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## **2018-19 Parent/Student Handbook for K-8**

**39<sup>th</sup> Academic Year**

**Theme: "Blessed are you"**

*Matthew 5:1-12 (ESV)*

## STATEMENT OF BELIEF

Lutheran Church and School of Messiah is part of The Lutheran Church-Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone (Eph. 2:20). With the universal Christian Church, The Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity - Father, Son, and Holy Spirit - are coequal and coeternal, one God. LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod "is not an ecclesiastical government, exercising legislative or coercive powers" (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2,1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the "principle legislative assembly" of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws - which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod - and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of Lutheran Church and School of Messiah govern our decision-making and policies. A copy is available upon request.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen.1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen.2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Lutheran Church and School of Messiah as the local Body of Christ, and to provide a biblical role model to the Lutheran Church and School of Messiah members and the community, it is imperative that all persons employed by Lutheran Church and School of Messiah in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the LCMS.

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

The Lutheran School of Messiah was started in 1979. Our school is part of the ministry of the Lutheran Church and School of Messiah which is affiliated with the Lutheran Church Missouri Synod (LCMS).

## **EDUCATIONAL PHILOSOPHY AND PURPOSE OF MESSIAH LUTHERAN SCHOOL:**

### **Committing Children to Christ**

Messiah Lutheran School has been organized to address the total needs of the student. We believe in the Triune God: Father, Son, and Holy Spirit; and that the Bible is the inerrant word of God. We teach it to students in terms they can understand. As Christ is the center of Church and School, so He is the center of our educational philosophy and directs all teaching and learning experiences.

We will strive to develop each student's individual abilities, to educate good citizenship, to provide and maintain the highest academic standards, to improve human relationships, and to minister to individual and family needs as best we can. We will provide a thorough instruction in God's word, so that the children may learn God's will and know and trust Him as their living, loving Savior. ***"Bring up your children in the nurture and admonition of the Lord." Ephesians 6:4***

## **GOALS OF MESSIAH LUTHERAN SCHOOL**

Messiah Lutheran School has established these Goals in accordance with its Educational Philosophy. These Goals demonstrate the school's commitment to educational excellence and help the school fulfill the congregation's functions of education, worship, evangelism, fellowship, and service.

1. To provide instruction in God's Word in accordance with the Lutheran Confessions, enabling students:
  - a. To find in Jesus Christ an all-sufficient Savior.
  - b. To grow in love or their Savior and express this love in every-day experiences with others.
  - c. To know and respond to God's will for His people on earth.
  - d. To witness to their faith in Jesus Christ.
2. To aid each family by:
  - a. Training children in the virtues of Christian obedience, church life, and citizenship.
  - b. Assisting parents in meeting the varied challenges of guiding children.
  - c. Providing opportunities to worship.
3. To help in developing good citizens who:
  - a. Recognize God as their source of all government.
  - b. Will use their talents in His service.
  - c. Find obedience to law and participation in civic affairs beneficial to society.
4. To provide the best academic training possible so that students:
  - a. Are prepared for further education and life after leaving our school.
  - b. Have learned how to learn.
5. To be a vital mission arm of Lutheran Church and School of Messiah:
  - a. As such, to consistently strive to improve the school's excellence, and actively promote its growth as we offer quality Christian education to the community of Grand Junction, Colorado so that the Kingdom of God may grow.

*From the desk of Principal Steve Hobus*

Dear brothers and sisters in Christ,

Our theme verse for the upcoming year is Mathew 5:3-10, *the Beatitudes!* In these verses God assures us of the many blessings He has in store for us. As a young man I always felt that a blessing meant happiness, but now I know that in this case “Blessed” refers to the ultimate spiritual well-being and spiritual joy that all of us who share in the salvation of the kingdom of God will know.

I have had a year of being a principal with you all and I am anxious and excited to start our next school year. We are truly blessed here at Messiah with an amazing staff and will begin our accreditation process this year. Culminating in April with the site visit by the accreditation team. We will be asking many of you, as stakeholders and church members to participate in the self-study of our church and school and help us by sharing your valuable input. We hope to identify the items that we know we excel at but also to learn areas that we need to focus on to improve our school. Would ask for your continued prayers as we begin this process, that God would lead us to receive our NLSA accreditation.

At my school in California, our first Executive Director, Pastor Bill Bartlett would always speak about the “paideia” in the teaching of all our students. He loved using Greek words to illustrate a point and I appreciated this one very much as it speaks to the training and education of our children. It is where we get the word “encyclopedia and while we are interested in our students becoming knowledgeable, we are of course interested in growing them as a whole person. Most importantly in their education is the knowledge that the Lord loves them, that He died for their sins and encourages all of his disciples to serve others with love and caring.

As our school year begins we can rest assured that his blessings are with us all the yearlong! I know that as parents you are looking for the best way to grow and train your children. Here at Messiah you can rest assured we will do all we can to show Jesus to your children in all that we do and say. Thank you for your partnership as together we look to “paideia” your son or daughter in a way that is God pleasing and beneficial for their continued educational growth. In a world of chaos and upheaval, He will always stay the same.

God bless you and our school year!

Steven R. Hobus

Principal - Lutheran Church and School of Messiah

## TABLE OF CONTENTS

Topic	Page
School Philosophy . . . . .	2
A Word from Our Principal . . . . .	5
Table of Contents. . . . .	6
Directory . . . . .	7
General School Information . . . . .	8
Curriculum and Instruction . . . . .	9-10
Application, Admission, Re-enrollment, Withdrawal/Transfer, Records . . . . .	11
Tuition and Fees . . . . .	12-14
Grievance Procedures . . . . .	15-16
School Policies and Procedures . . . . .	16-22
Attendance and Tardy 16-17	
Discipline/Due Process 18-19	
Dress Code 19	
Visitors/Early Release 20	
Field Trip Drivers 21	
Computer / Technology Use 21-22	
Extra Curricular 22	
Safety Procedures . . . . .	23-26
Injury/Illness/Medication 23	
Emergency 24-25	
School Parking/Drop-off/Pick-up 25-26	
Rules for Students . . . . .	26-27
2018-19 School Supply List. . . . .	28-29

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**BOARD OF PAROCHIAL EDUCATION MEMBERS:**

Korrey Klein, Chairman (2020)    Birgit Bostleman (2020)    Sarah Messenger (2018)  
Doug Haynes (2020)

## **GENERAL INFORMATION**

### **SNOW DAYS**

When it snows, we will follow along with School District 51's delays and cancelations. Check their website or local TV and radio announcements. When we know what, they are doing we will post it through Remind 101 and our Facebook page.

### **SCHOOL HOURS**

7:40 am – Doors Open      8:00 am – Classes Begin      8:00 am – East Doors Locked  
3:00 pm – Classes End      3:15 pm – East Doors Locked

### **LUNCH AND RECESS TIMES**

**Lunch times:**            M-Th Gr. K-4, 12:00      M-Th Gr. 5-8, 11:30      Fri all grades 11:30  
**Recess times:**        Grades K-4, 10:20 – 10:50 and 12:30 – 1:00      Grades 5-8, 12:00 – 12:30

### **MILK**

Daily milk cartons can be purchased at registration. Be sure to ask your child if they will drink it if purchased. Milk is a nutritious choice with needed calcium and Vitamin A.

