

Baton Rouge Lutheran School -
2015-2016 Family Handbook

JESUS
is
the

ANCHOR
of my SOUL
Hebrews 6:19



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Enrollment of a child in the school indicates that parents will read this handbook and will agree to follow these policies. This guidebook is not intended to be all-inclusive for every situation and is subject to revision by the Baton Rouge Lutheran School Board without notice.

**Baton Rouge Lutheran
School Board**



Introduction

Dear Parents,

Welcome to Baton Rouge Lutheran School! Whether you are a new parent or a “returning” parent, we want you to know that we are pleased to have you and your child as a part of our family. As a family we will be working together this year to provide a strong, quality “Education Anchored In Christ” for our children.

Our children are special gifts from God. You as a parent and we as school staff are committed to caring for them in all areas; physically, socially, mentally, spiritually, and emotionally. But we do realize that this is not an easy task. We didn’t receive a step-by-step instruction manual on how to raise children that not only know, but also live their Christian values in their everyday lives. All too often the values presented in the secular world by magazines, music, television shows, videos and by non-Christians, conflict with the values of the home and Christian school. Because our children are exposed to such things way too often, it is especially important that the home and the school strive to not only teach, but also instill, distinctively Christian values and attitudes that are pleasing to our Heavenly Father.

Our theme for the 2015-2016 school year is **Anchored**. Hebrews 6:19 says, “*We have this hope as an anchor for the soul, firm and secure.*” Throughout the entire school year students, parents and staff will be encouraged to demonstrate their love of Jesus through their words and actions.

This school year we will be working in partnership with one another to recognize our children as God's precious gifts and teach them His plans for them! What a joy it will be to have our children experience a caring, Christian atmosphere both at home and in the school as they develop their unique gifts and talents!

As we work together, may God guide and direct us in this important task of providing a Christ-anchored education for His children.

NONDISCRIMINATION POLICY

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

SCHOOL HOURS

<i>Preschool</i>	<i>8:15 a.m. - 12:00 NOON</i>
<i>Prekindergarten</i>	<i>8:15 a.m. - 12:00 NOON</i>
<i>Grades K-8</i>	<i>8:15 a.m. - 3:30 p.m.</i>
<i>Office Hours</i>	<i>7:45 a.m. - 4:15 p.m.</i>

NOTE: Students are not to arrive in their classrooms earlier than 7:55 a.m. unless they attend our Before School Childcare Program in the gym which opens at 7:00 a.m. At the end of the day, children are to be picked up as promptly as possible, but no later than 3:45 p.m. (Preschool and Prekindergarten, 12:10 p.m.) After this time, children who have not been picked up may be sent to our After School Childcare Program. Parents will be expected to pay the cost of this service. This cost may include lunch for preschool and prekindergarten children.

NEW STUDENTS

Entrance Age Requirements

Preschool	3 years old on or before SEPTEMBER 30th
Prekindergarten	4 years old on or before SEPTEMBER 30th
Kindergarten	5 years old on or before SEPTEMBER 30th
First grade	6 years old on or before SEPTEMBER 30th

Children who enter our preschool program are required to be weaned and to be able to toilet independently when school starts.

Toilet independently means that a child can recognize that he needs to use the restroom as well as tell the teacher of his need to do so. The student should be able to independently handle his clothing, use toilet paper, get on and off the toilet, wash his hands, and return to the classroom.

Each child should wear underwear, NOT pull-ups or diapers, and bring 1-2 changes of clothes including shirts, shorts, underwear, and socks. (The shirts should be mostly blue or white and the shorts should be navy blue.) Please put these items in gallon size, zipper seal storage bags. LABEL EACH CLOTHING ITEM AND THE BAG. Be sure to update the change of clothing as the weather changes and your child grows.

If the child is not trained, we will give a maximum of a 3-week grace period of trying to remind the child to potty periodically during the day. If the teacher believes the child is trained or making good progress at the end of the 3 weeks, he/she may stay in the program. A child who is not fully trained, but making good progress will have his/her progress evaluated on a week-by-week basis.

If the child is not making good progress, he/she will need to stay out of the program until he/she is fully trained. While the child is out of school, parents can choose to not pay their tuition (in which case the school may make their slot available for another student) or continue to pay the tuition to save their spot until the child is ready.

We suggest that parents of students in preschool and prekindergarten practice with clothing items before the child wears them to school to be sure he can pull them down and up without assistance. We also recommend elastic waist pants or shorts. No belts are allowed.

Birth Certificate

In order to verify age, parents of all new students entering the preschool program through eighth grade are to provide a photocopy of the student's birth certificate when they apply for enrollment. This copy becomes a part of your child's permanent records.

Health Records

All students attending school for the first time, as well as returning students, are required to comply with the state immunization law. State requirements mandate a "universal form" with expiration date must be acquired from a physician or parish health unit and submitted to the school. (No school may allow a student to attend classes without a current immunization form on file at the school.)

The following are required for children under age 4: Diphtheria, tetanus, acellular pertussis (whooping cough) vaccine, three doses; Poliovirus (polio) vaccine, two-three doses; Haemophilus influenza type B (Hib) vaccine, three doses; and Varicella (chicken pox) vaccine, one dose.

- The following are required for children over age 4: Varicella (chicken pox), two doses; Measles, mumps, rubella (MMR), two doses; Hepatitis b (HBV) vaccine, three doses; Tetanus, diphtheria, acellular pertussis (whooping cough) vaccine booster; and Poliovirus (polio) vaccine booster.
- The following are required for children enrolled in the sixth grade: Tetanus, diphtheria, acellular pertussis (whooping cough) vaccine booster; Varicella (chicken pox) vaccine, two doses; Measles, mumps, rubella (MMR) vaccine, two doses; and Meningococcal (bacterial meningitis) vaccine, one dose.



Spiritual Development

Our school exists to assist you in carrying out your God-given privilege of bringing up your child in the "discipline and instruction of the Lord." We believe that the home, church and school are involved in a partnership of instilling distinctively Christian values and attitudes in our children. As parents, your example and attitudes make a powerful impact upon your child's growth as a Christian.

God makes it clear that He wants His people to receive the blessings of worshipping and studying His Word in the fellowship of other believers. "You shall sanctify the Holy Day." "Let the Word of Christ dwell in you richly." "Not forsaking the assembling of ourselves together as the manner of some is." As the world's values and our Christian values continue to diverge, our children, especially at a young age, need to be immersed in the community of faith, in home, church and school.

Because of this, WE EXPECT OUR CHURCH FAMILIES TO ATTEND WORSHIP SERVICES AND SUNDAY SCHOOL ON A REGULAR BASIS, TO SUPPORT THE LORD'S WORK WITH THEIR OFFERINGS AND TO PARTICIPATE IN THE LIFE AND WORK OF THE CHURCH. Families who are not members of another congregation are invited to worship with us at Trinity and to consider enrolling in the adult information class offered here.

Since your child's involvement in the church is important to us, a place is provided on your child's report card to record church and Sunday school attendance. This provides you with a picture of your family's participation for a given report card period and, where applicable, helps you realize the need to improve in this important area. Our teachers and pastors stand ready to assist you in meeting this parental responsibility. OUR GOAL IS TO HAVE ALL OF OUR SCHOOL FAMILIES INVOLVED IN ACTIVE AND JOYFUL WORSHIP AND STUDY OF GOD'S WORD.



The school recruits volunteers for the needs of the school, including fundraisers that help hold down tuition costs. When you are contacted, please respond promptly. This will allow school staff to organize volunteers for an event.

The gift that only you can give – that of yourself and your time – is most precious to us. Adult volunteers, by example, emphasize every day to our students that they are part of a caring, sharing community. Volunteering involves you, as supportive family members, in the “family” of BRLS, the school you have chosen to provide your children’s education. Donations of time and talent are not limited to parents. Grandparents, aunts, uncles, and other extended family members are welcome to help our school.

Families are asked to report their donated time by signing a volunteer time log at the school office or by completing volunteer record sheets (available on the school website.) Volunteer time is recorded on a master list. Often the information is used as a component in grant applications to demonstrate parent involvement and support. It also verifies your required fundraising involvement.

Please don’t wait to be called. When you see or hear of a volunteer opportunity, please call us. We will do the best we can to make use of your talents.

Volunteers sometimes have opportunities to observe individual students or interaction among students or between students and teachers, or to hear comments made by children. Such information needs to be treated as confidential. Volunteers should never discuss a child’s apparent behavior problems or academic needs with any other parent, including the child’s parent. Volunteers who have concerns about what they have observed should only discuss those concerns with the teacher or principal.

Volunteers, who work one-on-one with children during the school day, travel with them on overnight trips (grades 7 and 8), or coach after school sports are fingerprinted and their backgrounds researched by the Louisiana State Police prior to any interaction with students. This process make take up to 21 days so please inform the school office as early as possible of anticipated involvement with any of these types of volunteer opportunities.

The school reserves the right to decline to accept the services of a volunteer or request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school and its students.

BRLS FUNDRAISING

We wish we didn’t have to ask families to be involved in fundraisers, but in order to keep tuition costs down we need to raise additional funds. That’s why family participation in fundraising efforts is required.

To supplement income for school operation and control tuition costs, the Baton Rouge Lutheran School Board will sponsor all-school fundraisers that impact all enrolled students. These fundraisers typically include events such as year-round SCRIP gift card sales, a candy sale, a walk-a-thon, an annual auction, a golf tournament, an annual appeal, and special hot meal sales. The support of parents, guardians, extended family members, family friends and neighbors, members of Trinity Lutheran Church, and other friends of the school help to make these events successful.

The school requires that every family actively support the school by (1) providing at least three hours of service in support of any of the all-school fundraisers AND (2) securing two items for the silent or live auction (with a minimum value of \$25.00 each.)

- Service hours for the Scrip fundraiser can be earned by selling cards to others between church services, at school events, etc.
- Service hours for the candy sale may be earned by accepting a leadership role: organizing the event, keeping track of sales and sale proceeds. Unless you sell over \$250 of candy, time spent selling candy does not count toward a family's three required hours.
- Service hours for the walk-a-thon may be earned by staging the event (setting up or taking down) or taking a leadership role in organizing the events, soliciting prizes, or keeping track of pledges and payments.
- Special hot meal sales might take place on a day when students are not in class or on a Sunday after church services. Individuals who organize pre-orders, help serve, or keep track of proceeds can earn service hours.
- Service hours for the annual appeal might include stuffing envelopes, organizing the envelopes for bulk mailing, delivering the mailing to the post office, and helping with thank you notes.
- Opportunities to help make the golf tournament and auction or auction raffle a success are too numerous to mention! Unless you sell over \$250 of raffle tickets, time spent selling raffle tickets does not count toward a family's three required hours.

Any family electing not to contribute their time and efforts to meet the three-hour requirement will be assessed \$100.00 on their BRLS statement. Families may choose to pay this assessment any time prior to May 1.

SCRIP (Gift Cards)

www.ShopWithhScrip.com

With an awareness of the challenges families face to provide a Christ-centered education for their children, the school board established a year-round fundraising program (SCRIP) to provide the means for school families to painlessly pay educational expenses through their participation, and allow friends of the school to support individual families or the school as a whole. "Scrip" is a term meaning "substitute money." At our school the "substitute money" takes the form of traditional or electronic gift cards.

BRLS purchases traditional gift cards from a national company at a discount and sells them at face value. The profit, which ranges from 2% to 15% or more, is split 50-50 between the school and the purchaser. The gift card purchaser will designate where their share of the profits go: any selected family's BRLS expenses, Tuition Assistance Fund, General Operating Fund, Endowment Fund, or Library Fund. (Detailed program information is at www.brlutherschool.org.)

When you purchase SCRIP you pay face value for the gift cards and then you use them to purchase what you would normally buy with cash, check or credit card. Since you use SCRIP gift cards to purchase what you would normally buy, you haven't spent any additional money. Everybody wins!

Each family is required to purchase \$200 in gift cards, approximately \$20 per month, during the school year. Gift cards may be purchased in the school office, ordered each week (by Tuesday morning) for delivery in three days (on Friday), or purchased/received instantly in electronic form from www.shopwithscrip.com. Families choosing to not purchase \$200.00 of gift cards will be assessed \$50.00 on their BRLS statement. Families may choose to pay this assessment any time prior to May 1.



ROLE OF THE PARENTS

Parents are encouraged to work with the staff in support of their child's education. To that extent teachers will not discredit the child-rearing practices of parents in the presence of their students, but will always be supportive of parents. Likewise, parents must neither discredit teachers or their efforts, but must always be supportive in the presence of their children. Parents are encouraged to share concerns directly with their child's teacher. In keeping with the 8th commandment we would ask that parents only speak well of teachers and staff when talking with other parents and students, especially at social gatherings such as birthday parties, sporting events, etc. Your child's teachers are asked to do the same.

If your child brings a concern to you, please listen carefully and provide care and support. However, before getting upset with another student or teacher, and letting your child know you are upset; please keep an open mind and talk to the teacher. Your child's teacher can usually provide another perspective that will help you understand what happened. By talking to the teacher you will also help her see things from your child's perspective, and perhaps bring something to her attention of which she was not aware.

Ways we keep you informed of your child's progress include sending home graded work and quarterly report cards, as well as providing regularly scheduled conference days. Families should visit the private website (Parent Portal) at least once a week to view class information, assignments, and student grades (grades 3-8 progress updated weekly.) When your child brings home papers, please take time to review them and help your child make necessary corrections. This provides a direct way to be involved in your child's learning process.

To help us work with you in caring for your child, we also ask that you inform the school of any personal events that may have an effect on your child's emotional well being such as death or illness in the family, separation or divorce of parents, death of a pet, etc.

If you feel it is necessary for you to meet with a teacher, please schedule an appointment so that the teacher can arrange to be free from any duties that may interfere with your conference. **DO NOT DISTRACT A TEACHER FOR ANY REASON FROM THE SUPERVISION OF STUDENTS AT RECESS, CARPOOL TIME, OR JUST PRIOR TO THE START OR END OF THE SCHOOL DAY.** Also, please do not ask to discuss your child's progress at church or other social functions.

All visitors, including parents, must report to the school office to sign in and receive a visitor's pass. In our continuing effort to provide a safe, secure environment for the children, we must stress that no one should be in the buildings, in the classrooms, or on school grounds without permission from the office. **THIS INCLUDES BEFORE SCHOOL.** Please send a note or go to the office instead of entering the classroom. Also, please do not bring anything for the class without prior teacher approval.

A campus-wide phone system allows us to have telephones in the classrooms. (The phones will not ring during the school day, but voice messages may be left for teachers at any time, day or night.) These phones reduce the need for a teacher or student to leave the classroom setting when assistance is required.

COOPERATING WITH SEPARATED OR DIVORCED PARENTS

Baton Rouge Lutheran School will work closely with parents who are separated or divorced in order to help them understand their child's academic progress as well as inform them about school events.

For the sake of the child we encourage parents to share information with one another either verbally or by making photocopies of written information, and by providing the school their e-mail addresses so all can receive school notices. Access to the Parent Portal, our private website, guarantees equal opportunity for timely access to online information. When parents are unable to cooperate we will make a copy of quarterly report cards and standardized achievement test scores. If either of the parents does not want the child to bring these items to them, the items may be picked up in the school office.

The school is not required to make copies of daily work, tests, award certificates, or anything that is not named in the paragraph above for either parent. The amount of time, energy, and expense prevents us from doing this. These items belong to the child, and he or she should be allowed to share them with both parents.

Either parent, as long as there is joint custody, is welcome to contact the teacher and discuss the child's progress at a time convenient for the teacher and the parent.

