.

Meal accounts must be kept in good standing with a positive balance. If a meal account in the negative, please provide your student with a home supplied lunch and beverage. This status will remain in effect until the account is brought back to a positive balance.

Some families may be eligible for free or reduced lunches subsidized by the federal government. In order to determine whether a family qualifies, parents must complete an application form and submit it to the school office.

Students also receive a mid-morning snack break. Students are encouraged to bring a nutritious snack. FLS is also a part of the Federal Kindergarten Milk Program. Kindergarten students are eligible for free milk at break time.

### **Library**

Faribault Lutheran School has a grade appropriate library that is available to all students. Students are given a weekly opportunity to borrow library material. However, students who have items that are overdue will not be allowed to check out additional items until the overdue items are returned to the library. A fee will be assessed for lost or damaged materials.

### **Party Invitations**

Parties and celebrations are always an exciting time. However, unless a student is extending invitations to all of his or her classmates, or all of the boys in his room, or all of the girls in her room, we ask that party invitations be mailed to home addresses. In an effort to keep daily distractions to a minimum, parents are asked to consult with the classroom teacher before handing out any invitations.

### **Personal Items**

Any items that have special value to students should be brought at the student's own risk. Any items that become a nuisance or a distraction will be confiscated by the teacher and may be held by the teacher until picked up by a parent.

### **Faribault Transportation/Bussing**

During the school year, Faribault Transportation Company provides busing to eligible students to and from school. Parents may call the Faribault School District #656 to make arrangements for students to ride the bus. The school district will inform families if they qualify for busing services. Faribault Lutheran School students must adhere to the following Faribault Transportation Bus rules:

- Obey the bus driver at all times.
- Listen and show proper respect to all who ride the bus.
- Be at the bus stop on time.
- Wait for the bus off the roadway.
- Cross the road in front of the bus.
- Keep head and hands inside the bus.
- Refrain from changing seats.
- Refrain from shouting or making loud noises.
- Refrain from throwing things.
- Pay for any damage caused to the bus.
- Help keep the bus clean.

Students will be suspended from riding the bus if problems arise. FLS supports the guidelines and rules of Faribault Transportation and their decisions to refuse any student the right to ride the bus.

### **Parking Zones, Pick Up and Drop Off**

- There is absolutely no parking on Fourth Street.
- Pick up and drop children on the east side of school.
- More detailed information will be provided at registration night.
- Do not drive onto the playground area during school hours.
- Buses load from the west parking lot.

### **Bicycle Use**

Students are required to walk their bicycles through school grounds and across the street at the marked intersections and are also required to utilize crossing guards whenever possible. Locks are suggested for all bicycles parked on school grounds. Bicycles may not be ridden during the school day. FLS is not responsible for damaged or stolen bicycles. Children younger than third grade are discouraged from riding bicycles to and from school.

### **After School Care**

After school care will be offered from 3:00 p.m. – 5:30 p.m., Monday through Friday and early release days starting at 1:00 p.m. Children will be supervised during this time. There is a fee for this program. Additional information on this program is available through the school office.

## **HEALTH RELATED INFORMATION**

### **Medications in School**

The administration of medication to students shall be done only in circumstances wherein the child's health may be jeopardized without it. Current law regarding dispensing medication of any kind reads: "A licensed school nurse, or in the absence of a nurse, a principal, secretary or teacher may administer medication prescribed for a student under set conditions."

Acetaminophen or ibuprofen will be administered with parent/guardian permission. All other medications including prescription medication, over the counter medication, and nutritional supplements will require a written physician's order and/or a permission statement/authorization from the parent/guardian prior to administration.

The school nurse and health office staff can refuse to administer medications to students if they feel it is unsafe. If the school nurse or health staff feels it is unsafe to administer medication, they will notify the administrator and the parent/guardian as soon as possible. Medication to be taken at school will be kept under secure care of school authority.

#### Medication Administration

- ALL medication (prescribed, over the counter and nutritional supplements) must in the original container, clearly marked with the student's name, the medication's name, the dosage to be given, the time to be given and the method of administration. Prescription medications should also include the physician's name and the name of the pharmacy.
- The physician's order should state medication, dosage, time duration, medical reason for medication, other medications the student is taking, and side effects of medication.
- ALL medication will be kept and administered in the school office.
- Controlled substance medication should be transported to school and from school by an adult.

#### Documentation Procedure:

- Name and dose of medication.
- Time it is to be administered.
- Signature of person administering medication.
- Student refusal of medication. If this circumstance occurs, the school personnel will inform the administrator and parent as soon as possible.

#### Discontinuation of Medication:

- Medication will be discontinued upon receiving a written note from the parent or guardian.
- When use of a medication has ceased, or is no longer needed by the student, the parent/guardian is responsible to retrieve unused medications from the office.