### **BEFORE AND AFTER SCHOOL EXTENDED DAY**

Hours: Upon request: 6:00 am – 7:40 am  
Sign up a week ahead: 3:00 pm – 6:00 pm  
Early release days: 11:00 am – 6:00 pm

Students not picked up from school within 20 mins. of the end of day will be placed in After School Extended Day for their safety and supervision, with the appropriate charge billed to the family.

**Fees:** (Additional Special Activity Fees may apply throughout the year)

Before School Extended Day (6:00 am – 7:40 am) \$6 for first child    \$3 for second plus additional children

After School Extended Day (3:00 pm – 6:00 pm) \$10 for first child    \$5 for second plus additional children

Early Release Days— (11:00 am – 6:00 pm) \$25 for first child    \$20 for second plus additional children

## **CURRICULUM AND INSTRUCTION**

### **CURRICULUM**

Students enrolled in K-8 shall attend school for a full day. We teach a traditional education with things like math facts memorized, cursive, and character values of hard work, honesty, and responsibility taught. The basic instruction program of students enrolled in kindergarten through eight shall include the following core courses:

Bible Stories	Singapore Math with algebra / geometry in 7 <sup>th</sup> /8 <sup>th</sup>
Memorization	Social Studies
Catechism (Lutheran Theology)	Science
Reading (Basal readers and novels)	Health
Spelling	Computer Class
Grammar	Music (choir/instrumental)
Penmanship (Cursive)	Art
Foreign Language	Physical Education

Each instructional program shall be carefully planned for the optimal benefit, taking into consideration the budget of the school and other factors deemed relevant by the board or the principal. Each instructional program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation. It shall be the responsibility of the principal to develop administrative regulations stating the required courses and optional courses for kindergarten through grade eight.

### **HOMEWORK**

Oral reading at home is helpful for students in all grades, but especially for grades kindergarten to third. Children will grow to love reading when parents model it and read with them. Fifteen minutes or more of nightly reading time together is a great habit to get into for the whole family. Along with reading time, memory work, math facts, and spelling are typically assigned as homework. Additionally, states and capitals are assigned to learn in third and fourth grade.

Children should know what to do and how to complete their own homework. Occasional questions may be asked and parents may help answer these. We ask that parents observe the difference between "assisting children" to understand methods and actually "doing the work" for them by providing answers.

### **HOMEWORK DETENTION POLICY**

When a student fails to work on in-class assignments or to complete assigned homework for a third time during a week, the student will be required to serve after-school detention. A note will be sent home to notify parents of the reason and the date the detention is to be served.

### **PHYSICAL EDUCATION**

Students in grades kindergarten through eight shall be required to participate in physical education courses unless a doctor or parent excuses them. We participate yearly in the Presidential and National Physical Fitness Awards.

Students who cannot participate in physical education must have a written request or statement from their parents and doctor.

## **GRADING**

The school year is divided into four quarters. Report cards are sent home within two weeks of the end of each quarter. Grades are posted throughout the year on our online grading program "Teacherease" which can be seen by parents and students at any time in the school year. We hold Parent-Teacher conferences at the conclusion of first quarter. We encourage parents to contact the teacher at any time with questions and concerns or just to check in. The grading scale for Messiah is as follows:

<b>Kindergarten</b>	<b>1<sup>st</sup> Grade – 8<sup>th</sup> Grade</b>
O = Outstanding	A+ = 100%
S+ = Good	A = 93-99%
S = Satisfactory	B = 83-92%
S- = Not Satisfactory	C = 73-82%
N = Needs Improvement	D = 63-72%
	F = 62% and below

## **ITBS (Iowa Test of Basic Skills)**

Each spring grades K – 8<sup>th</sup> take the ITBS national standardized achievement tests. The results of these tests are used as guidance of the individual child and for school curriculum planning and evaluation. Records of the test scores are kept on file for each student throughout their attendance at Messiah. Parents can request copies of their child's scores through the office.

## **STUDENTS AT RISK**

The board recognizes some students require special assistance in order to reach their full educational and social potential.

It shall be the responsibility of the principal/teacher/parent/resource team to develop a comprehensive program to identify potentially at-risk students, provide for needed assistance, monitor, and evaluate the help given these students. The board also recognizes some students require assistance that Messiah Lutheran cannot provide. Should this occur, the board will recommend placement in a public school where more resources may be available.

### **Student-At-Risk Identification**

Teacher referral is based upon:

- A. Poor class work;
- B. Low standardized test scores;
- C. Inappropriate behavior in school;
- D. Parental concerns; and/or
- E. Referral from pastor

Follow - up

1. Conferences are held with parents, the principal, and the classroom teacher.
2. The principal and the teacher will meet monthly to monitor/assess progress.
3. The teacher will implement strategies/learning plan developed by the principal.
4. Children with severe learning disabilities or special education needs are referred to the local public school for resource services if the help needed cannot be provided through our program.

## **APPLICATION, ADMISSION, RE-ENROLLMENT, WITHDRAWAL/TRANSFER PROCEDURES, RECORDS**

### **ADMISSIONS AND ENROLLMENT POLICY**

A student is accepted, space permitting, according to normal application criteria. All applications are screened for proper grade placement. Messiah reserves the right to refuse admission of an applicant or readmission of a student. We expect non-member families to respect and support our mission and ministry, and we encourage them to participate in all school activities and auxiliary organizations (i.e. PTL), as well as to worship with us, if they have no church home.

**Board (BOPE) Non-Discrimination Policy:** 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 origin or ethnic origin in the administration of its educational policies, admissions policies, athletics and other school administered programs.

### **CLASS SIZE**

Enrollment is generally limited to 24 pupils per room in grades 1-8. That number is generally limited to 18 in Kindergarten, and 20 in Pre-Kindergarten and Multi-Age PS/PK, and 18 in Preschool (3 year-olds). Enrollment acceptances are on a year-to-year basis.

**Age Cutoff Date** The age minimum for acceptance for the fall term is July 15<sup>th</sup>. In other words:

<b>Grade</b>	<b>age must be ...</b>	<b>on or before ...</b>
Kindergarten	5	July 15 <sup>th</sup>
1 <sup>st</sup> Grade	6	July 15 <sup>th</sup>

### **ADMISSIONS POLICY**

Children interested in enrollment and admission to Messiah Lutheran School must adhere to the following guidelines:

1. An application is completed.
2. Receipt of current report card and, when applicable, current ITBS (or other national testing) results. Report card and national testing results will be reviewed to help ascertain child's skill level.
3. Letter of recommendation maybe requested and / or a phone interview with the previous teacher. A letter of recommendation is requested by the parent and mailed directly to Messiah by the respondent. Phone interviews are done after the parent has signed a Waiver (**Release Form**) allowing the respondent to speak freely with the Messiah interviewer. Child must be in good standing at current school.
4. Successful results on an academic screening conducted by a Messiah Lutheran teacher.
5. The principal will meet with the family for an interview.
6. Upon completion of steps 1-5, the students may be considered for admittance. The principal will inform the family by phone and letter of the decision made concerning enrollment.
7. All new students are on probation for the first six weeks.

