



*Challenging the Mind,
Nourishing the Spirit*

2020-2021 Parent and Student Handbook

**2852 S. Dayton Ave.
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slssaints.org**

The mission of SLS is to provide a Christian environment for the growth and development of children's souls, minds, and bodies (Matt 22:37), equipping each child to strive towards what God intended him/her to be (Mark 10:14).

Springfield Lutheran School Parent and Student Handbook

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Mission Statement

The mission of Springfield Lutheran School (SLS) is to provide a Christian environment for the growth and development of children's souls, minds and bodies (Matt. 22:37); equipping each child to strive towards what God intended him or her to be (Mark 10:14).

Philosophy

Springfield Lutheran School provides a Christ-centered learning environment that promotes the spiritual, academic and emotional growth of each child. It provides an environment where forgiveness is taught, practiced and treasured. In partnership with Redeemer Lutheran Church, SLS emphasizes the truth revealed in God's Word, in accordance with the confessional statements of the Lutheran Church-Missouri Synod.

SLS is committed to excellence in education. SLS complies with, and often exceeds, state accredited curriculum guidelines. SLS seeks to enrich and enhance its curriculum to reflect faith in Christ and adherence to God's Word.

The Redeemer School Committee, SLS faculty, and staff are committed to growing in their personal relationships with Jesus and others. They seek to grow in God's love and faith through involvement in corporate worship, Bible study opportunities, devotions (both personal and group) and prayer.

Children daily hear the Good News of Jesus, participate in worship and prayer, and share Christ's love with others. Students and staff display Christ-like compassion and service for God's creation

Members of the SLS family support and respect one another as brothers and sisters in Christ. Each person's uniqueness is recognized, and individuals are helped to achieve their full potential. As redeemed sinners and beloved children of God, the SLS community works together to maintain an atmosphere of Christian love and joy (Gal 3:26-29).

Accreditation

Springfield Lutheran School is accredited with the National Lutheran School Accreditation (NLSA) and the Missouri Nonpublic School Accrediting Association. SLS undergoes yearly evaluation to maintain their accreditation status.

School Administration

Springfield Lutheran School is maintained and operated by Redeemer Lutheran Church as an expression of its conviction that Christian education cannot be separated from the secular branches of learning and the application of Christian truths.

The administration of our school rests with the Redeemer School Committee, a body consisting of members appointed by Redeemer's Board of Directors. All policy making for the administration of SLS is the responsibility of the Redeemer School Committee.

The responsibility for the immediate and direct supervision of the school rests with the principal, Ms. Amanda Cole. Her role is to execute the policies and resolutions enacted by the Redeemer School Committee. It is also her responsibility to recommend changes in policy for the improvement and welfare of the school.

Board meetings are held the fourth Tuesday of each month at 6:00 p.m. in the SLS Library and are open to the public. Visitors may attend and listen to the proceedings of these meetings. Any concerns or questions about policies should be taken to the principal or the board chairman. In special situations the board will move into executive session to discuss personnel and/or student matters. Visitors will be asked to leave until the board returns to regular session. No official action will be taken in these private, executive sessions.

Redeemer School Committee Members

Susan Lindenberg, Chair
Melissa Barnes
Jennifer Reed
Allison Fuehne
Ann Puccio
Rhonda Shrewsbury
Steve Strobel

Faculty and Staff

Name	Department	Contact
Ms. Amanda Cole	Principal	acole@rlcmail.org
Mrs. Amy Schafer	Office Administrator	aschafer@rlcmail.org
Mrs. Kari Wanner	8th grade/Athletic Director	kwanner@rlcmail.org
Mrs. Shannon Schmidt	7th grade	sschmidt@rlcmail.org
Mrs. Karen Schaller	6th grade	kschaller@rlcmail.org
Ms. Jennifer Williams	5th grade	jwilliams@rlcmail.org
Mrs. Karie Johnson	4th grade	johnson@rlcmail.org
Mrs. Sarah Tessaro	3rd grade	stessaro@rlcmail.org
Mrs. Alison Brand	2nd grade	abrand@rlcmail.org
Ms. Rebecca Duensing	1st grade	rduensing@rlcmail.org
Mrs. Martha Swearingen	Kindergarten	mswearingen@rlcmail.org
Mrs. Tracy Curtis	Pre-Kindergarten	tcurtis@rlcmail.org
Mrs. Christine Wong	Preschool	cwong@rlcmail.org
Mr. Josh Wanner	Tech Director	jwanner@rlcmail.org
Mrs. Cyndi Shepard	Art	cshepard@rlcmail.org
Mrs. Mary Lou Peters	Library	mpeters@rlcmail.org
Mrs. Stephanie Richter	Music/choir	richter@rlcmail.org

Additional Staff - Mr. Andy Wang (band), Mrs. Bethany Philips (violin), Mrs. Sheri Zinke (pre-k aid), Mrs. Donna Rovey (preschool aid), Linda Baker (Extended Care), Jen Gabathuler (Extended Care), Kennedy Aurentz (Extended Care), Emily Wanner (Extended Care), Marissa Kohlman (Extended Care), Fred Herman (Custodian)

Admission Policy and Fees

Nondiscrimination Policy

Springfield Lutheran School admits students of any race, color, nationality, or 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 the administration of its educational policies, athletic, and other school administered programs.

Enrollment and Admission

Enrollment policies have been set by the Redeemer School Committee and the school principal. All admissions are subject to the approval of the school administrator. SLS follows the requirements for school admission set forth by the Missouri Department of Elementary and Secondary Education. Students entering preschool, pre-kindergarten, or kindergarten must be three, four, or five years old, respectively, by August 1 to be considered eligible to enroll. Interviews for future enrollment are scheduled with the principal.

