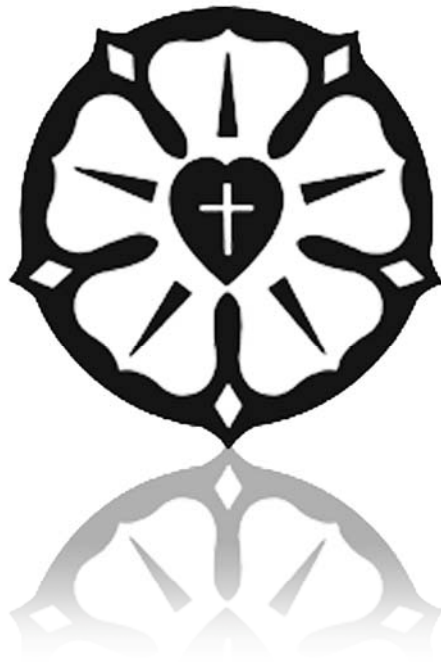


LAFAYETTE LUTHERAN SCHOOL

PARENT - STUDENT HANDBOOK



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Lafayette Lutheran School Handbook
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Welcome

Lafayette Lutheran School was founded in August of 2001. Pat Schiffbauer and Virginia Poe are both retired educators and long-time members of First Lutheran Church. Pat Schiffbauer retired from the Lafayette Parish School System after more than 30 years as a high school teacher and counselor; Virginia Poe retired from the University of Louisiana at Lafayette where she was a college professor of Education. Their combined education, experience, and expertise have led the way for First Lutheran Church to realize its vision of a private school ministry. We are very grateful for their selfless volunteer hours and their tireless dedication to making Lafayette Lutheran School the very best it can be.

Nondiscrimination Policy

Lafayette Lutheran School does not discriminate on the basis of race, gender, creed, or ethnicity in its admissions policies, hiring practices, or educational programs.

Mission Statement

Believing that the provision of a nurturing Christian environment is important in the early development of children, Lafayette Lutheran School is committed not only to academic excellence, but also to the spiritual, mental, physical, and social development of children in such an environment.

Philosophy

LLS is dedicated to the mission of the church and to the importance of providing the best possible education for every child. We believe in an education that reflects a Christian view of the world. We believe that a school that teaches children Christian values and attitudes, along with providing superior educational opportunities, is what is needed for our children. We believe that this is possible with the full cooperation of the members of the congregation, the school staff, the church staff, the parents, and the children. Therefore, our efforts will be directed toward maintaining the dignity and uniqueness of the children in helping them develop knowledge and Christian understanding necessary for them to become responsible, competent, contributing members of the school and community.

Goals

LLS is focused on the following goals:

- Teach the students about their Christian heritage
- Provide a stimulating, challenging curriculum which will allow students to develop their abilities to the fullest
- Make state-of-the-art technology available to the children
- Involve parents in school activities
- Encourage a positive attitude toward learning
- Provide opportunities for aesthetic expression and appreciation through art and music
- Promote Christian citizenship and witness to our faith

Academics Overview

Lafayette Lutheran School strives to provide a quality education through small class sizes in a safe, Christian environment. Our maximum class size is 15:1. These small classes afford our teachers the freedom to follow the best educational practices. We provide a stimulating, challenging curriculum that allows students to develop their abilities to the fullest. We aim to educate the whole child, keeping individual learning styles in mind. Our approach provides a variety of experiences and opportunities for our students.

The LLS curriculum includes core courses in language arts, mathematics, science, and social studies. Hands-on strategies are utilized, and activities that are developmentally appropriate are provided. The educational experience is enhanced through the use of the Accelerated Reader Program, computer technology, a school library, and enrichment opportunities in foreign language, music, and art. Our curriculum provides for the acquisition of basic and higher-level thinking skills which lay the foundation needed for future academic success.

The teaching of Christian values is part of the educational experience at LLS. Bible lessons are taught daily. Students attend chapel once a week under the direction of the First Lutheran Church Pastor.

Pre-Kindergarten Curriculum

The pre-kindergarten program is designed to stimulate learning in all developmental areas. Planned play, art, story, song, listening, speaking, social living, readiness, and worship activities are part of a program that promote and encourage the young child's spiritual, intellectual, emotional, social, and physical development.

Activity centers are utilized for individual/small group learning. These centers include a variety of materials, such as puzzles, blocks, books, games, computers, household utensils, and other items that help acclimate the child to his/her world to provide practice for newly learned concepts.

Dramatic play/creative dramatics, sensory centers, puppets, and good literature all play an integral part in both pre-kindergarten and kindergarten programs.

