



ABIDING SAVIOR

LUTHERAN SCHOOL

Abiding Savior Lutheran School 2023-24 Student & Parent Handbook

Dear Abiding Savior Families:

Welcome to the new school year! We look forward to partnering with you to help your children maximize their God-given potential, not only for their own benefit, but for the good of all the people God will bring into their lives.

We want you and your children to be blessed, and to be delighted, with your experience as part of the Abiding Savior family. We also know that the process of helping children to grow is incredibly complex and occasionally, quite difficult. At all times, but particularly the challenging times, we need to keep communication flowing freely between us, so that together, we can serve our children most effectively.

This handbook describes the processes and procedures we will follow at Abiding Savior. If we discover a better way to do something, we will change our procedures, and keep you informed. If you have questions, please call!

God bless you and thank you for trusting us with your children.

In Christ,

Brian Ryherd
Principal

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INTRODUCTION

OUR MISSION STATEMENT

To provide our students with the knowledge, skills, habits, and experiences to fully prepare them to maximize their intellectual, physical, interpersonal, and spiritual potential to impact their world by glorifying God and serving other people.

THE PHILOSOPHY OF ABIDING SAVIOR LUTHERAN SCHOOL

Abiding Savior Lutheran School, a ministry of Abiding Savior Lutheran Church, is dedicated to partnering with our families to nurture the whole child to follow Jesus' example to "Grow in wisdom and stature, and in favor with God and man." (Luke 2:52)

We believe that God has given the primary responsibility for nurturing and training children to parents. Our Christian day school is the main agency within the church to assist and help parents accomplish this important responsibility.

The school helps the family by designing an academic atmosphere that encourages the child's spiritual, intellectual, social and physical growth by:

- Teaching God's word as revealed in Holy Scripture and the Lutheran Confessions.
- Providing Bible study, prayer, and chapel worship on a daily/weekly basis.
- Encouraging all families to attend worship and Bible study regularly.
- Integrating the faith in all subjects.
- Demonstrating the love and forgiveness of Jesus Christ in instruction and discipline.
- Providing for the personal, professional, and spiritual growth of faculty and staff members to serve as adult Christian role models in addition to the family.
- Offering a professional staff as a resource to the family.
- Pursuing academic excellence in all areas of education to the glory of God.
- Caring for the mind and body emotionally, spiritually, physically and aesthetically through participation in physical education, health, sports, the fine arts, and music.
- Encouraging Christ-like behavior towards others in every aspect of life.
- Identifying and developing the child's God-given talents to minister to others.
- Developing the child's character to be a productive, high integrity member of the community with dedication to serving God by loving others.

These goals, we believe, are best fulfilled when the home and school work together in mutual cooperation and support of each other.

VISION STATEMENT

ASLS exists to send each child into the next phase of life fully prepared to be successful citizens, to exert a positive influence on their community, and to share the light and love of Christ with everyone they know.

ACCREDITATION

Abiding Savior Lutheran school is accredited by the National Lutheran Schools Association (NLSA) and the Missouri Non-Public Schools Accrediting Association (MNSAA). The Accreditation process is a continuous cycle of self-examination, goal-setting, and school improvement that includes, every five years, a site visit from a team of outside education professionals. The process, and official accredited status, verifies that Abiding Savior meets or exceeds the requirements of the State of Missouri and the National Lutheran Schools Accrediting organization.

ENROLLMENT

ENROLLMENT POLICIES

Children are accepted for enrollment at Abiding Savior Lutheran School for each school year. Re-enrollment procedures must be completed each year. Abiding Savior Lutheran School reserves the right to limit or restrict admissions and re-enrollment because of inability to adequately serve children with certain learning disabilities, limited achievement, or behavioral and/or emotional problems. All students are accepted on the premise that they will apply themselves according to the ability God has given them, conform to the rules and regulations of the school and respect the religious teachings as set forth in the Lutheran Confessions. Parents/guardians are likewise encouraged to be supportive of Lutheran education by becoming actively involved in the life of the school, regular in prayer for the school and staff, and faithful in church attendance with their children.

Decisions for admissions and re-enrollment are made annually. The best interests of the child and the child's peer group will be of utmost importance when making these decisions. In cases where special needs are present, the school will not enroll or re-enroll a student without consultation with at least one of the following: the child's teachers, learning consultants, and other professionals.

NON-DISCRIMINATION POLICY

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

ENROLLMENT PROCEDURES

Parents/guardians interested in ASLS should contact the office and arrange for a tour of the facilities, observation of classrooms, and a personal interview with the Director of Admissions. Discussion will focus on our philosophy of Christian Education, ASLS curriculum, programs, and procedures, and the needs and wants of the prospective student and family.

Parents/guardians who have toured the school and met with the Director of Admissions are encouraged to apply for the enrollment of their children. After the application form with enrollment fee, the authorization form to contact the former school, and a copy of the child's birth certificate are received, the child will be considered for enrollment.

For new students, the Director of Admissions will make acceptance recommendations to the Principal and will contact parents/guardians to notify them of the decision. Re-enrollment is approved by the principal each year.

Once a student is accepted, enrollment fees are non-refundable. Annual registration fees are also non-refundable. The student's present level of achievement, behavior and discipline concerns, the parents' past tuition payment history, present class size and special needs, and the ability of the school to adequately serve the child's needs will all be considered as applications are reviewed.

EARLY CHILDHOOD ENROLLMENT

To enter Early Childhood, a pupil must reach the age of two by August 1st. Students with older siblings already in SK-8 and children of ASLC members have priority enrollment privileges. Open enrollment begins mid-January and enrollment is offered on a first-come, first-served basis. Once a class is filled, applicants may go on a waiting list. A non-refundable registration fee must be paid for each child enrolling.

SR. KINDERGARTEN ENROLLMENT

To enter Senior Kindergarten, a pupil must reach the age of five before August 1st. Students with older siblings already in SK-8, children of ASLC members, and students advancing from ASLS Early Childhood have priority enrollment privileges. This entitles them to reserve a seat in Senior Kindergarten for a limited time prior to applications from the general community being accepted. A non-refundable registration fee of \$175 must be paid for each child enrolling by April 15th (\$350 max per family). Students enrolling after April 15th must pay \$250 (\$500 max per family). Senior Kindergarten community enrollment opens January 15. Once open to the community, all applications are taken into consideration based on the date of submission. Community members must submit the full registration fee with their application. Once approved for enrollment, registration fees are non-refundable.

FIRST – EIGHTH GRADE ENROLLMENT

There are no age requirements in the other grades if a student has successfully completed the previous grade at ASLS or another school (with a written recommendation from the former school administration).

PRIORITIES FOR SK-8 ENROLLMENT

Applications for new students will be considered according to the following priorities when available space limits enrollment.

- Children from ASLC and children currently enrolled at ASLS or ASLS Early Childhood Program;
- Siblings of children already enrolled;
- Children whose parents wish a Christian education but are not currently members of a Christian congregation; and
- Children of sister congregations and other Christian congregations.

Students currently enrolled have priority for re-enrollment until March 1st. After March 1st, enrollment is open to everyone and will be based on the date the application is received.

CLASS SIZE

Ordinarily enrollment in the Senior Kindergarten class will not exceed 24; classroom size guidelines are 25 students in grades 1-3 and 27 in grades 4-8. When practical an aide may be employed.

SCHOOL HOURS

The ASLS school day is 8:15 a.m.-3:15 p.m. School doors open at 7:45 a.m.

PUPIL TRANSFER

Abiding Savior Lutheran School will release all records of a student to schools in accordance with the Safe Schools Act. Release of records elsewhere requires the following:

- We must have received written authorization from the parents or guardians.
- All outstanding accounts must be paid in full.

EMERGENCY CONTACT

It is the parents'/guardians' responsibility to make certain that the name and telephone numbers on the student's contact section of Sycamore remain current throughout the school year.

In the event of an injury, the parent/guardian will be contacted as quickly as possible. If the parents/guardians cannot be reached, the contact listed in Sycamore will be contacted. In an emergency, the faculty and staff of ASLS will not hesitate to call 911 for assistance.

Although there is a place to indicate approved pick-up persons for your child on the emergency card, your child will not be released to any of those designated people in Car Line at dismissal without proper authorization through the office. It will be necessary for you to notify your child's teacher with a message or a telephone call to the office if someone other than a parent/guardian is picking the child up at the end of the school day. (See "Afternoon Dismissal Procedure" for additional information.)

COURT DIRECTED PARENTING PLAN

All families that have a court directed Parenting Plan please provide the office with a copy. This will assist us with our communication efforts with you.

BOOKS & SUPPLIES

ASLS will supply each student all academic textbooks as required for the established curriculum. It is the student's responsibility to care for all the books provided. Books that have been abused or damaged beyond normal wear and tear will be subject to a fine or replacement cost.

Starting in Grade 3 students will need their own Bible. Students will use the English Standard Version. Grades 7-8 must purchase Luther's Small Catechism. Any of these books are available for purchase in the school office.

Classroom supply lists with specific requirements for each class will be mailed to parents with other pertinent information prior to the start of school. Classroom supply fees apply to all grade levels. These fees are in addition to tuition and are due on Open House.

EARLY CHILDHOOD – WHAT TO BRING FROM HOME?

The following is a list of suggested items that Early Childhood students may bring to school:

- Lunch – Finger foods are best. Please pack only what you know your child will eat. Be sure your child's name is clearly marked on his/her lunch box. A morning snack and drink will be provided. You may place money on your student lunch account to purchase milk with their lunch. As a reminder, we are a nut-free school.
- A sippy cup (if preferred), clearly marked with your child's name.
- An extra change of clothes (underwear, pants and shirt) with your child's name on all articles.
- For the safety and comfort of your child, please send him/her in tennis shoes each day.
- If your child is not yet potty trained, please send diapers. At least three per day.

To help us avoid confusion, be sure to put your child's name on everything he/she brings. This includes hats, coats, pacifiers, security blankets, etc.

CLASS PARTICIPATION

All students enrolled at Abiding Savior Lutheran School will participate in all classes as outlined by the ASLS curriculum. This includes all course offerings with the exception of classes clearly stated as optional. Parents/guardians may not exempt students from religious instruction, memory work, or other activities related to the Christian faith.

BAND STUDENT PARTICIPATION

Students enrolled in the band program are encouraged to commit to participating for the full school year. If for some reason a student wishes to drop band, he/she may do so only at the semester after parents contact the band director and notify both the homeroom teacher and principal. If your family plans to pay monthly, payment will be made via EFT.

EARLY CHILDHOOD – APPROPRIATE SCHOOL DRESS

Dress your child in comfortable play clothes. We will do some messy crafts and will use outdoor and indoor play equipment regularly. Tennis shoes or shoes with soft soles are highly recommended for your child's safety (**no flip-flops or sandals**). We go outside to play when the weather permits. Please send your child with a warm coat, hat, and gloves on cold days. **Label all items with your child's name.**

SK-8 DRESS CODE POLICY

Senior Kindergarten (SK) - 8th grade students at Abiding Savior Lutheran School (ASLS) are expected to dress in accord with the dress code. The purpose of these guidelines help the children understand how to dress modestly and appropriately. Our goal is to maintain an atmosphere conducive to serious educational pursuits.

