

# Enrollment and Family HANDBOOK



***MARTIN LUTHER SCHOOL WAS ESTABLISHED TO ASSIST FAMILIES IN TRAINING CITIZENS OF EXCELLENCE FOR BOTH THE PRESENT AND FOR ETERNITY BY LIGHTING THE FLAME OF LEARNING IN AN ENVIRONMENT REFLECTING THE GRACE OF GOD IN CHRIST.***

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## Admissions Policy

Martin Luther School admits students of any race, color, national and ethnic origin. It does not discriminate in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

## Enrollment

Dear Parent/Guardian:

Thank you for desiring Christian education for your child! Your enrollment packet and this handbook have been assembled to help you enroll your child at Martin Luther School. We pray your enrollment decision will be a blessing to you and to us, as the Holy Spirit moves us to work together to bring up children in the nurture and admonition of the Lord! Please note the following items:

**Classes to be enrolled:** We will enroll students for the following classes.

**Early Childhood** for 3-year old and 4-year old

- 3-years old (before August 1)
- up to **18** students (**must be toilet-trained**)
- may register for three days or five days/both half day option or full day.
- Part-time, 8:15-12 p.m. Before School Care begins at 6:15 am for no additional cost.
- Full-time 8:15-3:20 p.m. Both Before School Care and After School Care for no additional cost.

**Prekindergarten**

- for 4-year old (before August 1)
- up to **20** students per session
- Part-time, 8:15-12:00 p.m. Before School Care begins at 6:15 am for no additional cost.
- Full-time, 8:15-3:20 p.m. Both Before School Care and After School Care for no additional cost.

**Kindergarten** (half-day program)

- for 5-year old (before August 1)
- up to **20** students
- Monday through Friday, 8:15-12 p.m.

**Kindergarten** (full-day program)

- for 5-year old (before August 1)
- up to **18** students
- Monday through Friday – continues after half-day program from 11:30 a.m. to 3:20 p.m.

**Grades 1-8**

- Students enrolling in grade **1** must complete kindergarten.
- up to **16-18** students per class, grades **1** through **4**
- up to **15** students per class, grades **5** through **8**
- Monday through Friday, 8:15 a.m.-3:20 p.m.

**Enrollment schedule:** We will fill all classes on a first come, first serve basis, following the enrollment preferences outlined in our enrollment policy. Families enrolling children in preschool, prekindergarten, kindergarten, and first grade are encouraged to enroll promptly. We anticipate these classes will fill the fastest.

Hopefully, the information we are providing gives you adequate information for your enrollment considerations. Please feel free to contact me, any of our staff and School Board members, or the school office (624-1403) for further information or to discuss any concerns which may impact your child's enrollment.

Yours in His service,

Jeremy Schamber, Principal

## **School Hours**

Before-School Care	6:30 - 8:00 AM
Elementary/Middle School	8:15 AM - 3:20 PM
Full-Day Kindergarten	8:15 AM - 3:20 PM
Preschool/Prekindergarten (part-time)	8:15 - 12:00 PM
Preschool/Prekindergarten (full-time)	8:15 - 3:20 PM
After-School Care	3:35 - 6:00 PM



## **MISSION STATEMENT OF MARTIN LUTHER SCHOOL**

Lighting the flame of learning with God's word as our foundation and demonstrate a Christian life within our school, family, and community.

### **Vision Statement**

Challenging students to excel academically to achieve their full potential, mature socially, and build a community of care and compassion in response to the study of God's word.

# Enrollment Policy

## Admissions Standards

1. Martin Luther School admits students of any race, color, or national or ethnic origin.
2. Enrollment preference (in case of enrollment limitations only) is given in the following order:
  - a. children of Immanuel Lutheran congregation;
  - b. siblings of enrolled students and then by families with the longest current enrollment history;
  - c. children of other Lutheran congregations;
  - d. Community Families
3. Children entering preschool must be toilet-trained and age three before August 1 of the school year for which the pupil seeks admission. Children entering prekindergarten must be age four before August 1; children entering kindergarten must be age five before August 1.
4. Children entering first grade must successfully complete kindergarten.
5. Martin Luther School reserves the right to determine final grade placement for any applicant or present student based upon educational need.

## B. Enrollment Procedures

1. The enrollment procedure consists of the procurement of an enrollment packet (including enrollment form) by the parent/guardian, completion and submission of the enrollment for per child, and submission of the enrollment fee per child (both to the school office).
2. Current students will be retained on class rosters pending satisfactory payment of the current year's tuition and the re-enrollment fee (see *Tuition and Fees* policy).
3. Students for whom an enrollment fee has not been paid will be placed on a waiting list until the fee has been paid. Being placed on this waiting list without paying the fee will not reserve a space for the student in his/her class.
4. When a class is filled, a waiting list will be created for the class. To be placed on this waiting list, the enrollment procedure must be completed (see #1 above). Additions to the class will be made according to the enrollment admission standards.
5. Students are accepted at Martin Luther School for one year. Re-enrollment procedures must be completed each year for an enrollment to be maintained for the subsequent year.

## C. Enrollment Limits

1. Annual admission will be limited to 16 students in preschool (3-year old), 20 students in prekindergarten (4-year old), 20 students in kindergarten, and 15-18 students, space permitting, in elementary, and middle school classrooms.
2. The School Board will consider any additional admission to a classroom whose enrollment limit has been reached on an individual basis. The parent/guardian making such a request will be expected to make that request in writing and/or in person at a regular or special School Board meeting. The School Board will invite the appropriate classroom teacher to be present at the meeting when the exception is considered.

## D. Special Needs Students

1. Within enrollment limits, Martin Luther School will attempt to accommodate students with special needs. Prior to enrollment, a parent of a special need's child will need to meet in conference with the principal and classroom teacher to discuss and mutually agree to any accommodations that can be made for the child's education at Martin Luther School. The School Board will arbitrate and have final decision regarding any disagreement about the child's admission.
2. Students whose total battery score on their most recent standardized achievement test is at or below the 30th percentile or one grade level below the norm for children of the same age will be considered students with academic need.

3. Our teachers are qualified professionals, but they are trained as regular classroom teachers and not as special education teachers. It may be in the best interest of the student to attend a school who can meet their needs.

#### **E. Transfer Students**

1. Students who transfer from other schools (including home schools) into grade one must have record of successfully completing kindergarten. Students who transfer into grades two and above must have records indicating grade placement. These records must include a progress report and should also include achievement or other test results from the previous quarter, semester, or year (as is applicable) verifying grade placement, skill levels, behaviors, and attitudes.
2. If achievement test results are not available or current, the parent/guardian must arrange and pay for testing which verifies grade placement. Martin Luther School personnel will be made available to test for placement in core curricular areas: reading, English language, spelling, and math. If Martin Luther School personnel are utilized, the cost of testing will be the current tutoring fee charged by the faculty and must be paid directly to the test administrator before the child's enrollment will be accepted.

## **Tuition and Fees Policy**

**TUITION**, as determined by the School Board and subject to the approval of the Immanuel Lutheran Church voters' assembly, is assessed for each child attending Martin Luther School to help offset the cost of educating the child. Tuition is collected at the school office and then deposited in the general account of Immanuel Lutheran Church to help pay staff salaries and benefits, school maintenance and utilities, office costs, and other annual budget expenses approved by the congregation.

#### **A. Tuition and Fees Standard**

**Martin Luther School families will support their children's education by making prompt and complete payment of tuition and fees.**

#### **B. Payment of Tuition**

1. Ten equal monthly payments are to be made using our online **Vancose Management** system.
2. Other acceptable tuition payment arrangements include paying the tuition in one installment at the beginning of the first semester or paying the tuition in two installments, one at the beginning of each semester.
3. The school administrator may approve other special tuition payment arrangements, such arrangements always subject to School Board review.

#### **C. Tuition Delinquency**

A Tuition Committee may be formed and empowered by the School Board to resolve instances of tuition delinquency. The committee will be composed of the School Board Chairperson, two other School Board members chosen by the board, and the school administrator. This committee will prayerfully work with parents to seek compliance with tuition policy. All correspondence with families under review will be processed through this committee.

1. Tuition is considered delinquent if it has not been received by the 15th of the month in which it is due.
2. All families are required to complete a credit/debit card application to collect tuition or other fees in arrears of a month.
3. Delinquent tuition accounts will be subject to monthly review.
4. If payment is not received by the 15th of the month (unless other payment date arrangements have been approved), a payment notice will be sent as a reminder to the person(s) responsible for the payment.
5. At 30, 60, and 90 days delinquent, the person(s) responsible for the payment will again receive written notice regarding the delinquency.