Kindergarten Curriculum

The kindergarten program presents opportunities for children to enjoy learning, complete tasks successfully, and become aware of the world around them.

Language Arts:

Speaking, listening, reading readiness, and writing skills are part of our Language Arts program. The activities utilized are designed to foster each child's development according to needs in all of these areas.

Mathematics:

Our Mathematics program encompasses concepts and activities that promote understanding and the use of problem-solving and critical thinking skills. Items and replicas of places such as stores, kitchens, schools, and living rooms are utilized.

Social Studies:

Activities that encourage children to become self-reliant, contributing members of their family, class, and community are offered. This includes teaching children responsibility and the need for making careful choices, as well as developing a respect for themselves and others.

Science:

Concepts and activities that stimulate children's natural curiosity to explore and discover the world around them are offered in Science. This includes a variety of hands-on activities, such as working with plants, animals, and inanimate objects such as rocks.

Physical Education:

Opportunities for movement and exercise are incorporated into each teacher's daily schedule.

Music:

Experiences with different types of music, songs, instruments, and movement are part of our music program. Activities that enhance the love of music and stimulate children's unique responses to sound, rhythm, and tempo, and assist in the development of auditory discrimination are utilized.

Art:

Activities that allow the child to communicate by using color, texture, shape, and line in response to a variety of stimuli are included during Art. Art activities that help children develop their large and small muscles using many different types of materials are provided.

First through Fifth Grade Curriculum

Language Arts:

A mixture of phonics and sight words is part of the reading program in the lower grades. The reading program is more eclectic in the higher grades, offering exposure to literature from a variety of different genres. Spelling and grammar skills are covered as well.

Mathematics:

The mathematics program is based around skill-building activities. The use of manipulatives and visuals to foster the exploration and understanding of basic skills, problem solving, and logical reasoning is included where applicable.

Science:

Topics relevant to real life situations are covered, such as plants, animals, water, weather, matter, energy, etc. Hands-on and experimental activities are utilized at every opportunity as students explore the scientific method.

Social Studies:

Children study history, geography, government, their roles in the world, and how to become responsible citizens.

Physical Education:

Opportunities for movement and exercise are incorporated into each teacher's daily schedule.

Technology:

Every classroom is equipped with student computers for use in a variety of different ways.

Art:

Art activities that correlate with the curriculum are incorporated into teachers' weekly lessons, enabling students to express themselves artistically using a variety of media.

Enrichment:

Enrichment opportunities in foreign language and music are available to our students through the generosity of volunteers.

Academic Policies

Grading Policy

No letter grades will be given at the Pre-K and Kindergarten levels. Pre-K and Kindergarten levels use a report card that includes a checklist of tasks/content areas mastered used to indicate progress. At the first grade level, grades of S (Satisfactory), N (Needs Improvement), and U (Unsatisfactory) will be given across all subject areas during the first six weeks, and will continue to be used throughout the year for Social Living, Music/Art, P.E., Handwriting, Bible, and Conduct. During the second six weeks, the grading scale below will be used for first grade Reading, English/Grammar, Spelling, and Math. Second through fifth grades will use the grading scale below throughout the year in all academic subjects, with S, N, and U being utilized for Music/Art, P.E., Handwriting, Bible, and Conduct.

A	94-100
B	86-93
C	77-85
D	70-76
F	0-69

The indicators at all levels are based on Louisiana state requirements. Written comments will be included. Promotion or retention will be based on the child's progress according to state requirements.

Reporting to Parents: Parent – Teacher conferences will be held as needed.

Awards

- Principal's List
- Honor Roll
- Perfect Attendance
- Conduct

Administrative Policies and Procedures

School Hours

All grades: 7:45am – 2:15pm Monday through Friday

Office Hours: 7:30am – 2:30pm

The school office is located in Building E (see the campus map).

Visitors

All visitors must report to the office before entering the school building.

Parents are welcome to visit the school campus at any time. However, in order to ensure the students' safety, all visitors must check in with the school office, sign the visitor's roster, and receive a visitor's pass. All visits to the classroom must have the approval of the office. These visits must be purposeful and planned. Unexpected visits disrupt the instructional process.

School Attendance

Make every effort for your child to attend school regularly, as excessive absences hinder a child's educational process. Students are obliged to attend all classes every day that school is in session (State Attendance Policy, Bulletin 741). **Any student who is absent, whether excused or unexcused, more than fourteen days during the school year cannot be promoted to the next grade.** Exceptions can be made in the event of extended personal illness as verified by a physician or extenuating circumstances as approved by the Administration.

