



MESSIAH

LUTHERAN SCHOOL

PARENT – STUDENT
HANDBOOK
2016-2017

Messiah Lutheran School
St. Charles, Missouri

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“We know that in all things God works for the good of those who love him, who have been called according to his purpose.”

Romans 8:28

The sections of this handbook are linked below for easy access. Simply click the section you want to read.

Table of Contents

Guiding Principles for Messiah Lutheran School4

Staff Introductions.....8

Acceptable Use of Computers14

Address Change15

Administration15

Admissions Guidelines15

NON-DISCRIMINATORY STATEMENT15

Advertising/Distribution15

After School Activities16

Appointments.....16

Athletics16

Attendance17

Birthdays.....17

Books and Supplies17

Chapel Services.....18

Church and Sunday School Attendance18

Classroom Parties18

Communication Guidelines.....18

Detention19

Discipline19

Extended Care.....20

Field Trips.....21

Grading Scale21

Graduation Fee.....22

Harassment, Intimidation or Bullying22

Homework22

Honor Roll.....23

Immunization Requirements23

Instruction and Curriculum.....23

Lost and Found.....24

Lunch.....24

Medication25

National Lutheran Schools Week25

Non-Discriminatory Statement.....25

Parent/Guardian Communication – Non-custodial.....25

Parent – Teacher Conferences.....	26
Physical Education	26
Progress Reports.....	26
Promotion Guidelines	26
Publicity	26
Recess.....	26
Registration Deadlines.....	26
Report Cards	27
Returned Check Fee.....	27
School Arrival and Pick-up.....	27
School Dress	27
School Times.....	28
Sexual Harassment Policy	29
Smoke Free Environment.....	29
Snow Days and Emergency Dismissals	29
Student Council	29
Student Dismissal.....	30
Student Privileges, Responsibilities and Guidelines	30
Tardies.....	31
Telephone Calls and Messages	31
The EMANE EVENTS	31
Tuition Information.....	31
Valuables.....	31
Visitors.....	32
Volunteers	32



Dear Parents and Students,

Welcome to Messiah Lutheran School for another exciting year of learning and Christian growth for all of our children. As we enter our sixteenth year of service in Christ’s name, Messiah has established itself as one of the premier Early Childhood-8 schools in the country as demonstrated by our SAT-10 scores, great students, great staff, Blue Ribbon Award, and service to God’s mission and the community. From the solid foundation laid in preschool to the outstanding data-proven results in

kindergarten through grade 8, Messiah strives to provide the best learning and growth experiences for every child entrusted to us.

During the 2014-15 school year, Messiah underwent evaluation by the National Lutheran School Accreditation team. We are excited to report that the evaluation went well and the school staff has implemented a new five year improvement plan that will take Messiah to even greater levels. May the blessings the Lord has bestowed on Messiah in the form of superb teachers and the awesome student body and families be reflected in this new plan as we continually seek to promote Christian values and superior academics.

It's All Good! based on Romans 8:28 is our 2016-17 school year theme. As the children and staff increasingly know and love the solid foundation of the church – Jesus Christ – we cherish the peace in knowing that It's All Good which comes with a fulfilling relationship with our Savior. As the verse states:

We know that in all things God works for the good of those who love him, who have been called according to his purpose.

We are excited about the upcoming year and look forward to all of the opportunities that await us in the classroom, church, courts, and fields. Our objectives are clear and everlasting: we desire the students to recognize they are loved by their Savior and, as his children, are gifted to serve Him. The Messiah staff will work hard to develop every child spiritually, academically, physically, and emotionally.

Our faculty hopes this handbook will serve as a solid guideline for our policies, practices and procedures. We value clear, honest and open communication and encourage parents to read all relevant items with your child before the first day of school. We look forward to working with you to provide a Christian education that reaches into the community and provides all students with a desire to learn, strive for excellence, and live like Christ.

In Christ,

Messiah Faculty and Staff

Guiding Principles for Messiah Lutheran School

Our Mission: (overall purpose)

John 14:9, 2 Corinthians 6:16, Philippians 1:21, Romans 3:22-26

Living to discover and share the love of Jesus Christ through a quality Christian education.

Our Vision: (overall description)

Proverbs 1:5, Romans 15:13

Love : Develop a vibrant loving relationship with Jesus Christ that is grounded in the truth of His Gospel, and encompasses love for all people

Learn: Experience an excellent education in a loving Christian community

Live: Make a difference in the world of Jesus Christ.
So things that matter to God
Be generous with time, talent and treasures
Be the next generation of leaders to reshape the world of Christ

Our Goals: (general purpose) Ephesians 4:25

We believe that Messiah Lutheran School, working together with the family and the church, has a special role to play in carrying out our educational mission as we meet:

- † A child's Spiritual Development needs
- † A child's Intellectual Development needs
- † A child's Emotional and Social Development needs
- † A child's Physical Development needs

Our Objectives: (specific outcomes)

In each of the following categories the student will be able to:

1. Spiritual Development – John 1:8, Romans 8:13-14, 2 Corinthians 1:21

Personal Faith

- † develop consistent spiritual practices such as prayer and personal devotional time that foster growth in faith.
- † profess Jesus Christ as their personal Savior
- † develop a positive attitude toward personal faith and prayer life
- † establish a meaningful commitment in faith

Witnessing

- † experience spiritual growth through personal witness for Jesus Christ
- † acquire confidence and skills in sharing faith in word and action through positive opportunities and experiences
- † extend Biblical understanding
- † develop an understanding of God's love for all mankind as revealed through the Holy Scriptures

Doctrinal Understanding

- † develop an understanding and appreciation of the doctrines of the Lutheran Church--Missouri Synod as contained in the Lutheran Confessions

Worship

- † grow in faith through frequent opportunities for worship, praise, and daily prayer
- † develop a positive attitude toward worship as a vital part of Christian daily life

Christian Service

- † develop a realization of and a positive response towards the needs of others
- † support the activities of the church and contribute to its ongoing mission
- † offer the use of one's time and talents in service to the church

2. Intellectual Development – Proverbs 9:9-12

Communication Skills

- † develop proficiency in and a positive attitude toward effective oral and written communication, reading, and listening

Mathematic Skills

- † develop proficiency in and a positive attitude toward mathematical concepts, computation and problem solving

Scientific Understanding

- † develop an appreciation of God's creation and the importance of maintaining and preserving it
- † develop proficiency in scientific observation, investigation, research, and application as related to physical, life, and earth sciences

Decision-Making and Thinking Skills

- † develop analytical skills to make sound judgments in regard to conduct and self-direction leading toward individual and social Christian maturity

Social Studies Skills and Understanding

- † in an atmosphere of Christian fellowship, develop a positive attitude toward and understanding of the community
- † become a more responsible Christian citizen
- † develop respect for our country and the democratic process
- † attain an understanding and appreciation of different world natural features and cultures

Aesthetic Appreciation

- † develop skills in and appreciation of the visual arts, music, and drama
- † develop an appreciation for the God-given beauty of nature

3. Emotional and Social Development – Titus 3:1-2

Positive Self-esteem

- † develop an appreciation of self as a unique, loved child of God

Sensitivity

- † develop an understanding and appreciation of the unique qualities and feelings of others
- † develop skills necessary to identify and communicate emotions in an acceptable manner

Social Awareness

- † develop a positive attitude toward the cultural heritages of our society
- † develop an appreciation and respect for all people as unique children of God regardless of race, gender, creed, religion or exceptionality

Citizenship

- † develop attitudes of honor, love, and pride for country as a responsible Christian citizen

Future Roles

- † develop an awareness of the need for strong moral, spiritual, and ethical values to adapt to future roles

4. Physical Development – 1 Timothy 4:8

Growth, Maturation and Health

- develop an understanding of and appreciation for the body as it grows and matures
- learn and practice good health, hygiene, nutrition, and safety.

Physical Fitness

- develop and learn fundamental body movements and skills

Recreation

- develop knowledge, understanding, and skills for organized group and individual games and activities

Sportsmanship

- develop cooperation and responsibility pleasing to God through participation with others

Our Core Values: (what we hold true to our hearts)

- Messiah Lutheran School is a ministry of Messiah Lutheran Church, and as such, our Guiding Principles will always be aligned with the Church.
- As students and teachers we are God's instruments to be used for His purpose.
- We will nurture a respect and compassion for others while fostering a heart for making a difference for Jesus Christ.
- Children are always our top priority and decisions will be made in the best interest of the student body as a whole.
- We will seek ways to ensure that no child is turned away from MLS for financial reasons.
- Exceeding expectations is what is anticipated.
- Children will never be an interruption to our work ... they are the reason we are here!

Code of Conduct: (how we will function)

- Be innovative, creative and encourage these things in others.
- Be professional in dress, manner, and presentation.
- Think in the mindset of those whom we serve.
- Smile! Be positive! By God's spirit, we control our emotions, others do not.
- Support your team!
- Support the mission of Messiah Lutheran Church; speaking highly of the ministry opportunities that are provided.
- Follow through on promises.
- Communicate, Communicate, Communicate!

Staff Introductions

Joanie Smith- Principal

I am excited that God has given me this opportunity to serve as principal of Messiah Lutheran School! I am honored to work alongside a team of highly qualified and dedicated staff, wonderful students, and supportive parents. I am excited about this upcoming school year and to officially be a Mighty Lion!

My family and I recently moved to Missouri from the Chicagoland area, so you may hear another voice in the building shouting, "Go Cubs, Go!". For the past 26 years, I have been serving in Lutheran schools in Northern Illinois as both teacher and as principal. I have served schools in Forest Park, Hawthorn Woods, and Marengo, Illinois. I am a three-time graduate of Concordia University Chicago, earning a Bachelor's Degree in Elementary Education, and Master's Degrees in both Curriculum and Instruction and another in Educational Leadership.

My husband, Brian, and I have been blessed with two daughters, Ellie who is a junior at Concordia University Chicago and Anna a sophomore at Concordia University Wisconsin. We currently live in Lake Sherwood and are hoping to catch a few fish when we are all settled.

