

Parent & Student Handbook
updated Summer 2022

Messiah Lutheran School



Messiah Lutheran School provides a Christ-centered education with academic excellence to empower every child to be a lifelong learner and follower of Christ.

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MESSIAH LUTHERAN SCHOOL

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Contents

CONTACT INFORMATION:	2
INTRODUCTION	8
MISSION STATEMENT AND PURPOSE	8
AS A LUTHERAN CHURCH AND SCHOOL, WE BELIEVE:.....	9
PHILOSOPHY	9
EDUCATION IN A CHRISTIAN SCHOOL.....	9
NOTICE OF NONDISCRIMINATION.....	11
THE CHILD AND THE SCHOOL	11
THE CHILD AND THE CHURCH	12
THE CHURCH/ SCHOOL CONNECTION	12
ADOPTION AND AVAILABILITY OF ACADEMIC CALENDAR.....	12
ENROLLMENT POLICY	12
ENROLLMENT GUIDELINES.....	12
ENROLLMENT PRIORITIES.....	13
ENROLLMENT PROCEDURES	14
STUDENT RECORDS.....	14
IMMUNIZATION POLICY.....	14
WITHDRAWALS	14
TUITION POLICIES.....	15
TUITION	15
OUTSTANDING ACCOUNTS	15
PAYMENT OF TUITION.....	15
TUITION ASSISTANCE	15
NON-DISCRIMINATORY STATEMENT	16
DISCOUNT PROGRAMS	16
EARLY PAYMENT DISCOUNTS	16
REFERRAL INCENTIVE/TUITION CREDIT	17
TUITION ASSISTANCE APPLICATION PROCESS	17
REVIEW AND CANCELLATION OF AWARDS.....	17
TIMELY PAYMENT OF TUITION ACCOUNTS	17
ACCEPTABLE ACADEMIC PROGRESS	17
ACCEPTABLE BEHAVIOR	17
PARENT’S RESPONSIBILITY IN REGARD TO FINANCIAL ASSISTANCE.....	17

ACADEMIC POLICIES & PROCEDURES.....	18
SCHOOL HOURS	18
GRADING	18
REPORT CARDS	18
PARENT/TEACHER CONFERENCES	18
STANDARDIZED TESTING	19
ADVANCEMENT TO THE NEXT GRADE LEVEL	19
CLASS SIZE.....	19
STUDENT ATTENDANCE	19
EXCUSED AND UNEXCUSED ABSENCES.....	19
VACATIONS & TRIPS	20
PROCEDURES FOR PARENT TO REPORT ABSENCE	20
TARDIES.....	20
ATTENDANCE.....	20
MAKE-UP WORK.....	21
PRE-ARRANGED ABSENCES	21
SHADOWING AT PROSPECTIVE SCHOOLS	21
TRUANCY	21
ADMINISTRATION	22
DISCIPLINE.....	22
TEACHER’S PROCEDURE FOR HANDLING A DISCIPLINARY PROBLEM	22
NO STAFF/TEACHER AT ANY TIME SHALL:	23
STUDENT EXPECTATIONS.....	23
IF UNACCEPTABLE BEHAVIOR OF A CHILD CONTINUES TO EXIST:	24
SERIOUS DISCIPLINARY BEHAVIOR	24
BULLYING	24
CONFLICT RESOLUTION	24
ADDRESSING THE SCHOOL BOARD	25
VISITORS TO OUR CAMPUS	25
CURRICULUM AND ASSESSMENT.....	25
CHRISTIAN CURRICULUM.....	25
PRESCHOOL AND PREKINDERGARTEN	26
KINDERGARTEN	26
GRADES ONE THROUGH EIGHT	26

SPECIAL CLASSES	26
ATHLETICS.....	26
TEXTBOOKS.....	26
READING.....	26
ACHIEVEMENT TESTING: IOWA TEST OF BASIC SKILLS	27
PARENT/TEACHER CONFERENCES	27
PARENT-TEACHER LEAGUE (PTL)	27
FIELD TRIPS/TRANSPORTATION OF STUDENTS	27
CHAPERONE EXPECATIONS	28
MEDICATION	28
OTHER HEALTH CONCERNS	28
FIRST AID.....	29
SOCIAL MEDIA/ INTERNET USAGE	30
RULES FOR ACCEPTABLE USE OF THE INTERNET	30
SOCIAL MEDIA AND INTERNET PRESENCE.....	31
SCHOOL COMMUNICATION THROUGH SOCIAL MEDIA.....	31
PUBLISHING PICTURES AND INFORMATION	31
INTERNET & NETWORK USE	32
INTERNET/ NETWORK EXPECTATIONS:	32
PERSONAL POSSESSIONS	33
CELL PHONES AND OTHER HANDHELD ELECTRONICS.....	33
BACKPACKS.....	33
DANGEROUS ITEMS.....	33
FIRE/TORNADO/EMERGENCY DRILLS & PROCEDURES	34
UNIFORM POLICY.....	34
DROP OFF AND PICK-UP	34
BEFORE AND AFTER SCHOOL CARE	35
TELEPHONE	35
LUNCHES	36
SCHOOL CLOSINGS	36
INCLEMENT WEATHER.....	36
DISTANCE LEARNING/ CLOSE OF SCHOOL GUIDELINES.....	36
UNIFORM POLICY.....	38
UNIFORM	38

GENERAL UNIFORM GUIDELINES (ALL STUDENTS).....	38
CHAPEL UNIFORM GUIDELINES.....	39
CHAPEL UNIFORM FOR GIRLS	39
CHAPEL UNIFORM FOR BOYS	39
FRIDAY DENIM.....	40

PARENT/STUDENT HANDBOOK

Welcome to Messiah Lutheran School!

The administration and staff at Messiah Lutheran School would like to welcome all students and their parents to our school family. The school is accredited by the National Lutheran Schools Accreditation which is fully recognized as an accrediting agency by the state of Oklahoma. At Messiah, we firmly believe that a Christian education is essential to enhance the spiritual growth of children, which in turn enhances physical, emotional, and academic growth.

Our classroom teachers and our administrator have met all of the requirements for certification in the State of Oklahoma or equivalent, but unlike those in the public schools or even those in some other private Christian schools, they also have extensive training in the teaching of the Word of God. Many of them have completed numerous classes dealing with topics such as the Old Testament, the New Testament, the history of theology, varieties of belief, Christian doctrine, the Lutheran Confessions, and methods for teaching in a Lutheran School. For their efforts, they earn the title of Commissioned Minister of Religion from the Lutheran Church—Missouri Synod.

We believe that the Christian environment that permeates our school and its classrooms will help your child in ways that no public school education could. Your child will not only be well-prepared academically, but will also be prepared to face and to meet confidently the demands of living in this sinful world. Your child will learn to love the Lord and to care for fellow human beings. Jesus said these two lessons summarize all of the Ten Commandments. There are no more valuable lessons that any school could teach your child. We thank you for choosing Messiah Lutheran School and commend you for caring enough about your child to do so.

This handbook has been created to acquaint you with the mission, philosophy, and policies of Messiah Lutheran School to help establish strong lines of communication between parent, student, teacher, and school. If at any time during the school year you have questions, concerns, comments, suggestions, or encouragement, please share them with us. You may contact us by phone, by e-mail, or by speaking to us in person. We look forward to serving you and your children and truly appreciate the opportunity to do so. We ask for God's blessings as we work together to best fulfill His Word in Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not turn from it."

INTRODUCTION

Messiah Lutheran School (CCLC, Preschool -8th grade) has been established and is operated by Messiah Lutheran Church, Oklahoma City, Oklahoma. MLS exists to serve not only the children of the operating congregation but also as a mission arm of the church and a witness to the community. All policies, decisions and activities must be in harmony with Scripture, the Lutheran Confessions, and the constitution of Messiah Lutheran Church. For this reason, a mission and philosophy statement has been developed to serve as the paradigm for those who set policy, administrate the programs, and serve as teachers and workers in our school.

MISSION STATEMENT AND PURPOSE

Messiah Lutheran School provides a Christ-centered education with academic excellence to empower every child to be a life-long learner and follower of Christ.

Our Ministry to accomplish this Mission is:

- **Celebrating** Christ as God's gift for our salvation, proclaiming Him as Savior, and growing through the means of Grace.
- **Equipping**, developing, and utilizing God's people for ministry.
- **Ministering** with the Gospel to each other, our community, and the world.

Objectives of Messiah Lutheran School

God teaches that parents are to provide Christian training for their children and promises blessings from it. Consider the following words of God:

"...from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work."

2 Timothy 3:15-17 (NIV)

"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14 (NIV)

"...teaching them to obey everything I have commanded you."