Absences

The following guidelines should be followed:

- The parent or guardian should call the school office between 7:30 a.m. and 8:00 a.m. to report the student's absence.
- If a child has a contagious illness, this should be reported to LLS as soon as possible so that all parents can be notified.
- The student's parent or guardian is required to send a note to school explaining the reason for the student's absence upon his/her return. If the reason is illness, indicate the name of the illness.
- A doctor's excuse is required for a student returning after any contagious illness or for one who has been absent five consecutive days.

Tardiness

Please make the necessary arrangements to have your child at school on time. Students coming in late are a disruption to the rest of the class. A student who is tardy must report to the office to be signed in by the parent, and then must be admitted into the school building by the office manager. Any tardy disqualifies a student from perfect-attendance recognition.

Check Out Procedure

A student who becomes ill at school will be sent to the office, where the parents will then be called. If the parents cannot be reached, the emergency contact person will be called. Parents must report to the office to sign the student out.

Students checking out for appointments are advised to present a doctor's excuse upon their return. Teachers will not release a student to anyone, including a parent, who does not have clearance through the office. ***Any student leaving the school campus early for any reason must be signed out by the parent.***

Drop-Off/Pick-Up

All students should be dropped off and picked up at the designated areas. A map of the campus is provided at the end of this handbook.

Drop Off:

All students should be dropped off at the covered walkway of the school (Building C) between 7:15am and 7:45am. Please enter the parking lot and drive to the right and swing around so that the passenger door opens toward the school building. Students must be at school no later than 7:45am. ***Parents arriving after 7:45am must check their child in through the office.***

Pick Up:

Grades Pre-K through 1st are to be picked up at the school building (Building C). These cars should line up in the outside lane, which passes the office (Building E).

Grades 2nd – 5th are to be picked up at the Fellowship Hall (Building B) covered walkway, and cars should line up in the inside lane.

Notes:

- If parents find it necessary to accompany their child to class, they should park out of the flow of traffic.
- ***Please do not arrive before 2:00 pm.*** Classes do not dismiss until 2:15 pm, and your early arrival interferes with the FLC Mother's Day Out dismissal at 2:00.
- If you have multiple children attending LLS, your pick-up location will be based upon your oldest child.
- Any student not picked up by 2:30 pm will be sent to the aftercare program run by Vacation Station. Parents will be charged accordingly.

Inclement Weather

Lafayette Lutheran School follows the Lafayette Parish Public School System closure policy for inclement weather. If Lafayette Parish Schools are closed, LLS is closed as well.

Dress Code

Uniforms: Both girls and boys are required to wear the school colors of red and navy blue. The LLS uniform is a red polo top or uniform blouse and a navy uniform bottom. Bottoms include shorts, pants, skirts, skorts, or jumpers, no shorter than 3" above the knee. A black, brown, or navy belt must be worn with bottoms that have belt loops. Students must wear red, white, or navy socks or tights. Shoes must have a closed toe and heel and be appropriate for physical activity. Tall boots, slip-on shoes, high-heels, sandals, crocks, waffles, and flip-flops are not allowed. A solid red, white, or navy undershirt or turtleneck may be worn underneath a uniform top on cold days. Any color jacket or sweater is allowed. Since mishaps do occur, parents are asked to send an extra set of clothing to school.

Friday is a special dress day. Students may wear jeans and school spirit shirts.

Grooming: Hair must be neat and groomed and not interfere with your child's learning. Boys' hair must be above the collar. All students must wear their hair out of the face and eyes. Earrings: Boys are not allowed to wear earrings. Girls must wear posts only; no dangles or hoops. No other piercing is permitted.

**The Dress Code may change at the discretion of the administration.*

School Supplies

During the first week, each student needs to bring 1 roll of paper towels, 1 box of tissue, and a complete set of extra clothes (need not be a uniform) in a bag marked with your child's name for those accidents that may occur. For Pre-K/K only: Bring a small pillow and blanket for nap time. Be sure they are small, as storage space is limited. Mats are provided.

Supply Lists will be posted on our website.

Student Folders

Your child's daily folder is a vital communication line between parent and school.

Beginning of School: Student packets with various forms to be completed are given out. Please return completed forms/information to school in the folder.

Daily: Daily Student Report; Please initial and return in the folder the next day.

Weekly: Classroom letters sent home on Mondays; Keep and use throughout the next week.

