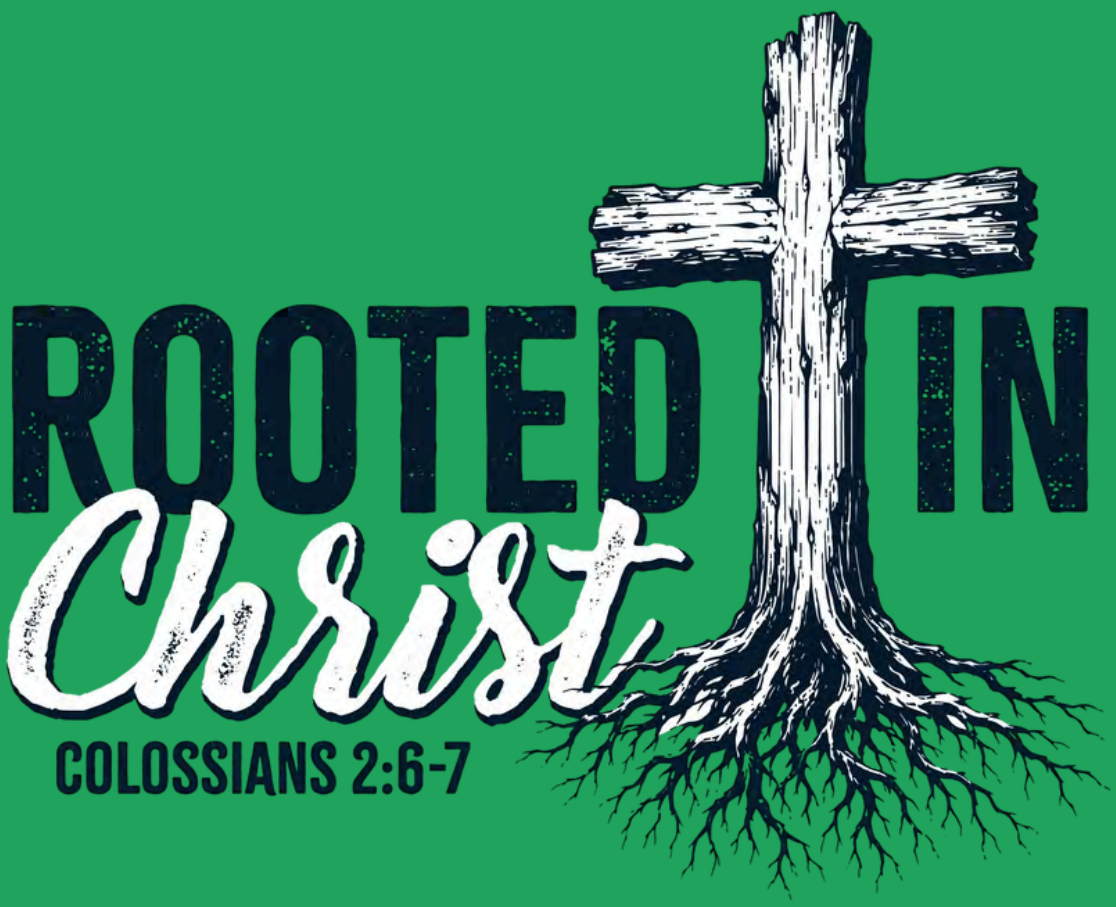
Springfield Lutheran School



2026-2027

PARENT/STUDENT HANDBOOK

SLSSAINTS.ORG @SLSSAINTS @SLSSAINTS

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 through the National Lutheran School Accreditation , the National Federation of Nonpublic School State Accrediting Association, and the Missouri Nonpublic School Accrediting Association. SLS undergoes yearly evaluation to maintain their accreditation status. The reaccreditation process takes place on a five year cycle.

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Statement of Belief

Springfield Lutheran School is a ministry of Redeemer Lutheran Church, a congregation that is part of The Lutheran Church - Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the history, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on "the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone (Eph. 2:20). With the universal Christian Church, The Lutheran Church - Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity - Father, Son, and Holy Spirit - are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and New Testament are the written Word of God and the only rule and norm of faith and practice. In addition, the Synod accepts without reservation the writings contained in the *Book of Concord: The Confessions of the Evangelical Lutheran Church.* Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of Biblical doctrine, our congregations and their ministries agree to conform all their teaching and practice to the Scriptures and Confessions.

The Synod "is not an ecclesiastical government, exercising legislative or coercive powers" (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the "principle legislative assembly" of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions, are self governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws - which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod - and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific

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circumstances. The Constitution and bylaws of this Redeemer Lutheran Church govern our decision-making and policies. A copy is available upon request.

Statement on Marriage, Gender, and Sexuality
We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1. Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Springfield Lutheran School as part of the local Body of Christ, and to provide a biblical role model to the Springfield Lutheran School students, families, and the community, it is imperative that all persons employed by Springfield Lutheran School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21); Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Redeemer Lutheran Church and its ministries.

