

PARENT – STUDENT HANDBOOK 2011-12

Messiah Lutheran School
St. Charles, Missouri

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www.messiahnetwork.org/school

“I Treasure”

*For where your treasure is, there your heart will
be also.*

Luke 12:34



Dear Parents and Students,

Welcome to Messiah Lutheran School for another exciting year of learning and Christian growth for all of our children. As we enter our twelve year of service in Christ's name, Messiah has established itself as one of the premier Lutheran Prek-8 schools in the state as demonstrated by our SAT-10 scores, great students, great staff, and service to God's mission and the community. From the solid foundation laid in preschool to the outstanding data-proven results in kindergarten through grade 8, Messiah strives to provide the best learning and growth experiences for every child entrusted to us.

Last year Messiah was reaccredited by the National Lutheran School Accreditation team (an on-going school improvement plan). The visiting team was "truly impressed and delighted by the whole climate of Messiah Lutheran" and stated that the school "very effectively represents the Christian faith and values not only to the student, but also to the surrounding community." This report reflects the blessings the Lord has bestowed on Messiah in the form of superb, experienced teachers and the respectful student body that remains eager to develop and use their God-given talents to promote Christian values.

I treasure based on Luke 12:34 is our school year theme. The children and staff will explore the values we hold dear to our hearts and examine if they are what God expects from us as Christians. As the verse states:

For where your treasure is, there your heart will be also.

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

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

In Christ,

Messiah Faculty and Staff



Guiding Principles for Messiah Lutheran School

Our Mission: (overall purpose) John 14:9, 2 Corinthians 6:16, Philippians 1:21, Romans 3:22-26

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

Our Vision: (overall description) Proverbs 1:5, Romans 15:13

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

Learn: Experience an excellent education in a loving Christian community

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

Our Goals: (general purpose) Ephesians 4:25

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

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

Our Objectives: (specific outcomes)

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

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

Personal Faith

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

Witnessing

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

Doctrinal Understanding

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

Worship

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

Christian Service

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

2. Intellectual Development – Proverbs 9:9-12

Communication Skills

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

Mathematic Skills

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

Scientific Understanding

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

Decision-Making and Thinking Skills

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

Social Studies Skills and Understanding

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

Aesthetic Appreciation

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

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

Positive Self-esteem

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

Sensitivity

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

Social Awareness

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

Citizenship

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

Future Roles

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

4. Physical Development – 1 Timothy 4:8

Growth, Maturation and Health

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

Physical Fitness

- † develop and learn fundamental body movements and skills

Recreation

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

Sportsmanship

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

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

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

Code of Conduct: (how we will function)

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

Staff Introductions

Tom Guenzler- Principal

Coming home to Messiah has been a blessed experience for the Guenzler family. We are overjoyed that the Lord lead us back to serve in the church where we are charter members. To be a part of the team that has been entrusted by the Lord to move the school to new levels has created much excitement in our home and I am deeply humbled by the opportunity to serve God through this principalship.

After growing up in Affton, I attended the University of Missouri-Columbia, Southwest Missouri State University, the University of Arizona, and the University of Missouri-St. Louis eventually earning two Masters degrees and a Doctorate in Education. I have been blessed to teach at every grade level K-12 (and college undergraduate and graduate levels) as well as serving as a head football coach, athletic director, assistant principal, director of secondary education, and superintendent. I retired from the public school system after 32 years and look forward to serving the Lord at Messiah for many more years.

My wife, Jennie, and I have been blessed with three wonderful children: Carrie, Matt and Trey. All three attended Zion–Harvester and are currently employed as a teacher, construction scheduler and rental car agent, respectively. Jennie recently retired as a Parent Educator after serving 18 years in the PAT program in Francis Howell and Festus.

The first year back in St. Charles County has proven eventful for our family. After all is said and done, we are blessed with a home in Lake St. Louis and are excited reuniting with old friends while making new ones as we continue serving the Lord through the school ministry. The Lord has truly blessed us and we pray that Messiah provides the best opportunities for high levels of learning and Christian growth for all children.