Enrollment considerations are as follows:

1. Children who were enrolled the previous year
2. Siblings of children enrolled in the previous year
3. Children of other Lutheran churches
4. Children of non-Lutheran churches

Release of School Records

Springfield Lutheran School honors the request of student records from other school entities without parent permission. Parents have the right to request in writing that this information not be released without prior consent. See FERPA 603 CMR 23.07 (4) (a) for more information.

Tuition and Late Fees

Please refer to the Springfield Lutheran School website, slssaints.org, for updated tuition information. Tuition is assessed on the first day of each month, August through May. A late fee of \$25 will be assessed on the first of each month for any unpaid previous month's tuition and a 5% fee on all outstanding balances.

Financial Aid forms are available in the school office and/or the school website. Families must apply for Financial Aid each year. Full tuition will be assessed until a Financial Aid Request has been submitted to the office. You will be notified if your family will receive financial aid for the current school year.

Extended Care Fees

Before and after school care is available daily from 6:30 to 7:50 a.m. and from 3:00 to 6:00 p.m. Cost is \$2.75 an hour and families are charged by the minutes they use. For more information, see "Extended Care" in the Student Life section of the Parent/Student Handbook.

School Policies

Attendance

SLS adheres to the Missouri Compulsory Attendance Law. Regular, punctual attendance is expected. Absence from school should only occur in the event of sickness or emergency. Excessive school absences with no documentation or updates on the welfare of the child may result in a hotline to the Missouri Child Abuse and Neglect hotline. Parents are asked to notify the school immediately about any absences. Any child attending a non-SLS sponsored function during school hours will be considered absent.

Students in preschool and prekindergarten may choose to attend a part-time or full-time school program. Part-time students may attend school Monday through Friday from 8:00 until 11:30 a.m., or may choose three days a week from 8:00 a.m. until 3:00 p.m. SLS does not offer make-up days for part-time student absences.

School begins at 8:00 a.m. Attendance will be taken and instruction will begin shortly after 8:00 a.m. Parents are asked to call the school office by 9:15 a.m. to report their child's absence from school. Parents may text the word ABSENT to 417-217-7337 and follow the prompts to report a child absent. School office staff will call every family who does not report an absence from school. School is dismissed at 3:00 p.m.

A tardy will be recorded if the student arrives after the stated start time of the day. Absences will be recorded as one-half day (2-4 hours) or a whole day (more than 4 hours absent).

Students exhibiting symptoms of respiratory illness including, but not limited to, fever, cough, shortness of breath, fatigue, muscle pain may only be admitted back to school with documented permission from a physician.

Assignments missed during an absence may be made up within a reasonable period of time determined by the teacher. The general rule of thumb is two days for each day absent. Teachers will, whenever possible, make assignments available before an excused absence.

Cell Phone Usage

Cell phones must remain in students' backpacks and must be turned off from incoming calls. Students should use school phones, with teacher permission, to make phone calls during the school day. Teachers may collect cell phones that are being improperly used. Phones will be returned to parents after a parent conference.

Computer Usage

The use of technology resources at SLS is a privilege and must be treated as such by all students. Technology resources include, but are not limited to, computers, printers, video equipment, software and the Internet. SLS also maintains a website – www.slssaints.org. This site is a means for communicating information and advertising our school. Information about events upcoming and events that have happened are often posted on our website. You can also follow SLS on Facebook at facebook.com/slssaints, on Instagram @slssaints and on Twitter @slssaints.

Use of an SLS computer carries the implied consent for examination of all computer files by teachers or administrators at any time, at their discretion. Prior permission of the student is not required.

A “digital citizenship agreement” will be distributed to all students at the beginning of the school year. Students will be allowed to use SLS computers and media when this agreement is signed and returned to your child’s classroom teacher.

Failure to comply with the technology agreement may result in disciplinary action and loss of computer usage at school. The student will still be held responsible for all assignments involving technology, regardless of the loss of privilege.

During the school year, students could be photographed, videotaped, or interviewed at various school events. Without express parental consent, given by the return of a Social Media Consent form, the photograph, video, or interview may not be reproduced and used for release in the media, i.e. newspapers, promotional materials, videos, television, and the internet. This includes the Springfield Lutheran School website and school related social media platforms such as Facebook, Instagram, Twitter, etc. This also includes classroom web pages.

Communication with Teachers

Positive school/home communication is critical to the success of a school. Please be aware that teachers are often busy during the day and may not be available to take phone calls. Teachers will return calls as soon as possible. You can expect to hear from your child’s teacher in a variety of ways.

- Before School Meetings
 - For students in preschool through 2nd grade
 - Scheduled individually by teachers
- Orientation Meetings
 - For students in grades 3-8. Meet the teacher to learn important information about the upcoming school year and to learn the specific classroom policies for each teacher
- Weekly classroom newsletters
 - These are to be emailed home each Friday and contain important information about upcoming events, memory work and spelling.
 - Hard copies are available by request.

- Parent/Teacher Conferences
 - Held in October
 - Families and teachers may schedule additional conferences at any time
- Report Cards
 - Issued four times a year
 - Grades are available year-round on FastDirect
- FastDirect
 - Teachers can be emailed through FastDirect
 - You will receive a text or email when you receive an email on FastDirect
- Email
 - All teachers have a direct email address that is formatted using the first initial of their first name combined with their last name and ending in @rlcmail.org.
- Seesaw App
 - Teachers will regularly give assignments, post images, and communicate multiple times a week using the Seesaw app.