In situations where parents pick up children on different days, please be sure the office and the child's teacher have a list of these arrangements as well as the most recent court order concerning custody. Any disagreement between the parents concerning these arrangements must be handled off campus and in advance of the pick up date and time. If there is a disagreement on campus the school will follow the requirements of the most current court order we have on file.

PARENT-TEACHER CONFERENCES

To facilitate home-school communications, parent-teacher conferences are included on our school calendar. Some of these conferences are "by request" of the parent or principal while others are mandatory. All parents are expected to schedule conferences that are mandatory for their child's grade level. If a mandatory conference is not held within a week from the scheduled conference day, your child may not be allowed to attend classes until the conference is held.

LINE OF COMMUNICATION

Out of Christian love and concern for everyone involved, parents are asked to follow an orderly procedure in dealing with a school-related concern, misunderstanding, or appeal. The line of communication for due process is as follows:

Step 1. Parent/Teacher Conference

If there is any question or concern regarding classroom work, conduct or any other student/teacher matters, these should be brought forward for discussion at an appropriate time convenient for both teacher and parent. Informal day-to-day feedback will also benefit parents, students, and teachers. Never discuss conflicts or misunderstandings in front of children. Our teachers want to know the concerns of parents and students as soon as possible so they can be resolved in a timely manner. You can bring your concerns to a teacher without fear that the teacher will be upset with your child. Calm discussion is highly valued and appreciated.

Step 2. Parent/Principal Conference

If the parent/teacher conference does not provide satisfactory results or if the matter is non-teacher related the parent should request a meeting with the principal. Here again, any question or concern should be brought forward for discussion as soon as it arises. In most cases, a student/teacher issue that has not been brought to the attention of the teacher will be referred back to the teacher for attention before the principal would intervene. However, the parent or teacher may request the principal join any parent/teacher conferences after the initial meeting of the parent and teacher. Calm discussion is highly valued and appreciated.

Step 3. Baton Rouge Lutheran School Board

If the parent/teacher/principal conferences do not provide satisfactory results then the issue can be brought to the BRLS Board. While the Board welcomes input from the parents, it is required that the above procedure of contacting the teacher and principal be followed to assure timely action. In most cases, an issue that has not been brought to the attention of the teacher and principal will be referred back to them for attention before the Board will listen to the concern. The parent may request through the principal that the BRLS Board chairperson, or his designee, join parent/principal conferences after the initial meeting of the parent and principal. The principal also has the right to make the same request of the BRLS Board chairperson.

In order to give your concern a place on the agenda of a BRLS Board meeting, the BRLS Board chairperson must be contacted at least one week in advance of the scheduled BRLS Board meeting. The BRLS Board chairperson must be sure the steps of communication have been followed.

Step 4. Pastors of Trinity Congregation

Our school is a ministry of Trinity Lutheran Church. After progressing through steps 1-3, you are encouraged to arrange, through the principal, a meeting with a pastor and all parties involved to share and discuss your questions or concerns. It is hoped that by following these four steps, misinformation will not be spread and special concerns can be dealt with in an orderly, caring, Christian manner.

SCHOOL BOARD MEETING POLICY

The Baton Rouge Lutheran School Board meetings are held monthly. Please check with the school office as to the date, time, and location. The normal agenda is as follows:

1. *Opening Devotion*
2. *Special Presentation by Non-Board Members* - During this period, persons, after having made request of the chairman of the board prior to the meeting, may be put on the agenda and address the board for a period of time up to 15 minutes.
3. *Regular Board Agenda* - During this period all normal board business will be conducted.
4. *Executive Session* - These sessions will be held when necessary. During such sessions, matters such as discipline problems, tuition delinquencies, staff evaluations and other matters of a personal or sensitive nature will be discussed. This portion of the meeting will be closed to visitors.

Parents of students and church members are free to observe all regular Board meetings with the exception of executive sessions. We also encourage parents and church members to feel free to share with individual board members joys, concerns, questions, and ideas concerning the school. However, please know that individual board members have no "power" for action unless the entire board is in session. (The school board determines policy but does not direct day-to-day operations.) With this policy we hope to work towards maximizing the communication process within our church and school family and to do so in a "decent and orderly way" (I Corinthians 12:40).

PARENT TO CLASSROOM COMMUNICATION

In order to minimize classroom disruptions, all parents and visitors must report to the office. Explain your need to the secretary and she will help you solve your problem in a manner that is in the best interest of all the children in the classroom.

PARENT TO PARENT COMMUNICATION

No communication should be sent out to the parents of a class or entire school without being approved by the classroom teacher or the principal. This includes any kind of solicitation. From time to time a parent or group of parents may want to collect money to provide a gift for teachers, coaches or other staff. First, permission must be obtained from the principal. Secondly, a written record must be kept of who has contributed and the amount each individual has contributed. Finally, this written record and the receipt for the gift must be given to the principal. This protects both the person collecting the money and the school.

WEBSITE FOR VISITORS

www.brlutherschool.org

Our public website is designed to organize and present information that is of general interest. The website consists solely of public pages that provide general information about the school and feature student work or student-produced art or photographs. It may, occasionally, feature digital or scanned photographs of students, their families, or others who frequent our campus, but they will not be identified. The home page also features links to our private website, enables families to order gift cards, opens up to a website to order clothing, and more. Please direct parents, friends, relatives, and others who are interested in information about BRLS to that website.

WEBSITE FOR STUDENTS & PARENTS

www.plusportals.com/BRLS

The private website is access-restricted for protected viewing by our school families and students. Plus Portals, hosted by Rediker Inc., is housed on multiple, secure off-campus servers. Plus Portals includes a Parent Portal and a Student Portal.

Parents may access our school's Parent Portal site from any computer, tablet or smartphone that has Internet access, regardless of its physical location. Each parent who has provided BRLS with an e-mail address receives an activation code to log into the site and activate their individual account. Once they log in, an adult is able to access teacher pages that relate to all of their children. (Every e-mail account must be unique within the software system. If parents share an e-mail address, only one will receive an activation code, just as only one will receive e-mails from BRLS.)

Parent Portal is a secure means for parents, using their parent logon, to access monthly financial statements, maintain current emergency contact information, and view electronically formatted school forms and publications. **PLEASE CHECK YOUR ADULT ACCOUNT AT LEAST ONCE A WEEK. CHECKING EVERY MONDAY TO READ CLASS NEWSLETTERS AND VIEW STUDENT GRADES (3rd-8th) IS VERY IMPORTANT.**

Students receive log in access to the Student Portal through a computer-assigned I.D. or school-assigned e-mail address and a unique password. Both adults and students can see information such as grades, attendance, class news and calendars, links to homework resources, student assignments and handouts, and special announcements from club sponsors or coaches.

Parents are asked to talk with their student about the appropriate use of all websites, ways they may or may not use the information they find online, and the fact that inappropriate actions by a student may result in the temporary or permanent loss of a family's access to the Parent Portal.

Parents, extended family, friends, or former and present students who take photos at school-sponsored events are asked to only post photographs on social media or websites with the permission of the parents of all children (other than their own) pictured within the each photograph.

To accommodate families without e-mail access, the school office will provide printed versions of all class and school news, monthly statements, and various school forms. While these printed documents will take the place of all e-mails, there may be a delay of one-two days to send the notices home. Please inform the school office, in writing, of your desire for print communications if you will not be able to access information online.

SCHOOL DIRECTORY/PUBLICITY

A school directory listing students' and parents' names, home telephone numbers and addresses is available on the private website; viewable only by parents and teachers. This online directory is synced with the school's database. Anytime you inform us of a change in family information and we make that change, it is immediately reflected in the school directory. If parents do not want any or all contact information listed in the directory, each account holder has the option to block their information from being seen.

Photographs of BRLS students may be used in publications and press releases, as well as on the school website. If parents do not want photographs of their children used, please contact the office. (Students will not be identified by name on the school website; students may be identified on the access-restricted private website unless parents decline permission.)

CLASSROOM OBSERVATIONS

Parents are welcome to visit the classroom anytime. Although not necessary, it would be helpful if you would call the school secretary ahead of time to schedule your observation and limit your observation to a maximum of 60 minutes. Younger brothers and sisters should not be brought because the students might be distracted. All parents MUST first report to the school office to sign in and receive a visitor's pass.

CHANGE OF ADDRESS/TELEPHONE/INFORMATION

Please take the responsibility to notify the school office of any change of address, telephone numbers or other pertinent information. This becomes especially urgent should an emergency arise. All personal information displayed on the private website is generated by the school using our software database. If you see inaccurate information on the website, it is because information in the database is in error.

TELEPHONE

The school secretary will be available to receive calls during the day, but our students are her priority. If she is busy with a student or must be away from her desk, her phone will automatically route your call to her personal voice mail. Please leave a message or request a return call. She will be checking her phone messages constantly and will return your call as soon as possible. (Leave any message of a transportation change only with the school secretary.)

With our phone system, you can leave messages for teachers before, during or after school on their private voice mail. Allow the school secretary to route your call to the appropriate teacher's phone and leave your message. Teachers will check their phone messages when students do not require their supervision: during free periods and at the end of the school day (after 3:45 p.m.) **Teachers are not allowed to communicate via text message with parents or students. (Teachers will not acknowledge the receipt of text messages.) Please use the teacher's e-mail address or phone numbers listed in their orientation packet or on the private website.**

Messages for students may be left with the school secretary or in the voice mailbox of a classroom teacher. Only with teacher or school staff permission will students use any telephone.

Cellular telephones must be kept in the student's book bag which must be kept in his or her cubby or locker, and will be confiscated if they are seen or heard, or if a student is using a cellular telephone on campus or the bus. These restrictions also include all off-campus activities during the school day, as well as childcare and other after-school activities. Phones will be confiscated at after-hours or off-campus school-related activities where the teacher or principal has specifically asked that cell phones be left at home or with the person in charge of the activity. A confiscated phone will be returned to a parent or guardian when he or she comes to school to pick it up. If a phone is confiscated a second time it will be kept for one week and returned to the parent at that time.

Phone usage restrictions are not limited to verbal communication. Students may not text or access the Internet using a phone or any other device that is not the property of the school.

As technology has improved, the photo capabilities of cell phones and other electronic devices have increased. Because of the availability of digital cameras on our campus for legitimate photography needs, students may not take photographs or make recordings of any kind with personal devices without the principal's permission. We strictly prohibit the use of phone cameras/electronic devices on or off campus to curtail the possible embarrassment of students or staff who may be photographed or recorded without their permission or in a situation in which they may feel vulnerable.

It is a serious violation of the school's harassment policy to take, send or receive an explicit or embarrassing photograph or recording, as well as knowingly and willingly pose for an explicit or embarrassing photograph or recording. Any student or parent aware of any explicit photograph or recording, as well as any social media posting, is encouraged to contact the principal immediately to demonstrate they are not equally guilty of poor judgment or being supportive of a wrongful act.

STUDENT SAFETY

By being proactive and responsible guardians of our students, we have had no security issues at our school. Visitors to our campus are required to report first to the office for a visitor's badge. (Buildings are entered by school staff with a key or keycard. Doors are always secured.) Visitors are only admitted after ringing a doorbell, being viewed, and having a door opened via the release of a magnetic lock.

Students can travel within their building in safety, and only travel between school buildings in pairs or under the supervision of an adult. Our students have also been taught to tell the nearest faculty or staff member if they see anyone on campus without a visitor's badge. Anytime students are outdoors -- for recess, physical education, or other learning activity -- they are closely supervised by school personnel who have basic first aid supplies at hand.

Intercom and telephone systems permit conversations between classrooms, and between teachers and administrators. Every classroom and instructional area has a telephone that can be used for internal and external communications in the case of any emergency.

Electronic communications between teachers and students will be conducted through school-assigned, teacher e-mail accounts, with communications either directed exclusively to parent e-mail accounts so information can be relayed to the student by a parent, or through communications directed to student e-mail accounts with parents copied (CC) on each e-mail exchanged. **Teachers and parents and teachers and students will not communicate via text message.** Teachers will not interact with current students or their parents via any social networking forum.

Regular safety drills are held for all grade levels at various times of the day throughout the school year. Drills for fire, dangerous weather situations, and intruder alerts allow our students to be prepared to work cooperatively and follow instructions for the well-being of all.

On-campus classes in CPR and First Aid are offered to our faculty and staff to ensure employees are qualified to provide prompt, appropriate care for students experiencing ill health or injury.

The campus speed limit is 10 mph. During the school day a large section of our school parking lot is blocked to prevent entry or exit of automobile or foot traffic.

All BRLS employees have had their credentials and references verified and have been fingerprinted and their backgrounds researched by the Louisiana State Police. All BRLS volunteers who work with children during the school day, travel with them on overnight trips, or coach after school sports are fingerprinted and researched by the Louisiana State Police prior to any interaction with students.

BRLS has a Crisis Management Plan in place to cope with any unanticipated situation that may create an emotional impact on those involved. It lists, in detail, the types of emergencies that might confront our school and provides a structured plan for response to each type of emergency.

EMERGENCY SCHOOL CLOSING

In case of a citywide emergency situation, our school will follow the East Baton Rouge Parish School Board's decision regarding school closing. Please do not expect to hear our school's name mentioned separately over the media, but simply listen for the EBRP School Board's decision.

In the event of an emergency situation at our school, parents will be immediately notified by our emergency contact service. Emergency contact will be made by home, work or cell phones, text message and e-mail. If, for example, a cell phone is not in service or an e-mail address has changed, the school will not be contacted to provide alternate means of contacting a parent. Parents are responsible for providing changes in contact information to the school office to insure emergency contact information is accurate.

Our Crisis Management Plan was written and adopted to provide guidance in assessing and handling critical situations in the safest manner. If it should be necessary to evacuate the school buildings, the primary relocation center for students will be next door at Florida Boulevard Baptist Church, 10915 Florida Boulevard. If it should be necessary to evacuate the buildings and grounds, students and staff will relocate to Trinity Oaks, 15160 S. Harrell's Ferry Road, with anticipated transportation by bus.

The emergency contact service will be utilized to contact every family. For the safety of the students, parents are asked to not phone the school or relocation sites to ask for additional information when notified that relocation has been necessary. All staff will be available to supervise and care for the students. Be assured we will make every effort to calm and care for each child until their parent or guardian arrives.

Emergency contact information can be updated at any time by notifying the school office by phone, handwritten note, or e-mail.



Academics

HOMEWORK/DAILY WORK

In order to teach students the value of being responsible, homework and all daily work must be completed in a satisfactory manner and handed in on time. Also, students must be prepared for tests, special projects and assignments.

At the discretion of the teacher, when a student in grades Kindergarten-8 fails to fulfill his responsibilities, the parents may be called and the student will stay after school on the same day to complete the work unless the parent gives an acceptable excuse. (In such a case the child will remain after school on the next school day, even if the assignments are completed by that time.) Students may also be required to complete unfinished/late homework during their break/recess period or during an art, music, or PE period. At times they may be sent to another classroom or the school office to complete homework. In some cases a student may miss a party, special event or field trip in order to complete unfinished/late homework.

Parents must help their child make homework a priority. This means you, as a parent, must make school a priority. You can help your child by doing several things that will reinforce the value of education, help your child do homework well, and complete all homework on time.

- Provide a schedule that has adequate time in it for completion of homework.
- Provide a quiet space with all the necessary supplies.
- Limit television, radios, CD/MP3/game players, cell phone use, extra activities, and other distractions.
- Spot-check homework as well as the graded papers that come home.
- Carefully check the assignment notebook and sign it (grades 1-6) only when all assignments for the day are written in it and homework is completed satisfactorily.
- Have consequences at home when your child does not fulfill his responsibilities.
- Listen to your child's concerns, but be supportive of his teacher in your reaction, especially when your child must stay after school to re-work or complete assignments. (Discuss all concerns with the teacher.)