Barb Wehmeyer – ½ Day Kindergarten

Concordia, MO is where I grew up. I attended St. Paul's Lutheran School where I was inspired to consider the teaching ministry. Upon graduation from Concordia, Seward in 1972, my husband Don and I had the unique experience of starting Martin Luther School in Phoenix, Arizona, where I taught kindergarten. My teaching experience continued with beginning a preschool at River Roads Lutheran School in St. Louis. After moving to St. Charles in 1985, I became preschool director at Our Savior Lutheran. I later taught preschool at the St. Charles Educational and Developmental Center and also worked with kids K-12 at the Huntington Learning Center.

In 2000, I became part of Messiah's ministry and began teaching kindergarten. I feel very privileged that the Lord has given me the opportunity to nurture these redeemed children with His Word each day at school. I will be beginning my tenth year at Messiah.

My husband Don and I have three grown children. Melanie, son-in-law John, and grandsons Camden and Carson, and Chris, daughter-in-law Brooke, and granddaughter Baylie all live in St. Charles. Our son Andrew lives in Dallas, TX.

Sewing, gardening, cooking, listening to music and singing with the Missouri Choral Society are all ways that I enjoy life!

Amy Williams – Full Day Kindergarten/Fifth Grade

I knew very early on that I wanted to spend my life working with children. I greatly enjoyed babysitting as a teen and volunteered every summer to teach VBS. I was raised in Hazelwood, MO attending Good Shepherd Lutheran Church, Atonement Lutheran School in Florissant and Hazelwood West High School. I received my Bachelors in Education from Missouri State University completing my student teaching experience at Springfield Lutheran School. I went on to work for the Francis Howell School District from 1995 until my coming to Messiah in 2005. During my time with Francis Howell I worked with students in

grades kindergarten through fifth, special education students and gifted education students. I taught music, art, PE as part of an allied arts program and was also a writing specialist. During this time I earned a Masters Degree from Lindenwood University. I have taught fourth, fifth, and first grade at Messiah as well as PE and Music classes for third, fourth, and fifth grade. I recently completed the colloquy, a series of teacher certification classes for Lutheran educators who did not attend one of the Concordia universities.

In my free time I enjoy digital scrapbooking, cooking, and spending time with friends and family. My husband, Wade, and I have been Messiah members since 1997. We have two sons and a daughter. Ty is in sixth grade, Jake is in fifth grade, and Jill is in first grade.

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

Carol Koenig – First Grade

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

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

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

My husband, Jim, is an accountant and part-owner of a specialized talent payment service. We have two sons. Andy, an architect, enjoys working with the people of Poland as an EFL teacher. Joe, a web designer/programmer and founder of Three Avocados Coffee, and his wife, Jennifer, a teacher, are also members of Messiah and the parents of our grandchildren, Tim, Ben, and Alexis.

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

Jana Brackman – Second Grade/Fourth Grade

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

After my two sons were born, I had the opportunity to be a stay at home mom with Joshua and Jacob while also working part-time at Timothy Lutheran Church as a Youth Minister. In 1996, God led me to St.

Lucas Preschool for 4 years where I taught Preschool and Pre-Kindergarten and also served as the director of the Preschool Program.

My husband, Tim, is an administrator, soccer coach and business education teacher at Lutheran High School North. Our oldest son, Joshua, is attending Xavier University in Cincinnati, OH. He is currently enrolled in the business department where he will study Sports Management. Jacob, our youngest, is looking forward to the excitement of being a sophomore at Lutheran North. Both of our boys hold fond memories of their grade school experience at Messiah.

In my spare time, I enjoy reading, creating cards and scrapbook pages, playing games and just about anything I can do with my family and friends. During the summer months our family enjoys traveling across the United States in our camper. This summer we will be spending time in Ohio and New York.

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

Shannon Watkins – Second Grade

I am so thankful that God led me to Messiah to teach, fellowship, and praise Him. This is my 18th year of teaching, and my sixth here at Messiah. I have taught kindergarten, first, and second grade, and love working with God's children.