If a parent chooses to share his or her personal phone number with you, please be respectful of the teacher's personal time with family.

Parents wishing to consult with the principal or a teacher may do so after school hours. Teachers are asked to remain at school until 4:00 p.m. Monday through Thursday. In the event that you would like to visit your child's classroom, please make arrangements with the teacher. This helps classroom instruction flow without disruption.

You will also receive a weekly SLS Newsletter on Fridays. This will be emailed to you. This newsletter will contain information about school-wide events, changes, and other pertinent information.

Dress Code

SLS requires that all students wear clothing that is a reflection of their Christian training and does not disrupt or distract from the educational process. Clothing must be modest, clean, and in good repair. Students are to be well groomed and modest in appearance. They are expected to practice good personal hygiene. Hairstyles must not be so unusual as to be distracting.

The length of skirts, skorts, and shorts must extend below the student's fingertips when the student's arms are extended at his/her sides. Shirts are required at all times. Clothing with drug or alcoholic themes, suggestive pictures, offensive language or representing any group that contradicts God's Word are not allowed. Halter tops, low-cut tops, tank tops, net type shirts or shirts that show the midriff are not allowed. Shirts with spaghetti straps must be covered by a sweater or other article of clothing. Students who choose to wear leggings are encouraged to wear a shirt that is long enough to cover their bottom. Shoes or sandals are required at all times. For the safety of the child, shoes or sandals must have heel straps. No flip-flops, clogs or mules can be worn.

Students should choose the accessories they wear carefully. Hats and sunglasses are not appropriate for the classroom setting. They may be worn only when approved by the classroom teacher. Jewelry cannot be sacrilegious in any way. Other than ears, body piercing is not allowed. Large chains are not allowed for safety reasons.

Parents will be notified if clothing is unacceptable. If this occurs, they may bring appropriate clothing to school, or alternative clothing will be found for the student to wear for that school day.

Students are asked to keep a facial mask at school at all times. Students are permitted to wear a facial mask in the building and classroom. Any adult visitors to the building are asked to wear masks in the building to limit student exposure to germs. Springfield Lutheran School will follow any local or state mandates in regards to wearing masks in public.

Drop Off and Pick Up

Individual access to the building may be limited during the COVID-19 pandemic situation. Please contact the school office for up-to-date information about building access for students, parents, and visitors.

Students will enter the building on, and be dismissed from, the southeast side of the complex. Students arriving before 7:50 a.m. should be dropped off at the school door on the southeast corner of the complex and proceed to Extended Care. Parents are asked to pull as far forward in the morning to allow additional students to be dropped off. Please park in a parking space if you will be escorting your child into the building. Our goal is to be both safe and efficient in the dropping off and picking up of our students. Please proceed slowly and carefully in our parking lots.

Students may only be picked up by parents/legal guardians, or those designated by parents/legal guardians. Any transportation changes must be called by phone into the school office, or sent in writing by email or written note. All transportation changes must be documented and approved by school office staff.

Parents picking up students at the end of the day should enter into the car loading zone with their family display tag hanging from the rearview mirror. No person should ever walk through the car loading zone. Children will not be dismissed to walk across the parking lot to a parked vehicle. Students will remain behind the fence unless escorted by a staff member to a loading spot. Parents needing to walk through this zone must wait for direction from staff members. Parents needing to buckle children into car seats or booster seats should pull out of the loading zone, park, and buckle the child at that time.

Please drive carefully and avoid conversations with teachers on duty. If you need to talk to a teacher or the principal, please park and enter the building. Teachers will be available to meet by 3:30 p.m.

Extended Care

Before and after school care is available for families. Cost is \$2.75 an hour. The cost of this care is billed weekly through FastDirect in five minute increments. Families may use this service every day, one day a week, or whenever needed. Extended Care is from 6:30 a.m. until 7:50 a.m. and after school from 3:00 p.m. until 6:00 p.m. Light snacks will be provided for students in after school care. Parents/legal guardians are required to sign their child out of Extended Care each day.

Students are welcome in their classrooms at 7:50 a.m. Any student at school before 7:50 must be with their parents or in Extended Care. Students should not loiter in the hallways, waiting for teachers to arrive to the classroom. Parents using our Extended Care will need to keep a balance on their FastDirect family account to cover these charges.

To reach Extended Care staff, please call (417) 409-0488. Please only call this phone number in the event of an EMERGENCY, or if you are unable to enter the building. This phone cannot be used for texting or for the internet and has very few minutes a month. Extended Care providers will not use this phone to contact anyone unless there is an emergency.

FastDirect

SLS uses a school management program called FastDirect. You may access this website at <http://www.fastdir.com/slssaints/>, or on the SLS website. Using FastDirect, parents will be able to see their family's current billing information, school information sheets, grades, and report cards. You can also make payments and send email. Please see the school office for information about signing on to FastDirect. The school staff uses this method to communicate with parents. The FastDirect messaging system should not be used for personal usage such as promoting personal business opportunities, outside community events, etc.

Field Trips

SLS students take frequent field trips as a way to extend learning beyond the classroom. During the COVID-19 pandemic situation, field trips are subject to local or state mandates. Permission slips for field trips will be sent home at least one week in advance. Students without a permission slip signed by a parent or legal guardian may not attend a field trip. Students without permission will be supervised on campus instead of attending the class field trip.

Parents may be asked to provide transportation on a field trip. If cars are used, drivers must be insured and be at least 21 years of age. Seat belts must be used. Parents who accompany the class on field trips are asked not to bring other children with them so that full supervision can be given to the class. Any adult accompanying a class trip must have a background check on file in the school office.

