



*Academic Excellence,
Christian Community*

PARENT HANDBOOK

2016-2017

MESSIAH LUTHERAN STAFF

Pastor:	Rev. Jerome Burce
Principal:	Mrs. Helen Casselberry
School Secretary:	Mrs. Mary-Ann Coreno
Preschool:	Mrs. Julie Bacon
Kindergarten:	Mrs. Megan Jackson
Grade 1 Teacher:	Ms. Katelyn Wcislo
Grade 2 Teacher:	Mrs. Kathy Neumann
Grade 3 Teacher:	Ms. Priscilla Hinsch
Grade 4 Homeroom:	Mrs. Heidi Kanz
Grade 5 Homeroom:	Mrs. Lisa Hill
Middle School Math/ Science:	Mrs. Janice Silcox
Middle School Soc.Stud.:	Mr. Peter Rowe
Middle School ELA:	Mrs. Lindsey Poole
Discovery/5-8 Technology/ 7-8 Honors Math:	Mrs. Nancy Shucofsky
K-4 Technology/ 3 rd Grade Science Teacher:	Mrs. Sarah Jackson
Classroom Aides:	Mrs. Diane Herynk, Mrs. Jill Straffen
Choir Director:	Mrs. Kate Ilg
Librarian:	Mrs. Diane Herynk
Bookkeeper:	Mrs. Lisa Daley
Recess Supervisor:	Mrs. Jill Straffen
Auxiliary Services Clerk:	Mrs. Julie Moomaw
Custodian:	Mr. Orazio Masucci
Tutor:	Mrs. Linda Mincher
Psychologist:	Mrs. Lorene Mihalko
Before Care Supervisor:	Mrs. Jill Straffen
After Care Supervisor:	Mrs. Cheryl Raimann

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PRINCIPAL'S GREETING

Dear Messiah Families,

Welcome to the 2015-2016 school year! I hope you share my excitement for what is sure to be another year of growth and blessing for our students at Messiah School. We pray that the year brings growth and blessing for parents and families of our students as well.

Messiah Lutheran School is accredited by the Evangelical Lutheran Education Association. It is a quality learning institution, but it is also much more than that. Our staff is committed to your children and their growth as complete individuals. To that end we will use our talents, our energies, our intellect, and our prayers. God has blessed this place and the people learning and working within it. We invite you to be an integral part of our Christian community in service to your children and our Lord.

This handbook is an opportunity for you to learn more about our school, your child's role, and your role as parents as we collaborate. The information contained here is important for understanding our operations and ensuring consistent communication among parent, child, teacher and school.

My door will be open for your comments, concerns, suggestions and encouragements. We are grateful for the opportunity to serve you, and honored to be your partners in your child's education. May God bless our efforts together in ministry to His children and to each other.

Yours in Christ,

Helen Casselberry, Principal

SCHOOL MISSION

Messiah Lutheran School is a mission and ministry of Messiah Lutheran Church serving students and their families. We are devoted to developing children's God-given talents, abilities, and faith, that they may be effectively prepared to lead successful lives of service that glorify God.

SCHOOL PHILOSOPHY

Messiah Lutheran School is committed to the growth of children as Christian individuals-- spiritually, academically/cognitively, socially/emotionally, and physically. Each student is taught appropriately for their age, stage of development, and individual needs in a nurturing environment of academic rigor and Christian love.

Our high standards of achievement for all students are both a celebration of the gifts that God has invested in them and preparation to utilize these gifts to the fullest in their future lives, education, vocation, service, and challenges. We believe that learning extends beyond the classroom walls, and we provide a variety of co-curricular learning experiences through athletics, activities, and service opportunities.

Faith in our Lord and Savior Jesus Christ and in His gift of salvation to us through his death and resurrection are the focus and motivation for everything we teach. Through this faith, each child learns that he/she is a redeemed child of God, and that he/she has been gifted with abilities from God in order to share God's love with those in our community and the world.

Through our program, we assist parents in helping their children:

- glorify God with lives that reflect growing confidence in the Gospel of Jesus Christ.
- discover, develop, and apply their unique God-given talents and abilities.
- grow in academic, critical thinking, and problem-solving skills.
- serve God, their church, their community, and their world.

CHURCH MISSION

We believe that Messiah Lutheran Church is an outpost of God's ongoing mission in Jesus Christ to rescue and save the world for himself.

Through the power of the Holy Spirit at work in the hearing of the Gospel, we are here to draw people into the life of Christ, to build them up in the word of Christ, and to send them into the world as agents of God's promise in Christ for all people.

To this end we aim to keep our church anchored in the Gospel, committed to excellence, and known for its first-rate educational and outreach ministries. We pray that God will continue to shape us as an attractive, vibrant, and energetic Lutheran congregation that church-seekers are eager to explore, members are glad to recommend, and the wider community is moved to thank God for.

WHAT WE EXPECT OF OUR PARENTS

Our expectations can be summed up in one word: **COOPERATION**. Each of us must meet our own responsibilities if our common goals are to be met. To this end, we expect our parents to:

TEACH and MODEL for your child that school faculty and staff are to be regarded as his or her God-appointed guardians; children are to obey and respect them at school the same as his or her own parents.

KNOW Messiah Lutheran School's purpose and the principles upon which they are predicated.

CONSULT with us immediately when you have a problem or concern. First, contact the teacher(s) involved. Parent contacts made directly to the principal will be redirected to the appropriate teacher(s). If no satisfactory understanding can be reached, the matter should then be referred to the principal. Your final step is an appeal to the School Board, through its chairperson. We are eager to consult with you any time – simply call for an appointment. **Never discuss a complaint in the presence of the child(ren).**

INVOLVE yourself positively in your child's school as time and talent permit.

WORSHIP with your child through regular church and Sunday School attendance. The philosophy and objectives of Christian education would rule that **regular church and Sunday School attendance is expected.**

Your Christian home will be strengthened when you worship together and study the Word in private and group settings. Regular church and Sunday School attendance are essential to strength and growth as a Christian. Here at Messiah, a Sunday morning schedule beginning in the fall provides for a separate educational hour with programs for both adults and children. Contemporary worship is also offered on Saturday evening. Your family's participation is strongly encouraged. When your child is scheduled to participate in choir presentation, his/her attendance is required. Sunday worship activities develop character and demonstrate unity of purpose between home and school.

Members of Messiah Church sign a covenant committing to regular church attendance. Sunday School and Church attendance will be reported quarterly to the pastors. Families who are not members at Messiah are strongly encouraged to be active at their own church or look for a church home that will satisfy their family needs.

PRAY for us as we promise to pray for you.

A PARENT'S PRAYER:

Heavenly Father, make me a better parent. Teach me to understand my children, to listen patiently to what they have to say, and to answer all their questions kindly. Keep me from interrupting them or contradicting them. Make me as courteous to them as I would have them be to me. Forbid that I should ever laugh at their mistakes or resort to shame or ridicule when they displease me. May I never punish them for my own selfish satisfaction or to show my power. Let me not tempt my children to lie or steal. Guide me hour by hour that I may demonstrate by all that I say and do that honesty produces happiness. When I am out of sorts, help me, O Lord, to hold my tongue. May I ever be mindful that my children are children and I should not expect of them the judgment of adults. Let me not rob them of the opportunity to wait on themselves and to make decisions. Bless me with the bigness to grant them all their reasonable requests and the courage to deny them privileges I know will do them harm. Make me fair and just and kind and firm. Fit me, O Lord, to be loved, respected and imitated by my children. Amen.

ADMISSIONS

Request for enrollment is acted upon following the filling out of an application form and interview with the principal. Maximum class limits have been determined by the School Board. Messiah members are also required to submit the church Covenant. An application fee is to accompany each application. All new students will be tested prior to admission unless recent adequate test data is available and sufficient.

Kindergarten admission standards of the school district in which the child resides shall apply in every case and admission shall require proof, birth certificate or other, of proper age (5 by September 30), and shall be subject to parent-teacher conferences, observation by the teacher, and testing as necessary.

All new pupils will be accepted on a probationary basis during the first year of their attendance. Admission presupposes, as necessary or required an adequate transfer of records, parent-teacher conferences, and testing. Probation ceases automatically at the end of the school year unless prior notification is given to the parent.

Grade placement recommendations of transferring schools will be honored for the trial enrollment period, without exception, unless our testing suggests a different course of action.

Severe physical, mental, and/or emotional disabilities require special considerations prior to enrollment. These considerations may include the experience, ability, and training of the teacher; the size and make-up of the class; the grade level; and referral by the child's pastor.