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

My husband, Brian, and I have two children. Ellie is a freshman at Lutheran High School, and Drew is in the seventh grade here at Messiah. They both are a blessing to our family and keep busy with sports, books, music, and friends. Brian and I keep busy working in and around the house, enjoying music, theater, sports, and spending time with our friends and family.

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

Janelle Thomas– Second Grade

This will be my 9th year of teaching 2nd grade at Messiah. Messiah Lutheran School was my first call after graduating with a Bachelor's degree from Concordia University in Seward, Nebraska. In 2008, I received my Master's in Classroom Teaching from the University of Missouri, St. Louis. I knew I wanted to become a teacher when I was younger, but having great Christian role models as teachers in grade school and high school helped me come to where I am today. God has blessed my life with loving parents and good Christian schools. I love working with students at this age because they are so eager to learn. I especially love teaching Christian character and about the love of our Savior, Jesus Christ.

My husband, Steve, and I have one child, Dahlia, who just turned a year old in July. We live in St. Peters with our daughter and two dogs, Bailey and Nola.

In my free time I enjoy outdoor activities, such as tennis, cycling, running and participating in triathlons. My husband and I also love to travel.

Kathy Brenner – Third Grade

It is my honor and privilege to serve God by teaching third grade this year. I consider myself blessed to be part of this amazing team of teachers and staff here at Messiah. I believe my strengths are positive interaction with students and good communication with parents.

I am a graduate of the University of Michigan and also attended Concordia College, Ann Arbor, Michigan. Before our sons were born, I taught for six years in elementary classrooms. I also served on school leadership teams as well as serving as a VBS preschool director. Working as a teacher's aide, teaching preschool, and first grade are other jobs I performed at Messiah.

My husband, Richard, and I have been married 21 years this summer. We are blessed with two wonderful sons. Gerald is entering his junior year at Lutheran High, St. Charles, and John will join his brother as a freshman. We have been members at Messiah for eleven years.

I have recently become an avid walker. I am amazed at how much I love it, how great I feel, and try to walk 5 miles every day. As a family we enjoy our pets Emma, our cat, and Morgan, our energetic pup. Our boys keep us busy with their sports and friends. We love visiting family in Michigan. We have lived in Missouri for 12 years. This is home to us and we have become huge Cardinals and Blues fans.

I look forward to the many blessings the Lord has in store for each of us this 2011-2012 school year!

Jennifer Koenig – Fourth Grade

I grew up in St. Peters, and was a member at Holy Cross Lutheran Church in O'Fallon. I was fortunate enough to attend Lutheran High School, St. Charles. After graduating from Lutheran High, I continued my education at Concordia University in Seward, Nebraska. Two years into my education, I transferred to Lindenwood University in St. Charles, Missouri where I graduated with a degree in Elementary Education.

Teaching has always been a natural choice for me. I have always strived to gain experience in all areas of education, working with children of all ages and abilities. This led me to an opportunity to work with children diagnosed with Autism. I began working on an ABA (applied behavioral analysis) team in high school and continued to work in this area until my son was born in December of 2004. As I continue my education and pursue a Master's degree, special education continues to be my focus.

My husband Joe and I have been members at Messiah since 2003. Joe owns a web development firm here in St. Louis called Creative Anvil. We have three children, Tim (6), Ben (3), and Alexis (2). We are excited that Ben will be starting preschool at Messiah this year! I enjoy photography, spending time relaxing as a family, especially outdoors.

Ashley Gee-Third and Fourth Grade

Teaching has been something that I have wanted to do all my life. I realized that I had some amazing teachers when I was young and I hope to be that for the students in my charge.

I attended Eastern Illinois University and majored in elementary education during which time I focused on the elements of working with students of this age. I hope to instill a love for learning in my students and look forward to the inquisitiveness of your average third and fourth grader.

Reading is critical in modern society and I am looking forward to fostering a love of reading amongst not only my students but the entire school as well. If we can encourage students to enjoy and embrace reading, we will be setting them up for future academic success and opening up a world of knowledge and a better ability to communicate.