Statement on the Sanctity of Human Life
We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other state or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

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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
Amanda Carlson
Aaron Hargrave
Jami Kaempfe
Danielle Nagel
Amanda Ohlensehlen
Ann Puccio

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Faculty and Staff

Name	Department	Contact
Ms. Amanda Cole	Principal	acole@rlcmail.org
Mrs. Amanda Ingle	Administrative Assistant	aingle@rlcmail.org
Mrs. Rachel Butkovich	Office Assistant	rbutkovich@rlcmail.org
Mrs. Celeste Jensen	Office Assistant	cjensen@rlcmail.org
Mrs. Kari Wanner	8th grade homeroom	kwanner@rlcmail.org
Mrs. Shannon Schmidt	7th grade homeroom	sschmidt@rlcmail.org
Mrs. Janessa Redman	6th grade homeroom	jredman@rlcmail.org
Ms. Jennifer Williams	5th grade	jwilliams@rlcmail.org
Mrs. Krista Rodriguez	4th grade	krodriguez@rlcmail.org
Mrs. Sarah Tessaro	3rd grade	stessaro@rlcmail.org
Mrs. Alison Brand	2nd grade	abrand@rlcmail.org
Mrs. Grace Mills	1st grade	gmills@rlcmail.org
Mrs. Martha Swearingen	Kindergarten	mswearingen@rlcmail.org
Mrs. Tracy Curtis	Prekindergarten	tcurtis@rlcmail.org
Mrs. Christine Wong	Preschool	cwong@rlcmail.org
Mr. Josh Wanner	Technology Director	jwanner@rlcmail.org
Mrs. Cyndi Shepard	Elementary Art	cshepard@rlcmail.org
Mrs. Heather Roberts	Middle School Art	hroberts@rlcmail.org
Mrs. Stephanie Grandestaff	Library	sgrandestaff@rlcmail.org
Mrs. Stephanie Richter	Music/choir/drama	richter@rlcmail.org
Mrs. Kathy Roller	French	kroller@rlcmail.org
Mrs. Kim Whitlock	PE	kwhitlock@rlcmail.org
Mrs. Alisa Gates	Leadership/Friendzy/Math	agates@rlcmail.org

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Mrs. Kristin Cornelius	Band director	band@rlcmail.org
Mrs. Cynthia Rose	Music Appreciation / Violin instructor	violin@rlcmail.org
Mrs. Jessica Carroll	Life skills teacher	jcarroll@rlcmail.org
Mrs. Donna Rovey	Preschool aide	drovey@rlcmail.org
Mrs. Kristin Gilbert	Prekindergarten aide	kgilbert@rlcmail.org
Mrs. Julie Kalista	Kindergarten aide	jkalista@rlcmail.org

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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.

New Student Application, Admission, and Enrollment

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.

The application process at Springfield Lutheran School is as follows:

1. Parents submit the SLS Application for Enrollment.
2. Parents submit a signed pre-admission record request form to previous school
3. Parents pay the nonrefundable $75 application fee.
4. SLS will confirm receipt of the application and share information about the child(ren)'s application process within seven calendar days.
5. The principal will notify families of the school's availability/decision within two weeks.

The SLS Application for Enrollment must be completed, signed, and application fee submitted before the application can be processed. Applications may be completed by family. Priority will be given to siblings of current SLS students. Seats will be given to applicants in the order that they are received and approved. Springfield Lutheran School reserves the right to review student records, including discipline records, prior to accepting any students to the school program.

After receiving admission to Springfield Lutheran School, parents are required to pay a $300 enrollment fee (per child) to reserve a spot. SLS will apply the $75 application fee submitted toward the child’s enrollment fee. Parents will also need to submit a copy of each child’s birth certificate, updated immunization records, and copies of any court orders or custody agreements relating to children.

Reenrollment

Reenrollment at Springfield Lutheran School is a two-step process beginning in January. In order to reserve a place for a child currently enrolled at SLS, parents must complete two steps:

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1. Submit the SLS Reenrollment Form and pay a minimum of $75 of the $300 enrollment fee, per child. All balances for the current school year through December must be paid in order to submit reenrollment paperwork. Open enrollment to the community begins on February 1st. Priority will be given to siblings of currently enrolled SLS students.

2. Ensure that all school year balances, including the $300 enrollment fee, are paid by May 31st.

Any students with outstanding balances, including the enrollment fee, will not be guaranteed a place at SLS after May 31st. Students also must be enrolled at SLS to attend Summer Care.

Reenrollment for students who withdraw from Springfield Lutheran School and wish to return to SLS in future years is dependent on past school records, including discipline records.

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.

Springfield Lutheran School is unable to refund families for any financial credits under $25.

Financial Assistance forms are available in the school office and/or the school website. Families must apply for Financial Assistance each year. Full tuition will be assessed until a Financial Assistance Request has been submitted to the office. Financial Assistance Requests are reviewed by the SLS Financial Assistance Committee and is a completely anonymous process. Families will be notified of the Financial Assistance Committee's decision.

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 $5.00 an hour per child and families are charged by the minutes they use. Cost is subject to change as needed. For more information, see "Extended Care" in the Student Life section of the Parent/Student Handbook.

Financial Assistance

Springfield Lutheran School is committed to providing a quality, Christ-centered educational program at an affordable price. We offer our students a rigorous and well-rounded educational

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experience at tuition rates that are significantly lower than local full-time private schools. Financial assistance is available for those who qualify.

Eligible Springfield Lutheran School families are encouraged to apply for supplemental funding from outside sources, including private scholarships through other organizations, the MOScholars program, and/or the Education Federal Tax Credit program. After evaluating external scholarship opportunities, families may apply for financial assistance through Springfield Lutheran School.

