

Trinity Lutheran School
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Staff (2018-2019)

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Where family prayer is daily said,
God's Word is regularly read,
And faith in Christ is never dead –
That is a Christian home.

Where family quarrels are pushed aside
To let the love of God abide
E'er darkness falls at eventide –
That is a Christian home.

Where Jesus Christ is Host and Guest,
Through whom we have eternal rest,
And in Him are forever blest –
Give me that Christian home! Amen.

Christian Education- The Responsibility of Parents

The responsibility, which God placed on you, the Christian parents began when your child was born. Moved by God's love for you, you love and care for your child. You try, with His help, to bring up your child to learn, love, and serve his/her Savior, Jesus Christ.

Now that your child is enrolled in a Lutheran Elementary School, what responsibility is yours and what responsibility now rests with the school?

In the classroom, the truths of God's Word and the love of God are the basis for all the subjects and attitudes taught. But, if what the child learns at school is not "lived" at home, much of the value of the school training is lost. The Lutheran elementary school is a help to the parents. It does not claim the full responsibility for the Christian training of the child. Parents still have the primary role in the Christian training of their children. (Ephesians 6:4 Ye Fathers, ...bring them [children] up in the nurture and admonition of the Lord.) That role is to live as examples to their children and to continue to teach their children at home the wonderful truth of God's word.

Objectives of Christian Education

The following are the chief objectives of Trinity Lutheran School:

1. To teach God's Word diligently in obedience to God's command
2. To teach secular subjects, striving for excellence.
3. To show children their sinful condition and lead them to trust in Jesus as their personal Savior.
4. To build Christian character.
5. To strengthen the Christian home.
6. To teach Christian citizenship.
7. To enable children to be missionaries in their daily lives.
8. To teach Christian stewardship of time, talents and treasures.
9. To prepare children for work in the church as pastors, teachers, or lay members of WELS.

How Can You as A Parent Help Your Child

1. By letting the word of God be the guide in all phases of daily living.
2. By having regular family devotions.
3. By striving to set a Christian example for your children so that they may pattern their lives after yours.
4. By assisting your children in their memory work.
5. By encouraging children in their schoolwork and other school endeavors.
6. By encouraging children to be courteous and considerate in and out of school.
7. By ensuring that children are regular and prompt in attendance at school and church.
8. By encouraging children to be responsible in the care of personal and school equipment.
9. By discouraging children from bringing distracting items to school.
10. By encouraging children to return home promptly after school.
11. By encouraging children in their Christian respect of the faculty, staff, and school property.

Guidelines for Children and Parents

Absenteeism, Illness, or Tardiness of Students

1. In all cases of absences or illness, written or oral communication needs to be given to the child's teacher.
2. Parents will be contacted no later than 9:00 A.M. if the student has not arrived or an excuse for lateness being received by the teacher. **All absences need to be excused.**
3. If a tardy goes longer than 2 hours, it will count as a ½ day absent.
4. Should absence, illness, or tardiness exceed 5 days per quarter, the teacher will consult the principal if action is needed.
5. Arrangements will be made with the parents for completing the work when any excessive student illness, absence or tardiness occurs.
6. Unresolved problems with excessive absenteeism, illness, or tardiness will be brought to the Board of Christian Education.
7. All assignments should be given out prior to the vacation time of students. All vacation assignments are due the day the student returns to school.

Car Seats

Nebraska child restraint laws (found at http://www.transportation.nebraska.gov/nohs/cps.html#Nebraska_Child_Restraint_Law):

1. All children up to age six must ride correctly secured in a federally-approved child safety seat.
2. Children ages six and over up to age eighteen must ride secured in a safety belt or child safety seat.

Students up to age 6 must have a car seat in order to go along on all field trips. Children 6 and over may have a car seat if their parents so choose to have them use one.

Child Abuse – Handling Allegations Policy

Child abuse is a misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency between a minor and an adult, assault of a minor, injury to a minor, abandoning or endangering a minor, sexual performance between a minor and an adult, possession of or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.

