



# FAITH LUTHERAN SCHOOL

Kindergarten – Fourth Grade  
Parent Handbook  
2022-2023

111 Sumac Road  
Huntsville, TX 77340  
(936) 291-1706  
fax (936) 291-0128

email: [faithlutherschool@suddenlinkmail.com](mailto:faithlutherschool@suddenlinkmail.com)

[www.faiythhuntsville.org](http://www.faiythhuntsville.org)

**ADMINISTRATOR/PRINCIPAL**  
Dr. Jim McConnell

**EARLY CHILDHOOD DIRECTOR**  
Stephanie Luna

# **FAITH LUTHERAN SCHOOL BOARD**

Linda Goerdel, Chairman

## Members

Laura Burleson

Carol Germany

Jane Kingsborough

Donna Pustejovsky

Cheryl Ridley

## **MISSION STATEMENT**

Our mission is to provide excellence in education while sharing God's love with our students and their families.

## **ACCREDITATION**

Faith Lutheran School's preschool and elementary program is nationally accredited through National Lutheran School Accreditation. Accreditation is an ongoing process that evaluates a school based upon national standards and our school's unique mission. It results in ongoing school improvement and positive, directive change.

## **PHILOSOPHY**

At Faith Lutheran School we believe children are important. As a ministry of Faith Lutheran Church, we strive to provide a loving Christian environment from a Lutheran perspective so each child will know they are special and loved. We feel the development of a child's self-esteem and confidence is important in building positive relationships with others. We see each child as a unique individual by respecting and responding to their individual needs. Although specific learning experiences are planned each day, we leave room for creative learning that is so important for young children. As children enter the elementary years their intellectual and spiritual needs are much greater. The child-centered learning environment in each of our classrooms includes integrating intellectual and spiritual growth and provides a nurturing, structured and stimulating place where our students can develop creativity and build problem-solving skills.

## **CURRICULUM**

The curriculum of Faith Lutheran School is flexible and designed to meet the needs of all children enrolled in our program. **It** focuses on whole group, small group and individualized instruction. Classroom instruction is both developmentally appropriate and challenging with a hands-on approach to learning. Language arts, math, science, social studies, Spanish, music, physical education and Christian education are included in our curriculum. Our curriculum is delivered by highly qualified teachers. Academic requirements established by the State of Texas for preschool and primary levels are exceeded. Our program of study is revised and updated regularly to ensure our students are receiving the latest and most accurate information available.

# OUR DAILY SCHEDULE

7:00am	FLS OPENS Elementary students report to Drop Off Area for Before School Care
7:30am	Elementary students move into classrooms
8:00am	Elementary students and teachers gather for Morning Assembly (Tuesdays and Thursdays only)
8:00am	SCHOOL DAY BEGINS
11:00am	Lunch begins (Schedules vary)
3:30pm	ELEMENTARY SCHOOL DAY ENDS
3:45pm	After School Care Begins
5:30pm	Remaining After School Care Students Gather in Pick Up Area
6:00pm	FLS CLOSES

## ELIGIBILITY FOR ENROLLMENT

Kindergarten enrollment is limited to children five years of age by September 1 or by assessment. First grade enrollment is limited to children six years of age by September 1 or those who have successfully completed Kindergarten. Beyond first grade, children are admitted to the next grade after successful completion of previous grade.

Faith Lutheran School admits students of any race, color, national or ethnic origin to all the 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 or admissions policies.

The school reserves the right to admit children of its own congregation and other area Lutheran congregations first, in line with its normal admission policies.

Faith Lutheran School operates its educational program from mid-August through May. We offer a separate summer program during June, July and part of August. Our hours of operation are 7:00am to 6:00pm, Monday through Friday. We observe holidays and breaks as indicated on our calendar.

Pre-registration for our summer program and the following school year opens to current families and Faith Lutheran Church members in mid-February. Pre-registration applications with registration fees will be accepted on a first come, first served basis. Registration will open to the public on March 1<sup>st</sup> and available openings will be filled on a first come, first served basis. Priority will be given to families on the waiting list.