GENERAL GUIDELINES

- Clothing must not be torn, frayed, or dirty.
- Clothing should be worn on the body as it is intended to be worn.
- Hats, headscarves, and sunglasses may not be worn in the building.
- Any hairstyle that becomes a distraction or disturbing influence is not allowed.
- Earrings may be worn, but ear lobes only may be pierced.
- No more than two earrings may be worn in the ear lobe.
- Permanent or temporary tattoos are not permitted.
- Writing on the skin is not permitted.
- Any accessory that becomes a distraction will be asked to be removed.
- Modest makeup is permitted for 7th and 8th grade girls. No makeup is permitted for students in grades K-6.

Uniform Tops

Students must wear short or long sleeve red, black, gray or white polo shirts with the ASLS logo purchased through Just Me Apparel. Sweatshirts (not hoodies), fleece or cardigan sweaters with the ASLS logo can be worn over the polo shirts. These can also be purchased through Just Me Apparel. A solid red, black, gray or white long sleeve shirt or turtleneck can be worn under ASLS polos. Middle School Students (5-8th) can wear ASLS hoodies with polo shirt underneath.

Uniform Bottoms

Uniform style pants, shorts, or capris (fitted or elastic waist) must be worn in khaki, navy or black twill. They should be plain and tailored in style without any accessorizing. Shorts and skirts must not be shorter than 3-4 inches above the knee and worn at the appropriate level. Pants, shorts and capris can be purchased through any provider.

Uniform style skirts, skorts, or jumpers can be worn in khaki, navy or black twill. Skirts and jumpers in specified plaid may be worn and purchased from Just Me Apparel. Length must not be shorter than 3-4 inches above the knee. For modesty's sake, shorts are to be worn under skirts and jumpers. Red, black, gray, or white logo polos or long sleeve shirt/turtlenecks may be worn under jumpers.

Shoes

Shoes need to be safe protection for all types of school activities. Casual or athletic shoes must be worn. Shoes with laces or Velcro must be fastened at all times. Laces must be tied in the normal method to the top of the shoe. Shoes should not be backless. Heels may be up to 2 inches. No snow boot is acceptable for indoor wear. Sandals with backs may be worn except on PE days.

Undergarments

Appropriate undergarments should be worn. Undergarments should not be visible through the outer garments. Tights or leggings, if worn, should be solid navy, white, black, red or gray.

5th-8th PE Dress-Out Policy

Students in grades 5-8th are not required to dress out for physical education classes. They may dress out in a plain shirt with dark-colored gym shorts (not classroom attire) or sweat pants, and athletic shoes worn with socks. **Shorts length must not be shorter than 3-4 inches above the knee.** Students are encouraged to bring deodorant, however, spray deodorant is not allowed at school.

Scout Uniforms

Scout uniforms may be worn on designated days. Scout shirts or vests must be worn with scout or dress code slacks, shorts, or skirts.

Spirit Wear Days

On Fridays, students are able to wear any Abiding Savior top with uniform bottoms.

Uniform Orders must be placed with:

Just Me Apparel, 232 Old Sulphur Springs Road, 636-391-3551, www.justmeapparel.com

Spirit Wear:

Dot the I Embroidery, dottheiembroidery.com, dtiembroidery@gmail.com

Adopted May 2014 Updated August 2023

Non-compliance

A parent will be contacted and repeat offenders may be kept out of class.

HOME-SCHOOL POLICY

In an effort to assist those families who have chosen home-schooling for their children, ASLS will accept members of Abiding Savior who are not registered at any other school in certain co-curricular programs at the discretion of the principal. At no time will a student of ASLS be eliminated from such programs due to the registration of home-schooled students. Their criteria may include, but not necessarily limited to after school specialty classes, choir, band, and scouts. A fee may be assessed for participation. In accordance with the Lutheran Elementary School Association Athletic League, home-schooled students may be eligible to participate in sports that require inter-league competition, with league permission.

TUITION AND FEES

SCHOOL FEES

ASLS and Early Childhood Ministry utilizes the Joyful Response® program for payment of tuition fees. Joyful Response® is a program designed by Thrivent Financial for Lutherans that enables educational institutions to receive tuition payments through electronic funds transfer.

Payment of all other fees (e.g. band, lunches, athletics, registration, etc.) will remain by check or cash directly to the school office.

The Joyful Reponse® program allows us to offer the following options to families wishing to pay in installments:

- 10 monthly (August – May) OR 12 monthly (July – June) payments
- 1st OR 15th of the month withdrawal date.
- 1st AND 15th of the month withdrawal dates.

A Joyful Response® authorization form will be included with your re-enrollment papers. Any accounts with insufficient funds will be assessed a \$15 service fee and an invoice will be sent.

LATE FEES

A \$15 late fee will apply for each instance of insufficient funds or late payments. The information in a-f below outlines which payments are covered by late fees and when the late fees are assessed. However, as with all fees, if a family is experiencing a temporary financial hardship, a petition may be made to the principal for an alternate payment schedule that is mutually acceptable.

- Tuition payments may be made in full by July 1st. If Simply Giving determines there are insufficient funds in the account, then a \$15 late fee will immediately be charged and another account transaction will be scheduled.
- Band fees are due the 1st of the month from August through May. Band fees not paid by the end of the month are subject to a \$15 late fee.
- School supply fees or activity fees are sometimes assessed for certain grades in an attempt to standardize the supplies that students need for their school work. These fees are due prior to the first day of class or a \$15 late fee applies.

- In addition to late fees for the reasons stated above, there is also a \$15 returned check fee.
- For payments that are more than 30 days late, an additional \$15 fee applies for each student, each 30 day period that the payment is past due.
- As part of our tuition collection process: if a student's fees are 60 days or more in arrears, that is grounds for removal from enrollment.

PLEASE REMEMBER, THAT IF YOUR FAMILY IS EXPERIENCING A TEMPORARY FINANCIAL HARDSHIP, you may contact the school principal and we will work with you to determine an alternate payment schedule that is mutually acceptable.

When a late fee or returned check fee is incurred, an invoice will be emailed to you indicating the due date for the late fee. If you do not have an email address on file with the school, the invoice will be sent home with your student.

FINANCIAL OBLIGATIONS AND FEES

Abiding Savior Lutheran School is essentially a tuition driven institution. Families pay direct family support, our church supports our facility needs, and additional funding comes through grants, fundraising activities, and designated gifts.

MEMBER TUITION SCHOLARSHIPS

Members of Abiding Savior Lutheran Church (St. Louis, Missouri) with children attending its Christian Day School (SK-8th) may receive a reduction in tuition cost known as "tuition scholarship." The tuition scholarship is a financial privilege maintained through church membership and active church attendance at Abiding Savior and is a way to support families who are committed to growing in their faith in Jesus Christ.

Abiding Savior's Expectations:

- Member families will be active in the life of Abiding Savior Lutheran Church through maintaining membership and a regular worship life.

To maintain a Member Tuition Scholarship:

- Member families must attend worship services a minimum of 26 times per fiscal year from July through June. That is 50% of worship services (even lower percentage when counting mid-week services).
- Every worship opportunity (including Sunday and mid-week Lenten or Advent services) may be counted toward meeting this requirement.
- Tuition scholarship status will be reviewed during the year. Each family who has signed the covenant will receive an attendance report along with their child's report card. Elders also receive a quarterly report for their congregation members and may make calls to those families who may not be meeting their requirements.

- Church attendance cards will be used as the means for determining attendance.

It is our hope that families would attend worship together, however we realize that it is not always feasible for families with small children.

Abiding Savior's Board of Elders has the responsibility to contact church members who, for whatever reason, have been unable to attend worship services. The Board of Elders will follow up with any members receiving tuition scholarships but who have not attended or who appear to be in jeopardy of not attending. Based on their discussion(s) with the member family regarding any mitigating circumstances, etc., the Board of Elders will contact school administration regarding any recommended change in tuition scholarship status. Abiding Savior will address a family's physical concerns, extend emotional support, and service their spiritual needs prior to any consideration of tuition scholarship lapse. In addition, the school offers tuition assistance for families facing short-term financial hardship*. Families whose tuition scholarship status is subject to change will be notified by letter.

*Please reach out to the school office for more information

2023-24 School Year Procedure

July 2023 - A covenant agreement will be e-mailed to all church members with students enrolled at the school. This indicates:

- The desire of the church to meet the member family's worship needs
- Minimum attendance requirements necessary to maintain tuition scholarship
- A request for member parents or guardians to speak with the pastor or elder if worship requirements cannot be met

Tuition scholarships will be granted only when the tuition scholarship covenant agreement has been signed and returned to the school office NO LATER THAN AUGUST 14th, 2023. If the agreement has not be received by August 14th, then non-member tuition will be billed until the covenant agreement is signed and returned.

Church attendance cards will be used as the primary means for determining worship attendance. Every opportunity for attending worship may be counted to meet this attendance requirement (including Sunday and midweek services during Lent and Advent). Please know that you are responsible for filling out and turning in your attendance card.

At the end of each quarter, a report of church attendance will be emailed.

- Attendance requirements to maintain scholarship
- The number of attended services
- A request that they speak with the pastor or elder if attendance requirements cannot be

met by the end of the fiscal year

At the end of each fiscal year (July through June), the Board of Elders will notify school administration if attendance requirements are not met. School administration may, at this time, recommend changes to a family's tuition scholarship status and further discuss specific needs or situations with the Board of Elders regarding their status. For those families whose tuition scholarships qualification has lapsed, a letter will be sent from the school indicating:

- Loss of tuition scholarship (non-member tuition will be billed*)
- A request that if any special circumstances existed to contact the pastor or elder.

Tuition scholarships may be reinstated as soon as attendance requirements have been met and a new covenant agreement for tuition scholarship has been submitted to the school office.

Updated June 2023

*For families making one (annual) tuition payment, the monthly amount billed will be the difference between the monthly non-member and member tuition rates.

TUITION PAYMENT OPTIONS

The tuition payments are based on twelve monthly payments, July to June. Ten monthly payments are also an option (August to May). Tuition may be paid in full by August 1st with a 2% discount. Early Childhood payments are a nine month option (September – May).

For members of Abiding Savior Lutheran Church, the “member tuition rate with scholarship” is outlined in the Member Tuition Scholarship covenant. (Additional copies are available in the office.)

Tuition payments will be made through electronic funds transfer (EFT) set up through the school.

All discounts for subsequent children will be based on applicable full tuition rate.

FINANCIAL AID AND SCHOLARSHIPS

Abiding Savior Lutheran School and church desires that all children have the opportunity for a Christian education. Money has been budgeted to provide partial funding for families unable to pay the full tuition costs. Parents/guardians who wish to be considered for financial aid should fill out the online application for the Building Blocks Scholarship program administered by the Lutheran Elementary School Association (LESA) at lesastl.org.

TUITION REMISSION FOR FIELD WORKERS

Let the one who is taught the word share all good things with the one who teaches.
Galatians 6:6

It is the policy of Abiding Savior Church and School that every effort is made, when able, to support our field workers by offering tuition remission to attend Abiding Savior Christian Day School. Please refer to the Church Council tuition remission policy for details.

ADDITIONAL FEES

ASLS offers a band program to students in grades 5-8. This elective course of study is made possible because of collaboration with Lutheran High School South. Parents are assessed fees monthly (through EFT) for each student in the band program.