Completing assignments and doing them well is ultimately the responsibility of the student but he may need a parent's guidance. Parents are not expected to teach concepts and must never do the homework. When a child does not understand a concept, has trouble completing work, or has low grades you should contact the teacher and share your concerns. A teacher does not give grades. A student earns them.

Some other guidelines concerning homework:

1. Students are not permitted to save assigned work as homework for the evening or the weekend when they have time to complete it in class. They are not to be drawing, talking, etc. when they have unfinished work.
2. Students are not allowed to leave homework at school and then attempt to complete it at school the next day. Unfinished work is to be taken home and completed before the next school day.
3. Students are not permitted to compare or share answers without teacher permission. This may result in a grade of "F" for both students and the students may be assigned an after school detention.
4. Students are not permitted to allow another student to copy their homework and may not copy another student's homework. This may result in a grade of "F" for both students and the students may be assigned an after school detention.
5. Teachers are not required to grade every homework assignment. Especially in the middle grades, homework prepares students for the quizzes and tests from which the final grades are taken. Some assignments may not count towards the quarterly grade, and students may grade some of their homework under teacher direction.

6. Fifth, sixth, seventh, and eighth grade students' homework will be classified in two ways. There are assignments that are collected and graded by the teacher or there are assignments that are corrected and reviewed together in class. Teacher graded assignments may be turned in for a maximum of 80% one day late with the loss of a conduct point. Homework assignments corrected together in class will not be accepted late and will receive a zero (points range for 2-5) and a loss of a conduct point. Even though receiving an "F" for an unfinished assignment is a natural consequence, a student must still complete the assignment. He may not choose to simply "take" an "F."

Every student in grades 1-8 will receive an assignment notebook that must be filled out each day by the student. STUDENTS IN GRADES 1-6 ARE REQUIRED TO GET A PARENT SIGNATURE EACH DAY and return with the notebook the next school day. This is a student's responsibility. Failure to fill in assignments or get a parent signature will lower the student's conduct grade. In grades 7-8 no parent signature is required, but parents are strongly encouraged to check the planner each day.

Students in preschool, prekindergarten, preschool/prekindergarten childcare, and Kindergarten will bring home a "daily checklist" that is to be signed by the parent and returned the next school day. This is a communication tool to keep parents informed about their child's day.

ZAP Program

In addition, students in grades 5-8 who fail to complete homework or an assignment will be sent to our **ZAP (Zeros Aren't Permitted)** program. Other grade levels may also implement/adapt this program as needed. We want all students to be successful learners and achieve to the best of their abilities. Failure is not an option. We feel that if parents and the teachers work together, we will all see student achievement. For this reason we have implemented the ZAP program.

This is not simply a consequence for not being responsible, but also a life-lesson that failure is not acceptable, and students must be responsible for their own learning. We believe that completing homework reinforces material covered in class and better prepares students for learning the next day and into the future and teaches students that meeting deadlines, time management, and reliability are important and valuable life skills. ZAP reinforces these skills and provides logical consequences. Parents play an important role in encouraging their student to be responsible and accountable for doing their homework, however parents are not expected to take the responsibility from their student.

If a student fails to turn in homework or an assignment, the teacher will complete a ZAP form. The form will be sent home for the parent(s) and student to sign and return the following school day.

If the ZAP occurs before lunch, the student will complete the missing assignment(s) during his/her lunch and recess period in the designated ZAP teacher's classroom. Students who are on the hot lunch program will stay in the classroom and their lunch will be delivered to them. They will not be allowed to get second helpings. Students who bring a lunch from home will stay in the classroom to eat their lunch. After a limited time to eat, students will work on missing assignments under the ZAP teacher's supervision until the lunch/recess period has ended. If a student does not complete any missing assignment(s) he/she still must complete it/them and turn it/them in on the morning of the next school day.

If the ZAP occurs after lunch, the student will serve his/her ZAP the following school day during the lunch/recess period even if the assignment has been completed and turned in. He/she may work on other assignments.

If a student receives 5 ZAPs in a quarter, he/she will serve an after school detention. As stated elsewhere, three detentions in one quarter for any reason, including 5 ZAPs will result in an in-school suspension.

STUDENT GRADES

Students receive grades that measure their successful mastery of academic material. In some subjects their level of achievement is determined using a numerical scale and result in the assignment of traditional letter grades of “A, B, C, D, F.” For grades 3-8 the primary grading scale is:

100%	A+	78-81	C
96-99	A	75-77	C-
94-95	A-	72-74	D+
91-93	B+	68-71	D
88-90	B	65-67	D-
85-87	B-	64 and below	F
82-84	C+		

Students in grades 6-8 who have an average of 96 or higher in any subject just prior to semester exams will be exempt from that subject’s exam.

Not every subject or class can be measured solely by individual ability and demonstrations of “mastery of academic material.” In grades 1-8, some student grades are determined by participation, cooperation, effort, and following directions. Grades in those subjects use a different letter system and do not correlate or correspond with the grading scale that results in the letter grades of A-F. The secondary grading scale is:

W	Doing Well
S	Satisfactory Progress
I	Improvement Shown
N	Needs Improvement

In Kindergarten-grade 8 the teachers of classes that meet once or twice a week -- physical education, art (grades 1-8 only), computer (grades 1-8 only), study skills (grades 6-8 only), and music (band and vocal) -- will include the following criteria in determining each student’s overall grade for the subject area he or she teaches: class behavior, responsibility, following directions, and participation. Since conduct is included in the grade for these subjects, it is not a part of the separate conduct grade recorded on the quarterly report card unless a detention or suspension is issued.

Physical education, art, computer, study skills, and music (band and vocal) classes are intended to provide students with the opportunity to participate in classes in which they may not necessarily have strong abilities, but classes that are necessary for him or her to have a well-rounded education. Therefore, students in each of these subjects are not graded or tested only on ability.

In other words, a student might not have strong musical ability, but if he or she consistently demonstrates the criteria (class behavior, responsibility, following directions, and participation) in his or her music class, he or she will receive a good grade. Consequently, a student who may have strong musical ability, but does not consistently demonstrate the criteria, might not receive a top grade.

The grades a student in grades 3-8 earns in physical education, art, computers, study skills, and music (band and vocal) will count towards their eligibility to participate in extracurricular activities. (See “Extracurricular Eligibility.”)

Each student will begin each quarter with 40 points. Points are deducted for poor behavior choices (such as talking during instruction time or bothering another student), forgetting to bring necessary items to class (such as band instruments or music), not following directions promptly or at all (such as being asked to clean up their art

area, but continuing to work on a project), and/or refusing to participate in an activity (such as running laps in P.E.)

The most points a student normally can lose in one class period will be two. If a student receives a detention in one of the class subjects listed above, he or she will lose four points.

The following scale will be used to determine a student’s grade in physical education, art, computer, study skills, and music (vocal and band):

Kindergarten – Grade 2

37-40 points = W
33-36 points = S+
30-32 points = S
27-29 points = S-
26 or less points = N

Grades 3-8

37-40 points = A
33-36 points = B
28-32 points = C
24-27 points = D
23 or less points = F

HONORS RECOGNITION (Grades 3-8)

Our school has developed the following categories for recognizing academic achievement of students in grades 3-8: HONOR ROLL (all A's), HONORABLE MENTION (all A's and one B), MERIT (no grade lower than a B) based on subjects graded with letter grades “A, B, C, D, F,” with the exception of conduct

Handwriting, religion, and religious memorization will be graded with "W" (doing well), "S" (satisfactory progress), "I" (improvement shown), or an "N" (needs improvement.) The grading emphasis for these subjects will be placed on ability, participation, cooperation, effort, and following directions.

Students who earn an “N” in any subject area (except handwriting) will not be eligible for “Honors Recognition.”

Students who earn "Honors Recognition" for all four quarters will qualify for an academic medal at the end of the school year. Students at any grade level who earn a “C+” or lower in conduct on a quarterly report card do not qualify for “Honors Recognition.” Also, students who receive 3 or more detentions or a suspension in one quarter do not qualify for “Honors Recognition.”

SPECIAL LEARNING NEEDS

Baton Rouge Lutheran makes every effort to meet the needs of each student. The teachers will make a reasonable effort to meet the needs of all of the children in their classrooms. However, we must be realistic about the resources God has granted our school and recognize that there are children whose needs may require more than our school’s educational program and resources can provide.

When a teacher has tried to accommodate the needs of a child and those accommodations do not appear to be working, the school will request the parents arrange to have their child tested by a private practitioner. The staff will work with those conducting the diagnostic testing. If it is recommended that the child receive resources which are not available at BRLS, it is the responsibility of the child’s family to address those needs. Should a family refuse the request for testing or demonstrate a lack of interest in working with the child and school to improve the situation, the principal may request the parent remove the child from the school.

STUDENT-OWNED TECHNOLOGY TOOLS (Grades 6-8)

Laptops and other non-phone electronic devices capable of serving as digital readers (“e-Readers”) can store books, reference materials, periodicals, and magazines. These devices are now commonly used by both adults and students. Students in grades 6-8 may use these devices at school -- with specific permission and guidelines determined by each teacher for her classroom. Without exception, e-Readers are to be used only for the reading of teacher-approved materials. This opportunity is a privilege that requires extra caution and responsibility on the part of both parents and students. (All wireless access on campus is processed through a content filtering device.)

All electronic devices brought to school by students are their responsibility and are brought to school at personal risk. The school assumes no accountability for lost, stolen or damaged personal property of any type. Students should neither share nor leave any device unattended, and any device should always be transported in a protective case. All devices are subject to examination for appropriateness of content. It is strongly recommended that parents arrange for cellular and network capabilities to be disabled/turned off while the device is away from home and in the student’s possession.

The hardware and software capabilities of devices able to serve as e-Readers allow the devices to be used for other purposes. Students, under no circumstances, may use a device for any other purpose than that allowed by a teacher in a specific classroom and at a designated time. This includes, but is not limited, to the following rules: no access of e-mail accounts; no access of any social media or social networking service; no texting; no gaming of any sort; no photographs, vocal or video recordings to be taken or made of children or adults, viewed or shared; no use of a device for entertainment purposes, including listening to music or viewing videos or movies; no communication with others on or off campus via verbal, written or visual means; no downloading and installing of software without the direct, off-campus supervision of a parent; and no Internet access via contracted provider or through the school network. A device must not be a distraction for the student or those around him/her, or be a source of classroom disruption.

Digital devices must be kept in the student’s secured locker, and will be confiscated if they are seen or heard outside of a setting where a student has specific permission to use the device. Use anywhere else on campus or the bus is strictly forbidden. These restrictions also include all off-campus activities during the school day, as well as childcare and other after-school activities. Devices will be confiscated at after-hours or off-campus school-related activities where the teacher or principal has specifically asked that these devices be left at home or if they are being used inappropriately. A confiscated device will be returned to a parent or guardian when he or she comes to school to pick it up and the student may be denied the privilege of bringing all student-owned devices to school following confiscation of one device.

All materials on any device serving as an e-Reader must comply with stated and unstated spiritual and academic standards of Baton Rouge Lutheran School. The determination of inappropriate content may be made by a classroom teacher or the principal.

SUMMER READING

At the end of the school year students entering grades 4-8 receive Summer Reading Lists. Lists for students will include one or two required and several recommended book titles. Students will be tested on the contents of any required book assigned for summer reading at the beginning of the next school year. Students must have a copy of any required book and bring it to class.

PROFICIENCY EXAMS

At the discretion of the school, Louisiana Department of Education proficiency exams may be given to eighth grade students to determine whether they can receive high school credit for specific courses.

RETENTION

Students in grades 6-8 must pass all major subjects in order to be promoted to the next grade level. (Major subjects include math, science, social studies, literature, and English.) Students who fail one or two major subjects must successfully complete approved summer school courses in those subjects in order to be promoted to the next grade level. Students failing three or more major subjects will not be promoted. Failure of a subject is defined as having a two-semester average of less than 1 point on a 4-point scale (A=4 points, B=3, C=2, D=1, and F=0 points). The semester average includes the grade averages from 2 quarters as well as the semester exam grade.

Students in fifth grade and under will be retained if school personnel determine the student would benefit from this action. Some students need another year in the same grade level in order to mature, reduce stress, and improve confidence in learning. At other times students will repeat a grade level due to excessive absences. Some students may be required to work with a qualified tutor, attend summer school, and/or attend a study skills camp in order to be promoted to the next grade level.

Although parents are involved in the decision process, school personnel make the final decision. Parents who disagree with the decision to retain their child or the conditions for promotion of their child have the option of placing their child in another school.



Attendance

ABSENTEEISM

If it becomes necessary for your child to be absent or tardy, you are required to contact the school office before 9:00 a.m. You may phone (272-1288) and leave a message with the school secretary or on her voice mail, FAX a note (272-8504), or e-mail the school: sfrazier@brlutherschool.org. If the school phone is busy for a period of time, you may call the church office (272-3110) and the message will be relayed to the school office. (When sending an e-mail notice to the school, request a “READ RECEIPT” to verify your message was received and read by us. If you do not receive a receipt within one hour, please call the school office.)

After being absent, and before returning to class, a written note must be presented to the teacher stating the specific reason for the absence. (For example: “Johnny had a fever of 102 degrees and nasal congestion” instead of “Johnny was sick.”) This note does not excuse the absence unless the absence meets the criteria listed here for an excused absence. If no note is presented to the teacher stating the specific reason for the absence at the time of the student’s return to school, the absence will be officially recorded as unexcused and the student may not be given opportunity to make-up work.

Excused absences will be approved for personal illness, serious illness in the immediate family, death in the student’s immediate family, and natural catastrophe and/or disaster, provided a student submits written parental verification within five days after returning to school. If seen by a physician, a written statement by the doctor should be submitted. This statement should give the specific diagnosis, when the child is allowed to return to school, and what precautions if any should be taken by the students and/or staff. If you forget to get an excuse from the doctor, please contact the doctor’s office and have an excuse faxed to the school office at 272-8504. The principal must approve other reasons for excused absences. Trips and visits by relatives are not excused absences. Students who miss more than 90 minutes in one school day will have the absence counted as one-half day.

Baton Rouge Lutheran will follow state attendance guidelines regarding the maximum number of unexcused absences allowed per student each year. If a teacher does not receive the required note or doctor’s excuse, the absence will be unexcused. If a child exceeds the number of absences cited in state guidelines, he will not be

promoted to the next grade without the principal's recommendation. Students who have thirty or more excused and/or unexcused absences for the year will not be promoted without the approval of the homeroom teacher and the principal.

In grades where homework is involved, it is the responsibility of the students and their parents to obtain and make up assignments that were missed. In the case of unexcused absence, a student may not be given opportunity to make up work. Make up work (books and assignments) will normally be available in the gym by the end of the school day. Students have the same number of days as they were absent to complete the missed work. In other words, one day absent provides the next day to complete the work. Two days absent provides two days to complete missed assignments, and so on.

TARDINESS

The best way to learn is to be in school. Any late-arriving student disrupts the learning process for other children in the class. Being tardy places the late-arriving student in a stressful and embarrassing position and at an academic disadvantage because their classmates are better prepared for the school day and have been actively learning while the tardy student has not. The first ten minutes of school can set the tone for the day so please make a special effort to get your student to school on time. We would suggest having students arrive at least 10 minutes prior to the start of the school day. School begins at 8:15.