I am really looking forward to this school year!

Corey Ensrude – Fifth Grade/Middle School Science

I realized that I wanted to be a teacher the summer after my freshman year of college at Valparaiso University. I had always enjoyed working with children through various jobs, and after one year of studying business/statistics I decided I had had enough and changed my major to elementary education. I now realize that it was the best decision I could have made.

I graduated in 2004 and started working at St. Philip Lutheran School in Chicago. At St. Philip I taught 5th-8th grade science and 1st-3rd grade physical education. I am very grateful for the experience I gained at St. Philip and feel that it was a huge step in the right direction for me in my career as a Lutheran School teacher.

My first experience with Messiah was through the website. I was very impressed even before seeing the school or meeting any of the people involved with the school. After coming to church and meeting some of the staff members and parents I was even more impressed and I knew Messiah would be a perfect fit.

I am now going into my 5th year of teaching here at Messiah and I am still loving every day I am here! I live in St. Charles with my wife, Jayceen, and our new son, Asher. We love Messiah and are glad that we have been blessed with such a great school and church.

Charlie Brewster –Sixth Grade

I moved to O'Fallon with my parents in 1994 and became a member of Messiah in 1995. My wife, Carrie, and I have two children. Madison is going to be a sophomore at Lutheran High and Jackson will be in 4 year old pre-school at Messiah. In my free time, I enjoy watching sports and spending time with my family.

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

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

Lyn Biesendorfer – Seventh Grade

I am beginning my 32nd year of teaching and my 11th year here at Messiah. Wow! I can't believe I've been teaching this long. How time flies! I love teaching, especially teaching Middle School at Messiah. I love the heart and the positive attitude here. I love watching the kids grow and learn and mature. I love the people I work with and the Mission Mindedness of our school. I also enjoy learning more about teaching and keeping up to date on the latest educational theories, especially concerning Language Arts. Over the years, I have presented workshops about teaching writing at the Missouri District Educators Conference and the Southern Illinois Teachers Conference. I have also conducted seminars about teaching writing to several area schools. I love Messiah and look forward to the challenges each year brings.

I met my husband, Rob when we were at college at Concordia, River Forest. We have been married for 33 years and have served congregations in the Chicago area, Southern California, Southern Illinois, and the St. Louis area. Rob is currently a vicar here at Messiah and will graduate from the Sem in February, 2012. We have two children: Julee is 29, lives in St. Louis, and works in Human Resources. Tim is 26, lives in Seattle, WA, and works in the fly-fishing industry. We also have three dogs: a Border Collie mix, Jackson, an Australian Shepherd named Macey and Leo, a small Lhasa, who rules the roost. Noah, Julee's Golden/Lab, also spends a lot of time with us. So, yes, we are the crazy dog people in the neighborhood. My hobbies include scrapbooking, cooking, reading and watching sports, especially the Cardinals. I thank our Lord and Savior for the opportunity to be a part of Messiah's ministry!

Tim Dwyer – Eighth Grade

God has opened so many doors in my life-time but none greater than the door to return to the ministry as a called teacher here at Messiah four years ago. As I begin my 4th year here I am truly excited about what God has in store for Messiah, the middle school, and my 8th grade class in this coming year.

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

In December 2002 I married my beautiful wife Stephanie who also has middle school and high school teaching experience. She now is a stay at home mom to both of our wonderful boys. Parker is a vibrant and loving 6 year old who loves cars, the Cardinals, and games. He will be in First Grade here at Messiah this coming year. Jack, a soon to be 3 year old, loves to do anything big brother is doing, monster trucks, and anything with wheels. God has blessed me with a wonderful wife and fun loving sons that remind me how truly great God is each and every day.

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

Julie Hillis – Art Teacher

I was born in Ohio and earned my Master's degree in Education from Ohio State University. I have been married to my husband Walt for 20 years and we moved to St. Charles about 15 years ago. We have two children, Steven and Brian, and two dogs, Mo and Belle.