Trinity Lutheran School will respond promptly to investigate any accusation of sexual abuse to determine whether or not the accusation has credibility. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful of the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and procedures to be followed. The Principal, Pastor, and/or Board of Christian Education appointed person will begin investigating the allegations and may use the assistance of legal counsel or other consultants. This process may include meeting with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts. If the Principal, Pastor, or Board of Christian Education appointee is the individual accused of sexual abuse, then that person would not be involved in the following administrative procedures.

Should a teacher, staff member, or volunteer that represents Trinity Lutheran School be accused of abuse or neglect of a student, the following procedures will occur:

1. If an allegation of sexual abuse is made, the following people will be contacted at the first opportunity within 24 hours: the Principal, Pastor, The Board of Education Chairman, and the Chairman of the congregation.
2. After initial investigation and where the allegations may appear to have validity, the steps identified below will commence. Contacts as outlined in steps #3-6 will be made within the same 24 hours of the first report of alleged abuse to the Principal or Pastor.
3. Although the presumption of innocence remains intact and full due process will be afforded to the alleged abuser (teacher, staff member, volunteer), he/she will be given an immediate leave of absence with pay (if applicable) until such time that an investigation by the Board of Education or appropriate governmental agency has been completed. Financial arrangements for lost salary will be determined following said investigation. Trinity Lutheran School will suspend the alleged offender from any and all contact with children while a confidential investigation is being conducted.
4. The Principal or Pastor will contact the appropriate local law enforcement agency and/or social service department of the county.
5. An investigation of the alleged abuse will be conducted by the appropriate government agency with a report given to the Board of Education, Pastor, Principal, school's insurance company, and the school's legal counsel.
6. The Principal or Pastor will contact the insurance carrier and legal counsel of Trinity Lutheran Church and School and the appropriate synodical and district officials (the District President, the Administrator for the WELS Commission on Lutheran Schools, Circuit Pastor, etc.)

7. The Principal, Pastor, and/or Board of Education Chairman will contact and meet with the alleged victim (if appropriate), along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions. Ongoing contact throughout the process will occur including assisting them in their process of healing. In addition, efforts will be made to counsel/communicate with others affected by the alleged perpetrator.
8. The Principal, Pastor, and/or Board of Education Chairman will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
9. The Principal/Pastor will update the faculty, full Board of Education, and Church Council of the events and the investigation as appropriate and permitted in consultation with the school's legal counsel. Efforts will be made to afford the presumption of innocence to the alleged abuser by not publicizing allegations to a wide audience prior to completion of the investigation by authorities.
10. The Principal, Pastor, or other spokesperson will be give the responsibility of dealing with the media as directed by the school's legal counsel. All other faculty, staff, and personnel should refrain from public comment.
11. Should the allegations of abuse or neglect be proven groundless in the end, significant effort will be made by the congregation to rehabilitate the reputation of the worker within the school/church and community. Full compensation for the leave of absence will be made (if applicable), the leave of absence will end, and full employment of the worker will re-initiate.
12. Should the allegations of abuse or neglect be found to have merit or be proven true and of a serious nature, the worker's call/employment/volunteer service will be terminated. For this worker and/or volunteer, he/she will no longer represent Trinity Lutheran School or be allowed contacts with students in school-sponsored events.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for an offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug related offenses, or family violence.
3. A prior criminal history of an offense against minors.

Church Attendance

1. Parents are expected to carry out their role in training their children to be children of God. At times it becomes necessary to remind parents of this responsibility. As teachers, we will remind parents of their responsibility in a God-pleasing and loving fashion.
2. Teachers will keep a written worship attendance record for students. This record is to help inform/remind parents of the importance of regular worship attendance.

Church Singing

1. The faculty will arrange for periodic singing in church services throughout the school year.
2. All students are expected to be present unless parents notify the teacher ahead of time.
3. Children should arrive fifteen minutes before the service begins for a rehearsal.