Matthew 28:20 (NIV)

"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."

Ephesians 6:4 (NIV)

*"Train a child in the way he should go, and when he is old he will not turn from it."
Proverbs 22:6 (NIV)*

*"All your sons will be taught by the Lord, and great will be your children's peace."
Isaiah 54:13 (NIV)*

AS A LUTHERAN CHURCH AND SCHOOL, WE BELIEVE:

- we must be Christ-centered in all that we teach and model, demonstrating faith which results in integrity, love, moral values, commitment, cooperation, citizenship, and responsibility.
- in the integration of these faith qualities in a life ethic, which emphasizes learning and teaching excellence, dedication, and responsibility with a strong confessional Lutheran foundation.
- this will result in strengthened faith and joy for living as Christ's disciples.

Messiah Lutheran School exists to provide a program of education, care, and development that is in harmony with God's will as revealed in the Bible. All of life, including knowledge and service, finds its source, meaning, and purpose in the Lord Jesus Christ. Messiah Lutheran Church operates its school and early childhood center as a part of God's mission to all people, and makes this route available to those families of the congregation and the community desiring this kind of Christian education program. Even though the school is important in the training of children, the other programs of the church, such as Sunday school, weekly worship services, and youth club are integral parts of the spiritual training of the total child. All parents and students of Messiah Lutheran School are encouraged to participate regularly in these programs.

Our goal and purpose is to provide a total educational program in a definite caring Christian atmosphere. Not only are there daily religion classes, in which the crucified and risen Christ is exalted, but the secular subjects are also taught in the light of Christ and scripture. It is our purpose not only to assist parents in educating their children to become good citizens of this country but also to help them to become and remain citizens of the kingdom of heaven. This is done by the daily use of God's Word, prayer, and Christian example through the power and working of the Holy Spirit. We also wish to assist parents by providing a loving, caring atmosphere where children learn to share, to care, and to love one another.

PHILOSOPHY

EDUCATION IN A CHRISTIAN SCHOOL

In education, we are focused on the strong development of knowledge, skill, ability, attitude, and character by means of teaching, training, study and experience. Christian education has

precisely the same general goals, but it is based on the Bible and has three specific goals:

1. To lead the individual to faith in Christ, and to keep him/her in that faith.
2. To help the individual to develop into an even better and more perfect Christian in all of life's relationships, both secular and religious.
3. To keep before the individual the goal of every child of God—eternal life in heaven.

We believe that the Lutheran school is the best agency for such Christian education because it provides for the total growth and development of the child. The Bible describes such a complete education in Luke 2:52:

“And Jesus increased in wisdom and stature and in favor with God and man.”

We believe that the Bible clearly teaches that man was created perfect and holy with a free will by our loving God (Genesis 1:27, 31; 2:16-17). But this was all lost when sin entered the world through Adam's and Eve's disobedience and spread to all through the inheritance of a sinful nature (Romans 5:8). Because of His boundless love for us, Jesus rescued us from the punishment we and all people earned by our sins (Romans 5:8), and it is by the acceptance of the Lord Jesus Christ as our personal Savior that we receive the forgiveness of sins as a free gift from God (Romans 10:9). It is the Holy Spirit working ourselves to Him (Romans 8:8-9). As we seek the total leadership of Jesus in every part of our lives, the “growing in grace” occurs (II Peter 3:18), which we trust the Lord not only to receive, but also to share this Good news of salvation with the world, beginning where we are (Matthew 28:19-20).

We believe that Christian education is unique because:

- Christian education views the pupil as one redeemed by Christ.
- Christian education carries out God's command for educating mankind.
- Christian education is powered by the Holy Spirit for accomplishing its purposes.

In all matters, the guiding principles of Messiah Lutheran School are found in Scripture, the inspired and inerrant Word of God, and the only norm and source for all we believe and teach, as set forth in the Lutheran Confessions.

We believe that our Christian responsibility compels us to pursue academic quality as the proper response to Christ's redemptive work. Messiah Lutheran School and Early Childhood Center strives to make itself an effective educational agency for equipping children and their families for participating in the following five functional areas of Christian living; i.e. education, worship, evangelism, fellowship, and service.

Education: Christian education nurtures children's faith for a lifetime of service to God and their fellow men. All teaching, especially exposure to God's Word is empowered by the Holy Spirit for accomplishing God's purposes. Students are prepared to become responsible stewards of the gifts God has bestowed upon them. 2 Timothy 3:16 says, *“All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness.”*

Worship: Students are helped to grow in their spiritual lives through all the effective aspects of worship; prayer, praise and thanksgiving. Teachers provide Christian models and leadership

in building the worship life of pupils. Matthew 4:10 states, *“Worship the Lord your God, and serve Him only.”*

Evangelism: Students and teachers learn to bear witness to their faith by witnessing to each other and their community. Children hear the Good News of Jesus’ love and share it with their families and friends. Colossians 3:16 says, *“Let the word of Christ dwell in you richly, as you teach and admonish one another in all wisdom, as you sing psalms and hymns and spiritual songs with thankfulness in your hearts to God.”*

Fellowship: Students and faculty accept one another as fellow members of the Body of Christ. They work together, support and encourage each other, and learn to value, accept, and respect one another. The understanding of Law and Gospel pervades relationships so that each person knows he or she is a redeemed sinner and a beloved child of God. Teachers and students work together to maintain an atmosphere of love and joy. Romans 12:5 declares: *“So in Christ we who are many form one body, and each member belongs to all the others.”*

Service: Students and teachers help each other and the community to emulate Christ-like compassion and love for all people. John 13:35 says, *“By this all men will know that you are my disciples, if you love one another.”*

We believe that each child is a special gift from God, a unique creation, possessing his own personality, learning style and maturation pace. Mindful of this, our programs are designed to encompass the total child, and promote spiritual, physical, cognitive, emotional, and social development of each individual.

In this total program, the Word of God influences everything the child learns and serves as a unifying and organizing force in the school.

NOTICE OF NONDISCRIMINATION

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. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our policies and other school administered programs.

THE CHILD AND THE SCHOOL

Parents who send their children to Messiah Lutheran School entrust our teachers with a great responsibility. Teachers are charged to instruct, lead, guide, and direct children so they may achieve their individual and unique potential as gifts of God with varied abilities and talents.

Each child’s spiritual and moral growth is addressed not just during the teaching of religious lessons. God’s Word permeates student relationships with each other and their teachers throughout every school day and in every subject.

Teachers act in place of parents as they deal with their students. At times, special guidance and

correction are needed as children test their developing maturity and independence. They are taught to assume responsibility for their actions and to accept the consequences as well. On every such occasion, their misbehavior is forgiven as they come to an understanding of their errors in true repentance. We offer a balance of God's Law and God's Gospel.

Direct communication with the home is maintained as needed. For effective, positive results in a given situation of a student's need, and for a meaningful learning experience at such times, parents and teachers must communicate and reinforce each other's efforts on behalf of a child.

THE CHILD AND THE CHURCH

The character of a child is formed by the agencies of home, church, and school environments all working together in the child's best earthly and eternal interest. It is certainly desirable and necessary for children to attend divine worship services with their families in keeping with the Lord's command and expectations. Sunday School or Bible Class attendance is equally important to supplement the child's Christian training. Attendance in Christian day school does not diminish the importance of Christian instruction and worship offered on Sunday mornings.

THE CHURCH/ SCHOOL CONNECTION

Messiah Lutheran School is the largest mission of Messiah Lutheran Church. With that in mind, all Messiah Lutheran School students are required to sing at Messiah Lutheran Church for the annual Christmas program and on Lutheran Schools' Sunday as a way of giving back to the church. Dates and times will be announced and published with as much notice as possible.

ADOPTION AND AVAILABILITY OF ACADEMIC CALENDAR

The calendar for each school year is set during the spring of the year preceding it. The board will adopt the official calendar prior to the end of March. The Academic Calendar shall be available on the MLS website and in the MLS office.

ENROLLMENT POLICY

ENROLLMENT GUIDELINES

The Oklahoma Department of Education mandates that children be 5 years old by September 1st to be eligible to enter kindergarten. All students entering kindergarten must take the Gesell Kindergarten Developmental Evaluation. Results will be shared with parents along with a recommendation as to the readiness of the child for beginning kindergarten. An additional testing fee will be assessed at enrollment for new students entering kindergarten

Enrollment in the school shall be with the understanding that parents have familiarized themselves with the philosophy and policies of Messiah Lutheran School as stated in the parent/student handbook, agree that they will comply with all policies, and do everything in

their power to ensure that their child will comply also.