I look forward to meeting you and getting to know you. I am especially eager to work together to serve our Lord and His church!

Tim Dwyer – Assistant Principal/ Middle School Math

God has opened so many doors in my life-time but none greater than the door to return to the ministry as a called teacher here at Messiah five years ago. As I begin my 9th year here I am truly excited about what God has in store for Messiah, the middle school, and my 8th grade class in this coming year.

The doors God opened for me began with my college experience at Concordia University, Seward, NE. From there He took me to Wright City High School, then to Faith Lutheran Jr./Sr. High School Las Vegas, NV, where I taught alongside my wife, then a year at Timberland High School in the Wentzville School District, and then here to Messiah two years ago. In May of 2007 I received my Masters in Administration from Concordia University, Seward, NE. During these eight years of teaching I have taught every level of math from 6th Grade through Pre-Calculus in the high school experiences. I have also coached high school football and track, before coaching middle school cross-country and track at Messiah. These past four years at Messiah have been wonderfully filled with great students, great co-workers in the ministry, and a place of strong faith strengthening. I teach 6th and 7th grade math, Algebra to the 8th graders, along with my other duties as 8th grade homeroom teacher. I also serve as the Athletic Director for Messiah. These are the doors God has blessed me with in my teaching career to this point.

In December 2002, I married my beautiful wife Stephanie who also has middle school and high school teaching experience. We have two boys. Parker is a vibrant and loving 11 year old who loves video games, the Cardinals, and playing sports. He will be in Fifth Grade here at Messiah this coming year. Jack, a soon to be 8 year old, loves to do anything big brother is doing, monster trucks, rescue vehicles and playing sports. God has blessed me with a wonderful wife and fun loving sons that remind me how truly great God is each and every day.

Some of the extracurricular activities I enjoy are spending time playing baseball, cars, and games with the boys, watching the Cardinals, playing golf, cooking and watching cooking shows, and spending time with my beautiful wife.

AJ Cluck – Director of Admissions

My name is A.J. Cluck and I'm the Director of Admissions here at Messiah. The 2016-2017 school year will be my fourth year here and my first in this role. I graduated from Concordia Chicago in 2010 with a degree in secondary education and history. I recently completed graduate studies at Concordia Wisconsin and have a masters degree in Educational Administration. I enjoy spending time with my wife, Kim, my daughter Audrey, and our puppy Maggie. Messiah has been a great blessing to my family and I. The best part of this place is our students. We have awesome kids and wonderful families who love Jesus and make Messiah a great place to be. Fire Up Lions!

Lori Hohenstein – Kindergarten

I was born and raised in St. Louis. I am an alumnus of St. Paul's Lutheran School, Lutheran High School South and Concordia University, River Forest. I have previously taught the last 7 years as Kindergarten teacher at Good Shepherd Lutheran School in Collinsville, IL. This will be my 3rd year at Messiah. I have a passion for teaching and developing independent learners through a variety of different strategies of teaching. I also have a passion for art and science. Outside the classroom, I enjoy running half and full marathons, baking, reading, relaxing outside or by the pool, and hanging out with my family (especially my nephews Carter and Bennett) and friends. My favorite Bible verse is Jeremiah 29:11, "For I know the plans I have for you", declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."

Lauren Raddatz– Kindergarten

I am beginning my first year here at Messiah and am so happy to be joining such a God-filled environment! I have a passion for working in Lutheran schools and educating children and am excited to begin the school year.

I am originally from Chicago and have moved a lot in my lifetime because of my father's career as in church work. I have attended some Lutheran schools and some public schools in various states. I then ended up at Concordia University Chicago graduating with a degree in Elementary Education. Since then I married my husband, Simeon, and have worked in Lutheran schools teaching second grade and assisting in a preschool.

Carol Koenig – First Grade

I was born and raised in the St. Louis area, attending Salem, Affton and Lutheran High School South. I knew at an early age that I wanted to be a teacher and began teaching Sunday School and Vacation Bible School while I was in high school. Upon graduating from Lutheran South, I attended Concordia, Ann Arbor for two years and then finished my undergraduate education at Concordia, River Forest.

My first teaching assignment was at Our Redeemer Lutheran School in Overland, Missouri, and teaching kindergarten in the morning and music in grades 1-8 in the afternoon. Since then I have taught just about everything from 2 year olds to sixth grade in North Carolina, New Jersey, Illinois, and Missouri. I've served as part-time organist, children's choir director, elementary hand bell director, preschool director, primary department chairperson, girls' volleyball and softball coach, and supervised student teachers. I've also served on the Program Committee for the Missouri District Teachers' Conference.

When I returned to St. Charles I decided to work on my master's degree and obtained this degree from Lindenwood University. Since then I have received the MOCAPE Educator of Achievement Award, the Emerson Electric Excellence in Education Award, and in 2008 was named the LEA Distinguished Lutheran Early Childhood Teacher of the Year.

My husband, Jim, is an accountant. We have two sons. Andy is an architect. Joe, a software developer and founder of Three Avocados Coffee, and his wife, Jennifer, are the parents of our grandchildren, Tim, Ben, and Alexis.

I enjoy working with the children and parents at Messiah. First graders are so eager to learn and do learn so much during the school year. I strive to create a positive Christian environment where the children feel comfortable asking questions, experimenting, and making mistakes as they learn; where children enjoy learning; and where each child can grow spiritually, mentally, physically, socially, and emotionally to his or her greatest potential as a unique child of God.

Shannon Watkins – Second Grade

I am so thankful that God led me to Messiah to teach, fellowship, and praise Him. This is my 22nd year of teaching, and my eleventh here at Messiah. I have taught kindergarten, first, and second grade, and love working with God's children.

I grew up in St. Louis where I attended St. Paul's Lutheran Church and School in Des Peres, and Lutheran High School South. I graduated from the University of Missouri - St. Louis with degrees in Early Childhood, Elementary, and Special Education. I received my Master's Degree in teaching from Lindenwood University. Teaching has always been my desire, and I especially love sharing God's word and God's world with young children.

My husband, Brian, and I have two children. Ellie is a sophomore at the University of Pittsburgh, and Drew is a senior at Lutheran High. They both are a blessing to our family and keep busy with sports, books, music, and friends. Brian and I keep busy working in and around the house, enjoying music, theater, sports, and spending time with our friends and family.

I look forward to the year ahead and sharing God's Good News with the students here at Messiah!

Janelle Thomas– Second Grade

This will be my 15th year of teaching 2nd grade at Messiah. Messiah Lutheran School was my first call after graduating with a Bachelor's degree in Elementary Education from Concordia University in Seward, Nebraska. In 2008, I received my Master's in Classroom Teaching from the University of Missouri, St. Louis. I knew I wanted to become a teacher when I was younger, but having great Christian role models as teachers in grade school and high school helped me come to where I am today. God has blessed my life with loving parents and good Christian schools. I love working with students at this age because they are so eager to learn. I especially love teaching Christian character and about the love of our Savior, Jesus Christ.

My husband, Steve, and I have a six year old, Dahlia, and a four year old, Violet. We are thrilled that they will both be attending Messiah's wonderful program this year!

We live in St. Peters with our two children and two dogs, Bailey and Nola.

In my free time I enjoy outdoor activities, such as tennis, cycling, softball, running and participating in half marathons and triathlons. My husband and I also love to attend concerts, Cardinals games, theater events, and traveling.

Jana Brackman – Third Grade

I have always enjoyed working with children, even when I was young. Working as a babysitter, a nanny and at the YMCA summer camp brought me to realize I wanted to be a teacher. I began teaching at Word of Life Lutheran School after graduation from Concordia College in Seward, Nebraska in 1989. At Word of Life Lutheran School, I gained experience in many levels including the 3rd through 8th grades, concentrating in math and reading. I enjoyed coaching volleyball, girls' basketball and cheerleading. I was also an advisor for Student Council and for the Yearbook Committee.

After my two sons were born, I had the opportunity to be a stay at home mom with Joshua and Jacob while also working part-time at Timothy Lutheran Church as a Youth Minister. In 1996, God led me to St. Lucas Preschool for 4 years where I taught Preschool and Pre-Kindergarten and also served as the director of the Preschool Program.

My husband, Tim, is the principal at Lutheran High School North. Joshua, our oldest, graduated with a degree in Mathematics and is currently working towards his Master's in Education here in Missouri. Jacob will attend his third year at Butler University in the fall. He is majoring in Finance and Management Information Systems. Both our boys hold fond memories of their grade school experiences here at Messiah.

Sixteen years ago, I began teaching at Messiah with a class of seven 2nd and 3rd grade girls. I have taught in the 2nd, 4th and Kindergarten classrooms since then and will enjoy working with the 3rd grade class this year. I have personally witnessed how God continually blesses us at Messiah as I have seen it grow. I am so excited for another fantastic year!

Stephanie Dwyer– Fourth Grade

I am beyond excited to venture into the world of 4th grade this year! This will be my second year here at Messiah on staff, as I served as the K-8 P.E. teacher last year and Kindergarten aide as well. I am wife to the fabulous Assistant Principal/Athletic Director/middle school math teacher, Mr. Dwyer, and mother to Parker (in 6th) and Jack (in 2nd). I received my Bachelor of Arts degree in education from Lindenwood University in 2003. I majored in elementary and middle school education after transferring from Greenville College, where I first attended after graduating high school. I taught middle school social studies for several years at Faith Lutheran Jr./Sr. High School in sunny Las Vegas, Nevada before I hung my teacher shoes on a hook for a bit. My oldest son Parker was born and I spent the next several years taking care of him and cultivating our house of growing boys, as Jack was born a few years later! I got back into the classroom about 4 years ago substitute teaching and then worked briefly with teens recovering from drug addiction and enjoyed so much reaching out to them and their families in such a crucial, challenging and life changing time. In my spare time, I enjoy cooking and baking, especially involving culinary challenges in gluten free cuisine (as this is a staple in my families' diet.) I love music, laughing, and art. Spending time with my family and playing my grand piano are also very important to me. I am also known to love high heels and fun accessories! I love children! I love what each day brings with them. I love to laugh and enjoy discovering what God has planned and purposed for each of us every day. I am so thankful to be here serving at such an amazing school!