All children, including preschool and prekindergarten children, are expected to be in their classrooms prior to 8:15 each school day. A warning "bell" will sound at 8:12. When the 8:15 "bell" sounds any student not in his classroom and prepared for the first subject will be marked tardy.

When a child arrives after 8:15 the parent and the student are to go to the school office to sign the student in and fill out a "tardy slip" so the student is counted present and included in the hot lunch count. The student will then take this tardy slip to the teacher. This does not excuse the tardiness unless the tardiness meets the criteria listed here for an excused tardy.

Excused tardies are occurrences of tardiness due to an essential doctor or dental appointment that could not be scheduled at any other time or because of car trouble/traffic problems. Students in kindergarten through grade 8 who have two or more unexcused occasions of tardiness in a quarter may serve an after school detention. A conference may be held with the child's teacher and at least one parent. The child will also not be eligible for the quarterly perfect attendance award. If a child has five or more unexcused occasions of tardiness in a school year, the child will not be eligible for the annual attendance award.

STUDENT HEALTH CONCERNS

Wellness Policy

The primary goal of nutrition education is to influence students' eating behaviors. Building nutrition knowledge helps children make healthy eating and physical activity choices. BRLS seeks to encourage and educate students on the benefits of maintaining healthy choices throughout life through its wellness policy.

Nutrition Education Goals:

- Students in all grades will receive developmentally appropriate nutrition education that teaches the skills they need to adopt healthy eating behaviors.
- Health education and making healthy decisions will be integrated, as appropriate, throughout the other curricular areas.
- BRLS will seek ways to involve parents and students in nutrition and health education activities.

Physical Activity Goals:

- Students in all grades will be given opportunities for physical activity during the school day through physical education classes, recess periods, and the integration of physical activity into the academic curriculum.
- Students will be given opportunities for physical activity through special school events and athletic programs.
- BRLS will encourage parents and guardians to support their child's participation in physical activities and will work to offer physical activities during family events.

Nutrition Guidelines For All Foods and Beverages Available At School:

- Food and beverages available through the Hot Lunch program will represent good choices for a balanced and nutritional diet.
- BRLS will request that parents and guardians send healthy foods and beverages for student snacks and meals.
- BRLS has a beverage vending machine, but the students are not allowed access during the school day. After school hours a student may only use the machine with the permission of a school staff member or the student's parent or guardian.

Communicable Diseases

Please inform the school as soon as you are aware that your child has contracted a communicable disease. A student who contracts a communicable disease such as head lice, measles, chicken pox, mumps, or whooping cough must present a doctor's certificate to the teacher before being readmitted to class. Please be aware that at times the school policy of when a child can return to school may be more restrictive than the doctor's.

When head lice are discovered on a child, parents should immediately contact the school and then contact their family physician or pharmacist for advice on how to treat head lice. Do not send the child to school unless the child has been treated and is free of lice. All nits should be combed out with a special comb. The health department recommends a second treatment within one week.

Illness

We know it is difficult for working parents to have a sick child, but we must protect the health of the student body and staff. Please help us to do so. If your child is ill, please keep him or her home until he or she is completely well. If your child comes to school sick (such as a continuous cough/sneezing, severe congestion, continuous runny nose) or running a fever of 100 degrees or higher, **THE CHILD WILL NOT BE ALLOWED IN THE CLASSROOM.** A parent will be called immediately, and someone will need to pick up the child within an hour.

If a sick child is not picked up in a timely manner, we, for the safety of the student, may need to contact both emergency services and social services to insure the welfare of the child.

Before returning to school the child must be free of fever for at least 24 hours without the aid of fever-reducing medication. If a student is sent home sick, running a fever, or has vomited for any reason, he or she may not return to school the next day without a signed doctor's excuse allowing him or her to do so. Students involved in any extracurricular activity may participate in a practice or event after they have been fever free for 24 hours without the aid of fever-reducing medication.

Food Allergies

Baton Rouge Lutheran School recognizes that student food allergies may be severe and potentially life-threatening. When made aware of a severe food allergy, the school administration and staff will make every attempt to minimize the risk of exposure to allergens that create a life-threatening situation. However, even though Baton Rouge Lutheran School is committed to student safety, it cannot guarantee that a student will never experience an allergy-related event.

Teachers will notify and periodically remind parents if there is a student with a severe food allergy in their child's classroom, and will inform parents of any precautions that should be taken. This may include restrictions of the types of foods brought for snacks or lunches, as well as foods provided for class parties. If an allergy is severe enough, the teacher will work with the principal to establish additional precautions and the principal may take administrative action that would impact multiple grade levels.

Students should never share their snack with another student. The most common allergic reaction appears to be to peanuts and tree nuts. It would be helpful if students would avoid bringing these items, or foods containing these items as their snack or part of their lunch.

Parents should make every effort to train their children to understand personal health issues and to encourage each child to avoid situations that can be hazardous to their health, such as trading or sharing foods. To further encourage a safe environment, parents of students with food allergies should send separate snacks, treats and drinks for class and school celebrations.

Medication (Grades K - 8)

Any student needing internal or external nonprescription medication must have a written note (on file in the school office) from his parents reporting why the need for immediate treatment with nonprescription medication is essential to the child's well-being and when it is to be administered on specified, rare occasions. This includes lip balm (Chap Stick) and cough drops. For these nonprescription items a written note for the teacher is sufficient. For younger students these items will be kept on the teacher's desk and given when requested by the note. (Preschool and prekindergarten students will never receive any medications from school personnel.) All non-prescription medication or health aids are to be given to the teacher or delivered to the school office rather than kept in the child's care.

Parents/guardians must inform the school when a student begins a new medication or if the student's medication schedule changes. This will allow teachers to watch for any side effects or distress the medication may cause in the child.

ALL PRESCRIPTION MEDICATIONS must be hand-delivered by a parent to the school secretary and locked away. ALL MEDICATIONS must be in a plastic zipper-seal bag with the student's first and last names written on the outside of the bag in permanent marker. Each bag must include a note, signed and dated by the parent/guardian, indicating times and dosage of medicine if the medication is non-prescription and a completed BRLS medicine form if the medication is prescription. All prescription medications must be in the original, pharmacy container and the original pharmacy label must be on the container.



Transportation

DROPPING OFF & PICKING UP CHILDREN

PLEASE DRIVE SLOWLY AND CAREFULLY IN THE PARKING AREA AT ALL TIMES!

Access to all of our parking lot will be limited between the hours of 9 a.m. and 2 p.m. for the safety of our students. If you need to gain admittance to the paved area beyond the barrier, go to the school office for assistance.

Drivers are asked to be courteous to child development center parents who may cross through the carpool line as they bring young children to or from their classrooms. Trinity Lutheran Child Development Center families will be entering and exiting the building through the same entrance used by our preschool and prekindergarten students.

Preschool and Prekindergarten

Drivers are asked to drop off and pick up their riders at the designated entrance. Children will be assisted from and to their cars by a teacher or assistant. Please make sure your car comes to a complete stop in front of the entrance before allowing your riders to leave or enter the car. In the mornings, those not needing to drop off students at the 2nd-8th school building or K-1st building may drive further down the parking lot and make a U-turn when it is safe to do so.

An adult must walk preschool and prekindergarten children to the classroom if they arrive after 8:15 a.m. Please stop in the office to pick up a tardy slip. If you need to cross the parking lot, please hold your child's hand. Do not allow a child in the parking lot unattended.

State law requires that children under the age of 6 and/or weighing less than 60 pounds must be in an appropriate child seat AND riding in the back seat of the car. If a child is not properly restrained or seated according to the state law, our staff will advise drivers of the need to do so. If drivers choose to neglect the safety of their child and not provide the proper safety measures for their child our staff may report this to the proper authorities. For more information go to <http://www.dmv.org/la-louisiana/safety-laws.php#Child-Car-Seat-Laws-in-Louisiana>. THIS ALSO APPLIES TO KINDERGARTEN AND FIRST GRADE CHILDREN THAT DO NOT MEET THE AGE AND/OR WEIGHT MINIMUMS.

Grades K – 8

In the morning, drivers are asked to unload their riders along the sidewalk in front of the main school building. For safety reasons it is necessary that drivers always stay in the carpool line. This means that drivers should never pass vehicles that are ahead of them. You may pass cars in the PS/PK line using EXTREME CAUTION. Remember to give the bus the right-of-way when it arrives. Parents who need to speak to someone should park on the west side of the parking lot or by the flagpole, and walk to see that person.

In the afternoon, all students will meet at the 2nd-8th building and report to the designated area to wait for their ride. Parents waiting for riders should wait single-file in the carpool line. Pull up close to the car in front of you so cars do not back up onto the service road. Leave room for the bus to drive between the flagpole and front doors of the building. After the bus parks, drivers should slowly drive to the designated spots in front of the building to pick up their riders. Please wait patiently in your car for your child to be dismissed. Drivers should never pass vehicles that are ahead of them. ALWAYS FOLLOW THE TEACHER'S SIGNALS. If you see a vehicle pass other vehicles and go to the front of the line, it is the family who placed the highest bid at our annual auction for "First in Carpool."

PERSONS PICKING UP STUDENTS MAY NOT PARK THEIR VEHICLES AND WALK TO THE ENTRANCE TO PICK THEM UP WITHOUT ADVANCE PERMISSION FROM THE PRINCIPAL. When permission is granted, please park your vehicle across from the glass doors leading to the school office and walk across the parking lot and follow the sidewalk. Persons picking up children are not allowed to be in the main school building during carpool time (3:30-3:45). If you need to come into the building, wait until after 3:45.

If the bus has not yet arrived, children riding in carpools will be dismissed at 3:30. AS SOON AS THE BUS ARRIVES THIS PROCEDURE WILL BE STOPPED AND REGULAR CARPOOL PROCEDURES WILL GO INTO EFFECT. Drivers are asked to wait for the bus to load and leave before resuming picking up children.

CHILDREN WILL BE SENT HOME BY THEIR NORMAL MEANS OF TRANSPORTATION UNLESS THE SCHOOL IS INFORMED OTHERWISE **BY A TELEPHONE CALL TO THE SCHOOL OFFICE BEFORE 3:00 P.M.** A NOTE TO THE TEACHER WILL HELP KEEP HIM/HER INFORMED AS WELL, BUT WILL NOT TAKE THE PLACE OF THE TELEPHONE CALL. **DO NOT USE E-MAIL FOR TRANSPORTATION CHANGES.**

BUS GUIDELINES (Please review these with your child from time to time.)

Bus Behavior

1. The school day begins on the bus. The EBRPSS Transportation Department requests students arrive at least ten minutes early to catch the bus at their stop. Never stand in the road when waiting for the bus or cross the street in front of the bus until the bus is stopped.
2. Follow the driver's instructions at all times.
3. Be seated. No moving around is allowed when the bus is in motion.
4. All objects such as books, notebooks, lunch boxes, etc. shall be held in the student's lap.
5. Cooperate with the driver; your safety depends on it.
6. Be courteous, be safety-conscious, protect your riding privilege -- enjoy your ride.
7. No friends or non-school age little brothers or sisters are allowed to ride the bus unless approved in writing by the principal. Friends from a bus rider's Girl Scout or Boy Scout troop are not permitted without permission of the EBRPSS Transportation Department.
8. No bad words or obscene literature are allowed.
9. No loud talking or shouting allowed; remain quiet enough not to distract the driver.
10. No fighting, spitting or horseplay.
11. No gum chewing, eating, or drinking is permitted.
12. Do not throw anything into the bus or out of the windows, doors, or on the floor.
13. Do not put arms, hands, heads, or objects out of the windows.
14. Do not face the back of the bus to talk to others. Be seated facing the front with feet on the floor.
15. The following items are not allowed on the bus: tobacco, matches, cigarette lighters, alcohol, drugs, pets, glass objects, guns (real or play), knives, other dangerous objects, other nuisance items not allowed in school, or objects too large to be held in your lap or placed under your seat.
16. Do not damage the bus in any way.
17. Students must get off at their own stop unless a permission note authorized by the principal is given to the driver.

18. Be seated until the bus stops. When leaving the bus, cross in front of the bus. Never cross in back of the bus.
19. Do not use the emergency door except for emergencies.
20. Quietly talking to other students nearby is permissible, but students should not turn around to face the rear of the bus.
21. Windows will normally be opened except when rain or cold weather does not permit.
22. Leaning against a window is permitted only when facing forward. You are not allowed to sit sideways with your back to the window.
23. The use of a "No talking while lights are on" rule will be used with discretion, primarily when safety is at stake.
24. There shall be no passing of objects or notes between students.
25. Cell phones and other electronics are not allowed to be used while traveling on the bus.

Bus Discipline

- a. A note written by the driver will be sent for repeated misbehavior. The note must be signed and returned to the driver or the child will be taken to the principal the following morning and will at least miss a recess.
- b. If misbehavior continues, the child will be referred to the principal. Parents will receive a warning telephone call and the child will receive a detention.
- c. If misbehavior continues after a telephone warning, parents will receive a letter from the principal and the child will be suspended from the bus for at least one day. Other suspensions of multiple days may follow if this does not solve the problem.
- d. If all else fails and the child endangers the lives of other children by conduct that repeatedly distracts the driver, he may be suspended from bus privileges for the remainder of the year.

Bus Stop Safety

- a. At least one adult should remain at the bus stop each morning until the bus arrives and the children are safely boarded. Parents are asked to cooperate with one another so an adult is always present.
- b. When picking up or dropping off students at a bus stop, wait until the bus has departed and all students are safely on the bus or in a vehicle before leaving your parking space. This will ensure the safety of students moving through the parking lot.
- c. Each afternoon make certain every child who has arrived by bus has a ride before leaving. One day you may be the driver delayed by car trouble, involved in an accident, or taken suddenly ill.



Dress Code

UNIFORMS (Preschool & Prekindergarten)

Preschool and Prekindergarten Boys		
<i>Uniform Item</i>	<i>Color</i>	<i>Style & Comments</i>
Walking Shorts	Navy	Plain No shorter than mid-thigh No belts Elastic waistband preferred
Pants, Dress	Navy	Pleated or plain No belts Elastic waistband preferred
Jeans, Plain	Blue	Not faded or torn No extra zippers, Velcro, embroidery, ribbons, etc.
Jean Shorts, Plain	Blue	Not faded or torn Hemmed
T-shirt, short or long sleeve	Navy, Light Blue or White With PS/PK imprint	Only available at BRLS or from the BRLS clothing website Worn tucked or not tucked (if properly sized)
Undershirt: T-shirt or Turtleneck	White Solid color	Can be worn under uniform shirt in cold weather
Socks	Navy, Gray or White Solid color	Must be visible at least 1" above back of shoes Crew length preferred No knee socks
Sweatshirt, BRLS	Navy or White	Only Available at BRLS or from the BRLS clothing website Must be worn with uniform shirt
Sweatshirt, Generic	Navy or White Solid color	No words, imprints or color accents
Sweater	Navy or White Solid color	No words, imprints or color accents
Jacket, Light	Navy, Gray or White – worn inside or outside Any other color – worn outside only	
Jacket or Coat, Heavy	Any color – only worn outside	
Shoes: Casual or Athletic (Athletic preferred)	Mostly Black, Blue, Gray, Brown, or White Laces – same colors as above	Must be worn at all times Required to have non-marking soles and edges No glitter or lights No pictures or characters Laces or Velcro tied/fastened at all times

Preschool and Prekindergarten Girls

<i>Uniform Item</i>	<i>Color</i>	<i>Style & Comments</i>
Walking Shorts	Navy	Plain No shorter than mid-thigh No belts Elastic waistband preferred
Skorts	Navy	Available from Young Fashions or School Time Plain Not plaid No shorter than mid-thigh
Pants, Dress	Navy	Plain Polyester-cotton blend No belts Elastic waistband preferred
Jeans, Plain	Blue	Not faded or torn No extra zippers, Velcro, embroidery, ribbons, etc.
Jean Shorts, Plain	Blue	Not faded or torn Hemmed
T-shirt, short or long sleeve	Navy, Light Blue or White With PS/PK imprint	Only Available at BRLS or from the BRLS clothing website Worn tucked or not tucked (if properly sized)
Undershirt: T-shirt or Turtleneck	White Solid color	Can be worn under uniform shirt in cold weather
Socks	Navy, Gray or White Solid color	Must be visible at least 1" above back of shoes Crew length preferred No knee socks
Tights	Navy or White Solid color	Can be worn in cold weather Footless tights require crew socks
Sweatshirt, BRLS	Navy or White	Only Available at BRLS or from the BRLS clothing website Must be worn with uniform shirt
Sweatshirt, Generic	Navy, Gray or White Solid color	No words, imprints or color accents
Sweater	Navy or White Solid color	No words, imprints or color accents
Jacket, Light	Navy, Gray or White – worn inside or outside Any other color – worn outside only	
Jacket or Coat, Heavy	Any color – worn outside only	
Shoes: Casual or Athletic (Athletic preferred)	Mostly Black, Blue, Gray, Brown, or White Laces – same colors as above	Must be worn at all times Required to have non-marking soles and edges No glitter or lights No pictures or characters Laces or Velcro tied/fastened at all times

Both Boys and Girls (PS & PK)

Uniform items must be replaced when they become too small, worn, washed out, or faded.