New enrollees in first grade and above must provide a transcript of previous passing status. Transcripts must be requested from the previous educational institution before a student will be permitted to begin attending class. New students entering grades 1-8 may be required to undergo testing to help determine levels of academic achievement. The need for testing will be determined by the school administrator. A testing fee may be added in addition to the enrollment fee, depending on the level of testing determined necessary. Messiah Lutheran School reserves the right to determine final grade placement for any new applicant or current student.

All students entering Kindergarten must take the Gesell Kindergarten Developmental Evaluation or other measure of Kindergarten readiness. All new students entering grades 1 and above may be required to take an academic assessment test (or provide test scores). Messiah Lutheran School (MLS) reserves the right to determine final grade placement for any applicant or present student based on educational need and the Assessment results.

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

Students who have been suspended, dismissed or expelled from another school are not accepted by MLS except in rare circumstances and upon approval by the Board and Church Council. All students who are entering MLS for the first time shall be placed on conduct probation for a period of 45 school days. During this probationary period, MLS may terminate the child's enrollment with MLS. If such child's enrollment is terminated, any tuition for succeeding months that has been paid shall be refunded. All other fees and assessments shall not be refunded.

Upon admission to MLS and when updates are requested, parents must provide certain information on forms provided by the school including health information; parent or guardian information; field trip authorization; child pick up authorization, emergency contact information; and emergency medical authorization. Admission to MLS shall be with the understanding that parents have familiarized themselves with the philosophy and policies of MLS.

ENROLLMENT PRIORITIES

Priority enrollment for the following school year will open the first week of January and close the last week of January/Open House. First priority is given to students who are currently attending Messiah Lutheran School. Second priority is given to children whose parents are members of Messiah Lutheran Church and siblings of enrolled students. Third priority is given to students who have paid the applicable enrollment fee on a first come first serve basis. Enrollment after the priority enrollment period will be determined on a first come, first serve basis. Enrollment fees must be paid at the time of enrollment.

ENROLLMENT PROCEDURES

All applicants must complete and/or submit the following:

1. Application/ personal information form (completed through online portal)
2. Copy of current Immunization Records
3. Legal Birth Certificate
4. Meet with the school administrator or designee
5. Pay all enrollment fees (discounted rate available before March 1)
6. Request for Records form/and or all records received from previous schools attended if student is transferring from another school.
7. Students who have been suspended, dismissed, deemed ineligible for re-enrollment, or expelled from other schools are accepted by MLS only with the approval of the School Board and Church Council.
8. A probationary statement must be completed and signed on the application. All students who are entering Messiah for the first time shall be placed on conduct probation for a period of 45 school days. At any time during the probationary period, MLS may immediately terminate the child's enrollment. When a child's enrollment is terminated by the school, any tuition paid in advance for following months shall be refunded. No other fees or assessments shall be refunded.

STUDENT RECORDS

Messiah Lutheran School maintains records for each student who is enrolled. These records are kept on file in the school office. Each student record is available to the child's parent or guardian. Consent is not required for Messiah's professional staff to see a student's records. If a student transfers to another school, the school record is forwarded to the receiving school upon written request of the parent (providing all tuition and fees have been paid in full).

IMMUNIZATION POLICY

Messiah Lutheran School and CCLC students must be up-to-date for state required vaccines. Before any child can be admitted to the CCLC, parents must show certification of current immunizations required by the Oklahoma State Department of Health for children attending licensed day care facilities. Contact the health department for more details. Students in MLS may obtain exemptions for health reasons only, these exemptions must be signed by the child's physician and filed with the OK State Health Dept.

WITHDRAWALS

When a student withdraws from Messiah Lutheran School these steps are to be followed:

1. The parent completes and signs a withdrawal form.
2. The parent schedules an exit interview with the principal.
3. All school textbooks, library books, and other items belonging to the school are returned to the school office.
4. All financial accounts including (but not limited to) tuition, lunches, and Before and After Care (BAC) must be settled before any student records will be released.

TUITION POLICIES

TUITION

Tuition and fees for all grades shall be reviewed annually and published as a separate fees sheet. When parents enroll their children, it shall be the task of the Administrator to inform them of the financial obligations which they undertake as part of that enrollment. Tuition shall be payable annually, by semester, or in 10 or 12 equal monthly payments as determined by procedures set by the Administrator. Students enrolling on or before March 1 for the upcoming school year shall pay a discounted enrollment fee. All students enrolling after March 1 shall pay the full enrollment fee set forth in the tuition contract. Enrollment fees and books and materials fees are non-refundable.

If during the course of the school year a child is withdrawn from the School, tuition for that month will not be refunded. If the family prepaid for the entire semester or year, then the tuition balance for all future months will be refunded.

A parent or guardian who becomes ten (10) days delinquent in the payment of tuition will be given a past due notification. If payment is not received after ten (10) additional days, a written letter by the administrator will be sent. Any parent or guardian who becomes thirty (30) days delinquent in the payment of tuition will be requested to participate in a conference with the Administrator to review the circumstances underlying the overdue payment. A second letter will be sent by the Administrator if the conference does not resolve the delinquent issue or the conference fails to take place due to unresponsiveness of the parent. This second letter will notify the School board of the unresolved tuition payment and the administration's intent to discontinue the enrollment of the student.

OUTSTANDING ACCOUNTS

A record of all outstanding accounts and the documentation of communications are to be maintained by the Administrator. All unresolved accounts more than 60 days overdue are to be presented to the Board for action. While in rare instances it may be necessary for a family to fall behind in school payments, the following limitations have been established. Children will not be permitted to maintain their enrollment into the second semester when less than 60% of their tuition has been received; full payment of all tuition of a prior school year must be made before consideration is given to enrollment of a student for a new school year. Student records will not be released unless full payment has been received. Any unpaid balances may be reported to a collection agency.

PAYMENT OF TUITION

The Administrator shall establish procedures to ensure an efficient and effective system for the collection of tuition payments. The Administrator has the authority to impose reasonable fines for late payment of tuition.

TUITION ASSISTANCE

Messiah Lutheran School offers tuition assistance to families in need as well as to families of students who qualify for certain types of discounts. In no case will tuition assistance (the total of scholarships and qualifying discounts) exceed 50% of the actual tuition costs for K-8th grade

students. Pre-Kindergarten and Preschool students qualify for discounts, and 10% tuition assistance. Tuition does not include books and materials fees, enrollment fees, or any other unrelated costs.

NON-DISCRIMINATORY STATEMENT

Messiah Lutheran School does not discriminate on the basis of gender, race, color, national or ethnic origin in the award of any Tuition Assistance.

DISCOUNT PROGRAMS

Messiah Lutheran Church recognizes families who are members of the church, those who are members of other area LCMS congregations, full-time pastors of other Christian churches, full-time workers in Christian Ministry, and employees of Messiah Lutheran Church and School, who choose to send their children to Messiah Lutheran School. Messiah also acknowledges families who enroll multiple children in the school and any school parent who pays in advance for an entire semester or an entire school year. The following discount policies have been adopted:

A student will be allotted the greatest of the following discounts for which he/she or his/her parent(s) qualify (only one discount per student):

- 25% discount to any Messiah Lutheran Church member who sends their child or grandchildren to its school.
- 50% discount to any employee of Messiah Lutheran Church or School who serves in a full-time position requiring 30 or more work hours per week, and whose child or children are enrolled at Messiah Lutheran School.
- 50% discount for any LCMS pastor or Called workers.
- 25% discount to any employee of Messiah Lutheran Church or School who serves in a part-time position requiring at least 15 but less than 30 work hours per week, and whose child or children are enrolled at Messiah Lutheran School.
- 20% discount for the second child enrolled by a family at MLS during a given school year, 40% discount for the third child, 60% discount for fourth child and all children thereafter enrolled at Messiah by a family during the same school year.
- 10% discount to any OKC metro area LCMS church member with a reference from their church's pastor indicating that the family is in good standing with the church. (Reference forms available in the MLS office.)
- 10% discount for military personnel.

EARLY PAYMENT DISCOUNTS

In addition to the above qualifying discounts, all families are eligible for the following early payment discount:

- 3% discount for any family that pays tuition for the entire upcoming school year in full by July 1st. This discount is taken only on the amount owed after deductions for any other discounts or scholarships.

REFERRAL INCENTIVE/TUITION CREDIT

Families with full-time students are eligible for a \$500.00 tuition credit when referring another full-time student who enrolls in our school. The \$100.00 per month credit will be given the semester after the new student's enrollment.

TUITION ASSISTANCE APPLICATION PROCESS

1. Fill out an application. Since all types of assistance require an evaluation of a family's need, a Tuition Assistance Application must be completed through an outside source.
2. Review by the Tuition Assistance Committee. The committee will review the processed application in light of the type of assistance for which it qualifies and the amounts available for distribution. The personal information provided is kept confidential within this committee.
3. Decision. The school administrator will inform families of the committee's decision and discuss arrangements for payment of the remainder of the tuition bill.