# **POLICIES AND PROCEDURES**

## **ARRIVAL AND DISMISSAL**

A parent or an adult (age 18 or older) must drop off and pick up each child. The adult must ensure the child has been received by a staff member. For the safety of all students, **CHILDREN MAY NOT ENTER THE BUILDING OR CLASSROOM UNESCORTED.** We are unable to take supervision of children prior to our opening time of 7:00 a.m. Although staff is present prior to 7:00 a.m. to conduct opening duties, students may not enter the building until 7:00 a.m.

Children will be released **ONLY** to a parent or an adult (age 18 or older) designated by the parent. There must be written permission from a parent when a child is to be picked up by someone other than those designated on the authorized pick-up list as indicated on the enrollment form. Proper identification will be required. Parents as well as other authorized adults may be asked for proper identification until staff becomes familiar with you.

Pick-Up Line: Students who do not attend After School Care will be released from their classrooms at 3:30pm and will wait with a teacher in the elementary foyer. Parents or individuals authorized to pick up students will form a pick-up line in the circle drive and students will be escorted out to the vehicle. Students who do not attend After School Care must be picked up by 3:45pm. Students not picked up by 3:45pm will be taken to the Preschool/Office Building to wait in the office until they are picked up by an authorized adult. A late fee of \$5 per 5 minutes will be assessed for any child picked up after 3:45pm.

## **ATTENDANCE**

Regular, punctual attendance is essential to progress and success in school. Elementary students must be in attendance a minimum of 90% of the scheduled school days to complete the grade. Absences will be recorded on the student's report card each grading period.

Should emergency situations arise which contribute to excessive absenteeism, specialized services (i.e., a summer school program or services during vacation periods) may be required at the parent's expense in order for the student to be promoted to the next grade level.

Instruction begins at 8:00am. Arrival after 8:00am will be recorded as a tardy. Attendance will be recorded at 10:00am. Students who are not present at 10:00am will be recorded as absent. When a student misses school for a visit to a health care professional, the student will not be considered absent if he/she begins class that day and/or returns to school on the same day of the appointment and provides documentation verifying the appointment. A student's absence will be considered excused for the purpose of observing religious holy days if the parent submits a written request for the excused absence in advance.

Students picked up from school prior to 3:30, will be recorded as an early pick-up for the day.

For perfect attendance purposes, three tardies and/or early pick-ups within one grading period will equal one absence.

### **BEFORE AND AFTER SCHOOL CARE**

Before and After School Care is available at an additional cost for our elementary students. Students who need to arrive at school prior to 7:30 a.m. and/or need to remain at school after 3:45 p.m. may participate in the Before and After School Program. An afternoon snack will be provided for students who attend the After School Program.

#### **Other After School Offerings:**

##### **Latin Instruction**

Latin Instruction will be offered for second - fourth grade students after school hours. Latin Instruction will be offered at no additional charge. Students who do not attend the After School Program are encouraged to attend Latin Instruction and should be picked up at the conclusion of the class.

##### **After School Clubs**

After School Clubs will be offered for first – fourth grade students after school hours. Normally, two different clubs will be offered and students may choose the club they are most interested in. After School Clubs will be offered at no additional charge. Students who do not attend the After School Program are encouraged to attend After School Clubs on their assigned day and should be picked up at the conclusion of club time.

## CHAPEL

Elementary students will attend a chapel service each week on Wednesday morning. The chapel service will be led by our pastor(s) and directed to the student's level of understanding. Parents are invited to attend this service at any time. Contact the school office for scheduled chapel times. Offering will be collected weekly during chapel. In the fall, students will select a local charity to be the recipient of chapel offerings.

## CLASS & SCHOOL CELEBRATIONS/SPECIAL PROGRAMS

Class Celebrations/Parties will be planned for the following:  
Christmas, Valentine's Day, End of the Year

These parties are held during school hours. Parties are encouraged to be kept simple.

In addition, the following special events/activities will be celebrated school-wide throughout the year:

Fall Festival, Thanksgiving Feast, Birthday Party for Jesus, Lutheran Schools Week,  
Easter Egg Hunt, End of the Year Picnic

Information will be posted in advance for each celebration.