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

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



K – 8
Information

Acceptable Use of Computers

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

SCHOOL COMPUTER GUIDELINES:

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

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

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

E. Expulsion

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

Address Change

Parents should notify the school office of any change of address and phone number.

Administration

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

Membership of the School Leadership Team shall include:

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

Admissions Guidelines

NON-DISCRIMINATORY STATEMENT

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

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

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

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

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

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

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

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

Advertising/Distribution

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

After School Activities

All students not involved in an organized activity need to be supervised by a parent or staff member. Children left unsupervised will be checked into Extended Care and charged Extended Care fees. (refer to page 28)

Appointments

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

Athletics

Cross Country and Track will remain a \$25 athletic fee. Basketball and Volleyball will increase to \$40 for the following reasons: Referee fees increase annually. Tournament expenses increase annually. Uniforms need replacement. This expense will be applied to the league and tournament fees, as well as help defray the cost of referees and the general athletic program. A mandatory parent meeting will be conducted at the beginning of each sports season. Parents will assist with the Athletic program as their time and talents allow.

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

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Boys	Cross country Soccer	Basketball	Track
	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Girls	Cross country Volleyball	Basketball	Track

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

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

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

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

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

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

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

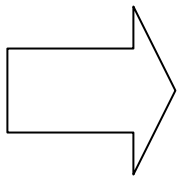
All athletes need an updated school physical on file. Student-athletes are responsible for the uniforms issued to them and will need to pay for the uniform if it is not returned in good condition at the end the season.

Attendance

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

Parents are to call the school office (329-1096) the morning of an absence to notify the school of the absence and to communicate plans to pick up assignments. Students will have time to make up their work equal to the time of their absence plus an additional day. Work not turned in at this time will be considered late (see homework).

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



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

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

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

An excused tardy is for students who are late because of medical reasons. A note from the doctor/dentist is required in order to receive an excused tardy.

Students are to stop in school office to receive a tardy slip and give the slip to the teacher.

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

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

Birthdays

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

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

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

Books and Supplies

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

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

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

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

Chapel Services

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

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

justification and sanctification. The offerings brought by the students to these services are used to help support various mission projects.

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

Church and Sunday School Attendance

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

Classroom Parties

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

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

Communication Guidelines

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

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

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

A. Concerns about activities in the classroom.

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

B. Concerns about school policy

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

C. Hearing before the School Leadership Team

1. Upon the request of the School Leadership Team or upon receiving a written concern from a family, the chairperson of the School Leadership Team, the school administrator(s), and pastor will determine if a hearing is to be granted.

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

Detention

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

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

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

Saturday morning 9:00 – 12:00

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

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

Discipline

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

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

See Student Privileges, Responsibilities and Guidelines (pages 38 - 39) for specific guiding principles.

PROCEDURES DEALING WITH MISBEHAVIOR

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

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

Some situations may arise that lend themselves to alternative consequences.

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

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

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

Extended Care

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

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

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

MORNING SESSION 7:00 A.M. – 8:15 A.M.

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

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

AFTERNOON SESSION 3:30 – 6:00 P.M.

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

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

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

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

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

GUIDELINES:

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

Field Trips

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

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

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

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

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

Grading Scale

The Grading Scale for Messiah Lutheran School is:

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

Some classes/subjects may use:

- + Outstanding

- √ Satisfactory
- Needs Improvement

Graduation Fee

A \$30 graduation fee will be collected to help defer the cost of graduation expenses.

Harassment, Intimidation or Bullying

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

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

As expressed in the *Student Privileges, Responsibility and Rights Section* (pages 38 - 39) students strive to conduct themselves in keeping with their levels of social development, individual development, maturity and demonstrated capabilities with proper regard for the rights and welfare of students, school staff, volunteers, parents, and the educational purpose.

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

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

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

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

Homework

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

Make-up Work

Students who are absent for any reason, will be required to make up work missed for each class. It is the student's responsibility to obtain assignments missed upon returning to school.