Corey Ensruede – Fifth Grade

I have been teaching here at Messiah Lutheran School since 2006. After graduating from Valparaiso University in 2004 with a degree in Elementary Education, I moved to Chicago and taught at St. Philip Lutheran. While at St. Philip I taught 5th-8th

grade science and K-4th grade PE. In the summer of 2006, Jayceen (my then soon-to-be wife) and I decided to make our home here in St. Charles. I had applied at a few Lutheran schools in the St. Louis area and thankfully God brought me to Messiah. I was first hired by Messiah as a 4th grade teacher, and have taught a variety of grade levels and subjects. I feel very fortunate to be able to work with the 5th graders here at Messiah and guide them academically, socially, and spiritually.

Since moving to St. Charles in 2006 Jayceen and I have made many great friends and have made St. Charles our family's home. We have been blessed with our children, Asher, Ella, and Aubrey. When I am not at school I enjoy playing babies, building forts, DJ-ing basement dance parties, going to the park/pool, and playing Legos. I also enjoy golfing, cooking, camping, yard work, traveling, baking, DIY projects, running, hiking, rocketry, and anything that involves being outdoors and with my family. I look forward to another great year here at Messiah!

Charlie Brewster –Sixth Grade

I moved to O'Fallon with my parents in 1994 and became a member of Messiah in 1995. My wife, Carrie, and I have two children. Madison is going to be a senior at Mizzou and Jackson will be in fifth grade at Messiah. In my free time, I enjoy watching sports and spending time with my family.

I grew up in South St. Louis where I attended Holy Cross Lutheran School and Lutheran High School South. I graduated from the University of Missouri, St. Louis with a degree in Elementary Education.

This is my 10th year teaching at Messiah. During my time at Messiah I have taught in the 3rd, 6th, 7th and 8th grades. I will be teaching 6th grade this year. Through the years I have taken on various coaching roles. I have coached boys and girls basketball from 5th -8th grades. This year will be my third year helping with STUCO.

Amy Williams – Middle School Science/Sixth Grade

Hello! My name is Amy Williams, and I currently teach middle school science, a 6th grade homeroom, and assist with the Lego robotics teams and scholar bowl team.

I was raised in Hazelwood, MO attending Good Shepherd Lutheran Church, Atonement Lutheran School in Florissant, and Hazelwood West High School. In 1994, I received my Bachelors in Education as well as Early Childhood certification from Missouri State University completing my student teaching experience at Springfield Lutheran School. I went on to work for the Francis Howell School District from 1995 until coming to Messiah in 2005. In 2002, I received a Master's Degree in Elementary Education from Lindenwood University as well as K-12 Gifted Education certification. I completed the colloquy program through Concordia University in the fall of 2010 and became a called minister of education shortly after. In the summer of 2013, I received my Middle School Science certification.

During my eleven years at Messiah, I have taught kindergarten, first, fourth, fifth, sixth and seventh grades as well as middle school science. I have coached 5th grade girls basketball, both A and B team boys soccer, Academic Scholar Bowl and our Lego robotics team.

My husband, Wade, and I have been Messiah members since 1997. We have two sons and a daughter. Ty and Jake, Messiah alumni, are now a junior and sophomore at Lutheran High School, St. Charles, and Jill is in fifth grade here at Messiah. In my free time I enjoy watching my children participate in extracurricular activities, participating in Messiah's hand bell choir, digital scrapbooking, cooking, and spending time with friends and family.

I feel blessed to have had the privilege to watch and be part of the growth and changes of Messiah and its day school over the years and feel doubly blessed to be part of this team of professional church workers. Each new school year I am filled with excitement and joy, ready to use my gifts and talents to help the students of Messiah grow closer to their Savior, Jesus Christ, who gives them the strength to work hard and reach their full academic potential.

Lyn Biesendorfer – Seventh Grade

I am beginning my 37th year of teaching and my 16th year here at Messiah. I love teaching, especially teaching Middle School at Messiah. I love the heart and the positive attitude here. I love watching the kids grow and learn and mature. I love the people I work with and the Mission Mindedness of our school. I also enjoy learning more about teaching and keeping up to date on the latest educational theories, especially concerning Language Arts with an emphasis in integrating technology.

I met my husband, Rob when we were at college at Concordia, River Forest. We have been married for 38 years and have served congregations in the Chicago area, Southern California, Southern Illinois, and the St. Louis area. We have two children: Julee is 34, lives in St. Louis, and works in Human Resources. Tim is 31, lives in Seattle, WA, and works in the physical therapy field. We also have two dogs: Leo, a small grumpy Lhasa, and our puppy Gizmo, who rules the roost. When I am not teaching, I enjoy watching the Cardinals, reading, scrapbooking, gardening, and going out to eat with my husband!

Annie Brockmeier – Middle School Language Arts/ 7th grade

Messiah has been a great blessing to me over the past 14 years. As members of the church, my family has worshiped here, my two children have benefited from a Messiah education, and I have met so many wonderful and inspiring people. This is where I decided to become a school teacher.

I grew up in Colorado, and went to college in Idaho where I received a degree in English. I began my working career in Washington D.C. doing research for a political think-tank, but soon moved into the education field. I travelled the country working for a national post-secondary accreditation organization; and later, I wrote technical manuals and taught computer software to businesses and government entities.

I married my husband Greg in 1994. His career took us to Montreal, Canada; Phoenix, Arizona; Leesburg, Virginia; and St. Louis, Missouri. During our travels, we were blessed with our daughter Emily and our son Will.

When we settled in Missouri, Messiah became a second home. Both of our children attended Messiah School. I volunteered in many classrooms, made stage sets for the musicals, served as the Cross-country coach, and chaired Messiah's first auction. Getting to know the teachers, I realized what I wanted to do. I went back to school and became a certified teacher.

After teaching two years at Trinity Lutheran School in Orchard Farm, I received a teaching position at Messiah. This is my fourth year here, and I am thrilled to be a part of the Messiah community and mission!

Julie Hillis – Art Teacher

I was born in Ohio and earned my Master's degree in Education from Ohio State University. I have been married to my husband Walt for 25 years and we moved to St. Charles about 17 years ago. We have two children, Steven and Brian, and two dogs, Mo and Belle.

Both my mother and my aunt were teachers for over 20 years, so teaching is definitely in my blood! I have taught kindergarten in Ohio, art in Michigan, and sixth grade in Winfield, MO. This is my 12th year teaching art at Messiah and it has been a wonderful opportunity to be able to do something I love at a place where the staff and students are such a pleasure to work with.

When I am not chauffeuring my boys to their various sporting events, I enjoy traveling, photography, scrapbooking, and Buckeye football.

In my spare time, I enjoy cooking and baking, especially involving culinary challenges in gluten free cuisine (as this is a staple in my families' diet.) I love music, laughing, and art. Spending time with my family and playing my grand piano are also very important to me. I am also known to love high heels and fun accessories!

I love children! I love what each day brings with them. I love to laugh and enjoy discovering what God has planned and purposed for each of us every day.

I am so thankful for the opportunity to become a member of this amazing team at Messiah!

Connie Bixler – Reading Specialist

I have been in the field of Education for about 40 years. Thirty of these years have been in Christian Education. During this time I have taught a variety of grades as well as being a school Principal. I earned my Bachelor's Degree from Lindenwood University in Education and a Master's Degree in Education from Webster University.

My husband Bob and I have been married 45 years (42 years living in St. Peters). We have two daughters. Our oldest daughter lives locally and is a Financial Analyst at Boeing. Her two children attend Messiah Lutheran School. Our youngest daughter has three children. She and her husband are Missionaries in Spain.

I have had the privilege of being the Reading Specialist/Resource Teacher at Messiah for six years. It is a joy to be a part of a school where Jesus Christ is the central focus.

Beth Thaemert– Spanish

I was born and raised in the St. Louis area. As a child, I attended Francis Howell schools and graduated from Francis Howell High. I always knew I wanted to work with children and took jobs as a babysitter and in daycare while in high school and college and volunteered as a nursery worker and Sunday school teacher at church. I got my degree in elementary education from Lindenwood College. After graduating, I worked for seven years in private and public education teaching kindergarten, first, and second grades. When my kids were born, I took some time off to focus on my family. In 2011, I was blessed to be able to return to teaching in pre-kindergarten at Messiah. I've always enjoyed learning about different cultures and languages. I studied Spanish during my high school years as well as French during college. After brushing up on my foreign language skills for fun, I recently went back to school to pick up some classes in Spanish. I'm so excited to be able to share my love for language learning with the students of Messiah. In my time away from the classroom, I enjoy Zumba, yoga, hiking, biking, and watching my children participate in soccer and volleyball.

Sean Kelly – PE

Sean Kelly graduated from Westminster College in 1995 and pursued a career in sales. After 17 years in the corporate world, he decided to chase a lifelong dream and become a teacher. While pursuing his teacher certification, he has worked for Special School District at Mason Ridge Elementary School as an ABA Paraprofessional. Sean is thrilled about working with the students and teachers at Messiah and brings a lot of passion and enthusiasm. He is the the devoted husband to Sarah Kelly (Messiah's Early Childhood Director and Preschool Teacher), father to James Kelly, a 7th grader at Messiah and Quinn, a sophomore at Lutheran High School. His life verse is Romans 12:2.

Acceptable Use of Computers

The use of computers during Messiah's school day is an integral part of a student's education. However, the use of computers is also a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and potentially, other disciplinary action. Students will be held responsible for their actions and activity while using technology at Messiah.