Please send to school a gallon size, zipper-seal storage bag marked with the child's name containing a plain white or navy blue t-shirt, navy shorts or long pants, and white socks to have available in case of an "accident." Please label each clothing item. If your child wears these items home, please wash and return them promptly.

UNIFORMS (Kindergarten - Grade 8)

Kindergarten – Grade 8 Boys		
<i>Uniform Item</i>	<i>Color</i>	<i>Style & Comments</i>
Walking Shorts	Navy	Plain Belt required (grades 5-8) No shorter than 7" above floor when kneeling
Pants	Navy	Dress-pleated or plain Only navy thread stitching Belt required (grades 5-8)
Shirt, Polo	Light Blue, White or Gray With Logo	Worn tucked
Shirt, Oxford short or long sleeve	Light Blue, White or Gray With or without Logo	Worn tucked
Belt	Navy, Black or Brown Solid color	REQUIRED for grades 5-8 Optional for grades 1-4
Undershirt: T-shirt or Turtleneck	White Solid color	Can be worn under uniform shirt in cold weather
Socks	Navy, White, or Gray Solid color	Must be visible at least 1" above back of shoes Crew length preferred
Sweatshirt, BRLS	Navy, White or Gray	Only Available at BRLS or from the BRLS clothing website Must be worn with uniform shirt
Sweatshirt, Generic	Navy, White or Gray Solid color	No words, imprints or color accents
Sweater	Navy, White or Gray Solid color	No words, imprints or color accents
Jacket or Coat, Heavy	Any color – worn outside only	
Shoes: Casual or Athletic (Athletic preferred)	Mostly Black, Blue, Gray, Brown, or White Laces – same colors as above	Must be worn at all times Required to have non-marking soles and edges No glitter or lights No pictures or characters Laces or Velcro tied/fastened at all times

Kindergarten – Grade 8 Girls

<i>Uniform Item</i>	<i>Color</i>	<i>Style & Comments</i>
Walking Shorts	Navy or Uniform Plaid	Plain Belt required (grades 5-8) No shorter than 7" above floor when kneeling
Skorts	Navy or Uniform Plaid	Navy skorts available at Young Fashions or School Time; Plaid skorts available at Inka's S/coolwear No shorter than 5" above floor when kneeling
Pants, Dress	Navy	Polyester-cotton blend Belt required (grades 5-8)
Jumper (K-4 only)	Plaid With Logo patch	Worn with uniform blouse Shorts under jumper required (white, navy or plaid uniform; white or navy modesty) No shorter than 5" above floor when kneeling
Skirt (5-8 only)	Plaid	Worn with oxford blouse Shorts under skirt recommended (uniform shorts; white or navy modesty) No shorter than 5" above floor when kneeling
Blouse, Sailor/Middy (K-4)	White With Plaid Tie Without Logo	Worn with or without plaid tie Not tucked
Shirt, Polo	Light Blue, White or Gray With Logo	Worn tucked
Banded Shirt, Polo	Light Blue, White, or Gray With Logo	Worn untucked, but not below the hips
Shirt, Oxford short or long sleeve	Light Blue, White or Gray With or without Logo	Worn tucked
Undershirt: T-shirt or Turtleneck	White Solid color	Can be worn under uniform shirt in cold weather
Socks	Navy, White or Gray Solid color	Must be visible at least 1" above back of shoes Crew length preferred No knee socks
Tights	Navy, White or Gray Solid color	Can be worn in cold weather under skorts, jumpers and skirts Footless tights require crew length socks.
Belt (5-8)	Navy, Black or Brown Solid color	REQUIRED for grades 5-8
Sweatshirt, BRLS	Navy, White or Gray	Only Available at BRLS or from the BRLS clothing website Must be worn with uniform shirt
Sweatshirt, Generic	Navy, White or Gray Solid color	No words, imprints or color accents
Sweater	Navy, White or Gray Solid color	No words, imprints or color accents

Kindergarten – Grade 8 Girls continued		
<i>Uniform Item</i>	<i>Color</i>	<i>Style & Comments</i>
Jacket, Light	Navy, Gray or White – worn inside or outside Any other color – worn outside only	If worn inside, must be a solid color and no logos others than the BRLS logo No pictures
Jacket or Coat, Heavy	Any color – worn outside only	
Shoes: Casual or Athletic (Athletic preferred)	Mostly Black, Blue, Gray, Brown, or White Laces – same colors as above	Must be worn at all times Required to have non-marking soles and edges No glitter or lights No pictures or characters Laces or Velcro tied/fastened at all times

Both Boys and Girls (Kindergarten – Grade 8)

Uniform items must be replaced when they become too small, worn, washed out, or faded. This includes shirts with portions of the school logo missing and jumpers that have the school logo patch fraying or coming loose.

Most clothing items, with the exception of the school sweatshirts and spirit shirts, are available at Young Fashions, School Time, and Inka’s S’coolwear. (See contact information at end of Family Handbook.) With the exception of the plaid items, the skorts, and the logo for the polo shirts, other items may be purchased at various stores (Wal-Mart, Sears, J.C. Penney, Target, etc.) as long as they meet the requirements for proper size, color and logo placement.

You may also find it convenient to order school-themed clothing and other items, including school sweatshirts and spirit shirts, through a link on the home page of www.brlutherschool.org. The link will re-direct you to a BRLS-approved clothing website that will allow you to order items at any time and have your purchase shipped directly to your home.

All shirts, other than banded polo shirts, must be tucked in during the school day unless the principal provides an exception. They should not be partially tucked in or rolled under. If a shirt has become too small to stay tucked in or has an extra long tail, it should not be worn to school. Girls’ banded shirts should be kept above the hips and not pulled down over the buttocks. It is not expected that shirts will always stay tucked in during recess and PE, but this does not mean students may intentionally pull their shirttails out at these times. Shirts need to stay tucked in during carpool waiting time and on the bus.

OTHER DRESS REQUIREMENTS (Preschool – Grade 8)

In cold weather students should be prepared for outdoor play. We believe it is important to go outside each day if possible. It is suggested that a sweater or sweatshirt be left at school in case of sudden changes in the weather.

On cold weather days, girls are allowed to wear footed tights for warmth. Footless, ankle-length tights may also be worn, but crew-length school uniform socks must be worn with those to cover the feet and ankles, leaving no skin exposed. Capri length tights are not permitted.

Some field trips require students to “dress up.” All clothing, including skirt length, must meet the dress code requirements. Students dressed inappropriately will not attend the field trip.

Students do not change clothes for PE. Students who do not wear athletic shoes to PE may not be allowed to participate and may receive a lower grade for that day. Girls wearing skirts, dresses or jumpers for PE must wear navy, white, or the uniform plaid shorts under those items. Students may not remove their outer shirt and wear their undershirt for PE.

Approved scout uniforms may be worn to school on the student's regularly scheduled scout meeting days.

Caps (including scout caps) and hats are not to be worn to school. Caps that protect the head and ears, such as stocking caps, may be worn during cold weather for outdoor play. Caps may not be worn indoors at school-related activities such as athletic events.

For safety reasons, girls are allowed to wear only stud earrings or earrings that do not extend below the earlobe (no hoops or dangling earrings). Boys are never allowed to wear earrings. No body piercing is allowed, with the exception of girls' ears.

Students in preschool-grade 2 should not wear jewelry other than stud earrings for girls if their ears are pierced. Students in grades 1-8 may wear a functional wristwatch.

ALL CLOTHING SHOULD BE LABELED WITH THE CHILD'S NAME for easy identification. Put the child's name on the label with indelible marker.

Girls in seventh and eighth grades may wear light makeup with parental permission. No other students may wear makeup.

Only clear or a solid color nail polish may be worn to school. The color should not draw undue attention to the student; no black, glitter or designs may be worn on the nails. All fingernails must be the same color. No student is to have nail polish, makeup, hair spray, etc. on the bus or at school.

No student may have a temporary or permanent tattoo anywhere on his or her body. This includes drawing or writing on any part of the body with pen or marker.

Clothing and accessories may not be imprinted with slogans, words or pictures that are inappropriate as a Christian witness. Students should not wear any article of clothing depicting characters that promote violence and/or disrespectful attitudes. In addition, we request that on any day no items be brought to school that have these characters on them. Items might include, but are not limited to, shoes, lunch boxes, backpacks, items for "show and tell," binders, notebook covers, costumes, or party decorations.

Hairstyles should not be distracting for others (including adults) and may not interfere with the daily routine of the school. If necessary, the principal will ask a student to get a haircut or change his/her hairstyle. Boys need to have their hair cut above the eyebrows and above the collar of their polo shirts. Girls need to keep hair pulled back and out of their eyes. No dyed, colored or bleached hair. No Mohawks or unusual haircuts/styles.

Hair ribbons, bows, headbands, and scrunchies (fabric-covered elastic) must be light blue (not royal blue), navy blue, white, gray, black, brown, or the school plaid. No other colors, including clear, silver or gold, are permitted. Scarves and ribbon headbands with scarves or kerchief ties attached are not allowed.

The principal and the teachers reserve the right to counsel students regarding clothing, hair, accessories, and personal hygiene. Regular bathing is healthy and courteous. The appropriate use of deodorant, especially by older students, is requested.

Teachers will notify parents when a student is not adhering to the dress code and may ask them to bring the necessary clothing. Students may be suspended from class until properly attired. The teacher will fill out a Dress Code Demerit Form for each dress code violation and send it home with the student. A parent is required to sign

this form and the student is required to return it to school the next day. Three dress code demerits in a quarter will result in a detention.

Rolling book bags are NOT allowed in preschool through grade 2. The use of rolling book bags by students who attend class on the second floor is discouraged because of the steps. During carpool time at the end of the school day students may be asked to put their book bag on their backs rather than roll them down the hallway. This will prevent other students sitting in the hall from being hurt and will speed up the loading of students and their book bags into their vehicle. If the book bag is too heavy the teacher will give the student permission to “wheel” it out of the building or provide a helper.

Book bags may not be decorated or printed with pictures or characters. A student’s teacher may limit the number of items attached to the zipper pull.

Purses are not allowed in preschool-grade 4.

Umbrellas are not to be brought to school.

No “Heelys” or other shoes with wheels.

SPIRIT SHIRT DAYS (Preschool – Grade 8)

Approximately one day a month will be designated as a Spirit Shirt Day. Students may wear PLAIN blue jeans (no metal studs, no embroidery, no crops, no khakis, no blue jean shorts, no jeggings, no skinny jeans; just plain blue jeans) or the uniform shorts, skorts or long pants with the Spirit Shirt purchased at school or from the school clothing website. (Students may wear a previous year’s Spirit Shirt if it still fits properly and is in good condition.) Socks of the appropriate height must be worn by all students. Black, brown or navy blue belts must be worn by students in grades 5-8. On Spirit Shirt Days and designated special dress days, girls may wear solid-color hair accessories that match the color of their Spirit Shirt or the theme of the special dress day.

DRESS REQUIREMENTS FOR “NO UNIFORM REQUIRED DAYS” (Preschool – Grade 8)

On occasion students will be rewarded with a “No Uniform Required Day” which is different than a Spirit Shirt Day. These are not “free” dress days when students can wear anything. They must follow these guidelines.

Clothing must be clean and in good repair. It must not be tight fitting, revealing or inappropriately sized. Many types of jeans for girls are too tight; shop carefully. Blouses, especially for older students, quite often require a camisole under them. No cleavage should be seen. Shirts must be long enough so no skin shows when students raise their arms above their heads.

Clothing and accessories may not be imprinted with slogans, words or pictures that are inappropriate as a Christian witness. Students should not wear any article of clothing depicting characters that promote violence and/or disrespectful attitudes. In addition, we request that on any day no items be brought to school that have these characters on them. Items might include, but are not limited to, shoes, lunch boxes, backpacks, items for “show and tell,” binders, notebook covers, costumes, or party decorations.

Slacks, pants and shorts must be hemmed. In grades 5-8, a solid black, brown or navy blue belt must be worn with shorts or slacks that have belt loops. Belt loops may not be removed.

Shorts must meet the following requirements: In preschool-grade 4, length must be at least mid-thigh. In grades 5–8, length may be no shorter than seven inches above the floor when kneeling. No translucent, see-through or mesh shorts are allowed at any grade level. Many nylon-type shorts, especially those with over-sized leg openings, may be inappropriate.

Dresses, skirts and skorts may be no shorter than five inches above the floor when kneeling. Girls in preschool-grade 4 are required to wear shorts under these items. Girls in grades 5-8 are encouraged to wear shorts under these items.

Socks must be worn and must be visible at least one inch above the back of the shoes. Casual or athletic shoes must be worn and must have non-marking soles and edges. Shoes with laces or Velcro must be fastened at all times. Laces may not be removed from shoes. For safety and floor protection, please do not wear: clogs, boots (of any type), platform shoes, cleats, jellies, high heels, shoes with slick soles, sandals, thongs, flip-flops, or any open-toe or open-heel footwear.

For neatness, safety and modesty, please do not wear: cut or torn clothing; long dresses; mini-skirts; biker shorts; gym shorts; boxer shorts as outer wear; short shorts; cut-off shorts; sun dresses; halter tops; half-shirts; mesh tops; tank tops; bare-backed tops/dresses; sleeveless blouses/shirts; see-through blouses/shirts; spaghetti strap tops/dresses; undershirts as outer wear; jeggings, skinny jeans, or fleece sweatpants.



SAFE SCHOOL ENVIRONMENT

BRLS is responsible for providing a school environment that is safe for all students and school personnel, and one that provides our students with consistent expectations for behavior whether they are on-campus or off-campus. We expect all students to respect the rights of fellow students and behave in a manner that does not violate school rules, procedures, School Board policy, or the law. As a school, we have a written procedural policy for addressing students’ social, emotional, or psychological needs.

Students shall be encouraged to seek assistance from school personnel to prevent or resolve conflicts, to report incidents to prevent or resolve conflicts, and to report incidents or activities that may threaten or disrupt the educational environment. Electronic harassment, without regard for the site or circumstances of its origin, is of concern to the school and is subject to school disciplinary action.