Students participating in athletics or extra-curricular activities will be assessed a non-refundable fee that varies per activity.

Classes that take field trips may require additional fees.

School Supply fees are also additional. These fees are due prior to the first day of school. If you are unable to attend the open house please contact the office prior to the open house to arrange payment of the school supply fees.

EC-SK-8th Tuition Policy

If an Early Childhood family chooses to withdraw a student, the child's spot in the class will be opened to the next person in line on the waiting list. If the family wants to re-enroll, and there is room in the class, they will need to pay the full registration fee, as a newly-enrolling family. If we experience closure for longer than two weeks, tuition will be reduced by 50% for any period of distance learning thereafter for that school year. Abiding Savior will make every attempt to provide age appropriate learning opportunities for all early childhood families.

When a SK-8th grade student enrolls at Abiding Savior Lutheran School, the school incurs multiple costs in anticipation of the requirements of educating that child. To that end, when a child is enrolled, the parent's minimum financial commitment will be 50% of yearly tuition, regardless of withdrawal date. Should a distance-learning situation arise, Abiding Savior staff will continue to teach, via electronic means. Families are responsible for continuing full tuition payments.

STUDENT HEALTH

HEALTH RECORDS

All students must present documentation of up-to-date immunization status, including month, day and year of each immunization before they can attend school. Failure to do so will require exclusion from school until the student is in complete compliance.

A photocopy of the immunizations from the student's physician's office is necessary for accuracy.

To remain in school, students "in progress" must have an Imm.P.14 form (which includes appointment date for needed immunization(s)) on file and must receive immunizations as soon as they become due. In progress means that a student has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the student is no longer in progress and is noncompliant. (For example, hep B vaccine series was begun but the student is not yet eligible to receive the next dose in the series.) These forms can be obtained at the student's physician's office or school office to be completed by the physician.

In progress does not apply to the Tdap or Td booster.

Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Non-immunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. These forms can be obtained at the student's physician's office or school office.

The Missouri Department of Health has established the following immunization requirements for school entrance:

Grades	REQUIRED IMMUNIZATIONS PER GRADE
K	4+ DTaP/DTP/DT/Td *1 3+polio *2 2 MMR (measles, mumps, rubella) 3+hepatits B 2 varicella (chickenpox) or proof of disease *4
1-5	4+ DTaP/DTP/DT/td *1.4 3+Polio *2 2 MMR (measles, mumps, rubella) 3+hepatitis B 2 varicella
6-8	4+ DTaP/DTP/DT/Td *1 3+Polio *2 2 measles, 1 mumps, 1 rubella 3+hepatits B

1 Tdap required for students enrolled in eighth grade.
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1. Last dose on or after fourth birthday and last dose of pediatric pertussis before seventh birthday. Maximum needed: six doses.
2. Tdap, which contains pertussis vaccine, is required for students enrolled in grade eight who have completed the recommended childhood DTP/DTaP vaccination series and have not received a Td booster dose within the past two years. Tdap may be given at any time in the event of a pertussis outbreak situation.
3. Last dose must be administered on or after the fourth birthday.
4. Senior Kindergarten: As satisfactory evidence of disease, an MD, DO or NP may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

Grades 1-5: As satisfactory evidence of disease, a parent/guardian or MD, DO or NP may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

PHYSICAL EXAMINATIONS

Students new to Abiding Savior Lutheran are required to have a physical examination by a medical doctor within six months prior to the start of the school year. Children entering Kindergarten, 4th and 7th grades are required by the State of Missouri to have a physical examination before starting school, as well as students who wish to participate in any athletic programs at ASLS.

COMMUNICABLE DISEASE POLICY

A student will not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with, or liable to transmit any contagious disease, unless the Board of Directors of ASLS or its designee has determined, based on medical evidence, that: (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Guidelines for student attendance:

- **Pink Eye** -Student must be treated 24 hours before returning to school.
- **Other communicable illnesses**- students must be treated for 24 hours or symptom free for 24 hours.
- **Fever** - If temperature is over 99.6 in a.m. or 100 in p.m. students must remain home. Students must be fever, vomit, and diarrhea free for 24 hours before returning to school.

Abiding Savior Lutheran School's Practices Regarding Lice

For the child found to have lice while at school...

- The school nurse/staff will notify the parents with a phone call or an email and require that proper treatment be provided before the child returns to school.
- Information on treating head lice will be provided to the parents.
- To prevent embarrassment or social stigmatism, the child's infestation will be kept confidential.

For the classroom of a child with lice...

- A letter or email will be sent home to all parents in the class along with educational information on the detection and prevention of head lice.
- Parents will be encouraged to check their children at home and directed to provide treatment if lice are detected.
- At the school's discretion, the maintenance staff will use intervention techniques in the classroom to attempt to avoid further spreading.
- Screening of an entire classroom will be done when a case is identified..

MEDICATIONS

The administration of medication to children during school shall be restricted to necessary medication that cannot be given on an alternative schedule. While it is recognized that many students are able to attend school because of the effective use of medication in the treatment of illness and disabilities, every precaution must be taken to ensure that our students are safely and prudently medicated as their physician directs to avoid potential misuse. Therefore, in compliance with Missouri state laws, the following guidelines must be observed for the use of any and all medication at school.

For administration of medication to children during school hours, a parent/guardian must present a **Medication Authorization Form** completed and signed by the physician and the parent, returned to the school office, by the parent or guardian, along with the medication to be given. A form must be filled out for EACH medication to be given, including over-the-counter medications. These forms can be obtained from the school office.

Prescribed medication must be in a pharmacy container with a label affixed at the pharmacy showing: Name of child, name of medication, name of physician, date of purchase, dosage, schedule, and route of administration. Please have your pharmacy label two containers for prescription medication, one for school and one for home.

In addition, written orders from the child's physician may be necessary in special cases. A list of possible side effects must be provided.

The first dose of any NEW medication for the child must be given by parents. Students prescribed antibiotics for Strep throat or any communicable disease must remain home until the first 24 hours of antibiotic treatment has been completed.

All medications will be locked in the school Health Room office and administered by trained staff.

Students can carry inhalers and/or Epi-Pens on their person ONLY WITH DOCTOR AND PARENTAL/GUARDIAN authorization, stating that the student is fully capable to self-administer the medication. This request for the child to carry and self-administer inhalers and/or Epi-Pens

will be found at the bottom of the Medication Authorization form for the physician and parent signature.

In isolated cases, over-the-counter medication (including cough drops, or pain relief medications) may be administered with parent/guardian permission.

The parents/guardians of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

PEANUT/NUT FREE POLICY

No food products made with peanuts/nuts are allowed in the school. This includes items such as peanut butter, trail mixes, or candies made with nuts. Peanut oil or nuts will not be used in food preparation by cafeteria staff.

Research is unclear why, but more children are becoming allergic to certain foods including peanuts and tree nuts (e.g. walnuts, pecans, and almonds). What makes peanuts/nuts especially harmful to allergic individuals are:

- Peanut dust can become airborne.
- Nuts are more likely to cause severe and potentially life-threatening reactions than most other foods.
- Cross-contamination from peanut butter residue on a table, handrail, etc can cause a reaction.

We currently have students enrolled with these allergies. The ASLS peanut/nut policy is designed to help provide a safe environment for students and staff diagnosed with life-threatening peanut/nut allergies. Although all staff are trained in recognizing the symptoms of anaphylactic shock and in the use of Epi Pens; our goal is to not have to put children at risk to use these measures.

BIRTHDAY TREATS AND INVITATIONS

It is a tradition at ASLS for students to celebrate birthdays by bringing small treats for classmates. For the safety of our students, ALL treats must be made at a commercial, health department rated kitchen (store bought). Please also reference our Peanut/Nut Free Policy.

For a list of safe school food treats ask the teacher or refer to internet resources for suggestions.

Invitations to personal parties must not be distributed by students or parents during the school day unless each child in the class receives an invitation.

ARRIVAL AND DISMISSAL PROCEDURES

TRAFFIC PROCEDURES

During the school day all drivers are asked to carefully adhere to the following guidelines when driving on the church and school access and parking areas.

MORNING ARRIVAL PROCEDURE

- ***Students that need to be dropped off early must be enrolled in our before care program. Drop off begins at 7:00 am and continues until 7:45 am. You will be charged the full \$4.75 per day regardless of your drop off time in the a.m.***
- Students should be dropped off and enter through the school entrance after 7:45 am. The building will not be available to students prior to this time. For your child's safety please do not leave him/her in the parking lot before 7:45 am.
- Students arriving after 8:15 am are considered tardy and must sign in at the office before going to their classrooms. Students signing in after 8:30 am must be signed in by their parent/guardian or carpool driver at the office.

AFTERNOON DISMISSAL PROCEDURE (3:15-3:30 P.M.)

- EACH FAMILY will be given a sign for Car Line dismissal. THIS SIGN IS REQUIRED TO MAKE SURE YOUR CHILD IS ONLY PUT INTO THE CORRECT CAR. If an additional sign is needed, (such as for a grandparent or babysitter, etc.) please contact the school secretary.
- Because we utilize the parking lot for PE and recess so please do not arrive before 2:45pm for car line.
- Only cars with approved surname signs will be allowed in Car Line. If you forget your sign, it will be necessary for you to park in an accessible area and come to the office to pick up your child. If someone other than a parent/guardian is to pick up a child, the office must be notified, and the person must park, come into the building and show photo identification before the child will be released to that person.
- Two lines will form around the perimeter of the parking lot prior to dismissal. Names of parents/guardians in the front of the two lines will be communicated from the Car Line Supervisor to teachers, and students will be called for dismissal directly from the atrium, narthex area, or classroom.

- Those who need to talk to a teacher or another parent/guardian, visit the office, or drive for an activity should park in one of the accessible areas in the parking lot.
- If someone other than the parent/guardian or other designated pick-up person is to pick up a student from school, the parent/guardian must contact the child's teacher by note.
- Students not picked up by 3:40 pm will be sent to the after-school care program, and be charged for the amount of time used, payable upon pick-up. After three late pick-ups, the family will be considered enrolled in the program, and assessed the registration fee, in addition to time used.
- IF YOU CARPOOL, it will be necessary for you to provide the office with a written note indicating to whom your child is allowed to be released. Carpool windshield signs will be made available after your carpool information is received. This carpool information will be kept in the office and made available to the Car Line supervisor.
- Parents/guardians who wish to pick up children at the door, may line up on the sidewalk by the flagpole with their car line sign.

PLEASE UNDERSTAND our reasons for this level of security. We hold your child's safety and best interests as a high priority and are doing everything we can to insure that safety. Your understanding and cooperation is appreciated.

EXTENDED CHILD CARE

ASLS offers, as a convenience to our parents, our own before and after school care program. Parents must pre-register to use this service. ***If extended care is used more than three times, you will be charged the registration fee.*** Information regarding this program is available in the school office.

ATTENDANCE

If satisfactory progress is to be made by a student, regular attendance is a must. It is the parent's/guardian's responsibility to see that their children are in regular attendance during the school year. Repeated regular or half day absences hinder academic progress and are discouraged. Please read the following section on pupil absences for more information related to extended absences.

REPORTING PUPIL ABSENCES

Written excuses, signed by a parent/guardian, are necessary for ALL absences or tardiness known in advance. If a student is absent and the teacher has not been notified in advance, the parent/guardian should call the school office by 8:00 a.m. on the day of the absence. Parents/guardians not reporting absences will be called at home or at work to verify student absences.