SCHOOL COMPUTER GUIDELINES:

1. Technology should be used in a way that will treat other people in a God pleasing manner. Therefore, the sending of harassing or degrading messages, using files and E-mail to bear false witness or spread rumors about someone, or posting anonymous messages or personal communications without the original author's consent is prohibited. Any use of the computer that demeans another person, whether they are other students, teachers, staff, or parents, will not be tolerated.
2. Do not interfere with the work of another student or a teacher. Students may not degrade or disrupt the normal function of hardware or software so that the performance of these items is damaged. Neither may students use technology in such a way that it is disruptive or harmful to the teacher, students, and classroom environment. Similarly, any student who uses a computer in a manner that is outside the parameters established by the teacher is subject to disciplinary action.
3. The privacy of other people, whether they are fellow students or teachers, is to be respected. Any invasion of the privacy of another person is a violation of the school technology use policy. Students may not intentionally access the messages, files, or work of another student or teacher, nor alter any of these in any way.
4. It is illegal to violate copyright laws.
5. Students should not access social networking sites or instant message communication. Students are to use computers only as instructed by their teacher. Students may not attempt to gain any unauthorized access to resources, programs, or on-line sites. Similarly, students are expected to maintain individual computer settings. These settings (such as the background, icons, screen savers, etc...) may not be altered without permission of the instructor.
6. Students and parents may not use the technology at Messiah for their own financial or commercial gain.
7. Copying of program files (as opposed to personal word processing files, or other students work) is prohibited except with the approval of the homeroom teacher and their personal supervision.
8. Students are expected to adhere to all of the following guidelines concerning Internet use:
 - A. Personal information of any kind about himself or herself or another person (students, teachers, parents, etc.) may not be transmitted. This includes home telephone numbers and addresses as well as information regarding the location of any student at any given time.
 - B. Students may not use any Internet feature, including the World Wide Web or E-mail without the direct personal supervision of the classroom teacher, teacher's aide, or authorized parent volunteer. Direct personal supervision means that the teacher (or other qualified individual) is present in the classroom or computer lab and is actively monitoring the work of the student.
 - C. Students are expected to maintain a Christ-like demeanor at all times. Therefore, no text, image, movie, or sound that contains obscene material or language that offends or degrades others will be allowed.

Possible consequences for violations of the school technology use policy include:

- A. Parent notification
- B. Withholding privileges
- C. In-school isolation
- D. Out-of-school suspension
- E. Expulsion

Computer technology is a gift from God to his people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. Messiah Lutheran School acknowledges the blessings the Lord has bestowed on his church through technology, and we are committed to empowering our students to use this gift in a way that is in keeping with our Christian faith. We pray that God will bless our efforts to enhance our students' educational experience through technology.

Address Change

Parents should notify the school office of any change of address and phone number, or you may make changes to your family's records through the Parent Portal.

Administration

The School Leadership Team is to work collaboratively with the School Administrator in the area of planning, supervising policies, and selecting personnel for the school operation. The School Leadership Team will serve as a source for on-going or specific input and advice on school issues.

Membership of the School Leadership Team shall include:

- † All full-time administrators of the school.
- † One pastor identified annually by the Executive Ministry Team.
- † One full-time teacher identified annually by the school faculty.
- † One chairperson approved to a three year term approved by the congregation.
- † Four persons appointed by the School Leadership Team. Appointed members shall normally be appointed to staggered three year terms.

Admissions Guidelines

NON-DISCRIMINATORY STATEMENT

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

Messiah Lutheran School reserves the right to receive and solicit information on the home background and/or previous school experience of a child prior to enrollment. Before accepting new students, Messiah Lutheran School may test students applying for admission to assist in determining proper placement. Messiah Lutheran School will make the final determination as to the acceptance and placement of students.

All official school records are transferred through the schools. A complete set of Enrollment Forms must be submitted to the school office by the first day your child attends class. All applications pertain to one school year.

Messiah Lutheran School reserves the right to accept or decline enrollment of students applying to attend. Acceptance of application will be at the discretion of the school administration.

All new students will be admitted on a probationary basis. Regular status is granted only after a ten-week period, pending a favorable report concerning the child's conduct, willingness to work, parental cooperation, and sound educational match.

On July 1, 1997, [SB 572](#) went into effect in Missouri schools. Assessment testing for admittance into kindergarten was eliminated and replaced by the kindergarten/first grade entry date of August 1. In accordance with this law Preschool 4 year olds need to be 4 years of age before August 1. Kindergarten students need to be 5 years of age before August 1. First graders who have not attended Kindergarten will need to be 6 years of age before August 1.

All new students must have a completed physical examination prior to enrollment. In addition, physicals will be needed prior to entering kindergarten, fourth and seventh grades. All students participating on an athletic team will also need a physical examination.

Admission to the school shall be with the understanding that parents have familiarized themselves with the philosophy and policies of Messiah Lutheran School.

Advertising/Distribution

Businesses, organizations or parents wishing to distribute any sort of flyer, letter or advertisement must have approval from the School Office. Internal organizations, such as PTO, Student Council or Messiah Lutheran Church are permitted to bring items to the main office for distribution. These items will be given to teachers for distribution in Friday Folders (one per family) unless otherwise approved to go to each student individually. The organization must provide the appropriate number of flyers. The School Office will not run additional copies.

After School Activities

All students not involved in an organized activity need to be supervised by a parent or staff member. Children left unsupervised will be checked into Extended Care and charged Extended Care fees.

Appointments

Please try to arrange doctor and dentist appointments outside of the school hours whenever possible. Students should have a written request from parents to leave during class hours. Parents/guardians should sign the students out in the school office.

Athletics

Cross Country and Track will remain a \$35 athletic fee. Basketball, Volleyball and Soccer will increase to \$60 for the following reasons: Referee fees increase annually. Tournament expenses increase annually. Uniforms need replacement. This expense will be applied to the league and tournament fees, as well as help defray the cost of referees and the general athletic program. A mandatory parent meeting will be conducted at the beginning of each sports season. Parents will assist with the Athletic program as their time and talents allow.

Messiah Lutheran School, home of the Lions, is a member of the Lutheran Conference for Greater St. Louis. The following sports will be provided:

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Boys	Cross country		Volleyball (\$10 Fee)
	Soccer	Basketball	Track
	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Girls	Cross country	Basketball	Track
	Volleyball	Cheer	

We believe that athletics should be regarded as a vital part of the total educational offerings of our school and an extension of the classroom. We encourage student participation and would like to involve as many students as possible in this experience. All team members, regardless of ability, will be afforded opportunities to develop their work ethic, sense of commitment, and social and athletic skills.

The success of our program depends on the cooperation and support from coaches, parents and students. Coaches will make decisions regarding playing time as they seek to promote success for the participants.

Sportsmanship is expected from everyone associated with Messiah Lutheran School. Athletic contests provide an excellent opportunity to demonstrate our Christian character and class.

Students may not participate in a sporting event if they are absent from school on the day of the event. If the absence occurs on a Friday, students will not be permitted to participate in sporting events occurring during the following weekend. Exceptions may be made at the discretion of the school administration.

The purpose of our athletic program is to provide our students with the opportunity to use their God-given abilities so that they can:

- Witness their walk with Christ as they experience enjoyment through competition.
- Develop good personal traits that include a strong work ethic, self-discipline, good sportsmanship, and positive self-esteem.
- Gain a healthy, competitive attitude and life skills such as teamwork, leadership, and good citizenship.
- Learn individual and team skill development and habits leading to good personal health and success at the high school level.

Student-athletes need to maintain a C average and have no F's from the previous reporting period (including progress reports). Failure to maintain these guidelines will result in a 2-week suspension from all practices and games. At the conclusion of this suspension, grades will be determined to see if guidelines have been met. Failure to meet guidelines at this time will result in the student not participating until the next grading period. Circumstances that require special consideration in regards to student needs will be determined on an individual basis.

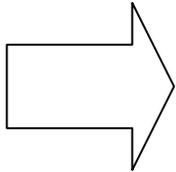
All athletes need an updated school physical on file. Student-athletes are responsible for the uniforms issued to them and will need to pay for the uniform if it is not returned in good condition at the end the season.

Attendance

Absences: In accordance with State Laws, all students are required to be regular and punctual in their school attendance.

Parents are to call the school office (329-1096) the morning of an absence to notify the school of the absence and to communicate plans to pick up assignments.

A student must be in attendance 154 days (20 absences) each year. Students that exceed 20 absences may become ineligible for promotion to the next grade. In the case of extraordinary circumstances, the School Leadership Team may make exceptions to this policy.



We strongly encourage families to take vacations according to the school calendar. In the few instances when this cannot be arranged, homework requested before the trip will need to be completed upon the first date back to school. Homework not completed, will be considered late (see homework).

Tardies: The school day begins promptly at 8:30 A.M. Students will be marked tardy if they arrive in their classroom after 8:30 A.M. A student missing 1/2 – 3 hours of the school day will be recorded as missing a half-day. (This includes students leaving and returning during the day for doctor's appointments, etc.) Students missing more than 3 hours will be recorded as missing a full day.

Students who are late disrupt the class when they enter, take away teaching time from the rest of the class and are not as prepared as the other students to start learning.

An excused tardy is for students who are late because of medical reasons and for those few instances that a note from the parent will define. A note from the doctor/dentist is required in order to receive an excused tardy.

Students are to stop in school office to receive a tardy slip and give the slip to the teacher. The school office will determine if a tardy is excused or unexcused and make changes to the electronic attendance record.

On the third **unexcused** tardy, and each additional **unexcused** tardy per quarter, the student will be required to serve a before or after school detention at a time determined by the school. Failure to comply with the detention will result in a meeting with the school administrator after which one of the following may occur:

- Repeat of the morning/afternoon detention and/or
- In-school suspension

Birthdays

Parents may send a treat to celebrate a child's birthday. This treat should not replace lunch. Parents are to bring treats in the morning. In the rare occasion this does not happen, please bring the treat to the school office. Treats should be pre-cut and plates and/or napkins should also be provided. Students should bring the proper number of treats for his/her classmates. Extras may be placed in the school office for staff members. Treats should not require refrigerator or freezer for storage.

Parents are requested not to have special deliveries (balloons, flowers, etc.) sent to school.

Students should distribute party invitations at school only if all of the students in their class are invited to the party.