Applications for enrollment (up to May 1<sup>st</sup>) are accepted in the following order:

1. Children who are currently enrolled at Messiah Lutheran School;
2. Children who are members of Messiah;
3. Children who have no church home;
4. Children who are members of other Christian denominations.

Once the May 1<sup>st</sup> deadline has passed a \$55 late fee will be assessed.

Applicants for enrollment who are siblings of existing students are accorded member status for the purpose of acceptance.

#### Additional Requirements for Admission

##### 1. For Grades K – 8:

- A. Medical exams are required for first grade.
- B. Colorado immunization cards are required in all grades. (K-8 must provide proof of 2 Measles, Mumps, Rubella immunizations = MMR2; also proof of Varicella = VAR.) (Preschool – 8<sup>th</sup> grade must provide proof of Hepatitis B (3) Series).
- C. New students must have sports physicals to participate in team sports.
- D. Birth certificate and proof of immunizations are required at the time of the initial registration.
- E. Completed enrollment package.

#### **SPECIAL CONSIDERATIONS:**

**Counselors or Education Specialists** – If there are any current diagnoses for special learning needs, or special physical needs, documentation shall be provided to Messiah, along with the other educational records. Please note: Messiah does not employ a resource teacher or have the resources a public school does to accommodate special learning needs or physical needs of some students.

**Immunizations** - All Students not up to date on immunizations will have 14 days to obtain the next required vaccines and present a written plan for completion. All information distributed to parents regarding immunizations shall inform them of their right to sign exemptions. Exemptions must be filed every year according to state guidelines.

**Note:** For Polio, Measles, Mumps, Rubella, or Hepatitis B, in lieu of immunization, written evidence of a laboratory test showing immunity is acceptable for the specific disease tested. For Varicella, a laboratory test showing immunity or a disease history from a health care provider, parent, or guardian is acceptable.

#### **STUDENT WITHDRAWAL/TRANSFER PROCEDURE**

If a family wishes to transfer their child to another school, the parents must secure a **Student Withdrawal Form** from the office, complete it, and schedule an **Exit Interview with the Principal**. At that time tuition accounts and student records will be updated.

#### **STUDENT RECORDS**

FERPA (Family Education Rights and Privacy Act) Whenever Messiah is required by law or policy to seek written consent from parent/guardian to disclose personal identifiable information regarding a student, the parent/guardian will be notified of the following:

- a. The specific records to be released
- b. The specific reasons for release
- c. The specific identity of any person, agency or organization requesting such information and the intended uses of the information
- d. The method or manner by which the records will be released
- e. The right to review or receive a copy of the records to be released

Student records will be kept on file in the school office.

Records will be kept on file until the student has graduated or left Messiah Lutheran School at which time, after a request for transfer of records has been received by us from another school, we will mail the student's record to their next school. Messiah Lutheran will keep a record of which school each student record has been sent.

A student's parents may access the student's educational records. Other than the parents, only authorized certified personnel, and the student may access the student's educational records without the approval or the notification of the student's parents. Records of former students will be kept for four years after graduating or leaving Messiah Lutheran School.

It shall be the responsibility of the principal to approve requests for access to student records.

It shall be the responsibility of the principal to determine administrative regulations regarding this policy including, but not limited to, the location and types of educational records maintained by the school.

## **TUITION, REGISTRATION, AND STUDENT FEES**

### **TUITION**

2018-19 Tuition Rate Table				
Grade Level	Member Rate		Non-Member Rate	
	Annual	Monthly	Annual	Monthly
Preschool 2 days	\$900	\$90	\$1,050	\$105
Preschool 3 days	\$1,350	\$135	\$1,575	\$157.50
Preschool 4 days	\$2,050	\$205	\$2100	\$210
Preschool 5 days	\$2,250	\$225	\$2,625	\$262.50
K-8 <sup>th</sup> Grade	\$2,050	\$205	\$3,880	\$388

Multiple child discounts are 2<sup>nd</sup> child: 8%, 3<sup>rd</sup> child: 10%, 4<sup>th</sup> child and beyond: 13%.

**Tuition Payment Procedure:** Tuition shall be paid in ten monthly installments. The first payment is due on the day in August when the school has payment of fees. Thereafter, payments will be due and payable on the first of each month, September 1 through May 1. There is a 15 day grace period.

For those parents who have customarily paid tuition either by quarters, by semesters, or for the year in full in advance, these options are still available. In addition, there is also an option of pro-rating the tuition payments over 12 months, instead of 10.

We are happy to accommodate all of you to the best of our ability. The only thing we ask is that you let us know what schedule of payment you would like to use for the year so that we can plan accordingly.

**Tuition Refund Policy:** If a student leaves before the 15th of the month, half of the month's tuition will be refunded. No tuition refunds are made after the 15th of the month.

**Tuition Assistance Program:** The Members of the Lutheran Church and School of Messiah are the direct supporters of the Tuition Assistance Resources. There are limited funds available for tuition assistance, but it is the gracious giving of faithful members who provide this resource. We ask all applicants to be good stewards of the resources God has provided through these faithful people.

We are glad to assist you should the need arise for a month or two, or longer, if we can. We understand that families sometimes face unusual financial circumstances and crises. We try to be as fair as possible to all parents and students in their request for aid. If you are in need of assistance through our Tuition Assistance Program, contact the school Office for an application form. Submit the completed Application Form along with any necessary supporting documentation. (Families will also provide a copy of their 1040 tax form.) Address it to the attention of the Principal and place it in a sealed envelope for privacy.

**Award Procedure:** The Principal, in consultation with the Chairman of the Board of Parochial Education, will consider your request and make a decision. All information is held in the strictest confidence. You will be notified as quickly as possible when the decision is made regarding your application. Separate applications are submitted for each semester.

**Appeal Process or Changes in Situation:** Appeals regarding award amounts may be submitted in writing to the principal within ten days of receiving the initial award. All information will be kept in a confidential file for the current school year. If there are changes in your financial situation you may explain, in writing, your new situation and submit this to the principal.

## REGISTRATION

**Registration Day** – August Registration is normally scheduled for the first Wednesday and Thursday in August (2018-19 is scheduled for August 1<sup>st</sup> & 2<sup>nd</sup>.) At that time, all forms are completed including Emergency Contact Information, Messiah shirt orders, assignment of fees, payment of 2<sup>nd</sup> half of Registration Fee, Tuition Arrangements, etc. ***The student may not attend school until all the paperwork is complete.***

## STUDENT FEES

**Student Fees** including items such as milk plan, school polo shirt, music lab, computer lab, physical education (racquetball - Colorado Mesa University), background security check, etc. are payable on or before Registration Day. Other student fees such as sport fees are due at the beginning of each sport season. All student fees are subject to change.