Upon the parent's/guardian's request, available homework for an absent student may be set on the bench outside the office after 3:45pm.

It is not uncommon for students who miss school for extended periods of time to miss important knowledge and skills. When more than 20 days of school are missed in a year, the student must

make up the additional days after school is dismissed in the summer, or during other out-of-school times at the Administrator's discretion. The cost of compensating a teacher for these extra days will be the responsibility of the parents/guardians.

Families are discouraged from taking vacation when school is in session. If practicable, teachers may provide assignments ahead of time.

TARDINESS

Parents/guardians who respect the educational process by being prompt are reinforcing good work habits for their children. Tardy students disrupt classroom routines, school activities, and hinder learning. Parents/guardians should therefore make certain that their children are at school by 8:10 a.m. to have ample time to get to their classroom and be ready for opening prayer and pledges by the official start of school, 8:15 a.m. each morning. If a student is not in the classroom at 8:15 a.m., a tardy will be issued. A student will be given four periods of grace each quarter. A fee of \$5.00 per tardy per family may be assessed each day after, due the following day.

SECURITY PROCEDURES

Because we desire to provide a safe environment for our students and staff, the entrances to Abiding Savior Lutheran Church and School are locked at all times. The school currently has a security system installed with video cameras with digital recording, intercom system, key-pad access and magnetic lock. The lock, key-pad, and intercom are installed on the east (school) side atrium doors. This will be the only access to the building during the school day and during after school care. The video records 24/7. The key-pad access is only activated during school hours. Any family member needing to enter the building during the school day will need to have an access code. All others need to enter the building by using the intercom on the door. The security code will change annually.

A security strobe light has been installed as part of our security system. The light is located on the wall between the two glass atrium doors. The light will be activated by staff in the event of an intruder or similar crisis. If the light is flashing do not enter the building as the school will be in lock down with emergency help on the way.

LEAVING SCHOOL GROUNDS

Parents/guardians must report to the school office and sign their children out of school. When permission has been granted, parents/guardians will have full responsibility for the child departing the school grounds during the school day. The school day is defined to include all pre-school and post-school activities.

SCHOOL VISITATION

For the safety of our students, all visitors must check in either at the Welcome Desk or the school office upon entering the building, sign in, and receive a visitor badge.

Prospective students from other schools are welcome to visit classrooms with prior authorization from the principal.

CURRICULUM

CURRICULUM

Parents/guardians may obtain copies of Abiding Savior Lutheran School's curriculum at the school office. Religion is taught as a separate subject, and the message of God and His love is also brought out in other class subjects throughout the day. Students are instructed in the areas of language arts, mathematics, social studies, science, computer science, art, music, and physical education. Field trip experiences and co-curricular activities complement the academic curriculum.

BRING YOUR OWN DEVICE

See Attached "Bring Your Own Device" Policy

TESTING

Students entering Kindergarten are given a Kindergarten Readiness Assessment. Students in grades SK-8 are given a standardized achievement test in the spring of each year. Individual test results are shared with parents each spring. A report of student achievement computed by grade level is available in the school office.

HOMEWORK

Students in Kindergarten - Grade 2 will receive periodic homework assignments to accentuate skills at their respective grade levels. Grade 3 - 8 students should expect daily homework. Students who use their time wisely may experience less homework. Parents/guardians should contact the classroom teacher if students are spending excessive time on homework. The most important contribution that parents/guardians can make on the homework front is to make it a priority, with a consistent place and time for the completion of daily assignments, and asking questions about upcoming projects, tests, and due dates.

To encourage families to attend Advent and Lenten services, homework assignments will be limited on Wednesdays during Advent and Lent.

When students are absent, they are expected to complete assignments according to teachers' discretion.

FIELD TRIPS

Field trips are planned to complement classroom instruction. Students are therefore expected to attend. Failure to participate may affect a student's grade.

When a field trip is scheduled, students take home permission forms stating the destination, date, means of transportation, and cost. Students without written permission from parents/guardians will remain at school under the supervision of another teacher.

In order to chaperone/drive on a student's field trip, a chaperone must complete the VIP Partnership Application Process and have a background check. The number of chaperones allowed may vary according to the destination. **Annually driver's license and insurance must be updated per the VIP policy.**

Regarding the assigning of students to drivers, teachers make every effort to responsibly assign who will ride with whom. If you have a legitimate concern about your child's placement, please speak with the teacher prior to the day of the field trip so he/she can take it into consideration.

Student Guidelines for Field Trips:

- School dress code is enforced for field trips for grades SK-8. Teachers may adjust the dress attire requirements for a field trip based on the nature of the trip.
- As representatives of Abiding Savior, school rules and expectations apply. All those in attendance are expected to display Christian attitudes and concern for others.
- According to the Missouri Department of Transportation:
 - Children less than 4 years old or less than 40 pounds must be in an appropriate child safety seat.
 - Children ages 4 through 7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall.
 - Children 8 and over or weighing at least 80 pounds or at least 4'9" tall are required to be secured by a safety belt or buckled into an appropriate booster seat

Chaperone Guidelines for Field Trips:

Chaperones who volunteer to attend and drive on field trips are greatly appreciated. In order to assist in making it the best learning experience possible, chaperones are asked to adhere to the following:

- ***Drivers and chaperones must complete VIP Application Process and provide it to school office seven days prior to field trip.***
- Drivers must obey all traffic-related laws, including child safety seat, safety belt, and front seat passenger laws as written in detail above under student guidelines.
- Chaperones are expected to actively assist with supervision of students and participate in all activities expected of the adults.
- Siblings are NOT allowed to attend field trips to allow chaperones to focus on supervision.
- As representatives of Abiding Savior, school rules and expectations apply. All those in attendance are expected to display Christian attitudes and concern for others.
- For the safety of all students, drivers will drive only to/from the specified destination, making no additional stops along the way.
- Chaperones agree not to provide souvenirs, snacks, drinks, candy, or gum to students during the trip.
- Please lead by example. Chaperones are to adhere to the same requests that students are asked to follow, e.g. being good listeners.

- Clothing worn by chaperones need to be in good taste.
- No smoking, alcohol, or drug use while chaperoning.
- Please have your child adhere to the same rules as the rest of the group, and do not make exceptions for your child as this is not fair to everyone else.

Failure to follow chaperone guidelines may result in revocation of chaperoning privileges or referral to the appropriate authorities.

LIBRARY

Our school maintains a library that is available to all students on a regular basis. Appropriate library conduct and procedures will be taught by our teachers and our volunteer staff. Students will be assessed a replacement fee for lost or damaged books.

STUDENT PROGRESS

STUDENT PROGRESS REPORTS

Grades 2 – 8 students' grades are posted regularly on Sycamore for parents' viewing. Report cards are issued electronically to all students quarterly. If a printed copy is necessary, please contact the office. However, report cards of students whose families are in financial arrears will be held until payments are up to date.

PROMOTION AND RETENTION POLICY

Promotion Guidelines

Research indicates that the setting of high expectations for school performance is an important ingredient in a quality education. It is felt that any student enrolled at ASLS should be able to successfully pass the subjects/courses at that grade level. The following promotion guidelines are an effort to establish specific achievement criteria for a student's performance in school. While these guidelines provide for greater consistency throughout the school program, the guidelines also were developed to challenge students to achieve at a high level. If a student is struggling to achieve success at any grade level, student and parent/guardian in consultation with the child's teacher(s) should initiate corrective measures. The faculty and staff at ASLS are committed to strengthening a child's performance with the cooperative efforts of child and parent(s)/guardian(s). The overall goal is for each student to realize his or her God-given potential.

Grade Assignment and Promotion of Pupils

The principal is responsible for the classification of each pupil within the school. In the assignment of a pupil who is a new enrollee at ASLS the following guidelines will be followed.

- Upon receiving a new student at ASLS the child shall be assigned to the level in which he/she was enrolled or to which he/she was promoted at his previous school.
- After a trial period the child may be reassigned, depending on his quality of work, test results, and parental/guardian consultation.

- Generally, no child should repeat more than twice the first two levels, preferably with no more than one retention at any grade level.

An assigned child may be placed in a higher level without meeting the requirements for promotion. Factors influencing assignment may include but not be limited to the following:

- A child is approximately two years older than his/her classmates.
- A child has been retained previously.
- A child possesses below average ability and puts forth a low level of work.
- Those concerned feel that retention would not be beneficial to the child.

PROMOTION AND RETENTION

Students are promoted to the next grade level at the end of each school year on the basis of progress in many areas which influence total development of the child, including but not limited to the following: spiritual, academic, social, physical, and emotional developmental maturity; factors of general health; age level; and attendance.

A child is promoted to the next grade level if he/she has clearly demonstrated his/her comprehension and completion of the work designed for the current grade level.

Senior Kindergarten

While academics and basics are important at this level, we also concern ourselves with the child's growth socially, physically and emotionally. If a child is not developing at a satisfactory rate in one or more of these areas, the teacher may recommend that a student be retained at the present level to permit time for the child's balanced development in all areas. The teacher, through progress reports and conferences, will keep the family informed about the child's progress. The teacher will notify the parents/guardians at the end of the first semester if concerns in the child's progress may require retention at the Kindergarten level. At that time an action plan will be initiated to ensure all efforts will be made to provide success for the child.

Grades 1 - 3

A primary concern at these levels is the child's development in Math, Reading and Language Arts. These subjects serve as a foundation from one grade level to the next. If a child is experiencing difficulty during the first semester in any of the previously mentioned subjects and receives a letter grade of D or F, or area of concern, actions should be taken at the beginning of the second semester to correct the identified weaknesses. Parent/guardian and teacher should draw up specific action plans. If the child fails any of these subjects at the end of the second semester, it will be required that the child enrolls in a summer program or receives tutoring to improve the deficiency. A child's participation and performance in such programs must be reported to ASLS no later than August 10th. The child will be retained if he/she does not enroll in such a program or does not satisfactorily complete the summer program.

If a child fails two or more of the listed subjects at the end of the second semester, the child will not be promoted to the next grade level.

Grades 4 - 7

The following requirements apply to grades 4-7:

- All core subjects including English, Literature, Math, Religion, Science and Social Studies are included in promotion requirements.
- If a student has a failing average or fails in the 4th quarter they will meet with the teacher and principal to determine an action plan that addresses the needs and best interests of the child.
- Retention/promotion requirements may be modified or waived due to special circumstances, focusing on the best long-term benefit for the student's future. Special circumstances may include, but not be limited to, such instances as a prolonged illness, accident, unusual family situations that may affect the performance of the child in the educational setting, or significant improvement of academic performance during the last one and one-half quarters of the school year. A collective decision to waive or modify the requirements will be made by a group consisting of the principal, the student's homeroom teacher, and any other professional staff member directly involved in the classroom education of the child.

Grade 8 including Graduation

- All core subjects including English, Literature, Math, Religion, Science and Social Studies are included in promotion requirements.
- A student must have a passing average for the year (a year consists of 4 quarters) in order to be promoted to 9th grade.
- If a student has a failing average or fails in the 4th quarter they will meet with the teacher(s) and principal to determine an action plan for promotion that addresses the needs and best interests of the child.

