



# MESSIAH

## LUTHERAN SCHOOL

### PARENT – STUDENT HANDBOOK 2020-2021

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*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.*

THE CONTENT OF THIS HANDBOOK IS NOT ALL INCLUSIVE BUT IS PRESENTED AS AN OVERVIEW AND GUIDELINE FOR THE CURRENT POLICIES AND PROCEDURES OF MESSIAH. THE POLICIES AND PROCEDURES SET FORTH IN THIS HANDBOOK REPLACE ALL PRIOR INCONSISTENT POLICIES, WRITTEN AND ORAL. FROM TIME TO TIME IT WILL BE NECESSARY FOR MESSIAH TO CHANGE, DELETE OR ADD TO THIS HANDBOOK. THIS HANDBOOK IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO CREATE A CONTRACT BETWEEN YOU AND MESSIAH. NOTHING IN THIS HANDBOOK BINDS MESSIAH TO ANY SPECIFIC PROCEDURES, POLICIES OR PRIVILEGES.



Dear Parents and Students,

Welcome to Messiah Lutheran School! We are looking forward to another exciting year of learning and growth for the children, both academically and in their relationships with Jesus Christ. As we enter our twentieth year of service in Christ's name, Messiah has established itself as one of the finest Early Childhood through eighth-grade schools in the country. Our standardized test scores, great students, exceptional staff, Blue Ribbon Award and service to God's mission and the community are all proof of our commitment to excellence. 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.

Messiah Lutheran School is accredited through National Lutheran School Accreditation and Missouri Nonpublic School Accrediting Association. We continually strive for excellence and are always working to lift Messiah to even greater heights of achievement. May the blessings the Lord has bestowed on Messiah in the form of superb teachers and the extraordinary student body and families be reflected as we continually seek to promote Christian values and superior academics.

God's Got This! is our 2020-21 school year theme, based on Isaiah 41:10. As children of God, we are reminded that God is in control regardless of what might be happening in the world around us. We are commanded not to fear, for God will strengthen and help us. What great comfort this verse gives.

*So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand. Isaiah 41:10*

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 for Jesus Christ  
Do things that matter to God  
Be generous with time, talent, and treasures  
Be the next generation of leaders to reshape the world for 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 to 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

### Mathematical 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 heritage 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 the 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
- † experience spiritual growth through personal witness for Jesus Christ

### 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 and creative and encourage these qualities 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!

## 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 teachers, 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, screensavers, 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 student 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 email or visiting websites, 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 experiences through technology.

## **Address Change**

Parents should notify the school office of any change of address and phone number, or they may make changes to their family's records through RenWeb/FACTS. Emergency alert notifications via voice and/or text messages are made to the number on file in RenWeb/FACTS, so please make sure it is up to date.

## **Administration**

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

Membership of the Messiah School Advisory 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 for a three year term, approved by the congregation
- † Four persons appointed by the Messiah School Advisory 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 at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic 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, Prekindergarten 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. Students need to be current on all immunizations as required by the State of Missouri. 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 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

Students who participate in athletics pay an athletic fee to help offset fuel costs, official fees, and equipment costs. Athletes pay the fee for each sport in which they participate. The athletic fees are to be paid at the start of the season. The athletic fees are as follows: cross country and track are \$35/season, and basketball, volleyball, cheer and soccer are \$75/season. 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:

	FALL	WINTER	SPRING
<b>BOYS</b>	Cross Country Soccer	Basketball	Volleyball (\$10 fee) Track
<b>GIRLS</b>	Cross Country Volleyball	Basketball Cheer	Track

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 in accordance with MSHSAA guidelines.. 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 notify the school office (email [school@mllions.org](mailto:school@mllions.org) or call 636-329-1096) the morning of an absence to notify the school of the absence and to communicate plans to pick up assignments. **Assignments will be available for pick-up after 2:30PM.**

A student must be in attendance 154 days (20 absences) each year. Students who exceed 20 absences may become ineligible for promotion to the next grade.

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 AM. Students will be marked tardy if they arrive in their classrooms after 8:30 but before 9 AM. Students will be marked ½ day absent if they arrive after 9 AM or leave any portion of the day prior to 2:30 PM.

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 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, notification will be sent home. On the fifth **unexcused** tardy, and each additional **unexcused** tardy per quarter, the student may be required to serve a detention at a time determined by the school.

## **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. On 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 refrigeration 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.