Class Requirements

1. All classrooms will begin the school day with an opening devotion. A joint school chapel is held each Wednesday in the Upper Room, except for those Wednesdays after the school attends chapel service at Bel Air Nursing Home.
 - a. The children will have the opportunity to practice regular stewardship of their treasures by bringing mission offering to the weekly chapel service.
 - b. Parents are welcome to attend our Wednesday morning chapel services. They will begin at 8:20 A.M.
2. Each classroom will have a separate Word of God class at least four days each week with one day serving as a review day of Christ-Light lessons and the main themes for the week or for Hymnology.
3. Hymnology will be taught weekly.
4. Memory work of hymns and Bible verses will be assigned every week.
5. Classroom curriculum includes: Language Arts, Social Studies, Health, Art, Mathematics, Science, Physical Education, and Music.
6. Teachers will allow sufficient study time (according to the students' grade level) in order to finish most or all work in school.

Classroom Visitation

1. Friends and students may visit school if proper arrangements are made, and the teacher grants permission in advance.
2. We encourage parents to visit school to gain greater understanding of the school atmosphere and instruction in our school. (Please plan these visits in advance with the teacher.)
3. The principal will observe classes from time to time to be better informed and able to assist teachers in developing skills, methods of teaching, classroom management, and assist as needed.

Communication

Teachers to Parents

1. Teachers will make formal communication with parents in the weekly newsletter that goes home.
2. Midterm reports are sent home throughout the year. These also provide an avenue for effective communication.
3. Parent teacher conferences are held at the end of both the 1st and 3rd quarters.
4. Teachers will personally contact parents on a regular basis.
5. If you have a problem with a teacher, please to talk to the teacher first in order to solve the problem. If you feel that your problem has not been addressed, then the principal will be the next contact. The Board of Christian Education will be the final arbiter in any conflict.

Parents to the Board of Christian Education

If a time arises when you feel displeased with something that is happening or has happened in your child's classroom; follow these guidelines for communication (in keeping with what our Lord tells us in Matthew 18:15-17).

1. Schedule a time to first talk with the classroom teacher about the incident.
2. If you feel that the issue has not been resolved, contact the principal about the incident. If applicable, the pastor will sit in with this conversation as well.
3. If you feel that the issue has not been resolved, contact the principal to set up a meeting with the Board of Christian Education.
4. If you feel that the issue has not been resolved, contact the principal to set up a meeting with the Trinity Lutheran Church's Board of Elders to discuss the matter.

Computers

1. Teachers will provide all students with hands-on computer time.
2. No more than two students will be allowed at a computer at one time, unless the teacher grants permission.
3. Students are not to use computers to play games without educational purposes except on special occasions designated by the teacher.
4. Students are not to use computers after school without permission.
5. Students are not allowed to check e-mails at school except with special permission from the teacher.
6. Inappropriate computer use will not be tolerated. Consequences will be determined based on the severity of the actions. Consequences may include temporary or permanent loss of computer privileges, or suspension.

Detention of Students

1. Students may occasionally be required to remain after school by their teacher.
2. The parents will always be contacted after school to set up a detention time after school for the next day or as soon as possible if the next day does not work.

Disaster Preparedness

We pray that no disaster shall come our way, but if students get separated from their classmates they should meet at the Fellowship Hall.

Fire

1. Fire drills are to be held twice a semester during the school year.
2. Children should evacuate orderly by rows out the nearest school doors as shown on the map located in the room.
3. Windows and doors are to be closed when the evacuation takes place.
4. Teachers must make sure all their students are accounted for immediately following the evacuation.

Tornado

1. At least one tornado drill should be conducted annually. This is usually done in early April.
2. The children will go to the girls' bathroom.
3. Students are to sit with their heads tucked between their knees and having their heads covered with their hands.

Lockdown

1. An announcement by the principal will be made to the teachers that there is a threat in the area.
2. Children should evacuate the classrooms in an orderly manner into the church and sit quietly next to the southeast exit avoiding the windows.
3. Shades on window and all doors are to be closed when the evacuation takes place.

4. Teachers must make sure all their students are accounted for immediately following the evacuation.

Dismissal

School is dismissed at **3:30 P.M.** **To make pick up safer for everyone, please arrive from the North end of the building and exit at the South end.** Students living in town are expected to leave immediately. Students waiting for a ride are expected to be picked up by **3:45 P.M.** If this is not possible, we ask that you notify the teachers. The school is not responsible for students who return to the school grounds to play after they have left the property.