A child is retained at a particular grade level if he/she is unable to satisfy the requirements for promotion. In all cases of retention, careful individual consideration is given to the effects and benefits of this decision. If the teacher finds it necessary to recommend retention of a child in a given grade, he or she will hold a special consultation with the child's parents or guardians along with the principal and any other professional staff member directly involved in the classroom education of the child before making a final decision.

Christian love will always be the guiding principle upon which such decisions will be made.

ASLS Grade Scale, Grades 2-8

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below = F

Grading Scale, Kindergarten & Grade 1:

M = Students meets grade level expectations

W = Student working toward grade level expectations

HONOR ROLL

Abiding Savior Lutheran School values excellence in education. Students who achieve above average grades will be recognized for their efforts at the close of each quarter.

- The Honor Roll recognizes students with no grades lower than B-.
- The Exceptional Honor Roll recognizes students with no grades lower than A-.

Students earning a place on the Honor Roll will receive a certificate of recognition from the principal.

ACADEMIC PERFORMANCE EXPECTATIONS

Students are encouraged to keep their academic work in good standing.

- Students should aim to maximize their God-given abilities.
- ASLS will not revoke students' eligibility to participate in extracurricular activities based on grades; rather it is a decision that will be made by the principal in consultation with the student's parents.

STUDENT/PARENTS' RIGHTS POLICY

"The Family Educational Rights and Privacy Act of 1974" (federal law) grants parents/guardians or legal guardians the following rights:

- The right to inspect and review official school records and data directly related to the child.
- The right to a hearing to challenge the content of your child's records for the purpose of correcting or deleting inaccurate, misleading, or otherwise inappropriate data contained therein.
- The right to give or withhold written consent before personal identifiable records are released to certain persons or agencies.
- The right to be notified when records directly relating to the child are subpoenaed by a court or otherwise.

BEHAVIORAL OBLIGATIONS AND DISCIPLINARY ACTION

DISCIPLINE POLICY

Core Values Related to School Discipline

"Train a child in the way he should go and when he is old, he will not turn from it."

Proverbs 22:6

- Each person in this school is created, loved, and forgiven by God, and therefore will be treated with love, respect, and forgiveness by all.
- Students will be responsible for owning and solving their own problems with adult guidance provided the solution does not make a problem for anyone.
- Choices that students make will be handled with empathy and natural or logical consequences.

- Parents/guardians and teachers will partner together in mutual support and communication to encourage the growth of responsible, problem-solving children of God.

SCHOOL WIDE DISCIPLINE POLICY

Expectations:

- Students will use behaviors that are respectful and will not cause a problem for anyone.
- Students will take responsibility for being prepared and doing their best work at all times.
- Students will be encouraged to own and solve their own problems with adults' guidance.
- If a student cannot solve a problem on his/her own or chooses to not solve a problem, the teacher, staff member, or principal will then solve the problem for him/her.

Each child and situation is unique and consequences will vary depending on circumstances.

Possible consequences may include:

- Verbal reinforcement
- Loss of privileges
- Time out from regular routines
- Reflection on choices
- Time with the principal

Procedures for Dealing with Misbehavior

- The teachers have established classroom discipline plans, which align with our core values and provide a safe and productive environment in which students can learn and grow in the knowledge of God. Teachers use a variety of methods, which are consistent with God's Word to encourage obedience to the rules and build responsible students. Classroom discipline plans will be shared with parents/guardians and students at the beginning of the school year.
- The teacher will meet with parents/guardians when a student has frequent difficulty following rules and procedures.
- If the parents/guardians and teacher cannot reach a solution, the teacher will consult with the principal. The principal may choose to use several means of discipline including detention, a revocation of extracurriculars, suspension, or probation.
- A student may be expelled from school by the ASLS Board of Directors upon the recommendation of the principal.
- When personal or school property is damaged or destroyed, a fair/specific dollar amount will be assessed for the loss. Students, or their parents/guardians, are required to make payment within 3 school days.

Faculty will be expected to document various situations. If a misbehavior rises to the level where a student is sent to the office, the teacher will contact the parent by telephone. Faculty shall document all injuries students may receive on a standard incident report form. The school office

will contact the parent/guardian. Phone calls to parents/guardians and guardians regarding injuries or behaviors should also be documented.

Definitions

Detention: A student may receive an after school detention at the discretion of the principal. Students will be detained only after a 24-hour notice has been provided to the parents/guardians unless previous arrangements have been made with the parent. Parents/guardians are responsible for transportation and must promptly pick up their child at the end of the detention. Detentions will be scheduled on Tuesdays from 3:15 – 4:15 p.m.

The student is expected to serve the detention on the appointed day unless an emergency situation requires that the detention be served on an alternate date. In the event of an emergency situation, a request should be made to the principal. If a student does not serve a detention, the student will receive a one day in-school suspension.

In-school suspension: The student is suspended from attending regular classes. The student will be expected to work on class assignments in a designated area and to remain current with class projects. The parent/guardian will be notified before the suspension. Also, the student is suspended from all extracurricular privileges during this time.

Out-of-school suspension: An out-of-school suspension requires that the student be deprived of all privileges of attending school for a specified number of days. The student will be expected to work on class assignments and to remain current with class projects. The student will be expected to turn in completed assignments. All extracurricular privileges are also suspended.

Probation: A specific length of time may be designated as a probationary period during which a student who has been suspended from school will be allowed to participate in school activities under certain conditions. Periods of probation will be monitored by the teacher and/or principal.

Expulsion: Students may be expelled from the school by recommendation of the principal and approval of the Abiding Savior Lutheran School Association Board of Directors.

Corporal punishment: Students at ASLS will not be subjected to corporal punishment.

Physical restraint may be used by staff members in extreme out-of-control incidents, when a student needs to be protected from himself/herself, or is threatening to other individuals or to school property.

INAPPROPRIATE BEHAVIORS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Unacceptable behaviors include teasing, bullying, and negative comments directed toward any person, and are not appropriate at Abiding Savior Lutheran. All such behaviors shall be considered harassment. Harassment is not limited to on campus activity. The improper use of any communication device can also be considered harassment. (See Anti-Bullying Policy)
- Fighting is not tolerated.

- Vulgar and obscene language, (whether written, spoken, implied, or actions) is not permitted at ASLS.
- Students are not permitted to chew gum/candy or bring gum/candy to school except as specified by the classroom teacher.
- Students are not permitted to bring non-essential items from home without permission from the teacher. Such items may be confiscated.
- Cell phones brought to school by students must remain off and in a secured box in the classroom until dismissal.
- Students may be subject to a search of their person or property if a school faculty member suspects that the student is involved with illegal substances or activities. ASLS reserves the right to search all items including, but not limited to lunch boxes, lockers, backpacks, gym bags, purses and pockets.

BEHAVIORAL EXPECTATIONS OF PARENTS/GUARDIANS AND VOLUNTEERS

Abiding Savior Lutheran School is a Christian organization that expects anyone who registers a child to accept the precepts of Christian living. This includes one's own behavior in the school and during all school-related functions, whether or not held on the Abiding Savior campus. Behavior such as being disruptive, disrespectful, uncooperative or other conduct that contradicts Christian living by the parent/guardian may be viewed as contrary to these expectations and the parent/guardian will be held accountable for their behavior. Following the example set forth in Matthew 18, the principal will first set a conference time with the offending parent/guardian to discuss the situation and possible consequences. Our prayer is that contrition, forgiveness, and reconciliation will resolve the matter. Abiding Savior Lutheran School retains the right to dismiss the student(s) and family from the school, unused tuition refunded, based on the behavior of the parent/guardian or to not accept re-enrollment of family for the next school year.

COMMUNICATION POLICY

See attached "Communication Policy"

CHEATING

Students are expected to conduct themselves honestly and with integrity in their work.

Students are expected to do their own work.

All forms of cheating and plagiarism are strictly prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Copying information from a source without proper attribution;
- Taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case by case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing the assignment/retaking test, receiving a failing grade on the project/test, receiving an overall lower grade in the class, detention until the project is refinished.

TECHNOLOGY ACCEPTABLE USE

At the beginning of each academic year, students and parents will be required to sign a technology acceptable use policy in order for students to utilize the technology at school.

THREATS

Threats are any verbal or written statement made to harm an individual's life, physical well-being, emotional well-being, and/or personal property. Any comments which could be construed as a threat are forbidden and will result in consequences.

ANTI-BULLYING POLICY

Abiding Savior Lutheran School does not tolerate bullying in any form. We are committed to ensuring a safe, caring, and above all, Christian environment. God's word speaks to us regarding our interactions with others:

Ephesians 4:29, 31-32

29 Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. 31 Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. 32 Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

1 Thessalonians 5:11

11 Therefore encourage one another and build each other up, just as in fact you are doing.

Colossians 3:13

13 Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.

A Definition of Bullying

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. Bullying also includes harassment (sexual or otherwise) as well as stalking either on school premises or off premises, including by electronic means.

Responsibilities

Students, staff and parents/guardians must work together to ensure this safe, caring and Christian environment. We will treat one another with respect, and confidentiality will be upheld by all parties. The following are specific responsibilities.

Students

- Try to resolve issues in a Christ-centered way
- Speak to a teacher with details of bullying events
- Students who witness bullying will intervene if able, or report the incident to a teacher

Staff

- Act as a Christ-like role model
- Teach and expect appropriate behavior
- Listen to and verify reports of bullying
- Protect victim from further harm
- Identify patterns of behavior to take corrective action
- Act to stop behavior from persistently re-occurring
- Make referrals to additional resources when needed

Parents/Guardians

- Let your child know bullying is not tolerated in any form
- With staff support, encourage students to resolve the situation themselves
- Seek to understand the perspective of all involved regarding the issue
- Communicate concerns to school authorities
- Support staff efforts for resolution

All involved parties:

Forgiveness / Reconciliation--

With Christ as our example, ASLS expects that forgiveness will be sought, given and received. Our goal is for the students and families to achieve reconciliation.

Reporting, Documentation and Consequences

By definition, bullying is a repeated event. As such, incidents of bullying will be addressed firmly. A behavior notification form will be completed for acts of bullying identified by staff members, and parents will be contacted. This copy will be retained at school in the discipline file.

Progressive consequences will be administered based upon the specific behavior and the number of offenses. Examples of consequences include, but are not limited to: privileges removed, detention, suspension and expulsion.

In order to effectively monitor students and for the safety of the student body, teachers will discuss information regarding behavior concerns with other staff members.

ASLS will provide references and supporting materials to families upon request.

SPIRITUAL LIFE

WORSHIP

CHAPEL SERVICES

Weekly chapel provides an opportunity for the students to unite as a Christian community and worship God in song, prayer, and praise. Offerings gathered at these services are designated for the work of God's Kingdom outside of Abiding Savior. Parents and friends are encouraged to

attend chapel services. Most services are 8:30-9:00 a.m. on Wednesdays; exceptions are made for religious festivals and school vacations and monthly Faith Family devotion Wednesdays.

SUNDAY WORSHIP

We encourage families to attend church and Bible study each Sunday. Abiding Savior welcomes families to worship at the times listed below.