All students are expected to accept responsibility and the appropriate consequences for their actions and behavior. All disciplinary actions will be founded upon Christian concern and love for each child. The disciplinary process is intended to be instructional and corrective, not punitive. All students shall be entitled to receive due process in disciplinary reassignment, in-school or out-of-school suspension, and expulsion. Moreover, parents of students shall be entitled to appeal consequences using the normal steps of our “Line of Communication.”

ANTI-BULLYING and NO HARASSMENT POLICY

Baton Rouge Lutheran School will not tolerate bullying or intimidation toward a student, staff member, faculty, or volunteer. Bullying is defined as an aggressive *repeated* action where there is a real or perceived imbalance of power. Bullying is typically not a one-time incident but one that is repeated over a period of time and can change in its delivery and severity. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation.

Baton Rouge Lutheran School also does not and will not tolerate any type of unlawful harassment of or by our students or employees. We ask all parents and guardians to explain to their children the types of things that could be “harassment.” Adults understand that “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual’s race, color, sex, religion, national origin, or disability. “Harassment” also includes offensive, inappropriate touching and other verbal, graphic, physical

conduct, or electronic communications of a sexual nature involving members of the opposite or same sex. Harassment by electronic means can be verbal or visual in nature and may include, but not limited to, the communication of false comments, alteration of photographs, or the creation of inappropriate artwork.

Parents and guardians should explain to their children, in age-appropriate language, that the school needs to know whether anyone at school makes any child feel uncomfortable. In that regard, you should remind your child that it is inappropriate and unacceptable to call other students mean, unkind names or to tease them in ways that are hurtful. It is also inappropriate and unacceptable to grab or touch another child in ways that are hurtful or embarrassing. Carefully explain the reasons your child should not engage in any of these behaviors when he or she talks, writes, draws, or plays with other students.

- Students, parents/guardians and school personnel are expected to immediately report incidents of bullying or harassment of self or others to a teacher, the principal or other staff.
- School staff, faculty, and/or administrators will promptly investigate each complaint in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the Baton Rouge Lutheran School Board chairperson.
- Baton Rouge Lutheran School prohibits retaliatory behavior by adults or children against any complainant or any participant in the complaint process.

Disciplinary action will be taken following each confirmed incident of bullying or harassment. Disciplinary action after the first incident may include, but is not limited to, the following depending on the severity of the act as determined by the principal:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Detention
- Suspension from the school bus
- In-school suspension
- Out-of-school suspension
- Expulsion

Students, parents/guardians and other school personnel may report incidents of bullying or harassment to the principal, a teacher or other staff member verbally, in writing, or by e-mail.

SOFTWARE AND INTERNET POLICIES

Individual students and teachers are not permitted to install, copy or remove software programs without prior approval from the computer coordinator or principal. They are also not permitted to create or utilize links to access web-hosted sites without permission. The computer coordinator or principal has been given the authority to remove, at any time, any software program on any computer in the school for which the school does not have a license. Unannounced, random checks of computer systems are undertaken periodically to verify adherence to these policies.

Internet access is available to all students at Baton Rouge Lutheran School. The Internet offers diverse and unique resources to students and teachers. Our goal in providing this service is to facilitate resource sharing, innovation and communication that serves an educational purpose.

With access to computers all over the world comes not only the benefit of such a resource, but also the availability of material that may not be considered to be of educational value in the context of the school setting. Baton Rouge Lutheran has taken precautions to restrict access to controversial materials and games. Teachers will closely supervise all student work on the Internet.

Additionally, students will be advised of acceptable uses and the responsibilities they have when using any computer that is part of our school system. Students who disable or modify security settings and bypass filtering and monitoring on any school computer risk immediate suspension or expulsion. Students may not use the passwords of other students or teachers nor may they link to proxy sites in order to avoid the school's security controls and visit blocked websites.

Baton Rouge Lutheran School prohibits students and staff from: electronic communications that include malicious gossip and slander; any action that degrades or disrupts the work of a student or teacher; invading the privacy of another person and viewing their messages or files without permission; transmitting personal information (phone numbers, addresses, current location, personal photographs of any type, etc.) of students or teachers; changing any group or individual e-mail or personal profiles for whatever reason; and utilizing any Internet feature without the permission and direct supervision of a designated teacher or staff member.

Any use of a computer by a student which demeans another person in a manner that is contrary to God's Word is not acceptable. Whether such acts originate on or off campus using school- or student-owned devices, every reported instance will be investigated and reviewed in a prompt and thorough manner. Inappropriate acts will be considered "online bullying."

"Online" or "cyber" bullying refers to harassing, threatening, intimidating, or otherwise harming another individual through the misuse of electronic media, including written communication such as e-mail, instant messaging, cell phone text messages, web pages, web blogs, or visual communication such as manipulated digital photographs. It is a serious violation of the school's harassment policy to take, send or receive any explicit or embarrassing photograph or sound or video recording, as well as knowingly and willingly pose for any explicit or embarrassing photograph or recording, or participate in any way in the creation of an embarrassing photograph or recording. Consequences for any act of online bullying may include loss of computer privileges at school, detention, suspension, denying participation in extracurricular activities, or expulsion from BRLS.

The same copyright laws that apply in the everyday world apply in cyberspace. That is, you cannot use others' work without giving them proper credit and providing appropriate compensation. Internet plagiarism includes utilizing or copying the work of others and pretending it is your own, original work. Plagiarism of any sort is strictly prohibited. Illegally downloading music (without making payment and without the permission of the Computer Coordinator) or downloading inappropriate written or pictorial material will have serious consequences for students.

Proper Internet usage can greatly enhance the educational process for every student. The school will do all it can to educate and guide students in the correct usage of a wide range of technology tools. Parents are encouraged to talk with their children about computer ethics, stipulate rules of conduct for off-site computer usage, and establish consequences for misuse of e-mail or other means of communication. Most importantly, we encourage parents to monitor their child's use of e-mail and social websites. Instruct your children to never share passwords or communicate personal information online. Most parents want to know if their child is misusing electronic communication. If a child receives an inappropriate e-mail or has an inappropriate post to his or her social media pages, his or her parent is encouraged to contact the other child's parent and calmly share the concern.

DISCIPLINE POLICY

To discipline means to make a disciple or follower. That implies that someone follows an example willingly rather than because he is forced to. Our goal is that students follow the loving example of Jesus Christ. That means loving God first, others second, and oneself last. It means being willing to help and serve others. We therefore commit ourselves to a cooperative effort with parents and children to provide an atmosphere that is God-pleasing. Characteristics of such an atmosphere include the following:

- Students who demonstrate their faith in Christ through their words and actions.
- Students who exhibit pride in their school, their own learning and accomplishments, and the accomplishments of their schoolmates.
- Students who respect their teachers, staff, parents, fellow students, school, and themselves.
- Students who know and obey the rules and decisions of those in authority.
- Students who are accountable for their own actions and realize that with privileges there are always responsibilities.

As members of the Baton Rouge Lutheran School community, both our students and staff are expected to conduct themselves on and off campus in a manner consistent with the values and beliefs of our Lutheran school and with the mission, philosophy, policies, goals and commitments of our school. Violating school conduct policies while off-campus will result in the same consequences as if the student was on campus. Students are representatives of the school 24/7.

We believe that our school must be an orderly environment in which disruptions do not interrupt learning. Students must be given opportunities to practice responsibility and to accept reasonable exercise of authority. We affirm that good education cannot proceed without good discipline, fairly and consistently applied. Student misconduct in the school buildings, on school grounds, or at school-related activities will be cause for discipline. Teachers and the principal will hold students accountable for their failure to obey school rules. Parents must allow students to be accountable for their actions rather than rescue them from the natural consequences of their choices.

CONSEQUENCES OF MISCONDUCT

A student forfeits his privilege to an education at Baton Rouge Lutheran School if the student's continued presence in school will be of no substantial benefit to him. If the student's continued presence at school will be injurious to the health, morals, or education of other pupils, or be detrimental to the welfare of the school, he will forfeit this privilege as well.

Possible consequences of misconduct include, but are not limited to, the following:

- (1) Counsel and verbal reprimands from school authorities
- (2) Loss of privileges for students
- (3) After school detention
- (4) Intervention Plan worked out with parent, student and school authorities
- (5) In-school suspension
- (6) Short term suspension from classes (1-2 days)
- (7) Long term suspension from classes (3-20 days)
- (8) Expulsion from Baton Rouge Lutheran School

Procedures for working with parents in facilitating appropriate behavior include the following progressive steps.

1. When a student has difficulty behaving appropriately, parents will be informed through a note, e-mail, or a telephone call. Occasionally, a student may be asked to call a parent during the school day to discuss his behavior. It is understood that at anytime in this process a consultation may be arranged with the student's parents and teacher and/or principal.
2. If the student continues inappropriate behavior or behaves in a way that warrants an immediate detention the child will be kept after school. When a student is given an after school detention for inappropriate behavior the following rules will be followed.
 - a. Students in grades K-4 will serve their detention from 3:45 until 4:15, and in grades 5-8 from 3:45 until 4:45, on either the same day or the next school day (usually not Fridays). At the teacher's discretion, detentions may also be scheduled for Saturday mornings or extended periods of time. The parent will be called or receive a note to inform him of the detention.
 - b. Parents are responsible for providing transportation home after the detention. If the child is not picked up promptly he will be sent to "After School Care." (There is a charge for this service.)
 - c. Detentions must be served on the day assigned or the student will be suspended until the detention is served.
 - d. The detention activity will vary, but could include doing some service project for the school.
 - e. If a student receives a detention from more than one teacher on the same day, the detentions will be served simultaneously.
 - f. A student who receives three or more detentions in a quarter is not eligible for honors, extracurricular activities, field trips, and other privileges. In addition, the same consequence is applicable if a student receives one or more suspensions in a quarter.
3. The following behaviors may result in an immediate detention or suspension:
 - Fighting or threatening/endangering behavior
 - Profanity, profane gestures or threatening language
 - Stealing or cheating
 - Willful disrespect to people or property
 - Lying
 - Harassment
4. If a student receives three detentions for any reason in one quarter, it will result in a one day in-school suspension. Another detention in the same quarter will result in an in-school or out-of-school suspension. The principal will determine the length of the suspension. Homework will be assigned during suspensions, but credit for work completed may be denied.
5. Should the student not respond to the efforts of cooperative home/school guidance, expulsion will result. Even in the event of expulsion, the school continues in its desire to be supportive and helpful.
6. Fighting is not tolerated. Students in grades 5 and below who fight will be given one warning; if fighting occurs again, they will be suspended from school for one day. Other discipline deemed appropriate will be administered by school authorities. Parents will be contacted each time any fighting occurs. Students in grades 6-8 who are involved in fighting will receive a short-term suspension (1-2 days.) Other discipline will be administered by school authorities as deemed appropriate.

7. Students in preschool-grade 8 who are sent to the principal three times during the school year for any of the following reasons will receive a long-term (3-20 days) suspension from school. A fourth incident will result in expulsion.

- Fighting
- Physically hurting or endangering another child
- Profane language or gestures
- Threatening language
- Willful disobedience
- Harassment

Students must obey school rules anytime they are on campus, including outside of school hours or attending a school activity on or off campus. DURING ANY AFTER HOURS ACTIVITY PARENTS ARE ASKED TO CLOSELY SUPERVISE THEIR CHILDREN AND TO KNOW WHERE THEY ARE AND WHAT THEY ARE DOING AT ALL TIMES. Occasionally, students think the rules that have been set to show respect, keep self and others safe and to protect property only apply Monday-Friday during school hours. Sometimes children take advantage of other adults who are unaware of the rules. If a student is not following the school rules during extracurricular events such as sports, open house, evening events, work days, etc. he or she will be taken to their parent and be expected to stay with them the remainder of the event. Following the school's stated discipline policy the student may also receive a consequence on the next school day.

Weapons, tobacco, alcohol, and other drugs are prohibited. Any student under the influence or possessing these substances or items on school property, or during school activities shall be referred to the principal. When drugs are involved the principal is required to notify the proper legal authorities. First offense is long-term suspension. Second offense, or sale of drugs, results in expulsion without exception.

Nonprescription and prescription drugs are prohibited except when medically necessary. Special rules exist for the handling and administration of medications or health aids by students attending Baton Rouge Lutheran School. (See "Medication.")

Public displays of affection between students (such as embracing, hand holding or kissing) will be considered inappropriate on school grounds and during school-sponsored activities. Consequences may be given.

To check for books, assignments, nuisance items, or improper or illegal items that may be in a student's possession on school premises, at school-related events, or during field trips or outings, a teacher or the principal may search a student's desk, locker or other school property as deemed necessary. They may search a student's personal items, such as a book bag or purse, or ask a student to empty his or her pockets with or without "probable cause." The school also retains the right to conduct random locker or book bag searches, as well as inspect electronic devices, such as cameras or laptops, and any other materials or devices belonging to or possessed by a student.

Kindergarten-Grade 8 students can be required to miss recess, clean lunchroom tables, miss a field trip, miss a class party, miss a special event, or do additional tasks or assignments as a consequence for inappropriate behavior or failing to be responsible.

If a detention is issued for behavior requiring an immediate action, the K-2nd grade student will receive a zero and a 3rd-5th grade student will receive a "minus five" (-5) points. If a suspension is issued, the K-2nd grade student will receive a zero and a 3rd-5th grade student will receive a "minus five" (-5) points for each day of his or her suspension.

A student in grades 3-8 who receives a grade of "C+" or lower in conduct for the quarter is not eligible for Honors Recognition.

A student in grades 3-8 who receives a grade of "C+" or lower in conduct at mid-quarter or on the quarterly report card is not eligible for extracurricular activities such as athletics, cheerleading, clubs, afterschool choir, etc., including practices, for two weeks or 4 events (whichever is less). If behavior has not improved after two weeks or 4 events, the student will not be eligible until the teacher sees improvement. (Athletic practices are not "events.")

A student in grade 8 who receives a suspension or detention for fighting, harassment, stealing, cheating, disrespect, or lying will not be eligible for the Sue Clark Memorial "Outstanding Student" Award.

Students who achieve "Excellent Conduct" will be recognized at the end of each quarter with an "Excellent Conduct" certificate. Excellent conduct is defined as:

Grades K-2 = a quarterly conduct grade of 3.86 points or above
Grades 3-8 = 94 points or above at the end of the quarter

CONDUCT GRADE GUIDELINES

As a parent you are concerned about your child's behavior in school, and as a school we use several methods such as notes, e-mails, telephone calls, and conferences to communicate this information to you. We all desire that the child behave according to the Christian values he is taught in the home and the school. Providing you with your child's conduct grade is another method the school will use to communicate this information to parents. Just as graded papers help parents know how their child is doing academically, so a conduct grade helps parents know how their child is behaving in the school setting.

Students in Kindergarten – grade 2 will have a conduct grade written in their assignment notebook or folder each day. At these grade levels conduct will also include being responsible for having their notebooks signed, completing and turning in homework on time, etc. Students will begin each day with 4 points. When a student misbehaves or fails to be responsible, the student will lose one point. If a student misbehaves or fails to be responsible again the student will lose another point. For subsequent misbehavior or failure to be responsible the student will lose additional points. The teacher will record the number of points remaining each day in the student's assignment notebook or checklist. The numeral four (4) written in the assignment notebook (grades 1 & 2) or the checklist (kindergarten) would mean the student had excellent behavior that day. Although the school appreciates parents following through at home when a student misbehaves, please remember that any student will lose one point or even two points occasionally. At these times some gentle reinforcement at home is usually all that is needed. If the misbehavior continues, a more firm consequence may be called for. Contact your child's teacher to discuss how home and school can work together to improve behavior. The following scale will be used to record daily conduct:

No points lost	4
One point lost	3
Two points lost	2
Three points lost	1
Four points lost	0 (detention)

At the end of the quarter these points will be calculated and translated into a conduct grade of W (doing Well in conduct), S (Satisfactory conduct), or N (Needs improvement in conduct). This calculation of a conduct grade CANNOT be compared to an academic grading scale either as points or percentages. On a 4-point scale any conduct grade of 3.51 or lower will be an "N."