6. At 60 days delinquent, the person(s) responsible for the debt may be asked to participate in a conference with the Tuition Committee to review the circumstances underlying the overdue payments. Currently, the School Board retains the right to rescind the student's enrollment.
7. At 90 days delinquent, the student's enrollment will be terminated unless payment arrangements have been made with the School Board.
8. If the current year's tuition and/or fee balances are in arrears at the time of re-enrollment, the child's name will be placed on a waiting list, pending payment of delinquent funds.
9. Enrollment for the next school year may be denied if any unpaid balance is not resolved by the June meeting of the School Board. Resolution must be made through the School Board.
10. None of the actions delineated in this policy release unresolved debt from further collection action.
11. Report cards, awards, and diplomas may be held until all fees are paid in full or satisfactory agreement has been made with the School Board.

**D. Need-Based Tuition Plans**

Tuition deductions are available to Martin Luther School families for whom a financial need exists. Need-based tuition plan applications must be submitted at the time of enrollment. They can also be requested from the school office at any time financial circumstances create a need.

1. The total annual tuition deductions based on need will be a budgeted item with a ceiling for each school year and will be figured as a percentage, determined by the School Board, of the total expected tuition for the next school year.
2. The amount budgeted will be made available until the allotment is used up. Tuition deduction requests made after the allotment is consumed must be appealed directly to the School Board, and the enrollment of the child will not be finalized until the School Board considers and rules upon the request.
3. Normally, once the budgeted amount is allotted, no further tuition deductions will be granted unless supplemental funding is found to offset the requested deduction(s).
4. Need-based tuition plan applications filed after the start of the school year should be filed before tuition becomes delinquent.
5. The minimum tuition rate will be determined by the School Board, of the applicant's adjusted gross income as reported on the most recently submitted federal 1040 form of all custodial parents/guardians.
6. The school administrator will be empowered to process and approve need-based tuition plans for which applicants agree to pay the minimum tuition, as identified in #5 above, or a higher amount. The administrator will report approved need-based tuition plans at the next School Board meeting after the processing has occurred.
7. Requests for higher tuition deductions must be appealed to the School Board, and the enrollment of the child will not be finalized until the School Board considers and rules upon the request.

**E. Member Tuition**

1. Martin Luther School families are eligible for member tuition rates only after the Board of Elders of Immanuel Lutheran Church has received them into membership. The appropriate non-member tuition rate must be paid until Immanuel Lutheran Church membership is established. An exception will be made for any LCMS (Lutheran Church-Missouri Synod) family transferring to Immanuel from a sister LCMS congregation. Member tuition rate begins, in such a case, when the letter of transfer arrives in the Immanuel Lutheran Church office or when contact from the school office (via telephone, e-mail, e.g.) to the family's previous congregation confirming the transfer is in process.
2. Members must attend church and/or Sunday School fifty percent of the time during each semester to receive member tuition rates.
3. Families belonging to and in good standing in any area LCMS congregation are also eligible for member tuition.

### G. Tuition Refund Provisions

If, during the school year, a child is withdrawn for any reason, the tuition installment due and paid for that month will not be refunded. If tuition is prepaid beyond the month in which the child is withdrawn, the tuition installments paid for the months not attended will be refunded.

An **ENROLLMENT FEE**, as determined by the School Board and subject to the approval of the Immanuel Lutheran Church voters' assembly, is charged for each child attending Martin Luther School to help offset the cost of educating the child. The enrollment fee is collected at the time of enrollment and then deposited in the operating account of Martin Luther School to help pay the cost of books, other learning materials, student testing, and administrative and classroom supplies.

### A. Enrollment Requirement

A child will not be officially enrolled at Martin Luther School until the child's enrollment fee is paid or other satisfactory arrangement is made with the School Board.

### B. Enrollment Fee Refund Provisions

1. After acceptance of a child's enrollment, no part of the enrollment fee will be refunded unless the student subsequently moves out of the Joplin metropolitan area before the first day of scheduled attendance. In such situations, a \$10 handling fee will be charged, and the balance refunded.
2. If a child is not accepted, the enrollment fee will be refunded, less a \$10 processing charge.

## Pupil Departure

Pupils should be picked up promptly after school. The faculty will make every effort to dismiss children on time. Please help us ensure after-school and parking lot safety. We assume you have taken responsibility for your child when you are present on school grounds and your child has been dismissed into your care. The teachers will provide supervision for 15 minutes after dismissal, and any students remaining after this time will be placed in After-School Care.

### Leaving Early

If a student needs to leave early, such as for a doctor and dentist appointments, a request for dismissal is to be made in writing. The child must be picked up by the parent/guardian at the Main Office. Students may not leave the school without first reporting to the Main Office, at which time the parent/guardian must sign the student out. This procedure also pertains to early dismissal due to illness. The office will notify the homeroom teacher when the child is leaving school. In some instances, a teacher may need to notify the office when a student is leaving. The teacher will send the student to the office until the student is picked up by the parent/guardian. Students are responsible for getting their assignments for time they are absent.

### NOTE:

- Please be on time to pick up your child at the end of the day. Because the school hallways are crowded with students at both the beginning and the end of the day, you are asked to be sensitive to overcrowding. Please wait and visit in areas where there is enough space. Teachers will lead classes to their assigned exit doors and outside to the sidewalk next to the parking lot.
- To insure afterschool and parking lot safety, we must work together. We expect you to take responsibility for your child when you are present on school grounds and your child has been released to your care. Teachers will provide afterschool supervision for 15 minutes after dismissal (until 3:35 p.m.).
- At all times, students are not to disturb rock gardens, play in the shrubs, or climb on the cross – nor are they to stand on the rail or the grate over the basement steps.
- Your child will automatically be placed in After-School-Care if you do not pick up your child by 3:35 p.m. You will be required to pay \$5.00 per hour to the After-School-Care Director for the extended care. **Please call if you will be late! Your child needs to know!**
- Your child also needs to know the transportation arrangements you have made for each day. Please inform the teacher of any changes from normal routines. Written notes are preferred.



## Before School Care

Supervision of students will be provided for those students who must arrive early. The doors will be opened at 7:30 a.m., and students arriving between 7:15 and 8:00 a.m. must report to the gym. Those students will be dismissed to their classrooms at 8:00 a.m. Students arriving between 8:00 and 8:15 a.m. should also report to their classrooms. Tardy students should report to their classrooms if they arrive by 8:30 a.m. Students arriving later than 8:15 a.m. must report to the school office to report lunch and milk intentions and to receive an admission pass to class.

## After-School Care Policy

1. After-school care is available to Martin Luther School students only.
2. Our program, which consists of supervised child-care, operates on school days from 3:05 PM until 6:00 PM. Supervision begins at 3:35 PM for afternoon prekindergarten students and at 3:20 PM for all other afternoon students.
3. The cost is \$5.00 per hour – up to \$10.00 per day – with checks payable to *Immanuel Lutheran Church*. For hourly payments, a ten-minute allowance is made before the next hour is charged. Expected attendance should be registered and payment made with the After-School Care Director by Friday of the previous week unless other arrangements are made directly with the ASC Director.
4. A child's involvement in organized activities should be taken into consideration when the parent/guardian registers and pays for the child's attendance for the following week. Payment would not be expected for those days when the child is attending an organized activity and is, therefore, not present for after-school care.
5. Payment is not refunded or credited when a child is otherwise absent unless arrangement is made by the parent/guardian with the After-School Care Director.
6. Drop-in after-school care is available at a cost of \$5.00 per hour – up to \$10.00 per day. Advance arrangements made by the parent/guardian with the After-School Care Director are appreciated.

**Please note the following:** No students are to be left unattended at the end of the school day. If a child is not picked up by 3:35 PM by his/her parent/guardian (or designee of the parent/guardian), we reserve the option to place the child in after-school care. The parent/guardian is then charged the appropriate *drop-in* rate, unless the child is previously registered for after-school care.