Springfield Lutheran School financial assistance is applied after any applicable outside scholarships or other third-party tuition funding. If a student receives outside funding after a Springfield Lutheran School tuition assistance award has been determined the school's assistance award may be reduced or adjusted accordingly.

The combined amount of scholarships, tuition assistance, and other tuition funding may not exceed the student's tuition obligation. Unused Springfield Lutheran School tuition assistance has no cash value and will not be refunded or paid directly to families.

The SLS Financial Assistance Application is available in the school office and/or on the school website. Families must apply for financial aid each year. Families will be notified after the committee makes its determination. Full tuition will be assessed until financial assistance requests have been processed and approved by both the SLS Financial Assistance Committee and the family. Applications are due by July 1st of each school year. SLS Financial Assistance is limited and will be granted on a first come, first serve basis.

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School Policies

Attendance

SLS adheres to the Missouri Compulsory Attendance Law 167.031, RSMo. 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 full days on Mondays, Wednesdays, and Fridays. 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 and SmartWatch Usage

SLS adheres to Missouri Senate Bill 68 regarding electronic personal communication devices. 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. All staff may collect cell phones that are being improperly used. Phones will be returned to parents after a parent conference with the principal.

Smart Watches and fitness trackers are not to be worn into the classroom. Standard digital and/or analog watches that tell time ONLY are permitted in the classroom. Any interactive device such as a Smart Watch or fitness tracker that can be worn on the body must remain in students' backpacks and be turned off from any incoming calls. Smart Watches and fitness

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trackers may be collected by school staff and will be returned to parents after a parent conference with the principal.

Additional devices that are not permitted to be used in school include paging devices, beepers, mobile telephones that offer advanced computing and internet accessibility, digital media players, portable game consoles, digital tablets, digital notebooks, laptop computers, digital cameras, digital video or audio recorders, or any device that can connect and transmit data through Bluetooth technology. All staff may collect any device that is being improperly used. Devices will be returned to parents after a parent conference with the principal.

Repeated violations of these rules may result in a disciplinary referral to the principal.

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
    - Scheduled individually by teachers
- Orientation Meetings
    - 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 and/or delivered via Seesaw or Sycamore 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 Sycamore
- Email
    - Email and/or Seesaw are the primary ways to contact teachers electronically.
    - All teachers have a direct email address that can be located at the front of this handbook or on Sycamore.
- Seesaw App
    - Seesaw is the SLS primary communication tool for all parents.
    - Teachers will regularly give assignments, post images, and communicate multiple times a week using the Seesaw app.
    - Teachers can receive instant messages through Seesaw, but may be unavailable during classroom instruction or after school hours.
- Sycamore

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- Sycamore is a student management platform designed to help parents see current grades, pay bills online, and manage personal data.
- School staff should be reached by email or Seesaw as the primary electronic communication tool.

SLS faculty and staff are not permitted to communicate with members of the school community, including parents, using personal phone numbers, without express permission from the building administrator. Parents are encouraged to reach out to teachers utilizing one of the communication methods listed above.

Parents wishing to consult with the principal or a teacher may do so after school hours. Teachers are asked to remain at school until 3:30 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 parents and/or distributed via Sycamore. This newsletter will contain information about school-wide events, changes, and other pertinent information.

Custody Agreements

Springfield Lutheran School requests that any child whose parents do not reside together to submit a copy of a legal custody agreement/parenting plan to keep on file in the office. Springfield Lutheran School will follow the parenting plan regarding school records, decision making, payments, visitation, pick ups, and other school-related decisions. Without legal documentation, Springfield Lutheran School is not able to withhold information from parents and/or legal guardians.

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.

Clothing with drug or alcoholic themes, suggestive pictures, offensive language or representing any group that offends/contradicts God's Word are not allowed. Halter tops, low-cut tops, net type shirts or shirts that show the midriff are not allowed. Shirts with spaghetti straps, and shirts that expose undergarments, must be covered by a sweater or other article of clothing. Shirts are required at all times.

Shorts, skirts and dresses may not be any shorter than the vertical length of a dollar bill from the top of the knee to the hem of the garment all the way around the garment.

Leggings, spandex, or any other tight fitting bottom clothing including shorts, pants and skirts must be covered by a long untucked shirt that goes to the mid-thigh. Pants, shorts, or skirts

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must be visible below the bottom hem of the upper garment. Decisions regarding tightness of clothing, or length of clothing, are at the discretion of staff and/or administration.

Pajamas, including pants and one piece pajamas, are not permitted to be worn at school unless approved by staff and/or administration for a special activity.

Shoes or sandals are required at all times. For the safety of the child, shoes or sandals must have a back heel collar that is tall enough to prevent the heel from popping out, OR heel straps that are manufactured by the company and not self-made. No flip-flops, clogs or mules (including Ugg style slides, slip ons, and slippers) can be worn. House slippers cannot be worn unless approved by staff and/or administration for a special activity.

Hats and sunglasses 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. Smart Watches, fitness trackers, or other interactive devices worn on the body are not permitted in the classroom. Standard analog or digital watches that ONLY tell time are permitted to be worn in the classroom.

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.

Springfield Lutheran School will follow any local or state mandates in regards to wearing facial masks for health purposes. Students are permitted to wear a facial mask in the building and classroom.