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

FINANCE

An outline of tuition, fees, and discounts may be obtained from the school office.

Messiah Lutheran School is maintained by the members of Messiah Lutheran Church. The combined costs of teachers' salaries, utilities, custodial service, supplies, books, and equipment represent a large outlay of money. Members of Messiah lend financial support to the school, whether they have children enrolled or not, through their regular envelope contributions. All students at Messiah School (whether or not they are members of Messiah Church) receive significant support from Messiah Lutheran Church.

TUITION DISCOUNTS

The **Active Member Discount** shall be applied beginning with the next full semester following reception into active, participating church membership as determined by the Board of Deacons in consultation with the pastor(s) and the principal. The Community rate(s) will apply for Messiah members who do not have the Covenant properly signed by the pastor. The Covenant will be reviewed by a committee in August and January. Recommendations to move an active member to inactive member status would be made to the Board of Deacons. Messiah members moved to inactive status by the Board of Deacons during a semester will be billed (pro-rated) at the standard rate without discount beginning with the date of the action taken by the Board of Deacons. The same procedure for billing will apply to a reinstatement to active membership.

The **Refer-a-Family Discount** will be applied to any Messiah school family who recruits a new non-Messiah student(s)/family in grades K-8. The incentive will be credited to the following year's tuition, provided the new student(s) remain enrolled at Messiah for a full school year. If the recruiting family has only an 8th grade student, the incentive will be paid in cash from the tuition account. This incentive is applicable for each new student family recruited, with no limit. This incentive could be split in an agreeable manner if multiple families are identified as being primarily responsible for the recruitment. The School Board will review and approve all incentives.

The **Partners in Ministry Discount**: While the presence of a school has benefited the membership of Messiah Lutheran Church, it is not our intention to attract transfers from other Christian churches in the area. While we encourage Messiah School families without home congregations to consider membership at Messiah Lutheran Church, we also encourage families who *do* have a home church to remain active members there. A *Partner in Ministry* church may subsidize its member's tuition cost and Messiah Lutheran Church will match dollar for dollar the amount. The maximum combined subsidy amount may not exceed the amount specified on the tuition worksheet. Subsidies by the *Partner in Ministry* church are matched by Messiah Lutheran Church upon payment (not before). An enrollment form enables Messiah Lutheran Church to plan for the subsidy, but does not commit

Messiah Lutheran to a tuition subsidy before payment by the *Partner in Ministry* church. Any unpaid subsidies will not be matched, and any unpaid tuition amounts would become the responsibility of the student's family.

FINANCIAL AID

To assist those who might find the financial requirements of sending their child(ren) to Messiah overwhelming burden, the Paul J. Glawe Financial Assistance Program has been set up. Applications for returning students must be submitted online through FACTS Grant-In-Aid (factstuitionaid.com) by **April 15th** prior to the school year for which assistance is being requested.

FEES

Registration Fee: The yearly registration fee of \$75.00 per child helps cover most art and paper supplies, and various additional educational expenses. This annual non-refundable registration fee is payable at the time of reenrollment. A student is not officially enrolled until this fee is paid. The school secretary will provide a report to the Board in the month of August reflecting the enrollment fee status of all students.

Education Fee: By Board action, the yearly education fee covers various consumable materials, including classroom supplies, yearbook, and technology fees. Education Fees are due the 15th of July. Delinquent Education Fees will be treated as late tuition. For the September Board meeting, the school secretary will provide to the Board an Education Fees status report for all students.

Field Trips: Field trip fees are not included in tuition. Field trip costs will be made known as early as possible.

TUITION PAYMENT

The tuition payment plan will be structured in one of the following two ways:

1. Full payment of tuition through the FACTS Tuition Payment Plan by July 15.
2. Ten equal payments (August-May) through the FACTS Tuition Payment Plan.
3. Preschool is billed on a unique schedule, outlined in the Preschool Handbook.

All families are required to have a FACTS account. An online account set-up is required. To set-up your account, please access the FACTS link through www.MessiahSchoolFairview.org. FACTS will automatically withdraw payments from the family's bank account on the 5th or 20th of the month (August-May). The fee for this service is paid by Messiah School.

PAST DUE TUITION AND FEES: In order for students to participate in field trips, athletics, and other extracurricular activities, tuition and fees must be current and in good standing. Students with unaddressed past due tuition/fees may not participate. Further, a hold will be placed on records of students with unaddressed past due accounts. The records hold may be lifted once a payment plan has been created and at least three consecutive successful payments totaling 30% of the past due balance have been made on time. This applies to both graduating and transferring students. In certain exceptional circumstances, a temporary hold on payment accounts may be requested in writing by a parent (or other financially responsible party). Indefinite holds will not be placed. Holds will be permitted for a single month at a time, and must be requested on a month-to-month basis. After the single month, your account will be placed in active status. Holds are a postponement, not a waiver, of payment.

In the event a FACTS payment is missed, a FACTS Missed Payment Fee will be automatically assessed. A notification by FACTS via mail or e-mail will be sent to the family noting the missed payment prior to the next attempt within twenty (20) days. The FACTS Missed Payment Fee is assessed for each missed attempt and, if returned by the family's financial institution, will be retried within twenty (20) days.

If tuition becomes delinquent and can no longer be serviced by the FACTS Tuition Payment Plan, a payment plan that brings the account current for the remainder of the school year must be submitted to the Board. The Board will accept or reject the payment plan or propose its own plan. All such plans will be administered through the FACTS Tuition Payment Plan Service. After consultation with the family, if the Board and the family cannot agree on a payment plan, the student's enrollment will be terminated. The termination is effective ten (10) school days following the delinquency. Following termination or withdrawal from the school, delinquent accounts without a payment plan submitted and approved by the Board or delinquent accounts with delinquent payment plans, may, at the Board's discretion, be turned over to a third-party agency for collection, or Messiah School may file for payment through Rocky River Small Claims Court.

Students transferring into the school during the course of the school year will be responsible for tuition based on a per diem (per day) calculation: $\text{Number of student days enrolled} \times (\text{Total Year's Tuition} / \text{Total Days in the School Year})$.

Provided that the family provides 20 school days' notice, students transferring out of the school during the course of the school year will be responsible for tuition based on a per diem (per day) calculation: $\text{Number of student days enrolled} \times (\text{Total Year's Tuition} / \text{Total Days in the School Year})$.

Note: Preschool Tuition is not prorated.

Every effort must be made by all concerned to ensure confidentiality, integrity and the welfare of the students. All requests for exceptions must be in writing and approved by the Board. The parent or guardian is welcome to appear before the Board.

ENDOWMENT FUND

In order to provide for the continuing ministry of Christian education, the Messiah School Endowment Fund has been established, comprised of two parts (1) the Paul J. Glawe Scholarship Assistance Fund and (2) the General School Operation Fund. Monies donated to either fund are invested, with only the interest monies earned used for those specific purposes. Call the school for more details.

MEMORIALS & GIFTS

We urge you to consider memorials and/or gifts in any amount to Messiah School, particularly on anniversaries, birthdays, deaths, and special occasions. These may be earmarked for a specific purpose or just given to be used in any needed area. You might want to contact the school in advance for possible uses for such fund. If given as gifts, they are tax deductible.

AUXILIARY SERVICES PROGRAM

Messiah School receives funds appropriated by the Ohio Legislature for non-public schools. Messiah uses its designated funds for the following:

1. The purchase of non-religious textbooks;
2. Standardized testing materials and scoring services;
3. The following personnel:
 - i. School Nurse (described elsewhere)
 - ii. A qualified learning disabilities and general studies tutor
 - iii. A qualified individual to provide psychological services
 - iv. Gifted Student identification and instruction
4. Computer hardware and technology services

Specific information regarding auxiliary services (eligibility, process of referrals, program site) may be acquired by calling the school office.

SERVICE PROGRAM (CARING AND SHARING PROGRAM)

Service--giving of ourselves--is one of the many ways we honor God's gifts to us and honor others as God's children. Service within the Messiah community enables us to prepare students and families who will serve beyond the church and school community for a lifetime. As we carry out our mission, it is clear that the involvement of our families is critical to our identity and our success in nurturing and sustaining a school that develops children's God-given talents, abilities, and faith, that they may be effectively prepared to lead successful lives of service that glorify God.

To be intentional in encouraging service, the Messiah School Board established the Caring and Sharing program in 2013. The goal of this program is to make service opportunities more available and to make volunteering easier. Volunteer opportunities are published through weekly emails, in BWEs, and on the website. Our Signup Genius page will also post an increasing number of service opportunities. Families are expected to volunteer 20 hours per school year (August – July), though we recognize that family circumstances vary.