**Contact your child's teacher if you are interested in being the class room parent. The room parent will help coordinate the class celebrations and will coordinate and oversee the purchase of the class gift for the annual spring fundraiser.**

Birthdays are also special days. Please contact your child's teacher in advance if you would like to bring a birthday treat for your child's class. Birthday celebrations should be simple and will be held following the student's lunch time. Store-bought cookies, small muffins or cupcakes are encouraged. Health Department regulations do not allow parents to bring homemade food items for other children to consume.

## DISCIPLINE AND GUIDANCE

At Faith Lutheran School, it is our desire to avoid using punishment to address disciplinary issues. Instead, we use these opportunities to instill Christian values while focusing on teaching the child acceptable behavior and self-control. Discipline is individualized and consistent for each child and appropriate to the child's level of understanding.

Teachers use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction. We believe using praise and encouragement for good

behavior is more effective than focusing only on unacceptable behavior. We remind the child of behavior expectations daily by using clear, positive statements and redirection.

In the classroom, the teacher is the sole disciplinarian. Teachers will tolerate the actions that are acceptable and appropriate for the age group and stop any behavior that interferes with learning activities. Brief supervised separation or time out from the group, when appropriate for the child's age and development, will be used if necessary. Corporal punishment will not be used.

If inappropriate or unacceptable behavior becomes severe or does not improve or the behavior interferes with other's learning opportunities, students may be sent to the school office for time out, cool down period and/or a behavior conference. Depending on the severity and/or frequency of the behavior, parents may be required to pick up the child for the remainder of the day. In severe cases, the child may be excluded from attendance at Faith Lutheran School.

### **Suspension and Expulsion**

On rare occasions, a student may be suspended or excluded from attendance at Faith Lutheran School. Every effort will be made to work in partnership with the child's parents to improve the behavior of the child. If the school administration feels it is in the best interest of the child or other children in attendance, the student may be excluded from attendance.

## **ETHICAL USE POLICY FOR COMPUTERS AND TECHNOLOGY**

Faith Lutheran School provides a computer network and Internet access for student use. The purpose of this network is to enhance the educational experience by providing students with access to vast bodies of research and information, educational websites, and opportunities for various classroom activities. Our goal is to facilitate learning today and to prepare students for the future.

These services are provided as a privilege and this Ethical Use Policy details the school's expectations and the responsibilities for the user. Misuse will result in this privilege being taken away.

Faith Lutheran School maintains a network of computers accessible to students in the computer lab and in classrooms.

User Responsibilities:

- Use the computer lab and classroom computers only with permission from a teacher and supervised by an authorized adult.

- Use the computers only for educational purposes.

### **FIELD TRIPS**

At least one field trip will be scheduled throughout the year for each of our elementary classes. Parents will be notified in advance of these trips and will be required to complete a permission form for each trip.

### **FUNDRAISERS**

Fundraising is necessary to help keep tuition costs as low as possible and to provide special activities and equipment for our students.

Our annual fundraiser event is traditionally held in the spring. The fundraiser event will consist of time for fellowship, a catered meal and silent and live auction with items available for bidding. A country store will be present with baked goods for sale. Our older students will provide musical entertainment. There will be many opportunities for our families to participate in our fundraising efforts. Donations will be needed for live and silent auction items. Baked goods will be needed for the country store. FLS families and friends, as well as guests from the community, will be encouraged to attend. Tickets will be sold individually or for a table for eight.

Other smaller fundraisers may be held during the school year.

### **GANG FREE ZONES**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is designated a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsher penalties.

### **HEALTH**

We accept only well children. A child with an oral temperature of 100.4° or greater may NOT attend school. The child may not return to school until he is fever free for 24 hours or has submitted written documentation from a health care professional indicating the child may be included in the school's activities sooner than 24 hours after having fever. Other symptoms and signs of possible severe illness which would exclude the student from attendance include:

- Lethargy
- Abnormal breathing
- Uncontrolled diarrhea (two or more episodes)
- Two or more vomiting episodes in 24 hours
- Rash with fever
- Mouth sores with drooling
- Heavy nasal drainage
- Behavior changes
- Communicable disease

Should your child become ill during the day, we will notify a parent or other emergency contact to promptly pick up the student. The student will be isolated, and we will provide care until the parent or designee arrives to pick up the child.