Late Work

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

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

Honor Roll

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

The grades will be weighted according to subject and averaged.

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

Students on either Honor Roll will receive a certificate.

Immunization Requirements

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

Grades	Immunizations
K-1	4 DTap/DTP/Td 3+ polio 2 MMR 3+ hepatitis B 2 varicella (chickenpox) or proof of disease
2-6	4 DTaP/DTP/DT/Td 3+ polio 2 MMR (measles, mumps, rubella) 3+ hepatitis B 1 varicella (chickenpox) or proof of disease
7	4 DTaP/DTP/DT/Td 3+ polio 2 MMR 3+ hepatitis B
8	4 DTap/DTP/DT/Td 1 Tdap 3+ polio 2 MMR 3+ hepatitis B

Instruction and Curriculum

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

The Curriculum and Course of Study of Messiah Lutheran School meets the requirements of the State of Missouri and the Curriculum for Lutheran Schools. The Curriculum includes: Christian Life/Religion,

Reading, Spelling, Language Arts, Mathematics, Science, Social Studies, Music, Art, Health and Physical Education.

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

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

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

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

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

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

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

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

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

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

Lost and Found

Lost and Found items will be located near the school office. At the end of each month, lost and found items will be donated.

Lunch

Lunches will be offered Five Days a week by Chris Cakes of St. Louis.

- **Lunches are \$2.85 a piece.** A lunch balance is required, and can be paid on in the school office. Extras are available for \$.75. Checks or cash are accepted. If a child is eating a lunch from home, milk may be purchased for \$.35.

All Full-Day Kindergarten to Eighth grade families are required to volunteer and assist in serving lunches on two dates. A sign-up sheet will be available at registration night or in the school office. If you do not sign up, you will be assigned two dates. If you do not work your two lunches, your lunch account will be charged a \$20 fee per day when you do not work. Helpers only need to be there to help serve the lunches. A family may pay a \$40 fee prior to the start of the school year rather than work as a lunch helper. If you are unable to help with your assigned lunch, please contact the school office ASAP, preferably before your assigned day.

There are 3 lunch sections so the times needed are approximately 11:15 to 12:45. Lunch helpers need to sign into the school office by 11:10 am.

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

Medication

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

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

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

National Lutheran Schools Week

Messiah Lutheran School joins over 2000 schools worldwide each year celebrating National Lutheran Schools Week. NLSW is the first full week in March.

Non-Discriminatory Statement

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

Parent/Guardian Communication – Non-custodial

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

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

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

Parent – Teacher Conferences

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

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

Physical Education

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

Progress Reports

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

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

Promotion Guidelines

Research has indicated that the setting of high expectations for school performance is an important ingredient in a quality education experience. It is felt that students enrolled at Messiah Lutheran School should be able to successfully pass the subjects taught at the specific grade levels. The following guidelines serve as examples of a course of action. Each situation is unique, as each child is unique;

therefore, the action taken by the teacher and administration may vary from one situation to another. The decision to promote a child to the next grade rests with the school personnel.

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

Absences: In accordance with State Laws, all students are required to be regular and punctual in their school attendance. **(please refer to page 24)**

Publicity

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

Recess

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

Report Cards

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

The grades and marks put on the report card are meant to serve as an essential part of the important communication process. The grade marks are an overall evaluation of the pupil's work in a course and are based on the grading scale found on page 25.

Returned Check Fee

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

School Arrival and Pick-up

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

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

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

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

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

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

School Dress

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

The school uniform was selected as:

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

We have chosen FISCHER'S as our vendor because:

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

Students in kindergarten through grade 3 may wear a jumper, skort, navy pants, and navy shorts. In addition, students in grades 4-8 may wear skirts and navy capris. Students in grades 6-8 may also wear khaki shorts, pants, and capris. All items are to be purchased at Fischer's Uniform Store.