### **Physical Limitations**

If any child has allergies or any physical limitations and needs special consideration on the playground or otherwise, this should be made known to the teacher and school nurse.

### Accidents

Parents are asked to supply emergency information to facilitate contacting them regarding illness or accident. In case a child meets with an accident at school, the emergency medical service we will use is "911". Parents will be contacted immediately.

### Immunizations

Students at Faribault Lutheran School are subject to the requirements of the Minnesota State Immunization Law. State law requires that your child be immunized against seven diseases in order to enroll in a Minnesota School. To comply with the law and remain in school, you must submit appropriate documentation of your child's immunizations to the school principal or school nurse of the child's new school within 30 days of transfer. Schools will accept one of the following documents as evidence that your child has been immunized:

1. The health record from your child's previous school, which documents that your child has been completely immunized against measles, mumps, rubella, diphtheria, tetanus, pertussis, and polio. (If you have not already done so, please arrange to have these records sent to the school your child is now attending, immediately.) If we have not received the health records within 30 days, you will be contacted and asked to supply the school with one of the following statements below.

2. A statement from a doctor or public clinic that your child has been completely immunized.

3. A statement from a doctor or public clinic that your child has had a least one dose of vaccine for each disease and is in the process of completing the series of vaccines for diphtheria, tetanus, pertussis, and/or polio. In this case you will be allowed 18 months to have your child complete the series.

4. A written copy of your record of your child's immunizations submitted by you without a doctor's signature. This letter or record must indicate that your child is completely immunized. For children 6 years and younger, completely immunized means 5 doses of DPT, 4 doses of polio, and a measles, mumps, and rubella shot given after 12 months of age (day, month and year). For children 7 years or older, completely immunized means at least 3 doses of DPT, 3 doses of polio, and measles, mumps, and rubella shots given after 12 months of age (day, month and year). A second MMR vaccine is required of some secondary students, 7th grade and above.

5. A legal exemption statement for any or all required immunization.

**The 1998 Minnesota Legislature amended the School Immunization Law to include a Hepatitis B requirement. The revised law requires Hepatitis B immunization for Kindergartners and 7th graders.**

### Physicals

Children are required to have a physical exam upon entering Kindergarten and prior to 7th grade. All students participating in athletics are required to have a physical on file. The school urges a yearly exam. Any student who is transferring to Faribault Lutheran is required to have a physical exam on file.



## **WHAT WE ASK OF PARENTS**

### **Worship**

Because we believe that it is important to gather together as the body of Christ, we encourage families to regularly attend church and Sunday school. Classroom teachers will record church and Sunday school attendance on a weekly basis. Additional opportunities for worship are provided with weekly chapel services. Pastors from area LCMS congregations or organizations, FLS faculty members, and students under the direction of faculty or staff, take turns conducting the chapel services. Students are given an opportunity to help support various mission projects throughout the year with their chapel offerings. Students are encouraged to dress appropriately for chapel. Parents, congregational members, and other visitors are invited to worship with the students at any of the services.

### **Volunteering**

Each family is asked to complete volunteer work during the course of the school year. A variety of volunteer opportunities are available such as work in the classrooms, school events, Parent Teacher League participation and events, and other school related activities. The opportunity to sign up for many of these activities is at registration night in August. You may also contact your child's teacher, or the school office, for additional opportunities. Volunteers that have contact with students outside of the supervision of an FLS staff member must have a current background check on file with, prior to volunteering.

### **P.T.L. (Parent Teacher League)**

The Parent Teacher League (PTL) is an organization that seeks to help FLS carry out its goals in Christian education by: 1) serving as a liaison between the church, school and home; 2) helping parents understand and appreciate their children; 3) helping teachers become better acquainted with the parents; 4) developing a closer relationship between the home and school through cooperation between parents and teachers; and 5) serving through various volunteer programs.

Membership in the PTL is open to a wide range of individuals, including all parents who have children enrolled in the school. One's membership is established by attending the regular PTL meetings which are held throughout the year.

The PTL funds its programs and events through various programs and events throughout the school year. The money collected is used as financial support for various special needs of the school.

### **Athletic Boosters**

FLS Athletic Boosters is a parent organization. Booster activities and meetings will be published in the school newsletter, Wildcat's Roar, and/or the church bulletins. The Athletic Boosters mission statement reads, "Faribault Lutheran School Athletic Boosters exists to: promote Christian Athletics at all grade levels by encouraging coaches, enthusiastically supporting teams, attending events and organizing fund raisers."

### **Supplies**

Parents are responsible for school supplies such as paper, pencils erasers, etc. which need to be purchased before the school year begins. Each teacher provides a list of supplies for their own classrooms. Additional items that may be purchased through the school office include a Bible and Luther's Small Catechism.