Students in grades 3-8 will begin each quarter with 100 points. Conduct will include both misbehavior and failure to be responsible. The conduct grade will be lowered for late assignments, forgotten items, having to leave the classroom during class time to get something from a locker, etc. When a student misbehaves or fails to be responsible the student will lose one point. Each time a student misbehaves or fails to be responsible he will lose another point. A student can lose a maximum of 5 points in one day. After that other disciplinary action will

take place. At the end of the quarter the teacher will subtract the number of points from 100. This will determine the conduct grade for that quarter. For example: If a student lost 6 points for the quarter, the conduct grade on the report card would be $100-6=94$. The student's conduct grade would be an "A-" and he would receive an excellent conduct certificate.

The number of points lost for misbehavior each day may be recorded in the student's assignment notebook or planner either by the teacher or the student. A zero (0) written in the planner would mean the student had excellent behavior that day. The following scale will be used:

Loss of no points	0
Loss of 1 point	-1
Loss of 2 points	-2
Loss of 3 points	-3 (detention)
Loss of 4 points	-4 (detention)
Loss of 5 points	-5 (detention)

Parents and students in grades 3-8 can determine the student's overall conduct grade at any time during a grading period by going to the Parent Portal or by adding up the points written in the planner, subtracting that amount from 100 points, and using the grading scale for grades 3-8.

In grades 6-8 the teachers who teach math, science, literature, English, French, history, and religion will keep a separate conduct grade as to how the child is meeting the conduct requirements in that particular teacher's classroom. These conduct grades will be averaged and shown as a single conduct grade on the Parent Portal and on the quarterly report card. Any student enrolled in grades 6-8 who receives a detention will lose 5 conduct points. Any student enrolled in grades 6-8 who is suspended will lose 10 conduct points for each day of the suspension.

Eighth Grade Trip

Students in grade 8 are offered a special privilege: a spring, out-of-state trip combining learning and fun experiences that both contribute to, and celebrate, their final year at BRLS. Specific expectations and rules will be discussed with parents and students at planning meetings held at the start of the school year.

It should be understood that chronic or serious misbehavior will result in a student being denied the privilege of the eighth grade trip. (Chronic or serious misbehaviors include, but are not limited to, fighting or threatening/endangering behavior; profanity, profane gestures or threatening language; stealing or cheating; willful disrespect to people or property; lying; or harassment.)

Any eighth grade student who receives four detentions, or two one-day suspensions (dress code, homework, etc.), or one suspension of two or more days will not be eligible for the trip.

GENERAL RULES OF CONDUCT

1. No gum chewing on school property.
2. Do not climb any fence or tree. If a ball goes over the fence, ask a teacher for permission to retrieve it. Students are not allowed to pick plants along the fence line.
3. No littering.
4. Children are not to be in the classrooms at recess and noon, before 7:55 a.m. or after 3:45 p.m., unless a teacher is in the room or has given permission.
5. Take care of the bathrooms. Do not write on the walls, stand on the seats, swing on the doors, play with the soap, etc.
6. The bathrooms are to be used only with teacher permission. The bathrooms are not for meeting and talking with friends. If there are more people inside than allowed, go outside and wait.

7. Picking up and/or throwing rocks, sticks, bricks, dirt or anything that could hurt someone is not permitted.
8. Running in the halls or on the sidewalks is not permitted.
9. There may be only one child sliding down the slide and one child on the ladder of the slide at a time. No sliding on the stomach, feet, knees, or backwards.
10. Standing on the swings, not swinging straight or jumping off them is not permitted. Only one student at a time may be on each swing.
11. Pushing, shoving and roughhousing are not allowed.
12. You may sit on the concrete tunnel, but not stand on it.
13. Nothing is to be brought from home unless you have received prior permission from your teacher. This includes, but is not limited to, toys, games, money, magazines, regular and digital cameras (including cell phone cameras), and electronic devices. The teacher will confiscate and keep all items brought to school or on field trips without permission. Confiscated items will not be returned to the child. Parents, wishing to reclaim one or more items, must come to school and get them.

SCHOOL PROPERTY

As Christian boys and girls, our students will want to practice good stewardship of property. Students are required to cover all textbooks and to handle them carefully. They are also responsible for loss of, or repairs to, any other school-loaned material. Students will be charged for damaging desks and other property. A minimum charge of \$5.00 will be made for any damage to school property. When damage is above this amount, the child will be assessed the estimated or actual cost of damage.

All electronic devices brought with or without school staff permission onto school property by students are their responsibility and are brought to school at personal risk. The school assumes no accountability for lost, stolen or damaged personal property of any type. Students should neither share nor leave any device unattended, and any device should always be transported in a protective case.



Extracurricular Opportunities

EXTRACURRICULAR ACTIVITIES

Besides the regular curriculum, our school offers a variety of experiences to enhance your child's growth and development. Our goal is to encourage as many students as possible to become involved in school-related activities as a way to build a positive self-image, to develop self-confidence and to provide opportunities to serve others.

Because we consider such activities as musicals, plays, choir, band, cheerleading, athletics and outdoor education an integral part of our program, we expect the full support and cooperation of our parents to insure that students involved in these events are present for rehearsals, practices, and the events themselves. Often these activities are scheduled after school hours and require carpool arrangements. Some school time may also be used to prepare for these activities. Club meetings and service projects may take place after school or on weekends. Students and parents will often be asked to sign a commitment form. An extracurricular activity fee may be charged to cover the cost of the activity. This includes athletics.

Families of students involved in flag football, volleyball, cheerleading and basketball are required to work several evenings or Saturday mornings: helping in the BRLS concession stand, collecting admissions or helping at the scorer's table. It is expected that parents will assist for all of the games scheduled for play by any team throughout the evening or morning. Assignments to work will be made by the Athletic Director. Parents are required to work concessions, etc. when assigned to work, even if their child is ineligible to play on the sports

team at the time. If a parent cannot serve on his or her assigned day or time, it is the responsibility of the parent to find a substitute. All parents and players are expected to stay after the last game to help clean up after any event in our gym.

On occasion, different groups of our school children are scheduled to sing for Sunday worship at Trinity Lutheran Church. It is expected that arrangements will be made to have your child present. Your enthusiastic support and cooperation is most appreciated.

EXTRACURRICULAR ELIGIBILITY

Students in grades 3-8 who wish to participate in extracurricular programs such as athletics, cheerleading, yearbook, performance choir, etc., MUST have a minimum grade point average of 2.0 based on all subjects graded with letter grades "A,B,C,D,F." With the exception of handwriting, students may not have any "F's" or "N's." To be eligible, students must also earn a conduct grade of "B-" or higher. Eligibility determination is based on grades earned at mid-quarter and on quarterly report cards and ineligibility is effective on the day after these reports are issued.

A student who receives three or more detentions in a quarter is not eligible for honors, extracurricular activities, field trips, and other privileges. In addition, the same consequence is applicable if a student receives one or more suspensions in a quarter.

Students who fail to meet these standards will not be eligible to attend team practices or participate in extracurricular activities for two school weeks or four events (games, contests), whichever is the shorter time period. If the ineligible student attends a game as a spectator, he or she must be dressed in uniform and sitting on the bench with other team members. Coaches may request that all team players, eligible and ineligible, attend games, but parents may contact the coach, in advance of the event, to notify him or her that the student will not be attending.

If, after the two weeks or four events the eligibility standards still have not been met, the student will be ineligible week by week until the teacher sees improvement and declares the child eligible. The eligibility rules also apply to all pre- or post-season athletic tournaments. Track meets do not fall under these guidelines.

Any student who is absent from school for more than 90 minutes due to illness or unexcused absence on the day of an extracurricular activity will not be allowed to participate in the activity. If a student is sent home from school sick or running a fever, he or she may not return to school the next day unless that student has a signed doctor's excuse allowing him or her to do so and cannot participate in any extracurricular activity on either the day of absence or the initial day of recovery. Students involved in any extracurricular activity may participate in a practice or event on the second day of his or her recovery if they have been fever free for 24 hours without the aid of fever-reducing medication.



General Information

ADDITIONAL INFORMATION FOR PARENTS OF PRESCHOOL CHILDREN

Preschool Water Play

The Baton Rouge Lutheran Preschool will not provide any activities where a child will be allowed to place his whole body into any body of water including permanent or temporary swimming pools and wading pools. The only water play allowed will be the use of water table centers. These centers will consist of plastic containers set up on a table filled with a few inches of water. Children using these centers must be standing on the floor at all times. Children will be supervised at all times.

Confidentiality of Preschool Children's Records

All children's records shall be the property of the center. The preschool director, as custodian of such records, shall secure them against loss, tampering, or unauthorized use. To that end all preschool children's records will be kept in a secure area. The only persons having access to these records will be the preschool director or designee. Prior to releasing any information or photographs of any child, the preschool will give all parents the opportunity to refuse.

Information, such as emergency forms and general information forms necessary for the teacher or childcare persons to keep in the classroom or other areas of the preschool, will be secured in a locked room and/or cabinet. Employees of Baton Rouge Lutheran Preschool will not disclose or knowingly permit the disclosure of any information concerning a child or his family, directly or indirectly, to any unauthorized person.

Field Trips & Transportation of Preschool Children

Preschool students will not participate in off campus field trips therefore no transportation is required.

Preschool Complaint Procedures

Out of Christian love and concern for everyone involved, parents are asked to follow an orderly procedure in dealing with a school-related concern or misunderstanding. The line of communication is outlined for all parents in the "Communication" portion of this handbook. If preschool parents have significant, unresolved licensing complaints they may write or call the bureau that licenses the Baton Rouge Lutheran Preschool in the state of Louisiana: Bureau of Licensing, P. O. Box 3078, Baton Rouge, Louisiana, 70821, Telephone (225) 342-9905.

FOOD & DRINK (Grades K-8)

Carbonated or "energy" beverages, candy and gum are not to be brought to school. Refrigeration facilities for student drinks, etc., as well as a microwave oven for warming food, will not be provided.

Parents are asked to encourage their child to eat all of his/her lunch and to avoid waste. Teachers will do the same.

If a child forgets his/her lunch, a hot lunch may be ordered and must be paid for the next school day.

If it is necessary to bring a child's lunch to school after the school day has begun, please bring the lunch to the school office and not to the classroom. Students may purchase milk at school. **FAST FOOD LUNCHES AND/OR CARBONATED BEVERAGES ARE NOT PERMITTED ON CAMPUS DURING REGULAR SCHOOL HOURS.**

Parents are urged to pack high protein, low carbohydrate snacks and lunches. With this in mind the following snacks are suggested: fruits (cut and peeled), vegetables, shelled sunflower seeds, popcorn, raisins, cheese, etc. Beverages are not permitted at snack time. Students in a class with one or more classmates susceptible to severe allergy reactions may be asked to abstain from bringing certain types of snacks.

COKE MACHINE: Students will NOT use the Coke machine before or after school unless a parent or school employee accompanies the student. It will be off limits to all students during the day unless the classroom teacher sends a note to the secretary.

PARTIES (Preschool-Grade 8)

Parties Outside the Classroom

Parties are a time for joy and celebration, but we need to be careful to prevent hurt feelings. Please mail invitations if ALL students (or at least ALL the boys or ALL the girls) in a classroom are not invited. If your child has given or received invitations, please help him realize the importance of not announcing who has or has not been invited. If you are picking up only a few of the students after school, please wait until carpool has ended (3:45 p.m.)

Classroom Birthday Treats

1. Time of treats
 - a. Preschool and Prekindergarten - during snack time in place of regular snack.
 - b. Grades K-4 - schedule the day and time (not to exceed 15 minutes) with your child's teacher.
 - c. Grades 5-8 - students may bring a snack to be shared at snack time.
2. Refreshments (Preschool-4th grade) - one treat and drink per child. (Decorated plates, cups and napkins are optional.)
3. No favors, streamers, etc. are permitted.
4. To avoid scheduling conflicts with other families or school activities, always contact your child's teacher at least one day in advance before sending any refreshments to school.
5. Please do not allow flowers, balloons, stuffed animals, cookie bouquets, wrapped gifts, or similar items to be sent or delivered to a child at school. If such items are delivered to the school's address, they must be delivered to the school office and remain there. At the convenience of the secretary and teacher, the child may go to the office to see the item, but may not remove it from the office until the end of the school day, upon departure from the campus. This applies to deliveries made on any day, not just birthdays.

Classroom Parties (Fall Festival, Christmas, Valentine's Day, and Easter)

Classroom parties are a special time for students and their teacher to celebrate the blessings of special days in a school setting. Occasionally a classroom party will be held off campus. To provide parents the opportunity to participate, we ask parents to follow these guidelines.

- a. Parents of preschool and prekindergarten students will be advised at orientation on attendance at class parties. Parents of students in grades K-5 are invited to attend classroom parties. Sign-up sheets will be in your child's classroom at orientation to indicate which parties the parent(s) would like to attend. The Room Parent(s) organizing refreshments for that party will also contact these parents.
- b. Classroom discipline will be in effect during classroom parties/events and will be handled by the teacher. Entertainment will usually not be provided for the adults.
- c. A teacher may invite all parents or other adults to a classroom party or may host special events, in addition to the regularly scheduled classroom parties that adults are invited to attend.
- d. Brothers and sisters of students should not attend classroom parties/events.
- e. Students may not bring gifts or cards for only a few students. Hurt feelings may occur. They should not distribute these on school property or the bus.

FIELD TRIPS (Kindergarten-Grade 8)

Children under the age of 6 years or less than 60 lbs. must be transported in a child restraint system or booster

seat that is age and size appropriate, in accordance with manufacturers' recommendations. Parents will be required to provide a car booster seat on the day of the field trip for their child if he or she is required to use one. (We do not want a full upright care seat with the five-point buckling system. We request only a simple booster seat normally available for less than \$15.00.)

Drivers

1. Requirements for drivers:
 - a) Must be licensed.
 - b) Must be 21 years of age or older.
 - c) Must have proof of insurance.
 - d) Must have and use seat belts for each passenger.
2. Students, enrolled in grade 3 or under, will not be allowed to ride in the front seat of any vehicle with a front or side airbag.
3. Siblings are not to be taken along without the principal's permission.
4. Adult/child ratio will vary according to grade levels and type of field trip. Each teacher makes the final decision.
5. A copy of the driver's insurance card and license must be on file in the school office. A copy of the form signed by the driver will also be kept on file. This form will state the driver has a valid driver's license, up-to-date insurance coverage, will not operate the vehicle under the influence of any substance, and will operate the vehicle in a safe manner.