Hours add up quickly! Examples of service opportunities in/through the school and church include:

Field trips	Lector	Event set-up
Class celebrations	Communion Server	Event clean-up
Vacation Bible School	Greeter	Serving food/meals
Teaching Sunday School	Committees	Filling envelopes for mailing
Community service events	Library assistant	Planning events
Book Fair	Coaching	Working a shift at events
Christmas cupboard	Cooking	Approved facilities projects
School Board	Shopping for school needs	AND MORE!

Don't forget—hours multiply when you serve as a family (and your family grows closer, too)! 2 members of a family volunteering for 3 hours completes 6 Caring and Sharing hours.

If you sign up using SignUpGenius (an on-line sign-up tool) you'll receive an e-mail reminder prior to your event. If you volunteer for an opportunity that is not managed through SignUpGenius, sign in at the event, or let us know by sending a short email to sboard@messiahfp.org with your name, type of service and service hours so that we're aware of your participation. We are confident that as you bless others with your service, you will experience blessings in return!

HEALTH AND SAFETY

HEALTH REQUIREMENTS

School Entrance Medical Record: Medical authorities and school educators urge that every child entering school for the first time have a complete medical examination before entering school. Please have your physician complete the School Entrance Medical Record which you have received and return it to the school office promptly. Immunizations records are required by state law and must be submitted within 14 days of enrollment or the first day of school.

NOTIFICATION OF ALLERGIES AND MEDICAL NEEDS

Parents are responsible for informing Messiah School of any allergy or other medical need. A general allergy plan, food allergy plan, diabetes plan, or general health concern plan must be submitted to the office. Forms are available online and upon request. If, when, and as medications are necessary, please see the policy below regarding the administration of medication at school.

COMMUNITY PLAN FOR THE PREVENTION OF ALLERGIC REACTION

As of the 2014-2015 school year, Messiah Lutheran School is a NUT SAFE school. Students in our school community have life-threatening allergic reactions to nuts. Any inconvenience experienced by the exclusion of nut products is absolutely worthwhile, given that lives may be saved.

All students and families are expected to care for our community by excluding peanut and tree nut products from lunches, snacks, and the school environment. Please consider non-food gifts in lieu of birthday food. Treats and snacks should be chosen from the Snack Safely list.

ADMINISTRATION TO STUDENTS OF MEDICATION PRESCRIBED BY PHYSICIANS

Pupils requiring ANY prescription or over-the-counter medication at school shall be identified by the parents to the principal or school secretary. The principal will assume responsibility for designating school personnel to administer medication.

Before any medication is administered, an authorization form containing information from the physician must be submitted in writing by the parent(s) or guardian and kept on file in the school office (form available in the school office). The parent (or guardian) must notify the office in writing of any change in any of the above information. The drug must be in a container in which it was dispensed by the prescribing physician or licensed pharmacist.

An accurate and confidential system of record keeping shall be kept for each pupil receiving medication. The records shall indicate the child's name, medication administered, dosage given,

time and date given, and any unusual behavior of the pupil receiving the medication. Medication, as used in the above policy, is defined as "any substance or preparation which is used for the purpose of prevention or treatment of a wound, fracture, injury, infirmity, or disease."

SCHOOL NURSE

The School Nurse is contracted through PSI and is assigned to Messiah a half day every other week. The school nurse conducts vision tests in Grades 1, 3, 5 and 7 and hearing tests in Kindergarten, Grades 2 and 5 each year. Postural screening with appropriate follow-up is available to 5th, 6th, 7th, and 8th graders. Please notify the school office in writing by October 1st if you object to any of the above health services for your child.

ARRIVAL AND DISMISSAL

HOURS

School Day: 9:00 a.m. – 3:30 p.m.

Class begins promptly at 9:00 a.m.; students arriving after 8:55 are marked tardy.

Preschool hours are specified in the preschool handbook.

Children who arrive earlier than 8:40 A.M. or remain after school past 3:40 P.M. must report to our supervised before or after school care program.

GENERAL ARRIVAL AND DISMISSAL

All drop-off /pick-up of students will originate from the South Parking Lot, which should be accessed from W. 215th Street. This area is designed for, and will properly accommodate, this activity.

Please enter the parking lot from the south driveway, loop around the lot past the playground, and exit from the north driveway. This creates a one-way traffic pattern in the parking lot.

West 215th Street will be closed to through traffic on all school days from 8:00 a.m. until 4:00 p.m. to facilitate safe travel of students between the middle school and main buildings.

No drop-off or pick-up of students will be permitted from the East driveway, Atrium Entrance since this is the bus drop-off and pick-up zone. At all times, this entrance will be locked.

The East Driveway will **only** be used for access to Staff/Handicapped Parking.

The north end of W. 215th street is used **only** for preschool drop-off and pick-up.

Private properties on the west side of W. 215th **are not** to be used for student drop-off/pick-up.

Playground equipment is not to be used before and after school due to safety concerns. At these times, the parking lot is congested with many vehicles.

TRANSPORTATION

School districts are required by state law to provide school bus/van transportation for all school children who live more than two miles from the school which they attend and not more than thirty minutes from that school by the most direct route. Parents must contact their home school district to arrange transportation or reimbursement, and are encouraged to do so as early as possible, so as not to jeopardize transportation. (Call the school office if you have questions.) Parents are

requested to notify their transportation department if their child(ren) will not be using the bus on any day.

. Children who repeatedly misbehave on the bus will have that privilege suspended.

BICYCLES

Children are permitted to ride their bicycles to school at the discretion of their parents. Bicycles are to be ridden carefully, and walked on the school grounds. They are to be parked in designated areas and must be locked. They shall at all times be in good operating condition.

LEAVING SCHOOL GROUNDS

Pupils are not permitted to leave the school grounds at any time during the school day, unless the child has a note to that effect from his parents. Those remaining after school for any purpose whatsoever are not permitted to leave the school grounds for a short period of time and then return. This includes trips to Giant Eagle in the nearby shopping center and/or any other stores near the school. Students involved in late practices must leave the school premises and not return until their designated practice time. The exception would be students who choose to sign up for After School Care and remain until their designated practice time. If a student leaves school grounds without permission, the police will be notified for safety reasons, as will the parent.

ATTENDANCE POLICIES

Regular school attendance by all students is very important. Too often irregular attendance is a major reason for poor school work. Therefore, parents are urged to make appointments on Saturday, school holidays, or after school. While completing missed assignments or making up quizzes or tests is very important, equally, if not more critical, is the in-class instruction and discussion that cannot be replicated.

ABSENCES

Absences must be reported by telephone by a parent or guardian each day before 9:15 a.m. as a safety precaution for your child's protection. Please call the school office at 440-331-6553.

Excused Absences

Students will be allowed to make up missed work for excused absences. Any student who has an excused absence must, upon returning to school, make arrangements with his/her teacher(s) to make up the work missed. For excused absences the student will have one calendar day to make up work for each day absent. Absences will be considered excused for the following reasons:

- Personal illness of student
- Illness in a student's family
- Death in a student's family
- Special religious events that are scheduled only during school hours
- School-sponsored programs or activities
- Emergency reasons acceptable to the principal

Absences Due to Illness

Parents are urged to consider the severity of symptoms before keeping a child home. Students experiencing vomiting, fever, diarrhea, and other severe symptoms should remain at home; symptoms such as scratchy throat and other common cold symptoms are typically most uncomfortable in the morning and provide minimal distraction (or risk to other students) during the school day. Students reporting illness for 3 or more consecutive days must submit a doctor's note.

Shadowing

Eighth grade students only are permitted to take one day for the purpose of “shadowing” at a prospective high school. This day, in addition to the Prospective Student Day at Lutheran High School West, will not be counted as an absence, and students will be permitted to participate in after-school activities. The “shadowing” day should be planned in advance with advance written notice given to the 8th grade homeroom teacher and the office. Additional days for shadowing will be counted as absences.

Family Vacation

In the case of absence due to family vacation, parents are to notify the school office AND the student's teacher at least a week in advance. Messiah will consider absences due to family vacation to be excused absences, limited to no more than five days per school year. Student and parent must make arrangements with the principal in writing at least five days before a family vacation. Family vacation is defined as a special event which involves the family and not just the individual student. As an example, a student accompanying his family on a Florida vacation would be considered a family vacation, but a student on his own, visiting grandparents in Florida, would not be considered a family vacation. *For all absences, parents are asked to consider the detrimental effect prolonged periods away from class have on student achievement. Classroom and assignment experiences cannot be replicated. Parents are responsible for assisting the child in making up school work and studying concepts they have missed. Teachers are not required to offer additional help for days missed by choice. Seeking a tutor may be recommended.* Students need to be in school whenever possible. Final decisions will be determined by the principal.