Monthly: Monthly tuition checks may be sent through the folder. Tuition is due on the 1st of each month and late after the 10th. *Please write your child's name on the bottom of the left side of the check.*

Snacks & Lunch

Pre-K and K teachers coordinate with parents to provide snacks for their classes. All other students are to bring their own snacks to be eaten at a time designated by their teachers. Lunch for Pre-K – 1st grade is from 11:30-12:00 in the lunchroom. Lunch for 2nd – 5th is from 12:00-12:30. Students must bring their own lunch. If food needs to stay hot, please use a small thermos; if it needs to stay cool, please use gel packs. If a student forgets a lunch, parents will be contacted to bring one to school.

Medication Policy

Medication will be administered by the LLS school staff for chronic conditions only. If your child requires medication, complete the medication form and turn it in to the school office.

Health Records

The Louisiana State Department of Health requires that all students have a current immunization record on file in the school's office. These records require a doctor's signature or the stamp of the Department of Health. If these records have not been supplied, the child may not attend LLS.

Safety Procedure/Accident Report

If a child is injured at school, first aid will be administered immediately. If the problem is serious, the parent will be contacted and arrangements made. If the parent or guardian cannot be reached, the doctor indicated on the medical information card will be contacted. An accident report will be filled out the same day the accident occurs and filed in the school office.

Head Lice Policy

The policy is for the safety of all our children and must be adhered to by everyone. Information about our students is strictly confidential and will not be discussed with anyone.

Students will be randomly checked by teachers for head lice. If nits, eggs, or lice are present, the parent/guardian will be notified and must pick up their child(ren) and all personal belongings immediately.

Students will not be admitted back into school until they have been successfully treated for head lice. Once treated, the child must be retreated within a week, or the lice will return. Students who are sent home three times in a school year must have a medical note confirming successful treatment in order to return to school.

Parents must notify the office immediately if they discover their child has lice. With constant vigilance, we will not have a problem with lice.

Electronic Devices

LLS does not permit the display or use of cell phones or electronic devices (handheld games, etc.) by students from the moment the child arrives on campus until the time the child leaves campus or goes to aftercare. We discourage parents from sending such devices to school with their children to lessen the chance of such expensive items being lost. If the child will be using the electronic device while attending supervised aftercare, then it is to remain stored in the student's booksack until they reach aftercare. There is no reason for a student to have use of a cell phone during the school day or in aftercare. Parents needing to contact their child should call the LLS office during the school day or the Vacation Station contact numbers provided by Sugar 'N Spice during aftercare.

If a student removes a cell phone or electronic device from their book sack during the school day for any reason, or if it rings or makes noise while in the bag, it will be confiscated by the teacher/staff member and action taken according to the LLS Discipline Policy. The parent/guardian must come to the LLS office to retrieve the device.

Field Trips

First-hand experiences are an important part of early childhood learning. The teacher will plan field trips, and parents will be asked to assist with additional supervision. Children going on the field trips must have appropriate permission forms signed by the parents and returned to the teacher, or they will not be allowed to go on the trip. Forms will be available in the school office.

All students must ride the bus to a field trip event and must return to school on the bus with the rest of the students, faculty, and staff.

Parents may sign their child out once the bus has returned to school. This is still considered a regular school day, and time taken will be deducted from the student's attendance record. If your child will not attend the field trip, they must remain home and will be considered absent.

Student Photos

Lafayette Lutheran School reserves the right to use photographs of your children in LLS and First Lutheran Church hard print, electronic, and internet-related promotional materials, newspapers, and on the school's website. Please submit objections to this policy in writing to the school office.

Discipline Policy

At the beginning of the school year, class rules will be listed, posted, and reviewed with the students.

The first two weeks, LLS will do the following:

- Redirect and prompt students toward expected behavior
- State the problem behaviors and discuss
- State the school-wide expected behaviors and discuss
- Model expected behaviors daily
- Ask students to demonstrate behaviors

After two weeks, the following discipline policy will go into effect:

Stage 1: Minor infractions (breaking a class rule)

- Offense #:
 1. Warning/reminder
 2. Warning included on daily student report
 3. Time-out according to age of student or minutes out at recess or P.E.
 4. Send to Administration (revoking of privileges at discretion of Administration)
 5. Send to Administration for call home and revoking of privilege.
 6. In-school suspension
 7. Meeting with parents; In-school suspension
 8. Scheduled suspension

Stage 2: Intermediate infractions, such as: Inappropriate/abusive language, profanity; Defiance, disrespect, noncompliance; Bullying, harassment, teasing; Property damage; Lying, stealing, cheating; Class disruption

- Offense #:
 1. Send to Administration for immediate parental contact/withdrawal of privileges
 2. Same as first offense
 3. Meeting with parents and in-school suspension
 4. One-day scheduled suspension
 5. Two-day scheduled suspension
 6. Meeting with parents and three-day scheduled suspension
 7. Recommended expulsion

Stage 3: Major infractions, such as: Inappropriate/abusive language directed toward others; Physical aggression toward another student/teacher; Inappropriate touch; Fighting/threats

- Offense #:
 1. Sent to Administration for parental contact and immediate one-day suspension
 2. Parental contact, immediate two-day suspension
 3. Parental contact, face-to-face meeting with parents, and immediate three-day suspension
 4. Recommended expulsion

The use, possession, or sale of tobacco products, alcohol, or drugs by students on school premises or at school functions not on school property is prohibited.