Abiding Savior Lutheran Church
4355 Butler Hill Road, 63128
Tel. (314) 894-9200 Fax. (314) 894-0212
Sunday Worship Services 8:00 and 10:30am; Bible Class & Sunday School at 9:15am
Wednesday Worship during Lent and Advent at 7pm

STUDENT SERVICES AND SAFETY

LOST AND FOUND

Clothing and personal belongings which are worn or brought to school **should be labeled with the student's name**. Found articles are turned in to the office. Items unclaimed will be given to a social welfare ministry at the close of each quarter.

PHONE USAGE

Students may use the telephone in the office with permission from their teacher. Parents should refrain from calling their children during the day unless an emergency arises. Parents who wish to speak with a teacher may call the school office, and a message will be placed in the teacher's mailbox. Teachers will attempt to return all calls within 24 hours. Cell phones brought to school by students need to remain off and in secured box in classroom until dismissal.

HOT LUNCH PROGRAM

ASLS offers a nutritionally balanced hot lunch program for all full day students and teachers. Lunches can be preordered on Sycamore or ordered the morning of.

Milk is included in the price of a hot lunch. Prices are subject to change as food costs rise, but every effort will be made to keep the price down.

We encourage you to visit and have lunch with your child. Please be sure to order a school lunch by 9 am in the morning so that we may be able to accommodate you. Soda is not allowed in the lunchroom.

SCHOOL PICTURES

A commercial photographer takes pictures of ASLS students and faculty each year.

YEARBOOK

The ASLS yearbook contains photographs of students and ASLS activities. While special attention is given to the graduating class, all grade levels and staff members will be represented.

Parents/guardians who have taken photographs during the school year are invited to share them with the yearbook committee by February.

VOLUNTEERS IN PARTNERSHIP (VIP)

Volunteers participate in many roles at Abiding Savior Lutheran School. If you are interested in volunteering your time or special skills, please call the school office to find out how you can become a vital part of our mission. All volunteers are required to complete the VIP application, appropriate forms and background check.

Volunteers In Partnership (VIP) Policy is attached.

CRISIS PLAN

Fire drills are conducted regularly. Severe storm or tornado drills and intruder drills are conducted once each semester. Plans for dealing with natural disasters like earthquakes have been prepared and routines practiced. Detailed evacuation plans have been posted in each room near the door. A crisis plan has been placed in the office and each classroom.

WEAPONS POLICY

Weapons or imitation weapons are not allowed on the Abiding Savior campus or at school-related functions. A weapon is defined as an object which in the opinion of the school administration could be used with the intent to harm, or any object which appears as if it could be harmful.

Violations of this provision will result in disciplinary action, which may include detention, suspension, or expulsion and may be referred to the appropriate federal, state, or local authorities.

CHILD ABUSE REPORTING

In accordance with Missouri state law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will not contact the parents/guardians in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is a reasonable suspicion of abuse.

PANDEMIC PLAN

ASLS will ordinarily adhere to regulations issued by the St. Louis County Health Department regarding any pandemic or outbreak of communicable disease.

MEDIA RELEASE POLICY

In an ongoing effort to inform the community about our school programs and student accomplishments, Abiding Savior Lutheran School will at times share student achievements and/or photographs with local newspapers, local television and radio stations as well as digital media, and churches. In addition, there are many opportunities to use visuals of school activities to promote the school to prospective families through brochures, posters, or advertisements on

digital media. Our policies with regard to this usage are specifically outlined below, and your acknowledgement upon enrollment indicates your agreement with this policy. Opting out in Sycamore is an option.

STUDENT PUBLICITY

This pertains to recognition of individual student achievements throughout the school year including, but not limited to, academic, athletic, and extracurricular accomplishments. ASLS acknowledges student achievements by sharing the news with the community via press releases in local newspapers (including online newspapers), radio / television stations, and on the school website / Facebook page. Some personal identifiable information is required for these announcements and is limited to:

- Student Name and age
- Home town
- Participation in school sponsored activities / sports
- Photograph related to press release
- Name of school
- Weight and height of members of athletic teams
- Grade level
- Field of study
- Description of award / honor received

Personal identifiable information used in media press releases and / or publication on the district / school website NEVER includes student phone numbers, street addresses, or email addresses.

SCHOOL PUBLICITY AND COMMUNICATION

ASLS reserves the right to photograph and publicize events and school activities for the purpose of promoting the school and increasing community awareness. Consider this an opportunity to serve as a witness for the school by helping to spread the word of all the good work we accomplish here! Photos will be used in the following ways: Website design, brochures, fliers, posters, postcards, as well as other promotional materials as needed. Personally identifiable information related to the photograph, other than being at the location of ASLS will not be provided in these formats. Testimonials of students and families will be used with special permission.

COMMUNICATION

FAMILY DIRECTORY

The Family Directory is available to families each school year via Sycamore under “Front Desk/Family Directory”. It includes a list of addresses, phone numbers, and emails of students and their parents/guardians.

NEWSLETTER

Friday Announcements will be sent via email to all parents each Friday. Other pertinent announcements will be sent out via Bloomz.

WEBSITE – www.aslsonline.org

SYCAMORE– ASLS utilizes a web based communication system called Sycamore. This system includes grades, assignments, projects, school finance accounts, lunch ordering and special events.

BLOOMZ - ASLS utilizes Bloomz, an app to facilitate different kinds of communication with our families, including announcements, schedule changes, class activities, etc.

PARENT - TEACHER CONFERENCES

Parents/guardians meet with their child’s teacher at the end of the first quarter. Additional conferences throughout the year will be scheduled at the request of either parent or teacher.

PROBLEM RESOLUTION

In keeping with the teaching of Matthew 18, solving problems at the most immediate level, we ask that parents/guardians follow the guidelines for conflict resolution as outlined below:

- Contact the staff member or members involved and request a conference to openly express your concerns. As a result of the conference, a course of action will be devised by the staff member and parent/guardian. Additional help will be secured when needed. Within two weeks parent/guardian and staff member should meet again to review progress.

- If concerns still exist, or if the problem remains unresolved, contact the school principal and a conference will be arranged with the parent/guardian, staff member, and principal.

- On the rare occasion when the above two steps have failed to resolve a concern or problem, the parent/guardian, teacher, or principal may request a meeting with ASLS Problem Resolution Committee appointed by the School Board. This committee will consist of 3 members of the Board of Directors and will meet with the principal, the staff member, and the parent/guardian. Decisions of the PRC will be final and binding upon ASLS, students and parents/guardians.

SCHOOL CANCELLATION

When the weather or other circumstances demand cancelation of school the Principal will decide the appropriate action from the following:

- ***School is closed for the day. All before-school care, after-school care, and school activities are canceled.***

- ***A late start (snow) schedule is in effect. School begins at 10 am. Before-school care is canceled. Drop off begins at 9:30 am.***

- ***Early dismissal. School will close at 11:45am. All after-school activities and after school care are canceled. This announcement must be made before 6 am.***

- ***Once school starts, school will be in session for the full day or as announced before 6 am.***

Abiding Savior Lutheran School closings will be announced in the following ways:

- KTVI television #2
- KMOV television #4
- KSDK television #5
- A Bloomz message will be sent to parents
- An email will be sent to parents

Abiding Savior Lutheran School will not always make the same decision about school closings as the Mehlville School District.

We do ask, however, that parents/guardians pick up all children from the office, and that, if another adult beyond the normal car pool is to transport the student, written permission be given to the office before the child is released.

Please remember, do not drive to school if you do not feel comfortable with road conditions. The school will understand. Let safety be the guide.

Abiding Savior Lutheran Church & School

Volunteer In Partnership Volunteer Handbook

*“As each has received a gift, use it to **serve** one another, as good stewards of God's varied grace...”*
1 Peter 4:10

PURPOSE & BENEFITS

The most important thing to know about our Abiding Savior Lutheran community is that we are a collection of imperfect people who are in need of a Savior. Our mission, therefore, is to **KNOW** (seek and love God), **GROW** (love and serve others), and **GO** (make disciples and serve the world). In many of our ministry opportunities, volunteers represent a tremendous resource! They can and have done so many things over the years to increase the effectiveness of the ministry, various programs, and our school by providing assistance and services that would not normally be possible. Because our volunteers have played such an enormous role at Abiding Savior over the years our volunteer program will be called: Volunteer in Partnership or the VIP program.

Besides the benefits to our church and school, there are many advantages to serving. Volunteering connects you to others. It allows you to connect to your community and make it a better place. You may even meet some great friends just by helping out. Plus, if you serve as a family, then your child(ren) get firsthand experience at how volunteering can make a big impact. Serving is good for your mind, body, and soul. Research has shown that serving provides lots of mental and physical benefits. Volunteering can advance your career. Helping out allows you to gain experience and even meet people who can help you network. There are many tangible benefits from the work of volunteers; however the intangible results of positive feelings, healthy relationships and the life satisfaction of volunteers themselves become a most important product of a well-organized volunteer program.

Our goal at Abiding Savior Lutheran is to provide a safe environment for all involved in any church or school sponsored program or activity. The objectives of the Volunteer Program are simple:

- a. That all adults and children be treated with courtesy, respect and Christian love while participating in programs and activities.
- b. That activities and programs be conducted in as safe and secure environment as reasonably possible, and that children are properly supervised while participating in these programs and activities.
- c. That volunteers receive appropriate training and are equipped to respond to and report dangerous or inappropriate situations.
- d. That all volunteers will comply with the following guidelines outlined in this manual.

We continue to praise and thank God for our volunteers and the help they provide in helping Abiding Savior in its mission!

VOLUNTEER EDUCATION

DIRECT OR INDIRECT SUPERVISION

Volunteer opportunities cover a broad spectrum of positions and scenarios requiring a variety of gifts, knowledge, skills and experiences. While it is universally impossible to quantify every foreseeable volunteer experience, Abiding Savior for the purpose of safety of children and youth generally distinguishes volunteer positions based on having either direct or indirect supervision of our young people who are under the age of 18 years old.

The Principal or the Volunteer Coordinator will make a determination as to whether the volunteer's activity involves direct or indirect contact/supervision of children or youth.

A. **DIRECT** -- Direct supervision is defined as any activity that would put the volunteer in close contact with children and youth. Volunteers determined to potentially have direct supervision will need to comply with all components of this handbook including: (1) completing a volunteer application, (2) background check consent form, and if transporting a child(ren) (3) a driver application form.

B. **INDIRECT** – Indirect can be further clarified as basically positions where there is limited or casual contact with children and youth.

Those volunteers determined to have minimal or infrequent supervision of children are encouraged to read and understand the Abiding Savior Lutheran Church and School VIP handbook, paying special attention to the volunteer policies and safety guidelines and procedures along with filling out a volunteer application form.

UNDERSTANDING CHILD ABUSE

*Jesus said, "Let the children come to me and do not hinder them, for the Kingdom of Heaven belongs to such as these."
Matthew 19:14*

A. What is Child abuse?

- Child abuse is a legal classification describing various maltreatments of children.

B. What terms relate to child abuse?

- For the purposes of this manual and Abiding Savior these are the terms that relate to child abuse:

□ Child – anyone 18 years or less and/or enrolled in a program of Abiding Savior Lutheran.

□ Situational Abuser – an opportunist who engages in misconduct when a situation develops or exists that makes abuse possible.

- Preferential Abuser – A perpetrator, who actively seeks out children, intentionally develops a situation, and grooms the victims.
- Victim Advocate – A Christian adult who “stands with” a victim throughout the process, expressing Christian love and concern.