Unexcused Absence with Parental Consent

The principal shall classify an absence as unexcused if it cannot qualify as excused, even though the student is absent with parental consent. The student is **NOT** entitled to make up tests or assignments missed.

Request for Schoolwork Missed

- Requests for schoolwork should be made when a parent calls in the absence for a student.
- The student will have one calendar day to make up work for each day absent. There is benefit in completing some assignments while away, if at all possible.
- Missed tests will be taken by students on the day they return to school.

- Assignments sheets will be available from the school office after school hours (3:30-4:00 p.m.).
- Teachers are not required to provide assignments prior to a student's absence. Preparation of assignments in advance requires considerable effort on the part of the instructor. If assignments are requested in advance they **MUST** be completed upon return from vacation.

Excessive Absence

After a student has 5 absences or tardies in one quarter, a meeting will be held with the teacher and principal to review the reason for tardiness or absence. Unless medical statements from a doctor indicate health problems or unusual conditions are documented, the student will be removed from extracurricular activities for the quarter, and the late work from any additional absences will be given a maximum of half credit. This decision may be appealed to the School Board within five school days.

If a child should be absent for more than 10 school days (excused or unexcused) in a school semester (half year), he/she will be required to complete an outside supplemental educational experience (tutoring, summer school, etc.) to be approved by the principal in consultation with the School Board. This will be required for promotion to the next grade level. In extenuating circumstances (e.g., prolonged illness), the principal may make exceptions to this policy.

Excessive Unexcused Absence/Truancy

Students absent from school without excuse for more than the equivalency of 6 days in a quarter may remain in their classes, but will receive a failing grade in every class for that quarter. In case of truancy, the student is not entitled to make up tests or assignments missed, shall receive a failing mark, and be subject to other disciplinary action as an attempt to bring an end of such truancy. After a student has been absent **without excuse** for 3 school days in a quarter, the parents will be alerted to our concern. Parents will be requested to be present at a conference with the principal and the student's teacher.

TARDIES

- Students arriving after 8:55 a.m. **MUST** report to the office before reporting to their classroom. Students **MUST** be signed in by a parent.
- Students are expected to enter their classrooms without disruption to instruction or devotions.
- 5 tardies will equal 1 day absence.

- Early dismissal after 2:00 p.m. is calculated as an excused tardy.
- Tardies may be categorized as excused or unexcused, according to the full-day guidelines. Oversleeping, by anyone in the family, is NOT an excused tardy.

EARLY DISMISSAL

A parent/guardian wishing to pick up their child(ren) before regular dismissal time for appointments or trips should indicate that in writing to both the school office and homeroom teacher at least one day in advance, unless in an emergency. Please REPORT FIRST TO THE SCHOOL OFFICE, NOT THE CLASSROOM. You will be asked to sign your child out, and the office will call for the student to be sent to the office for pick up upon your arrival. Parents, please plan to arrive a bit early to allow for your student's dismissal.

Early dismissal may be categorized as excused or unexcused, according to the full-day guidelines.

PARTIAL DAYS

- Students must be in school at least five hours to be present for a full day.
- Arrival after 10:30 a.m. constitutes a half-day morning absence.
- Dismissal before 2:00 p.m. constitutes a half-day afternoon absence.
- Dismissal after 2:00 p.m. is calculated as an excused tardy.
- Students must be in school at least three and one-half hours to be present for a half day.
- Half-day absences may be categorized as excused or unexcused, according to the full-day guidelines.

EXTRACURRICULAR PARTICIPATION

Students participating in extracurricular activities after school or in the evening must be in attendance at Messiah at least one-half of that school day. This includes athletics, fine arts, and other extracurriculars. Exceptions made only at the principal's discretion.

PERFECT ATTENDANCE

Perfect attendance means a child is present **all day, every day**, whether valid, excused absences or not, for the entire school year. A maximum combination of two tardies and/or early dismissals will be granted without penalty.

FACILITIES

PARKING

Overnight parking on church/school grounds is not permissible. Cars left on the property after 11:00 P.M. may be towed away. Please note that cars parked in the fire lane outside the atrium and cars parked on 215th Street during school hours may be ticketed. Please do not park in the handicapped spaces. You will be ticketed. Private properties adjacent Messiah should not be used for school parking. The north end of W. 215th Street is designated preschool parking only.

EMERGENCY CLOSING

Should an emergency closure or delay of school become necessary (due to weather, etc.), parents will be notified by email, and the closure will be aired on Channels 3, 5, and 8. Some cellular carriers will receive text alerts. If you would like to receive text alerts, please contact the school secretary.

BUILDING SAFETY/SECURITY

From 8:40 A.M. until 9:00 a.m., access to the building will be through the entrances facing W. 215th Street. All other entrances will remain locked. After 9:00 a.m., all entrances will be locked. To gain access to the building you must ring the doorbell and wait for the secretary to buzz the door open. Video cameras and intercom systems are located at the main entrance on W. 215th Street and the east entrance (Atrium).

When students are being picked up from school during the school day, parents must report to the school office. In all instances during school hours, **SCHOOL PARENTS AND/OR SCHOOL VISITORS MUST REPORT DIRECTLY TO THE SCHOOL OFFICE** prior to going to a classroom or other areas of the building.

VISITORS

All visitors must first report to the school office and sign in and receive permission in advance before visiting classrooms. Such permission is granted by the school office. Pre-school aged children or friends of pupils are not permitted to visit the school unless they receive such permission from the school office.

USE OF SCHOOL/CHURCH PROPERTY

Those parties wishing to use school/church property (gym, commons, classrooms, meeting spaces, etc.) **MUST** request permission from the school/church office at least one week in advance. Fees

may apply. Reserving a space also assumes responsibility for keeping the space in the same condition, or better, than that in which it was found.

GYMNASIUM

No food or beverages (unless sold at the concession stand), or smoking is allowed in the gym.

Indoor court shoes (non-marking) must be worn when involved in activity on the gym floor. **DO NOT** wear street shoes (even rubber-soled) on the gym floor. In addition, gym shoes **WORN AS EVERYDAY FOOTWEAR** should not be used. This can be met in a number of ways:

- Wear one pair of shoes for "outside" use and bring the appropriate "gym shoes" on the days that physical education is scheduled for class.
- A thorough cleaning of the non-marking soles prior to their use in the gym if they've been used outside.
- If desired, purchasing another pair of "indoor court shoes" (non-marking soles) to be used exclusively for any activity on the gym floor.

The gym will be used for:

- physical education classes.
- athletic practices/games/events.
- rainy-day or extreme cold day recesses.

For arranging use of the gym after school hours, please contact our Athletic Director via email at bpolenz@messiahfp.org or by leaving a message for him in the school office.

TELEPHONE

School phones are for school use only. Students may use the school phone in an emergency or if requested by a teacher. Non-emergency type calls require written permission of a teacher.

ACADEMICS

CURRICULUM

Messiah offers a complete course of study, Kindergarten through eighth grade, correlated with the national Common Core standards, the State of Ohio standards, and the standards for Lutheran Schools. The curriculum is designed to emphasize all of the branches of learning in order that children will be prepared to successfully continue their academic, personal, and spiritual growth after leaving Messiah School.

It includes opportunity for worship and instruction in the Lutheran denomination and the Christian faith, Language Arts, Mathematics, Science, Social Studies, Music, Art, Physical Education, and Technology. Enrichment and differentiation is provided, as well as “advanced placement” in upper grade Math.

HOMEWORK

Homework is provided to students as a reinforcement of learning taking place in the classroom. It allows students to practice newly acquired skills and concepts and prepare for learning to come. Homework assignments are left to the discretion of the individual teacher, with the amount varying with grade level and need for reinforcement or enrichment. In cases where a child seems to have an excessive amount of work to be done each night, the problem should be discussed with the teacher. Parents should show an interest and concern in the child’s work by frequently checking and discussing it with the child. Children are expected to prepare their work neatly and accurately and submit assignments on time. Following are estimated minimum homework times per evening:

Grades 1-2	30 minutes	Grade 3	45 minutes
Grades 4-6	60 minutes	Grades 7-8	90 minutes

HOMEWORK INFRACTION POLICY

This policy has been put in place at Messiah Lutheran School, in grades 3 – 8, to foster and develop responsibility in our students and also, to serve as a way to inform parents of a problem in this area. If an assignment is not turned in at the designated time, the following procedures will be followed:

- Infraction # 1 – Parent informed by Infraction Report (Parents must sign and return).
- Infraction # 2 – Parent informed by Infraction Report (Parent must sign and return).
- Infraction # 3 – Parent informed by Infraction Report (Parent must sign and return).