8th grade students will have the opportunity to attend a special graduation trip at the end of the school year. The 8th grade teacher sponsors, plans and chaperones on this trip. The 8th grade class will have opportunities to serve their community during the year, along with the end of the year class trip.

All eighth grade trip plans and fund raising efforts will be approved by both the school principal and the Redeemer School Committee. Other eighth grade trips will not be sponsored by the school and both the trips, and their fundraising efforts, will not be able to utilize the SLS logo, facilities or communication networks.

Insurance

SLS does not provide accident insurance for students. Families with their own insurance are asked to complete a waiver form indicating that they have insurance to cover accidents at SLS. Families without insurance are required to purchase school hours' accident insurance as offered through the school. Every effort will be made to provide a safe environment at SLS.

Library Usage

Students in preschool through 6th grade will attend a weekly library class. Library use before or after school must be arranged in advance with a faculty member. Students are financially responsible for library materials checked out to them. Replacement costs will be assessed for materials lost or damaged beyond normal repair.

Lunches and Saints Snacks

Hot lunches are offered to students through a local catering service. Students may pre-order these lunches through FastDirect on a weekly or monthly basis. Hot lunch orders will be included on a family's monthly billing. Extra hot lunches are not made, so every effort needs to be made to ensure that students have lunch each day. Children may also bring their own lunch and buy milk. Children will not be allowed to bring soft drinks for their lunch drink.

SLS qualifies for a free after-school meal program through a USDA grant. When available, all students are given a meal called a "Saints Snacks" each day. Food must be taken home or eaten by 3:15 p.m. Students going to Extended Care will eat their Saints Snacks during snack time. Students may choose to take their snacks home with them, or donate them to the school for future use.

Parties

Elementary classrooms will host parties at Christmas and Valentine's Day. Parties may include refreshments, games, and the exchange of Valentine cards by the children. On birthdays children may bring treats to share with fellow classmates and teachers. Homemade treats are not permitted. Any treats shared with students must be individually, commercially wrapped. Bulk commercially prepared treats that are not individually wrapped, such as doughnuts or cupcakes, will not be permitted during the COVID-19 pandemic situation.

If a child chooses to send invitations at school for parties outside of school, invitations must go to all students in the classroom, or be distributed off of school property. It is best to distribute invitations outside of school, using the school directory located in FastDirect. Teachers will be unable to provide any materials for birthday celebrations, or to help share invitations.

PALS (People Assisting Lutheran Schools)

PALS was established for the unique purpose of unifying parents, teachers, and other interested friends in the common goal to assist SLS. It assists in fund raising for approved school-related projects and improvements. PALS coordinates the room parent program, Box Tops for Education, and organizes fund raising events.

Recess Temperature Guidelines

During the winter, Springfield Lutheran School will refrain from outdoor recess when the actual temperature falls below 25° or when the wind chill falls below 15°. At these times, recess and break time will be moved indoors and to the gym, if possible.

Visitors

Springfield Lutheran School welcomes families at school and endeavors to make all feel connected. Due to increased health guidelines and regulations, SLS may have to limit building access during the day. Please contact the SLS office for the latest information about building access.

Depending on local and state health mandates, families may escort their children to before and after school care using a secure entrance code. Individuals wishing to enter the building between 7:50 a.m. and 3:00 p.m. must be granted access by office staff. As a secure facility, all visitors must enter the school through the southeastern entrance. All visitors are required to check in at the office and wear a visitor tag. Please make arrangements to visit classrooms with the teacher prior to showing up. Surprise visits can be a disruption to classroom functions. Visitors are welcome to join SLS for chapel every Wednesday at 8:15 a.m. if local and state health mandates permit additional visitors in the building. Individuals needing to access Extended Care before and after school may access the building using a secure code and keypad at the school entrance.

Volunteers

Volunteer workers are a welcome part of the SLS community, when health regulations permit additional adults in the building. All volunteers are required to participate in SLS volunteer training. Each volunteer must sign an SLS Volunteer Training Agreement form and have a background check completed and on file in the office.

Weather Closings

SLS follows the decision made by the Springfield Public School regarding school closings due to snow or other weather related emergency situations. If SLS is closed, it will be announced as Springfield Lutheran School on KY3, Facebook, Instagram, Twitter, and other local news sources. Every effort will be made to provide this information as soon as possible. A text or email will also be sent to school families with the school closing information.

Behavioral Policies

Bullying

Bullying, according to Missouri State Statute 160.775, means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions including gestures, cyber-bullying, electronic, verbal, or written communication, and any threat of retaliation for reporting such acts. Cyber-bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices (on or off campus). Cyber-threats are online materials that threaten or raise concern about violence against others, suicide, or self-harm.

Springfield Lutheran School wants to draw a distinction between behavior that is rude, behavior that is mean, and behavior that is characteristic of bullying. Signe Whitson, author of “Eight Keys to END Bullying - Strategies for Parents and Schools” defines negative behavior as the following:

Rude = inadvertently saying or doing something that hurts someone else

Mean = purposefully saying or doing something to hurt someone

Bullying = intentionally aggressive behavior, repeated over time, that involves an imbalance of power.

Bullying has three key elements: an intent to harm, a power imbalance, and repeated acts or threats of unwanted aggressive behavior. There is also a distinction between rough play, real fighting and bullying. The ability to recognize bullying in all its forms is essential to early intervention and bringing an end to unwanted aggression. Bullying occurs in four basic ways: physical aggression, verbal aggression, relational aggression, and cyber-bullying.