Drivers

There will be several times through out the school year that we will be relying on you the parents to help transport students to functions and activities. These functions and activities may include field trips and sporting practices.

When you are driving we ask that you return all students in your care to the school. No students should be dropped off at their home. If special arrangements need to be made parents should contact the principal and that student will then ride with a faculty member so we can be assured that they have met their ride.

We also ask that the drivers do not make any extra stops with the children that have not been discussed with the principal. This way we are assured that all children will be present for the closing of the school day and that all children are being treated fairly. (For example it would not be fair if some students were treated to or able to buy a snack while the rest of the school was not.)

Enrollment Requirements

Children enrolling in Kindergarten must be five years old by July 31st of the same year. Children enrolling in grade one must be six years old by July 31st of the same school year. Parents are required to bring their child's immunizations up to date before he/she enters Kindergarten. State law requires that all children entering Kindergarten bring a completed immunization card to school on the first day. Students cannot be admitted into school until all of the mandated immunizations have been received. These include mumps immunizations, three or more doses of DTP/TP, three or more doses of oral polio vaccine, one dose of measles vaccine, and one dose of rubella vaccine.

Enrollment Policies

All children of congregational members will be given the first opportunity to enroll in the school. Based on the number of students in the school, cost per child is about \$5,000. The congregation realizes that this amount would be hard for most parents to pay as tuition and uses the financial support of all its members to support the school. Please remember the support of the school in your weekly contributions.

Children of members of a sister congregation will be accepted if there is room available. Children of unchurched families or those of a different religious denomination may enroll if the following circumstances exist:

- a) there is room available
- b) the parents wish to send the child to learn of Jesus Christ
- c) the parents read the school's handbook and statement of beliefs document, understand what their child will be taught in accordance to God's Word, and sign documents that state they have read and understood what has been outlined in both the handbook and the statement of beliefs document
- d) the pastor and Board for Christian Education approve the request

Parents of newly enrolled students are expected to attend an Introduction to the Christian Faith class, which will be offered in the Fall of the school year.

By recommendation of the Board for Christian Education and decision of the voters, **tuition will be \$900 for the 1st child and \$850 for each child thereafter. \$25 per child is due at the time you register for school.** We strongly encourage that the **remaining balance be paid by the 1st day of school.** If a monthly payment plan is preferable to one lump sum, arrangements can be made at the beginning of each school year.

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

Other fees for athletic participation, field trips, computer usage, and other student activities will be charged as they occur during the school year.

Extra Curricular Activities

Sports

Female students in grades 4-8 may participate in Volleyball in the Fall. Male and female students in grades 4-8 may participate in Soccer in the Fall. Male and Female students in grades 4-8 may participate in basketball in the Winter. Male and female students in grade 3-8 participate in track in the Spring. Trinity Lutheran School along with the Saints Sports Board has adopted the following academic eligibility policy:

1. All student athletes must maintain all class grades at or above a C-.
 - a. Grade checks will be conducted every 2 weeks.
 - b. Academically ineligible students are not allowed to attend practices in order to focus their attention on improving classroom grades.
 - c. Academically ineligible students are not allowed to sit on the team's bench for games.
2. If a player misses a practice or game for reasons other than illness, the player is to miss an equivalent amount of game playing time. A practice is equal to ½ of a game.

Field Trips

1. Parental permission slips must be signed at the beginning of the year.
2. Since touring students represent the school, church, and ultimately Christ, a reminder will be given regarding the powerful witness they will give in their activities.
3. Regular school dress code will be enforced for all field trips.

First Aid

1. Only teachers will administer first aid to students. Every teacher will have a first aid kit in his or her classroom. There will also be one in the office.
2. All medication must be given to the teacher to hold throughout the day out of the reach of students.
3. No drugs or medication of any kind will be given to the students, including aspirin, without parental written permission.
4. Students who are ill should not be in school. If a student becomes ill during the school day, the teacher will call the parent in order that the student may return home.
5. In the event a health related emergency exists, the following steps will be taken by the teacher on duty:

- a. Immediate care will be given when applicable to the affected student. (ex. stop bleeding, lie down, etc.)
- b. The appropriate emergency numbers will be called –
 - i. 911 (ambulance, fire, police, poison control)
 - ii. notify the parent or guardian
 - iii. call a CPR/First Aid trained staff member
 - iv. complete a Student Injury Report form
 - v. notify the principal as soon as possible.