C. What are the types of abuse?

- **Sexual Abuse** – Any form of sexual activity with a minor, whether in the home or any other setting. The abuser may be an adult, adolescent, or any minor usually at least four years older than the victim.

- Types of abuse involving touching

1. Fondling or inappropriate touching
2. oral, genital and anal penetration
3. intercourse
4. forcible rape

- Types of abuse not involving touching

1. verbal comments and jokes with sexual innuendo
2. pornographic material, pictures or videos
3. obscene phone calls or messages on social media
4. exhibitionism
5. allowing children to witness sexual activity

- **Physical Abuse** – Violent non-accidental contact which results in injury. This includes but is not limited to striking, biting or shaking. Injuries include bruises, fractures, cuts and burns.
- **Emotional Abuse** – a pattern of crushing a child’s spirit and attacking his/her self-worth through sarcasm, rejection, threats, terrorizing, isolating or belittling. Emotional abuse affects a child’s emotional development leading to low self-esteem, problems with feelings and emotions, and difficulty with relationships.
- **Neglect** – Includes failure by a caregiver to provide for a child’s emotional needs such as love and attention; physical needs such as food, clothing, shelter and health care; and failure to offer supervision when it is within his/her power to do so.

*“Speak up for those who cannot speak for themselves”
Proverbs 31:8a*

D. What are some facts about Child Abuse?

- In about 80% of the cases of child abuse, the perpetrator is an adult known to the child.

- There are numerous registered sex offenders within a five mile radius of Abiding Savior's campus.
 - Most abuse takes place within a context of an ongoing relationship.
 - Child abusers are often married and have children.
 - Many of the reported child molestation cases are committed by adolescent males.
- E. Why are children at church or school potentially vulnerable?
- It is a community of trust
 - There is often ignorance of the facts.
 - Safeguards may be ignored.
 - There are an unlimited number of opportunities to be in contact with children/students.
 - There is easy access to children/students.
 - There is a constant need for volunteer workers.
 - Turnover among volunteer workers is high.
- F. What is the impact of child Sexual Abuse?
- Victimization of children.
 - Shattered trust.
 - Damaged families.
 - Psychological, emotional, and spiritual damage to individuals.
 - Spiritual damage to families and the school community.
 - Church and School community disunity and polarization.
 - Litigation and financial costs.

VOLUNTEER POLICIES

- A. **HARASSMENT** -- Any type of harassment is prohibited and will not be tolerated by anyone who is employed or volunteers. Harassment includes, but is not limited to:
- **Sexual** – Unwelcomed, unwanted or abusive sexual advances, language or requests. While intended to be inoffensive social exchanges, certain types of conduct may be perceived as creating an intimidating, hostile or offensive situation. In this regard all volunteers of Abiding Savior should avoid, among other things, unnecessary touching, embracing, patting, pinching, poking and grabbing.
 - **Discriminatory** – Harassment based on race, sex, color, religion, national origin, age, military and/or veteran status, or disability is unacceptable and will not be permitted at Abiding Savior.
 - **Intimidation** -- Any conduct that has the purpose or effect of creating intimidation, hostility, or offense and/or interfering with the working environment is unacceptable and will not be permitted.

B. ILLEGAL SUBSTANCES (*ILLEGAL DRUGS, ALCOHOL, TOBACCO and ILLEGAL PERFORMANCE ENHANCEMENT DRUGS or SUPPLEMENTS*) – Abiding Savior prohibits the use or possession of illegal substances at all times when on the premises or while conducting business or operating equipment.

- This policy does not include prescription drugs or inhalants when taken as directed by an individual’s doctor except as limited to operating vehicles or equipment.
- Abiding Savior prohibits the use of possession of alcohol; at all times on the premises, except for approved functions. The use of alcohol is prohibited when operating any Abiding Savior equipment.
- Abiding Savior reserves the right, at all times, to have authorized personnel conduct unannounced inquiries or searches for the purpose of determining whether an individual is in possession of or under the influence of any illegal substances or other items in violation of this policy and contact the police if necessary.

C. REASON TO BELIEVE – Missouri law requires that a report be made if an individual has a “reason to believe” that abuse or neglect is occurring. This means that if a volunteer suspect’s abuse or neglect for any reason the suspicion must be reported to the Pastor, Principal, or church or school staff as they are mandated reporters. Physical proof or other validation is not required to make a report.

- Missouri law protects the reporter of suspected child abuse or neglect from any decision or award which might be sought through the filing of such a report. Under Missouri law, any person participating in making a report of suspected child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred as a result of such action.
- Any volunteer who has “reason to believe” that an injury, abuse or molestation has occurred must inform the Principal, Pastor, Volunteer Coordinator, or school personnel. They will assist in completing an Incident Report.
- The name of the alleged victim and the alleged abuser should be kept confidential.
- When appropriate a victim advocate will be made available.

D. REQUIRED VOLUNTEER FORMS

- VOLUNTEER APPLICATION – Volunteers serving in any capacity are required to read the volunteer handbook, and fill out a Volunteer Application if 18 years of age or older. The information gathered on the Application will help provide a secure environment.

- BACKGROUND CONSENT – The background consent form provides permission to investigate the volunteer’s background to substantiate qualifications as a volunteer who will be in direct contact with children.
- DRIVER APPLICATION FORM – The Driver Application is required of any volunteer transporting children or youth along with other necessary documentation as outlined on the form.

SAFETY GUIDELINES AND PROCEDURES

The following are some “**best practices**” which are “**rules of thumb**” meant to create redundancies that offer an umbrella of protection for both volunteers and children. These best practices are really just common sense rules that apply to a volunteer’s protection or their interactions with the children in their care. Obviously, there may be other procedures that will be helpful and/or scenarios not considered. In every situation, your best guide will be your conscience, prayer, your instincts, and common sense. Use them!

“For the Lord gives wisdom, and from his mouth come knowledge and understanding. He holds victory in store for the upright, he is a shield to those whose walk is blameless, for he guards the course of the just and protects the Way of His faithful ones.”
Proverbs 2:6-8

- A. TWO ADULT RULE – Ordinarily, no fewer than two adults should be supervising or working with minor children at a given time. Obviously, there will be times when this is not possible.
- B. OPEN DOOR RULE – Ordinarily, you should not close your door when conducting a class or activity. If the door has no window then the door must always remain open unless there are two adults present.
- C. NO “One-on-One” RULE – A volunteer should never allow oneself or another adult to be alone with a minor. If the situation arises (e.g. a minor approaches you at the end of a class or activity) take whatever steps are necessary to move the discussion to a public or common area (hallway, cafeteria, outdoors, etc.) If moving to a public area is not reasonable doors must remain open. There is safety in numbers. Keep the duration of such situations to a minimum (seconds not minutes).
- D. NO BURNT FINGERS RULE – Unfortunately touching is an action that can at times be misconstrued as inappropriate.
 - Volunteers should never allow students to stand between their legs when seated.

- When comfort is needed it may be appropriate to hold a toddler on your lap for a short period of time; however, it is inappropriate for school age and older children.
 - A nurturing touch is very important to the development of children. However, never touch a child in an area which would normally be covered by a bathing suit.
- E. NO KISS RULE – It is never appropriate to kiss or allow a kiss on the lips.
- F. RESTROOM RULE – Never take a child into a bathroom alone! If the child is too young to handle their own personal care needs another volunteer or adult must be present whenever possible.
- G. TELL ALL RULE – If anything happens that you believe may put you at risk of accusations by anyone, do not keep it a secret! The Abiding Savior staff in charge of your activity should be informed and appropriate action (if deemed necessary) will be discussed with you.
- H. FIRST AID RULE – First Aid should be administered as gently and respectfully as possible. Always ask for assistance if a child needs to be transported to the office.
- I. OVERNIGHT RULES
- All overnight accommodations involving children must be arranged so that minors staying in each room do not have more than a 4 year age difference, except in the case of siblings.
 - All overnight accommodations must have at least two minors when one adult is present.
 - A minimum of two adults should be present at an overnight activity. If participants are both male and female, the adults should be both male and female.
 - On outings that require that an adult share the same room as a minor, the parents or legal guardian must give prior consent. The adult must never occupy the same bed as a minor. Males and females should sleep in separate rooms and have separate access to bathroom facilities.
 - A curfew for all participants must be established for overnight events.
 - All participants must have a Medical Consent and Waiver of Liability Form on file before participation.

- J. TRANSPORTATION RULE – Volunteers must read through this manual, fill out a Volunteer Driver Application Form, and submit to a background check. A copy of a current driver’s license and insurance card must be on file with the volunteer driver application form as well.
- K. DISCIPLINE RULE – Removal of privileges, time out and verbal correction can be used to preserve order and safety. No volunteer may ever use physical punishment to discipline a child. Physical restraint may only be used when the volunteer has reason to believe the child is in danger of injuring himself or someone else.
- L. VOLUNTEER STANDARD OF BEHAVIOR - Your example as a Christian servant-leader is vitally important to Abiding Savior Lutheran Church and School. This includes conduct which will be adversely affecting Abiding Savior’s or your own integrity, reputation, or credibility. 1 Peter 3:8 gives us great words to live by, “Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble.” Therefore, we ask that our volunteers abide by the following:
- I understand and acknowledge that I am volunteering to support and represent the church and school.
 - In the event of a disagreement between other volunteers, parents, or any staff, I will use the principles of Matthew 18:15-17 and Philippians 2:1-4 as a guideline for settling the disagreement with everyone involved.
 - I will maintain confidentiality outside of church and school. What I hear and observe about children, families, and staff while volunteering is completely confidential. Repeating a seemingly harmless comment can lead to misunderstanding and hurt feelings. For churches and schools to provide the best environment, everyone’s privacy must be respected. Any violation of confidentiality or on-going gossip can result in loss of your volunteer position. If I have an appropriate concern, however, I will speak to the Principal or Pastor.
 - If I am expected to volunteer but cannot be present, I will arrange for a replacement. If a replacement cannot be found, I will notify the church/school as soon as possible.

VOLUNTEER APPLICATION

Abiding Savior Lutheran Church & School

This application is to be completed by all volunteers who are 18 years and older. This is not an employment application. It will be used to help the Abiding Savior Lutheran ministry in providing a safe and secure environment for our volunteers and children/youth.

NAME (full legal name): _____

Address: _____

City/State/Zip _____

Phone: (Home) _____ (Cell) _____

Age range: 18-25 26 or older

E-mail Address (list all)

Emergency Contact Name: _____ Phone: _____

What other volunteer experience do you have?

<u>Organization</u>	<u>Position/Program</u>	<u>Dates</u>	<u>Contact</u>

Have you at any time, ever, been arrested for any reason? Yes No

Any reasons why you should not work with children or youth? Yes No

If yes, please explain: _____

Are you aware of any reason including physical or mental health, traits or tendencies you possess that could pose any threat to children/students or keep you from working effectively with children/students?

Yes No

If yes, please explain: _____

List the name, address and phone number of two personal references (not related to each other or to you)

References:

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Volunteer Verification and Release

I recognize that Abiding Savior Lutheran Church & School is relying on the accuracy of the information I provide on this form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I authorize the organization to contact any person or entity listed on this form, and I further authorize any such person or entity to provide Abiding Savior Lutheran Church and School with information, opinions, and impressions relating to my background qualifications.