REVIEW AND CANCELLATION OF AWARDS

The school reserves the right to review and cancel the financial aid awards at any time because of changes in financial resources, residency, marital status, failure to pay any outstanding tuition amounts in a timely fashion, or because of the student's failure to remain in good standing at the school in either academics or discipline.

TIMELY PAYMENT OF TUITION ACCOUNTS

Tuition assistance applications will not be considered if the family is behind in any payments to the school. Once assistance is approved, it is expected that the portion of the family's tuition bill that is not covered by tuition assistance will be paid in a timely manner. A family not keeping the tuition payment schedule as agreed upon at the time they were notified of their assistance package might jeopardize their assistance award. This is subject to review at the end of each semester.

ACCEPTABLE ACADEMIC PROGRESS

A student is expected to maintain a passing grade in all subjects to continue to qualify for tuition assistance. At the end of each semester each student's academic progress will be reviewed. Students not maintaining satisfactory grades may become ineligible for continued assistance.

ACCEPTABLE BEHAVIOR

A student is expected to maintain appropriate conduct at Messiah Lutheran School. If a student is suspended for more than one day (not including in-school suspension) during a semester he or she may become ineligible for continued assistance at the end of that semester.

PARENT'S RESPONSIBILITY IN REGARD TO FINANCIAL ASSISTANCE

It is the parent's responsibility to:

- Complete all application materials accurately. Inaccuracies or errors can result in delays in consideration for financial assistance and may result in the family's inability to receive assistance due to the lack of funds. Intentional misreporting of information on applications may require

that funds be paid back to the school.

- Complete all application material on time and send them to the appropriate place.
- Understand the conditions under which the financial aid package is offered and comply with the criteria for retaining the financial aid awards.
- Pay in a timely manner any portions of the tuition bill not covered by tuition assistance.
- Notify the school office of any changes in financial or marital status.

Non-member families receiving financial assistance from Messiah Lutheran Church and School must attend a Lutheran informational class during the school year. All tuition assistance families must also complete at least 15 hours of volunteer service per semester relating to the school by participating in special program, fundraisers, special maintenance projects, assisting in the school lunchroom, helping with playground supervision, serving as a substitute teacher, assisting in a classroom or in the school office, or by serving in other capacities as approved by the School Administrator. Volunteer hours shall be documented and turned in to the school office each semester.

Failure to comply with any of the above responsibilities during a semester could result in the forfeiture of eligibility for tuition assistance for the upcoming semester or school year.

ACADEMIC POLICIES & PROCEDURES

SCHOOL HOURS

For all students in grades FPS- 8, school begins at 8:20 a.m. and ends at 3:30 p.m.

Half-Day Preschool (HPS) and Pre-K (HPK) hours are Monday-Friday, 8:20-11:30

GRADING

Attribute and narrative grading is used for PS-2nd grade. The traditional letter/percentage grading scale is used for all students in grades 3-8.

REPORT CARDS

Report cards will be issued quarterly during the school year using the traditional grading system. The first quarter report card will be given to parents at private conferences that afford parents and teacher an opportunity to discuss matters of importance. Parent/Teacher conferences will also be held at the mid-point of the third grading period for K-8 students.

PARENT/TEACHER CONFERENCES

The need for a conference is not restricted to report cards. Both parents and teachers are encouraged to contact one another any time they think it necessary. If parents desire further consultation, they should call the school and schedule a meeting with the teacher. A record should be kept of conferences including the date, who was present, and a summary of what took place. Teachers should report to the Administrator any friction with parents. Parents will be instructed to make written requests for conferences. Teachers must immediately respond to such requests, stating the day, time, and place most convenient for the conference. Grades become part of the student's permanent record.

STANDARDIZED TESTING

All students in grades 1 and above shall take a standardized achievement test during the spring of the year. The standardized tests shall be chosen by the administrator. The dates of the standardized achievement test battery shall be communicated to parents beginning at the start of the academic school year.

ADVANCEMENT TO THE NEXT GRADE LEVEL

Pupils advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade. If a teacher feels that a child is not doing the type of work that will lead to success at the next grade level, the following procedure should be followed:

1. The teacher should inform the Administrator of the concern and discuss alternatives that will be in the child's best interest.
2. When retention is being considered the child's parents should be notified in writing by March 1 of such consideration.
3. The Administrator, after consulting with the teacher and parents, will take an official school position on retention of the child.
4. The parents may appeal verbally or in writing to the School Board if they are not in agreement with the School's position. Parents may then sign a form indicating that their child should not be retained and that their action is in opposition to the school's professional recommendation. The child will then move on to the next grade level, but will not be allowed to re-enroll at Messiah Lutheran School.

CLASS SIZE

Class size shall not exceed the requirements set forth by the State of Oklahoma. Classroom aides may be hired at the discretion of the School Board. When the Board determines that no further students will be added to a class, students who have been accepted for admission to that classroom shall be placed on a waiting list. Students on the waiting list shall be accepted for admission to the School only when it becomes reasonably certain that one of the previously accepted students will not attend MLS. This determination shall be made at the sole discretion of the Board or their designee. Students shall be accepted from the waiting list according to the order in which they enrolled and paid their enrollment fee.

STUDENT ATTENDANCE

Students shall be encouraged to attend all classes unless the absence is excused. Attendance shall be determined according to the following:

EXCUSED AND UNEXCUSED ABSENCES.

- Excused absences are those which are unavoidable, as in the case of illness or death in the family. The teacher determines whether or not the work needs to be made up.
- Unexcused absences are those which are avoidable and those for which:
 - The school is not given an acceptable explanation
 - The student neglected to bring a written explanation on the first day of his or her return.

Students shall be in attendance for at least 80% of the classes during the school year. Failure to be in attendance for 80% of the school year may result in retention at the discretion of the Administrator.

VACATIONS & TRIPS

Vacation and other trips during the school year are strongly discouraged. Such absences adversely affect the quality of a student's education. If a trip must be taken, classroom teachers must be notified. Immediately upon a student's return, it is his or her responsibility to request all makeup work. After consultation with the teacher, a student is given a reasonable period of time to make up missed assignments, tests and quizzes. Work missed during that time is to be made up and is due the number of days equivalent to the time lost (example: 1 1/2 days out--work due in 1 1/2 days), unless extended by the classroom teacher. Teachers are not expected to prepare assignments in advance for completion during vacation; however final decisions are left to their discretion.

PROCEDURES FOR PARENT TO REPORT ABSENCE

Parents are expected to call the school if their child will be absent by 9:00am. Since it is essential that we keep a close check on all children under our care, each teacher is to report the names of absentees immediately after the opening of school.

TARDIES

The school day begins at 8:20 a.m. Any student not in the classroom by this time is considered tardy. Students entering after 8:20 a.m. must be signed in by their parents in the school office before joining their class. **Students with three or more tardies in a nine-week grading period will receive tardy detention.** A form will be sent home to notify parents of the scheduled detention day and time.

ATTENDANCE

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic absenteeism seriously hampers academic achievement and sets a precedent that is difficult to break as the child grows older. Policies and procedures have been established in the hope that they will result in regular school attendance on the part of each student, more effective learning, and greater academic success.

If a student accumulates more than twenty (20) days of absences during the school year, the student shall be strongly considered for retention in their current grade. A truancy report will be filed with the District Attorney. The parents must meet with the principal and the child's classroom teacher to explain the reason(s) for the numerous absences and to discuss academic progress. The final decision regarding retention or promotion will be made by the school administrator.

Absences for medical, dental, and vision appointments will be counted as excused with documentation from the physician's office. Any student absent more than 4 school days in a row must have documentation from a doctor that they are allowed to safely return to school. Unexcused absences and excused absences that exceed more than 10 days per semester may endanger the student's enrollment status without further documentation from a healthcare professional.

Students who arrive at school before 9:00am will be counted tardy, and not absent.

We ask that parents please contact the school office by 9:00 a.m. any day that their child will be absent.

The school will contact the parents if the child has not been reported absent. More than 10 days of absence in a semester will endanger the student's enrollment status without further health documentation (such as a note from a doctor).

Absences will be assessed to the $\frac{1}{4}$ of a day as follows:

Not present	Full day absent
Leave after 10am	$\frac{3}{4}$ day absent
Leave after noon	$\frac{1}{2}$ day absent
Leave after 2pm	$\frac{1}{4}$ day absent
Arrive before 9am	tardy

MAKE-UP WORK

For any absence, the student or parent should check with the teacher(s) regarding make-up work and due dates. Unless otherwise specified by the teacher, the student will have one day to make up work for each day of school missed. Adjustments will be made for longer illnesses.