7. Payment for children of staff members using after-school care is not required **only** when staff members are attending a regular or special meeting or activity convened or authorized by the principal.
8. Snacks are provided at no extra charge to each child in after-school care.
9. Neither Martin Luther School nor the After-School Care Director is responsible for items lost after school.
10. Homework time is provided for students who need to complete schoolwork during after-school care.
11. The same person or persons – parent(s)/guardian(s) or designee(s) of the parent/guardian – must pick up after-school care students each day unless prior verbal or written notice is given directly to the After-School Care Director (or school secretary) by the parent/guardian.
12. Students must be picked up no later than 6:00 PM. Late charges will be assessed (payable immediately to the After-School Care Director) according to the following fee schedule:

6:01 - 6:05 PM	\$ 5.00
6:06 - 6:10 PM	\$10.00
6:11 - 6:15 PM	\$15.00

13. A student's continued enrollment in after-school care is dependent on continued enrollment at Martin Luther

School and appropriate behavior while in our care. **Please note:** If a student consistently misbehaves, the After-School Care Director will contact the parent/guardian. If the problem continues, the principal will contact the parent/guardian, and the student may be removed from the program.

14. These guidelines – including fees charged for care\* – are subject to change as deemed necessary by Immanuel Lutheran Church voters, its Church Council, and/or the Martin Luther School Board.

**\* Fees are subject to change at any time**



# School Lunch Program

Martin Luther School offers a school lunch program for full-day kindergarten, elementary and middle school students. Milk purchased by Martin Luther School is also offered. A student may also bring his/her own beverage but refrigerated space will not be provided unless a health need exists – or arrangements have been made with and permission granted by the student's homeroom teacher. The school will work with parents to provide an alternative beverage if one is required for health reasons.

Components of the **lunch program** include the following:

1. A single lunch provided by the food service is sold at a daily cost of **\$2.00 for PS/PK; \$2.75 per meal for K-8<sup>th</sup>**.
2. To purchase lunches, you may pay through the office or by accessing eService payments through [www.immanueljoplin.com](http://www.immanueljoplin.com). You may view your lunch and milk accounts by accessing FastDirect through [www.immanueljoplin.com](http://www.immanueljoplin.com).
3. Reminder emails are sent through FastDirect when the child has 3-4 lunches remaining in their account. Payment should be sent back to school with the child, brought to the school office, or paid by using eService payments at [www.immanueljoplin.com](http://www.immanueljoplin.com).
4. **No more than five charged lunches may carry over into the next week. Students will need to make other arrangements for lunch until charged lunches are paid.**
5. Checks for lunches are payable directly to *Martin Luther School*. You may pay online using a debit card, credit card, savings account or checking account by using eService payments at [www.immanueljoplin.com](http://www.immanueljoplin.com).
6. Martin Luther School releases weekly or monthly menus to allow the parent/guardian and the child to choose the meals the child wishes to eat. Students must declare their intention to eat school lunch at the beginning of the day when attendance and lunch/milk counts are taken by the classroom teacher – or at the office if a child is late to school. There are no refunds after lunches have been submitted to the office.
7. Martin Luther School provides a cook to prepare and serve meals, collect and wash eating utensils, and clean up the kitchen.
8. There are no refunds once lunch is ordered.

Components of the **milk program** include the following:

1. Martin Luther School currently offers milk at a cost of **\$ .18 per 1/2-pint**. (subject to change)
2. Milk is used by preschool, prekindergarten, and kindergarten classes as a beverage to accompany snacks, and students who will be present for lunch can choose to drink milk with their school lunch or lunch they bring from home. Milk can be purchased for all students in the same manner lunches are purchased. Milk is sold in groups of 20 to allow the parent/guardian to purchase **20 milks for \$3.60**.
3. As with lunches, we sell milks at the school office at the beginning of the school year. Payment for milk thereafter should be made when a reminder email is sent through FastDirect.
4. Checks for milk tickets are payable directly to *Martin Luther School* or by using eService payments at [www.immanueljoplin.com](http://www.immanueljoplin.com).
5. Finance charges may apply when using credit cards. (Visa debit cards/check cashing cards, are not considered a credit card)
6. Again, the student must declare his/her intention to drink school milk at the beginning of the day when lunch/milk counts are taken – or at the school office if arriving late.

Additional information parents/guardians should know:

1. Teachers handle lunch and milk orders in the morning when attendance begins.
2. Attendance and lunch/milk counts are due in the school office by 8:30 AM. Any student arriving later than 8:30 a.m. must report to the office for an admittance pass and report lunch and milk intentions to the school secretary.
3. The secretary provides each day's lunch count to the school cook at 8:30 a.m.

4. Meal prayers are said in the classrooms before classes dismiss for hand washing and come to the lunchroom (gym).
5. Lunch is served at staggered times as established in the master schedule.
6. Routines are developed and led by classroom teachers for students to pick up milk at the milk cooler and food trays at the serving counter – and then to return food trays and dispose of throwaway items after lunch.
7. Parents who wish to eat lunch with their children should pay at the school office prior to lunch on the day they are visiting or arrange with classroom teachers to use their children's account.
8. Lunchroom set-up, cleaning and takedown, as well as cleaning the floors of the eating area, are the responsibility of Martin Luther School. Therefore, the gym may be vacated before and after lunch as needed.
9. This policy – including fees charged for these services – is subject to change as deemed necessary by Immanuel Lutheran Church voters, its Church Council, and/or the Martin Luther School Board.

## School Attendance

Martin Luther School meets or exceeds the number of school days established by the State of Missouri for public schools.

Because school provides daily, meaningful learning experiences, regular, punctual attendance is expected. Please deliver your child on time so that he/she can have the maximum benefit from these experiences. Absence from school should only occur in the event of sickness or emergency. Vacations while school is in session may be convenient for families, but they often provide difficulties for students and teachers in managing the make-up work. Likewise, appointments should be made outside school hours.

Call the school office (6241403) or tell your child's teacher before any day or time your child will be absent. For any absence for which we do not know the reason for the absence, you can expect a call from our school office. We are concerned for the whereabouts of each child placed in our care. We also expect our teachers to monitor attendance and to share concerns they may have about your child's attendance.

Your child's absence from school requires a signed explanation or direct verbal message from you, the parent, preferably at the time the absence begins. Absences and tardiness will both be recorded on your child's report card. An unexcused absence may result in your child not being able to make up missed assignments for credit. The school's attendance policy will be followed in such an instance.

### A. Attendance Standard

**Martin Luther School students will be in attendance 90-100% of the scheduled school days.**

### B. Attendance Records

1. Teachers assigned to classes at the beginning of the school day will record both daily attendance and lunch/milk counts. Daily attendance is recorded in the teacher's grade book or attendance register – and on a daily attendance form that is sent to the office after attendance is taken. Teachers will keep all written excuses through the end of the school year.
2. The following guidelines will be used to record student absences:

<b>Arrival within 15 minutes after class day starts</b>	<b>Tardy</b>
<b>Late to class (more than 5 minutes after previous class ends)</b>	<b>Tardy</b>
<b>Absent the first or last class period</b>	<b>1/4 day absent</b>



**Absent more than one period up to half of the class day equals a half day absence. Absent entire class day equals 1 day absent.**

1. Teachers may record minutes students are tardy, and accumulated minutes will be counted as absences analogous to the guidelines above.
4. A master attendance record for each school day will be maintained in the office by an assigned monitor. The attendance monitor will call the parent/guardian of any student for whom the reason for absence is unknown. The attendance monitor will consult regularly with the principal about attendance concerns and patterns.

### **C. Absence Excuses**

1. When a student is to be tardy or absent, the parent/guardian is expected to speak to the child's teacher, call the school office, or send a written note before or on the day of the absence – or before or upon the child's return. A verbal or written excuse is required for the absence to be excused (see below).
2. The parent/guardian of an absent student for whom no notice of absence has been received will be called by school personnel to determine the reason for the absence. Our school attempts to account for our students daily.
3. If any restriction in activity is required upon a student's return to school (or at any time), the parent/guardian is expected to speak to the child's teacher, call the school office, or send a written note identifying the restriction.

### **D. Excused and Unexcused Absences**

1. An **EXCUSED ABSENCE** is an absence for which:
  - a. The parent/guardian has decided not to have the child attend school. **(AND)**
  - b. The parent/guardian has informed the child's teacher, or the school office as described above.
1. An **UNEXCUSED ABSENCE** is an absence for which:
  - a. The child is absent without parent/guardian decision – *i.e.*, the child is truant. **(OR)**
  - b. The parent/guardian has not informed the child's teacher or the school office.