Drop Off and Pick Up

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 as possible in the morning to allow additional students to be dropped off. Please park in a parking space in the far southeast corner of the parking lot if you will be escorting your child into the building. The goal for transition times 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. Individuals designated by parents for pick up must be at least 16 years of age. 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.

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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.

For the safety of students and staff in the car line, students should be loaded on the right side of the vehicle so they do not need to walk in between cars to access the left side of the vehicle.

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.

ESSA Complaint Procedures

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs[1] that are administered by the Missouri Department ofElementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)[2] .

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10. What happens if the complaint is not resolved at the state level (the Department)?</td></tr>
</table>

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department ofElementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program underESSA.

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2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents,teachers, and other members of the general public.
5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint(or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

[1] *Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V*

[2] *In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)*

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Extended Care

Before and after school care is available for families. Cost is $5.00 an hour per child. The cost of this care is billed weekly through Sycamore in 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. Families who still have children in Extended Care after 6:00 p.m. will be charged $1 per minute per child for any children present after the closing time of 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. Individuals designated by parents/legal guardians may sign their child out of Extended Care must be at least 16 years of age. Siblings under the age of 16 may not pick up children from Extended Care.

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

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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.

Field Trips

SLS students take frequent field trips as a way to extend learning beyond the classroom. 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. Field trip costs are charged to family Sycamore accounts.

Parents may be asked to provide transportation on a field trip. If cars are used, drivers must have a volunteer background check on file in the school office, 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.

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 8th grade trip plans and fund raising efforts will be approved by both the school principal and the Redeemer School Committee. Other 8th 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. Parents of students are required to acknowledge in writing that their child or children are protected by an accidental injury plan. This can be done in the “Health Information" section of both the SLS Reenrollment Form and the SLS Application for Enrollment. If the child or children are not covered by an accidental injury plan, parents must acknowledge in writing that they are responsible to purchase a student accident coverage policy through a third party. Parents also must acknowledge that Springfield Lutheran School may not be legally held liable for accidental injuries sustained while at school, or while participating in school-related activities.

Library Usage

Students in preschool through 5th 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.

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Lunches

Hot lunches are offered to students through a local catering service. Students may pre-order these lunches through Sycamore on a weekly or monthly basis. Students may also order a sack lunch in the classroom each morning. Hot lunch and/or sack 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.

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 commercially produced and sealed.

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. 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 fundraising for approved school-related projects and improvements. PALS coordinates the room parent program, Box Tops for Education, and organizes fundraising and social 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.

Sycamore

SLS uses a school management program called Sycamore. You may access this website at https://app.sycamoreschool.com/index.php?schoolid=4249, or on the SLS website. Using Sycamore, parents will be able to see their family's current billing information, school information sheets, grades, and report cards. You can also make payments. Please see the school office for information about signing on to Sycamore. School staff use this platform to share grades and other pertinent classroom information with parents. Primary electronic communication should be conducted via direct staff email or on Seesaw.

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Technology Policy and Digital Citizenship Agreement

The use of technology resources at Springfield Lutheran School is a privilege and must be treated as such by students and parents. In order to re-enroll, or apply for a position at Springfield Lutheran School, all parents are required to acknowledge and agree with the Springfield Lutheran School Technology Policy and Digital Citizenship Agreement.

Students in grades 3 - 8 are also required to submit a signed Digital Citizenship Agreement within the first week of school. This will be given to students in class to review and sign.

Technology Usage Policy

Technology resources include, but are not limited to, computers, printers, video equipment, software and the Internet. 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.

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.

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 the school. See addendum for Digital Citizenship Agreement

During the school year, students could be photographed, videotaped, or interviewed at various school events. Without express parental consent, given in the Media Release Consent portion of both the SLS Reenrollment Form and SLS Application for Enrollment, 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, Springfield Lutheran School Sycamore school page, school related social media platforms such as Seesaw, Facebook, Instagram, Twitter, etc. This also includes classroom web pages and the school yearbook.

Student Data Privacy

Students will be accessing and using online sites and tools that meet the privacy guidelines as outlined in the Children's Online Privacy and Protection Act (COPPA, 1998). For example, the core set of Google tools used by students (Google Drive, Docs, Classroom, etc.) meet the requirements as outlined by the act. There may be times a teacher would like to have students use an online tool or site that falls outside those guidelines. Springfield Lutheran School will only permit use of sites that are of significant educational value and that are deemed are safe for use in our school. In these instances, parents will receive information about the online site and be given the opportunity to opt-out of the use of that tool in their child's class.

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Visitors and Volunteers

Springfield Lutheran School welcomes families at school and endeavors to make all feel connected. To provide clarification, Springfield Lutheran School defines volunteers and visitors as below:

Volunteer: Individuals who assist SLS on an uncompensated basis and who may periodically be unsupervised while with students will be considered volunteers. These individuals, among other service providers, may volunteer to regularly assist in the school office, library, or classrooms; mentor or tutor students; coach or supervise activities before and after school; drive for field trips; attend field trips or chaperone students on overnight trips.

Visitor: Individuals who are not providing a service to SLS or students will be considered visitors. These individuals may be on campus to interact with children or attend activities such as, but not limited to, classroom parties, lunch with students, guest speakers, and assemblies.