<u>Annual Fees</u>		<u>Seasonal Fees</u>	
Milk (optional)	\$60/child	Sport Fees	\$45.00 per child per sport
Messiah Shirts <i>(student may already have one)</i>	\$10-35/each	<i>(to be paid as each season begins)</i>	
Background check <i>(Initial)</i>	\$20.00/family		

## **GRIEVANCE PROCEDURES – STUDENT OR PARENT**

### **I. Purpose**

The following procedures outline specific steps, which are followed, by students or parents of Messiah Lutheran School in order to insure prompt and equitable resolution of grievances. Students or parents who believe they have been treated unfairly or subjected to any form of abuse or sexual harassment may initiate the formal grievance procedures outlined below.

As in all matters of faith and life, Holy Scripture guides us. The procedures outlined below attempt to follow the guide of Matthew 18 in dealing with problems. How we deal with problems communicates one aspect of our Christian philosophy to the community. We are motivated by the love of Christ to approach all concerns as loving and caring brothers and sisters in the Lord.

### **II. Staff, Student and Parent Responsibilities Regarding a Grievance**

A. Solve at Lowest Level. All problems will be solved at the lowest level whenever possible. It is the responsibility of student or parent who believes that he/she have been treated unfairly to initiate the grievance procedures.

B. Staff Responsibility. It is the responsibility of all staff to hear promptly and courteously all grievances registered in good faith by a student or parent within their class, to try to clarify misunderstandings, and to make reasonable adjustments of any complaints that arise in day-to-day situations.

### **III. Procedures to Be Followed in Resolution of a Formal Grievance**

Step A - Formal Discussion Students or Parents will discuss their grievances first with the staff member involved. If a grievance is not settled, or if the student or parent is not satisfied with the results, the student or parent may elect to proceed with step B.

#### **Step B - Principal**

1. The student or parent shall present the grievance in writing or in person to the school principal. The principal will arrange a meeting with both parties involved.

2. If the grievance is not settled, or if the student or parent is not satisfied with the results, the student or parent may elect to proceed with step C of the grievance procedures.

#### **Step C - Written Presentation**

1. The student or parent shall present the grievance in writing to the chair of the school board. The written grievance must contain sufficient detail to identify and clarify the basis for the grievance. The written grievance should contain the following:

a. The specific action or incident upon which the grievance is based, the date the action or incident occurred.

b. The reason upon which the student or parent bases the belief that the action was unfair or unjust, and the specific policy or written agreement that was violated (if applicable).

c. Corrective action sought by the student or parent.

d. A brief summary of the students or parents attempts to date to resolve the problem, and the results of such actions.

2. Upon receipt of a written grievance, the chair of the school board will take the following actions:

a. Establish and maintain a grievance file which will be the official record of all action taken during the grievance procedure.

- i. The grievance file will contain the original written grievance, any written revisions, all written replies, and a dated summary of all official action regarding the grievance and resolution.
- ii. The student or parent will have access to the grievance file and will receive a written copy upon request.
- b. Consult with the staff member and the principal to gather all relevant information regarding the nature, circumstances, desired corrective action, and previous action taken regarding the grievance.
- c. Study all relevant policies, and other written agreements.
- d. Reach an equitable decision regarding resolution of the grievance, discuss such resolutions with the board members, and provide a written summary of the decision for the student or parent and the grievance file.

## **SCHOOL POLICIES AND PROCEDURES**

### **IMPORTANCE OF SCHOOL ATTENDANCE**

It's not surprising that your child's daily, on-time attendance correlates directly with success in academic work and improves social interaction with adults and peers. Regular attendance also has a cumulative effect of establishing life-long positive traits – responsibility, determination, respect for authority and peers - - that are critical for developing career readiness, success in college and in life. And while some challenges to your child's school attendance is unavoidable, it's important to understand the impact of each absence. **A student is considered chronically absent if they miss only two days of school per month** (18 days in a year), whether absences are excused or unexcused. This is true for children as early as elementary school, when they are at a higher risk of falling behind in reading. A student who misses an average of 18 days a year from kindergarten through twelfth grade will miss 234 days of school, that's a full year of school plus 3 months!

### **Attendance – what parents should know**

Parents can team up with teachers to make sure students are in school and ready to learn.

How parents can help:

- + Schedule medical and dental appointments outside of school hours.
- + Schedule vacations during school breaks.
- + Make a habit to contact your child's teacher to arrange to pick up missed school work, either the same day your child is absent or as soon after as possible.
- + Keep the teacher informed of upcoming absences, illness, family emergencies, and the like. Texts to teachers, written notes, phone calls to office are all appreciated to keep communication going between school and home.

### **ATTENDANCE POLICY**

The Board of Parochial Education in partnership with teachers and parents have established an attendance policy that encourages school attendance and helps recognize its importance to lifelong success.

When a student misses 10 and 15 days of school, excused or unexcused, a letter will be sent home from the Board.

A child that misses 20 days of school is at great risk of not understanding concepts needed to be successful academically. Therefore, at 20 absences, parents are requested to visit with the Principal, the child's teacher and the chairman of the Board of Education to explain the absences and make a plan for future attendance.

Children who miss more than 22 days of school during the year (excused and unexcused combined) may be retained. This is the equivalent of missing an entire month of school. The teacher and the principal will evaluate the child's progress and make a final determination. The absences alone are sufficient cause for retention.

When students must miss school, one parent / guardian is to call the school office or text the teacher to notify them by 8:30 a.m. If no call or text is made, we will contact you.

When medical and dental appointments cannot be avoided during school hours and is known in advance, a note or text should be sent to the teacher. Students will need to be signed out in the office before you leave (and signed back in if returned that day).

Children who miss an extended amount of time for an illness should be under a physician's care. Before a child returns to the classroom after 5 or more consecutive school days of absence, the physician should certify that the child is able to return. This certification is to be given to the school secretary or principal.

Both excused and unexcused absences will be recorded on the report card. Having an excused absence does not allow a student to receive an "Outstanding Attendance" award.

Work missed is due the number of days equivalent to the time lost (for example: 2 days out --- work due 2 days after return).

Students who are absent on the day of an after-school activity may not participate in that activity. This includes dances, sports (practice or games), or any club meetings.

## **BEHAVIORAL PROBATION**

Messiah Lutheran School is a community in which Christian behavior and morals are taught along with high academic standards. When members of our community fail to comply with the standards and guidelines of the community there must be consequences. Once a student is placed on behavior probation, they remain on it for a term of 4 weeks, provided they have no more incidents. The purpose of this is to provide students on behavioral probation with additional support and structure so they may improve their behavior and continue with their education here at Messiah.

Students on behavioral probation will avail themselves of the following support:

- Weekly progress reports
- Additional supports that are identified as beneficial during the probationary advisory

Parents should expect the following support mechanisms from Messiah:

- A required meeting to outline probationary status
- Weekly written progress report
- A letter indicating whether probation will be lifted, continued or child is expelled at the end of the month's probation period

Students on behavioral probation will be excluded from extra-curricular activities and non-essential field trips. Participation in extra-curricular activities will be restored upon successful completion of four weekly progress reports.

### **TARDY POLICY**

When students are tardy to school, it affects the classroom environment adversely and is not conducive to learning. Tardies are neither excused nor unexcused. Children are marked tardy if they are not in the room for the start of school (8:00 am). Any tardy disqualifies a student from outstanding attendance recognition.

At 3 tardies in a quarter the Board of Parochial Education will send out a note to parents as a reminder that punctuality is important.