Young children may be affected by head lice, most commonly, children ages 3 – 10. Every effort will be made at school to prevent the spread of head lice. In the event of an active case of head lice, the child will be excluded from attendance. The child may return after suitable treatment has been made and no active lice are found.

Please notify the school immediately if your child is diagnosed with a communicable disease so we may take precautions to prevent other children and/or staff from contracting the disease. Communicable diseases include, but are not limited to, chicken pox, fifth's disease, RSV, measles, impetigo, and pink eye. In the event of an outbreak of a communicable disease in the area, Faith Lutheran School will follow guidelines as set by the Department of State Health Services.

We require our staff to be trained in CPR and First Aid procedures. Minor injuries will be treated, and an accident report will be sent home with the student. An accident report will also be filed with the student's records.

In case of a serious injury, we will make an immediate attempt to contact a parent and/or call 9-1-1 if necessary. In the event we are unable to reach a parent, we will attempt to reach an emergency contact designated on the student's enrollment form. Until the arrival of a parent, emergency contact or ambulance, the administrator or designee will be in charge and make all decisions regarding the care of the child.

## **HOMEWORK POLICY**

Homework is an effective tool in developing responsibility, study habits and skills. **I**t is an extension of the learning process and involves the home in the child's education. Our teachers strive to ensure individual students understand the work before homework is

assigned. **It** is the student's responsibility to ensure they have an appropriate understanding of the homework assignment(s).

### **Kindergarten – Grade 4 Homework Guidelines**

- Homework will be a review or reinforcement of skills already covered in the classroom. **It** will not be new information for the student.
- Homework may vary to include studying spelling words, math facts, reading assignments, reading for pleasure, parent/child projects, etc.
- Students are expected to complete and return all homework assignments.
- Homework will not count as a class grade.
- **If** the student has more than one teacher, homework will be coordinated so as not to exceed the estimated daily time for homework.
- Homework will not be assigned on weekends or before holidays.
- Kindergarten and first grade students should read or be read to at home a minimum of 10 – 15 minutes daily. Second – fourth grade students should read or be read to at home a minimum of 15 - 20 minutes daily.
- Estimated daily time for homework (including reading):

Kindergarten – 1 <sup>st</sup> grade:	20 minutes
2 <sup>nd</sup> grade:	30 minutes
3 <sup>rd</sup> grade:	40 minutes
4 <sup>th</sup> grade:	50 minutes

Because students work at different paces, it may take some students more or less time to complete assignments. Estimated time to complete homework is based on a student who works at an average pace.

### **MEALS AND SNACKS**

Although Faith Lutheran School does not provide or serve breakfast, children are permitted to bring and eat breakfast upon arrival if the student arrives at FLS BEFORE 7:45am. **If** your child arrives after 7:45am, please ensure they have already eaten breakfast as instruction begins at 8:00am.

A well-balanced lunch will be served to students daily. Monthly lunch menus are posted near each sign-in computer and are distributed to students each month.

An afternoon snack will be provided for students enrolled in the After School Program.

Students with diagnosed food allergies will be required to submit a food allergy emergency plan prepared by the child's health care professional prior to admission. The food allergy emergency plan must include a list of each food the child is allergic to, possible symptoms if exposed to food on the list and steps to take if the child has an allergic reaction. The required food allergy emergency plan must be signed and dated by the child's health care professional and the child's parent. **If** needed, food allergy emergency plans may be requested from the school office.

## **MEDICATION**

We will administer medications in the following manner:

- 1.) Prescription medications must be in the original container labeled with your child's name, a current date, directions, and the physician's name.
- 2.) Non-prescription medication must be in the original container, labeled with your child's name and the date it was brought into the school.
- 3.) Non-prescription medication may require a note from the doctor before school staff will administer the medication. **If** the child is younger than the age and/or weight with the lowest dosage recommendation, a doctor's note is required stating specific dosage information for the child.
- 4.) Parents must sign our medication log located in the school office **EACH DAY** the medicine is to be given. We will document each dose of medication administered.
- 5.) **If** parental authorization to dispense medication is obtained over the phone, the medication form must be signed by the parent when the child is picked up.
- 6.) Medication which has expired will be discarded.
- 7.)