- Infraction # 4 -- Parent informed by Infraction Report (The 4th Infraction results in a detention. Parents must sign and return.)

The above process will repeat, if a student continues to not meet assignment deadlines. If a student receives 3 detentions in a quarter, he/she will receive a one-day in-school suspension, in place of the third detention. All Homework Infractions are erased at the end of each quarter.

REPORT CARDS

Report cards are given at the end of each of the four quarters (generally October, January, March, and June). Tests, projects and daily assignments are used to determine grades in each subject. Grades 6-8 are also issued mid-term reports. Parents are encouraged to monitor student progress through the Jupiter Grades website.

Honor Roll / Merit Roll – (Academic achievement – grades 6-8 only)

- Figured and awarded each quarter.
- Grade point average of 3.75 – 4.25 (honor) or 3.0 – 3.74 (merit) using every letter grade that is on the report card for that quarter.
- Classes meeting less than 4/5 times per week will be included based upon a pro rata calculation.
- Any D or F grade for that quarter automatically disqualifies the student for that quarter.

MIDDLE SCHOOL GRADING SCALE

Percent	Letter Grade	GPA
97-100	A+	4.25
93-96	A	4.00
90-92	A-	3.75
87-89	B+	3.25
83-86	B	3.00
80-82	B-	2.75
77-79	C+	2.25
73-76	C	2.0
70-72	C-	1.75
67-69	D+	1.25
63-66	D	1.00

Percent	Letter Grade	GPA
60-62	D-	0.75
<60	F	0.00

FAILURE

A student, who obtains an “F” average in two or more major subjects for the school year will fail the grade level. Major subjects are Religion, Reading, Language (English), Math, Social Studies, and Science.

“**Flagrant Decline**” is observed when a student stops working, and is not completing assignments. This behavior may occur during the second semester by a student who has determined that their present grade average is high enough to prevent them from obtaining an “F” average in two major subjects for the school year. Students deemed by teacher and principal to be in flagrant decline will fail the grade level.

“**Promotion vs. Placement**” A student is **promoted** into the next higher grade level when they have met the requirements for that specific grade level. A student is **placed** into the next higher grade level due to age of the student only, when it is demonstrated that he/she did not meet the educational requirements of the previous grade level. This **Placement** status places the student in a probationary period at Messiah School lasting no longer than the first quarter of the school term. At that time parents, principal and class room teacher will discuss the placement of the student for the remainder of the school year.

TUTORING

Individual or small group tutoring help is available through the Auxiliary Services Program for students having difficulty in Reading or Math. Students must meet criteria to qualify for services.

TESTING

A standardized assessment will be administered during the second semester. Results will be shared when they are received by the school. Diagnostic reading tests may also be given at the beginning of the year. A Kindergarten Screening Program is conducted in the spring for new Kindergarten applicants.

CONFERENCES

The teachers invite you to keep in touch with them on a regular basis. Special conferences may be held at any time at the request of either the parent or teacher. Should you wish to confer with any

of the teachers, please arrange an appointment through email or by phone/voicemail. **Teachers ordinarily will be at school from 8:15 a.m. to 4:00 p.m., but their duties permit no conferences during the school day. Please do not attempt impromptu conferences after 8:30 a.m.,** as teachers are expected to be with their students and/or preparing for the class day. Parents are requested to respect teachers' time at home and phone there only in emergencies.

Individually scheduled Parent/Teacher Conferences will be held following the first marking period. Details for this scheduled conference will reach you prior to that time. Time is taken off from school to provide for conference times; parents are expected to make every reasonable attempt to attend. First quarter report cards are distributed at this conference. In the event that a parent is unable to attend the Parent/Teacher Conference, a form must be filled out requesting the report card and waiving the parents' right to a conference. In extenuating circumstances, the conference may be scheduled at an alternate time.

TEXTBOOKS AND THEIR CARE

All hardbound textbooks and some paperbacks are "loaned" to you for your use. You will be charged for careless damage and/or abuse, or if they are lost. Unless directed by the teacher, no textbook is to be written in. Students are required to cover all hardbound textbooks by the end of the first week of school and to keep them covered during the entire school year.

SCHOOL SUPPLIES

The school provides a list of materials (paper, pencils, crayons, etc.) needed to be purchased by the parent.

PROGRAMS

ATHLETICS

Messiah competes with other area Lutheran schools in both boys and girls sports. Programs are open to students in Grades 7 & 8. Messiah Lutheran Church sponsors and participates with other Lutheran churches in a 5th and 6th grade sports program which is open to any individual belonging to either Messiah Church or School. All students are welcome to participate on the appropriate athletic teams. We do not “cut” from teams. There are, however, tryouts for cheerleading.

GIRLS	BOYS
1. Volleyball (fall)	1. Volleyball (fall)
2. Basketball (winter)	2. Basketball (winter)
3. Cheerleading (winter)	

Other sports may be offered through the Lutheran High School West athletic program, visible at <http://www.lutheranwest.com/Athletics/Middle-School-Opportunities/Junior-High-Sports>

ELIGIBILITY – REVISED AUGUST 2015

1. All students are welcome to participate on the appropriate athletic teams. We do not “cut” from teams. There are tryouts for cheerleading.
2. **All participants must have a signed permission statement from their parent or guardian before they are allowed to attend practice.** Participants are strongly urged to get a physical examination from their doctor.
3. A teacher may request a conference with the principal, parents, coach, and athletic director on any participant who is not working up to their potential or a participant whose grades and work show a decline. A decision will be made at that time as to what steps are to be taken.
4. **PAST DUE TUITION AND FEES:** In order for students to participate in field trips, athletics, band, and other extracurricular activities, tuition and fees must be current and in good standing. Students with unaddressed past due tuition/fees may not participate.
5. **ACADEMIC ELGIBILITY: Please read carefully: Academic eligibility requirements have been revised for the 2015-2016 school year.**

In order to support the development of our students as scholar-athletes, students must comply with the academic eligibility requirements of the Ohio Athletic Association Eligibility Guide for Participation in Athletics (<http://www.ohsaa.org/eligibility/default.asp>) and of Messiah Lutheran School. **Eligibility status will be checked for all students at the end of each grading period.** These eligibility requirements state that, in order to be eligible:

1. The Student must have received grades of C- or higher in all daily classes during the previous quarter.
2. Any participant receiving one (1) grade of “D” or “F”, in any daily subject, on a midterm or quarterly report card will not be permitted to practice or play in games for 2 weeks from the time of the report. Grades below C- must be addressed with a written plan. After the two weeks the grade(s) will be reviewed and, if all grades in daily classes have not been raised to C- or higher, the participant will not be permitted to practice or play in games for the remainder of the quarter.

Any exceptions must be in writing. A decision will be made by the student’s homeroom teacher, the athletic director, the coach, and the principal.

An athlete must be in school, at Messiah, for at least half of the instructional day in order to attend any practice, game, or sport event held after school that day. ***Students serving detentions or suspensions (in or out of school) cannot, on that day, participate in any sports activity.*** Eighth grade students are permitted one high school shadowing day in addition to Prospective Student Day at Lutheran High School West. Any high school shadowing day beyond this *one* is not considered being in school at Messiah.

Narcotics, Alcoholic Beverages, and Drugs (including marijuana and drug paraphernalia): A student shall not possess, use, transmit, conceal, or be under the influence of any of the above. Tobacco: A student may not smoke or be in possession of a tobacco product. Any athlete in possession of or found using any of the above will be removed from the team that he/she is presently on and will not be allowed to participate on any future team until parents make written petition to the Athletic Director, who will make recommendation to the principal.

Any exceptions must be in writing. A decision will be made by the student’s homeroom teacher, the athletic director, the coach, and the principal.

The above criteria shall also apply to all extracurricular activities which meet at least once weekly.

SCHEDULE

Practices and games are held after school and/or in the evening. Times and location of practices and games are given out at the beginning of each season.

UNIFORMS

Participants are also responsible for the care and cleaning of their assigned uniforms. Uniforms are not to be altered unless given permission by the Athletic Director. A five dollar (\$5.00) deposit is required before a player may receive a uniform. This deposit is to be given to the individual passing out the uniforms.