In reality, bullies come in all genders, ages, shapes and sizes. They come from troubled families, nurturing families, wealthy and low socio-economic status. The reality is that almost any child can bully another child on a given day. We, as adults, must understand that, by their very nature, children are works in progress. Their behavior on any given day, or even on repeated occasions, is subject to guidance and improvement. We must view them as young people who deserve to be taught better ways to behave.

Conflict Resolution

Misunderstandings, problems and conflicts may arise between students, parents, school committee members, faculty and staff. As Christians, it is important that we are mindful of Paul’s exhortation in Romans 12:18, “If it is possible, as far as it depends on you, live at peace with everyone.” When a conflict arises, it is important to speak, in person, with the individual who you are having a problem with. Email, text, or telephone calls are not to replace a private person to person conversation. The following steps are recommended:

1. Read and review Matthew 18:15-35 and pray for successful resolution.

2. Discuss the area of disagreement with the individual involved. Please keep in mind that adults and children can communicate poorly and misunderstandings may develop.
3. Once understanding and resolution of the problem has been reached, appropriate expression of sorrow, forgiveness, and love should be expressed.
4. If the matter remains unresolved, a conference with the principal may be scheduled. Areas of specific concern need to be identified and resolution ideas suggested.
5. If, after conferencing with the principal, issues of concern are still unresolved, then those concerns should be submitted in writing to the Redeemer School Committee. A copy should be provided to the principal.
6. Further action is the responsibility of the committee chairperson. The chairperson may convene the executive committee (chairperson, vice-chairperson and secretary) or the entire SLS committee if the area of concern is not adequately addressed by existing policies.

Discipline

The SLS discipline plan exists to provide teachers with procedures for dealing with misbehavior. We believe that addressing misbehavior provides students with the structure necessary to equip children to learn, practice Christian love, protect students from physical harm, and ensure that the educational functioning can continue without disruption.

It is the goal of the SLS faculty and staff to prevent misbehavior from occurring by providing a positive classroom atmosphere, a well-organized and stimulating course of study, meaningful assessments with achievable success, and a constructive, supportive and positive relationship with each student. When the classroom teacher's methods of discipline do not produce the desired results, the referral process will go into effect.

Referral Process

- Level One - Minor Infractions
 - Misbehaviors that distract the teacher and/or students from being on task.
 - Results in one period of detention.
 - Level one infractions could include: repeated talking at inappropriate times, disruptive behavior, repeatedly bothering other students, throwing items in the classroom, lunchroom or other inappropriate areas.
 - Level One Procedure
 - Teacher notifies office and fills out required form
 - Kindergarten - 4th grade students will have their parents notified by the teacher
 - Upper grade students will call their parents immediately
 - A 30-minute detention will be served within two days
 - Continuous Level One infractions will result in a Level Two Referral
- Level Two - Major Infractions
 - Examples include: refusal to follow a teacher's direct request, disrespect (such as talking back or inappropriate gesturing), writing on or marring

school property, refusal to accept responsibility for one's actions, speaking, writing, or drawing unacceptable words or pictures, unnecessary roughness or fighting, inappropriate discussion, real or imagined possession, or use of weapons, bullying* (actions or words threatening or endangering another person), or causing/provoking a student to commit a Level Two Infractions.

- o Level Two procedure
 - Steps 1-5 are the same as a Level One referral.
 - On step 6, students become ineligible to participate in extracurricular activities when the second Level Two referral is given until all detentions are served.
 - First referral results in two 30 minute detentions on different days
 - Second referral results in two afternoon detentions, immediate ineligibility and parent/teacher conference
 - Third referral results in one-day suspension from school and a parent/teacher/principal conference
 - Fourth referral results in a three-day suspension from school and a conference with the Redeemer School Committee to determine future actions.

A referral may be given without warning. Serious infractions, as determined by the principal, will result in use of the appropriate Level Two disciplinary procedures.

Detentions will be served immediately after school for 30 minutes. The teacher writing the referral will supervise students or provide for proper supervision. During the detention period, the student is to sit quietly at a desk and may not be involved with any other activity.

*Bullying, according to Missouri State Statute 160.775, is intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral or written communication and any threat of retaliation for reporting such acts.

Family Conduct

As a Christian school, we hold our own behavior, and the behavior of students and families, to a higher expectation than other schools. All parents agree to act in a respectful, non-threatening manner at all times. If a parent has a concern, it is preferable that they voice it to the teacher and/or administrator in privacy, and not in the presence of their children or other students. Intimidation or harassment of any parent, student, or staff, whether verbal or physical, will not be tolerated.

The Redeemer School Committee reserves the right to disassociate itself from, and force the withdrawal of, any parent/students in a case where the parent(s) act(s) in a threatening, intimidating, inappropriate or consistently disruptive manner or in a manner that seriously violates the operating principles or threatens the functional climate of the school. In short, the school committee reserves the right to expel any child who fails to comply with established

standards of behavior. The school may ask any family who interrupts the education, climate or established operating principles to leave.

Academic Policies

Academic Awards

Students in grades three through eight are eligible to receive academic awards at SLS. At the end of each semester, students' grades are averaged together. Students who maintain all As and Bs in each graded subject area for a semester are awarded the Honor Award. Students who maintain all As in each graded subject area for a semester are awarded the High Honor award.

Students also receive awards for exceptional church attendance at the end of the second semester. These awards are given for missing three or fewer days of church throughout the school year.

Certificates are presented to students in January and May.

Achievement Testing

The NWEA Map Test is administered three times a year to students in grades 1-8. These tests are machine scored and the results are prepared to share with parents. Using the results of the tests, SLS is able to gauge the progress of individual students and also modify the educational program as needed.