PRE-ARRANGED ABSENCES

Parents are discouraged from taking their student out of school for any reason other than illness or other unforeseeable emergencies. Such absences adversely affect the quality of a student's education. The classroom teacher should not be expected to provide student work in advance for students who are taking pre-arranged absences. It is up to the classroom teacher as to whether work will be provided before a scheduled absence.

SHADOWING AT PROSPECTIVE SCHOOLS

Students wishing to shadow at a prospective transfer school or high school are encouraged to let the teacher know if their absence ahead of time.

TRUANCY

According to Oklahoma State law (70-10-106):

"If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences

to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.”

If a child meets either of the above criteria, the school administrator will notify (orally or in writing) the parent of the child that school attendance is required by State law. If within five (5) days after the warning has been received, the parent, guardian, or custodian of such child does not bring the child to school, then the principal shall make a complaint against the parent, guardian, or custodian of such child to the local truancy officer.

ADMINISTRATION

Messiah Lutheran School is owned and operated by Messiah Lutheran Church. The congregation elects a school board composed of members of the congregation. The school board appoints a school administrator who reports to the school board and implements the policies set by the school board. The classroom teachers report to the school administrator. Teaching staff is recognized as having a passion for teaching and has each child’s best interest at heart.

DISCIPLINE

All discipline should reflect the school’s belief that children are unique individuals created and loved by God. All discipline should help to guide the children into becoming responsible citizens of God’s world and should in no way be demeaning or punitive. Above all things, prayer should be shared with the child, as well as Law and Gospel. Classroom teachers will develop a system for their individual rooms to provide a culture of learning and Christian respect.

TEACHER’S PROCEDURE FOR HANDLING A DISCIPLINARY PROBLEM

When a disciplinary problem occurs, teachers will use the following action(s) as a guide:

- First occurrence: Child is spoken to and disciplined according to classroom rules.
- Second occurrence of the same problem: Child is spoken to and given a more serious punishment, such as longer time-out or loss of a privilege.
- Third occurrence: Child is sent to the administrator/principal for disciplinary action. The parent may be called. The principal will counsel with the student and pray with him or her. Disciplinary action may include (but is not limited to):
 - loss of recess time, in school suspension, isolation during lunch or during a particular class, and before / after school detention which may include job duties assigned by the teacher or principal.
- Fourth occurrence: Child is sent to the administrator/principal for disciplinary action and the parent is called. The principal will counsel again with the student. Disciplinary actions may include those mentioned above for the third occurrence or the student may be sent home for a suspension of at least one day effective immediately. A parent will be expected to pick the child up from school as soon as possible after being called.
- Upon return from being sent home from school, the student will, before returning to class, conference with the teacher, principal, and parent.

- Further incidents could result in the child being removed from the school.
- *Pray with the child after each disciplinary action.*

If the child refuses to cooperate with the teacher during the disciplining process, or in severe cases (hitting, fighting, disrespect to authority, cursing, use of vulgarity, etc.) the student is to be taken to the school administrator, who will follow through by:

- Discussing the situation with the child, following similar procedures to those described above for teachers/caregivers.
- Documenting the behavior in the child's behavior file.
- Telephoning the parents to inform them of the situation or sending a note home with the child at the end of the day (or by e-mail) in the event that the parents cannot be reached by phone. (The note is to be signed by a parent and returned.)
- Arranging a conference between teacher, administrator, parent, and, if agreed, the child.

In cases where a child threatens others with violence, brings to school forbidden items (guns, knives, other weapons, and/or controlled substances), or is involved in sexual harassment or touching, the child shall be immediately sent home. The administrator shall immediately inform the School Board President. Consequences of such infractions may be the following:

- Student is not allowed to return to school until a conference between parent, administrator, and teacher is held.
- Suspension of the student.
- Expulsion of the student (with School Board approval only).

Steps may be skipped for a serious offense. Documentation will need to be kept after each incidence for record and discipline purposes.

NO STAFF/TEACHER AT ANY TIME SHALL:

- Subject a child to a punishment of a physical nature.
- Use sarcastic remarks, harsh or profane language, or physical punishment (actual or implied).
- Punish the child in association with food, rest, or access to bathroom facilities.

STUDENT EXPECTATIONS

- We treat each other with respect and kindness in a way that is pleasing to God.
- Our language and actions are pleasing to God.
- We obey the adults in authority over us.
- We respect the rights and property of others.
- We act in a safe manner.
- We stay in the boundaries set by adults.
- We ask for adult assistance when conflicts cannot be solved fairly or safely.

IF UNACCEPTABLE BEHAVIOR OF A CHILD CONTINUES TO EXIST:

- A child may be restricted from the particular activity where conflict exists for a period of time.
- A child may be sent to the school office for further discipline.
- If there is still unresolved conflict, parents are asked for ideas on solving the conflict.
- If the conflict is severe and has not been resolved, the child might be asked to stay home for a suspension, depending on the severity of behavior.

If the conflict is determined to be a serious disciplinary problem, the child will be expelled from the school.

SERIOUS DISCIPLINARY BEHAVIOR

is defined as one in which the child's behavior:

- Hampers the smooth flow of the classroom or school
- Requires constant one-on-one attention
- Inflicts physical or emotional harm on other children
- Is physically abusing to staff and or teachers
- Does not conform to the rules and guidelines of the school.

BULLYING

At Messiah Lutheran School, we believe all students have the right to an educational atmosphere that is free from verbal and/or physical abuse. Bullying will not be tolerated and will result in disciplinary action. Bullying is defined as repeated physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created with the bully being stronger (or perceived to be stronger) than the victim and which causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors.

CONFLICT RESOLUTION

If a problem should arise in your child's classroom, please follow the Biblical guidelines, *"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."* (Matt 18)

First talk with your child's teacher. The Bible says to go to the person yourself and not to gossip and cause division. Please remember in all things to speak the truth in love and to use our words to edify each other in Christ's love.

If after that the problem is still not addressed to your satisfaction, please ask for a meeting with the administrator and the teacher. A conference with the Senior Pastor may also be arranged if necessary.

If the issue can't be resolved following these steps, the School Board may be contacted. The school office or church office will be happy to supply you with the current board chair's contact information.

ADDRESSING THE SCHOOL BOARD

In order to be considered to address the School Board, a written request letter must be submitted one week in advance of a scheduled School Board meeting. Such requests are to be sent to the School Board President via the church office. Request letters should briefly outline the issue or problem that is to be discussed.

The School Board President has sole discretion to approve or reject requests to address the School Board. The School Board President will refer letters received requesting permission to address the Board to the School Administrator and to relevant staff in advance of granting permission to address the School Board. It is the discretion of the School Board to consider items not on the agenda or other outside comments. While addressing the board, comments on discussion items are restricted to five minutes total for each item; i.e. if there are two speakers on one item, each is allowed 2 ½ minutes maximum to address the School Board. The School Board will use its discretion at each meeting on any items brought to them outside of the agenda as to whether these items will require any immediate action.

VISITORS TO OUR CAMPUS

For the safety of our students, outside doors remain locked at all times while school is in session. Parents and other visitors to the school must identify themselves through the intercom at the school entrance and wait for a school official to open the door or to respond over the intercom. If the visitor is not known by the school official, the visitor must identify himself by name and state the reason they desire access to the building, and may be asked to show a picture ID. The school official will determine whether or not to admit the visitor. Upon being admitted, all visitors and parents must stop at the school office to sign in and get a visitor's pass/badge so that school personnel are aware of people who are in the building. Visitors must keep the badge visible for the duration of their visit to the campus.

CURRICULUM AND ASSESSMENT

Our curriculum includes all of the Oklahoma required curriculum as well as additional objectives recommended by schools of the Lutheran Church—Missouri Synod. Copies of the written curriculum are available in the school office and in each classroom. Our curriculum provides experiences that focus on the needs of the whole child. We incorporate activities of many kinds--visual, listening, oral, and reading--along with many hands-on activities. It is comprehensive and basic with emphasis upon developing constructive attitudes toward learning and interpersonal relationships among children and teachers, as well as establishing a solid foundation necessary for academic excellence and progress in the next grade.

CHRISTIAN CURRICULUM

Above all, our curriculum is centered in Christ. Christian training and instruction are basic to Messiah Lutheran School's existence. For religion lessons, we use the *One in Christ* curriculum, from Concordia Publishing House. All children receive daily religious instruction based upon God's Word and the Lutheran Confessions. Memory work is included as a vital part of religious instruction. Chapel services are held weekly where offering is taken. Offering monies are designated for a particular purpose at the beginning of each semester.