After a sports season is completed, uniforms are to be washed and returned to the respective coach or the Athletic Director in a bag with your name on it, no later than **two weeks** after the final game. (Uniforms are not to be turned in to the school office or the classroom teacher.)

The deposit fee will be returned when the uniform is returned and checked. If the uniform is returned after the two week deadline, or is in need of repair, the deposit fee will be forfeited.

Tryouts for membership on the cheerleading squad are open to member of the 7th and 8th grade classes. Tryouts are held early in the year under the direction of the cheerleading coach.

TRANSPORTATION, ARRIVAL AND PICK-UP

Transportation to and from practices and games is the responsibility of the parents.

Students involved in late practices must leave the school premises and not return until their designated practice time. An exception to this would be students who choose to sign up for After School Care and remain until their designated practice time. The respective coach will remain after practices and games until all players have been picked up. However, if the parent or guardian is more than 15 minutes late after a practice, or game is over, a fee of \$1.00 for every 15 minutes, or a fraction thereof, will be charged. (This also applies to student left as spectators.) The person in charge will collect this fee.

BEFORE/AFTER CARE

Messiah provides a Before and After Care Program for the convenience of parents. This program is centered in the Fellowship Hall on the lower level. It also utilizes the computer lab, outdoor play space, and the gymnasium on a space available basis.

An outline of fees is available through the school office.

DROP-OFF/PICK-UP PROCEDURES

For safety reasons, parents are required to walk in and sign their child in when dropping off for Before Care. Parents who fail to do so will be assessed an additional \$3 fee per day.

Parents **are required** to walk in and sign their child out when picking up from After Care.

Drop off/pick up parking for Early Care/After Care is along W. 215th Street only. No parking in the Atrium area, as this is a bus lane.

If someone other than the parent or guardian is picking up a child, the school must be notified in advance.

If a parent is late (after 6:00 p.m.) in pick-up of a child from the After Care Room, a fee of \$3.00 for each fifteen minute interval will be assessed.

STUDENT RULES

Behavior of students is expected to be consistent with regular school time behavior.

Students will remain seated and are required to be quiet and engaged in school work, reading, or board games and other activities that are provided by the Child Care Program.

Students, **with parent**, must report directly to the Early Room, and **are not permitted** to visit their classrooms and drop off book bags or other items. Any student found on campus before 8:40 A.M. will be taken to the Early Care Room and a fee will be assessed.

If a student consistently violates rules established by the Early Care/After Care Supervisor, he/she may be removed from the program. Rules are posted in the Early/After Care Room.

CHAPEL

Chapel services are held on Wednesday mornings. Most weeks, students in grades 3-8 attend chapel in the Sanctuary from 9:10-9:30; students in grades PreK-2 attend chapel in the commons from 9:35-9:55. For the celebration of Holy Communion and the Remembrance of Baptism, all grades will attend chapel together at 9:15 in the sanctuary. A Chapel schedule will be distributed indicating when combined chapel services are scheduled. Once during the year each grade is responsible for planning and/or conducting that week's chapel service. Additionally, children have the opportunity to contribute to various worthwhile charities as part of the service. The offerings are a significant part of the students' worship. Older students serve in a variety of roles, assuming responsibility for the proper functioning of these services. Parents and friends are always welcome. The chapel service should not replace attendance at the Sunday worship services.

FIELD TRIPS

Class field trips are planned to enhance the classroom learning. **Therefore, attendance is expected and not considered optional** -- exceptions are always dealt with on an individual basis. The majorities of these trips are taken on school time and are supervised by a faculty member - usually the homeroom teacher. Major field trips are:

Grade 7/8: (Every other year) 4-day trip to Washington, D.C.

Grade 6: 3-day Outdoor Education Experience in spring

Grade 4/5: 1-day trip to Greenfield Village/Camp Muskingum in alternating years.

Trip costs are the responsibility of parents, but may be reduced by PTL grants.

PAST DUE TUITION AND FEES: In order for students to participate in field trips, athletics, band, and other extracurricular activities, tuition and fees must be current and in good standing. Students with unaddressed past due tuition/fees may not participate.

GIFTED & TALENTED

Known at Messiah as the Discovery Workshop, the program provides for the enrichment of identified and approved students in grade 2-8, on a part-time, weekly basis. Specific objectives, curriculum, time schedule, identification, selection process, and other details of the program may be secured by contacting the office.

HOT LUNCH

A hot lunch program is available on all full school days. Menus will be issued monthly. Lunches will be billed through FACTS. Prices are as follows: \$3.00 for lunch, and \$.50 for milk or juice, \$2.00 for extra entrée portions.

Students must order hot lunch in advance. In the event that a student does not order a lunch and does not bring a lunch from home for that day, a lunch will be served to the student. Students will be billed the standard lunch rate of \$3.00 for this lunch.

LIBRARY

Messiah School has a library for the use of its students. Books may be checked out for a one-week period. Each class will visit the library once a week for reading or reference work. Quiet, independent study is expected while using the library. If you need help, ask the librarian.

Fines are charged for overdue or lost books and/or magazines: 5 cents per day for K-8. Failure to pay fines or return books will limit a student's library privileges.

MUSIC/GENERAL MUSIC/CHOIR

Students in grade K-8 will have music classes once each week. Students in grades 6-8 must elect band or choir. There will be regular student performances in chapel throughout the school year. There will also be two all-school concerts: one at Christmas and one in the spring. In addition to these performances, attendance will be required of all students in grades K-8 at two or three Worship services at Messiah Lutheran Church. The schedule for performing in church will be published and distributed the first two weeks of school. Attendance at all concerts and worship performances is mandatory. These performances are one way that the students of Messiah School contribute to the worship experience and life of Messiah Church, and they are an expression of gratitude for the nearly \$2,000 scholarship provided to each student (member or not) by the congregation.

MUSICAL DRAMA

The musical drama performances presented to parents require mandatory attendance by all students. These productions are done on a rotating basis.

NEWSPAPER

Messiah publishes a quarterly newspaper, "The Trailblazer," which is produced by upper grades as a student activity.

PHYSICAL EDUCATION

Physical education is an integral part of Messiah's educational program. All students are expected to participate unless a written excuse from the parent (gr. K-4) or appropriate physician (gr. 5-8) is given to the P.E. teacher.

GRADES 5 – 8

Gym uniforms **are required** and are available through the school. Students in grades 5 - 8 are graded on (1) wearing the proper P.E. uniform for class and (2) their class participation. All students are expected to take the physical fitness test.

If a student must miss class due to injury or illness, a doctor's note is required to excuse the child from class participation. This note should include: how long the student is expected to be out,

when they can return to activity, activity restriction, and/or if there is any limited activity permitted (i.e., a child has a broken arm, but could still “dress” for class and ride stationary bicycle.) Written work will be assigned for the time the student is not actively participating in P.E. class so a grade may be given.

SAFETY PATROL

This service organization for student in grades 5 – 8 assists pedestrians and drivers in our school and community during the dismissal period each day at Messiah School. This program fosters leadership, problem-solving skills and citizenship.

STUDENT COUNCIL

Students vote for Student Council president, vice president and secretary-treasurer. Each Class in grades 5-8 also elects three representatives. The Student Council works on developing Christian leadership, citizenship, service to others, and school spirit.

TECHNOLOGY

Every classroom has access to technologies including Smart Boards, student response systems and document cameras. Our building also contains a computer lab with 24 student stations. Technological literacy is an important part of our curriculum. Each student in grades K-8 receives a weekly period of designated technology instruction, and the lab is available for instructional use when not occupied by a technology class.

PICTURES/YEARBOOK

School pictures are taken each fall. Each year a yearbook is published by Messiah School. Cost of the yearbook is included in the yearly registration fee.

STUDENT LIFE

CONDUCT

Each child is expected to conduct him/herself as a Christian at all times and under any circumstances, whether in school, on the playground, at an off-campus activity, or on the way to and from school. Our goal at Messiah is to develop self-discipline and a love for others as children of God in each individual. School rules and procedures help provide for a safe and positive learning environment and Christian atmosphere. To get the most out of school, pupils should:

Make every effort to conform their lives to the rules of God's Word, conducting themselves as true children of God, not only at school, but also to and from school, and in all of their daily living.

Strive to do their best work at all times.

Be prepared at all times with books and school supplies.

Be regular in attendance and arrive on time at school and to every class.

Obey school rules and regulations.

Respect and honor every member of the faculty, as well as other church and school staff.

Avoid any activity that endangers the safety of themselves or others.

Respect school and church property.

Accept responsibility and consequences for any wrong act they may commit.