Band and Violin

Students in grades 3-8 are eligible to participate in the SLS band. Band meets three times a week and performs in two concerts a year. Our band director offers beginning band, advanced band and jazz band.

Students in grades 2-4 are eligible to participate in the SLS strings group. Violin meets once a week in small groups. This group also performs twice a year.

Both programs are possible through individual fees paid directly to instructors.

Curriculum

The curriculum and course of study of Springfield Lutheran School comply with the standards of the Missouri Department of Elementary and Secondary Education. Students also study religion on a daily basis by participating in either religion classes or in corporate chapel worship. Students are required to memorize portions of the Bible and Christian songs. SLS uses materials published by Concordia Publishing House for all religion classes.

Other materials used in our classrooms are purchased from national publishers but are guided by a Christian teacher to bring honor and glory to our Lord and Savior, Jesus. In addition to the study of God and His Work students are instructed in the following areas:

Reading	Mathematics
English	Science
Social Studies	Spelling and Vocabulary
Fine Arts (music, drama & art)	Physical Education
Computer Technology	Library Skills

A complete curriculum guide is available in the school office and is reviewed annually.

Grading Scale

SLS reports grades to parents to provide information about the progress of their child. Classroom grades, while important, convey only one aspect of a child's progress. Teachers will average many different components from their classroom in order to give a grade. Additional information, such as achievement test scores and samples of student work, assist in presenting a more comprehensive picture of the student's abilities. All of our students have unique gifts and abilities. We must spend the time to identify and encourage these God-given gifts.

Parents in grades 2-8 can view their child's grades online through FastDirect. Teachers will always attempt to record and return homework within a seven-day time period. Report cards will be issued at the conclusion of each quarter of the school year.

SLS uses the following scale to convert percentage grades into letter grades.

A = 100 – 90 B = 89 – 80 C = 79 – 70 D = 69 – 60 F = 59 or lower

A = Excellent
B = Good Progress
C = Average to Below Average
D = Needs to Improve
F = Failing – Serious Attention Needed

Kindergarten evaluation is based on classroom observations and formal evaluation. The Kindergarten report card uses a simple numerical system to show developing skills.

1 – Needs Improvement 2 – Beginning to Develop 3 – Demonstrates Consistently

Homework

One aspect of learning may include homework meant to be completed outside of school. Children are given opportunities in school to complete many of their assignments. However, homework may be necessary in order to complete some assignments, especially in the upper grades. Additionally, teachers may require a small amount of homework assignments to be

completed on the Seesaw App to help students effectively transition to home-based learning due to state health regulations.

If a child seems to be bringing home large amounts of homework, parents should contact and discuss the situation with the teacher. Most SLS students should not average more than 10 minutes per grade doing homework (3rd graders = 30 minutes and 7th graders = 70 minutes of total homework).

It is difficult to set up a standard rule for the amount of time to be spent on any work at home since there is a great degree of variance throughout the grades and among individual children. Parents should take this into consideration in planning activities and in providing a time and place for the child to study. Consistency on the part of the parents will help a great deal in developing the routine of doing homework.

In the event of a mandated building closure due to local or state health mandates, Springfield Lutheran School will implement a home-based learning work policy. Please contact the school office for up-to-date information in regards to home-based or virtual learning.

Special Services

Students of Springfield Lutheran School who live in the Springfield Public Schools district have access to special services offered by Springfield Public Schools. Referrals may be made and testing arranged for students with special learning needs. Arrangements are also made for students qualifying for any gifted programs offered by area school districts.

Spiritual Life

Attendance (Church)

As a Lutheran school, SLS encourages church attendance. SLS cannot require worship, but encouraging families to worship in church is beneficial to all God's people. Sunday School and/or church attendance will be recorded weekly, and reported on each report card. Students also receive awards for exceptional church-attendance at the end of the second semester. These awards are given for missing three or fewer days of church throughout the school year.

If your family has no church home, we would invite you to please join us in worship at Redeemer Lutheran Church. Worship times in Springfield are 8:00 and 10:45 a.m.; worship at Redeemer, Nixa is at 8:00 and 10:45 a.m. Sunday School and Bible Classes are held at 9:30 at each campus.

Administration and the Redeemer School Committee review member families' worship attendance. Member families are asked to worship twice a month during the school year. To maintain the reduced member tuition rates families need to worship 20 times per school year.

Chapel

Chapel worship services are conducted every Wednesday morning at 8:15 a.m. and are open to all students, parents, and community members as local and state health mandates allow. Services are led by pastors, teachers, the principal, classes, and guest speakers. These services are held in the Redeemer Lutheran Church sanctuary.

Chapel offerings are used for special projects, designated by the SLS giving coordinator. Music by school choirs, individual classes, and special student instrumentalists and soloists is often prepared and offered as a part of chapel worship.

Faculty Devotions

Faculty and Staff meet together every morning at 7:40 to worship our Lord and pray together. Teachers will return to their classrooms at 7:50 to begin the day with students.

Learning and Growing

SLS exists to provide students with a Christ-centered education. It is our goal that our students are nurtured in their faith and equipped to serve the Lord. Students begin and end the day with prayer and devotions. They participate in daily Bible study, and the Bible is integrated throughout all areas of learning. They also begin and end lunch with prayer.

Athletics

Athletic Program Overview

The interscholastic athletic program at SLS begins in the fifth grade and is led by Athletic Director Kari Wanner. It provides students with an opportunity to pursue special interests in addition to regular classroom activities. Participation in athletics helps develop leadership abilities and teamwork, promotes school spirit, establishes habits of good citizenship, and provides opportunities for witnessing our faith.