If the child's teacher or the school office has not been informed before, on the day of, or during the absence, contact with the teacher or the school office must be made verbally or in writing upon the child's return to have the absence excused. **A student with an unexcused absence will not be allowed to participate in any other school activity on both the day(s) of the absence and the day of the return.**



## E. Early Leave

If a student needs to leave early, such as for a doctor and dentist appointments, a request for dismissal is to be made in writing. The child must be picked up by the parent/guardian at the Main Office. Students may not leave the school without first reporting to the Main Office, at which time the parent/guardian must sign the student out. This procedure also pertains to early dismissal due to illness. The office will notify the homeroom teacher that the child is leaving school. In some instances, a teacher may need to notify the office that a student is leaving. The teacher will send the student to the office until the student is picked up by the parent/guardian. Students are responsible for getting their assignments for time they are absent.

## Attendance Delinquency

1. Attendance reports will be included with the student's report card and will express concern about the effect of chronic absence.
2. **If a student exceeds (10) absences, the Jasper County Juevenile Officer will be contacted.**
3. A child accumulating (17) **unexcused** absences will not be promoted to the next grade.

## **What charges may be filed against the student/parent as a result of unauthorized absences?**

- File a supervision case to the Jasper/Newton County Division of Family Services.
- Referral to law enforcement so parents/guardians can be charged with a misdemeanor complaint with the Jasper/Newton County District Attorney's Office for enabling or promoting truancy per Missouri State Statute.
- An infraction under Missouri State Statute may be filed against the truant child/parent.
- Referral to the Juvenile Truancy Court so the court can help remediate truancy issues with the family/student.
- Can be found guilty of a class C misdemeanor (Section 167.031)
- Can face fines and/or imprisonment

## • Make-up Work

Makeup work will be expected from students under all circumstances related to absences. The number of extra days to complete the work for full credit equals the number of days the student has been absent. The teacher has the right to deduct 10-50% credit for late work and to give zero credit for work not completed.

- a. The responsibility for making up work lies with both the parent/guardian and the student. The older the child (third grade and up), the more the responsibility belongs to the child. This responsibility requires the parent/guardian and/or student to approach the child's teacher(s) to obtain makeup assignments, to seek any needed help from the teacher, and to ensure the work is done well and in a timely manner.

**Make-up work requested on the day a child is absent will be available for pick-up after 4:00 p.m. on the same day.**

- b. Teachers also reserve the right to place students in in-school detention (during recess, for example) when students are chronically tardy (more than twice in a week) and/or to complete makeup work.

### **Church and Sunday School Attendance**

1. On the first day of the school week teachers will also record church and Sunday School attendance for the preceding Sunday because we believe attendance at divine worship and Bible instruction is a proper response to God for His love, grace, and mercy to us.
2. In the interest of caring for the spiritual wellbeing of each family, Sunday attendance reports will be included with the student's report card and will express concern about the effect of chronic absence.

### ***ATTENDANCE – HEALTH GUIDELINES***

In order to prevent the spread of illness, a child should not come to school if the child:

- a. Has a fever or has had a fever in the last 24 hours (a fever defined as oral temperature of 100 degrees F. or above; a child documented as having a fever at school will not be admitted the next day).
- b. Is vomiting or has vomited in the last 24 hours.
- c. Has a rash (other than allergy related).
- d. Has a red or sore throat.
- e. Has reddened, running, or swollen eyes (other than allergy related).
- f. Has an injection requiring antibiotics and has not yet been on medication a full 24 hours.
- g. Has diarrhea in the last 24 hours.

### ***VACATIONS, FAMILY EVENTS, & APPOINTMENTS***

You may not always have a schedule which coordinates with the school year or even a school day. Family vacations and events can help unify the family, provide family memories, and may even be educational. Please realize, however, that interruptions of your child's school day or school year may provide challenges to both your child and your child's teacher(s). Consistent, daily attendance better ensures that your child will receive the necessary instruction in all subject areas, especially those, like mathematics and English, in which the learning is often sequential. **If possible, please schedule vacations, family events, and appointments for days and/or times in which school is not in session.**

### ***CHURCH AND SUNDAY SCHOOL ATTENDANCE***

Concern for Sunday attendance will be expressed at Martin Luther School. We believe family attendance at divine worship and Bible study is a proper response to God for His love, grace, and mercy to us. Regular worship attendance and the study of God's Word are not only commanded by God but also give evidence that we lovingly desire to grow in faith for all that God has lovingly done for us.

All students are therefore expected to be faithful in their church and Sunday school attendance, and our K-8 teachers keep a record of their students' church and Sunday school attendance. This record goes on the regular report card to remind parents of their family worship practices.

Please remember a child will learn from a parent's example. Now is the time to help your child develop a regular pattern of Sunday attendance. If you have no church of your own, we invite you to attend Immanuel Lutheran Church to worship the Lord and to share regularly in the blessings of His Word. Make it habit-forming for a lifetime of family spiritual growth and closeness to Jesus, our Savior!

# Worship

## CHILDREN'S WORSHIP

In addition to worship practices begun in the home by parents, the faculty of Martin Luther School assists children by instructing them in the preparation of private and public worship. Children may offer their own prayers, construct simple hymns, and engage in other personal and meaningful experiences in daily classroom devotions and in weekly chapel services.

## CHAPEL

Children's chapel services are scheduled each week in the church and are led by pastors and teachers. These services provide an excellent opportunity for students to grow in their worship of God and to support various mission projects that share His love with others. The students are given offering envelopes for bringing their chapel project offerings.

Chapel services will normally be held on Fridays at 8:35 a.m. **Parents and friends are welcome and encouraged to worship with us!**

## ANNUAL THEME AND SCRIPTURE OF THE MONTH

An annual theme and a Scripture of the Month Program are established each year to help promote our mission. Monthly components of the Scripture-of-the-Month Program include but are not limited to a featured Bible verse and related Christian song, a designated chapel project, and bulletin board displays. Watch for this year's program to unfold!

## SINGING IN CHURCH

Our children will occasionally sing on Sunday mornings at Immanuel Lutheran Church. On those occasions, we would like to have as many of the scheduled school children singing as possible. We will notify you in advance when the students will be singing.

## PUBLISHING PHOTOGRAPHS OF STUDENTS:

During the year, photographs will be taken of the students involved within different activities. Many of these photographs could be published on brochures, web pages, internet site, posters, etc. If you wish for your child's picture not to be published, please notify the office in writing.

## Communication

### ADDRESSING CONCERNS

Please address any concerns you may have in a manner which is appropriate to our Lord's instructions in Matthew 18. You are expected to discuss any concerns you have with the person most directly involved in the area of concern. Discuss classroom concerns first with your child's teacher. Discuss concerns about school-wide policies, practices, or procedures first with the principal. Please do not dispute or argue issues in front of children. Keep their experience positive and seek a calm way and time to discuss your concerns so all parties involved will interact in a way which brings positive resolution.

**NOTE: Please respect teacher time.** Remember your child's teacher is expected and obligated to spend full class periods interacting with students. Teachers also have preparation time before class and clean-up



responsibilities afterwards. Please respect their time; **make an appointment for any concern which will need extended time to discuss. They want to visit with you but also need to carry out their responsibilities.**

## **SCHOOL NEWSLETTERS**

The Glow is our school newsletter which is posted weekly on [Fastdir.com/immanuejoplin](http://Fastdir.com/immanuejoplin). Many teachers create weekly classroom newsletters with student work attached so you can see the progress your child is making. This is one means we use to communicate the important news and events of the school. **The weekly newsletter is also emailed to parents/guardians. Please watch for it!**

## **PARENT-TEACHER COMMUNICATION**

Since the Christian school assists parents in their God-given responsibility of educating their children, it is always essential that a close relationship exist between parents and teachers. Parent visits to classrooms are welcome. Prior arrangements should be made, however, with your child's teacher. Parents wishing to consult with the principal or teachers should do so before or after school hours.

Report cards are issued four times during the school year. These progress reports are supplemented by other communications, written and oral. Two parent-teacher conferences per year are scheduled, the first at the end of the first quarter and the second at the end of the second quarter. In order to receive your child's report, card these quarters, you must attend your scheduled conference. Every effort will be made to arrange a time convenient for you. Report cards will be sent home with students after the third and fourth quarters.