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

1. Shirts must be tucked in and solid-color brown, black or blue belts that buckle or are magnetic must be worn with pants and shorts at all times in the school building.
2. Plain white T-shirts under the school uniform are acceptable. Other kinds of under shirts should not be worn.
3. Shoes need to be a style that is firmly secured to the entire foot. Styles such as clogs, flip-flops, crocs, etc, are not permitted. Shoes with wheels may not be worn. Solid-color socks or tights that match the uniform must be worn. Leggings must be purchased through Fischer's uniform store.
4. Snow boots are to be worn only for inclement weather and may not be worn inside the classrooms. Students should bring a change of shoes.
5. Grooming is essential when presenting a positive image. Grooming includes washing regularly, combing and arranging hair neatly, and presenting one's self in a neat clean manner.
6. Hair should be styled in such a way that it looks neat, clean and in good taste. Unusual and distracting cuts, styles and colors are not acceptable.
7. Tattoos are not acceptable at school and school functions.

8. Jewelry, if any, may not interfere with school activities. Earrings for boys are not acceptable. Earrings for girls should be limited to the ear lobe. This applies to school and school functions.
9. **Only one support bracelet (cancer/heart foundations, etc.) should be worn.**
10. **If makeup is worn in grades 6-8, it should be natural in appearance.**
11. No necklaces, dangling earrings, or bracelets may be worn during P.E.

On days when free dress is acceptable students:

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

School Times

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

Children who arrive after 8:30 AM will be considered tardy. Each tardy will be recorded on the class record and become a part of the child's permanent file. On the third **unexcused** tardy, and each additional **unexcused** tardy per quarter, the student may be required to serve a before or after school detention at a time determined by the school. Failure to comply with the detention will result in a meeting with the school administrator. If tardiness becomes habitual, a consultation will be held with the child's parents.(see Attendance) Students will be dismissed at 3:15. Cars will be dismissed at 3:25 pm. Please arrive to pick up your child no later than 3:30 PM. **If some unexpected occurrence delays you and you arrive after 3:30 PM, you will find your child in the afternoon session of Extended Care, for which you will be charged an Extended Care fee.**

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

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

Sexual Harassment Policy

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

Sexual harassment is often difficult to define. However, as a guide, the following behavior may constitute sexual harassment. Unwelcome sexual advances, request for sexual favors, and other verbal, visual, or

physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Any employee who believes that he or she has been subject to sexual harassment or is aware of any sexual harassment shall immediately report the conduct in confidence to the principal, pastor or the chairman of the Board of Elders without fear of retaliation. An investigation of the incident will be conducted looking at the totality of the circumstances. The employee(s) involved will be informed regarding the findings of the investigation and any disciplinary action to be taken. It is the responsibility of each member of the work team to create an atmosphere free of sexual harassment. In addition, it is the responsibility of each employee to respect the rights of other employees. This policy encourages any witness of an incident of sexual harassment to report such incident immediately. All reasonable efforts will be made to protect the confidentiality of the individual reporting the incident.

Smoke Free Environment

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

Snow Days and Emergency Dismissals

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

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

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

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

Student Council

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

Student Dismissal

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

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

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

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

Student Privileges, Responsibilities and Guidelines

STUDENT PRIVILEGES ARE:

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

STUDENT RESPONSIBILITIES ARE:

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

SPECIFIC GUIDELINES ARE:

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

- Students outside during recess or during the After School session must obtain permission from the supervisor on the playground prior to reentering the school building.
- All children should eat a healthy breakfast at home each day. This is very important for a good start to each day!

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

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

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

Students are to stop in the school office to receive a tardy slip and give to the slip to the teacher. The school office will determine if a tardy is excused or unexcused and mark the tardy slip accordingly.

Telephone Calls and Messages

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

The EMANE EVENTS

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

Tuition Information

Tuition rates for the 2011-12 school year are located on our school website. Families may pay in full before August 12, 2011 and receive a 2% discount. Families may also choose to pay through FACTS tuition management with 12 payments (starting in June). Families may choose to have payments withdrawn on the 5th or 20th of each month.

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

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

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

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

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

Valuables

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

Visitors

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

Volunteers

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

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

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