## **Bullying**

Messiah Lutheran School is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Teachers will actively and consistently teach positive behavior and anti-bullying messages, dissuading aggressive, harassing, or any type of bullying behavior, using Jesus as the model of behavior.

Bullying of students is prohibited on school property, at any school-sponsored event or activity, in a school bus, or in a school vehicle.

Bullying is the intentional action of an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. Messiah Lutheran School may prohibit and discipline for cyberbullying that originates on school campus or at a school activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a school activity using the student's own personal technological resources.

Bullying, as defined in this Policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their principal/designee. An employee who witnesses an incident of bullying must report the incident to the principal within two school days of the employee witnessing the incident. The principal/designee who receives a report of an incident of bullying shall initiate an investigation into the allegations, as soon as possible, but within two school days of the receipt of the report. The principal may appoint other school staff to assist with the investigation. The investigation shall be completed within ten school days from the date of the written report unless good cause exists to extend the investigation. Any person who engages in reprisal or retaliation against any person who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this Policy will be subject to consequences depending on factors such as: age of student, degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this Policy include: loss of privileges, parent contact, conference with teacher/principal/designee, developing a behavioral contract, in-school suspension, out-of-school suspension, expulsion, and contacting law enforcement.

Messiah Lutheran School shall provide education and information to students regarding bullying, including information regarding this Policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying.

The school principal shall implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources available to victims of bullying. See appendix for bullying report forms.

## **Books and Supplies**

Textbooks, resource books, Chromebooks, 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 textbooks, workbooks, and/or Chromebook. If any book/Chromebook is lost or damaged, the child is expected to immediately pay the purchase price of a new book/Chromebook. This needs to be supplied immediately so that no learning time is lost. A newly purchased replacement textbook/Chromebook 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 and 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 in the church 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.

## **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 Messiah School Advisory Team, administrator, teacher and parent at a date convenient to all.
5. The decision of the school administrator in collaboration with the Messiah School Advisory Team will be final.

### B. Concerns about school policy

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

### C. Hearing before the Messiah School Advisory Team

1. Upon the request of the Messiah School Advisory Team, or upon receiving a written concern from a family, the chairperson of the Messiah School Advisory 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 Messiah School Advisory Team.
4. An allotted amount of time, to be determined by the chairperson of the Messiah School Advisory 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 Messiah School Advisory Team will dismiss the concerned party. The Messiah School Advisory Team will meet further in order to render a decision or table the decision for further discussion.
7. The decision of the administrator in collaboration with the Messiah School Advisory 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 AM

Noon detentions are held during lunch & lunch recess

Afternoon detentions are held from 3:15 – 4:00 PM

Saturday morning detentions are held from 9:00 AM – 12:00 noon

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
- 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 for events that occur within or outside the school premises if the student's behavior is a detriment to 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 Messiah School Advisory Team)
- Expulsion (school administrator will consult with the Messiah School Advisory Team)

## Extended Care

Our Extended Care program is available to all students on days school is in session. Under supervision, students are encouraged to work on homework, play games, and—if the weather permits—go outside. 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.

Extended Care is available at a rate of \$5/hour and is billed in 15 minute increments.

**Times Available:** 6:30 – 8:15 AM & 3:00 – 6:00 PM

**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.

**Guidelines:**

- Any child arriving at school prior to **8:10 AM** or who has not been picked up by **3:00 PM** after school will check into Extended Care and be charged for Extended Care services.
- Any child who is participating in an extracurricular activity and is not picked up **15 minutes** after the activity will be automatically enrolled in Extended Care and charged for Extended Care services.

**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 younger 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 seat belts 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 is 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 so 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 or pets 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:

**O** Outstanding

**S** Satisfactory

**N** Needs Improvement

## **Graduation Fee**

There will be no graduation fee collected.

## **Harassment or Intimidation**

See *Bullying Policy*.

## **Head Lice**

A child found to have head lice will be sent home from school. Treatment with an FDA-approved medicated shampoo or one prescribed by a doctor must be completed before they will be readmitted to school. The child may be reexamined, and a significant reduction of head lice needs to be noted before they are allowed to return to the classroom.

## **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 and turn in assignments missed upon returning to school. Students will have time to make up their work equal to the time of their absence. Work not turned in at this time will be considered late (see Late Work). Work will be available for pick-up after 2:30PM.