If a question concerning classroom routines and/or procedures should arise, you should **first contact the teacher**. If the concern is not satisfied, then contact the principal. If there is a further need, please contact the School Board Chairperson, who will bring this matter to the attention of the entire Board if deemed necessary. All discussions should adhere to the guidelines set by Christ in Matthew 18:15-17.

## **HOME VISITS**

Teachers will schedule times to visit the homes of elementary students. This visit enables teachers to more fully assist parents in meeting the whole-child needs of each student. These visits usually take place before the school year begins. In some instances, home visits may be made soon after the academic school year has begun.

## **Assignments, Honor Roll, & Testing**

### **SCHOOL WORK AND ASSIGNMENTS**

*Students are given opportunities to complete many of their assignments in school. However, homework is often necessary to complete assignments, especially in the upper grades. In cases where a child seems to bring home a large amount of homework, you should arrange to discuss the situation with the teacher. Please show an interest and concern in your child's work by frequently checking and discussing it with your child.*

Parents are expected to urge children to prepare their work neatly and accurately and to submit their assignments on time.

## GRADING SCALE

*Students in elementary and middle school grades receive letter grades on quarterly report cards according to the following scale:*

94100% = A, 8493 = B, 7483 = C, 6473 = D, below 64% = F.

## HONOR AND MERIT ROLLS

*Middle school students (those in grades 5-8) will receive quarterly recognition for academic achievement. Students earning a quarterly grade point average (GPA) of 3.604.00 will be identified as Honor Roll students, and students earning a quarterly grade point average (GPA) of 3.00 up to 3.60 will be identified as Merit Roll students. The Honor/Merit Roll will be published quarterly.*

## STANDARDIZED TESTING

Our school follows a planned program of standardized testing in basic skills and subject areas utilizing the Iowa Tests of Basis Skills. Accurate records of these tests are used to discuss student progress with parents and to guide instruction for the individual child and the classroom. When measured against national school norms, our cumulative composite average covering all test areas places Martin Luther School **around the 90th percentile.**

## Discipline

Learning and playing individually and in a group, both require discipline. Christian discipline is established when Christian parents and teachers follow Biblical principles to positively guide and nurture children, so they develop self discipline – that is, self control and responsibility for their behavior. Self discipline occurs when children learn to control their behavior and are not dependent on others to identify when behavior is proper or improper. Self discipline is developed over time. Some children acquire it quickly. Others need considerable help from parents, teachers, and counselors before they develop good control over their behavior. Rules and punishment by themselves do not adequately change a child's behavioral pattern. Improving a child's sense of worth in the eyes of God must accompany any plan seeking to modify a child's behavior. Establishing and maintaining a disciplined environment at Martin Luther School, then, is the shared responsibility of parents, students, teachers, and principal to help children develop self-discipline and build their sense of worth in the eyes of God.

### A. Our Discipline Standard

1. Students will RESPECT:
  - a. God and His Word,
  - b. those in authority,
  - c. classmates and other people,
  - d. their bodies and God given talents,
  - e. the learning process and the classroom environment,
  - f. their school, personal property, & the property of others.
2. Each elementary and middle school student – together with parent/guardian and teacher – will sign a Covenant for Christian Respect prior to the first day of attendance, agreeing to abide by this standard.

### B. Parent Responsibility

1. The primary responsibility for educating the child rests with the parent, so the home, then, is the prime environment in which teaching responsibility and respect begins. Martin Luther School exists to help parents carry out their God given responsibilities.
2. It is each parent's responsibility to help create a home environment which is conducive to a child's growth and development, providing opportunity for the child to enjoy:
  - a. optimal physical health, including balanced diet, adequate sleep, regular physical and dental



checkups, and opportunities for physical exercise and development;

- b. stimulating learning environment, including productive study area, consistent study time, and study given priority over entertainment
  - c. Parental support, including development of a positive work ethic, transportation for timely and regular attendance, and review of homework so that it is completed neatly and on time
3. When a child enters school, this process becomes a shared responsibility reinforcing Christian values in the home and school.
  4. Because the relationship between a child and teacher is so important to the educational process, it is vital each teacher has the unwavering support of the parent and the home. If a disagreement does occur between a parent and a teacher, it should not be discussed in front of the child at home or at school. Instead it should be resolved privately for positive relationships to be maintained.

#### **C. Student Responsibility**

1. Students are expected to respect all adults in the school: teachers, principal, pastors, secretaries, custodians, volunteers, guests, and others.
2. Students are expected to respect property and materials. This includes respect for school/church property, their possessions, and the possessions of others.
3. Students are expected to respect all other students to help maintain a cooperative learning environment. Older students are expected to help and set a good example for younger students.

#### **D. Teacher Responsibility**

1. Teachers are expected to:
  - a. develop and maintain good relationships with students by reinforcing positive behavior encouraging rather than discouraging the child,
  - b. provide a variety of learning experiences to stimulate student interest and motivation,
  - c. understand and accept the uniqueness of all students, treat them as persons valued by their Lord, and nurture them in the Christian faith and help develop their God-given abilities,
  - d. be aware of their values and establish trust with students by avoiding double standards that imply, "Do as I say, not as I do!"
2. Teachers are expected to create a disciplined environment by setting reasonable expectations that are fair and consistent. Maintaining a disciplined environment in the classroom, hallways, playground, and church is the joint responsibility of all teachers.
3. There are a variety of teacher styles which can effectively fulfill these responsibilities. Teachers are given the right to employ discipline procedures which effectively maintain discipline if the procedures are consistent with the expectations described above.

#### **E. Principal's Responsibility**

1. The principal is responsible for establishing and maintaining a well-disciplined environment in the school. This responsibility includes supervising schoolwide activities: movement of groups, transportation, emergencies, safety drills, school pictures, performance practices, and the like.
2. The principal is expected to maintain a supportive relationship with the teachers, facilitate the development of a disciplined environment, and express confidence in the teachers when concerns are raised about discipline.
3. In dealing with a behavioral problem, the principal is expected to help identify and analyze the problem, help establish procedures for handling the problem, and enlist the aid of resource people as needed.

#### **F. Implementing School Discipline**

1. Teachers initiate discipline by establishing classroom rules promoting the wellbeing of all students. They adapt and synthesize classroom rules, providing 56 simple rules for their students to follow, such as:
  - Speak to teachers and fellow classmates with respect.
  - Raise your hand for permission to speak.
  - Remain attentive at all times.
  - Ask permission before leaving your chair.
  - Resolve disagreements without hitting.
  - Hand in assigned work on time.
  - Keep your eyes on your own paper during tests.
  - Respect the property of others.

- Be on time.
  - Keep all objects to yourself.
2. **When misbehavior occurs, teachers may employ, with discretion, the following consequences to help reshape student behavior:**
- exclusion from recess;
  - extra assignment;
  - time out in classroom;
  - time out in hall or another classroom
  - time out in another subject;
  - lunch at timeout table;
  - conference with teacher;
  - conference with principal (and teacher, if available);
  - call home to parent;
  - time out in principal's office;
  - conference with teacher, principal, and parent;
  - exclusion from activities.

### **G. After-School Detention**

1. When misbehavior is chronic, teachers may place students in next-day, after-school detention that runs from 3:20 to 3:45 p.m. On the day the after-school detention is assigned, the teacher will send home a notice with the child identifying the reason for the detention and the number of detention days assigned. Severe or repeated misbehavior may warrant more than one day of detention.
2. All incidents for which students are assigned detention must be served individually. Multiple incidents on the same day, for example, may not be served simultaneously. The child must serve the current detention before being readmitted to school the following day.
3. The principal will schedule teachers to supervise after-school detention. Therefore, office copies of detention reports are to be handed to the principal by the issuing teachers as soon as possible.
4. Students serving detention will not bring any items to the detention. They will remain seated without talking.
5. Parents will be expected to pick up their children on time at the end of the detention period. Students whose parents are more than five minutes late may be placed in After-School Care at the drop-in rate.