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 and volunteers 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. Individuals needing to access Extended Care before and after school may access the building using a biometric security access point at the school entrance, or by calling the Extended Care phone number posted at the school entrance.

Volunteer workers are a welcome part of the SLS community. All volunteers are required to participate in SLS volunteer training. Each volunteer must sign an SLS Volunteer Training Agreement form, a Volunteer Statement of Belief Agreement, 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, Seesaw, 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.

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Behavioral Policies

Bullying

Bullying, according to Missouri State Statute 160.775, means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including violence, gestures, theft, or property damage; oral, electronic, or written communication, including name-calling, put-downs, extortion, or threats; and any threat of retaliation for reporting such acts. Bullying of students is prohibited on school property, at any school function, or on school-related transportation.

Bullying may also include cyberbullying or cyber threats. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. 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 has jurisdiction over cyberbullying that uses the school's technology resources or that originates on school or church property, at a school activity, or on school-related transportation. Even when cyberbullying does not involve school property, activities, or technology resources, the school may impose consequences and discipline for those who engage in cyberbullying if there is a sufficient connection to the educational environment, the behavior materially and substantially disrupts the educational environment, or the communication involves a threat as defined by law.

Students who receive a discipline referral for bullying will follow the appropriate Level Two Discipline Referral process. See "Discipline" for more information.

Code of Christian Conduct

As a Christian school, Springfield Lutheran School wants to communicate the Good News of Jesus Christ in speech and conduct. The Springfield Lutheran School community includes students, parents, volunteers, faculty, and staff members. SLS community members agree to act in a respectful, non-threatening manner at all times (James 1:19-20). 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 (Matthew 18:15-17). Intimidation or harassment of any parent, student, staff member, or school families, whether verbal or physical, will not be tolerated. The school may ask any family who interrupts the education, climate or established operating principles to leave.

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Students acting in disruptive behaviors such as cheating, stealing, disrespect for authority, or other behaviors that seriously violate the operating principles or functional climate of the school may be subject to disciplinary action.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. Therefore, students are expected to dress in conformance with one's biological sex, use restrooms and changing facilities conforming with one's biological sex, and to abstain from all intimate sexual conduct outside of a marital union of one man and one woman (Gen. 2:18-25; 1. Cor. 6:18; 7:2-5; Heb. 13:4).

Springfield Lutheran School and its governing board, the Redeemer School Committee, reserve the right to disassociate itself from, and force the withdrawal of, any parent/students in a case where the parent(s) or student(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. The school and its governing board have the right to discipline or ask a child to withdraw for any reason. Failure to comply with the expected standards of conduct will subject any member of the SLS community, including parents, students, volunteers, and employees, to potential disciplinary action, up to and including expulsion or dismissal.

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 conferring 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.

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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 discipline referral process will go into effect. Discipline referrals restart at the beginning of each school year and accumulate through the beginning of the following school year, August 1st through July 31st.

Faculty and/or staff at Springfield Lutheran School may utilize the following behavioral strategies as part of the discipline process:

- *Buddy Room*: A student may be sent to a Buddy Room to serve as a way for the student to calm him/herself or to reflect on the prior decision that caused the student to get in trouble. The buddy room is normally used before a discipline referral is sent to the office. The Buddy Room is always a classroom with a staff member present for supervision and should not be used more than 10 minutes in time. It should also not be utilized when the student being sent to the Buddy Room would be a distraction for the Buddy Room supervisor or other students.
- *Timeout:* Timeouts are disciplinary options that remove the student from the environment where the problem has occurred to another area of the classroom or school, such as the office or another classroom. A timeout may or may not result in a disciplinary referral to the office.
- *Detention:* Detentions may be assigned before school, during, or after school. If it is necessary to keep a child after school, a parent/guardian will be required to provide a way home for students at the designated time.
- *Out-of-School Suspension:* In Missouri, a Principal may suspend a student for up to ten (10) school days. Students, while under suspension, are prohibited from participation in, or attendance at, any school-sponsored activities or programs.

When determining disciplinary consequences for students, the school administrator will make decisions based on the following considerations: student age/health/decision-making ability, student discipline/trauma history, student knowledge of school behaviors, student willingness to repair harm, seriousness of the act, harm caused (or potential to cause) including injuries caused, disruption to the learning environment, and intent.

Intent, severity of discipline issue, and potential consequences of actions are determined at the discretion of school administration.

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School administration may utilize disciplinary consequences such as teacher/parent/student/administrative conferences, detention before/during/after school, restrictions from activities or privileges, or out of school suspension. Discipline referral consequences take precedence over athletic events. Springfield Lutheran School is a member of the Missouri State High School Activities Association (MSHSAA). Springfield Lutheran School is bound to follow the athletic eligibility standards required by MSHSAA regarding student discipline and the SLS athletic policies. For more information, visit the MSHSAA website or contact the SLS athletic director.

Discipline 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, repeated minor disobedience, minor inappropriate language, minor property damage/mess, throwing items in lunchroom/classroom/other inappropriate areas
    - Level One Procedure
        1. Teacher notifies office and fills out required form
        2. Student is provided with Due Process
        3. Parents will be notified immediately
        4. A 30-minute detention will be served within two days

Children in first grade and under may be given consequences that are an alternative to detention as determined appropriate by the school administrator.

Three Level One discipline referrals are equivalent to one Level Two discipline referral. One Level Two discipline referral in the same athletic season results in immediate ineligibility for seven days.