## **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/DT 3+ IPV (Polio) 2 MMR 3+ Hepatitis B 2 Varicella (chickenpox) or proof of disease
3-7	4+ DTaP/DTP/DT 3+ IPV (Polio) 2 MMR (measles, mumps, rubella) 3+ Hepatitis B 2 Varicella (chickenpox) or proof of disease
8	4+ DTap/DTP/DT 1 Tdap 1 MCV 3+ IPV (Polio) 2 MMR 3+ Hepatitis B 2 Varicella (chickenpox) or proof of disease

## 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 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 textbooks. 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 also studied by investigating the lives of famous musicians.

**Foreign Language (Spanish)** instruction begins in the early elementary years. Studies suggest that students who are taking a foreign language class academically outperform students who are not taking a foreign language.

**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 and use their bodies for the glory of God.

**Technology** is used as a tool for learning. The students will learn the applications of word processing, spreadsheets and databases, multimedia, and the internet in the context of the curricular goals.

### **Lockers**

A locker is assigned to a student for the storage of books, clothing, and other necessary school items. Lockers are school property and may be opened and examined any time reasonable cause is determined by the school administration. All items inside the locker must be completely removed at the end of the school year. Nothing personal should be placed on the outside of the locker without teacher approval.

### **Lost and Found**

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

### **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**

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. Lunch payments can be made through FACTS or brought to the school office.

### **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 now feature four (4) main selections to choose from daily. They are the "Healthy Habits" featured hot lunch, an "alternative entrée," a deluxe salad, or a featured sandwich of the day. Each meal also includes a carton of milk. Your child will be able to select any of these menu items for their daily lunch 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 2020-2021 year is \$.15 for white milk and \$.18 for flavored milk.

## 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 \$1.45 more, if they really enjoy a certain menu item. The prices for the Health Habit lunch are:

Early Childhood	\$3.25
Kindergarten	\$3.55
Grades 1-5	\$3.80
Grades 6-8	\$4.05
Salad of the week	\$3.75
Sandwich of the week	\$3.95

The 3 lunch sections are approximately 11:20 to 12:50.

- If your child forgets their lunch, please 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. Ice water is always offered at no cost.
- 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.
- There is a purchase limit of two cookies/desserts per day.

## 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 use of Essential Oils is prohibited in the classroom.

\*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. National Lutheran Schools Week is recognized during the last week of January.

## 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 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 along with his/her academic strengths, weaknesses, and abilities. Plans for cooperative action may be 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 K - 8th grades will need a pair of non-marking, fully enclosed, sturdy, and supportive athletic shoes for physical education and athletic use. PE uniforms must be worn in 5th - 8th grade. **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; **anything 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 halfway point of each quarter, **mid-quarter** progress reports will be sent home to every student in grades 3-8.

## 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 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.

See Attendance.

## Publicity

As opportunities present themselves, Messiah Lutheran School may use photographs of students on social media, in local newspapers, brochures, EMane 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 students from going outside. Children will stay inside when the temperature or wind chill drops below 0 degrees.

## Registration Deadlines

Messiah Lutheran School relies 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:

Kindergarten - 8th grade registration for the upcoming school year will be open on January 3rd for returning families and Messiah Church families. As an incentive to register early, **a reduced rate will be assessed if paid on or before January 31, 2021. Registration fees will increase on February 1, 2021.**

### K-8th Grade Registration Fees:

Registration fees must be paid in full before enrollment is complete. New students are required to pay the full registration fee upon application to the school. The registration fee is non-refundable.

## 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.

See Progress Reports.

## Returned Check Fee

Please see FACTS terms of use at [FACTSmgt.com](http://FACTSmgt.com).

## 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 preparing for the school day by 8:30 AM. Children not in their seats at that time will be marked tardy.**

Tardies: Students will be marked tardy if they arrive in their classrooms after 8:30 AM but before 9 AM. Students will be marked ½ day absent if they arrive after 9 AM or leave any portion of the day prior to 2:30 PM. (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.)

On the third **unexcused** tardy, notification will be sent home. On the fifth **unexcused** tardy, and each additional **unexcused** tardy per quarter, the student may be required to serve a detention at a time determined by the school.

**All students will be dismissed at 2:55 PM. Cars will be dismissed at 3:00 PM. Students who are not picked up by 3:00 PM will be sent to Extended Care and parents will be billed based on the appropriate rate.**

## School Dress

Students in Kindergarten through eighth grade at Messiah Lutheran School will wear school uniforms purchased from FISCHER'S. (636.939.3344 or [www.fischersuniforms.com](http://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 school uniforms 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 circumstances, can feel equally part of the school community.