PRESCHOOL AND PREKINDERGARTEN

Our preschool and prekindergarten classes focus on developmentally appropriate hands-on activities to foster creative thinking and problem-solving skills. Students learn to work independently and in small groups, and social skills are enhanced through positive interactions with other students. Weekly and monthly themes introduce letters, letter sounds, colors, shapes, numbers, and other foundational concepts to begin laying a strong academic foundation.

KINDERGARTEN

Our kindergarten class focuses on developmentally appropriate hands-on activities to foster creative thinking and problem-solving skills. Students learn to work independently and in small groups, and social skills are enhanced through positive interactions with other students. A foundation is established through the development of a sound knowledge base and a love of learning that will serve the students well in later academic efforts.

GRADES ONE THROUGH EIGHT

For grades one through eight, the school day consists of classes in math, religion, science, social studies, and a language arts block with instruction in reading, language, spelling, and writing skills. Our classroom teachers and school administrator are all certified by the State of Oklahoma. Many are also Commissioned Ministers of Religion, certified by the Lutheran Church—Missouri Synod.

SPECIAL CLASSES

Messiah is pleased to offer music, art, physical education, and library to all students in grades PK-8. Computer classes are available for 1st-8th grades. . All PS-8th grade students will take PE every year. Students in 5th-6th grades will also complete one semester of each of the following electives: music, technology, Spanish, art. 7th and 8th grade students may choose semester electives from the following list: music, technology, Spanish, art, and life skills. Students are required to complete one semester of the life skills elective.

ATHLETICS

Students may participate in our soccer program offered through soccer shots. All student athletes are expected to maintain passing grades to remain eligible. Other sports team activities are determined by interest and enrollment.

TEXTBOOKS

All textbooks furnished by the school must be returned at the end of the year or at the time of withdrawal from the school. Any damage, in excess of normal wear, or loss of such materials must be paid for at the close of the school year or at withdrawal.

READING

To foster life-longer learners and build reading skills, all students in grades K-8 are required to read 100 minutes per week outside of the school day and to have their reading time verified by

parents in their reading logs. Reading assessments through the Renaissance program are given to students throughout the school year.

ACHIEVEMENT TESTING: IOWA TEST OF BASIC SKILLS

Achievement tests are administered to students each spring in grades 1 and above. Although research indicates that test scores in grades 1 and 2 are not fully reliable, we test at these levels to give students the experience of performing in a standardized testing situation. . The Iowa Test of Basic Skills is the assessment used. These tests enable measurement of the academic growth of students and to assess the quality of curriculum and teaching methods.

PARENT/TEACHER CONFERENCES

Conferences are held in the fall and the spring semesters. This conference helps to provide a more complete understanding of the child's academic, social and spiritual growth. The teachers provide sign-up sheets to schedule meeting times. All parents are urged to attend. Other parent/teacher conferences will be scheduled as needed.

PARENT-TEACHER LEAGUE (PTL)

All parents are encouraged to join the Messiah Lutheran School Parent-Teacher League. The PTL holds regular monthly meetings and schedules other as needed. The PTL assists the school through various projects and fundraisers. They work closely with teachers and the school administrator to help address needs of students and staff.

Their Facebook page is: <https://www.facebook.com/groups/MessiahLutheranPTL>

FIELD TRIPS/TRANSPORTATION OF STUDENTS

Field trips are a wonderful part of our curriculum that aid in learning and development. Students are expected to follow school policies on field trips. Parents will be notified in advance and will be asked to sign a permission slip.

Students are transported on field trips in a church/school vehicle whenever possible. Students may travel with their own parents, but will not be allowed to ride with another adult unless that adult driver has provided the school with the following:

1. Proof of insurance, with a minimum coverage of \$100,000/\$300,000 and with Uninsured/Underinsured coverage (UM coverage) as well.
2. A current copy of a clean driving record from the Oklahoma Department of Public Safety. Record request forms may be obtained from the school office. The \$25 cost of the record check will be split between the parents and school.
3. A parent of the child rider must also sign a permission slip, agreeing to allow the child to ride with an approved adult driver.

Transportation of students will follow Oklahoma law when it comes to booster seats and seat belts. Booster seats/ car seats must be provided by the parent if their child is required to ride in one according to Oklahoma Law.

CHAPERONE EXPECTATIONS

Chaperones are an important component of making field trips successful. They are an extension of the teacher's eyes and ears to help ensure the safety and enhance the learning of the students involved.

For a chaperone to be considered to accompany students on a field trip the individual must:

- Be a parent or guardian 21 years of age or older
- Have a valid driver's license and proof of insurance (if driving is part of the transportation involved)
- Recognize that the sponsoring teacher is the staff member in charge, and will serve at the direction and supervision of the coordinating teacher
- Refrain from alcoholic beverages, illegal drugs, and/or tobacco for the duration of the trip
- Follow all policies, procedures, and/or laws for the safety of all who are participating in the trip. This includes transportation, the venue, and all other time spent off campus.
- Report misbehavior directly to the staff member in charge
- Maintain oversight of the children entrusted to you at all times
- Keep cell phone usage to a minimum
- Engage in age-appropriate topics of discussion with students
- Be supportive of the teacher and/or tour guides by setting an example of attentiveness
- Consent to being on duty at all times during an overnight activity (unless otherwise excused by the teacher in charge)
- Respect the confidentiality of any information gained about an individual student and not share it with others
- Complete and sign a chaperone guidelines page to be kept on file in the school office

MEDICATION

We encourage that the administration of medicine to students be done outside of the school day whenever possible. However, if your physician decides it is necessary for your child to receive medication from school personnel during the school day, the following regulations must be met:

1. Medication needs to be brought in the original container with the appropriate label or doctor's prescription intact.
2. A "Request to Administer Medication" form signed by the parents needs to accompany all medication.
3. Anytime the medication dosage or time of administration is changed, a new bottle must be brought in and a new form must be signed.
4. All medications will be kept in the school office.
5. Students may keep inhalers with them, provided there is a doctor's permission note and parent permission is on file.

OTHER HEALTH CONCERNS

Messiah Lutheran School is concerned about the health of its students and is obligated to protect their health in whatever ways are reasonably possible. To this end, we have established

the following guidelines:

- Parents must inform the school office and the classroom teacher about any serious dietary restrictions/allergies. These items should also be recorded in the student's medical information as part of the school portal
- Students, teachers, other employees, and volunteers will not be allowed in school with a fever, vomiting, head lice, pink eye, or any other symptom of disease or illness.
- During times of high infections rates within our school population, school staff may take temperatures before students are allowed to enter the building

If a student has an elevated temperature of 100.0 or higher, the student will be sent home. The student is not to return to school until he or she has been fever-free for 24 hours, without the help of fever reducing medications. A child who has a contagious illness, skin or eye infection, diarrhea, or vomiting should stay at home until at least 24 hours from the last symptom; again, without the help of symptom reducing medication. If your child should exhibit these symptoms at school, you will be notified and asked to pick the child up.

- When a child becomes ill at school, the child will be made as comfortable as possible until such time as arrangements can be made for having him or her picked up. An attempt to call the parent listed first in the database will be the first, then the other persons listed in the emergency information.
- Each student must have an authorization for emergency medical treatment form on file in the school office. Although this form will be used only in cases of extreme emergency, it is very important that parents complete a form for each child. Be certain to contact the school office if your family doctor or emergency phone numbers change.
- Children are not permitted to attend school in Oklahoma unless their immunization record is up to date. Each child must have all required immunizations as prescribed by the Oklahoma Department of Health. Contact your family doctor or the local public health office for details.
- If the child has any physical restrictions, the school must be provided a doctor's note explaining what these restrictions are. A doctor's note is also required if the child is not to participate in physical education class or recess for an extended period of time.

FIRST AID

First aid supplies will be maintained in the office and classrooms, and taken on field trips as necessary. Teachers have received first-aid training.

If a student is injured while in school care, the following procedures will be implemented:

In cases of minor injury (cuts, scrapes, bruises):

- Provide immediate first aid and comfort.

- Parents will be contacted in cases of head injury and provided with written notification and additional guidelines.

In cases where medical attention is deemed necessary:

- Whenever possible, a teacher or staff member will remain with the student and summon for help;
- parents will be notified as soon as possible.
- In case of a minor emergency, a child may be taken to the nearest emergency facility. A teacher or staff member will remain with the injured child until a parent or other authorized adult arrives.
- The injury will be reported to the school administrator, and an accident/injury report will be completed.