Sunscreen and insect repellent provided by parents may be used. Parents need not sign in sunscreen and/or insect repellent in the medicine log. Parents must label the sunscreen and/or insect repellent with the child's first and last name and place in a ziplock bag marked with the child's first and last name. The parent must place dated and signed written instructions regarding when sunscreen and/or insect repellent should be applied for their child inside the ziplock and give directly to the child's teacher. **If** parent directions are contrary to the manufacturer's directions on the bottle, the manufacturer's directions will be used. Sunscreen and/or insect repellent will be used only for the child indicated on the bottle and ziplock bag.

## **PARENT/TEACHER CONFERENCES & COMMUNICATION**

Communication between parent and teacher is essential in caring for and educating your child. **If** at any time you would like to have a conference with your child's teacher, please send a note or call the office to set up an appointment. Conferences to discuss academic

progress will be scheduled at the end of the first nine weeks for all students in our elementary program. Additional conferences may be held as needed. At Faith Lutheran School, we have an open door policy. You are welcome to observe your child, our facilities and our program activities any time.

Faith Lutheran School makes every effort to ensure our families are notified of upcoming school events and activities and are aware of other important information. In an effort to keep you informed, information will be shared in one or more of the following ways:

- Text messages through Remind
- Messages sent through our ProCare system which appear as you check your child in/out on the computer
- Notes sent home with your child
- Notices and fliers posted on the entry doors of each building
- Notices and fliers posted on each classroom door
- An Activity Calendar found on the back of the Lunch Menu each month

Please check your child's folder and carefully read any messages found as you sign your child in/out each day.

### **PARENT/TEACHER ORGANIZATION**

*Friends of Faith*, our Parent/Teacher Organization supports all students and staff of Faith Lutheran School. The organization plans programs designed for all parents throughout the year. Look for fliers and information about *Friends of Faith* events.

### **PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN**

Faith Lutheran School requires all employees to have annual training on Reporting Suspected Abuse or Neglect of a Child. All employees are required by law to report suspected abuse. Faith Lutheran School cooperates with Child Protective Services on all investigations. For more information on issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect, prevention techniques for child abuse and neglect, and actions that a parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention, please visit the Department of Family and Protective Services website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The Child Abuse Hotline number is 1-800-252-5400.

## **POLICIES AND PROCEDURES/CALENDAR MODIFICATIONS**

**If** there is a need to modify or make additions to any of our existing policies, parents will be notified of these changes in the form of an addendum letter. Upon receipt of an addendum, please add it to your Parent Handbook.

**If** necessary, Faith Lutheran School reserves the right to modify the school calendar. Parents will be notified in advance if modifications are needed.

## **RECORDS**

Faith Lutheran School is required to keep records of enrollment, attendance, and health for each child. A current shot record must be on file for all students. All required forms must be completed for our files before attending class and must be kept current. Please promptly notify us of changes in any information found on the above mentioned forms. Each time your child receives immunizations, please retain a copy and promptly submit it to the school office.

## **SCHOOL CLOSINGS**

**If** weather conditions or weather-related issues cause Huntsville ISD to be closed, Faith Lutheran School *may* also close. **If** Huntsville ISD closes, Faith Lutheran School **MAY** remain open. **If** administrators feel students and staff members are not at risk, every effort will be made to remain open. Announcements regarding closings will be made through Remind and will be announced on KSAM radio station, 101.7 FM.

**If** Faith Lutheran School closes and the day will be made up as indicated as a "weather day" on the school calendar, parents will be notified accordingly.

## **TOYS AND ELECTRONIC DEVICES**

Our classrooms have age-appropriate manipulatives and equipment for student use. No toys, games, electronic devices, trading cards or like items should be brought to school.