### **STUDENT DISCIPLINE/DUE PROCESS**

We believe an integral component of discipline is the Gospel of Jesus Christ. The Law accuses, pointing out our sinfulness. The Gospel forgives. Within the philosophy of Christian education, a child needs to experience the forgiveness of his/her teacher and be reassured of Christ's forgiveness. Student conduct and attitude at Messiah Lutheran is expected to be of the highest Christian quality both in school and when involved in co-curricular and extracurricular activities. Students are expected to conduct themselves in a manner consistent with the school's philosophy and goals and serve as ambassadors for the school.

The law states that a fundamental goal is the educational development of all persons to the limit of their capabilities. However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to the loss of some of their rights.

Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct defined by the School Board, the student's right to an education may be temporarily withheld.

Except for cases of serious misconduct, the following sequence is used to correct problems:

A. Classroom Consequences: Teachers utilize their own system of progressive discipline. Once the student has exhausted the teacher's disciplinary methods, the teacher may refer the student to the principal.

B. Referral to the Principal: While parent conferences may be requested at any time, they are required if a student receives three (3) referrals in one semester.

C. In-School Suspension: In-school suspension is the temporary isolation of a student from one or more classes while under appropriate supervision. Generally, suspensions last 1-5 days. All school work must be completed. Before issuing this suspension, the principal will meet with the teacher and the student. All incidents will be documented and presented to the student and the parent.

D. Out-of-School Suspension: Out-of-school suspension is the removal from the school environment for periods of short duration. The principal, for gross or repeated infractions of school rules, regulations, policy or the law, will impose this suspension. All incidents will be documented and presented to the

student and the parent. All school work must be completed. In the event of serious infraction, the student will remain suspended pending a meeting with the Board of Parochial Education to determine whether or not the child will be expelled. This meeting will be held at such time as Board members are reasonably able to assemble. The decision of the Board of Parochial Education is final.

The offenses resulting in any type of suspension will be determined by the principal, but are not limited to: repetitive or flagrant disobedience, misbehavior or misconduct; excessive disruption of classroom procedures; use of obscene or vulgar language (written, verbal, or gestured); cheating; disrespect toward staff; intimidation; stealing; physical harm to others; verbal or sexual harassment; or activating a false alarm.

Following any suspension, before returning to class, the child and parent will meet with the principal and teacher. Students returning from suspension are on probation for the remainder of the quarter.

E. Expulsion: Expulsion is the removal of a student from the school environment, which includes, but is not limited to, classes and activities. Only the Board may remove a student from the school environment in this manner. Students may be expelled for violations of board policy, school rules, or the law.

When a student is recommended for expulsion by the board, the student and parents are provided with:

1. Notice of the reasons for the expulsion;
2. An oral or written report on the facts;
3. An opportunity to meet with the Board, principal, and teacher.

*Immediate suspension and/or expulsion and reporting to the local authorities can occur under the following circumstances:*

Students have a weapon at school or threaten to bring a weapon to school. This includes but is not limited to a gun or knife (or something that looks like one), pocket multi-tool (such as a Swiss Army Knife), or incendiaries or explosives (including matches, lighters, cap pistols).

Students are NOT to be using alcohol, drugs, or any form of tobacco. Clearly, they are NOT to have them at school, either. The sale and/or possession of any illegal substance, the use and/or transfer of any illegal substance, and/or being in the presence of others using or transferring illegal substances, drugs and/or alcoholic beverages are not tolerated. (This includes, but is not limited to marijuana, alcohol, tobacco, prescription drugs, cocaine, heroin, crystal meth, and other substance.)

## **DRESS CODE**

Messiah Lutheran School stresses modesty, neatness, and cleanliness in its dress code as befits students in a Christian school.

Board of Education adopted the following policy regarding Dress Code:

**COLORS:** Optional. Stay clear of non-Christian wording, pictures or emblems.

**PANTS:** NO Sweatpants, jeans with holes in inappropriate places, Hip Huggers, Low Hung Jeans. NO midriff or undies showing.

**SHORTS/DRESSES:** Only shorts and dresses that are 2-4 inches above the knee or longer are acceptable.

**LEGGINGS:** May be worn with appropriate length skirts/dresses/shirts/tunics (needs to cover the behind).

**SHIRTS:** Modesty is key. NO Tank Tops, Spaghetti Straps, Muscle Shirts, Halters, Tube Tops, Sheer Blouses/Shirts, Crop Tops, Skin Tight T-shirts that are Low Cut or Bare Midriffs showing. Sleeveless tops are fine.

**SHOES:** For safety students must wear or change into tennis shoes to play in the gym and on the playground/blacktop.

**HATS:** NOT allowed to be worn inside.

**SCHOOL OUTINGS/FIELD TRIPS:** Students and Faculty should wear Messiah shirts.

**SPIRIT DAYS:** Parents/students will be notified in advance of special event days by teachers/school. Example: Western Day, Crazy Hair Day or Sports Day, etc. Stick to modesty and length guidelines on spirit days, too.

**CHAPEL:** This day is a regular Messiah shirt day.

**QUESTIONS/CONCERNS:** Please contact your student's teacher, principal, or school office.

### **CLASSROOM VISITORS**

1. Classroom visitors are defined as (a) parents wanting to observe their child/children's behavior; (b) parents wanting to observe the interaction between teacher and student; and (c) parents wishing to help a teacher with classroom needs.
2. Classroom visitors are welcome in any grade. Prior to the visit, please make arrangements with the teacher on day and time.
3. Visitors must obtain a temporary "Visitor" badge and sign in at the office before entering the general campus.
4. Classroom visitations may last for half a day, not a whole day.

This policy does not apply to families considering enrollment at Messiah Lutheran. The principal arranges the visitation of prospective students and parents.

### **STUDENT EARLY RELEASE AND CHECK-OUT PROCEDURE**

If a parent or guardian wishes to take a child from school prior to the end of the school day, the following procedure must be followed:

1. The parent/guardian or other adult listed on the child's emergency card is to report to the school office and sign, date, and time a release form.
2. The secretary will contact the teacher for the release of the student. The parent/guardian will wait in the school office for their child/children. The teacher will dismiss the child at that time.
3. If someone other than the parent/guardian is picking up the child, the parent/guardian must notify the school office by telephone of the name of the person picking up the child. This person must be listed on the child's emergency card and will then be asked to show a driver's license or some other picture ID to the secretary before a release authorization will be issued.

This procedure has been implemented to protect the child. While teachers are acquainted with parents, they may not recognize older siblings, relatives, and friends of the family.

## USE OF SEAT BELTS, CAR SEATS, AND EXPECTATIONS OF DRIVERS

When using privately owned vehicles for school or school-related activities, all persons (including the driver) must wear seat belts at all times.

No child in pre-kindergarten through the second grade shall ride in a seat equipped with an air bag. All children under the age of 8 must be in a car seat.

The safety of students is of greatest concern. Drivers who fail to require seat belt use or car seat for children under 8 will not be allowed to drive for future activities. Drivers who fail to require seat belt or car seat use put the school and themselves at a greater risk of liability should an accident occur.