First Aid – Body Fluid Handling Procedure

The following procedures are designed to reduce the risk of transmission of pathogens dealing with blood, all body fluids, secretions, and excretions (except sweat), regardless of whether or not they contain visible blood, no-intact skin, and mucous membranes.

A. Disease transmission can occur in the school setting through the following means:

1. Direct contact with the infectious body fluids and skin lesions.
2. Direct contact with the infectious body fluids to mucous membranes.
3. Puncture wounds with contaminated object.

B. Standard precautions to take for bodily fluid clean-up

Hand Washing

1. Wash hands for 10-20 seconds as soon as possible following the contact.
2. Wash hands immediately after taking gloves off.

Protective Gloves

1. Place protective gloves on your hands before any type of clean-up or treatment of bodily fluids.
2. Each classroom should have a packet of vinyl or latex free gloves.
3. Remember to remove gloves by peeling from the wrist downward.
4. DO NOT touch the outside of the gloves with your bare hands.

Clean-up Procedures

1. Put on disposable gloves.
2. Contain the spill using paper towels.
3. Blot up the spill.
4. Spray the area with disinfectant.
5. Dispose of soiled waste in bag.
6. If outside of the bag has become contaminated, put the bag into a second bag.
7. Tie the bag closed.
8. Place the bag in the burn barrel.
9. Return the supplies to storage.
10. Wash hands.

Fundraisers

The Trinity students will be involved in various fundraisers throughout the year. The money the children have collected will be placed in a fund and will be used to purchase items to be determined by the children or the school board.

One way you can help our school raise funds is by using goodsearch.com. By going to this search engine and either signing up or just setting Trinity Lutheran School – Hoskins as your charity/school to which you want to donate funds. Every time you make a search our school earns a penny. There are also other ways to raise money on goodsearch such as through games and using goodshop where a percentage of the amount you pay on the products online would be donated to the

school. Please check this out and ask the teachers if you have more questions on how this site works.

Our school is also on Amazon smile. If you buy off amazon you can go through amazon smile and choose our school. We will get a percentage from whatever you buy. It works similar to goodshop described above and school mall that we have done the past few years.

No child is allowed to use Trinity's name to promote or sell any products other than the previously stated fundraisers. Any ideas for future fundraisers must first gain the approval of the school board. Thank you for following the proper guidelines concerning fundraisers.

GENERAL SCHOOL RULES FOR ALL STUDENTS

Classroom

1. Gum chewing is not allowed on school premises.
2. Students will show respect for all school property, such as desks, by not taping or marking on them. This includes any type of stickers or posters.
 - a. Defacing of school property will result in the student cleaning or repairing the damaged item back to "like new" quality.
 - b. If damaged property cannot be cleaned or repaired, the student will be responsible to pay for a new item.
3. Students will respect property of other students and teachers by not taking anything that is not theirs.
4. Students will walk in school at all times.
5. Birthday treats may be given out at a time designated by the teacher.
6. No toys should be brought to school without prior permission.
7. Reference books are not to be stored in students' desks.
8. An atmosphere conducive to instruction and independent study must be maintained at all times.

Conduct

We believe the Bible is the true Word of God. It clearly teaches all we need to know in order to obtain our eternal life. The Holy Spirit uses the Word of God to give and strengthen Christian faith; therefore, we want to hear, learn, and believe its message. (2 Peter 1:21, 1 Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39, Romans 10:17) Because the Bible is the true Word of God, students enrolled at Trinity Lutheran School will be taught the following guidelines and will be expected to adhere to the following guidelines for conduct:

1. Human life is the gift of a gracious God. Our life is a time of grace during which we have opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body. (Acts 17:25-26, Isaiah 55:6, 2 Corinthians 6:1-2, Psalm 31:15, Exodus 20:13, Psalm 139:13-16, Jeremiah 1:5)
2. God clearly teaches us to have compassion, love, kindness, respect, and dignity with others (Colossians 3:12-14). Hateful and harassing behavior or attitudes directed toward any individual will be repudiated and will be dealt with on an individual basis.
3. God also clearly teaches us to speak truthfully, use wholesome talk, and to not steal other's possessions (Ephesians 4:25-32). Lying, stealing, and any unwholesome talk (including, but not limited to: swearing, dirty jokes/stories, gossiping) will not be tolerated and will be dealt with on an individual basis as they come up.
4. Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is

valid except in cases of fornication or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the church, and the nation. (Genesis 2:18, Ephesians 5:24-25, Hebrews 13:4, Matthew 19:9, 1 Corinthians 7:15, Psalm 51:10)

5. God created human sexuality and gender at creation when he tells us that “male and female he created them” (Genesis 1:27). These two distinct, complementary genders are God’s design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Genesis 1:26-27). Rejection of one’s biological sex is a rejection of God’s creative action and design for the individual (Psalm 139:13-14, Jeremiah 1:5). Any instances of rejection will be dealt with on an individual basis.
6. God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5). We believe that any form of intimate sexual activity outside of God’s prescribed marriage bond is sinful and offensive to God (1 Corinthians 6:9-10, Hebrews 13:4). Therefore any activity or talk of activity will be dealt with as the situation arises.

Trinity Lutheran School reserves the right to discipline or ask a student to withdraw for any lawful reason, but failure to comply with the standards listed above, whether on or off campus, will subject the student to potential disciplinary action, up to and including expulsion. Finally, we believe that God forgives all who confess and turn away from their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-20, 1 John 1:9). Our main objective in any disciplinary action is to lead the child to see his/her action as sinful and ultimately to lead him/her to repent of the sin and turn to his/her loving heavenly Father for forgiveness.

Hallways

1. No running or jumping in the halls.
2. No excessive noise will be tolerated. (Including loud talking.)
3. No ball bouncing or tossing in the halls.
4. Keep hands off walls.

Restrooms

1. No unnecessary noise or talking is permitted.
2. No standing on the stools.
3. Flush after using stools or urinals.
4. Students are to report immediately anything unusual that has happened in the restrooms.
5. Only three students are allowed in the restrooms at a time.

Recess

1. No hardballs are allowed on the school premises (except if authorized by the teacher and used for physical education)
2. Students will not tackle, push, or fight another student.
3. Students will not throw or eat snow.
4. Students will stay on supervised school grounds during all school hours.
5. All grades are to line up before coming into the building and enter in an orderly fashion.
6. Only outside balls and equipment should be taken outside.
7. Students who take equipment out are responsible for bringing it back in.
8. All students will be required to go outside for recess, weather permitting, unless a written note comes from the parent.
9. Children will be expected to have a coat during the Spring.
10. During the winter students are required to have hats, gloves, coats, snow pants, and boots.

Lunch

1. Students will clean up after themselves when done eating.
2. Microwaves are available.
3. Students should remain seated during lunchtime.
4. Students who drop or spill any food should clean it up immediately.

Homework

1. Amount of written homework will be appropriate to grade level.
2. All homework should be done on time.
3. The principal will be made aware of every 3rd late assignment per subject area.
4. If an emergency situation arises, and a student is not able to finish homework, the parents are to send a note or speak directly with the teacher.
5. If parents are planning a leave of absence from school for their children, they are to inform the teacher ahead of time. Teachers will then be able to assign the homework that the students will be missing. All homework from a planned absence should be handed in when the student returns to school, if not earlier.

Indoor Recess

1. No outside balls are to be used indoors.
2. All play equipment is to be returned to the proper storage areas when students are finished using them. Nothing is to be left lying on the floors.
3. No students are allowed to play inside before or after school hours, unless a teacher has directed them to do so.
4. Students are not allowed in the Sanctuary during indoor recess.

Locking of Doors

After all the children have arrived at school and devotions are completed (about 8:30), the doors to the school will be locked throughout the day. There is a doorbell located at each of the entrances if you need to be let in during the school day.