## TUITION AND FEES

### Payments

Tuition is calculated on a school-year basis and charged monthly. Tuition is due by the fifth of the month. We offer sibling discounts. Contact the school office for more information.

### Non-Payment

**There will be a \$25 charge on any payment rejected by the bank.**

**A \$25 late fee will be assessed for payments received after the fifteenth day of the month. If** arrangements have been made through the office to pay tuition on another date, late charges begin accruing the first school day after the agreed upon date.

### Delinquent Accounts

Accounts become delinquent if payment is not received in accordance with the above policy. For delinquent accounts, communication with FLS is critical. On very rare occasions, FLS reserves the right to approve a repayment plan. Repayment plans that extend beyond May of the current school year will not be accepted.

Registration for the summer or the following school year will NOT be allowed for delinquent accounts.

Accounts that are more than 60 days delinquent or fail to follow their approved repayment plan may be given to our collection agency. Students associated with these accounts will be excluded from attendance and resulting vacancies will be filled.

### Withdrawal

Two weeks written notice must be given for withdrawing a child from Faith Lutheran School. A Notice of Withdrawal Form must be completed and turned in to the school office a minimum of two weeks prior to the date of withdrawal. Payment is expected through the day of withdrawal. The delinquent account policy also applies to outstanding tuition resulting from withdrawal.

### Late Pick Up

Faith Lutheran School closes at 6:00 pm each day. We understand that on occasion circumstances cause parents to run late. **If** this happens, please notify us immediately. A late fee of \$20 per 15 minutes will be assessed for any child picked up after 6:00 pm.

### Fees

REGISTRATION FEES are non-refundable and are due at the time of registration in order to secure a place for your child.

CURRICULUM FEES are due in full with September's tuition payment and are non-refundable after the start of school. Curriculum fees are subject to the delinquent accounts policy.

Registration opens for the summer program and the following school year for current FLS families and Faith Lutheran Church members mid-February. Registration opens to the public on March 1. Spots will be filled on a first come, first served basis. Registration fees must accompany the registration application.

## UNIFORMS

Faith Lutheran School requires all students in its elementary program to wear uniforms. Uniforms aid in building school spirit, security, and identification.

*Labors of Gray* is the sole provider of Faith Lutheran School uniforms. Long or short-sleeved polo shirts with the school logo are to be worn. Polo shirts are available in the following colors:

*burgundy, evergreen, yellow, red, navy blue, royal blue, white*

Fingertip length polo style dresses in navy blue, red and burgundy, as available, with the school logo are acceptable for girls.

Approved uniform bottom colors are navy blue and khaki. Any style pants or shorts in approved colors may be worn. Skirts and skorts are appropriate for girls. Shorts, skirts and skorts must be fingertip length. Bottoms may be purchased from any vendor and will also be made available through *Labors of Gray*.

A navy blue sweater or navy blue fleece jacket with the school logo available through *Labors of Gray* may be worn over the uniform. No other outer wear will be worn while inside the building. We suggest choosing the option to have your child's first name embroidered on the jacket or sweater as it is easier to identify if it is misplaced at school.

White socks and tennis shoes are to be worn with daily uniforms. During the colder months, girls may wear white tights under skirts or skorts. Patterned socks or tights, leg warmers and tights other than white are not allowed. Shoes other than tennis shoes, including boots, sandals, flip-flops, etc. are not allowed.

Our navy blue Faith Lutheran School t-shirt or current school year's theme t-shirt may be worn on Fridays with uniform bottoms. Faith Lutheran School t-shirts may also be worn on field trips and other designated days during the school year. T-shirts may be ordered through the school office. Theme t-shirts are made available when the family joins *Friends of Faith*.

Students who arrive at school out of dress code will be given “borrowed” uniform clothing when possible. **I**f “borrowed” clothing is not available, the parent will be contacted to bring clothes within the uniform dress code for their child.