If a student is ever caught with illegal drugs or weapons (any implement intended to harm another individual), on campus or at school functions held off-campus, parents will be contacted and immediate expulsion will result.

**The authority to discipline a student is not limited by this handbook. The discipline policy may be amended at the discretion of the administration.*

Internet Acceptable Use Policy

1. The student agrees not to use any part of the LLS electronic resources to harm or disrupt other people, their work, any network, hardware, software, or data. The student will not send, install, or create a computer virus or use these resources in any way that violates LLS Policy.
2. The student understands and agrees that electronic mail (e-mail) and/or data on any LLS computer or media is not private, that the LLS network administrator has access to all mail and other data, including internet logs, and this administrator at any time may review these.
3. The student may not use the electronic resources system for financial gain or to support or oppose political candidates, groups, or ballot measures.
4. The student will not access, submit, publish, display, and/or install on or through the LLS electronic resources system any defamatory, harassing, obscene, sexually explicit, threatening or illegal material or other material that is disruptive to the educational environment.
5. The student will not use the LLS electronic resources system to encourage the use of alcohol, controlled substances, or violence against others or access sites that do so.
6. The student will treat the files of others as private and will not access anyone's folders, work or files without that person's permission or that of the administration. The student will not attempt to use another person's login or password.
7. The student understands and consents to the fact that actions taken on or through the network may be recorded and replayed, including, but not limited, to audio and video recordings and/or creation of multimedia projects.
8. The student will not install any software on LLS computers without prior approval from the administration.
9. The student will not install or transmit copyrighted material through the LLS electronic resources system illegally.
10. The student will not attempt to pass and LLS filtering or security software. When accessing other networks or systems through LLS, the student will abide by all rules of that network or system.
11. The student and parent/guardian are aware that some sites accessible through the LLS may contain defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, offensive, or illegal material and the student and parent/guardian understand that LLS does not condone the use of such materials. Parents/guardians of minors should be aware that the filtering software used by LLS is not infallible and that users may be able to access inappropriate materials.
12. The student understands that the LLS administrator has the right to reformat any system's drives and/or remove/relocate any given data or computer at any time and is not responsible for any loss of data.
13. The student understands and agrees that the use of the LLS electronic resources system is at their own risk, and LLS is not liable for harm suffered by any party as a result of using these resources. Opinions, advice, services and all other information expressed or displayed by students on, through, or about LLS resources will make those students subject to discipline and restitution. If the student observes other students violating these terms and conditions, violators should be reported to the administration.
14. The student may not use LLS electronic resources to participate in any activities that violate state or federal law, LLS policy or these terms and conditions.
15. Use of social networking sites by students is not permitted apart from school related assignments.
16. Personal online shopping is not permitted.

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17. Student agree to never give out personal information such as name, home address, and phone number.
 18. The student will report to the teacher any information that makes them feel uncomfortable.
 19. Student agrees to keep the network available to fellow students by refraining from time consuming downloads of large files.
 20. Parents understand that from time to time the school may wish to publish examples of students' work on an internet web server and these projects will not be labeled with the students' last name.
 21. Students may not use any internet feature without direct supervision of a teacher.

PTO

The Lafayette Lutheran School Parent-Teacher Organization is dedicated to assisting the faculty and staff in providing for the academic, spiritual, physical, and social development of our children, by sponsoring fundraising activities as well as supporting and participating in all school functions. We are committed to the efforts of the church to realize its vision of providing a Christian education for the students of our school.

Families are encouraged to the join the PTO to support the school. Membership dues are \$20.00 per year per family. Your dues help cover the costs of operating the PTO, as well as pay for the school directories each year. There are usually two or three general meetings per year. Announcements are made each year for the dates. The PTO Board meets regularly to discuss various issues, such as fundraising, planned school activities, and other business. Joining the PTO is a great opportunity for families to get involved and address issues related to our school. Your family can make a difference.

Campus Map