Discipline is the cooperative responsibility of teachers, staff member, and parents. Students are expected to obey the directions of all adult supervisors. In turn, everything adults do or say reflects on the adult individually, Messiah School generally, and always the Name of Jesus Christ. Parents are encouraged to inform teachers when there are situations which may affect a child's behavior. Parents are also expected to support disciplinary decisions by teachers and administration which are based upon the handbook.

CODE OF CONDUCT

Whether in school, on the school grounds, at all school-related activities or at away from school, and while traveling to and from school, pupils shall be subject to disciplinary action, including suspension (not to exceed 10 days), or expulsion for the following offenses:

1. **Disruption of School:** A student shall not by use of violence, force, coercion, threat, verbal or non-verbal disturbance, cause material disruption of, or obstruct any part of the school program.
2. **Disrespectful Behavior or Language:** A student shall not exhibit obscene gestures or use obscene or disrespectful language.
3. **Intimidating, Threatening, Degrading or Disgraceful Act:** A student shall not engage in any act which intimidates, threatens, degrades, disgraces, or intends to intimidate, threaten, degrade, or disgrace the school, school personnel, fellow students, visitors, or parent volunteers by words or actions. *This includes interactions via digital media that affect the school, school personnel, students, visitors, or parent volunteers.*
4. **Insubordination:** A student shall comply with specific directions of all school personnel.
5. **Unacceptable Behavior Toward School Personnel:** A student shall not harass, vandalize, be physically abusive of, or be disruptive in any way towards school personnel during non-school time, at school, or away from school.
6. **Acts of Dishonesty:** No students shall be involved in lying, cheating, forgery, or similar acts of dishonesty.
7. **Unsportsmanlike Behavior at Athletic Events:** No student shall act in a manner which could incite others or cause a disruption of an event.
8. **Narcotics, Alcoholic Beverages, Tobacco and Drugs (including marijuana and drug paraphernalia):** A student shall not possess, use, transmit, conceal, or be under the influence of any of the above.
9. **Assault, Fighting:** A student shall not strike, or attempt to strike any person, or by threat put another person under psychological fear, or behave in a way that could cause physical injury to any person.
10. **Dangerous Weapons and Instruments:** A student shall not possess, handle, transfer or conceal any object (toy or real) which could cause injury to others. Examples: guns, fireworks, knives, clubs, and chains.

11. Dangerous Activities: No student shall be involved in pushing, running, or throwing objects including snow, snowballs, or ice, or in behavior which may be detrimental to the safety or health of self or others.
12. Setting a Fire or Setting Off a False Alarm: No student shall set a fire, or set off a false fire alarm.
13. Theft or Damage of Property: A student shall not willfully, or shall not attempt to steal, damage, deface, or write on public or private property. In addition to disciplinary action, restitution will be required.
14. Trespassing: There will be no unauthorized presence on school property, or unauthorized use of school facilities or equipment by students.
15. Illegal Entrance/Use: No student will enter another's desk, cubicle, or locker, or use another's property without authorized permission.
16. Truancy and Tardiness: Students shall not be truant from or tardy to classes, assemblies, or any required school activities.
17. Lunchroom: A student shall not throw any items in the lunchroom nor engage in any behavior which is loud, boisterous or disruptive of the lunchroom.
18. Loitering: Students are not to use washrooms as a place to gather or play.

VIOLATION OF SCHOOL RULES:

Failure to comply with school rules listed in the **Code of Conduct of Pupils** may be cause for disciplinary action up to and including suspension or expulsion. Prior to any suspension of any length (not to exceed 10 days), the student and his/her parent(s) will be notified of the school's action by the principal. Reasons for the suspension will be given in a letter of Intent to Suspend. A parent may request a conference with the principal to discuss the suspension. A student suspended may not participate in any school-related activities or programs during the period of suspension, and will be required to turn in all work assigned during the period of suspension. While completion of work is required, zero credit will be given.

Prior to any expulsion, the principal will notify the student and his/her parent(s), in writing, giving the reason(s) for the school's action. This will be done in a letter of Intent to Expel. If requested by the parent(s), an informal hearing with the principal may be held within 10 days of such notification. Following a hearing, the parent(s) may appeal the decision to the School Board within 10 days of such hearing.

Fundamental fairness to all parties concerned shall be an essential part of all disciplinary procedures.

FOR 2ND THROUGH 8TH GRADERS (FOR K-1ST, SEE *NOTE BELOW)

The following disciplinary procedures are in effect:

A first time referral to the principal for classroom, lunchroom or playground by any faculty/staff member will result in a recess/lunch or after-school detention, at the discretion of the principal.

A second referral will result in a second detention. In addition, the parent will be asked to attend a conference with the principal and the person giving the detention.

The third behavioral referral will result in a suspension (in-school or out-of-school, at the principal's discretion) with an accompanying letter placed in the student's file. The student is not allowed to participate in any after school activity on the day of the detention. In case of special programs such as sports and Discovery, the student may be removed from the program completely and permanently.

Following the first suspension, there will be regular review of that student's progress by teacher, parent, and principal. A second suspension will result in a meeting of the student, parents, and principal with the School Board. At that time, specific criteria will be determined for demonstrating appropriate changes in behavior. A second suspension will result in 2 days out of school.

*For K-1st Grade: Detentions are not normally given to students in these grades. When behavior indicates disciplinary measures, and appropriate consequence will be determined by the teacher and/or principal, as appropriate. If necessary, suspensions may be imposed as indicated above.

DETENTION

Detention will be held on alternate Tuesdays. Parents will be duly notified in advance. Detention will run from 3:30 p.m. – 4:15 p.m. Parents will be responsible for transportation. Detention dates cannot be changed to meet individual needs. *Students serving detentions may not, on that day, participate in any after-school activity.* If a detention is missed, and the student is in school the day of the detention, the student will serve two detentions (one as a make-up and one as a penalty.)

ANTI-BULLYING POLICY

As noted in Messiah Lutheran School's Code of Conduct, Messiah expects its pupils to give evidence of the training they receive in the fundamentals of Christian doctrine. Each child is expected to conduct him/herself as a Christian at all times and under any circumstances, whether anywhere on school grounds, off-campus at a school-related event, or on the way to and from school. At Messiah we expect our students to live by the standards set forth in the Golden Rule, namely, doing to others what you would have them do to you (Matthew 7:12).

Messiah Lutheran School teaches the belief in the sanctity of human life and the inherent dignity of each individual. We believe that all students have a right to a safe and healthy school environment. All members of the school community have an obligation to promote mutual respect. Messiah will not tolerate behavior that infringes on the safety and well-being of any student. A student shall not intimidate or harass another student in the classroom, on school property, to and from school, at school sponsored events or from any computer on or off school property.

DEFINITION – WHAT IS BULLYING?

Bullying occurs whenever someone uses his or her power *unfairly, repeatedly, and intentionally* to hurt someone. Bullying may be physical, emotional, or social, and may be verbal or nonverbal. Not every disrespectful action qualifies as bullying, but all bullying is disrespectful.

WHAT ARE SOME SIGNS OF STRESS THAT MAY INDICATE BULLYING?

A child may not wish to tell a parent or guardian directly if he or she is a victim of a bully. A parent or guardian should be aware of these possible signs of bullying and should investigate if a child:

Is frightened of walking to or from school.	Cries themselves to sleep at night or has nightmares.
Doesn't want to go on the school/public bus.	Feels ill in the morning.
Begs to be driven to school.	Begins to do poorly in school work.
Changes their usual routine.	Comes home with clothes torn or books damaged.
Is unwilling or reluctant to go to school.	Possessions which are damaged or "go missing."
Begins to become truant (miss school).	Asks for money or starts stealing money (to pay bully) as lunch or other monies continually are "lost."
Becomes withdrawn, anxious, or lacking in confidence.	
Exhibits self-isolating behavior.	

Has unexplained cuts or bruises.	Is frightened to say what's wrong.
Comes home hungry (money/lunch has been stolen).	Gives improbable excuses for any of the above.
Becomes aggressive, disruptive or unreasonable.	Is afraid to use the internet or mobile phone.
Is bullying other children or siblings.	Is nervous and jumpy when a cyber message is received.
Stops eating.	Talks about running away or self-harm.

PROCEDURE FOR THE VICTIM

Tell the bully to stop, if the student is comfortable in doing so.

If the bully does not stop, seek help from a teacher, support staff, parent or the principal.

The victim/witnesses should write down exactly what happened on the Victim of Bullying Report Form. If necessary, a teacher, support staff, parent or the principal can complete this form.