Although athletics contribute to the all-around development of students, they must be of secondary importance. Regular classroom work must come first. The SLS athletic program strives to instill the importance of setting priorities in our daily lives.

Eligibility

SLS voluntarily abides by the Missouri State High School Activities Association (MSHAA) regulation. SLS reserves the right to exceed these regulations with its own policies and standards. The following rules are required for students to participate in athletics:

1. A student athlete must be enrolled full time at SLS.
2. Before a student is allowed to participate in athletics, the school shall require a physician's certificate stating that he/she is physically able to participate in athletic contests.
3. A student shall not be permitted to participate until SLS has verification that he/she has basic accident insurance.
4. Students must be present at school for a full day on the day of a competition to participate
5. For weekend tournaments, students must be present for the full day on a Friday before the tournament(s)
6. Leaving early from school renders an athlete ineligible to participate without approval from the school principal or Athletic Director
7. Grades will be checked weekly by the school principal and Athletic Director to determine ineligibilities
8. If a student is receiving two Ds or one F (accumulated average from beginning of the quarter) in any of his/her courses, he/she will be declared ineligible for one week (beginning on Monday or the first day of the school week and ending on the following Sunday).
9. If a student receives a Level Two referral, it will result in immediate ineligibility from practice and games for seven days.
10. A student receiving two ineligibilities in one season will no longer be permitted to compete in that season.
11. A third ineligibility at any time requires a conference with the Athletic Director, school principal, and parents to determine future participation in sports

Participation in SLS athletics will be contingent upon a demonstrated effort in academic areas of the curriculum. Should questions arise concerning a student's eligibility to participate in an extra-curricular event, a committee consisting of at least one teacher, the child's coach, the

athletic director, and the principal shall be formed. This committee will make the final determination for these cases. All decisions concerning a student's eligibility may be appealed to the Redeemer School Committee. The Redeemer School Committee decision will be considered final.

Health Policies

Asbestos Notification

On October 22, 1986 President Reagan signed into law the Asbestos Hazard Emergency Response Act. The law required EPA to develop regulations, which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools Rule. This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely fashion.

A complete inspection of the school has been conducted by Mead Environmental Assoc, Inc. A management plan has resulted from these inspections and is available in the administrative offices. Periodic surveillance is required every six months. A re-inspection of our facilities is required every three years. Any fiber release episodes and any activities involving the disturbance of the ACM are also recorded in the management plan. The purpose of the federal and state regulations is to protect the health and well-being of all persons entering the building. You, as a parent, are encouraged to examine the management plan as it affects your child(ren).

Emergency Information

Emergency information will be updated annually for each school family through FastDirect. This includes emergency phone numbers, persons to contact in case the parents cannot be reached, and authorization for medical treatment in case of emergency. If a doctor's care is needed, the student will be taken to the nearest hospital, unless the parent states a hospital preference.

Illness

Colds, flu, and other contagious diseases are a serious issue in a school environment because they can spread so rapidly. Illness is not only unpleasant, it also keeps students from focusing on learning. Parents are asked to keep children home when they show symptoms of illness. This includes a temperature of 100 degrees or higher, vomiting (even once), diarrhea, chills, or frequent congested or wet cough. This also includes diagnosed cases of strep throat, influenza, or other contagious illnesses. Students or staff exhibiting symptoms of respiratory illness including, but not limited to, fever, cough, shortness of breath, fatigue, muscle pain may only be admitted back to school with documented permission from a physician.

Students must be fever and vomit free for a minimum of 24 hours before returning to school. If a child continues to exhibit any active symptoms of illness, he/she will not be admitted to the school, both for the child's own comfort and to minimize the spread of illness in the school. In

the event of an outbreak of a more serious disease, such as COVID-19, SLS will follow the guidelines set forth by the Missouri Department of Health.

All students, staff, volunteers, and visitors will have their temperature taken and recorded upon arrival to school. Any individual with a temperature of 100 degrees or higher will not be permitted in the school. If a child becomes ill during the school day, his/her temperature will be taken. Any child with a temperature of 100 degrees or higher should be removed from the classroom, parents notified, and have the child go home to rest. If a child vomits, the child should be removed from the classroom, parents notified, and have the child go home to rest. Students should not return to school until they have been fever/vomit free for 24 hours. Children should only be sent home if they are ill, and after parents have been notified.

If a child is determined to have head lice, parents will be contacted and the child may be sent home. Students may return to school after having the condition treated.

A student will not be permitted to attend classes or other school activities if the student is known to be afflicted with any contagious or infectious disease. Exceptions may be made by the Redeemer School Committee based upon specific medical evidence.

Disease	Symptoms	Exclusion from School
Chicken Pox	Rash – successive crops of red dots that turn into fluid-filled blisters and then dry up to form scabs Fever	No less than six days after appearance of eruption
Strep Infections/ Scarlet Fever	Fever, vomiting, sore throat, rash on upper parts of neck and chest, strawberry tongue	24 hours after treatment has been received
Pink Eye	Redness of the eye with itching and burning of the lids and discharge	24 hours after treatment has been received
Impetigo	Skin infection – rash with pus-filled pimples	Excluded from school until doctor gives written release
Head Lice	Itching at nape of neck and around ears	Until treated with medicated shampoo

Preventative Measures

The greatest way to prevent illness is to limit exposure to others. In accordance with the Centers for Disease Control (CDC) guidelines, Springfield Lutheran School implements the following safety practices to minimize the spread of illness:

1. Regular Handwashing
 - a. Wash hands upon arrival, when switching activities, before and after recess, before and after eating, after coughing or sneezing, etc.
 - b. Teaching students and staff proper handwashing technique

- c. In the absence of a sink, faculty, staff, and students may use hand sanitizer that contains a minimum of 60% alcohol.
- 2. Avoiding Close Contact
 - a. Keeping a distance of three to six feet from others
 - b. Avoiding activities in which others are required to be close
 - c. Limiting large-group activities and ensuring that rooms provide adequate space in which individuals can spread out
 - d. Using protective gear such as a face mask for events in which close proximity cannot be avoided
 - i. Students, faculty, and staff may wear a mask at any time.
 - ii. Masks are not required for staff or students, but are encouraged
 - iii. All students, faculty, and staff are encouraged to keep one mask on hand for any activities that may require close proximity
 - iv. Masks may become required at school if determined by state or local health officials
 - e. To protect students from exposure, the building may limit access to anyone other than students, faculty, and staff
 - i. The building will remain locked throughout the day. Visitors will only be granted access by office staff.
 - ii. Volunteers may not be permitted in the building
 - iii. Face masks will be required for any visitors in the building
- 3. Covering Coughs and Sneezes
 - a. Covering coughs and sneezes with a face mask, inside of elbow, or tissues
 - b. Teaching students how to safely cough and sneeze without exposing others
 - c. Teaching students how to safely dispose of tissues after coughing or sneezing
 - d. Washing hands with soap and water for a minimum of 20 seconds following coughing or sneezing
 - e. Allowing students, faculty, and staff to wear facial masks
- 4. Cleaning and Disinfecting
 - a. Cleaning and disinfecting frequently touched surfaces daily
 - b. Using soap and water prior to disinfection
 - c. Using approved EPA disinfectants
- 5. Monitoring Health
 - a. Students, faculty, and staff will have their temperatures taken and recorded daily
 - b. Students, faculty, and staff should carefully monitor their own symptoms
 - i. It is imperative that students, faculty, and staff not attend school with any symptoms unless given written permission from a physician
 - c. Teachers and staff should carefully monitor students for any symptoms of contagious illness and report any concerns to the school office.
 - d. Any serious concerns, noticeable illness patterns, or other pertinent information will be immediately relayed to the Greene County Health Department

Immunizations

SLS policy is that all students must be immunized according to the Missouri state immunization requirements. A current copy of a child's immunization records must be on file in the office. Any families wishing to not immunize their child must submit a Missouri state religious

exemption form. Students entering the 8th grade must be current on their Tdap and Meningococcal immunizations.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1	1	1	1	1
MCV ³ (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁷	2	2	2	2	2	2	2	2	2	2	1	1	1

Injury

A child sustaining minor bruises, scrapes, etc. will be helped by the secretary in the school office where a minimum first aid supply is kept. If a more serious fall or injury takes place, teachers should exercise caution in handling the child and the parent and principal should be notified. When serious injuries occur, 911 should be called.

Diabetic Care

In the absence of a registered nurse on staff, Springfield Lutheran School is only able to provide basic healthcare to students. According to Missouri Statutes 167.800-167.824, Springfield Lutheran School does not have the staff required to administer insulin. Without a registered nurse on staff, families may choose to administer insulin to their child on-site, or the child may self-administer insulin with written permission from both parents and a physician. A current Diabetic Management Plan, including an emergency action plan, must be on file in the school office. Staff who interact with diabetic students will be trained to observe and respond to diabetic needs that may arise, including administering snacks provided by the family, monitoring glucose levels, and monitoring student self-care. Any diabetic situation that arises is immediately communicated to parents and 911 is called, if necessary.

Medication

Only medications prescribed by a physician, which are essential for a child to remain in school, shall be permitted. Prescription medications needed on a short-term basis (for a period of less than 15 days) following an acute illness, will be permitted as long as the parent and the physician have completed the medication permission form. All medications are to be stored in a locked safe in the school office. Medications must be in the original pharmaceutical container clearly marked with the child's name and dosage instructions. The school may never administer the first dose of a prescription medication. Should the prescription or the dosage change, the school must be notified immediately in writing. Only trained personnel will dispense medications. The school is unable to provide any over the counter medication for allergies,

headache, or a cough or cold. Any of these over the counter medications needing to be administered at school must be provided by the parent. Medicines must be in the original packaging, marked with the child's name.

Parents must complete a medication request form for every medication being administered on school property. Only trained personnel will administer medicine.

Safety Policies

General Safety Guidelines

It is the goal of Springfield Lutheran School to provide a safe and productive learning environment for all students. Children are unable to learn in an environment in which they are not safe. It is the duty of every member of staff at SLS to ensure that students are always in safe situations, and to be proactive to prevent any issues from occurring.

The following safety guidelines are in place at Springfield Lutheran School:

1. Exterior doors are locked at all times.
 - a. Families will be given a unique code to escort children to Extended Care before and after school
 - b. Codes are never to be shared or published
 - c. Visitors must be admitted to the building by office staff only between 7:50 a.m. and 3:00 p.m.
 - d. Doors should never be propped open on school days
 - e. Visitors must identify themselves with a visitor's tag
2. Safety Drills are held monthly.
 - a. A record of all drills is located in the school office.
 - b. Safety drills will be both scheduled and unannounced.
 - c. SLS practices fire, tornado, earthquake, and intruder drills.
 - d. Staff regularly discuss internal/external threats to the school and the "Run. Hide. Fight." active shooter protocol.
 - e. In the event of an emergency situation, parents will be immediately contacted through FastDirect.