*School uniforms may be purchased through Labors of Gray.*

*Contact Andrea Gray, [www.laborsofgray.com](http://www.laborsofgray.com), 936-355-0432. Faith Lutheran School will host a uniform sale prior to the start of the school year.*

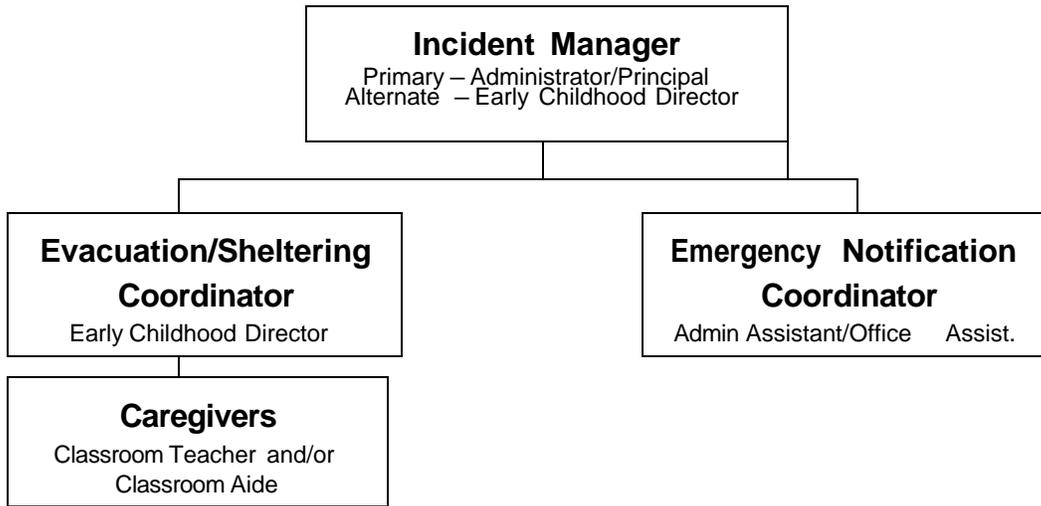
## **VISION AND HEARING SCREENING**

Students in Kindergarten, First Grade and Third Grade will receive a vision and hearing screening during the school year. You will be notified prior to the screening and will receive information if further testing is recommended.

## **VOLUNTEERS**

We are happy to accept volunteer help from parents, church members and community members. **I**f you have a particular talent that you feel we could utilize, please let us know. For the safety of our students and in accordance with licensing standards, background checks are performed on regularly scheduled volunteers.

**FAITH LUTHERAN SCHOOL EMERGENCY PREPAREDNESS PLAN**  
Emergency Organizational Structure



**Incident Manager:**

- Responsible for overall operational control
- Assumes any duty not carried out or assigned to coordinators and/or caregivers

**Evacuation/Sheltering Coordinator:**

- Ensures accountability of all staff and students
- Ensures appropriate sheltering for staff and students

**Caregivers:**

- Responsible for orderly movement and immediate safe shelter of students in their care
- Responsible for immediate accountability of students in their care
- Responsible for obtaining class emergency contact information, authorization for emergency care and child tracking system
- Responsible for any necessary notification of parents
- Responsible for continuing to care for each student until he/she is released according to dismissal procedure as stated in parent handbook

**Emergency Notification Coordinator:**

- Responsible for notifying appropriate emergency services (Fire, EMS, Police, Health Dept.)
- Responsible for obtaining school emergency contact information
- Responsible for items needed to meet student's medical and nutritional needs

**Student Emergency Information:**

Each classroom will have an emergency clipboard which contains parent and emergency contact telephone numbers for each child in the class, authorization for emergency care for each child in the class and the child tracking system information (roll sheets) for the class. In addition, a copy of our Emergency Preparedness Plan and a list of all employees' personal cellular phone numbers will be included. It is the responsibility of the caregiver for each class to have possession of the emergency clipboard in any emergency situation or emergency drill.

Parent and emergency contact telephone numbers for each child enrolled, authorization for emergency care for each child enrolled and class roll sheets for each class will be kept in a centralized location in the school office. In addition, a list of employees with personal cellular phone numbers will be kept with this information. The Emergency Contact Coordinator will be responsible for possession of this information in any emergency situation or emergency drill.