Drivers are to be parents and/or grandparents, insured, have a valid driver's license, stay with the group, obey traffic laws (including the speed limit), be over 21 and have submitted to a background check.

The use of alcohol by anyone (driver or chaperone) on a school or school-related activity is strictly prohibited.

**Volunteer Driver Application** – All volunteer drivers must complete the "Volunteer Driver Application Process," and have a background check completed. The principal will request this check through the appropriate agency. This can be done at the time of Registration for school, or at any time during the year. All forms are available in the School Office but must be completed AND approved prior to assisting with transportation for the school.

### **Please Note:**

We cannot accept volunteer offers from drivers with any of the following:

- Two at-fault (or partially at-fault) accidents or more in the past five (5) years
- Three minor convictions (moving violations) or more in the past five (5) years
- Any major or criminal code convictions in the past ten (10) years
- One at-fault (or partially at-fault) accident in the past five (5) years combined with two minor convictions (moving violations) in the past three (3) years

Definition: *Conviction* - Any moving violations that a court doesn't dismiss or overturn.

Please bring a copy of Operator's License and Proof of insurance (with liability limits) to accompany your application. If applicant's name does not appear on the "Proof of Insurance" document, a copy of the **Insurance Policy** must be provided. If the volunteer's name does not appear on the list of approved drivers on the policy, the volunteer cannot drive for the school. Having the Insurance Policy also allows for confirmation on liability limits. A Checklist will be provided along with the Application Form which will be helpful to you in providing all necessary information.

## TECHNOLOGY MORAL AND ETHNICAL USE POLICY

Students will be held responsible for their actions and activity while using technology at Messiah Lutheran.

1. Technology will be used in ways consistent with our school philosophy and the Christian faith we profess.

2. Technology may not be used to harm other people.

Examples: Harassing or degrading messages. Bearing false witness or spreading rumors. Posting anonymous messages or personal communications without the original author's consent

3. Students may not interfere with other's computer work.

- Degrading or disrupting equipment, software, or system performance.
  - Vandalizing the files of others.
  - Changing system settings, using obscene or inappropriate file names.
4. Students will store files only as directed and approved by the teacher.
  5. Students may not snoop in other's computer files (invading the privacy of others).
  6. Technology may not be used to steal.
    - Violation of copyrights or other contracts
    - Using the work of others and calling it your own (plagiarism)
  7. Students may not use the resources of others without permission.
  8. Technology resources may be used only with the teacher's permission.
  9. Teachers may review student files at any time.
  10. Students may not load software or files into school computers without the teacher's permission.
  11. Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payments to staff members for their time to correct problems due to abuse.

Violations of this policy will also lead to loss of technology privileges, detention, and/or suspension (which could lead to expulsion).

### **INTERNET USE**

1. Students will not post personal contact information about themselves or other people.
2. Students will not attempt to gain unauthorized access to sites on the Internet.
3. Students will not use obscene, profane, rude, threatening, or disrespectful language.
4. Students will not download large files without teacher approval.
5. Students will not plagiarize works they find on the Internet. If used, these works must be properly attributed to the owner of the property.
6. Students will use the Internet to access material in ways which is consistent with our school philosophy and the Christian faith we profess.
7. Violations of this policy will lead to loss of technology privileges, detention, and/or suspension (which could lead to expulsion).

### **ELECTRONIC DEVICES AT SCHOOL**

Messiah is not liable for lost or stolen electronic devices such as, but not limited to, iPods, iPads, Cell Phones, Cameras, Recording Devices. These are expensive and breakable and should be left at home. Cell phones and all other devices that parents deem important for their children to keep with them, need to be turned into the teacher in the morning and collected at dismissal.

Students may not record classroom activity, teachers, or students without permission. Privacy should be respected at all times.

### **EXTRA CURRICULAR ACTIVITIES**

We offer a variety of extra curricular sports, including volleyball, boys and girls basketball, and track and field. There is an Athletic Fee of \$45.00 per sport, which will be refunded if your child is not selected for the team.

**Sports** Both volleyball and basketball hold after-school practices for approximately 12 weeks of the year. Our teams compete interscholastically in the Association of Christian Schools of Western Colorado (ACSWC). Some of our student athletes also participate in local community leagues during the year to

improve their skills. We occasionally participate in the Lutheran Schools Invitational Volleyball Tournament in Pueblo. Each year we host the Messiah Invitational Track Meet for all of our students in late spring. Normally, all of the ACSWC schools and a number of other western slope private schools participate.

**Eligibility** 5<sup>th</sup> through 8<sup>th</sup> graders who participate in athletics must continue to meet all eligibility requirements: a) student-athletes must demonstrate regular attendance in school and at athletic practices and games; if a student/athlete on a game day due to an illness or an unexcused absence, that child is not permitted to play in that day's game(s). This applies to practices as well. b) student-athletes must conduct themselves as positive role models, and c) student-athletes must continually maintain acceptable academic performance (must have a weekly (cum) GPA of 2.0; NO F's and no more than one D). Failure to maintain all the standards of eligibility will be grounds for possible suspension or dismissal from the team. If at any time a parent or teacher feels a student's academic work is suffering because of sports, the athlete will be asked to make significant progress before resuming practice or participation in games. ***A parental permission slip will be sent home at the beginning of each sport season and is required for participation.***

## **SAFETY PROCEDURES**

### **STUDENT INJURY OR ILLNESS AT SCHOOL**

When a student becomes, ill or is injured at school, the teacher or another school employee will notify the student's parents as soon as possible after these individuals are aware of the incident.

Parents will be contacted immediately to pick up the child if they have a temperature of 99.6, diarrhea, vomiting, severe cough, red and draining eyes, infected-looking mucus draining from the nose, labored breathing, infected areas of skin (rashes), severe itching of body and scalp, fainting and seizures, or unusual behavior (listlessness, loss of appetite, excessive crying, obvious general discomfort). **So not to infect the classroom with sickness, children need to stay home for a good 24 hours AFTER fever, diarrhea, and/or vomiting is gone and medication for such has not been in use for 24 hours.**

The school, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present administer emergency and/or minor first aid if possible. An ill or injured student will be turned over to the care of the parent, the parent's designee, or qualified medical personnel as quickly as possible.

Parents shall be required to complete a medical emergency authorization card indicating the procedure to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parent to provide the school with updated information on the medical authorization card.

It shall be the responsibility of the classroom teacher/playground supervisor to fill out an accident report within a 48-hour period with the office.

### **FIRST AID AND MEDICATION**

For minor cuts and bruises, first aid will be provided by the teacher or staff member. All parents will provide the school with an emergency telephone number where they or someone responsible can be reached should the need arise. If we are unable to reach you or the designated person, the child will be taken to the emergency room of your designated hospital. The parent is responsible for all emergency room and medical expenses.

No medication is given to your child on school grounds without prior parental approval in writing. Medication that needs to be given three times a day should be given at home, i.e. before school, after school and in the evening.

Should your child require special medication during school hours, a parent or responsible adult must give it to the teacher or office staff in its original bottle along with written instructions for its proper use. Forms are available in the office for such ongoing medication.