- 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, intentionally out of assigned area, speaking, writing, or drawing unacceptable words or pictures, unnecessary roughness or fighting, inappropriate discussion, minor theft, imagined/implied possession, or use of weapons or drugs, bullying* (actions or words threatening or endangering another person), minor discussion or actions of a sexual nature, minor discussions or gestures of a racist nature, causing/provoking a student to commit a Level Two Infraction.
    - Level Two procedure
        - Steps 1-2 are the same as a Level One referral.

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- First Level Two referral results in two 30 minute detentions on different days and immediate ineligibility for seven days
- Second Level Two referral results in two 30 minute detentions, immediate ineligibility for seven days and parent/teacher conference
- Third referral results in one-day suspension from school and a parent/teacher/principal conference
- Four or more referrals results in a suspension in length from three to 10 days from school and a conference with the Redeemer School Committee to determine future actions. See “Expulsion” for more information.
- Students are not allowed to receive credit for make-up work missed due to suspension.

- Level Three - Critical Infractions
    - Examples include: possession or use of weapons or drugs, threat with the intent of harm or death, serious discussions or actions of a sexual nature, serious discussions or gestures of a racist nature, serious fighting or acts of violence, significant damage to school property, major theft
    - Level Three Procedure
        - Student will be provided with Due Process and parents will be notified immediately
        - Results in immediate suspension or expulsion from school
        - School administration will determine the length of suspension based upon circumstance. Suspension may be between three and 10 days in length.
        - Suspension results in immediate ineligibility from athletic events. See “Athletics” for more information.
        - Students are not allowed to receive credit for make-up work missed due to suspension.
        - A conference with the school administrator and the Redeemer School Committee will determine future actions.
        - A meeting will be scheduled with parents, the school administrator, and representatives from the Redeemer School Committee. Parents will have the opportunity to share their thoughts and will be notified of the decision made.
        - Parents will receive a written copy of the decision made. This will be provided in person, by mail, and by email.

A discipline referral may be given without warning. Serious infractions, as determined by the principal, will result in use of the appropriate Level Two or Level Three disciplinary procedures based on severity of the infraction. Level Three infractions from previous school years may be considered in any future school year disciplinary issues. Intent, severity of discipline issue, and potential consequences of actions are determined at the discretion of school administration. Detentions will be served immediately after school for 30 minutes. During the detention period, the student is to sit quietly at a desk and may not be involved with any other activity.

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A student will be suspended from school/class by school authorities as disciplinary action for inappropriate student behavior. One of the consequences of suspension from school is the lost opportunity for learning. Students are not allowed to receive credit for make-up work missed due to suspension. Springfield Lutheran School and its governing board, the Redeemer School Committee, reserve the right to disassociate itself from, and force the withdrawal of, any parent/students in a case where the parent(s) or student(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.

Drug and Alcohol Use by Students

The use, sale, transfer, distribution, or possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school or church property, on any school-related transportation, at any school-sponsored activity, event, or function, such as a field trip or athletic event, where students are under the supervision of the school. The use, sale, transfer, or possession of any drug-related paraphernalia is also prohibited. Prohibited items include:

- Alcoholic beverages
- Anabolic steroids
- Controlled substances such as marijuana, hashish, cocaine, crack, amphetamines, methamphetamine, barbiturates, methaqualone, tranquilizers, hallucinogens, heroin, morphine, opium
- Counterfeit or simulated substances that, without authorization, bear the trademark, trade name, or other identifying mark of a manufacturer, distributor or dispenser other than the person who manufactured, distributed, or dispensed the substance
- Drug paraphernalia including, but not limited to, scales, containers, syringes, pipes, carburetion tubes, roach clips and cocaine vials
- Intoxicating liquor including, but not limited to, any alcohol used for beverage purposes
- Substances purported or believed to be a controlled substance, solvent, alcohol, intoxicating liquor, alcoholic beverage or anabolic steroid
- Prescription medication that is not prescribed to the student
- Prescription medication that is prescribed to the student but is used for selling, administering, dispensing, or distributing medication to others.
- Tobacco products include the use, possession or distribution of cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, nicotine vaporizers and other similar products.

After appropriate administrative investigation, a student charged with any violation of this policy shall then bear the burden to prove he or she is lawfully in possession of the substance and has not violated policy. Any student who has violated this policy shall be disciplined in accordance with the school's student discipline guidelines

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Due Process

All students are entitled to Due Process. This means that there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. This includes notice of the charges and the opportunity for the student to respond, verbally or in writing.

Expulsion

In cases of extreme misconduct of a student, or repeated discipline referrals resulting in multiple suspensions from school, it may be necessary for the school administrator or Redeemer School Committee to consider an expulsion. Expulsion is permanently removing a student from the school without any possible associations to the school, or receiving credit for missed assignments. An expulsion only takes place for serious infractions, or after all other attempts have failed. Springfield Lutheran School and its governing board, the Redeemer School Committee, have the right to discipline or ask a child to withdraw for any reason.