**Relocation to the designated safe area or alternate shelter:**

Students will be lined up; or placed in strollers, bye-bye buggies, or emergency crib based on age and as appropriate. Students will be counted prior to leaving the classroom as well as when they have reached the designated safe area or alternate shelter. In addition, roll sheets will be used to ensure accountability of all students. (See emergency evacuation and relocation diagram located near the door in each classroom for the designated safe area or alternate shelter.)

**Communication:**

Primary Communication Devices will be land lines located in classrooms and/or school office. As secondary communication devices, Emergency Manager, Coordinators and all Caregivers will bring their personal cellular phones as available to the designated safe area or alternate shelter. Land lines and/or cellular phones will be used to communicate with all necessary parties.

The primary emergency phone number for Faith Lutheran School is: 936/291-1706

The secondary emergency phone number for Faith Lutheran School is: 936/295-5298

In the event of an emergency, parents and guardians identified on the child's emergency card and/or registration form will be notified via phone call or text message of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered. For

lockdowns, children will not be released until the area is deemed safe by local law enforcement.

**Alternate Shelter Away from Faith Lutheran School:**

Should evacuation from Faith Lutheran School be necessary, all students will be relocated to:

**First Alternate:** Church of the Nazarene, 3707 Highway 30 West

**Second Alternate:** Church of Christ, 3737 Highway 30 West

Alternate Shelter will be determined based on the circumstances of the emergency. The Evacuation/Sheltering Coordinator will give direction to Caregivers regarding which alternate shelter will be used.

Caregivers will be responsible for safely walking students across Sumac Road and through the parking area leading to the Church of the Nazarene. **I**f relocating to the Church of Christ, Caregivers will safely walk students through the Church of the Nazarene parking lot and through the grassy area leading to the Church of Christ.

**Drills:**

Fire drills will be held once per month. Severe weather sheltering drills will be held four times per year. Crisis Lock-Down drills will be held four times per year. Emergency Evacuation Drill will be held once per year.

**POSSIBLE EMERGENCY SITUATIONS**

**LOCK-DOWN: DANGER INSIDE THE BUILDING**

An announcement will be made via classroom phones/intercoms and/or by personal message. The Emergency Notification Coordinator will call 911. All children and caregivers will move to the nearest safe room and lock doors using the lock down locking system. Direct caregivers will take attendance and account for all children in their care. Windows will be secured, window coverings will be closed and children and caregivers will move away from windows when possible. Lights and sound will be turned off and children will be kept as quiet as possible. Caregivers will make every effort to keep the children safe and calm. Caregivers will care for the children in their secure locations until an announcement is made confirming the threat is clear.

**LOCK-DOWN: DANGER IN THE AREA NEAR THE BUILDING**

An announcement will be made via classroom phones/intercoms and/or by personal message. All children and caregivers will move to the nearest safe room and lock

doors using lock down locking devices. Direct caregivers will take attendance and account for all children in their care. Windows will be secured, window coverings will be closed and children and caregivers will move away from windows when possible. Caregivers will care for the children in their secure locations and continue normal classroom activity until an announcement is made confirming the threat is clear.

### **FIRE**

Upon hearing the fire alarm, smoke detector or personal message, each class shall evacuate the area according to the posted routes and assemble in the designated area outside the building. The Emergency Notification Coordinator will call 911. Direct caregivers will take attendance and account for all children in their care. Caregivers will care for the children in their designated locations until an announcement is made confirming the threat is clear.

### **SEVERE WEATHER**

An announcement will be made via classroom phones/intercoms and/or by personal message. All children and caregivers will move to the designated area of the building as indicated on the emergency evacuation map. The children will sit "Criss Cross Applesauce" facing the wall with their hands locked behind their heads. Direct caregivers will take attendance and account for all children in their care. All interior doors will remain closed. Caregivers will care for the children in their secure locations until an announcement is made confirming the threat is clear.

We trust this handbook will help acquaint you with our school policies and procedures. **If** you have any questions or concerns regarding our policies and procedures, please call the school office to make an appointment with the principal. You will be notified in writing if any changes in these policies occur.