RESPONSE PROCEDURE

Reports of bullying shall be given immediately to the principal. The principal must notify parents or guardians of the victim and the student alleged to have committed bullying behavior.

The principal will perform an investigation, including review of any written witness statements and conversations with the victim, alleged bully, and any witnesses. The principal will determine if reported incident(s) meets the specific elements of the definition of bullying.

As an act of bullying is a violation of the Code of Conduct, the principal will determine the appropriate progressive disciplinary consequences in accordance with the Code of Conduct, which may include suspension or expulsion. The policy under Violation of School Rules shall apply. The principal will document any disciplinary action taken, or other action taken in response to the complaint.

The principal must supply or provide access to any summary of information pertaining to the incident to the parents or guardians of the victim and alleged bully.

MESSIAH'S ACTION PLAN TO PREVENT BULLYING

Though we are fortunate to be in a caring community where instances of bullying are uncommon, we have assessed bullying at the school by the use of a questionnaire in order to tailor a bullying

prevention strategy to the particular needs of Messiah. This data will serve as a baseline to measure progress in reducing bullying.

We have providing training for all staff in bullying prevention strategies and are providing classroom time to discuss bullying and peer relations with students. We shall continue these efforts over time. There should be no “end date” for bullying prevention activities. Bullying prevention should be woven into the entire school community and include activities aimed at empowering the victim and assisting the bully in developing more appropriate interpersonal skills.

NUISANCES

Toys, comic books, matches, lighters, squirt guns, radios, electronic music devices, electronic games, pagers, skateboards, scooters, etc. should not be brought to school as they sometimes cause problems. These items will be taken away if brought to school, unless they are part of a class activity or project. They may be returned at the decision of the teacher at the end of the year or when one parent accompanies the child to request its return.

CELL PHONES

Cell phone use is not permitted during school hours, *including in before/after school care*. In cases where parents desire that a student have a cell phone in his possession for use after school hours, the device should be turned off and locked in the student’s locker, or it should be turned in to the office to be kept safely until after school. Any cell phones, pagers, etc. in a student’s possession during school hours will be immediately confiscated and returned after communication with the parent(s) and at the teacher/supervisor’s discretion.

Middle School phones will be collected first thing in the morning. Students using (or discovered to have been using) cell phones are subject to disciplinary consequences.

FOOD/DRINK/GUM

Goodies, drinks, and snacks are not to be eaten or drunk in the hallways, washrooms, or on the playground. Gum chewing is not permitted on the school grounds at any time. This includes before and after school.

DRESS CODE

Student dress is primarily the duty and responsibility of parents, and is also a valid concern of the Christian school. Implementing a dress code allows Messiah School to help students focus on their academic and spiritual growth by removing potential apparel-related distractions. All clothing worn should be clean, neat, unfaded, and in good repair. Exceptions may be made by individual teachers for informal work sessions or field trips.

TOPS

SHIRTS/BLOUSES

- Solid color: white, gray, green, or blue
- Collared (oxford, polo style, or blouses for girls) or turtleneck
- All but top two buttons must be buttoned
- Long or short sleeves
- Logos larger than a quarter or visible brand names are not acceptable.
- Shirts cut to be tucked in must be tucked in at all times.

SWEATERS

- Solid colored: white, black, green, or blue
- Must be worn with a shirt underneath
- Pullover, button-down or vest
- Hoods may not be up indoors.

LAYERS

- Boys: White undershirts are permitted
- Girls: Tanks/camis in white or the color of the overshirt are permitted.

SWEATSHIRTS: MESSIAH ONLY

BOTTOMS:

ALL

- Solid colors (black, navy, tan, or brown)
- Plain black/ brown belts must be worn with pants/shorts with belt loops (optional K-3)

PANTS

- Baggy or sagging pants are not acceptable.
- Jeans of any color are not acceptable.
- Leggings under skirts **ONLY**

SKIRTS

- Skirt length, including slits, must be no shorter than two inches above the knee.
- Tights/leggings must be worn in cool weather.
- Rolling skirts will be cause for discipline.
- Jumpers are acceptable.

SHORTS (INCLUDING CAPRI PANTS)

- May be worn before Oct. 1 & after April 30.
- Principal may notify parents of exceptions on very warm days between 10/1 and 4/30.
- Must be "Bermuda" /at least mid-thigh in length (gym or athletic shorts are not acceptable)

ACCESSORIES

SHOES

- Black or brown leather-like dress or casual shoes (not boots)
- Girls may wear flats in solid colors (black, gray, navy blue, or brown) without ornamentation.
- Tennis shoes
- Shoe laces must be tied.
- Must be closed toe and back with heels less than 1 ½ inch.
- Platforms or high heels are not acceptable.
- Blinking/Wheelie shoes are not acceptable.
- **All boots** (indoor AND outdoor) must be changed upon arrival to school.

SOCKS/HOSIERY

- **Socks, tights or nylons must be worn.**
- Solid colors only – no stripes or patterns
- Blue, black, green, tan, brown or white
- Socks must match
- Plain nylons are acceptable for girls in grades 5-8.
- Leggings under skirts **ONLY**

DRESS DOWN DAYS

JEWELRY

- Girls only - no more than two small earrings per lobe permitted.
- Jewelry must be limited to one necklace, one bracelet and one ring.
- Fad jewelry is not acceptable.
- Make-up permitted for girls in grades 7-8. Must be minimal and tasteful.
- Tattoos (real or temporary) or body piercing are not acceptable.

HAIR

- Must be neat, clean and out of the eyes
- Boys' hair must be no longer than the bottom of the collar.
- Unnatural hair coloring is not acceptable.
- Fad styles, such as mohawks or spiking, are not acceptable.
- Headbands must be solid and in permitted colors only.
- Boys must be clean-shaven.
- 1st and 3rd Fridays of each month
- Jeans, patterned shirts, T-shirts or sweatshirts are acceptable.
- Graphics for bands, designer logos, anything offensive, or drug- or gang-related are not acceptable.

DRESS UP DAYS

- Students may dress up on picture day
- Other dress up days may be designated by school staff.

Dress Code Enforcement Procedure

- Teachers will review student dress in their homerooms at the beginning of each day.
- First Infraction: The teacher will immediately inform the student of the infraction, and will document the infraction. Suitable alternative clothes will be provided for immediate change upon notification of the infraction.
- Second Infraction: The teacher will immediately inform the student of the infraction, and will document the infraction. Parents will be duly notified of the infraction. Suitable alternative clothes will be provided for immediate change.
- Third and Subsequent Infractions: The teacher will immediately inform the student of the infraction, and will document the infraction. The student will be sent to the office where the infraction will be addressed. Parents will be called to come to school with a change of clothes or take the student home to change. A student leaving school for this purpose must return to school and complete missed assignments or an unexcused absence will be recorded.

LOST AND FOUND

- Please mark all clothing (boots, mittens, gloves, jackets, sweaters, gym clothes,) and personal possessions, such as musical instruments, plainly. Each month accumulated, unclaimed articles will be donated to a local charity.
- Lost jewelry may be claimed in the school office.

COMMUNICATION

CONTACT INFORMATION-MAIL

The school's e-mail address is: school@messiahfp.org. Full-time teachers and staff also have emails that are comprised of their first initial, last name, followed by @messiahfp.org.

FAX NUMBER

The school can be reached by fax at: 440-331-1604.

VOICE MAIL

Messiah has a voice mail system through which you can leave messages for teachers and principal. Please call in advance so that teachers have adequate time to reply. At the very best, teachers will check their voice mail at lunch time and after school. In an emergency, please speak to the school secretary.

WEB SITE

School information can be found on Messiah's website: www.MessiahSchoolFairview.org.

DIGITAL AND PHYSICAL BIG YELLOW/WHITE ENVELOPES (BYE) OR (BWE)

The majority of school communication will be sent in a weekly email every **Friday**. On Fridays, each student will also bring home a **Big, White Envelope** containing various communications. Please remove all the items enclosed, read them, return any needing to be sent back, sign the envelope or slip included, then return the BYE on Monday! Items for distribution in the BYEmail must be in the school office no later than Wednesday.

EMERGENCY INFORMATION RECORD

This information is important for many reasons, including accident and injury, particularly when both parents work. Two cards per child should be filled out. One card will go to the teacher and one card will remain in the office. **Please inform us immediately of any changes** that would affect our getting in touch with you, i.e., change of job, phone numbers, etc.

FILE (STUDENT) GUIDELINES

In compliance with federal law, Messiah has a set of guidelines covering the collection, classification, and releasing of information about each student. A complete copy of the guidelines is available from the school office on request.