### **H. Communication Process for Behavioral Problems**

1. Despite all our expectations, children may still misbehave – sometimes deliberately, sometimes unintentionally. When a student continues to misbehave, the teacher will contact the parent in order to secure home cooperation in dealing with the situation and to develop a home and/or school plan for handling the situation.
2. When a student has a concern about discipline, he/she should discuss it with the teacher. If the problem is not resolved, the student or parent should present the concern to the principal.
3. When parents observe or hear about incidents at school concerning them, they should first contact the supervising teacher. Seeking answers and solutions to such concerns, first with the teacher and, if needed, with the principal, will eliminate damaging accusations and hearsay. Once again, it is vital for parent concerns not be discussed in front of children.
4. In summary the steps to be taken in resolving any difficult situation are:
  - a. Teacher and child;
  - b. Teacher and parent (and child if both deem appropriate);
  - c. Teacher, child, principal;
  - d. Teacher, parent, principal;
  - e. Teacher, parent, principal, School Board;
  - f. School Board meeting

## **Bullying Policy**

Martin Luther School prohibits all forms of bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined. Such discipline includes detention, suspension, expulsion, or removal from participation in school activities. Students who have been subjected to bullying are

instructed to promptly report such incidents to a school official.

In addition, staff will report bullying incidents to the principal. The principal will investigate all complaints of bullying and shall administer appropriate discipline to all individuals who violate this policy.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. Internet, cell phone, or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

## **Electronic Devices**

### **PHONE USE**

School telephones are designated for official and emergency use only. During school hours, parents/guardians are requested to call the school only when necessary. When an emergency does arise, school personnel will handle messages in a manner appropriate to the situation. Students needing to use a school telephone must secure the permission of a member of the school staff. Parents/guardians should observe the same courtesy when they want to use a school phone.

### **Cell Phone Use**

**Students may not use cell phones during the school day.** Student's cell phones may not be visible during school hours. Teachers should not use cell phones during times they are directly responsible for instructing and/or supervising students – except for emergencies.

### **Other Electronic Devices**

Students may not use electronic devices nor may they be visible during school hours unless approved by the teacher.

## **DRESS CODE for Preschool & Pre-Kindergarten**

### **A. Dress Code Standard**

Martin Luther School students will dress in a manner reflecting Christian training and does not disrupt or distract from the educational process.

### **B. Parental Responsibility**

Dress can influence the attitudes and study habits of students within a classroom. Parents/guardians have prime responsibility for selecting or approving clothing for children to wear to school. Standards of neatness, cleanliness, size suitability, decency, and weather appropriateness must be considered. While clothing is to be neat, clean, and modest, it must also be functional for daily school activity--including physical education and play.

### **C. Specific Cosmetic and Clothing Issues**

Tasteful use of age appropriate jewelry and makeup is permitted. Students are not to have unnaturally colored or dyed hair. Visible tattoos or forms of inappropriate body piercing are not acceptable at school. Hats may be worn to and from school and at recess--but not during the school day. Girls should wear tops covering their waists and wear shorts under dresses and skirts. On cold days, students may not be allowed to play outside if they do not have coats, headwear, foot wear, and hand wear appropriate for the conditions.

### **D. Footwear**

Footwear that is practical for daily, safe play is our standard. We want children to be safe in play and

maintain our gym floor. Students should wear gym shoes every day, leave a pair of gym shoes at school, or



bring gym shoes on days when they wear other footwear. This will ensure safer footing in both indoor and outdoor play. On days when snow is on the ground, children will not be allowed to play in the snow unless they are wearing boots or have a second pair of shoes at school.

#### **E. Addressing Inappropriate Clothing and Appearance**

School personnel (especially principal and teachers) reserve the right, regarding clothing and appearance that do not meet these guidelines, to:

1. call the parent/guardian to bring a different clothing item;
2. mask an inappropriate message;
3. remove an inappropriately dressed child from the classroom.

## **Dress Code for Kindergarten-8<sup>th</sup> Grade**

Please follow the uniform code handout as stated through the school office

## **HEALTH AND Medical**

### **ATTENDANCE – HEALTH GUIDELINES**

In order to prevent the spread of illness, a child should not come to school if the child:

- h. Has a fever or has had a fever in the last 24 hours (a fever defined as oral temperature of 100 degrees F. or above; a child documented as having a fever at school will not be admitted the next day).
- i. Is vomiting or has vomited in the last 24 hours.
- j. Has a rash (other than allergy related).
- k. Has a red or sore throat.
- l. Has reddened, running, or swollen eyes (other than allergy related).
- m. Has an injection requiring antibiotics and has not yet been on medication a full 24 hours.
- n. Has diarrhea in the last 24 hours.

### **ADMINISTRATION OF MEDICATION**

Parents are requested to administer all medications at home. Any medication specifically prescribed for chronic illness, prescription or over-the-counter, requiring administration during school hours may be given by trained school personnel according to the following procedures, which must be adhered to strictly.

#### **Procedures:**

1. A physician must provide a written request for the medication be given during school hours. The request must include the name of the prescription, reason for medication, schedule and route of administration, adverse effects, and any emergency instructions which may be applicable. Forms for such requests are provided by the school office and must be renewed annually.
2. The parent requesting school staff to administer the medication must submit a signed parental permission form, also provided through the school office. This form must be renewed yearly.
3. Medications must be brought to the school in the original container, appropriately labeled by the pharmacy or physician, and is to include only medication to be given during school hours. **The parent/guardian must administer the first dose.**
4. A log will be kept of all medications administered by school personnel. The log will include the student's name and grade, the date and time the medication is given, the dosage amount, and the signature or initials of the staff member administering the medication.
5. All prescription medications will be kept in a locked cabinet or drawer in the school office.
6. No medication will be administered as part of any first aid measure unless recommended for a life-threatening situation.
7. All medication must be picked up by the parent when no longer required and/or at the end of the school year.
8. Administration of non-prescription medication must follow these same guidelines.

## **ANNUAL ASBESTOS NOTIFICATION**

Because of the age of our facilities, some materials containing asbestos were used in the school's construction. These materials are now encapsulated to minimize any potential hazard and to keep our facilities safe for use. Trained personnel conduct a surveillance of asbestos-containing materials every six months, and a complete, formal inspection occurs every three years. MEAD Environmental Associates, Inc., of Cape Girardeau conducted Martin Luther School's last formal inspection in May 2003. The asbestos management plan of Martin Luther School is on file at the school office and is available for review upon request. If you have any concerns, please contact the principal.

## **CHILD ABUSE REPORTING**

Martin Luther School abides by the Missouri State Child Protection and Reformation Act (RSMO 210) and requires school personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, to report their concerns to the Missouri Department of Family Services.

In compliance with the laws of the State of Missouri each child is required to have a current immunization record.

Health records of new or transferring students are required along with their cumulative records. A form requesting transfer of the student's school and health records is available from the school office.

No medication will be given a child (including aspirin) without prior, written, parent and physician approval.

Teachers or other staff members will administer first aid for minor injuries. We require you to fill out an emergency card to give the office phone numbers where we can reach you or someone you have designated if an emergency arises. We will send your child to the emergency room if the situation calls for this measure, and you will be responsible for payment for the service.

## **EMERGENCY INFORMATION**

You must fill out an emergency card for your child to begin attending school here. **Please keep emergency information current!** Inform your child's teacher and the school office immediately when any information changes, especially the person(s) you designate for transporting your child (which must be listed on the emergency card).

## **IMMUNIZATION REQUIREMENTS**

A Hepatitis B (HB) series is required for all students born on or after January 1, 1990. Children must be immunized – or be in progress and then remain on schedule – with the three required doses. HB vaccines are available at county health clinics. Our school nurse reviews all records and will inform you if your child's immunization requirements have not been met.

## **INSURANCE FOR STUDENTS**

You should have insurance to cover your child's physical and mental health. We also carry accident insurance to cover all students for accidents which occur during the school day or during school-related activities, including our summer programs if the student is enrolled at Martin Luther School.

## **GIRLS' HYGIENE**

Concerns about girls' hygiene can be directed to any of our female teachers. Any girl in a male taught class will be given permission, upon request, to talk to a female teacher with whom the girl is comfortable.

## TRANSPORTATION

Transportation is not provided by Martin Luther School; it is provided or arranged by parents, some of whom form carpools. The school office will, upon request, provide you with a copy of your child's classroom roster to assist you in arranging a carpool.

A student may walk or ride a bicycle to school provided the parent is willing to assume all responsibilities for travel to and from school. Students who ride bicycles to school may not ride them during school hours. Bicycles must be parked and should be locked in the bike rack.

## PHYSICAL EDUCATION

We believe every child should have the opportunity to develop and maintain a level of physical wellness commensurate with individual needs and abilities. Our general physical education goal is to provide well-rounded, daily, physical education instruction to help each child:

- Develop and maintain physical wellness.
- Become competent in managing body movement and acquire useful motor skills.
- Understand and acquire needed safety skills and habits.
- Enjoy wholesome, God-given recreation.
- Develop self-confidence in movement and in associated physical interaction with classmates.
- Experience a wide variety of physical education activities.