I voluntarily release the organization and any such person or entity listed on this Volunteer Application Form from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a background investigation if such a check is deemed necessary.

I have carefully read the volunteer handbook which outlines the policies and procedures of Abiding Savior Lutheran Church and School, and I agree to abide by them and to protect the health and safety of the children or youth assigned to my care of supervision at all times.

Printed Name: _____

Signature _____ Date _____

(please read this document carefully before you sign it.)

DISCLOSURE and CONSENT TO OBTAIN BACKGROUND INVESTIGATION

In connection with your volunteering with Abiding Savior Lutheran Church and School (the "Company"), notice is hereby given that a consumer report and/or investigative consumer report may be obtained from a consumer reporting agency for employment purposes. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Company and Protect My Ministry 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618; Phone: 1-800-319-5581. For information about Protect My Ministry's privacy practices, see www.protectmyministry.com. The scope of this notice and below authorization is not limited to the present and, if you are hired, will continue throughout the course of your employment and allow the Company to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

ACKNOWLEDGEMENT AND AUTHORIZATION

Last Name _____ First Name _____ Middle Name/Initial _____

Home Address: _____

City _____ County _____ State _____ Zip _____

Social Security Number Driver's License Number or State ID State Issued

For identification purposes only, please provide FULL Date of Birth: _____

By signing below I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by the Company at any time after receipt of this authorization and throughout the course of my employment, if applicable.

Signature: _____ Date: _____

Abiding Savior Lutheran Volunteer Driver Application Form

We often need help in transporting children/youth on field trips or athletic events. Please fill out this form and return it with a copy of your drivers' license and current automobile insurance. A new Volunteer Driver Application Form must be filled out each (school) year. If you have been convicted of DWI / DUI, had your license suspended for moving violations, hit & run, eluding an officer, reckless or negligent operation of a vehicle or driving while under suspension or revocation, we are unable to accept your offer to drive.

VOLUNTEER DRIVER INFORMATION

Driver #1

Name _____ Drivers' License # _____ Expiration Date _____

Address _____

Home Phone _____ Cell Phone _____

Car Year/Make/Model _____ No. of Working Seatbelts _____

Insurance Company _____

Policy _____ Expiration Date: _____

I agree that when I am transporting children and/or youth as a volunteer of ASL, I will abide by the motor vehicle regulations governing the roadways being used.

Signed: _____ Date: _____

Driver #2

Name _____ Drivers' License # _____ Expiration Date _____

Address _____

Home Phone _____ Cell Phone _____

Car Year/Make/Model _____ No. of Working Seatbelts _____

Insurance Company _____

Policy _____ Expiration Date: _____

I agree that when I am transporting children and/or youth as a volunteer of ASL, I will abide by the motor vehicle regulations governing the roadways being used.

Signed: _____ Date: _____

Bring Your Own Device Handbook

2023-24

Mission Statement of the Bring Your Own Device Program.

To provide all students access to technology tools to master 21st century learning skills to be ready for high school and college.

Definition

BYOD or Bring Your Own Device is a policy that allows students to bring their own computing device, specifically a Google Chromebook, to school for use on the Abiding Savior network.

This BYOD initiative allows students to bring their own Chromebook to school. BYOD is not about the device itself, but about creating constructive change in teaching practices and empowering students to make decisions regarding how they will learn in class. Students will become a producer of information, not just a consumer.

Goal

The BYOD initiative is designed to provide Student Centered Learning opportunities, increase student engagement, involve teachers and students with active collaboration and help students become responsible digital citizens. Accomplishing these goals will give students skills and experiences to become successful innovators.

Classroom Guidelines

ASLS has launched the BYOD initiative to allow students to bring a Chromebook to class for academic use under teacher supervision. Students will be required to connect to the ASLS network specific for this task. The BYOD initiative applies to all subjects for grade 4 to grade 8. Examples of Use: Taking notes, using a calendar to keep track of assignments, research, reading, photos, videos, creating multimedia projects, and access to any online instructional curriculum programs.

Required Acceptable Use

At the beginning of each school year, students and staff shall be given a copy of ASLS's electronic communication systems policy to be signed annually agreeing to rules of conduct. While using a Chromebook on the ASLS network students and staff are expected to follow the Acceptable Use of Computers and Networks. Each student is responsible for his/her own

device and property. The school will not be held accountable for damage, loss, or theft due to negligence.

Acceptable Use Policy forms will be distributed each fall at the open house in August.

Violation Consequences

Students are expected to follow the ASLS student code of conduct (as outlined in the student parent handbook). Violation of ASLS policies concerning acceptable use of computers and networks, code of conduct, and classroom procedures established for the use of electronic devices may result in disciplinary action that could result from similar violations. ASLS reserves the right to confiscate and/or inspect an individual's Chromebook if there is reason to believe that it was used to violate policies, procedures or school rules.

Utilization of Chromebook

Students in grades 5-8 will be required to bring a fully charged Chromebook to school each day and carry it with them to class each period, unless specifically advised not by his/her teacher. Failure to comply may result in disciplinary action, and could lead to adverse effects on a student's performance in class.

Chromebooks are to be used for educational purposes at all times. The term "educational purpose" or "educational value" is defined as a use that has direct or indirect impact on the student's educational program at ASLS. This will be monitored by the classroom teachers.

Charging Chromebooks

Chromebooks must be brought to school each day with a full charge. The best way to guarantee a full charge is to make sure that it is plugged in and charging overnight. Charging cannot be guaranteed to be available at school.

Logging into a Chromebook

Students will log into their Chromebook using their school issued Google Apps for Education email account.

Students must never share their account passwords with others.

It is recommended that students not allow other students to use their Chromebook.

Managing and Saving Your Digital Work with a Chromebook

The majority of student work will be stored in Google Drive, and this can be accessed from any computer with an internet connection and most other mobile devices. Google Drive automatically saves as a student is working, as long as an internet connection remains active.

Things stored outside of Drive will need to be saved frequently, and the utilization of a flash drive for backing up data outside of Drive is recommended.

Chromebooks do have the ability to work offline, but the student must download the file prior to disconnecting from the internet.

Backgrounds and Themes

Inappropriate media may not be used as a Chromebook background or theme, or in any manner on a student's Chromebook. The discretion for this matter is left to the school principal.

Sound

Sound must be muted at all times unless permission is obtained from a teacher. Headphones may be used at the discretion of the teacher. Students should have their own personal set of headphones.

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Printing at school will only be done under the permission of the teacher.

Operating System and Security

Students should not install any operating system on their Chromebook other than the current version of ChromeOS that is supported by each device. One of the most common ways to have the OS erased is to drop the device. Families and students will be responsible for having the device in working condition.

Updates

Any updates to the Chromebook operating system will happen automatically. Students do not need to manually update their Chromebook.

Virus Protection

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter

ASLS utilizes an internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). This will work anywhere on our campus. Parents are responsible for monitoring student activity at home.

Google Apps for Education, Web Apps and Extension

Students are allowed to install appropriate Chrome Web Apps and Extensions from the Chrome Web Store. These should be for educational purposes only.

Abiding Savior Lutheran School Communication Policy

Quality relationships are at the core of good communication. This cannot be overemphasized.. Our community, including students, family members, staff, and congregation members.. Good communication among everyone is essential to providing the best environment for educating young children. Communication is not just one-way communication from the school. It also requires parents, students, and staff to be able to communicate their aspirations, concerns, and ideas. *To minimize the risk of miscommunication, there are some basic principles we ask parents, staff, and students to follow.*

One of the best ways that parents can help their child succeed in school is to be involved with their education. This starts with good communication between you and your child's teacher. This policy acknowledges the need for stakeholders to communicate in a courteous and respectful manner at appropriate times with timely feedback.

Miscommunication is usually the number one cause of conflict. Get the facts before you react. Assume that the people with whom you are dealing are good people and want the best for your child and others. Children often see things from an understandably limited perspective. They often do not understand what leads up to a situation and might only communicate part of the story. Our school policy reminds us to follow the structure given to us in Matthew 18: go to the other person privately, do not make it a public matter. Most matters are resolved in this way. At times this method may seem too direct, but it is important to understand it is done out of love, respect, and a sincere desire for resolution..

Go to the staff member closest to the situation. Speak first to the most appropriate person. Don't escalate until you have spoken directly to them. Please do not discuss issues or people in the public arena, *including the use of social media*. We want to build community not break down others and their reputations.

When to communicate can be a difficult issue. At the beginning of the year when everything is "new" and fresh, people tend to avoid discussing issues. Generally speaking, if it is worrying you, don't wait. Talk to the staff member closest to the situation. We should not aim to solve all of our children's problems for them, but a quiet word to the teacher can alert them to an issue before it gets too big.

Don't wait for parent-teacher conferences. If you want to know how your child is progressing, make an appointment to see your child's teacher.

The bigger the issue, the more time it takes to resolve. No matter who you see, make an appointment so the person is there and they can put aside enough time to deal with it thoroughly.

Don't try to sort out a problem between your child and another child at school by approaching a child. Speak to the parents privately. No parent has the right to approach a child from another family about a school incident.

Don't speak on behalf of others. Please speak on behalf of your needs only. Do not use phrases such as "other parents or others believe as I do." Speak for yourself only and bring it to the staff person closest to the situation. Supporting the school does not always mean agreement, but it does require using the communication channels and processes that respect all members of the community. This will support and build up our community. Gossip is usually misinformed and never resolves issues.

Electronic Communication

The purpose of this policy is to clarify the school's position regarding electronic communication between parents and staff.

Increasingly, parents and teachers are using email to communicate with each other. Email is often a convenient and helpful way to communicate with your child's teacher, but parents and teachers should follow the same guidelines as any other professional communication.

Please be aware teachers get many email messages daily. They will also be teaching your children and have other supervisory responsibilities during their day. Your child's teacher may not be able to respond immediately to your email. Some teachers do not have time to address email until well after school finishes and others will address email in the morning. Staff will check their emails daily on school days (or each day that they work). *Response time to email from a teacher will be (at the latest) within 48 hours of the initial contact, excluding holidays, weekends, or planned personal days off.*

Some issues are too complex to resolve via email or can't be conveyed properly through email. In this case, either the parent or teacher should request a meeting to discuss. It can be difficult to determine when to do this. However, if the email becomes very lengthy or begins to cover multiple topics, it would be best to communicate concerns in person or via a phone call. *Complex or recurring issues should not be addressed via email but rather in person or via telephone.*

Communication Tips

A poorly worded or aggressive email can lead to a breakdown in communication. Neither parents nor teachers want this. Following proper email etiquette can enhance communication:

- Be positive, courteous, and diplomatic. You cannot take back an email message and it can easily be forwarded. Be calm and choose your words carefully. Do not write and send an email when you are angry. Take some time to digest the situation first.
- Begin your communication to the other person with phrases such as "Can we talk about...?" or "I need to check...". Avoid comments such as "You should have..." or "You must be mistaken...". You may not have all the details you need to support those statements. The request "help me understand" can be very useful in such situations.
- Make respectful requests such as: "Could you please send home the information about..." Avoid giving orders by saying things like: "You have to..." or "You need to..." Be brief and stick to the point. Use kind words rather than fighting phrases. For example, "Please could you..." and "Thank you for all you did" go a long way to building good relationships.
- Do not forward someone else's email unless you have permission, including teacher emails.