In case of a serious medical or dental emergency the following steps will be taken:

- 9-1-1 will be called
- Parents will be called. If a parent cannot be reached, alternative emergency numbers will be called.
- A teacher or staff member will remain with an injured child in an emergency vehicle or at an emergency facility until a parent or other authorized adult arrives.

SOCIAL MEDIA/ INTERNET USAGE

RULES FOR ACCEPTABLE USE OF THE INTERNET

- Inappropriate language swearing, abusive language or other vulgarities are strictly forbidden.
- Using another's login ID or password without permission is prohibited.
- Illegal activities are strictly forbidden. It is illegal to hack or gain illegal entry into other computers.
- Use the network in such a way as to not disrupt the use of the network by others. Hardware or software shall not be destroyed, modified, or abused in any way. Use limited system resources wisely.
- Any use of the network for product advertisement or political lobbying is prohibited. Students may not order books, newsletters, or other products on the network unless authorized by the teacher or administrator.
- Personal addresses and phone numbers of students are not to be revealed over the Internet.
- Users must abide by all copyright laws.
- The school administrator or the MLS School Board have the right to modify these policies for network and Internet usage at any time. Parents will be notified of any changes to these policies.

- Messiah Lutheran School reserves the right to remove a user account on the network if these policies are not followed.

The use of networks and the Internet is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. The school administrator will deem what is inappropriate use. Such decisions are final. The administrator may deny, revoke, or suspend specific user accounts or close accounts at any time as such action is warranted or required.

MLS will not assume any costs, liability, or damages caused by the way in which the person assigned to an account uses the network/Internet access.

Violations of the Internet Acceptable Use Policy may result in a loss of access as well as other disciplinary or legal actions.

SOCIAL MEDIA AND INTERNET PRESENCE

Students or parents who identify themselves with Messiah Lutheran School on social media should keep in mind that they are representing the school in a public forum. Any personal site which contains the name and/or identity of the school may not contain personal information about students, inappropriate images or language that could contradict the values of Messiah Lutheran Church and School as stated in the mission statement and Parent/ Student Handbook. Enrollment at Messiah Lutheran School may be in jeopardy if individuals are found to be in non-compliance.

SCHOOL COMMUNICATION THROUGH SOCIAL MEDIA

Messiah Lutheran School has its own web site and Facebook page on the internet. The address for the web site is www.messiahlutheralschool.com Messiah's Facebook page can be found at <https://www.facebook.com/MessiahLutheranOK>

The main purpose of these web pages is to improve communication between our school, our parents, and the community.

PUBLISHING PICTURES AND INFORMATION

As a school, it is important to recognize and celebrate students and their work. There may be times when pictures of your child classwork your student has done will be published on our website or social media pages. Messiah Lutheran School will not print names or any other personally identifiable information about your child on our sites under any conditions.

Board policy requires written parent permission before a student's picture or class work can be posted on the Internet.

Parents are asked to be respectful of these wishes when sharing their own photos or videos of school events. Please contact the school office if you are unsure if a student's image may be published.

Parents are encouraged to include their family address in the online school directory. This

school-wide directory will be available to school families through the online student information system. Families wishing to opt out of having this information available to the rest of the student body and their families are asked to change the settings on their family page within the school portal.

INTERNET & NETWORK USE

Messiah Lutheran School believes the Internet offers vast, diverse, and unique resources to students. Access to the network and the Internet will enable students to explore thousands of on-line resources. Students can tour the world's museums, conduct research at all the major colleges and universities, or simply chat with students in other countries to practice foreign language studies and learn about other cultures.

We are pleased to offer students of MLS access to the network resources and Internet. To access the Internet, all students must obtain parental permission. An Internet Permission and Agreement must be discussed with the student and signed by the parent and student as part of the signature page included with this document. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, Messiah Lutheran School supports and respects each family's right to decide whether or not to apply for access.

MLS is proud of its students and the exemplary behavior they display when representing our school. To ensure the same behavior is shown while students are using the network, access to network services is given to children who agree to act in a considerate and responsible manner, following the attached guidelines. Each person who uses the Internet will receive information as to the proper use of the network before signing the attached Internet Permission and Agreement Form.

Messiah Lutheran School will make every effort to ensure that all users comply with appropriate on-line behavior. MLS has implemented software to filter students from accessing inappropriate or offensive Internet sites. Ultimately, however, MLS will not be held responsible for restricting, monitoring, or controlling the communication of individuals using the network.

INTERNET/ NETWORK EXPECTATIONS:

- The internet will be used for academic research and productivity when accessed in the school building.
- General school rules for behavior apply online as well as in person.
- Attempts to circumvent, impede, or dismantle security measures or the filtering services will result in disciplinary action and/or the loss of internet privileges.

- Access to the electronic information system is a privilege, not a right, and will be revoked if misused.
- Computer storage areas are subject to the same oversight as school lockers and backpacks. Nothing stored on school computers is completely private.

Users of the network are expected to:

- Be polite
- Use appropriate language and graphics
- Respect equipment
- Not share personal information (last name, birthdate, phone number, address, etc,) via the internet
- Use the computer resources for academic activities only
- Consider their audience whenever interacting with someone else online

Each student at Messiah Lutheran School in grade 1 and above has been assigned an email address and login information pertaining specifically to them. They will be taught how to use this information in an appropriate way. All email to the school accounts is subject to inspection by school staff.

PERSONAL POSSESSIONS

Students are not to bring personal possessions to school without the teacher's permission, including toys. When permission is granted to bring personal items, they should be marked with complete identification. Coats and other articles of clothing should all be labeled with the student's name. Items such as video games, iPods, cameras, other electronics, collector's cards, large amounts of money, pocketknives, laser pointers, and lighters are never to be brought to school and will be confiscated and held until a parent comes to pick them up.

CELL PHONES AND OTHER HANDHELD ELECTRONICS

Students who feel it necessary to bring a cell phone to school MUST check the phone into the school office before heading to the classroom. Phones will be given back before the student goes home for the day. The school will assume no responsibility for items that are damaged or stolen at school.

BACKPACKS

Any backpack entering Messiah Lutheran School property is subject to search by school authorities or law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose.

DANGEROUS ITEMS

No illegal drugs or unauthorized medications are permitted at school. No kind of weapon or explosive device is permitted at school. Possession of such items could result in the involvement of local law enforcement.

FIRE/TORNADO/EMERGENCY DRILLS & PROCEDURES

Emergency exit plans are posted in each room throughout the building. Emergency drills are conducted throughout the school year. Students are expected to take all such drills seriously and to follow their teacher's directions quickly and quietly.

In cases of actual hazardous weather conditions in which students have taken shelter, parents are requested not to put themselves at risk by traveling to the school or by taking students out of the building while dangerous conditions prevail. Please take care of your own safety and allow us to provide for the safety of your child.

In the event of lockdowns or other shelter in place circumstances (such as severe weather), students will not be permitted to leave their designated safe area. Parents may or may not be allowed to join them in the designated safe area depending on circumstances.

UNIFORM POLICY

All MLS students in PK-8th grade are required to wear a school uniform. Our uniform policy is designed to teach young people an "outward adornment" that reflects the inner beauty of our Lord Jesus Christ. It enhances the development of a *meek and quiet spirit, which is in the sight of God a great price*. The School Board has adopted a Uniform Policy for Messiah Lutheran School students. Students are expected to dress in the appropriate uniform attire each school day. Land's End has been selected as the exclusive clothing outlet for obtaining plaid uniform items. Other retailers may be utilized for day to day uniforms, provided that the guidelines are followed. A copy of the most recent guidelines is provided at the end of this manual for easy reference. Failure to comply with the Uniform Guidelines will result in disciplinary action for students. For the first offense, a reminder note will be sent home and the student will have their infraction recorded in the uniform book. For additional offenses, disciplinary action will be taken which could include sending the child home. The administrator will be the final authority on uniform compliance decisions.

DROP OFF AND PICK-UP

Students will be dropped off at the school (northeast) entrance and picked up at the church sanctuary (south) entrance or the school doors each day. Parents must stay in the car line and are not permitted to park in the circle drive. If you need to speak with a teacher, please park and come in to the school building.

Students should not be left unattended at the school entrance before the doors open in the morning. If the driver must leave before the doors open, the student must be checked into before care.

The online data base provides a section in "contacts" to list authorized individuals to pick up students, indicated with a check mark in the column that looks like a school sign. Students will not be released to anyone not listed without prior approval from a custodial parent or guardian.

ID may be required for individuals not often encountered with students.

Parents are responsible for providing notification to the school office in the event that the child

will be riding home with someone not on the pick-up list. Please give the full name of the person who will be picking up the child and inform him or her to bring a picture ID if they are not known to school personnel. If administrative personnel has not received a written and signed note in advance, the child will NOT be allowed to leave school accompanied by someone not on the list.