### PHYSICALS FOR SPORTS

Students in grades three and up, who intend to participate in interscholastic basketball, cheerleading, and other athletic events which may be scheduled, are required to have a physical exam before they can participate. Physical forms are available from the school office.

## Activities and Sports

We offer a variety of activities to help promote whole child growth and to enrich a student's experiences at Martin Luther School. These activities include co-curricular activities occurring during the school day and extra-curricular activities which normally occur outside school hours and/or with other schools, both private and public, in Southwest Missouri. Currently, our seventh and grade sports program is combined with College Heights and St. Peter's programs. Other regular activities have included:

### Co-curricular Activities

- Class field trips
  - Assemblies
  - Academic fairs and contests
  - Mini courses and career days (K-8)
  - Fall and spring trips to MSSU Children's Theatre productions (K-8)
  - Bible Knowledge Bowl (1-8) *Bible Bee*
  - Halloween and Valentine's roller skating (1-8)
  - Band (5-8)
  - Middle school workshops/seminars (5-8)
  - Outdoor education experiences (5-8)
  - Intramural bowling (5-8)
  - ~~Extended travel program (6-8)~~
  - Student organizations (6-8)
- *Book fair*
  - *Musical programs*
  - *Family Nights*

### Extra-curricular Activities

- ~~Intramural micro soccer in fall (PS-K) and in spring (1-4) Lutheran Schools Soccer Day in fall (5-8)~~



- Boys' flag football in fall (5-8)
- Girls' volleyball in fall (5-8) - *Intramural*
- Girls' and boys' basketball in winter (3-8)
- ~~Cheerleading in winter (5-8)~~
- ~~Co-ed track meets in spring (5-8)~~
- ~~Lutheran Schools Softball Day in spring (5-8)~~
- Lutheran Schools Sports Day in spring (1-8)

### Physicals for Sports

Students in grades 3-8 who intend to participate in interscholastic basketball and cheerleading—and other athletic events which may be scheduled ~~are~~ are required to have a physical exam before they can participate. Physical forms are included in enrollment packets and are also available from the school office.

## Field Trip Policy

Martin Luther School students will take field trips to enrich their school experiences. The safety of students in travel will be given prime consideration when planning field trips. Whenever possible, contracted bus transportation, or authorized means of public transportation, will be utilized. If you wish for your child not to participate on a field trip, please notify the office in writing. Otherwise, your child will be participating on the field trip.

### Use of Private Vehicles

When contracted or authorized public transportation is not available, the use of privately driven vehicles will be allowed, and the following specific guidelines followed:

1. Drivers will be limited to parents, guardians, other school family members at least 21 years of age, and school and church personnel.
2. All drivers must submit copies of their driver's license and proof of insurance prior to driving for a field trip.
3. Drivers with cell phones are requested to submit cell numbers prior to driving for a field trip.
4. All drivers and passengers must be properly restrained in the vehicles in which they are riding.
5. Drivers may take only as many students as they have available seat belts.
6. Students under age 13 will not ride in the front seat of a vehicle unless driven by the student's own parent or legal guardian.
7. Missouri Child Passenger Restraint Law will be followed when transporting students:
  - a. Students weighing less than 40 pounds, regardless of age, must be secured in a child passenger restraint system (commonly referred to as a car seat) appropriate for the child.
  - b. Students less than 8 years old who weigh at least 40 pounds but less than 80 pounds, and are less than 4'9" tall, must be secured in a child passenger restraint system or booster seat appropriate for the child.
  - c. Students who are at least 80 pounds or taller than 4'9" must be secured by a vehicle safety belt or booster seat appropriate for the child.
8. Preschool students will not take field trips.
9. These guidelines will be integrated into field trip permission forms or a copy furnished to each field trip driver.
10. Teachers will assign students to drivers and will retain written records and permission forms for a minimum of 30 days.
11. Students will ride with assigned drivers both to and from a destination unless a student's parent or guardian makes arrangements directly with the student's teacher to assume responsibility for the child's return.

# COMPUTER and INTERNET POLICY

**Purpose of Policy:** To provide guidelines for responsible computer and Internet use.

**Internet Access Allowance:** Students at Martin Luther School will be allowed to use the school's computers under the supervision of school personnel or other approved adult to gain access to the Internet. This access is sanctioned for designated computers connecting to the Internet through our local Internet Service Provider. To gain access to the Internet, students must obtain parental permission and sign and return the *Computer and Internet Access User Agreement and Parental Permission Form*.

**Rationale for Guidelines:** Internet access enables students to explore many avenues of information and to exchange messages with other Internet users. While adult supervisors will guide students toward appropriate Internet sites, families are warned that the Internet contains items that are illegal, defamatory, inaccurate, and offensive to Christians. While our intent is to make Internet access available to further educational goals and objectives and to apply technology to the practice and proclamation of the Gospel, students may accidentally or attempt purposefully to access offensive materials. We believe the benefits of accessing information resources and opportunities for collaboration will exceed the risks if students use the computers under adult supervision and in compliance with this policy. Ultimately, though, parents/guardians of minor children are responsible for establishing and communicating Christian values, including the standards that children should follow when using media and information sources. Each family has the right to decide whether to apply for access.

## Conduct Code for Computer and Internet Access

**General Guidelines:** Computers are provided at Martin Luther School for conducting research and communicating with others. Teachers may permit students under their supervision to use the Internet to the extent they deem appropriate to accomplish school tasks. Staff and students who use school computers are expected to conform to the guidelines of this policy and to maintain Christian standards in accessing the Internet.

Use of Martin Luther School computers and access to the Internet during non-school hours may be granted or denied by the principal and other approved personnel to the extent that such use is needed for school tasks and cannot be provided during the regular school day. Internet access is **not** permitted during After-School Care, unless specifically approved by the principal.

All users are expected to understand Internet access is a privilege, not a right. Access to Internet services is given only to those who agree to act in a manner reflecting Christian values. Maintaining access requires evidence of responsible Internet use and can be revoked for inappropriate conduct. Examples of inappropriate conduct include using the Internet for unlawful or malicious activities, including the misrepresentation of oneself, Martin Luther School, and Immanuel Lutheran Church in communications. Sending, forwarding, or soliciting offensive or harassing statements are prohibited in both public and private messages.

All users should use the Internet responsibly and refrain from any practices which would jeopardize computer security. Users must abide by existing confidentiality, information security, and software licensure policies in their use of the Internet. Users must comply with copyright laws.

Within reason, freedom of speech and access to information will be honored. However, computer storage areas are school property and therefore subject to search. The principal and other adult supervisors reserve the right to review files and communications to maintain system integrity and insure users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Martin Luther School computers.



## Specific Guidelines

In addition to the general guidelines above, users must abide by the following specific guidelines:

1. Do **not** interfere with another person's computer work by degrading or disrupting any system hardware or software component, vandalizing or trespassing in another's files, or using another's work and calling it your own.
2. Do **not** give out personal information without permission from an approved adult supervisor. Examples of such information are your name, address, telephone number, parent work address or telephone number, and name and location of our school.
3. Do **not** enter chat areas without permission.
4. Do **not** fill out and submit questionnaires without permission.
5. Do **not** fill out and submit forms accompanying advertising without permission.
6. Use the **BACK** button to leave any controversial or offensive site. Immediately report the occurrence to your adult supervisor.

## E-mail and Downloading Guidelines

**Requesting Email Addresses:** Requests for Internet Email addresses must be cleared by the principal.

**User File Transfer Responsibilities:** Users may not download files nor open attachments to E-mail unless cleared by the principal (or appointed technology coordinator) to do so.

**User E-Mail Responsibilities:** Users must not send any sensitive information without approval from the principal. Internet E-Mail is not a secure communication channel. The guideline noted in the User File Transfer Responsibilities should be followed for any files requiring downloading or received as attachments to E-Mail. E-Mail should be checked routinely, and unwanted messages deleted promptly.

## LIBRARY

Martin Luther School maintains a small but growing central library to provide reading and reference materials, teach library procedures, and provide students with opportunities to visit the library and check out materials. Library donations from parents, friends, and the students themselves are encouraged and have enabled us to rapidly expand our library.