Books and Supplies

Textbooks, resource books, and certain supplies are rented to students of Messiah. The cost of this rental is included in the tuition. Also included in the tuition is the cost of all necessary disposable workbooks, art supplies, and other miscellaneous materials. No distinction is made among classes in these fees since some classes use more supplies while others use more expensive textbooks or workbooks.

Each student is responsible for his/her assigned textbook and/or workbook. If any book is lost, the child is expected to immediately pay the purchase price of a new book. This book needs to be supplied immediately so that no learning time is lost. A newly purchased replacement textbook becomes the property of the school.

Students are also responsible for desks, chairs, and other school property. At the conclusion of the school year the condition of the books and other school property will be appraised in comparison to the condition at the beginning of the year. Additional fees may be charged by the school administration for “wear and tear” beyond what would be deemed normal for the year.

Each child in grades 3 or above is expected to have his/her own NIV Bible at school. You may purchase a NIV Bible at the school office. Prior to the start of school each student is provided a list of required supplies for the year. These supplies, purchased by the parent, are above and beyond those provided by the school.

Chapel Services

Chapel will be held on a weekly basis on Monday mornings at 8:45 am. Chapel will be held on Tuesday mornings if there is no school on Monday. The message, hymns, and order of service selected are especially designed to meet the needs and desires of the children. Baptismal birthdays of the students are observed once a month.

These services are designed to draw the children closer to their Lord and Savior and to strengthen their faith in Him as their only hope for salvation. They demonstrate that worship is not just a Sunday experience for adults, but rather a vital part of school life and daily living. Lessons and problems are presented that relate to the children's lives and offer counsel, guidance, comfort and strength to suit their needs. They touch on the needs and problems of the hearer; on sin and grace; on faith and love; on justification and sanctification. The offerings brought by the students to these services are used to help support various mission projects.

Parents are cordially invited to worship with the students and faculty at these Chapel services.

Church and Sunday School Attendance

Regular attendance in church services and Sunday School classes are a major expression of Christianity in action. As a part of our educational program of training the whole child, the children are expected to attend divine services regularly with their families. The teachers keep Church and Sunday school attendance that is recorded on the report card.

Classroom Parties

All parties need to be scheduled with the teacher of the classroom or the principal. No holiday gift exchanges will be allowed.

Under most circumstances there will be four parties per year (including May Madness or Kindergarten Letter People Day). A \$3.00 per child party allowance is collected as part of tuition for the following parties: Fall, Christmas, and Valentine parties and \$6.00 for May Madness or Kindergarten – Letter People Day.

Communication Guidelines

Messiah Lutheran School believes in open and active communication between parents and the school. We know that good, healthy, two-way communication is the key to preventing problem situations.

In order to assure communication occurs in an orderly manner; we have adopted the following guidelines based on Matthew 18:15-16.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”

A. Concerns about activities in the classroom.

1. Contact the school office to leave a message for the teacher to make an appointment with you.
2. If the parent/teacher conference does not resolve the concern, the parent or teacher may request a joint conference with the school administrator.
3. Upon request, the administrator will arrange for a conference to include the parent, teacher, and administrator at the earliest possible date convenient to all.
4. If this conference does not resolve the issue, a meeting will be set up with members from the School Leadership Team, administrator, teacher and parent at a date convenient to all.
5. The decision of the school administrator in collaboration with School Leadership Team will be final.

B. Concerns about school policy

1. Submit the concern in writing to the School Leadership Team.
2. The decision of the school administrator in collaboration with School Leadership team will be final.
3. Either the administrator or a member of the School Leadership Team will contact the individual expressing the concern.

C. Hearing before the School Leadership Team

1. Upon the request of the School Leadership Team or upon receiving a written concern from a family, the chairperson of the School Leadership Team, the school administrator(s), and pastor will determine if a hearing is to be granted.
2. In the event that a hearing is granted, the concerned party will be notified of the time of the meeting.
3. In order to protect the privacy of our students and staff, the meeting will not be open to the public. The following people will be present at the hearing: the parent(s) or legal guardian(s), members of the School Leadership Team.
4. An allotted amount of time, to be determined by the chairperson of the School Leadership Team and/or school administrator will be given for the concerned party to present their concerns.
5. During the presentation of concerns, those present may ask for clarification on certain issues, but will not engage in open dialogue.
6. At the end of the allotted time, the School Leadership Team will dismiss the concerned party. The School Leadership Team will meet further in order to render a decision or table decision for further discussion.
7. The decision of the administrator in collaboration with the School Leadership Team will be communicated in writing to the concerned party.

Detention

Detention times will be set by the teacher. General guidelines are as follows:

Morning detentions are held from 7:30 – 8:15 A.M.

Afternoon detentions are held from 3:15 – 4:00 P.M.

Saturday morning 9:00 – 12:00

Failure to comply with a detention will result in a meeting with the school administrator after which one of the following may occur:

- Repeat of the morning/afternoon detention and/or
- In-school suspension

Discipline

At Messiah Lutheran School we do not think of discipline as meaning punishment but rather as the teaching of self-control, Christian attitudes, orderliness, and efficient management of time and abilities so that maximum learning may take place. Discipline shall be directed toward teaching the child acceptable behavior in a loving, Christian manner. The school staff shall seek to redirect hurtful behavior and teach children to respect the rights of others, get along with others and to respect authority.

We understand that it is impossible to isolate our children from sinful behavior as God's word convicts all of us. Rather, we prefer to call sin what it really is, and help our students recognize it. Then lead them to recognize God and His grace, mercy and forgiveness in His dealings with sinful human beings.

See Student Privileges, Responsibilities and Guidelines for specific guiding principles.

PROCEDURES DEALING WITH MISBEHAVIOR

1. Teachers/staff will give Christian counsel and guidance. A written form of communication may be sent home with the child and should be returned the following day. Failure to do so may lead to a detention.
2. If the situation does not improve, the teacher will consult with the principal. The principal will provide counsel and disciplinary action and will notify the parents.
3. Further complications may lead to suspension or expulsion.

When corrective action becomes necessary, the teacher or adult in charge of the activity should take appropriate action according to their classroom disciplinary plan.

Some situations may arise that lend themselves to alternative consequences.

The administration may take disciplinary action of events that occur within or outside the school premises if the student’s behavior deters from the Messiah Lutheran School’s educational program and/or climate.

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

- Counsel and verbal reprimands from school authorities
- Intervention plan worked out with parent, student and school personnel
- Loss of privileges for students, including co-curricular activities and class trips
- Detention served on date set by school personnel
- In-school suspension
- Suspension of up to 3 school days (may be set by school administrator)
- Long-term suspension of more than 3 school days (school administrator will consult with the School Leadership Team)
- Expulsion (school administrator will consult with the School Leadership Team)

Extended Care

Our extended care program is available before and after school Monday – Friday for an additional fee. Under supervision, students are encouraged to work on homework, play games and if the weather permits, go outside. (Extended care will be offered on ½ day in-service days if a sufficient number of children are pre-registered for that day.) Extended care is located in the lower level of the school near the Square. Students should be dropped off and picked up at the rear entrance of the building.

Times Available: 7:00 – 8:15 A.M.
3:30 – 6:00 P.M.

Location: Lower Level of school building near the square.
Students should be dropped off and picked up at the rear entrance of the building near the Early Childhood playground.

MORNING SESSION 7:00 A.M. – 8:15 A.M.

Students arriving prior to 7:30 A.M.	\$ 6.75
Students arriving at 7:31 A.M. to 8:00 A.M.	\$ 3.75
Students arriving at 8:01 A.M. to 8:15 A.M.	\$ 1.25

*Children arriving at school prior to **8:10 A.M.** will check into Extended Care and charged for Extended Care services.

AFTERNOON SESSION 3:30 – 6:00 P.M.

Students picked up from 3:30 P.M. to 4:00 P.M.	\$ 2.25
Students picked up from 4:01 P.M. to 4:30 P.M.	\$ 6.75
Students picked up from 4:31 P.M. to 5:00 P.M.	\$ 7.75
Students picked up from 5:01 P.M. to 5:30 P.M.	\$ 8.75
Students picked up from 5:31 P.M. to 6:00 P.M.	\$10.50

*Children who have not been picked up will check into Extended Care at **3:30 P.M.**

*Children not picked up by 6:00 P.M. will be charged \$3.00 for each 5-minute period thereafter.

6:00 – 6:05 additional \$3.00 per child
6:06 – 6:10 additional \$6.00 per child
6:11 – 6:15 additional \$9.00 per child
6:16

Fees will be paid to the Extended Care Director on a weekly basis.

GUIDELINES:

- † Any child at school prior to **8:10 A.M.** or after 3:30 P.M. will be automatically enrolled in Extended Care and appropriate charges will be made.
- † Any child who is participating in an extra-curricular activity and is not picked up 15 minutes after the activity will be automatically enrolled in Extended Care and appropriate charges will be made.

Field Trips

Field Trips are an integral part of our educational program. They provide a hands-on learning opportunity for our students and an occasion to see first hand the marvels of God’s creation.

Children less than four years old, regardless of weight, are to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are to be secured in a child passenger restraint system appropriate for the child. Children ages 4-7 who weigh at least 40 pounds but less than 80 pounds, and are shorter than 4’9” tall must be secured in a child passenger restraint system or booster seat appropriate for that child. Children who are 8 years old or at least 80 pounds or taller than 4’9” shall be secured by a vehicle safety belt or booster seat appropriate for that child.

Field trips also lend themselves to special transportation and supervision responsibilities.

In order to provide a safe environment, the following guidelines will be used:

- † Permission slips for the students need to be on file for each field trip.
- † Drivers need to have on file in the school office a copy of their driver’s license, proof of insurance, and results of a background check. The school provides this service for parents and volunteers.
- † Children are to wear seatbelts at all times while in a vehicle.
- † Depending on the activity planned, there may be a limited number of adult chaperones/drivers permitted to attend. (Many indoor activities set a recommended ratio of adults to children.)
- † When a maximum number of chaperones are set, the teacher will communicate the need for drivers/chaperones. So that all parents/guardians have the opportunity to drive/chaperone, first-time parents/guardians, will be given this responsibility before someone attends a second time.
- † There may be some field trips that do not warrant a maximum number of chaperones and everyone that is able may be given the responsibility of chaperoning.
- † *Parents are not to provide snacks before, during, or after the field trip; make purchases for students during the field trip; or make additional stops without prior arrangements by the teacher.*
- † Parents who are driving and/or chaperoning are not to bring other children along.