Parents are expected to stay in their cars and stay in the car line to pick up their children. If additional loading time is necessary, parents are welcome to park and walk up to the school doors to pick up their student.

Students wishing to ride a bike or walk away from campus must have a signed permission slip on file in the school office.

Students being picked up before the end of the school day must be signed out through the school office.

All students that have not been picked up by 3:45 p.m. will be taken to after school care and a fee will be charged.

A late fee of \$5.00 will be charged for any PS or Half-Day PK students who are not picked up within 15 minutes of class dismissal time.

BEFORE AND AFTER SCHOOL CARE

Messiah Lutheran School offers Before and After School Care (BAC) for any student. The hours are 7:15 a.m. to 8:05 a.m. and from 3:45 p.m. to 5:45 p.m. Pricing is listed as part of the fees scheduled published each year. Parents with more than one child enrolled in the program will receive a 50% discount for the second and subsequent children enrolled. **Parents of children not picked up by 3:45 will be billed for after care. A late fee of \$5.00 will be charged for students picked up after 5:45 p.m., with an additional \$5.00 charged every fifteen-minute increment after 6:00pm.**

Students who attend Wednesday night T.E.A.M will be charged for aftercare.

TELEPHONE

The school telephone number is 405-946-0462. Students will not be allowed to accept incoming calls at any time. If you need to leave a message for your child you may do so with the school secretary. Students will not be allowed to make phone calls except in emergencies or special circumstances. If a student brings a cell phone to school, it must be checked in the school office at the beginning of the day. Students who do not follow this policy run the risk of having the phone kept in the principal's office for an indefinite amount of time or until signed out by the parent.

LUNCHES

Hot lunches will be provided for each full day of school. Pricing and lunch calendars will be available through the school database. Lunches will be ordered through this online system.

Students must bring a lunch from home when choosing not to eat the hot lunch, and are expected to **bring any necessary utensils**.

Please check your lunch calendar carefully each day to ensure that your child brings a lunch when a hot lunch is not paid for. Parents will be contacted if their child is not on the hot lunch list and without a sack lunch. Parents may bring a lunch to their child by 11:30 a.m., or choose instead to be billed for an add-on lunch (sandwich and piece of fruit, or leftovers of the daily meal if available) furnished by the school.

SCHOOL CLOSINGS

INCLEMENT WEATHER

In the event of inclement weather Messiah Lutheran School will notify local TV stations (CBS, NBC, ABC, and FOX affiliates) as soon as a decision is made, but prior to 6:30 a.m. at the very latest. Please watch these television stations to learn when Messiah Lutheran School is canceled or delayed due to snow or other inclement weather. Notification will also be posted on the school website, the Facebook page, email notification, and through group text.

DISTANCE LEARNING/ CLOSE OF SCHOOL GUIDELINES

In the event that Messiah Lutheran School needs to close for inclement weather, sickness outbreak, facility repairs, or any other reason, the school administrator will choose from the following list of options.

No School Day

Students and teachers will not report to school. Attendance will not be taken, no assignments will be given.

Distance Learning Day

Students will not report to school. Attendance will be taken according to classroom procedures. Teachers will assign work as appropriate to continue with the curriculum, and the time projected for school closure.

During distance learning, students in grades 1-8 will be required to log in to the school system using their school portal at some point during the day. Specifics will be communicated no later than 8am on the day of distance learning in the event of a single day closure, or 8pm the night before for days numbering two or more consecutively.

Students engaged in Distance Learning will be expected to use whatever platforms the teacher

utilizes for instruction during the day. Specific schedules and instructions will be made available in individual classrooms from teachers, and posted on their front pages in the school data base.



Messiah Lutheran School

UNIFORM POLICY

August 2022

UNIFORM

(adj.) 1. Never changing or varying. 2. Identical with another or others.

(n.) An outfit that distinguishes the wearer as belonging to a particular group.

The Gospel calls the people of God to lead simple lives. Messiah Lutheran School has its students wear uniforms for the following reasons:

- Uniforms are an outward sign that the material wants of our society should not be a dominating concern.
- Uniforms allow our students to lead simpler lives by not having to worry about what they will wear each day to school. The children can come to school each day and keep their minds on their studies rather than worrying about impressing their peers with what they are wearing.
- Uniforms are a symbol that all children who attend this school are equal—no distinction between those who have money and those who do not.

GENERAL UNIFORM GUIDELINES (ALL STUDENTS)

Students must always be in uniform unless qualifications have been met for special out-of-uniform days

- Students shall be well groomed. Clothes should fit properly, and be neat and free from stains, tears, or excessive wrinkles.
- NO LOGOS are to appear on any part of the daily uniform shirts or pants, with the exception of the Messiah crest. Jackets and/ or sweaters worn in the classrooms must be a solid school uniform color (navy, white, red, black, gray) acceptable brand label logos must fit within the shown rectangle. Examples include Colombia, Nike, North Face, etc.
- No cosmetics or tattoos are permitted at school. (7th/8th grade girls are permitted to wear light make-up. It must be natural looking.)
- Hair must be clean and neat, out of the eyes, and non-distracting.
- No unnatural hair colors or outlandish styles are permitted.
- Boys' hair length must be above the collar.
- Hair accessories: Bows, headbands, and barrettes are permitted, but should match the colors in the Messiah uniform (navy, red, white, gray, khaki.) The size, material, and message conveyed should be appropriate and not be distracting.
- Jewelry: No more than one each of the following: watch, bracelet, ring, necklace, small stud earrings. Earrings may be worn by girls only-one earring per lobe, no dangling.

Logos must be completely covered by this rectangle.

- No hats are permitted to be worn in the school building.

BOYS' AND GIRLS' UNIFORM TOPS:

- Red, white, or navy polo-style shirt
- 7th and 8th grade students may wear any color polo-style shirt (no logos)

BOYS' AND GIRLS' UNIFORM BOTTOMS:

- Khaki or navy
- Worn at the natural waist
- No "sagging".
- Pants/shorts should have belt loops and tailored pockets.
- No cargo pants or shorts are permitted.
- Shorts or skirts (for girls) are to be no more than 2" above or below the knee.

UNIFORM SHOES:

- Students should wear sports/tennis or other closed toed, solid back shoes each school day.
- Shoes should be well maintained and fit your child's foot for safety and the comfort of your child. Light-up shoes are not permitted. Boots are not permitted. (Boots may be worn for warmth to/from school only--student must bring appropriate shoes to wear during the school day.)
- Socks must be worn.
- Tennis shoes are required on P.E. days.

CHAPEL UNIFORM GUIDELINES

Chapel attire must be worn on chapel days, but is also acceptable on regular school days.

CHAPEL UNIFORM FOR GIRLS

- PK-4th Plaid jumpers or skorts (Length should be no shorter than two inches above the knee.)
- 5th-8th may wear plaid pleated skirts in addition to jumpers or skorts (Same length requirements as above)
- *Shorts should be worn under jumpers or skirts for modesty. These are not required to be of uniform style, but should not visibly extend past the hemline of the jumper/skirt when sitting or standing.*
- White blouses, **tucked in** (Peter Pan collar, button down oxford) or middie blouse with sailor collar
- White, red, navy socks or tights.

CHAPEL UNIFORM FOR BOYS

- White button-down shirt, **tucked in**. Belts are suggested, but not required.
- Navy or khaki pants or shorts. Pants and shorts should have belt loops and tailored pockets.
- Messiah plaid tie

- White, red, or navy socks.

FRIDAY DENIM

- Students are allowed to wear denim blue jeans, shorts, capris, or skirts, on Fridays.
- Denim should be clean, well fitting, free of holes, and must be worn at the natural waist.
- **Skinny leggings and jeggings are not permitted.**
- Uniform polos or Messiah t-shirts may be worn with jeans.

Students who violate the uniform policy must sign the uniform violation book in the school office, and parents will be notified. The second violation of the uniform dress code will result in that student being denied participation in the next Friday jeans day and/or loss of recess. After the third violation, parents will be called and expected to bring appropriate wear to school. Students will remain in office area until correct uniform is brought, and will serve lunch detention for this violation and every violation thereafter.

Shorts are permitted to be worn year-round, but will not be an excuse to stay inside for recess. Students will be expected to go outside if the rest of the student body is participating in outdoor recess; any time the temperature/ wind chill is above freezing.

MLS Administration reserves the right to make final decisions about appropriate dress and compliance with dress code.

All Messiah plaids (skort, jumper, pleated skirt, and tie) and logo free sweaters/ sweatshirts may be purchased from Land's End. You can order online at landsend.com. The school number is 900185851