## **FIRE/TORNADO/EMERGENCY EVACUATION**

Emergency evacuation fire drills are held once each quarter. The school administrator and the Fire Marshal set the regulations. Emergency procedures are taught the first week of school by the teachers. Signs are posted regarding exit routes.

*We ask your cooperation in carrying out the following plans in the event of an emergency or disaster (local, regional or national) or severe weather alert:*

In the event of an alert, keep your child at home.

In the event that school is cancelled, announcements will be made over the radio, television, and Remind 101.

In addition, announcements will be placed on the school's Facebook page, and a notice will be posted on the school doors. A recorded announcement will also be left on the school phone.

If a warning is received during the school day and there is time, every effort will be made to contact parents.

Every possible precaution will be taken to keep students safe at school until their parent/guardian is able to pick them up.

In the event of an emergency evacuation, rehearsed evacuation procedures will be implemented, including moving the students to East Middle School, the pre-determined evacuation site.

An Emergency Evacuation Drill to move the children is always conducted sometime during the first month of the school year.

## **SCHOOL LOCKDOWN**

In cooperation with the Police Department and our local Police Resource Officer, we have developed a School Lockdown Procedure for the safety of our children, faculty, and staff. Because of the importance of this Policy and Procedure, WE HAVE Lockdown drills several times each school year.

*The objectives and priorities of the process are:*

**Speed** – It is imperative that the students and staff are mobilized immediately for safety.

**Security** – The building must be physically secured with all outside doors to the church and school locked and each classroom locked from the inside.

**Law Enforcement Presence** – Once all is secure and safe inside the building, the teachers and students know that only a police officer or staff member with a key will come and unlock the classroom door.

The Lockdown process will be initiated by a Phone Call from the Police Department Dispatch. (It may also be initiated here by us if we see anything that would dictate this action. We would then call 911 and notify the Police Department.)

**Please note: For safety and security reasons there will be no cell phone use. We will not call, text, or otherwise notify parents until we are safe to do so. Do not call teachers, staff members, or students. We have a responsibility to keep your child safe. Once the Proceed Plan is in place or we are all clear parents will be notified via one or more forms of communication such as – phone call, Remind 101, automated email or note home.**

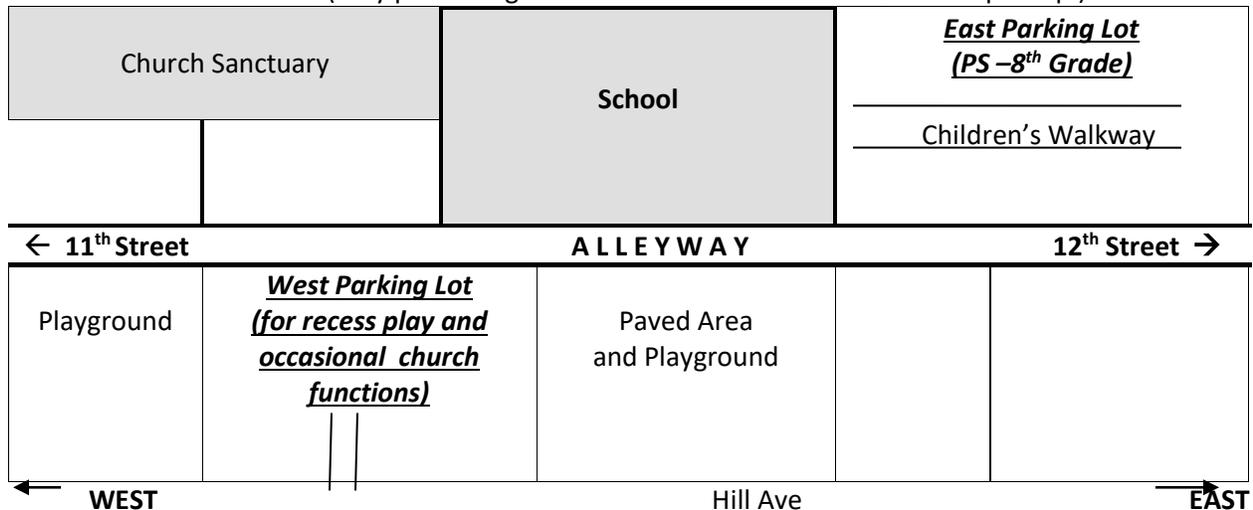
**SPECIAL CONSIDERATIONS FOR PARENTS**

- If the “Lockdown” has occurred near the end of the day, we will notify you of the process of picking up your child. This may take some time as each student and parent/guardian will be verified individually and the student released.
- At some point the Proceed Plan might involve having the students go home during the school day. If that is the case, you will be notified to come to the school and pick up your child(ren). This will be very controlled and each child will be released to the authorized parent or guardian, as each is verified by the staff.  
... since there will be no opening of the doors once the school has been locked down ...
- If the students are off campus (i.e. at the track across the street, at the park, on a field trip, etc.) you will be notified as to what action to take.

Note: As part of the school site Lockdown, the police will know where any students are off site for an activity, and they will deal with them directly.

**TRANSPORTATION AND TRAFFIC SAFETY**

Teller Ave (May park along school curb for alternative afterschool pick up.)



**We have rethought drop off and pick up of our students. Keeping everyone safe is of the utmost importance. Please help us and follow the new guidelines listed.**

**PARKING LOT SAFETY** - For the safety of all children, please follow these NEW and simple guidelines.

- **All school children are to enter the building using the east doors.** Children will not be allowed in the building prior to 7:40 am. When the doors are opened, children are expected to enter and go to their respective classrooms. If late, please use the west entrance doors.
- **All school children will exit school at end of day to the east parking lot and wait behind the railing until cars are parked.** Crossing guards will help children get safely to cars. Teachers will be stationed on both ends of the east parking lot for safety.
- **If you find the east parking lot to be too congested, we ask that you park along Teller Ave. so students do not cross the alley that we do not own and do not control.** It is safer to walk across the grass to the parked car on Teller. A teacher will be watching for parents and waiting with the children until picked up or 3:20.
- **Kindergarten** All Kindergarten parents WALK your child from the parked car to the building and from the building back to the car. It will be difficult for a driver to see a small child walking alone.
- **Alleyway NOT for Drop-off or Pickup:** It appears to be a quiet, quick, and easy way to get in and out. It is a dangerous and unprotected area, and is used by delivery vehicles. **Please also note:** This is a public alleyway owned by the city and not by Messiah. There is some drive-through traffic by people who have no understanding of, or commitment to the school and our children.

## **RULES FOR STUDENTS**

### **PERSONAL PROPERTY**

Please label your children's clothing (jackets, water bottles, etc.) and other belongings, preferably with INITIALS only. This is especially important in the lower grades, but is also a concern in the upper grades. It's amazing how many clothes are lost during the school year, returned to the office, but are never claimed.

### **LOST AND FOUND**

Please check the Lost and Found when you notice items missing. *Each summer unclaimed items are taken to Good Will for donation.*

### **VISITATION**

For the safety and uninterrupted education of our students, we do not allow former students or other students NOT enrolled at Messiah to visit during the school day. It is a distraction and a disruption of the normal day's routine. (This is potentially problematic when other schools have a day off and these students want to spend the day here, or part of it.) Arrangements may be made for short visits under special circumstances, but only with the advance approval of the teacher AND the principal.