Expulsion from Springfield Lutheran School does not remove a student from the Redeemer Lutheran Church congregation, nor religious training. However, expulsion is a serious matter and it should be used only after thoughtful and prayerful consideration. Grounds for expulsion include the following:

- Repeated refusal to do school work
- Repeated disruptions in the classroom, school, Extended Care rooms, or playground
- Fighting
- Repeated and/or deliberate truancy
- Persistent unrepentance
- Stealing
- Persistent lying
- Physical or sexual abuse
- Bringing a weapon to school or anywhere on church grounds
- An overt act of misconduct
- Bringing illegal drugs to school or anywhere on church grounds
- Immoral sexual activity
- Repeated disrespect and/or defiance

A written record or log will be kept of a student's disruptions. Additionally, the record will note the discipline and consultations that document the course of action already taken. This will also serve as a record of due process for the student involved. Expulsions may take place at any time, including the end of one academic year to be enforced the following academic year(s).

Steps to Expulsion

1. The school administrator will notify the Redeemer School Committee and request a meeting to review the discipline issue(s) and previous interventions and/or discipline applied. The Redeemer School Committee will determine whether the child will be

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permitted to remain in school and if the child will be permitted to reenroll in future academic school years.

2. A meeting of parents, child (if deemed appropriate), teacher, principal, and two members of the Redeemer School Committee will take place to discuss the problem and allow parents to share their thoughts. The decision made by the Redeemer School Committee will then be shared with the parents.
    a. The chairperson of the governing board and the principal will notify parents of the group decision in writing, sent via email and by postal mail.
    b. Parents may choose to withdraw a student prior to a further incident that would result in an expulsion.
3. If a student was readmitted after suspension and the problem continues, then expulsion will take place according to the agreed upon conditions.
    a. The Redeemer School Committee chairperson and/or school principal will inform the parents of the expulsion.
    b. Written notice, including charges and evidence to support reasons for recommendation of expulsion, and if the child will be permitted to reenroll in future school years, will be sent to the parents.
    c. The student or parent/guardian has the right of Due Process in cases of suspension that exceed five days and/or expulsion.
        i. The right of due process includes the right to notice and a fair hearing prior to the administration of a long-term suspension or expulsion.
        ii. The school may suspend a student who poses a danger, but a hearing must be scheduled as soon as possible afterward.
    d. The student or parent/guardian must request an official review within five days after the notice of expulsion. A written request must be emailed or delivered to the school principal or chairperson of the Redeemer School Committee. Failure to request review within the time limit constitutes a waiver of the right.
    e. The Redeemer School Committee will conduct any review and the chairperson will inform the parents of the Redeemer School Committee in writing.

Reenrollment Following an Expulsion

Future reenrollment eligibility may be determined based upon previous school records. The Redeemer School Committee reserves the right to deny reenrollment to any student who has been expelled from Springfield Lutheran School.

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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, Violin, and Choir

Students in grades 3-8 are eligible to participate in the SLS band or violin program, dependent on availability. Groups meet two to four times a week and perform in at least two concerts a year. Both programs are possible through individual fees paid through the school office.

The SLS Singing Saints Choir is available for students in grades 6-8. Choir meets once a week and performs in at least two concerts a year. There is no charge to participate in choir.

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*

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English	*Science*
Social Studies	*Spelling and Vocabulary*
Fine Arts (music, drama & art)	*Physical Education*
Computer Technology	*Library Skills*
French	*Leadership/Speech*
Social/Emotional Learning	*Life 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 1-8 can view their child's grades online through Sycamore. 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

Early Childhood student evaluation is based on classroom observations and formal evaluation. Early Childhood student report cards use a simple numerical system to show developing skills.

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

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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.

Late Work Policy (Grades 3-8)

An effective late work policy across multiple grade levels teaches students valuable life skills, ensures fairness, and provides consistency and structure to class structures. Beginning in 3rd grade, students at Springfield Lutheran School will be held accountable to the following graduated Late Work Policy:

- Grade 3 (beginning in 2nd Quarter)
    - One day late - half (½) grade deduction
    - Two days late - one grade (1) deduction
    - Three days late - one and a half (1 ½) deduction
    - Four days late - two (2) grades deduction
    - Five days late - zero (0) credit given
- Grade 4 (beginning in 1st Quarter)
    - One day late - half (½) grade deduction
    - Two days late - one grade (1) deduction
    - Three days late - one and a half (1 ½) deduction
    - Four days late - zero (0) credit given
- Grade 5 (beginning in 1st Quarter)
    - One day late - half (½) grade deduction
    - Two days late - one grade (1) deduction
    - Three days late - zero (0) credit given
- Grades 6-8 (beginning in 1st Quarter)*
    - One day late - one grade (1) deduction
    - Two days late - zero (0) credit given

*Middle school students at SLS have classes that are both daily, or alternate on a block schedule. Late work/grade deduction is determined by the days that students are scheduled to be in class, not on calendar days.

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Promotion/Graduation Requirements

Promotion and retention at Springfield Lutheran School are based on a child's age, ability to work at a given grade level, attendance, and behavior. At the end of a school year, students are promoted to the next grade if there is evidence that he or she has mastered the skills needed to achieve at that grade level. Before any student in grades 1-8 is promoted to the next level or graduation, he or she must have satisfactorily completed assigned school work and have demonstrated an acceptable level of accomplishment.

A student may be retained if there is evidence that a student has not mastered the skills needed to achieve at the next grade level. Research indicates that student retention is ineffective and can be harmful for students beyond kindergarten, and should be carefully considered. All reasonable interventions shall be considered before a decision is made to retain a student. Students retention decisions will be decided by the classroom teacher, parent/guardian, and school administrator.