Medication Dispensing Policy

Parents are requested to give medication at home whenever possible. If it becomes necessary to administer medication to students during school hours, the following regulations will be observed:

1. Medication to be administered must be prescribed by a licensed medical professional. The school may contact the professional as necessary.
2. Medication to be administered by school personnel must be provided in the prescription container with the prescription attached. Medication improperly packaged or labeled will not be administered.
3. Parents or guardians must provide the information requested on the medical form and sign the form, granting the school permission to administer the medication.
4. Any over the counter medication, needs to come to school with a note filled out by the parents.

Memory Work

1. Memory work will be assigned with the purpose of allowing children to know the Lord's Word and grow in the grace and knowledge of their Savior.
2. Memory work in Kindergarten through second grade will mostly be done at school and reviewed at home.

3. By grades 3-8, most memorizing can be accomplished by students independently.

Nurse

1. The school nurse comes in once a year for filing and reporting of forms, and health screening.
2. All health forms are to be given to the principal who will in turn hand them over to the nurse.
3. The nurse will check students for hearing, sight, and immunization deficiencies, and will also check students in grades 5-8 for scoliosis.

Report Cards, Midterms, Assessment, and Evaluations

1. Report cards are issued after the final day of the school's quarter term.
2. A uniform grading scale is used on percentages from 0% to 100%.
3. The grading scale is as follows:

100%	A+	85-84%	C+
99-96%	A	83-80%	C
95-94%	A-	79-78%	C-
93-92%	B+	77-76%	D+
91-88%	B	75-72%	D
87-86%	B-	71-70%	D-
		69-0%	F
4. All late work will be counted as **0%**. However, late work will be finished during recess time with the corrected work being averaged with the 0%. Therefore, the highest possible grade for a late assignment would be a 50%. A slip will go home informing you of any late assignments. This slip will need to be signed and returned the next day. **12 late grades** in a given subject area will result in a failing grade.
5. The final copy of the student's report card is placed into the permanent file upon completion of the school year.
6. Midterm reports are sent home at the halfway point of each quarter.
7. Parent-teacher consultations will be scheduled for every student after the 1st and 3rd quarters. Additional consultations may be scheduled according to need throughout the school year.
8. We use the MAP test for our standardizing testing. We schedule to take this test in September and March with specific dates to be determined during the school year. This is the same test that is used by Norfolk public schools, thus it complies with the state testing requirements. This test will also allow us to track progress of students, and help us determine how our curriculum is doing as we test both in the fall and the spring of the year. Once we have had the chance to evaluate the test results they will be made available to the parents. You are encouraged to discuss these results with your child's teacher so that parents and teachers can work together to promote the child's learning.

School Closing

School closing because of bad weather or other emergencies will be announced over radio stations **WJAG – 780 AM (from 7:15a.m. to 8:45a.m.) and KEXL – 97.5 FM & KQKX – 106.7 FM (from 5:45a.m. to 8:45a.m.)**. The closing will also be posted at the stations' websites: www.wjag.com, www.literock97.com, or 106kix.com. State law requires a minimum of 1032 instructional hours each year. Our calendar, however, provides enough additional hours that it is unlikely that we will have to extend the school year due to unscheduled closings.

School Opening

Students should arrive at school no sooner than **8:00 A.M.** unless a need arises and special arrangements are made. School doors will not be unlocked before 8:00 A.M. All students are encouraged to be present by **8:10 A.M.** so that preparation for the school day may be completed. A student will be considered tardy if he/she arrives after **8:15 A.M.** Children are not to play outside before school because the playground will be unsupervised.

School Phone

1. Students are not to use the school phone unless a teacher gave permission. Students are to ask every time they use the phone.
2. The phone is to be used for emergency purposes.
3. Students are not to have cell phones in school. Any cell phones brought by students are to be kept in the school office during the course of the day.
 - a. If a parent feels that their child needs to have a cell phone to contact them or for emergencies, the school board may allow a student to bring a cell phone provided that it is turned in to the principal during the day.
 - b. Students will not have free access to the cell phone during the school day or recess times.

School Services

Milk and Lunch Program

The students of our school have two opportunities to purchase white or chocolate milk each day as well as orange juice. The cost is **\$0.40 per carton for milk and \$0.25 per carton for juice.** **Our school uses a prepay system** in which you pay the milk/hot lunch account in advance and we subtract the amount from your account when your student ordered milk, juice, or hot lunch. We will let you know when your account is running low on funds.