Chaperones/Drivers

1. Chaperones/drivers are responsible for the safety and well being of the students assigned to them during the entire field trip.
2. It is the responsibility of the chaperones/drivers to see that children are in seat belts.
3. DVD's and other electronic devices may not be played in vehicles.
4. Chaperones/drivers should refrain from smoking while on field trips. No candy or special treats should be given out and no unscheduled stops (i.e. McDonald's, etc.) should be made.
5. Chaperones/drivers should refrain from texting, searching the Internet, and non-emergency cell phone calls.
6. Upon returning to school, chaperones/drivers are required to stay with his/her group until the teacher arrives.
7. Volunteers, who work one-on-one with children during the school day, travel with them on overnight trips, or coach after school sports programs are fingerprinted and researched by the Louisiana State Police prior to any interaction with students. This process may take up to 21 days so please inform the school as early as possible of your involvement with any of these types of volunteer opportunities so the school can provide you with the proper paperwork.



School Supplies

Baton Rouge Lutheran sells prepackaged school supplies in order to assure that students have the exact items they need to be successful in the classroom. Although students are not required to purchase the prepackaged supplies, they should only bring supplies to school of the type and quantity that are specified on their supply list. Items brought to school that are not on a student's official supply list, or approved by the teacher, will be sent home or confiscated.



Financial Responsibilities

As a Christian school we want to show “grace” to our families for the sake of the students, but the school has financial obligations just as families do, and BRLS must receive payments on time so the school can make its payments on time. We believe that our families value their children and the Christian education they receive at BRLS, and will not knowingly put themselves or the school in a financial position that will jeopardize their child's continued enrollment in the school or its programs.

If a financial emergency happens during the school year that will prevent a family from making a tuition payment on time, they should immediately contact the office. They should not wait for the school to contact them. Please note that lunch and childcare payment deadlines will not be extended. If applicable, late fees will still apply.

PAYMENT OF FEES AND OTHER MONEY TRANSACTIONS

All charges, other than tuition, are payable directly to Baton Rouge Lutheran School. Parents are required to pay school fees, childcare and hot lunch charges, registration, picture money, and similar payments within 10 days of the date on the statement.

Payment of a statement balance made by check or money order must be made payable to BATON ROUGE LUTHERAN SCHOOL (BRLS).

Cash payments must be hand-delivered to the school office. (A receipt for payment of cash will be provided by the school secretary.)

Parents may also use a credit card to pay their statement balance and other school fees by (1) going to www.brlutherschool.org and following the link from the homepage. When paying the statement balance with a credit card, be certain to select “BRLS Statement” as the Payment Category. A copy of your credit card receipt will be automatically e-mailed to the Business Manager. This payment method is only for school fees and statement balances and not for tuition. (Tuition payments using a credit card must be made by contacting SMART Tuition at 888-868-8828.)

Another option for parents is that they utilize their bank's online/direct payment system. You can “write” your check to BRLS immediately, with no need for a stamp or envelope, any hour of the day or day of the week. Every bank offers this online service. Your bank will advise you of the cost, if any, and delivery timeline. (You must provide your bank with the school's name and mailing address. The first time a bank issues an electronic check to a business normally requires extra delivery time.)

The due date for lunch, childcare, and other school fees is no later than 10 days after statements are made available by the school. Since statements are normally issued on or near the 25th of a month, payment should be made within 10 days of statements being posted online or sent with your child. (The due date would be approximately the 4th or 5th of the following month.)

REGISTRATION PAYMENTS: Required registration fees must be paid in full before the first day of school in order for any child to begin school. Childcare and lunch payments must be current in order for students to

continue to receive these services. Baton Rouge Lutheran School will add late charges (when payments are 10 or more days late) and NSF charges to statements as necessary.

CHILDCARE PAYMENTS: If a childcare payment is not received within 10 days of monthly statements being issued by BRLS, then, beginning on the 11th day after a childcare payment is due, the child(ren) will not be able to attend the before or after school childcare program until payment is made in full. A parent will receive a phone call by the 10th day reminding him or her of this policy. Once payment is received in the school office the child(ren) can return to the childcare program. Payments received after the 10th day will have a \$15 late fee added to the amount due. A cash payment or money order may be required.

LUNCH PAYMENTS: If a lunch payment is not received within 10 days of monthly statements being issued by BRLS, then, beginning on the 11th day after a lunch payment is due, the child(ren) must bring a lunch from home for the remainder of the month unless payment is made by the 11th day. A parent will receive a phone call by the 10th day reminding him or her of this policy. If the child(ren) took lunch any days in the month, the family will owe a prorated amount for those lunches. Payments received after the 10th day will have a \$15 late fee added to the amount due. A cash payment or money order may be required.

Statements will be electronically e-mailed near the end of each month or, if Internet connectivity is not available and upon written request, printed and sent home with the youngest child in a family. Parents are responsible for keeping these monthly statements for tax purposes. The school does not keep these statements.

Please pay in full the balance shown on your family statement within 10 days of the date on the statement. If you are paying the statement balance, simply write statement and the student(s) names on the memo line of your check or on the credit card form. Only if you are not paying the entire balance due should you itemize each fee and amount paid on the front of the check. This procedure simplifies record keeping, minimizes chance of loss or error, and provides you with a record of your own.

As the end of the school year approaches it is very important to keep your account current. On approximately May 15th a childcare statement will be sent and must be paid in full prior to the final day of school. (A statement for the remaining days used for childcare will be e-mailed and/or mailed after school is out.)

All accounts must be paid in full by the last day of school in order for grades and records to be released to parents or other schools.

All payments for balances listed on school-generated statements should be mailed to the school, placed in the DROP BOX built into the glass pane beside the glass doors leading to the Assembly Hall, placed in the LOCKED DRAWER located in the ASSEMBLY HALL, or hand-delivered to the school office. Please mail payments to Baton Rouge Lutheran School, 10925 Florida Blvd., Baton Rouge, LA 70815-2009. Do not send payments with students and do not give payments to any staff member outside of the school office.

TUITION PAYMENTS

Tuition may be paid in full to BRLS prior to the start of the school year; otherwise families will make payments to the SMART Tuition Management Program. Do not send tuition payments to Baton Rouge Lutheran School.

The SMART program provides for monthly, quarterly, or semi-annual payments of tuition through automatic deductions from a checking account or through payments following receipt of SMART statements. Payments made with the SMART statements must be sent to the SMART Tuition Management Program and may be made with checks, money orders, credit cards, bank-by-phone, or on-line bill payment systems. You may choose to make your payments on the 1st or 15th of the month. On all SMART payment plans, the final tuition payment is due in April.

TUITION PAYMENTS: Tuition payments that are not received within five days of the due date will be considered late and will be charged a \$50 late fee (\$20 to BRLS and \$30 to SMART). No later than the 6th day (or the first business day following the 5th day), a family will receive a phone call from the BRLS office reminding them that if payment is not received by the 10th day following their payment due date, their child(ren) will not be allowed to attend classes until such payment is made. If this happens, the child(ren) will also not be allowed to attend field trips, class trips, extracurricular activities (such as sporting events), and other school sponsored events until such payment is made. If payment is not made by the 10th day following a family's due date and the family sends their child(ren) to school on the 11th day after this date, the student(s) will wait in the office until someone picks him or her (them) up or brings the full payment to the office. He or she (they) cannot return to BRLS until full payment is made. Families will need to call Smart Tuition to make an immediate payment by "check by phone" or a credit card payment. Telephone number: (888) 868-8828.

The five-day "grace period" is provided in case there is some sort of delay by the bank, the post office, the credit card company, or Smart Tuition in processing your payment. Remember that payments are supposed to reach SMART Tuition on, or before, the due date. The "grace period" is not an extension of your due date. Signing up for automatic withdrawal of your tuition from one of your bank accounts will assure your payment is received on time. Families can check their statement online by going to www.smartontheweb.com and entering their password.

OTHER FINANCIAL POLICIES

Any family unable to make necessary payments in a timely manner is strongly encouraged to contact the school principal to explain their situation and establish a payment plan. Late charges to a family's account will only be waived by Baton Rouge Lutheran School if the family demonstrates a sincere desire to meet their financial obligations by approaching the school to privately discuss their financial circumstances as soon as financial difficulties arise. Penalty charges to a family's SMART account will not be waived once they have been applied to the SMART account, but we will work with families to help them avoid incurring future late charges.

Full registration fees are NOT refundable unless Baton Rouge Lutheran School makes the decision not to enroll your child, your child is still on a waiting list after the BRLS starting date, or a family moves more than 50 miles from Baton Rouge. If you withdraw your child prior to July 1 the school will refund half of the registration fee IF the full registration fee has been paid. Partial payments made towards the full registration fee will not be refunded. Requests for refunds must be made in writing.

Families who withdraw their child or are asked to withdraw their child during the school year are responsible for all tuition and fees incurred to the point in time when the school receives written notification from the child's parent.

Application for the next school year will not be considered finalized until the student's accounts at SMART Tuition Management Services and Baton Rouge Lutheran School are current. Also, if applicable, a Trinity Lutheran Child Development Center account must be paid up-to-date in order for a child to enroll in BRLS. If a family is not meeting its financial obligations, then any payments received designated by the family as "registration" will be applied to the delinquent accounts instead.

If a family is due a credit for participation in the Scrip program, the credit may be applied to an outstanding balance on the school statement or tuition account. The next regular statement or tuition bill will show that credit. (Families should not reduce or fail to pay the amount of their statement or tuition because they anticipate a credit will be applied.)

THANK YOU FOR KEEPING YOUR ACCOUNTS CURRENT.

Baton Rouge Lutheran School Philosophy

Approved by Trinity Lutheran Church Voters' Assembly August 16, 2004

Mission Statement: "Baton Rouge Lutheran School, as a ministry of Trinity Lutheran Church, will provide a strong, quality 'Education Anchored in Christ' to prepare students and families for service to God and man." We promote this mission statement in every aspect of Baton Rouge Lutheran School. **Motto:** Education Anchored In Christ

An "Education Anchored in Christ" means that through Scripture and the power of the Holy Spirit, students and their families are nurtured and strengthened in their relationship with the Triune God: The Father, Son, and Holy Spirit. We endeavor to meet or exceed all secular curriculum standards while integrating our Christian faith into all subject areas. In all activities at Baton Rouge Lutheran School, we strive to reflect God's desire for our lives.

This Christian education permeates all of the growth processes in students: spiritual, intellectual/creative, physical, social, and psychological. It is also our goal that the Christian education offered at Baton Rouge Lutheran School would permeate the homes and families of our students.

Spiritual

1. Provide daily instruction in God's Word, as a tool of the Holy Spirit, to strengthen faith and help students recognize themselves as children of a loving God.
2. Provide a worship and devotional life centered in God's Word.
3. Provide activities that will help students be good stewards of God's creation and use their time, talents and treasures to bring glory to God with a life of faithful service.
4. Provide training in Christian practices and knowledge of the Scriptures that will build Christian congregations and the Christian Church on earth.

Intellectual/Creative

1. Provide a systematic and thorough instruction in all areas of the curriculum appropriate for students from preschool through grade 8.
2. Teach all areas of the curriculum in the light of God's Word.
3. Provide students with the training, knowledge, and opportunities to encourage them to develop inquiring minds, higher order thinking skills, and skillful study habits.
4. Encourage students to become curious, questioning, life-long learners.

Physical

1. Provide a model of a healthy life style as set forth in God's Word.
2. Provide training and knowledge that encourages students to practice and develop good health habits and regard their bodies as holy temples created by God.
3. Provide opportunities for physical activity.

Social

1. Provide a Christian school community guided by God's Word.
2. Provide daily means and opportunities for students to live their faith as they interact with others at school, in their homes, and in their communities.
3. Provide training and knowledge that will allow students to live as productive and responsible citizens of their country.
4. Provide training and knowledge that will help students learn respect for the authority of home, school, and government.

Psychological (Emotional)

1. Provide information, guidance, and support that helps students see themselves as Christ sees them. (Christ-esteem.)
2. Provide training and knowledge that will help students develop personal responsibility.
3. Provide and model skills that will help students develop caring relationships by recognizing the needs, rights, privileges, and individual differences of others.

Family

1. Build an awareness that our Lutheran school exists to assist parents in their God-given responsibilities toward their children.
2. Provide a variety of opportunities for families to socialize, worship, and work together in a Christian environment.
3. Provide support for Christian parenting and a home life that is centered in God's Word.

As an important ministry of Trinity Lutheran Church, Baton Rouge Lutheran School strives to fulfill each of the congregation's five functions: education, worship, evangelism, fellowship, and service.

Education

1. Teach God's Law and Gospel in proper proportion.
2. Assist students in developing and using their God-given abilities to the glory of God.

Worship

1. Assist students and families to live lives that reflect an awareness of God's loving presence.
2. Guide students in developing a personal prayer life - learning to pray privately and with others.
3. Assist students in developing appropriate worship practices by providing a variety of worship opportunities.

Evangelism

1. Teach students that their purpose in life is to expand God's kingdom by sharing their faith with those who do not know God's law and forgiveness in Jesus Christ.
2. Provide knowledge and practice to help children share their Christian faith through words and actions with one another and the world.

Fellowship

1. Assist students in recognizing their oneness in the unity of Christ, and, at the same time, stress unique individuality.
2. Assist students in seeing others as valued, accepted, and respected children of God.
3. Provide a variety of opportunities for Christian fellowship.

Service

1. Develop in each student an understanding of stewardship of time and God-given talents so that service becomes a natural part of their lives both in and out of school.
2. Foster, in each student, Christ-like compassion and love for all people.
3. Provide a variety of specific opportunities for Christian service in school, church, home, and the community.

Trinity Lutheran Church and, therefore, Baton Rouge Lutheran School, is a member of the Lutheran Church – Missouri Synod (LC-MS) and as such we teach the doctrines of Christianity espoused by the LC-MS.

- ◆ The Bible is the inspired, inerrant Word of God. All Scripture is given by the inspiration of God the Holy Spirit and God is therefore the true author of every word of Scripture.
- ◆ The two chief doctrines of Holy Scripture, Law and Gospel, must be constantly and diligently proclaimed in the church of God until the end of the world, but with due distinction.
- ◆ God created and still preserves the world.
- ◆ Man sinned and ruined our relationship with God.
- ◆ God's Son came to earth to live, die, and rise again as a perfect Sacrifice for sinful people and through faith in Him we receive forgiveness of sins, eternal life, and salvation. (We are saved by God's grace alone and not by anything that we do.)
- ◆ The Holy Spirit works this faith in people's hearts through the hearing of God's Holy Word and Baptism.
- ◆ This faith is strengthened by Holy Communion and further study of Scripture, with the Spirit's guidance.
- ◆ This faith leads us to live sanctified lives to God's glory and for the good of others.
- ◆ The primary mission of the church is to make disciples of every nation by bearing witness to Jesus Christ through the preaching of the Gospel and administration of the Sacraments.

We firmly believe that Baton Rouge Lutheran School is a Christian community that can well equip our children and their families to be productive, contributing members of the church and society in their present and future activities.

Shopping for Baton Rouge Lutheran School Uniforms

Local stores that provide BRLS school uniform apparel:

Inka's Uniforms

www.inkas-uniforms.com

11626 Sherwood Forest Court, Baton Rouge, LA - 922-9495

School Time

www.schooltimeuniforms.com

7745 Jefferson Highway, Baton Rouge, LA - 926-5371

Young Fashions

www.youngfashions.com

11111 Coursey Boulevard, Baton Rouge, LA - 766-1010

Young Fashions offers a \$5.00 iron-on logo for shirts purchased from any store.

To have BRLS monograms embroidered onto apparel, contact:

Creative Resources - Renee Bethel

756-3023

(2303 Walnutwood Drive, Baton Rouge, LA)

Embroidery Boutique – Brenda Vincent

753-2100

(5441 Jones Creek Road, Suite G, Baton Rouge, LA)



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E-Mail...admissions@brlutheranschool.org

Public Website...www.brlutheranschool.org

Parent & Student Website...www.plusportals.com/BRLS