Factors taken into consideration for promotion and retention include: achievement levels (particularly in language arts and mathematics), assessment results, maturity, general behavior, and both positive and negative implications for the student's future 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. Springfield Lutheran School does not have resources available to provide students with special learning needs a modified curriculum.

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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.

Chapel

Chapel worship services are conducted every Wednesday morning at 8:15 a.m. and are open to all students, parents, and community members. Outside chapel guests are required to enter through the school entrance and be screened through the SLS visitor check-in system. Visitors may be asked to present identification to be able to attend chapel.

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 the 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. The school mission is to provide a Christian environment for the growth and development of children's souls, minds, and bodies, equipping each child to strive towards what God intended him or her to be. 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.

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Athletics

Athletic Program Overview

The interscholastic athletic program at SLS begins in the fifth grade and is led by Athletic Director Joel Telschow. 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 (MSHSAA) 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 athletic practices or games, the school shall require submission of a physician's certificate stating that he/she is physically able to participate in athletic contests, as well as the MSHSAA Annual Form.
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 of the last school day 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 biweekly by the school principal and Athletic Director to determine ineligibilities
8. If a student is receiving two Ds or one F (accumulated average from the 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 three Level One referrals in the same athletic season, it will result in immediate ineligibility from practice and games for seven days.
10. If a student receives a Level Two referral, it will result in immediate ineligibility from practice and games for seven days.
11. If a student receives a suspension from school, it results in removal from the team in the current season. Participation in future athletic seasons is determined on a case by case basis.

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12. A student receiving two ineligibilities in one season will no longer be permitted to compete in that season.
13. 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.

Programs and Cost

Sport	**Eligible Grades**
Cross Country	5th through 8th
Girls Volleyball	6th through 8th
Boys Basketball	6th through 8th
Girls Basketball	6th through 8th
Girls Cheerleading	6th through 8th
Archery	5th through 8th
Scholar Bowl	6th through 8th
Track	5th through 8th
FIRST LEGO League	4th through 8th

Participation fee is $25 per activity.

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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. Records are available in the Redeemer Lutheran Church office. 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 Sycamore. 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. Pursuant to Missouri State Statute 167.191, 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 free 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.

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If a child becomes ill during the school day, his or 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 for 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 contagious illness is to limit exposure to others. To maintain compliance with Missouri State Statute 167.191, Springfield Lutheran School encourages the following safety practices to minimize the spread of contagious 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 Physical Contact
    a. Avoiding activities in which others are required to be close

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    b. Limiting large-group activities and ensuring that rooms provide adequate space in which individuals can spread out
    c. To protect students from exposure, the building may limit access to anyone other than students, faculty, and staff
        i. As always, the school 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. Volunteers are welcome to wear face masks at any time.
3. Covering Coughs and Sneezes
    a. Teaching students how to safely cough and sneeze into their elbow or into facial tissues to avoid the spread of droplets
    b. Teaching students how to safely dispose of tissues after coughing or sneezing
    c. Washing hands with soap and water for a minimum of 20 seconds following coughing or sneezing
    d. Allowing students, faculty, staff, and guests 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. It is suggested that students, faculty, and staff have their temperatures taken daily
    b. Students, faculty, and staff should carefully monitor their own symptoms
        i. Pursuant to Missouri State Statute 167.191, students, faculty, and staff should not come to school exhibiting symptoms of contagious illness
    c. Teachers and staff should carefully monitor students for any symptoms of contagious illness and report any concerns to the school office

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

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Vaccines	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	2	2	2

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.

SLS does not provide accident insurance for students. Parents of students are required to acknowledge in writing that their child or children are protected by an accidental injury plan. If the child or children are not covered by an accidental injury plan, parents must acknowledge in writing that they are responsible to purchase a student accident coverage policy through a third party. Parents also must acknowledge that Springfield Lutheran School may not be legally held liable for accidental injuries sustained while at school, or while participating in school-related activities.

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

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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 may gain access to the building using the biometric security access point at the front door.
    b. Visitors must be admitted to the building by office staff only between 7:50 a.m. and 3:00 p.m.
    c. Doors should never be propped open on school days
    d. Visitors must identify themselves with a visitor's tag
    e. Parents should not admit anyone into the building without staff approval.
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.

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e. In the event of an emergency situation, parents will be immediately contacted through Sycamore and Seesaw.

3. Employees, Volunteers, and Guests are screened for safety.
    a. Visitors and contractors to the school must present an ID that will be scanned for any matches to criminal or sexual offender records
    b. Volunteers and employees are required to have a background check completed through the Missouri Automated Criminal History (MACHS) and Federal Bureau of Investigation (FBI) systems.
    c. Visitors and employees are required to wear identifying badges in the school.

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Parent/Student Handbook Agreement

I have read the Springfield Lutheran School handbook. By signing this agreement, I affirm that I have read, am in agreement with, and am willing to abide by the established standards of Springfield Lutheran school as outlined in this handbook.

_____ _____

Parent/Guardian Signature Date

_____ _____

Student Signature (6th, 7th, 8th grade students only) Date

_____ _____

Student Signature (6th, 7th, 8th grade students only) Date

_____ _____

Student Signature (6th, 7th, 8th grade students only) Date

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