Students also have the opportunity to purchase hot lunch from Wheeler's Bar and Grill in town on every third Tuesday of the month. The cost for hot lunch is \$5.00.

Parents are also asked to bring in a hot lunch for the entire K-8 student body once during the school year. Parents are asked to serve an entrée, fruit, and drink. Dessert is optional. A sign up sheet will be posted on the informational bulletin board in the Upper Room.

School Bookstore

School supplies and religious books (Bibles, Hymnals, and Catechisms) needed for class are available in the school bookstore. Operated on a non-profit basis, prices are kept as low as possible. Any profits that are made will be used toward education supplies or activities to be determined by the faculty.

Student Appearance

Our school does not desire a legalistic approach concerning pupil dress and appearance, for we are not under law, but under grace. However, Paul tell us in 1 Corinthians 10:31 that we maintain one focus for our Christian freedom, that whatever we do be done to God's glory. Since we wish to glorify our Savior, our actions as well as our dress, should work to this end. **Thus, a decent and respectful clothing style is appropriate for the child of God.**

If there are any problems with student dress, parents will be notified and will be able to discuss the problem with the principal. Continuing problems will be taken to the school board for their determination of action.

Clothing

Clothing should be neat, discreet, and free from all offensive slogans and connotations. **Clothing that is neat includes being with out holes. Clothing that is discreet means that all**

children should be able to raise their hand (the entire way) with out showing their belly. If you think that your child's shirt might be questionable have them raise one of their hands if you can not see their belly then it is appropriate school attire, if you can see their belly we ask that the shirt not be worn to school unless they wear a shirt underneath it that can be tucked in. Tank tops and cut off shirts will not be allowed. Necklines must be worn no lower than two inches below the collarbone. When wearing tank tops we ask that the straps be three fingers wide. (Please no spaghetti straps.) **In concern to loose jeans, jogging pants, or wind pants we ask that the children have their shirt tucked in since these types of pants tend to slide down when children are sitting and expose their underwear.** Coats and snow pants and insulated coveralls/bib overalls worn outside during the winter months as well as mud boots and snow boots worn outside may not be worn in the classroom. Students should have a pair of clean shoes available to wear in the classroom. These shoes can be left at school.

Piercings/Hair Color

Only girls may have their ears pierced. Any other type of body piercing by either male or female is not permitted. While we do not forbid the dying of hair, if it is to be done we ask that it remains a natural hair color. (no green, purple, etc.)

Shorts/Skirts/Sandals/Socks

Shorts are permitted from the **first day of school to the end of September and April 1st to the end of the school year.** Skirts are allowed year round. Shorts and skirts should extend past the fingertips when the child is standing. Spandex shorts are not allowed unless worn under a dress or skirt. Sandals may be worn only during the time shorts are permitted. We ask that the children were sandals that can be secured to their feet. This means that there must be a strap that goes behind the heel. (No flip-flops.) Socks are optional only during the sandal/short wearing period.

Suspension of Students

Suspension of students will be dealt with on a case by case basis. Generally suspensions will not be given out until the school has dealt with the matter appropriately using Law and Gospel. Teachers and principal will use, but not be limited to, the following procedures:

1. Dealing with the student using Law and Gospel within the classroom.
2. Dealing with the student using Law and Gospel with the principal.
3. Dealing with the student using Law and Gospel with the parents brought in to school to discuss the situation with the principal, teacher, and student.
4. The matter will then be brought to the Board of Christian Education for a final decision.

The principal holds the right to suspend any student during the school day and the following day for infractions that may cause harm to other students or themselves, or if the student displays a blatant disregard for authority. Any situation where the principal suspends a student will be taken up by the Board of Christian Education.

Weapons in School

Children are not to bring knives or weapons of any kind to school. A child that brings a knife or weapon to school will be warned on the first offense. The second offense will be expulsion from school. The faculty will use its good Christian judgment regarding special circumstances and take proper action. The faculty will make sure that knives are available at school for lunchtime purposes.