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 the flexibility and spirit of cooperativeness for which the School Uniform Committee was looking.

Students in:

- Kindergarten - 3rd grade may wear a jumper, skort, navy pants, and navy shorts.
- 4th - 8th grade may wear a jumper, skort, skirt, navy pants and navy shorts.
- 5th - 8th grade may wear a jumper, skort, skirt, navy pants and navy shorts as well as khaki pants and khaki shorts.

\*All items are to be purchased at Fischer's Uniform Store or Messiah Resale.

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 T-shirts, in uniform colors (white, navy, maroon, gray) worn under the school uniforms are acceptable. Other kinds of 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.
5. Socks or solid-colored tights must be worn. Capri or full-length leggings must be solid navy, solid gray, or solid black with no cut-outs or visible logos (however, the Messiah School logo is acceptable).

6. 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.
7. 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.
8. 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.
9. Tattoos are not acceptable at school and school functions.
10. 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.
11. **Only one support bracelet (cancer/heart foundations, etc.) should be worn.**
12. **Makeup is only allowed in grades 6-8. If makeup is worn, it should be natural in appearance.**
13. No necklaces, dangling earrings, or bracelets may be worn during P.E.

### Spirit Wear Fridays

T-shirts and sweatshirts that have the Messiah name, including sports, academic clubs, field trip shirts, vbs, confirmation shirts, etc. may be worn on Fridays. Appropriate uniform bottoms must still be worn.

### Free Dress Days

Periodically, special days will be held to allow students to dress in special clothing (e.g., half days of school, picture day, Messiah Spirit Days, etc.). Notices of special dress will be shared in the EMane Events. On these 'free dress' days, students:

- Are to follow the guidelines stated above.
- Are **not** to wear clothing with messages that promote violence, unsportsmanlike conduct, alcohol, drugs, anti-Christian, satanic, or evil elements of society, or that 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 2:55 PM. Cars will be dismissed at 3:00 PM. Please arrive to pick up your child no later than 3:00 PM. **If you arrive after 3:00 PM, please pick up your child from Extended Care.**

### 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 (see Head Lice)
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 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 student guilty of such conduct.

Sexual harassment is often difficult to define. However, as a guide, the following behaviors constitute sexual harassment: sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

## Smoke Free Environment

Messiah Lutheran School is a non smoking environment where smoking or vaping will be prohibited on all school property and at school-sponsored events.

## 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 RenWeb/FACTS, Messiah's automated phone system. Please make sure RenWeb/FACTS has updated home and cell phone numbers to assure your family is notified by the automated emergency notification system.**

Our school's 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.

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 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 2:55 PM. 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 3:00 PM.

**Please note: For student safety, The Timbers parking lot will be closed on school days DURING AFTERNOON DISMISSAL.**

Any time 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 maintains 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 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, electronic smoking devices, 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.
- It is very important that students realize that casual references to weapons and/or threats of weapons or violence are NOT ACCEPTABLE and will be taken very seriously by school authorities.
- Trading cards, toys, entertainment magazines, comic books, and entertainment and electronic devices 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 allowed to buy or sell items from other students unless sponsored by the school.
- 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 during school hours unless given permission by school personnel.**
- Students may not wear a 'smartwatch' that receives communication from a cell phone or connects to the internet during school hours.
- 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.
- Chewing gum and the eating of unauthorized candy and other snacks are prohibited.
- Non-uniform 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.

## Tardies

The school day begins promptly at 8:30 AM. Students will be marked tardy if they arrive in their classrooms after 8:30 but before 9 AM. Students will be marked ½ day absent if they arrive after 9 AM or leave any portion of the day prior to 2:30 PM.

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 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, notification will be sent home. On the fifth **unexcused** tardy, and each additional **unexcused** tardy per quarter, the student may be required to serve a detention at a time determined by the school.

## **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.

## **Tuition Information**

Tuition rates for the 2020-21 school year are available by contacting the school office.

Families may choose to pay through FACTS tuition management with 10 - 12 payments (starting in June). Families may choose to have payments withdrawn on the 5<sup>th</sup> or 20<sup>th</sup> 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 overdue 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 late fee may 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.**

## **Tuition Refund**

Messiah does not offer tuition refunds. This includes days students are absent from school due to illness, snow days, school breaks, etc. In the event the school closes due to unforeseen circumstances such as natural disasters, etc, it is Messiah's intent to continue to provide remote education to its students. Accordingly, tuition payments will continue to be paid in full.