### **DAMAGED OR LOST SCHOOL PROPERTY**

Any pupil who damages or loses any item of school property (furniture, equipment, books, etc.) will be held accountable for the expense to have such item repaired or replaced. Parents will be notified when damage is done and a bill submitted to cover repair or replacement costs.

### **SCHOOL BEHAVIOR**

**Conduct** Students are to be cooperative with all the teachers, aides, staff members, and classroom volunteers, and to conduct themselves in a polite and orderly manner. They are NOT to disturb others, but to be respectful of other's learning at all times.

**Running** Children are NOT to run in the classrooms or halls, or “play around” in the restrooms.

**Party Invitations and Exclusion** Party invitations may be distributed at school as long as an invitation is brought for each child in the room.

### **SCHOOL GROUNDS BEHAVIOR**

**Leaving School Grounds** - Students are not to leave the school grounds during the school day without written permission from their parents and/or permission of the teacher.

**Retrieving Playground Equipment** (Balls, Frisbees, etc.) - Occasionally, playground or activity balls inadvertently go over the fence into the street at recess or game time. Students must ask the supervising teacher for permission to retrieve the ball. Only Third through Eighth (3<sup>rd</sup> – 8<sup>th</sup>) graders will be allowed to do so. This is a safety issue.

**Bringing Equipment from Home** - Pupils may not bring balls or other PE equipment from home unless permitted to do so by the teacher.

**Toys and games** – Students are not to bring toys and games to school as they are a distraction to learning unless permitted to do so for Show and Tell by the teacher.

**Wheels and Bicycles** - Skate boards, roller blades, or heelies (roller shoes) are NOT allowed. Bikes are NOT to be ridden during school hours, or around children on the playground. Students should lock them to the bicycle rack when they arrive in the morning and pick them up when they depart in the afternoon.

**Recess Behavior** Because of possible injury, throwing snowballs or stones is strictly forbidden. Also, wrestling, tackling, pushing, shoving, or some form of those is not permitted on school grounds.

## **2018-2019 SCHOOL SUPPLY LISTS**

Below is a list of supplies needed by the children. Please label supplies with your child's name.

***\*Please note that Elmer's glue seems to work the best, and does not have a tendency to clog as some other brands do.***

### **KINDERGARTEN:**

- Backpack/book bag (NO Drawstrings)
- One (1) folder with pockets on the bottom
- Crayons (2 boxes of 16 or 24, regular size, not fat ones)
- One plastic school box (about 8"X5") to keep supplies together **NO METAL BOXES**
- One (1) yellow highlighter
- One (1) large container of disinfecting wipes
- Twelve (12) #2 pencils
- Big eraser
- 4 Glue sticks
- Two (2) large boxes of tissues
- One (1) hand towel to be used during lunch
- One (1) lined composition notebook

### **FOR HOME (to do homework)**

- Pencils, pencil sharpener, crayons, colored pencils

**Please No pencil or crayon sharpeners or scissors.**

### **GRADE 1 & 2:**

- Scissors
- **Elmer's white** glue\*
- Six (6) glue sticks
- One (1) fat pack of Washable markers AND One (1) skinny pack of washable markers
- Colored pencils
- **Big eraser**
- Plastic Pencil Box (8" x 5")
- One box of plastic forks
- One box of plastic spoons
- Two (2) large boxes of tissues
- Forty-eight (48) #2 pencils (prefer Ticonderoga brand) Keep a supply at home too
- 12 inch ruler with both standard and metric on it
- Three (3) - 2 pocket **PLASTIC** folders
- One (1) – 1" three ring binder
- One (1) – ½" three ring binder
- Two (2) lined composition notebooks
- Bag of coins: 4 quarters, 10 dimes, 5 nickels, 10 pennies (they will be returned at the end of the year)
- School bag/back pack
- Two (2) large container of disinfecting wipes
- One (1) hand towel to be used during lunch

**Please No pencil or crayon sharpeners, mechanical pencils, or colored glue.**

### **GRADE 3 & 4:**

- Pointed children's scissors
- Four (4) mechanical pencils
- Twenty-four (24) regular # 2 pencils
- 12 inch ruler standard/metric
- Crayons
- 4 oz. Elmer's white glue
- Two (2) glue sticks
- Markers
- Four (4) wide-lined composition
- Four (4) folders with 3 prongs and 2 pockets each
- Three (3) packages graph paper (1/4" grid)
- Two (2) red pens
- Large pink eraser
- Two (2) skinny dry erase markers
- One (1) deck of playing cards
- One (1) cloth zippered 3 ring pencil pouch made for 3 ring binders (Walmart)

- One (1) highlighter
- Pencil Box
- Backpack
- Pack of 4x6 lined note cards
- Three (3) 1" 3 ring binders
- Two (2) large containers of disinfecting wipes
- One hand towel to be used during lunch
- One (1) box of plastic spoons – One (1) box plastic forks
- Water bottle

### **GRADE 5 AND 6:**

- Bible (ESV)
- Pkg. of #2 pencils (wooden or mechanical)
- Three (3) 2 pocket folders
- 7" steel pointed student scissors
- Two (2) glue sticks
- Two (2) large erasers
- Crayons
- Protractor
- Two (2) red pens
- Two (2) highlighters
- One (1) combination lock
- One (1) box plastic spoons
- One (1) package 4x6 lined index cards
- 12 inch ruler with both inches & centimeters
- 12 ct. full length Crayola colored pencils
- Lunch towel
- Four (4) packages notebook filler paper
- Three (3) 3 ring binders (1")
- Zipper pouch (pen/pencil/marker holder)
- Three-hole punched graph paper (1/4" grid)
- One (1) composition notebook
- Three (3) large boxes of tissues
- One (1) large container of disinfecting wipes
- One (1) box plastic forks

**NO ink pens, other than 1 red pen – students will not use pens to write in class.**  
**NO white out, pencil sharpeners, colored glue, or large pencil boxes – they do not fit in the desks.**

### **GRADES 7 AND 8:**

- Bible (ESV)
- Catechism
- One (1) large box wooden matches
- Six (6) #2 pencils
- Colored pencils
- **White** glue
- Eraser
- Crayons
- Protractor
- Compass
- Two (2) red ball point pens
- Two (2) blue/black ball point pens
- Two (2) highlighters (DIFFERENT COLORS)
- Magic Markers
- One (1) box plastic forks.
- 12 inch ruler with both standard and metric
- One (1) box Fruit Loops, Corn Pops, or Cocoa Krispies
- Scissors
- Three (3) composition notebooks
- Two (2) college-ruled notebook filler paper
- Two (2) 3 ring binders (1")
- Three-hole punched graph paper (1/4" grid)
- Two (2) packages 4x6 lined index cards
- One (1) combination lock
- Small hand sanitizer
- Three (3) large boxes of tissues
- One (1) large container of disinfecting wipes
- One (1) box of plastic spoons

**NO white out, pencil sharpeners, colored glue, or large pencil boxes – they do not fit in the desks.**  
**NO SPINNERS!**