### Book Return Policy

**One week late:** The student will be given a verbal reminder and cannot check out any other materials.

**Two weeks late:** The librarian will give the student a written reminder.

**Three weeks late:** The student will be given a second written reminder.

**Four weeks late:** The librarian will contact the parent/guardian. If the library material cannot be located and returned, the family will be financially responsible for replacing the item

## CARE OF SCHOOL PROPERTY

All students are expected to conduct themselves in a Christian manner on the playground, in the classroom, and at all school functions – and to show respect for school property at all times, as well. Persons responsible for damage to items such as windows, desks, and books will be expected to pay for the damages. You will be billed for any damage purposely or recklessly done by your child.



## SCHOOL CLOSING

In the event of inclement weather, please listen to Joplin radio and/or television stations. If Martin Luther School is to be closed, an announcement will be made. **Our school will not automatically follow the decision of Joplin R-VIII schools. Please DO NOT call the school office or staff members to inquire about school closings.**

## PARKING LOT SAFETY

Please recognize the need for vehicle safety at our school. We have many small children who can and do move impulsively, and we want to ensure their safety. Drive slowly in the parking lot at all times, and **do not park along the curb in front of school**. Cars backing up are unable to see many of our small children. Also, do not leave your motor running while you leave the car or are parked for any length of time.

## SPECIAL OCCASIONS

**BIRTHDAYS:** Birthdays need to be approached with sensitivity and good judgment. We ask you to abide by the following guidelines: (We do not allow birthday parties during school hours)

- **Healthy treats** (only) can be brought to school by a student celebrating a birthday. The student should give the treats to the classroom teacher, who will give directions for storage and distribution.
- **Invitations** to birthday parties should be mailed or distributed outside of school hours and off school grounds – unless the child brings the invitations to the teacher to show that the whole class, all boys, or all girls are invited. The teacher will give directions then, about distributing the invitations.
- **Use sensitivity and good judgment** in expecting and purchasing birthday gifts to reduce competitiveness.

**CLASS PARTIES:** Class parties are celebrated on special occasions (Halloween, Christmas, and Valentine's, for example). Some teachers arrange for parents to organize these special events. Party organizers are expected to keep the parties simple and reduce competitiveness here, also. Snacks, games, and crafts are sufficient components for classroom parties.

## CONFIDENTIALITY POLICY

### A. Child and Family Records

Child and family records will not be disclosed without written consent of parents or legal guardians, except as needed when child abuse or neglect is suspected and/or reported to authorities. Confidential information is shared only with staff members who need the information to perform their jobs. Parents and legal guardians have the right to examine their child's records.

### B. Personnel Records

Personnel records will not be disclosed without staff members' written consent. Staff members have the right to examine their own records.

### C. Directory Information

Student directory information (normally published and distributed at the beginning of the school year) is designed to be used internally within the school. Student directory information may be provided to the public without parents' specific consent **unless the parents have notified the administration that they do not**

**want directory information or portions of it to be released.** Directory information may include, but not be limited to, the student's name, address, phone number, date of birth, church affiliation, parent's name, and other similar information.

#### **D. Annual Notice**

The above confidentiality policy will be printed annually in school handbooks distributed to families. A complete policy regarding student records will be provided upon request to the principal.

## **ADMINISTRATION**

Martin Luther School is maintained and operated by Immanuel Lutheran Church to teach saving faith and to apply Christian truths to daily learning.

The responsibility for the immediate and direct supervision of the school is delegated to the principal. As administrator of the school, the principal executes the policies and resolutions enacted by Immanuel Lutheran Church and the Martin Luther School Board. It is also the principal's responsibility, with the counsel of the professional staff, parents, and others, to recommend changes in policy for the improvement and welfare of the school.

## **ADMINISTRATION BY SCHOOL BOARD**

Martin Luther School operates by authority of and under the supervision and control of the voters of Immanuel Lutheran Church, Joplin, MO. Every two years the congregation elects a School Board Chairperson, who then appoints a School Board of nine responsible members of Immanuel to guide and oversee the operation of the school by establishing, policies, practices, and procedures. The Board delegates the daily operation of Martin Luther School to the principal, providing support and direction to the administrator and staff.

The School Board alone establishes policy for the operation of Martin Luther School. Authority is granted to no other school organization. The School Board therefore schedules a 30minute **open forum** at the beginning of each regular monthly meeting to hear ideas and listen to concerns.

Guidelines for open forum proceedings are available upon request. Any party wishing to address the Board during the open forum is kindly asked to inform the principal, School Board Chairperson, or other Board member prior to a meeting. Board members are also willing to hear ideas and listen to concerns on a one-to-one basis

## **Martin Luther Support League (MLSL)**

The Martin Luther Support League (MLSL) is the parent-teacher organization of Martin Luther School. The mission of the organization is to assist Martin Luther School in educating our children and promoting the Christian faith and fellowship of our families. Every parent/guardian is automatically a member of MLSL.

### **What does MLSL do?**

MLSL's seven areas of responsibility include the following:

#### **Christian Growth and Family Education**

- Conduct devotional times at MLSL meetings and other functions when possible
- Promote family faith growth and education

#### **Facility Improvement**

- Work with the Immanuel Lutheran Church Properties Director and Martin Luther School Board to help furnish, maintain, and improve school facilities and grounds
- Organize workers for MLSL-sponsored maintenance projects (*Adopt-a-Space* program, work days, etc.)

#### **Fellowship Promotion**

- Organize refreshments for Opening Day Chapel fellowship

- Sponsor at least one family fellowship event annually
- Sponsor end-of-year breakfast

#### **Fund Raising**

- Sponsor annual Spaghetti Supper (fall) and Rummage Sale (spring) fund raisers
- Sponsor other fund-raising efforts selected by the MLSL Executive Council

#### **Staff and Student Recognition**

- Recognize staff birthdays
- Work with School Board and faculty to recognize staff service and student achievement
- Organize and facilitate bulletin board recognition displays

#### **Student Activity Support**

- Sponsor annual Book Fair
- Sponsor Popcorn Days (designate coordinator/s); buy needed supplies
- Sponsor concessions for athletic events (designate coordinator/s)

#### **Volunteer Coordination**

- Work with Room Communicators to enlist volunteers for MLSL events and activities
- Coordinate labels and similar support programs as needed
- Work with School Board and principal to recognize volunteer efforts

#### **How does MLSL operate?**

MLSL responsibilities are guided by an Executive Council which meets quarterly and includes the following officers, coordinators, and representatives:

##### **Director**

- Provides direction and leadership for the Executive Council, prepares agenda for and presides over all MLSL meetings, and facilitates communication between Executive Council members

##### **Director-Elect**

- Presides over MLSL meetings in the Director's absence, facilitates marketing and advertising activities for MLSL-sponsored events, and facilitates MLSL purchasing

##### **Treasurer**

- Manages financial accounts for MLSL and provides treasurer's report at MLSL meetings

##### **Secretary**

- Takes minutes at MLSL meetings, produces secretary's report for subsequent meeting, and works with the Director-Elect to provide articles for school newsletter regarding MLSL events

##### **Coordinators (minimum of seven)**

- One or more coordinators for each of the seven areas of responsibility are elected in the spring of one school year to serve the following year.

##### **Advisory members**

- The school administrator, a faculty representative, and a School Board representative are advisory members.

#### **What benefits do families receive from participation in MLSL efforts?**

MLSL events provide unique opportunities to demonstrate our commitment to our children's education. When we get involved, Martin Luther School and its students benefit. With active participation, volunteers have:

- opportunities to demonstrate the principles of Christian service to our children in tangible, highly visible ways that matter,
- influence on the future of Martin Luther School programs and policies,
- interaction with other Christian families through joint service at MLSL events,
- knowledge about how the school staff and students interact on a routine basis, which leads to peace of mind about your educational decisions for your children, and
- impact on tuition rates, since fund-raising through MLSL supplies operational income, and volunteers take on tasks which would otherwise have to be covered through increased tuition.

#### **How can parents/guardians participate in MLSL efforts?**

Any parent/guardian can respond to participation requests that are made when MLSL events are scheduled.



One easy way to indicate your willingness to participate is to complete the **Martin Luther Support League (MLSL) Participation** form which is included in the enrollment package. The form provides you the opportunity to indicate a willingness to help in any of the seven MLSL areas of responsibility and/or to serve in a leadership position.



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