## **Valuables**

Students are asked to not 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 background 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.

## APPENDIX

- OFFICE DISCIPLINE REPORT FORM
- STUDENT BEHAVIOR REPORT FORM
- BULLYING REPORT FORM

## MESSIAH LUTHERAN SCHOOL OFFICE DISCIPLINE REPORT

Student: \_\_\_\_\_

Year: \_\_\_\_\_

Each time the student is sent to the office this report will be updated, moving the student to the next level of disciplinary action. The level of consequence may vary depending on factors such as: age of student, degree of harm, severity of behavior, number of incidences, etc.

<b>Level 1</b>	Teacher conferred individually with the student. Student filled out Student Behavior Report Form and conferred with Principal. Teacher telephoned parents. Principal distributed copies of Report to appropriate people.	Date: _____ Teacher: _____
<b>Level 2</b>	Teacher conferred individually with the student. Student filled out Student Behavior Report Form and conferred with Principal. Principal set up meeting with Teachers, parents, and student to discuss behavior. Principal distributed copies of Report to appropriate people.	Date: _____ Conference Date: _____
<b>Level 3</b>	Teacher conferred individually with the student. Student filled out Student Behavior Report Form and conferred with Principal. Principal set up meeting with Teachers, parents, and student to discuss home/school involvement to remedy behavior. <b>Detention is assigned.</b> Principal distributed copies of Report to appropriate people.	Date: _____ Conference Date: _____ Detention Date: _____
<b>Level 4</b>	Teacher conferred individually with the student. Student filled out Student Behavior Report Form and conferred with Principal. Principal set up meeting with Pastor, Teachers, parents, and student to discuss further consequences and to update behavior plan. <b>In-school suspension is assigned.</b> Principal distributed copies of Report to appropriate people.	Date: _____ Conference Date: _____ Suspension Date: _____
<b>Level 5</b>	Teacher conferred individually with the student. Student filled out Student Behavior Report Form and conferred with Principal. Principal set up meeting with Pastor, MSAT, Teachers, parents, and student to discuss further consequences and to discuss behavior plan. <b>Out-of-school suspension is assigned.</b> Principal distributed copies of Report to appropriate people.	Date: _____ Conference Date: _____ Suspension Date: _____
<b>Level 6</b>	Teacher conferred individually with the student. Student filled out Student Behavior Report Form and conferred with Principal. Principal set up meeting with parents & MSAT for action which may result in the expulsion of the student. Future enrollment at Messiah may also be discussed.	Date: _____ Conference Date: _____

\*The distribution of Report is as follows: Student File, Parents, Teacher, Pastor, and Messiah School Advisory Team (MSAT)

# STUDENT BEHAVIOR REPORT FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

1. I was sent to the office by: \_\_\_\_\_

2. The reason I was sent to the office is because I : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. The teacher had to spend his/her time with me while the rest of the students waited.

YES                      NO                      UNSURE

Because of the way I behaved, the learning process stopped for me.

YES                      NO

Because of the way I behaved, the learning process stopped for my classmates.

YES                      NO

4. Place a check in front of any statement that applies to your situation.

My actions were hurtful towards another student. Explain \_\_\_\_\_

I was disrespectful to those in authority.

Something was broken or damaged. What? \_\_\_\_\_

I involved other student(s) and stopped them from completing their work.

I wasted my time.

Teacher Report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

# Bullying Report Form

What is bullying? Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Repeat Infraction? YES NO

### Location of Incident (circle all that apply):

Hallway Restroom Classroom Gym/PE Practice Playground Parking Lot Lunchroom Field Trip  
After School Program School Sponsored Event Cyber: Text/Social Media/Etc. Other: \_\_\_\_\_

Name of victim(s): \_\_\_\_\_

Name of student(s) bullying: \_\_\_\_\_

Name(s) of witnesses/bystanders: \_\_\_\_\_

### Type of Bullying:

Verbal  Physical  Cyber-bullying  Other: \_\_\_\_\_

### Reported by:

Victim  Teacher  Student  Bystander  Parent  Other: \_\_\_\_\_

### Describe the Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical Evidence: \_\_\_\_\_

\_\_\_\_\_

### Actions Taken:

Parent Contact: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Means: \_\_\_\_\_

Result: \_\_\_\_\_

Reported by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_