Grading Scale

The Grading Scale for Messiah Lutheran School is:

A	95 - 100%
A-	94%
B+	93%
B	85 - 92%
B-	84%
C+	83%
C	75- 82%
C-	74%
D+	73%
D	65% - 72%
D-	64%
F	63% and below

Some classes/subjects may use:	
+	Outstanding
√	Satisfactory
-	Needs Improvement

Graduation Fee

There will be no graduation fee collected this year.

Harassment, Intimidation or Bullying

Messiah Lutheran School prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Bullying is when one child or a group of children repeatedly picks on another child. Bullying is different from fighting or teasing. What makes it different is the way the bully repeatedly shows power over the other child. Negative actions can include physical, verbal, written (email/website) or indirect actions that are intended to inflict injury or discomfort upon another.

As expressed in the *Student Privileges, Responsibility and Rights Section* students strive to conduct themselves in keeping with their levels of social development, individual development, and maturity and demonstrated capabilities with proper regard for the rights and welfare of students, school staff, volunteers, parents, and the educational purpose.

The following factors will be used by the School Administrator when determining the appropriate response: the developmental and maturity levels of the parties involved; the perceived levels of harm; the surrounding circumstances; the nature of the behavior(s); past incidences or continuing patterns of behavior; the relationships between the parties involved; and the context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The School Administrator will document situations that are considered significant, and communicate with parents and any appropriate personnel.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion.

Homework

Homework fosters good study habits for future education and will help the student to work independently and be responsible. The challenging curriculum at Messiah Lutheran School requires some work to be completed at home. The amount of homework, however, depends on the grade level, the student's ability, study habits and wise use of time at school. Parents can aid the student by providing encouragement, materials, and a quiet place for study. Providing too much help is to be avoided as the student may become too dependent on the parent. If the student is unable to complete assignments for any reason, an explanatory note should be sent so the teacher may be informed and assist in the completion of the work. If the assignments are constantly burdensome, the teacher should be informed.

Make-up Work

Students who are absent for any reason, will be required to make up work missed for each class. It is the student's responsibility to obtain assignments missed upon returning to school. Students will have time to make up their work equal to the time of their absence plus an additional day. Work not turned in at this time will be considered late (see homework).

Late Work

Classroom teachers will set up guidelines for communicating late work to parents. Late work will be handled appropriately at each grade level. Late work in grades 5 – 8 will be docked 30%, 4th – 20%, 3rd – 10%, from the total attained. Late work will not be accepted after 1 week.

Although teachers have plans made in advance, changes to those plans happen often. For this reason, requesting homework in advance of a prolonged absence is discouraged. Assignments that are given are expected to be completed upon return to school. (see Attendance)

Honor Roll

Students in grades 5 – 8 will be recognized for extraordinary achievement.

The grades will be weighted according to subject and averaged.

- † High Honor Roll is 3.67 and greater.
- † Honor Roll is 3.33 to 3.66.

Students on either Honor Roll will receive a certificate.

Immunization Requirements

Messiah's immunization requirements are set by the state of Missouri.

Grades	Immunizations
K-2	4+ DTaP/DTP/Td 3+ polio 2 MMR 3+ hepatitis B 2 varicella (chickenpox) or proof of disease
3-7	4+ DTaP/DTP/DT/Td 3+ polio 2 MMR (measles, mumps, rubella) 3+ hepatitis B 1 varicella (chickenpox) or proof of disease
8	4 DTaP/DTP/DT/Td 1 Tdap 3+ polio 2 MMR 3+ hepatitis B

Instruction and Curriculum

We will strive to provide the highest academic standards in communication, technology, exploration, the sciences and self-expression. Our school is a place where critical thinking becomes the foundation for lifelong learning, but most importantly a setting where children may come to know their Lord and Savior in a more personal and meaningful way!

The Curriculum and Course of Study of Messiah Lutheran School meets the requirements of the State of Missouri and the Curriculum for Lutheran Schools. The Curriculum includes: Christian Life/Religion, Reading, Spelling, Language Arts, Mathematics, Science, Social Studies, Music, Art, Health and Physical Education.

All studies are presented in the light of God's Word. A well-integrated course of Bible study, doctrine, and memory work is required of every student. In the light of God's Word, all subjects become more meaningful to the child of God as ways of developing talents for greater service to a loving, redeeming God and His people. Devotions occur daily with opening and closing prayers.

Our **Christian Life Class** offers a thought-provoking approach to God's Word as it presents life-related activities to help students learn more about God's love for them in Jesus Christ. Sex education will be taught in either the Christian Life class, Health class, or Science class at grades 3, 5 and 7. Age appropriate materials from Concordia Publishing House will be used.

Language arts is handled in a meaningful way as students learn the basic skills of word attack, structural analysis, and comprehension while being introduced to excellent literature. Grammar, spelling, and handwriting are taught as integral parts of the reading and writing process using life experiences and up-to-date materials.

Mathematics is taught by using the Saxon Math Series. Saxon is a success oriented program that enables children to develop a solid foundation in the language and concepts of all mathematics areas. The Saxon philosophy states that math skills build on prior learning. New learning is presented in increments, with time provided between increments for practice.

Science is taught in a combination of lab experience and textbook. Life, earth, and physical sciences are taught throughout the grades. A general understanding and appreciation of God's wonderful creation is developed in the study of His workmanship.

Social Studies offers a course of study that includes history, geography, economics, government, and sociology along with map skills and an understanding of God's world and the people He has placed into it.

Music assists in the development of the whole person. A variety of aspects are taught in our music program including singing, playing instruments, moving, listening, improvising, comparing and reading. Music serves as a medium for expression in the life of a child. Appreciation for the gift is studied as well, by investigating the lives of famous musicians.

Art is taught at every grade level. Students will use a variety of media to express themselves as they observe and interpret the things they see in God's creation. A foundation for the appreciation of great artists is studied, while providing students opportunities to use their creative skills in an assortment of ways.

Physical Education is essential to the optimum growth and development of healthy children. Consideration is given to skills, attitudes, and values of the students as they grow in their abilities as they use their bodies for the glory of God.

Technology is used as a tool for learning as students use state-of-the-art **PC computers for instruction**. Not only will the students learn the applications of word processing, spreadsheets, and databases, multimedia and the internet, but they will learn these skills in context of the curricular goals.

Lost and Found

Lost and Found items will be located near the school office. Periodically, lost and found items will be donated.

Lunch

Lunches will be offered five days a week by Food Service Consultants (FSC), a local company that operates the cafeterias at over 65 private schools in the St. Louis area, as well as a number of other businesses.

Payment

FSC uses a computerized "meal card" system which is called Maître D. A meal card will be set up for each student who is attending Messiah Lutheran School this year. If you choose to participate, you will need to make an initial deposit which will be credited to your child's account. The meal card will be kept by the homeroom teacher so that the card is not misplaced. When your child makes a purchase in the cafeteria, their card will pass through a scanner similar to the grocery store and the amount of the transaction will be deducted from the balance on the account. The meal card system records all deposits and purchases on your child's account and tracks the balance on a daily basis. It will roll over from semester to semester and year to year. If your child is graduating, it can be passed on to a sibling or you may request a refund. If you have more than one child attending Messiah Lutheran School, we do have the ability of allocating monies to each individual meal card account or set up a "family account". The checks should be sent to the school office or given to the homeroom teacher, "attention cafeteria manager" and be made out to "Food Service Consultants" or "FSC".

Meal Options

FSC's program is named "Healthy Habits," and was designed to help offer a nutritional meal for the students. The menus will feature more "home-style" and less processed foods. Fresh and frozen vegetables, as well as, a variety of fruits will be offered. The menu will feature three (3) main selections to choose from daily. They are the "Healthy Habits" featured hot lunch, an "alternative entrée", and a special deluxe salad bar. Each meal also includes a carton of milk. Your child will be able to select any of these menu items for their lunch day during homeroom. There will be a very limited number of snack items that will be available as well. We will be participating in the Special Milk Program which will allow us to offer milk for the students at a reduced price. The price for the 2015-16 school year is expected to be \$.15 - \$.20 per carton.

Cost

Portion sizes will be adjusted by grade, especially for the older students. Students will also be able to purchase an "extra entrée" for only \$1.25 more, if they really enjoy a certain menu item. The prices for the Health Habit lunch are:

- Kindergarten \$3.00
- Grades 1-4 \$3.40
- Grades 5-8 \$3.65

The 3 lunch sections are approximately 11:25 to 12:50. Volunteers are welcome but not required this year. If you decide to volunteer, your child will eat free for that day.

- **If your child forgets their lunch, you should bring forgotten lunches to the school office.**
- Fast food items should not be brought directly from restaurants.
- **No carbonated or caffeinated beverages should be brought to school. Beverages should not be brought in glass containers. Drink machine is available before 8:15A.M. and after 3:15 P.M.**
- If your child does not have a lunch, your child will eat hot lunch and your family will be charged the price for a hot lunch.
- *Students should be able to open all prepackaged containers.*
- **Microwaves may not be used to heat up student lunches.**

Medication

The state of Missouri has issued regulations for dispensing medications at school. The following guidelines apply to prescription medicine as well as over the counter medications.

- It is the policy of Messiah Lutheran School that giving medicine to students during the school hours should be discouraged and restricted to necessary medication that cannot be given on an alternate dose schedule.
- **A doctor's written order must accompany any medication, prescription and/or over the counter, to be dispensed. The order must indicate the student's name, dosage and time the medication should be dispensed.* Forms are available in the school office.**
- Written permission from the parent /guardian must be on file at school.
- A list of side effects expected from the medication must accompany the medication.
- Drugs must be in the prescription bottle and must be delivered to the office by the parent/guardian.
- The parent/guardian must administer the initial dose of any medication.
- **The parent/guardian must bring the medication to the school office. If the medicine returns home that day or at the end of the school year, the parent/guardian must pick up the medication. No medication will be sent home with the student.**
- **Cough drops brought to school must be accompanied by a note from a parent and must be given to the child's teacher.**

*The only medication that can be administered by students themselves is an inhaler and only if a physician has signed the self-medication clause form. The school office should be notified when this need arises.

National Lutheran Schools Week

Messiah Lutheran School joins over 2000 schools worldwide each year celebrating National Lutheran Schools Week. Messiah's Lutheran School Week will be the first week in March this year.

Non-Discriminatory Statement

Messiah Lutheran School admits students of any race, color, national and 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 policies, admission policies, and athletic and other school administered programs.

Parent/Guardian Communication – Non-custodial

An essential component of a quality education is parent communication. Therefore, Messiah Lutheran School follows the provisions set forth in the Buckley Amendment. It states that in the absence of a court order to the contrary, a school should provide the non-custodial parent with access to academic records and to other school-related information regarding the child. Please inform the school office of any special concerns related to this issue. It is the responsibility of the custodial parent to provide the school with an official copy of the court order/divorce decree that states communication guidelines.

Please communicate and furnish the school with a copy of any extraordinary custody situations.

Proper authorizations, including parental permission, must be in place to release the student's record to another school.

Parent – Teacher Conferences

One parent-teacher conference is scheduled with **all** parents for each student in the fall. At this conference the home-school life of the child is discussed, weaknesses and abilities studied, and plans for cooperative action proposed. Additional parent-teacher conferences may be scheduled throughout the year.

Information pertaining to the child's performance on the standardized tests administered during the school year is shared with parents in the Spring. Parents are invited to visit classes and make appointments with the teacher or principal to discuss any matter pertaining to the child's welfare.

Physical Education

Students in grades 5-8 will need a separate pair of non-marking, fully enclosed, sturdy, and supportive tennis shoes for physical education and athletic use. PE uniforms must be worn in grades 5-8. Not wearing or forgetting a PE uniform will negatively affect a PE grade. A note from a parent (limited to a maximum of 1 week's absence) is required for an excused non-participation in class. Longer than 1 week requires a doctor's note. Failure to comply with this may affect your grade. No necklaces, dangling earrings, or bracelets may be worn during PE class.

Progress Reports

The intent of the progress report is to inform parents as to the development of the student in the classroom. Note: the progress reports are merely informational tools and do not get recorded on the permanent record.

Near the mid-point of each quarter progress reports will be sent home in grades 1 – 4 at the discretion of the teacher. In grades 5 – 8, progress reports are sent home each quarter for every student.

Promotion Guidelines

Research has indicated that the setting of high expectations for school performance is an important ingredient in a quality education experience. It is felt that students enrolled at Messiah Lutheran School should be able to successfully pass the subjects taught at the specific grade levels. The following guidelines serve as examples of a course of action. Each situation is unique, as each child is unique; therefore, the action taken by the teacher and administration may vary from one situation to another. The decision to promote a child to the next grade rests with the school personnel.

While academics are an important issue, we also concern ourselves with the child's growth socially, physically and emotionally. If a child is not developing at a satisfactory rate in one or more of these areas, the teacher may recommend that a student be retained at the present level to permit time for the child's balanced development in all areas. The teacher should notify the parent if retention is to be considered.

Absences: In accordance with State Laws, all students are required to be regular and punctual in their school attendance. **(Please refer Attendance)**

Publicity

As opportunities present themselves, Messiah Lutheran School may use photographs of students in local newspapers, brochures, Mane Events and web sites. If you would not like your child to be used in these photographs, please call the school office at 636.329.1096.

Recess

Recess is scheduled daily for the students and in large part takes place outside. Students are to accompany their class. A doctor's note is required for students to stay inside more than 3 days. Recess will take place inside when the weather prohibits the students from going outside. Children will stay inside when the temperature or wind chill drops below 0 degrees.

Registration Deadlines

(Adopted: April 8, 2013; Implementation: January 1, 2014)

Messiah Lutheran School relies 90% on tuition for the operations budget. Firm decisions cannot be made on vital budget issues such as staffing until planners have a reliable grasp of the revenue side of the ledger. Therefore, it is necessary for planners to know the expected income from tuition prior to making these critical decisions. To promote the completion of the budgeting and staffing processes in a timely and accurate manner, the following policy regarding registration fees has been adopted.

Registration for the upcoming school year will be open from January 1 through the last day of February.

Registration fee: \$200 per family nonrefundable. The fee will be applied toward tuition.

Registration not received in the school office by March 1 will incur a \$200 increase in tuition per family. This increase will be divided equally over the monthly tuition payments for the upcoming school year.

The increase in payment will be waived for families enrolling in the school for the first time regardless of enrollment date.

All other requests for exceptions should be presented in writing to the principal by February 21. These requests will be considered on an individual basis by the School Leadership Team who will make a final determination regarding the exception. For example, a potential exception could be made for families waiting for statements regarding financial assistance from the school and/or Building Blocks. For those families seeking such relief, a copy of all information submitted to FACTS regarding your request for financial assistance must accompany your application for a waiver.

Report Cards

Formal report cards are issued quarterly to children in all grades.

The grades and marks put on the report card are meant to serve as an essential part of the important communication process. The grade marks are an overall evaluation of the pupil's work in a course and are based on the grading scale found on page 22.

Returned Check Fee

A returned check fee of \$25.00 will be charged for all checks that are met with insufficient funds. This fee will be in effect for all school related functions. Additional bank fees will be charged by the FACTS management system for tuition payments.

School Arrival and Pick-up

Children should not arrive before 8:10 AM unless they plan to use our Extended Care program. Students using the Extended Care Program should enter at the lower level via Lions' Lane. For everyone's safety, all other students should enter at the Timbers. **Children who arrive before 8:10 AM will be sent to Extended Care and parents will be billed based on the appropriate rate.**

Students should report directly to the classroom, and should be seated, quiet and preparing for the school day by 8:25 for the 8:30 A.M. opening announcements. Children not in their seats at that time will be marked tardy.

On the third **unexcused** tardy, and each additional **unexcused** tardy per quarter, the student may be required to serve a before or after school detention at a time determined by the school. Failure to comply with the detention will result in a meeting with the school administrator after which one of the following may occur:

- Repeat of the morning/afternoon detention and/or
- In-school suspension

All students will be dismissed at 3:15 P.M. Cars will be dismissed at 3:25 P.M. Students who are not picked up by 3:30 pm will be sent to Extended Care and parents will be billed based on the appropriate rate.

All arrival and dismissal procedures will be covered through the Mane Events.

School Dress

Students in Kindergarten through eighth grade at Messiah Lutheran School will wear school uniforms that are to be purchased from FISCHER'S. 636.939.3344. They now have a website so you can order from the convenience of your home, please visit www.fischersuniforms.com. This includes all shirts, turtlenecks and outerwear that are to be worn in the classroom. A written form of communication will be sent home with any student in violation of the school dress policy. This form should be signed by the parent and returned the next day.

The school uniform was selected as:

- Students dressed in a school uniform gain a sense of belonging to the school and consequently their pride in school increases.

- Students in school uniforms are identified more directly with their school, which is helpful when the students are taking part in activities outside of the school.
- The cost of providing uniforms is almost always less expensive than providing an assortment of casual clothes.
- School uniforms are designed to be practical for the range of activities undertaken at the school.
- All students are required to adhere to the uniform. Competition in fashion dressing is thus negated and all students, regardless of socio-economic circumstance, can feel equally part of the school community.

Students in kindergarten through grade 3 may wear a jumper, skort, navy pants, and navy shorts. In addition, students in grades 4-8 may wear skirts and navy capris. Students in grades 5-8 may also wear khaki shorts, pants, and capris. All items are to be purchased at Fischer's Uniform Store.

We have chosen FISCHER'S as our vendor because:

- The clothes are stylish, functional, durable and high-quality.
- The clothes are competitive in price to other uniform suppliers.
- They have an excellent reputation as the leading uniform supplier for the greater St. Louis area.
- They have shown flexibility and a spirit of cooperativeness that the School Uniform Committee was looking for.

In addition to our school uniforms, students should also follow these guidelines:

1. Shirts must be tucked in and solid-color brown, black or blue belts that buckle or are magnetic must be worn with pants and shorts at all times in the school building.
2. Plain white T-shirts under the school uniform are acceptable. Other kinds of under shirts should not be worn.
3. The distance from the crease in the back of the knee to the bottom of the skirt must be no greater than 4 inches when standing. Skirts are not to be rolled.
4. Shoes need to be a style that is firmly secured to the entire foot. Styles such as clogs, flip-flops, crocs, etc, are not permitted. Shoes with wheels may not be worn. Solid-color socks or tights that match the uniform must be worn. Leggings must be purchased through Fischer's uniform store.
5. Snow boots are to be worn only for inclement weather and may not be worn inside the classrooms. Students should bring a change of shoes.
6. Grooming is essential when presenting a positive image. Grooming includes washing regularly, combing and arranging hair neatly, and presenting one's self in a neat clean manner.
7. Hair should be styled in such a way that it looks neat, clean and in good taste. Unusual and distracting cuts, styles and colors are not acceptable.
8. Tattoos are not acceptable at school and school functions.
9. Jewelry, if any, may not interfere with school activities. Earrings for boys are not acceptable. Earrings for girls should be limited to the ear lobe. This applies to school and school functions.
10. **Only one support bracelet (cancer/heart foundations, etc.) should be worn.**
11. **If makeup is worn in grades 6-8, it should be natural in appearance.**
12. No necklaces, dangling earrings, or bracelets may be worn during P.E.

On days when free dress is acceptable students:

- Are to follow guidelines stated above in numbers 3 - 6.
- Are **not** to wear clothing with messages that promote violence, unsportsmanlike conduct, alcohol, drugs, anti-Christian, satanic or evil elements of society, is sexually suggestive or depicts musical groups.
- Are asked to dress modestly and appropriately for school.

School Times

Children should not arrive before 8:10 AM unless they plan on using our Extended Care program. **Children who arrive before 8:10 AM will be sent to Extended Care and parents will be billed based on the appropriate rate.**

Children who arrive after 8:30 AM will be considered tardy. Each tardy will be recorded on the class record and become a part of the child's permanent file. If tardiness becomes habitual, a consultation will be held with the child's parents and could result in detention at a time determined by the school. (see Attendance) Students will be dismissed at 3:15. Cars will be dismissed at 3:25 pm. Please arrive to pick up your child no later than 3:30 PM. **If some unexpected occurrence delays you**

and you arrive after 3:30 PM, you will find your child in the afternoon session of Extended Care, for which you will be charged an Extended Care fee.

Should I send my child to school? (Department of Human Services)

Fever	Normal temperature w/o medication for 24 hours
Diarrhea/Vomiting	Symptom free for 24 hours
Chicken Pox	6 days after last crop of blisters
Common Cold/Flu	After acute stage
Giardia	Written release by physician
Head Lice/ nits	After treatment and no sign of nits
Impetigo	Written release by physician
Infection Hepatitis	Written release by physician
Meningitis	Written release by physician
Pink eye (bacterial conjunctivitis)	Written release by physician
Poliomyeliti	Written release by physician
Rubella (German Measles)	Written release by physician
Streptococcal infections (Scarlet Fever)	Written release by physician
Viral Hepatitis	Written release by physician

Sexual Harassment Policy

It is the policy of Messiah Lutheran School to provide an environment free of discrimination. It is important for you to understand that jokes, stories, cartoons, nicknames and comments about appearance may be offensive to others. It is our policy to strictly prohibit any conduct that may constitute sexual harassment and to discipline any employee guilty of such conduct.

Sexual harassment is often difficult to define. However, as a guide, the following behavior may constitute sexual harassment. Unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or inexplicitly a term or condition of an individual’s employment; submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or the harassment has the purpose or effect of unreasonably interfering with an employee’s work performance or creates an intimidating, hostile, or offensive work environment.

Smoke Free Environment

Messiah Lutheran Church and School property is a smoke free environment. Smoking is not permitted.

Snow Days and Emergency Dismissals

School Closings will be announced on local TV stations 2 (FOX), 5 (NBC), and 4(CBS). **Parents will also receive a call from Messiah’s School Reach automated phone system. Please make sure the school office has updated home and cell phone numbers to assure your family is notified by the School Reach system.**

Our school name will be MESSIAH – WELDON SPRING. The Francis Howell School District decision will be taken into consideration, but we will not necessarily follow their choice. Rarely will Messiah close school during the day when inclement weather occurs after the opening of school. Students who are picked up early will be counted as absent.

On days when a **SNOW SCHEDULE** is announced we will begin school at 10:00 AM. There will be no Extended Care provided before school. Doors will be opened for the students at 9:45 AM. **On days when there is a SNOW SCHEDULE, ½ day classes will not be in session.**

When school is cancelled in the morning there will be no PM classes or after school and evening activities.

Student Council

Students in grades 6-8 who are interested in serving the school and their fellow students are encouraged to serve on the student council. Any student who meets the eligibility requirements and desires a leadership position at Messiah is welcome to participate.

Student Dismissal

Students will be dismissed from school at 3:15 P.M. In order to provide for the smooth pickup of children, **we ask that parents drive to the designated area**, take their place in line, and proceed in an orderly fashion to pick up their children. Cars will be dismissed at approximately 3:25 P.M.

Anytime the early release of a student is desired, the person responsible must come into the school office and sign the student out. Students are to remain in the classroom until notified by the office.

Communication from parent/guardian will be needed for anyone other than designated adult (s) to pick up a student.

All students leaving school property by other than the usual means must have a written note from home advising the teacher of the change in plans. We will not simply take a child's word for plan changes, nor will we permit him/her to "call home" to get last minute approval for departing with someone else.

Student Privileges, Responsibilities and Guidelines

STUDENT PRIVILEGES ARE:

- To receive at all times respectful consideration as a child of God.
- To develop his capacity and to profit from the school's educational program to the limits of his ability.
- To expect the school to establish the necessary controls which will protect the rights of all.
- To expect rules to be warranted, reasonable, consistent, and applied fairly.
- To receive maximum assistance and cooperation from all school personnel.
- To expect that Messiah Lutheran School maintain an awareness of the presence of God and our Christian responsibilities in all school functions, both academic and social.

STUDENT RESPONSIBILITIES ARE:

- To practice brotherly love and Christian concern for one another in the total school life.
- To know and willingly comply with the regulations and controls of the school.
- To respect and submit to the authority of all those placed over him.
- To cooperate with school personnel in the interest of his self-improvement.
- To display proper conduct on the school grounds and also while going to and from school.
- To be diligent in study.
- To feel and evidence a responsibility not only for his actions, but also for the actions and attitudes of all other fellow students.
- To counsel and admonish one another in a loving manner and show a continuing Christian concern for one another as well as for the entire student body.

SPECIFIC GUIDELINES ARE:

- Students are not to use or bring to school any drugs, matches, lighters, tobacco products, knives of any kind, or any other weapon. Such items are subject to immediate confiscation. The student involved is subject to immediate suspension and possible expulsion. Teachers are not responsible for items that have been confiscated.
- Cards, toys, entertainment magazines, comic books, sticker books, entertainment and electronic devices (MP3 players, ipods), are not to be used during school hours. Anything of this nature is subject to confiscation and will be returned to the parents upon their request. Children are not to play with items brought for "Show & Tell", either in school or on the playground. Teachers are not responsible for items that have been confiscated. Messiah is not responsible for lost or stolen items.
- Students are not to deface school property. This includes writing on or in, marking, or destroying books, desks, restrooms, equipment, lockers, etc. Fines may be assessed to purchase new equipment.
- Children will be given permission to use the telephone only in cases of emergency (as determined by the teacher). Use of the school telephone at any other time is prohibited.
- Cell phones are to be turned off, left in backpacks, and are not to be used inside the school building.
- To avoid injury, all playground equipment is to be used only as intended, both during school and after school hours.
- Bicycles and skateboards are not to be ridden during school hours or during the time the Before/After School Program is in session.
- Students are not to run in the halls of the school at any time.
- Children are to use the restroom prior to or after visiting the playground or lunchroom. They are discouraged from leaving the classroom during class sessions.

- Chewing gum and the eating of unauthorized candy and other snacks are prohibited.
- Coats, jackets, caps, or hats are not to be worn in the classroom. They are to be hung on the hooks provided in the hallways.
- Students outside during recess or during the After School session must obtain permission from the supervisor on the playground prior to reentering the school building.
- All children should eat a healthy breakfast at home each day. This is very important for a good start to each day!

Tardies

The school day begins promptly at 8:30 A.M. Students will be marked tardy if they arrive in their classroom after 8:30 A.M. A student missing **1/2 – 3 hours** of the school day will be recorded as missing a half-day. Students missing more than 3 hours will be recorded as missing a full day.

Students who are late disrupt the class when they enter, take away teaching time from the rest of the class and are not as prepared as the other students to start learning.

An excused tardy is for students who are late because of medical reasons and for those few instances that a note from the parents will define. A note from the doctor/dentist is required in order to make it an excused tardy.

Students are to stop in the school office to receive a tardy slip and give to the slip to the teacher. The school office will determine if a tardy is excused or unexcused and make changes to the electronic attendance record.

Telephone Calls and Messages

Children will be given permission to use the telephone only in cases of emergency (as determined by the teacher). Use of the school telephone at any other time is prohibited.

The EMANE EVENTS

The official communication for Messiah Lutheran School is the EMane Events. It will be sent home via email to each family every week on Tuesday. The EMane Events is also posted on our Facebook Page. If you would like to receive a hard copy of the newsletter, please notify the office.

Tuition Information

Tuition rates for the 2015-16 school year are located on our school website.

Families may pay in full before August 12, 2015 and receive a 2% discount. Families may also choose to pay through FACTS tuition management with 12 payments (starting in June). Families may choose to have payments withdrawn on the 5th or 20th of each month.

A payment agreement with FACTS or payment in full must be on record prior to the start of school. If an agreement with FACTS has not been submitted or payment in full has not been made, the student may be dropped from the roster. A student may attend the first day of class if the initial tuition payment has been made.

If the tuition payment has not been paid by the last day of the month, the account will become delinquent and a letter reminding the family the account is over due will be sent home in addition to a notice from the FACTS management service.

If the tuition payment has not yet been paid through FACTS on the final day of the month:

- **The student may lose the privilege of attending Messiah Lutheran School**
- **A \$50.00 late fee will be assessed in addition to fees charged by FACTS.**

Families that need to make financial arrangements may speak with the school administrator to make payment adjustments. A minimum of 72 hours notice is required to alter an automated payment through the FACTS management system.

Valuables

Students are asked not to bring valuables to school. Students are not allowed to buy or sell items from other students unless sponsored by the school.

Visitors

Visitors are welcome into the building to observe classrooms and discuss programs. We request that you make an appointment if you wish to confer with a teacher or school administrator. For the safety of our students, visitors are required to check into the school office and wear a badge that identifies them as a visitor.

Volunteers

Parents are welcome to serve voluntarily on a regular or part time basis to assist the classroom teacher in carrying out assigned routine duties so that teachers are free to work with individuals and groups.

Volunteers are welcomed and appreciated and expected to follow the Volunteer Guidelines.

- Volunteers are to become familiar with our Guiding Principles and support the mission of Messiah Lutheran Church and School.
- **All Volunteers must complete a back ground check. This service is provided by Messiah at no charge.**
- Volunteers must check in and out at the school office.
- Check with the classroom teacher regarding appropriate times and activities.
- Other than verbal requests, disciplining students shall be the responsibility of the classroom teacher.
- Volunteers shall model Christian behavior for the students at all times.
- Confidentiality for student conduct shall be maintained. The classroom teacher will be responsible for reporting any necessary situations to the parents.
- Volunteers should dress in an appropriate manner.